

**BOROUGH OF PEAPACK & GLADSTONE  
SOMERSET COUNTY, NEW JERSEY**

**REQUEST FOR PROPOSALS  
FOR  
PROFESSIONAL SERVICES  
ARCHITECTURAL SERVICES**

**PROPOSALS TO BE RECEIVED BEFORE 10:00AM ON  
TUESDAY, DECEMBER 10, 2024**

**THE BOROUGH OF PEAPACK & GLADSTONE REQUESTS PROPOSALS FROM ARCHITECTURAL  
FIRMS INTERESTED IN PROVIDING ARCHITECTURAL SERVICES FOR RENOVATIONS OF THE  
BOROUGH'S PARK HOUSE – 181 MAIN STREET, PEAPACK, NJ 07977**

**Introduction**

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the Borough of Peapack & Gladstone (“Borough”) seeks proposals in response to this Request for Proposals (“RFP”) from Architectural Firms licensed to provide architectural services in the State of New Jersey that wish to provide architectural services to the Borough as directed by the Mayor & Council, or other appropriate official of the Borough for the purpose of renovations to the Borough’s Park House Renovations/Demolition. The successful firms must have some experience providing architectural services to New Jersey municipalities. If awarded a contract, our company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (See Exhibit A included herewith). The successful firm will provide the Borough with services relating to, but not necessarily limited to:

1. The Architectural Firm will provide the architectural services including drawings and plans for the renovation of the Park House to integrate with the park surroundings and maintain the basement for utilities of the Park as well as future bathroom facilities.
2. The Architectural Firm shall have experience with preparing necessary bidding information, bidding forms, the conditions of a contract, and the form of agreement between the Borough and the Contractor.
3. Attend meetings of the Borough upon request.
4. The vendor shall provide monthly billing statements that include a brief statement showing the original amount of the Contract, any increases established by amendment to the Contract, the amount previously billed under the Contract, and the total amount of unbilled funds remaining available under the Contract, and the total amount of unbilled funds remaining available under the Contract after deduction of the most recent amount billed. A copy of each billing statement shall be made available to the State Fiscal Oversight Officer upon request.

Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) prior to the award of contract, but preferably with their proposal, and must comply with the Affirmative Action requirements contained at N.J.A.C 17:27 et seq. (See Exhibit A included herewith).

Proposers are advised that the contract with the successful proposer will permit the Borough to make payments to the successful proposer for approved services in accordance

with, and within the time permitted by, the law governing prompt payment of public contracts for the purchase of goods and services.

### **Professional Information and Qualifications**

Copies of this standardized submission requirements and selection criteria are on file and available from the Office of the Borough Clerk. Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business and all architects of firm's offices and corresponding telephone and fax numbers. Please note specifically which architects will be assigned to work with the Borough;
3. Description of firm's architects' education, licensing, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
4. Experience related to representation of public entities;
5. At least four (4) references, three (3) which must have knowledge of your representation of a public entity;
6. Examples of your record of success serving public entities;
7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and a total "not to exceed" amount;
9. Statement of corporate ownership (c.52:25-24.2);
10. Disclosure of Investment Activities in Iran Form (c. 52:32-55, et. seq.);
11. Business Registration Certificate;
12. Certificate of Employee Information Report;
13. Certificate of Liability Insurance;
14. Statement, see attached, executed by a corporate officer, member, partner or sole proprietor certifying that there are no prior or pending ethics complaints against them or their company; and
15. The successful proposer must comply with the requirements set forth in the Mandatory Equal Employment Opportunity language included herewith (Exhibit A).

## **Selection Criteria**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter;
4. Cost competitiveness.

## **Submission Requirements**

Please submit one (1) original and two (2) copies of the RFP.

Proposals will be received at the Borough Clerk's Office on or before 10:00am Tuesday, December 10, 2024. Firms do not need to be present and may mail or deliver proposal package prior to the date and time above to the attention of:

Nancy A. Bretzger, Borough Clerk/Administrator  
Borough of Peapack & Gladstone  
1 School St., PO Box 218  
Peapack, NJ 07977

**STATEMENT CONCERNING ETHICS COMPLAINTS**

I, \_\_\_\_\_, of full age and to the best of my knowledge and belief, as of the Date of this Certification, hereby certify as follows:

1. I am the \_\_\_\_\_ in connection with the firm, entity, partnership, sole proprietorship which entity is submitting this proposal to the Borough of Peapack & Gladstone.
2. I am aware of no prior or pending ethics complaints against myself or any firm or entity.

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

**EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the Performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmation Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Dated: \_\_\_\_\_

By: \_\_\_\_\_