

SPECIFICATIONS
ARCHITECT OF RECORD
SOUTH HUNTERDON REGIONAL SCHOOL DISTRICT
301 Mt. Airy-Harbourton Rd.
Lambertville, NJ 08530

The South Hunterdon Regional High School Board of Education is soliciting proposals for School Architect beginning July 1, 2018. The board of Education will award a contract prior to July 1, 2018. Completed Questionnaires must be submitted to no later than 2:00pm Thursday, April 24, 2018:

Kerry Sevilis, School Business Administrator
South Hunterdon Regional HS
301 Mt. Airy Harbourton Rd.
Lambertville, NJ 08530

SCOPE

1. Annual survey of all facilities for purposes of updating the present five (5) year plan and reviewing current needs. A written report shall be submitted. Inspection of present 5 year plan can be reviewed in the Business Office, \$ _____
2. Meeting with Administrative staff for purpose of direction on an as needed basis with a minimum of four (4) meetings per year, 1st in February-Annual Inspection of Building, 2nd in June-Summer Projects, 3rd in September -Inspection of Heating/Ventilating Systems, and 4th in December-Budget Review for the next school year. Fee (if any) \$ _____
3. The Architect of Record shall agree to be available at all times for emergencies and assistance in resolving problems. Hourly rates. Scheduling in Item 8 shall apply.
4. The Architect of Record shall have a minimum retainer and for that provide a qualified contractor bidders list for repairs and maintenance when requested. It shall be understood and agreed that the Architect of Record shall review (when requested) the Board of Education bids and or quotes as prepared by the Business Administrator, make suggestions and assist in the recommendation. For this service, a five hundred (\$500.00) annual retainer shall be paid. If the bids require architectural drawings, then these shall be done based on the rate structure in the proposal section.

Also included in this section:

- a. A one time review of the computer software program for operations and maintenance which includes work orders.
- b. Assistance in hiring of professional services; ie. engineers and supervision of normal repairs and maintenance.
- c. Assistance in hiring of staff tradesmen as needed.

5. Fees - The Board of Education is not considering other construction projects at this time

Please list school districts that you have constructed:

School	Person in Charge	Cost for Contract	Cost for Change orders

6. Fees for Building Repairs necessary to repair and upgrade of the Building to meet the State Monitoring Standards. \$ _____. Please list school districts (if any) where you assisted in upgrading the facilities to conform to the

School	Person in Charge	Cost for Contract	Cost for Change orders

State Monitoring.

7. Fees for renovations to the grounds. -----\$ _____

8. Hourly rates for Special Projects.----- \$ _____

	Avg. Hourly Rate	Name of Person	No. other Staff the firm has
Principal			
Licensed Engineer			
Engineer (EIT)			
Architect (IA)			
Field Person			
Design Draftsman			
Technicians			
Construction Manager			
Project Manager			

Other Fees and or costs are to be listed below.

Name of Firm _____

Address _____

Phone _____ Fax _____

AFFIRMATIVE ACTION LANGUAGE:

ALL PROFESSIONALS/CONTRACTORS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, c. 127 (NJAC 17:27)

ALL PROFESSIONALS/CONTRACTORS SHALL UNDERSTAND THAT THE FOLLOWING MANDATORY AFFIRMATIVE ACTION LANGUAGE IS MADE PART OF ANY AND ALL CONTRACTS WITH THE ATLANTIC CITY BOARD OF EDUCATION.

DURING THE PERFORMANCE OF THIS CONTRACT, the contractor/professional agrees to as follows:

The contractor or subcontractor, where applicable will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed color, national origin, ancestry, marital status, sex or affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause;

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex or affectional or sexual orientation;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to subchapter 10 of the Administrative Code (NJAC 17:27).

COMPANY NAME:

SIGNATURE:

TAXPAYER ID NUMBER:

ADDRESS:

(street, city, state, zip code)

TELEPHONE: (____) _____

FAX: (____) _____

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 52:34-25(b) itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest:” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

¹ N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

FOR CONTRACT PROPOSALS IN EXCESS OF \$17,500 ANNUALLY ONLY:

REPORT CONTRIBUTIONS OF OVER \$300 BY YOUR BUSINESS OR ANY OF ITS PARTNER OFFICERS, OR THEIR SPOUSES, TO:

- **A STATE PARTY COMMITTEE**
- **ANY POLITICAL ACTION COMMITTEE**
- **ANY COUNTY OR MUNICIPAL PARTY COMMITTEE IN HUNTERDON COUNTY**
- **ANY LEGISLATIVE LEADERSHIP COMMITTEE**
- **ANY CANDIDATE FOR THE SOUTH HUNTERDON REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION**
- **ANY CANDIDATE FOR ELECTIVE OFFICE OF ANY KIND WITHIN HUNTERDON COUNTY**

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid
entitled _____,
(title of bid proposal) and that I executed the said proposal with

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the _____ relies upon
(name of contracting unit) the truth of the statements contained in said Proposal

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

_____.

Subscribed and sworn to

before me this day

Signature

_____, 2_____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)