

**COUNTY OF PASSAIC
PROCUREMENT CENTER
495 RIVER STREET
PATERSON, NJ 07524**

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Michael Marinello, R.P.P.O.

Passaic County

Purchasing Agent

Request for Qualification

Fair and Open Process

REQUEST FOR QUALIFICATIONS

FOR THE SERVICES OF

**RFQ FOR PASSAIC COUNTY ARCHITECTURAL HISTORIC
PRESERVATION FIRM**

ISSUE DATE: November 10, 2009

DUE DATE: December 3, 2009

NOTE: Vendors not utilizing enclosed County of Passaic Bid Document return envelopes MUST CLEARLY IDENTIFY THEIR BID DOCUMENT WITH THE BID NAME AND BID OPENING DATE ON THEIR COMMON CARRIER OR COMPANY MAILING ENVELOPE.

NOTE: The County of Passaic will consider Qualification Statements only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Qualifications.

GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications:

“County” - refers to the County of Passaic.

“Qualification Statement” – refers to the complete responses to this RFQ submitted by the Respondents.

“Qualified Respondent” – refers to those Respondent(s) who (in the sole judgment of the County) have satisfied the qualification criteria set forth in this RFQ.

“RFQ” – refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

“Respondent” or “Respondents” – refers to the interested firm(s) that submit a Qualification Statement(s).

1.1. Procurement Process and Schedule.

The County of Passaic has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each firm is provided an equal opportunity to submit a Qualification Statement. Responses to the RFQ will be evaluated in accordance with the criteria set forth in later section(s) of this RFQ, which will be applied in the same manner to each Qualification Statement received. The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq). The selection is, however, subject to the New Jersey Local Unit Pay-to-Play Law (N.J.S.A. 19:44A-20.4 et seq).

Qualification Statements will be reviewed and evaluated by the County of Passaic with assistance from its financial and legal advisors under no circumstances will a party reviewing or evaluating a qualification statement do so if their involvement would present conflict of interest as that term defined New Jersey's Local Government Ethics law N.J.S.A. 40A:9-22.1 et seq. The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial criteria described in this RFQ. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the County of Passaic will (in its sole judgment) determine which Respondents are qualified (to perform the contemplated services). Each Respondent that meets the requirement of the RFQ (in the sole judgment of the County) will be designated as a Qualified Respondent and may be given the opportunity to submit a detailed Proposal in response to subsequent RFQ's issued by the County of Passaic.

The RFQ process commences with the issuances of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The County of Passaic reserves the right to, among other things, amend, modify, alter or cancel the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ or the RFQ process shall be directed, in writing, to the County's Designated Contact Person as set forth herein.

Subsequent to issuance of this RFQ, the County of Passaic may modify, supplement, amend or cancel the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by, and in the sole judgment of, the County.

TABLE 1
ANTICIPATED PROCUREMENT SCHEDULE

ACTIVITY	DATE
1. Issuance of Request for Qualifications	<u>November 10, 2009</u>
2. Receipt of Qualification Statements	<u>December 3, 2009</u>

1.2. Conditions Applicable to RFQ.

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFQ and does not constitute a Request for Proposals (“RFP”).
- This RFQ does not commit the County of Passaic to issue an RFP or to award a contract for the services contemplated by this RFQ.
- The County of Passaic reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for the services contemplated by this RFQ.
- The County of Passaic reserves the right (in its sole judgment) to seek additional information, waive requirements or reject any Respondent that submits incomplete responses to this RFQ.
- The County of Passaic reserves the right (in its sole judgment) to determine those Respondents that are qualified to perform the services contemplated by this RFQ.
- The County of Passaic reserves the right, without prior notice, to supplement, amend, otherwise modify this RFQ, or otherwise request additional information.

- All Qualification Statements shall become the property of the County of Passaic and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the County of Passaic (in the exercise of its sole discretion and in accordance with law).
- Responses to this RFQ are the property of the county of Passaic and will be “public records”. Responses that are labeled “confidential”, or that contain information identified as “confidential”, will not be acceptable for consideration by the County of Passaic.
- The County of Passaic may request Respondents to send representatives to the County of Passaic for interviews.
- Any and all Qualification Statements not received on or before the time set herein for receipt may be rejected.
- Neither the County of Passaic, nor their respective staffs, consultants or advisors shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualifications Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualifications Statement or for participating in this procurement process.

1.3. Rights of the County of Passaic

The County of Passaic reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- To waive any technical non-conformance with the terms of this RFQ.
- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- To conduct investigations of any or all of the Respondents, as the County of Passaic deems necessary or convenient, to clarify the information provided as part of the Qualifications Statement and to request additional information to support the information included in any Qualification Statement.

- To suspend or terminate the procurement process described in the RFQ at any time (in its sole discretion.) If terminated, the County of Passaic may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The County of Passaic shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

1.4. Addenda or Amendments to RFQ.

During the period provided for the preparation of Qualification Statement, the County of Passaic may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the County of Passaic and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the designated submission date.

1.5. Cost of Preparation.

Each Qualification Statement and all information required to be submitted; pursuant to the RFQ shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the County of Passaic, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

1.6. Format.

Responses should cover all information requested in this RFQ. Responses which in the judgment of the County of Passaic fail to meet the requirement of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SECTION 2

SCOPE OF SERVICES

RFQ FOR PASSAIC COUNTY ARCHITECTURAL HISTORIC PRESERVATION FIRM

The county of Passaic seeks Request for Qualifications (RFQ) for an architectural/historic preservation firm to undertake the restoration of the Dey Mansion, the county's premier Revolutionary War era museum located at 199 Totowa Road, Wayne Township, New Jersey.

This imposing high style Georgian building was constructed between 1745 and 1775. Located on a 2.15-acre site, it was restored for museum purposes in 1993-1934. More than 70 years have passed since the property was restored. During that time, the building has developed a well-deserved reputation as an early example of historic preservation in New Jersey. It is listed on both the New Jersey and National Registers of Historic Places.

In light of the significance of the Dey Mansion to the nation's history, those who submit RFQ's must possess a proven track record in the restoration of 18th century buildings equivalent to the Dey Mansion in historicity and architecture. Such firms shall demonstrate successful experience in the restoration of such structures using the *Secretary of the Interior's Standards for the Treatment of Historic Properties* on at least two projects of similar size and scope of work, undertaken within the past five years. At least one of the projects should have been reviewed and approved by the New Jersey Historic Preservation Office, the New Jersey Historic Trust, or a historic review agency of a county or municipal authority. Those submitting an RFQ must have a qualified architectural historian / preservation consultant on staff.

As stewards of the Dey Mansion, the County of Passaic recognizes the historic and cultural necessity of further preserving the site for the education and enjoyment of present and future generations. The County of Passaic expects from the firm they select a first class, well-planned restoration that will be completed in accordance with agreed upon timetables and within the allotted grant allocation.

Firms must have an architect on staff who is licensed by the State of New Jersey.

SECTION 3

SUBMISSION REQUIREMENTS

3.1. General Requirements.

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in Section 2 and shall also incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

3.2 Administrative Information Requirements.

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Intent (see Appendix A to this RFQ).
3. An executed Certifications document (see Appendix B to this RFQ).
4. Name, address and telephone number of the firm submitting the Qualification Statement pursuant to this RFQ and the name of the key contact person.
5. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
 - a) Provide the names and business addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFQ, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.
 - b) If a firm is a partially owned or a full-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.
 - c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in b) above for each member of the partnership, joint venture or similar organization.
 - d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance. Respondents are required (pursuant to Section 4 of this RFQ) to provide an Employee

6. The number of years your organization has been operating and in business under the present name.
7. The number of years the business organization has been under the current management personnel.
8. Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
9. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
10. Confirm appropriate federal and state licenses to perform activities.
11. Respondents must also submit a New Jersey Business Registration Certificate (pursuant to **N.J.S.A. 54A:7-1.2**), a Stockholder Disclosure Certificate, Employee Information Report (demonstrating compliance with the affirmative action requirements set forth at P.L. 1975, c. 127) and any other requirements set forth herein.
12. **REQUIRED AFFIRMATIVE ACTION EVIDENCE:** The Provisions of Chapter 127, Public Laws of 1975, (N.J.A.C. 17-27) are applicable to this contract. All successful vendors must submit within seven (7) days of the notice of intent to award or the signing of the contract, one of the following:
 1. A photocopy of their Federal Letter of Affirmative Action Plan Approval
 2. A photocopy of their Certificate of Employee Information Report or
 3. A completed Affirmative Action Employee Information Report (AA302).

Section 3.3 Professional Information Requirements.

1. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. 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 references
 - c) Explanation of perceived relevance of the experience to the RFQ.
2. Describe the services that Respondent would perform directly.
3. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.
4. Does the Respondent normally employ union or non-union employees?
5. Resumes of key employees (see specific requirements in Section 2 above).
6. A narrative statement of the Respondent's understanding of the County's needs and goals.
7. List all immediate relatives of Principal(s) of Respondent who are County employees or elected officials of the County. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child,

stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

SECTION 4

INSTRUCTIONS and DUE DATE

Qualification Statements must be submitted to, and be received by the County of Passaic's Designated Contact Person, via mail or hand delivery; by 10:00 a.m. Prevailing Time on **Thursday December 3, 2009** Qualification Statements will not be accepted by facsimile transmission or e-mail.

Designated Contact Person:

**Michael Marinello, R.P.P.O.
Passaic County Procurement Center
495 River Street - 2nd Floor
Paterson, NJ 07524
Phone: 973-247-3303
Fax: 973-742-8295**

Respondents must submit an **original and four (4) copies** of their Qualification Statement to the Designated Contact Person.

With their Qualification Statement, respondents must submit a New Jersey Business Registration Certificate (pursuant to N.J.S.A. 54A:7-1.2), a Stockholder Disclosure Certificate, and any other requirements set forth herein.

To be responsive, Qualification Statements must provide all requested information, and must conform to the instructions set forth herein. Qualification Statements and all related information must be bound, signed and acknowledged by the Respondent.

REQUIRED AFFIRMATIVE ACTION EVIDENCE: The Provisions of Chapter 127, Public Laws of 1975, (N.J.A.C. 17-27) are applicable to this contract. All successful vendors must submit within seven (7) days of the notice of intent to award or the signing of the contract, one of the following:

- 1. A photocopy of their Federal Letter of Affirmative Action Plan Approval**
- 2. A photocopy of their Certificate of Employee Information Report or**
- 3. A completed Affirmative Action Employee Information Report (AA302).**

SECTION 5

EVALUATION CRITERIA

The County of Passaic's objective in soliciting Qualification Statements is to enable it to select a firm or organization (or multiple firms or organizations) that will provide high quality and cost effective services to the citizens of Passaic County. The County will consider Qualification Statements only from firms or organizations that, in the County's sole judgment, have demonstrated the capability and willingness to provide the services contemplated by this RFQ.

Proposals will be evaluated by the County on the basis of the most advantageous submission, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field
2. Knowledge of the County and the subject matter addressed under the contract
3. Availability to accommodate the required meetings of the County, and
4. Other factors to be demonstrated to be in the best interest of the County

APPENDIX A

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

*Passaic County Board of Chosen Freeholders
401 Grand Street, Room 205
Paterson, NJ 07065-2853*

[insert date]

Attn: Anthony J. DeNova, County Administrator

Re: [insert title of RFQ]

Dear Mr. DeNova:

The undersigned, as Respondent, has submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the County of Passaic ("County"), dated [insert date], in connection with the services set forth above.

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information. We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of the undersigned Respondent.

2. The undersigned Respondent is interested in being invited to respond to the County of Passaic request for Qualifications (RFQ). It is the intent of Respondent, to complete and submit a Qualification Statement for the provision of the services set forth above and to enter into a contract for said services if selected and awarded a contract by the Passaic County Board of Chosen Freeholders.

3. The undersigned Respondent agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the County of Passaic Procurement schedule.

4. The undersigned Respondent agrees that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement submitted in response to the RFQ, or any negotiation which results there from shall be borne exclusively by the Respondent.

5. The undersigned Respondent hereby declares that the only persons participating in this Qualification Statements as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional person may subsequently be include as participating principals, but only if acceptable to the County of Passaic. The undersigned Respondent further declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

6. The undersigned Respondent acknowledge and agrees that the County of Passaic may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the County of Passaic shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

7. The undersigned Respondent acknowledges that any contract executed with respect to the provision of the above referenced services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

8. The undersigned Respondent acknowledges and agrees that it will be obligated to satisfy the requirements set forth in Section Two of this RFQ at the time of submission of its Qualification Statement. The Respondent hereby states that (as of the date hereof) it has a reasonable expectation that it will be able to satisfy such criteria and requirements as of the date of its submittal.

[Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.]

(Signature of Chief Executive Officer)

(Typed name and Title)

Typed name and Firm

Date

(If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Intent.)

APPENDIX B

CERTIFICATIONS

In addition to responding to the foregoing items, the undersigned Respondent certifies that:

A. The firm's participation in the matters contemplated by this RFQ will not create any conflict of interest for the firm or any of its officers or employees.

B. The firm is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, sex, age, disability, national origin, or ancestry.

C. The firm is not currently in violation of or under any investigation or review for a violation of any state or federal law or regulation that might have a material adverse impact on the firm's ability to serve if selected.

D. The firm understands and agrees that during the time it is a member of the group of qualified firms it will not be eligible to serve as financial advisor to the County of Passaic, and that it does not, and will not during that time, have a financial interest in any firm providing financial advisory services to the County of Passaic.

Firm: _____

By: _____

Name: _____

Title: _____

Date: _____, 2009

STOCKHOLDER OR PARTNERSHIP DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c33)

Vendors must comply with Chapter 33, Public Laws of 1977 (N.J.S.A. 52:25-24.2), requiring bidders for County contracts to submit a list of names and addresses of all stockholders owning ten percent (10%) or more of their stock of any class, or in the case of a partnership, the names and addresses of those partners owning ten percent (10%), or greater interest therein.

No corporation or partnership shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State, or any county, municipality or school district, or any subsidiary or agency of the State, or of any county, municipality or school district, or by any authority, board, or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation or said partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all individual partners in the partnership who own a 10% or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholder holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

FAILURE OF THE BIDDER/RESPONDENT TO SUBMIT THE REQUIRED INFORMATION IS CAUSE FOR AUTOMATIC REJECTION.

N.J.S.A. 40A: 11-23.2

CHECK ONE:

☐

I certify that the list below contains the name and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

☐

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

LEGAL NAME OF BIDDER: _____

Check which business entity applies:

☐

Partnership

☐

Corporation

☐

Sole Proprietorship

☐

Limited Partnership

☐

Subchapter S Corporation

☐

Other

☐

Limited Liability Partnership

☐

Limited Liability Corporation

Complete if the bidder/respondent is one of the 3 types of Corporation:

Date Incorporated: _____ Where Incorporated: _____

EXHIBIT I - CONTINUED

BUSINESS ADDRESS:

/

Street Address	City	State	Zip

/

Telephone #	Fax#
-------------	------

Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10%) percent of more of its stock of any class, or who own ten (10%) percent or greater interest therein.

Name _____

Name _____

Name _____

EXHIBIT I - CONTINUED

Signature _____

Date _____

Printed Name &

Title _____

CONTINUE ON ADDITIONAL SHEET IF NECESSARY:

YES

☐

NO

☐

