

**The City of Union City (“City”) Request for Proposals From
Architectural Firms Interested in Providing Architectural Services
for the Community Development Agency for the Period
July 1, 2013 through June 30, 2014**

Introduction

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City of Union City (“City”) seeks Request for Proposals (“RFP”) from Architectural Firms licensed to provide architectural services for the Community Development Agency of the City in the State of New Jersey that wish to provide architectural services to the Community Development Agency, as directed by the Board of Commissioners, or other appropriate official of the City for a contract period beginning on July 1, 2013 and ending June 30, 2014. The successful firms must have significant experience providing architectural services to New Jersey municipalities. If awarded a contract, your 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. The successful firm will provide the City with services relating to, but not necessarily limited to:

1. The Architectural Firm will provide basic architectural services to the City of Union City Community Development Agency (“CDA”) 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.
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 City CDA and the Contractor.
3. Attend meetings of the City CDA upon request;
4. Handle any other matters requiring the expertise of an architect as directed by the Union City CDA.

Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirement contained at N.J.A.C. 17:27 *et seq.*

Professional Information and Qualifications

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

1. Name of Firm;

2. Address of principal place of business and all architects or firm's offices and corresponding telephone and fax numbers. Please note specifically which architects will be assigned to work with the Union City CDA;
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) of 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).

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

Sealed RFPs will be publicly opened by the Union City Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11:00 a.m. on June 28, 2013. The RFP must be received no later than the above stated time and date by:

William Senande, City Clerk
City of Union City
3715 Palisade Avenue
Union City, New Jersey 07087

Please submit one original and five(5) copies of the RFP. Use white 8 ½" x 11" paper.