

EXHIBIT “S”
CITY OF SALEM
REQUEST FOR PROPOSAL FOR THE POSITION OF
MUNICIPAL ARCHITECT

Position and Term:

The City of Salem, New Jersey (hereafter referred to as the “City”) is requesting proposals from architects licensed by the New Jersey State Board of Architects for design services for projects in the City. The term of service will be from **January 1st, 2023 to December 31st, 2023**; however service shall be at the pleasure of the City Council and thus may be terminated at any time by the Council prior to **December 31st, 2023**.

Scope of Services

The scope of services and minimum requirements required of the selected architectural firm shall be as follows:

- Ability to meet with City staff and Governing Body to discuss proposed projects;
- Prepare design recommendations for proposed projects for City’s review;
- Provide architectural, structural, mechanical, electrical, acoustical and all other design services needed for projects;
- Prepare contract documents and bid specifications;
- Identify any Federal, State, County or other permits which are required prior to the issuance of a construction permit for the projects.
- Conduct Pre-bid meeting with interested contractors;
- Review bids and qualifications of all contractors bidding on the projects;
- Make recommendation to City on lowest responsible bidder.
- Issue Notice to Proceed to selected contractor
- Perform periodic inspections and approve payments to selected contractor •
Prepare determination of substantial completion and punch list, if required.
- Obtain warranties and close out documents from selected contractor prior to issuance of final payment.

RFP Submission Instructions

Architectural firms shall include the following in their response to this RFP:

- Letter of Interest
- Company profile or brochure illustrating the firm’s capacity to complete the design of the project
- Proof of licensure as a Registered Architect and Professional Engineer, if applicable, in the State of New Jersey for all architects and engineers associated with the project

- Office Location
- References – Provide a list of up to five projects, which have been successfully completed by your firm. References shall include all pertinent project information, contact names and telephone numbers.
- Insurance forms indicating the firm’s ability to provide insurance in the following amounts:
 - a) Workers compensation and employees’ liability insurance.
 - b) Commercial general liability insurance with limits of \$1, 000,000 per person and \$1, 000,000 per accident and property damage with limits of \$1, 000,000 per accident.
 - c) Professional liability for protection from claims arising out of performance of professional services resulting from negligent acts or omissions in an amount not less than \$500,000.

With respect to the general liability insurance, the Contractor shall supply the City with a Certificate of Insurance (COI) naming the City as an additional insured for that policy of insurance as to those types of claims or losses.

Compensation:

Compensation shall be based on a professional services contract to be negotiated by the City with the applicant deemed to be most advantageous.

The hourly rate to be charged by the professional providing the primary services to the City under the Contract shall be clearly stated in the proposal. The firm shall be entitled to bill in accordance with a rate schedule, which has been reviewed and approved by the City.

Fair and Open Process:

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5. Applicants who meet with the Minimum Requirements for the position as set forth, and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

In order to be considered applicants must submit their reply to the Office of the City Clerk at 17 New Market Street, Salem, New Jersey 08079 (phone # 856.935.0372) **on or before 11:00 a.m. on November 29, 2022**. At that time and place all proposals received shall be publically opened and announced by the City Clerk or her designee.

Proposals will thereafter be received by the Mayor and Common Council of the City of Salem, who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the City of Salem and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the City; (v) availability to accommodate meeting and interface requirements with the Mayor and City

Council and City Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the City; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The City reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the City.

The City's determination of the applicant who is most advantageous to the goals and objectives of the City shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any City Official, Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any City Official, Officer or employee to secure unwarranted privileges or advantages.

Applicants must provide and sign "Pay to Play" forms.

Applicants must provide as per NJSA 52:32-57 Disclosure of Investment in Iran Form