

RARITAN VALLEY COMMUNITY COLLEGE

MEMORANDUM

TO: ALL PROSPECTIVE BIDDERS

FROM: John Trojan, Vice President for Finance and Facilities

SUBJECT: **Architectural Services – Workforce Training Center Addition**

Raritan Valley Community College (RVCC) invites all interested parties to submit written proposals to provide these services. This invitation is made in conformity with the State of New Jersey's Pay-to-Play statute (N.J.S.A. 19:44A-20.4 et. Seq.) with respect to professional services conducted in a fair and open process. **The expected response date is by 3:00 PM on Thursday, October 20, 2022, in the office of the VP Finance and Facilities, Room 209, Second Floor Event Center**

An RVCC committee composed of senior College managers and I will review all materials. The first stage of the selection process will be an evaluation of the submitted professional qualifications indicating experience designing similar projects. Then three to six firms will be selected from this review to make in-person presentations. One firm will then be recommended to the Board of Trustees Finance Committee and from there to the full Board.

The essential criteria upon which RVCC will base its initial architect selection (from all submissions down to three-six) are the following:

- Extent of experience in developing mixed use academic facilities
- Willingness to accept particular contractual requirements
- Ability to fast-track construction bid documents
- Proposed fee for services

From the final list of firms that will be interviewed, additional selection criteria will include:

- Explanation of firm's approach to insure that potential design options will not exceed construction budget

In order to help you evaluate your firm's interest we have provided some general background information on RVCC, a description of the project objectives and several photos of the existing facility. The selected firms would also be expected to produce/sign the following documentation before contract award:

- New Jersey Business Registration Certificate
- Bidders Prequalification Affidavit of Non-Collusion
- Affirmative Action Agreement/Mandatory Language
- Statement of Ownership (Ownership Disclosure Certification)

- Verification of Assumed, Trade or Fictitious Name
- Disclosure of Investment Activities in Iran
- Disclosure of Investment Activities in Russia or Belarus
- Compliance with P.L. 1975 c.127 (N.J.A.C. 17:27)

We have not developed a standard form for your response. However, your proposal should address the selection criteria directly. You may also include some brief promotional material and profiles of the professionals who may be assigned to our account. Please provide three (3) copies.

Interested firms can schedule site visits at any time up through October 14 by calling my office at 908-526-1200 ext. 8203. Either myself or Brian O'Rourke, Executive Director of Facilities, will conduct the tour.

The last day for questions will be October 13, 2022 at 12:00 p.m. (Noon). All questions must be directed in writing to John Trojan, via E-Mail: John.Trojan@raritanval.edu.

It is the sole responsibility of the bidder to insure that its response is delivered on time. RVCC shall not be liable for any proposals lost in transit.

RVCC shall not be responsible for, or be bound by, any verbal answers to questions during this process. All questions and responses must be in writing. RVCC reserves the right in its sole discretion to waive any insubstantial irregularities in these procedures and further reserves the right in its sole discretion to permit insubstantial defects to be cured.

Bidder acknowledges that this bid and the award of a contract are governed by the County College Contracts Law N.J.S.A. 18A:64A-25.1 et seq., and that any legal challenges to the bidding process, the award or non-award of a contract, or the rejection of any bids, must be pursued before the College Board of Trustees in accordance with P.L. 1994 h. 48, Sec. 6(f). The challenge or objection must be presented by filing a petition with the Secretary of the Board of Trustees within ten (10) calendar days of the decision to award or not award a contract. Proceedings on the petition shall be governed by the Raritan Valley Community College Rules for Hearings before the College Board of Trustees, which rules may be obtained from the VP Finance & Facilities.