



City Manager's Office

P.O. Box 228 • Englewood, N.J. 07631 • (201) 510-8206 • Fax (201) 567-3678

# Englewood

June 4, 2024

## REQUEST FOR QUALIFICATIONS

The City of Englewood issues this Request for Qualifications (RFQ) for professional architectural services to plan, design and provide construction administration, inspection and monitoring services for the adaptive reuse of the Russell C. Major Liberty School building. The property is located at 12 Tenafly Road (Block 613, Lot 13). The City wishes to preserve the unique elements of the building as well as create an adaptive reuse plan. One of the options is to accommodate a future City Hall and multi-purpose community center. The site contains a multi-story masonry structure of approximately 32,000 square feet on 2.25 acres. When the basement is included the building has approximately 48,000 square feet of space. It is located between Tenafly Road, Liberty Road and West Palisade Avenue.

### **Procurement Process and Schedule.**

The selection of Qualified Respondents is not subject to the bidding provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is subject to the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4 et seq. and shall be awarded through the non-fair and open process.

Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the City will (in its sole judgment) determine which Respondents are qualified from professional, administrative and financial standpoints. Each Respondent that meets the requirements of the RFQ (in the sole judgment of the City) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process which includes a scheduled site visit.

All communications concerning this RFQ or the RFQ process shall be directed to the City's Designated Contact Person, in writing.

**Designated Contact Person:**

Robert S. Hoffmann

City Manager

City of Englewood

2-10 North Van Brunt Street

Englewood, New Jersey 07631

[rhoffmann@cityofenglewood.org](mailto:rhoffmann@cityofenglewood.org) and [cmlendez@cityofenglewood.org](mailto:cmelendez@cityofenglewood.org)

Qualification Statements must be submitted to and received by the City, either by delivery service, or US Postal Service delivery, or email submission to [rhoffmann@cityofenglewood.org](mailto:rhoffmann@cityofenglewood.org) and [cmlendez@cityofenglewood.org](mailto:cmlendez@cityofenglewood.org) no later than 5:00 p.m. present time on Friday, July 19, 2024.

**SCOPE OF WORK**

During the length of the contract, the selected architectural firm shall conduct weekly project meetings with City of Englewood's representatives, including, but not limited to the City Manager and designated Governing Body members. The firm shall assess all unique architectural features of the site with the goal of preserving those elements. The firm shall explore the feasibility of adaptively reusing the building for a City Hall and multi-purpose community center or another option that will meet the future needs of the City. The firm shall conduct at least one evening public meeting/charette for the general public. The firm shall make separate presentations of preliminary and final site plans to both the City Council and Planning Board. The firm shall develop signed and sealed construction drawings, with Gantt chart timeline schedules, estimates of probable construction costs, schedules of values as well as identify grant funding opportunities. The firm shall assist the City of Englewood advertise for bidding. The firm shall attend the bid opening either in person or electrically, review each bid submission, prepare a bid tabulation in consultation with the City Manager, City Engineer and Qualified Purchasing Agent (QPA) and recommend the lowest responsible bidder. After the award of a construction contract, the firm shall perform construction administration, inspection and monitoring services. The firm shall visit the site on a weekly basis to monitor progress. The firm shall meet with the contractor and City officials at the location as reasonably necessary. The firm shall respond to all Request(s) for Information (RFI). The firm shall review and approve all pay applications and certified payroll documents. The firm shall work with the City of Englewood and the contractor to address all punch list items to the satisfaction of municipal representatives. Finally, the firm shall perform all tasks necessary for the successful completion and closeout of the project.

## **KNOWLEDGE AND EXPERTISE**

The selected architectural firm shall be licensed by the State of New Jersey with at least five (5) years of successful project management experience planning, designing and monitoring the construction of similar adaptive reuse projects. The firm shall be knowledgeable of the requirements of New Jersey Local Public Contracts Law (NJ LPCL), Prevailing Wage, LEED (Leadership in Energy and Environmental Design) Certification for sustainability design.

## **CRITERIA FOR SELECTION**

1. The Firm's Demonstrated Successful Experience with Similar Projects  
25 Points
2. Demonstrated Expertise and Successful Experience of Project Manager & Staff  
25 Points
3. Demonstrated Familiarity with NJ LPCL, Prevailing Wage Law and LEED Certification  
5 Points
4. Positive References of Five (5) Previous Clients with Similar Projects  
5 Points
5. Competitiveness of Price Proposal and Hourly Rates  
40 Points

## **SUBMISSION REQUIREMENTS**

1. An Executive Summary including a narrative statement of the Respondent's understanding of the City's needs and goals. (not to exceed two (2) pages).
2. Name, address and telephone number of the firm or firms submitting the Qualification Statement pursuant to this RFQ, and the name of the key contact person.
3. The number of years the business organization has been in business under its present name.
4. Respondent shall submit a description of its overall experience in providing the type of services sought in this RFQ, specifically worked performed for municipalities of similar size to City of Englewood. At a minimum, the following information on past experience should be included as appropriate to the RFQ:
  - a. Description and scope of work by Respondent;
  - b. Name, address and contact information of a minimum of 2 references; and
  - c. Explanation of perceived relevance of the experience to the RFQ.

The Respondent shall, as part of its Qualification Statement, provide the following information. Responses shall not be more than 4 pages. Please email proposal to Englewood City Manager Robert S. Hoffmann ([rhoffmann@cityofenglewood.org](mailto:rhoffmann@cityofenglewood.org) and [cmeledez@cityofenglewood.org](mailto:cmeledez@cityofenglewood.org) by close of business (5:00 p.m.) on Friday July 19, 2024. The proposal must be on letterhead signed by a Partner or Officer of the Firm.



Robert S. Hoffmann  
City Manager













