REQUEST FOR QUALIFICATIONS

Township Architect

I. PURPOSE AND INTENT

Through this Request for Qualifications (RFQ), the Township of Deptford (hereinafter the "Township") seeks to engage a vendor as Township Architect for the year 2023. This contract will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq. and Chapter 41, Article II of the Code of the Township of Deptford

II. PROPOSAL SUBMISSION

The Township requires the proposal to be submitted in the following format:

Two (2) original, hard copies, plus one (1) copy of the full proposal in PDF File Format on CD, shall be submitted in sealed envelopes and must be marked with the "Township Architect" and addressed to:

Dina Zawadski Township Clerk
Township of Deptford

Faxed Proposals will NOT be accepted.

Any inquiry concerning the RFQ should be directed to Township Clerk Dina L. Zawadski, by email to twpclerk@deptford-nj.org or by phone at 856-686-2203.

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1 A-1 et seq. The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigation as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Township reserves the right to re-solicit proposals.

II. MINIMUM QUALIFICATIONS

The successful applicant shall have a minimum of ten (10) years' experience as a New Jersey Architect.

The proposal shall provide a *resume* for all principals who will be assigned to work for the township or appear at meetings on behalf of the township.

The applicant shall have the following capabilities and provide the following services:

- Architectural Firm must have at least ten (10) years' experience as a New Jersey licensed professional architect.
- Provide basic architectural services to the Township such as providing preliminary evaluations of projects, review alternative approaches to design and construction of projects, preparing drawings and specifications for projects and setting forth in detail the requirements for construction costs.
- Planning, revitalization and community design experience is valued.
- Handle any other matter requiring the expertise of an architect as directed by the Township.

- The individual primarily assigned shall have at least five (5) years' experience as a New Jersey licensed architect in good standing.
- Architect may, in his/her discretion be assisted by employees of the Architect's firm with lesser levels of experience.

Proposal

Please attach a full and complete proposal demonstrating the way and manner in which the respondent meets the requirements of this RFQ/RFP. At a minimum the Proposal; shall (a) outline the services to be provided, (b) attach a *resume* for the primary contact and all principal persons who will provide services to the township, (c) provide a summary of the experience of the entity in providing planning services with emphasis on experience with municipalities and other local government entities, (d) set forth the manner of calculating, amount and method of payment of the fees[1], and (e) provide a table of organization for the entity.

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[1] Travel associate expenses, if any, shall only be compensated from the office or another job site, whichever is shorter in time and distance.

"The Township shall require that all public documents held by outside vendors/professionals be copied and provided to the Township, without charge, if requested by the Township. The vendor/professional shall comply with a request for public documents by the Township within five (5) working days of the request."