

**MOUNT LAUREL SCHOOL DISTRICT
PUBLIC NOTICE
ARCHITECTURAL SERVICES**

The MOUNT LAUREL School District is seeking proposals for Architectural Services from July 1, 2025 through June 30, 2026. The understanding of the parties with respect to the services and fee arrangements are to be set forth in a formal agreement.

A copy of the Request For Proposal may be inspected or picked up at the Board office, 330 Mount Laurel Road, Mount Laurel, NJ, between the hours of 8:00 am and 4:00 pm, Monday through Friday. Further information may be obtained by calling Robert Wachter, School Business Administrator/ Board Secretary, (856) 235-3387 Ext.23032 or email rwachter@mtlaurelschools.org. Proposals are due in the business office by 10:00 am, June 10, 2025.

The Board reserves the right to reject any or all proposals and waive any informality in the process.

A. BACKGROUND

The Mount Laurel School district is a Pre-K to 8th grade district made up of 8 Elementary Schools, 1 Administration Building, 1 Maintenance and 1 Transportation/Tech Facility. There are over 4,650 students and over 800 staff with a budget over \$100,000,000.00. Further information may be obtained by visiting the school district's website at www.MTLAURELSCHOOLS

Proposers are advised that for any specific matter the Board may retain the services of another Architect.

B. SERVICE SPECIFICATIONS

Scope of Service:

In accordance with NJSA 19:44A-20.4 et seq., the MOUNT LAUREL Board is requesting proposals from New Jersey licensed architectural firms interested in providing services as the Architect of Record for the District for the 2025-2026 school year and two additional years at the Board's option. Pursuant to Title 18A-18A-5(1) professional services are not required to be bid or advertised and the Board is not required to award on the basis of lowest price, but based on criteria as outlined in this request for proposals.

The Board shall not be bound to use the appointed Architect of Record. Proposers are advised that for any specific project the Board may retain the services of another Architect or Engineer.

As Architect of Record, the architect shall provide all professional and consulting architectural services and technical direction as requested by the Board including, but not limited to, preparation of designs and specifications, estimation/calculation of construction costs, obtaining permits and approvals from state, county and local agencies, submission of plans and documentation to such agencies as may be required, development of specifications, review and approval of plans, responses to bids, and all services related to the pre-construction, construction

and closeout phases of designated projects. The Architect shall amend the District's Long Range Facilities Plan as needed. Because services, at times, represent emergency situations, the professional will be expected to return a phone call or emails within 48 hours. The professional will also be expected to be available to provide advice to the Board and administrators during non-business hours including attendance at meetings when requested.

The Architect shall work cooperatively with the Board Attorney and Business Administrator in the bidding, award and closeout of the projects. The Architect shall assist the Board in recommending professional services, such as engineers and other experts.

Minimum Qualifications:

1. Must be certified to provide architectural services in the State of New Jersey. Professional licenses and certifications should be provided.
2. Must have a minimum of five (5) years of experience in providing architectural services to boards of education.
3. Must be experienced in obtaining permits and approvals from various State, County and local regulatory agencies.
4. Must maintain on staff, or be able to contract with, New Jersey licensed or certified professionals including but not limited to architects, civil engineers, land surveyors, planners, environmental scientists and construction clerks.
5. Must maintain an office location in close enough proximity to the Board of Education so as to be able to respond to emergent matters promptly.
6. Must be experienced in preparation of DOE educational specifications and grant applications.
7. Must have project managers with at least five (5) years of school board experience.

C. **PROPOSAL**

The proposal shall include the following items:

1. **Transmittal Letter:** Each proposing Architect shall submit a transmittal letter with their proposal that identifies the firm that is submitting the proposal and includes a commitment to provide services required by the MOUNT LAUREL Board of Education.

The letter of transmittal is to be addressed and mailed to:

Robert Wachter
School Business Administrator/Board Secretary
Mount Laurel Board of Education
330 Mount Laurel Road,
Mount Laurel, NJ 08054

2. **Description of Services and Experience:** All proposing Architect should describe their practices and the services to be provided as well as acknowledge that they understand the scope of services sought by the Board. Provide sufficient information within your submission for evaluation. Information regarding your firm including ownership, list of

major New Jersey educational clients and other pertinent information about your firm. Also please respond to the specific questions listed below:

- a. Where is the firm headquartered? If the firm has multiple offices, from which office will the services for the district be provided?
 - b. How many years has the firm been practicing?
 - c. How many staff members working full time in the firm?
 1. NJ Licensed Architects
 2. LEED accredited professionals
 3. Non-Licensed Architectural graduates?
 4. Other
 - d. Provide a list of New Jersey School Districts for whom the firm has provided services, identifying any in Burlington County.
 - e. What is the firm's experience with Public School referendums?
 - f. Has the firm ever been released or terminated during its involvement from a project prior to completion? Please explain the circumstances including project name, location, dates, percent completion.
3. Names of individuals who will perform required tasks as well as the listing of their licenses, qualifications and experience. Identify persons who will serve as back up to the primary person including resumes of all parties.

Subcontracting; Assignment of Contract: No part of any work or services done for the Board may be subcontracted without first receiving written permission from the Board.

4. Fee structure: Submit an hourly rate for principals, architects, associates, supervisors, construction/project managers, design draftsmen, engineers, and environmental staff. If any of these positions are not part of your staff, indicate how your firm will provide these services and at what associated costs. Also include any fee for amending the Long Range Facilities Plan. Identify whether clerical and other overhead costs will be billed separately. For large scale projects, fees will need to be agreed upon and Board approved in advance of commencing the project.

In the event that the respondent determines that the services for consultants are necessary on any particular project assigned by the Board, the amount billed by the architect to the Board for such services shall not exceed 110% of the amount billed to the architect. Fees for reimbursable expenses shall not exceed the actual cost to the architect.

5. References
Provide a list of the school districts for which you have provided services within the last three (3) years. Include the name of the entity, the name and telephone number of a contact person, and the name of the partner that is assigned to that district.

A list of all New Jersey public clients that have terminated services in the past two years.

List the caption(s) of any and all actions which have been filed against you by a public entity either by way of complaint, cross-claim or counterclaim, in connection with your rendering of architectural services.

6. Documents:

Ownership Disclosure Statement
Non-Collusion Affidavit
C. 271 Political Contribution Disclosure Form
Contractor/Vendor Questionnaire/Certification
Affirmative Action Questionnaire, Affidavit and Exhibit A
New Jersey Business Registration Certificate
Certificate of Employee Information Report
Disclosure of Investment Activities in Iran
Certification of Non-Debarment (Prior to Award of Contract)

Please provide one original and two copies of your proposal.

D. INTERVIEW

The Board of Education reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Board reserves the right to request clarifying information subsequent to the submission of the proposal.

E. CONTRACT TERM

The initial term of the contract for Services shall be from July 1, 2025 through June 30, 2026 and may be renewed annually for two additional years.

F. SUBMISSION DEADLINE

The deadline to submit proposals is:

**TUESDAY, JUNE, 10 2025
10:00 a.m.**

All proposals shall remain firm for a period of sixty (60) days after the date specified for receipt of proposals.

G. EVALUATION OF PROPOSALS

The School District intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with NJSA 19:44A-20.4 et seq.

The proposals will be evaluated by the Board of Education, Superintendent, Business Administrator and such other members of the administration as may be called upon based on their level of interaction with the District Architect based upon information supplied by each Professional in response to this RFP.

A decision on whether the contract will be awarded and to whom it will be awarded shall be made within sixty (60) days from the date the proposals are opened. The contract, if awarded, shall be awarded to the firm who submits the most advantageous proposal based on the following criteria:

Technical Criteria and Qualifications

- Ability to meet all minimum qualifications
- Methodology of work to be performed
- Understanding of scope and services
- Documentation of past performance

Proposal complete and responsive to the specific RFP requirements

Management Criteria

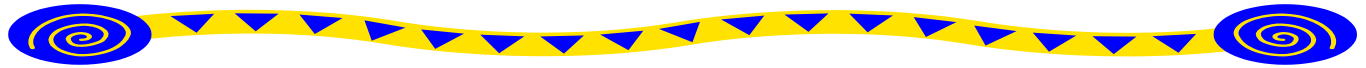
- Project management
- Overall knowledge and familiarity with operation of the school district
- History/Experience with similar school districts
- Availability of personnel, consultants, equipment
- Qualifications and experience of personnel

Cost Criteria

- Fees and hourly rates proposed
- Assurance of performances
- Vendor financial stability and strength

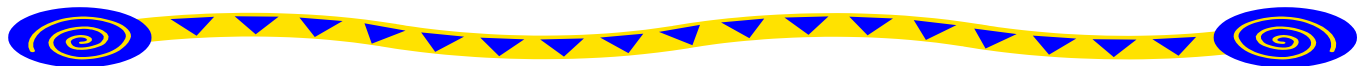
The Board of Education reserves the right to reject any or all proposals in whole.

MOUNT LAUREL BOARD OF EDUCATION



Request for Proposal RFP

TECHNICAL SPECIFICATIONS



Robert Wachter
School Business Administrator/Board Secretary

Architect's Responsibilities

1. As Architect of Record, the architect shall provide all professional and consulting architectural services and technical direction as requested by the Board from time to time. Additionally, the Architect will be requested to perform such architectural services including, but not limited to, preparation of designs and specifications, estimation/calculation of construction costs, obtaining permits and approvals from state, county, and local agencies, submission of plans and documentation to such agencies as may be required, development of specifications, review and approval of plans, responses to bids, etc. and all services related to the pre-construction, construction and closeout phases of designated projects. The Architect may also be requested to amend the District's Long Range Facilities Plan.
2. The Architect shall work cooperatively with the Board Attorney and Business Administrator in the bidding, award and closeout of the projects. The Architect shall assist the Board in recommending professional services, such as engineers and other experts. The Architect must provide a contract phone number for assistance in resolving problems which may arise on an emergent basis and is expected to return such emergent calls within two (2) hours.
3. The Architect must have a minimum of five (5) years' experience in providing architectural services for New Jersey public schools, including programming, design, cost estimating, preparation of construction documents, bid development, bid evaluation, construction administration, final inspection and project acceptance and shall preferably have experience working with FEMA.

Fee Proposal

The Board of Education requests that all respondents provide hourly billing rates for employees who may be assigned to provide services to the Board. If a position is not listed on the fee proposal, please include the position in the area provided. This provision shall not be read so as to preclude any respondent from providing an alternative fee arrangement for Architect of Record services.

In addition, the respondent is requested to provide a fee proposal for updating, submitting and amending the District's Long Range Facilities Plan. A copy of the LRFP can be obtained from the Office of the Business Administrator.

Each respondent is requested to provide a fee proposal for individual projects which may be based on either a flat fee, an hourly rate with an amount not to exceed, or a percentage for project(s) based on awarded amount by the district or any combination thereof.

In the event that the respondent determines that the services for consultants (e.g. engineers) are necessary on any particular project assigned by the Board, the amount billed by the architect to

the Board for such services shall not exceed multiple of 1.10 times the amount billed to the architect for said reimbursable expense.

Fees for reimbursable expenses shall not exceed the actual cost to the architect.

Form of Agreement

In the event that the Board assigns a particular project to the architect, the form of agreement for the project will be the AIA Document B102 and B201, 2007 Edition, as modified by the Board.

References

The respondent shall provide a list of the Architect's projects, including projects completed in at least three (3) separate school districts, in which the respondent is currently the Architect of Record or which the respondent completed within the last two (2) years. Include the name of the school district, name and telephone number of contact person, architect responsible for the project, cost of the project and cost of change orders.

List the names, addresses and telephone numbers of the construction managers with whom you have worked.

List all construction companies, construction managers and professional consulting firms, which are utilized by your firm and in which any principal and/or employee of your firm has a financial interest.

List the caption(s) of any and all actions which have been filed against you, either by way of complaint, cross-claim or counterclaim, in connection with your rendering of architectural services.

Requirements Pursuant to Section 15 of the "Educational Facilities Construction and Financing Act"

The Architect shall provide all services in strict accordance with the rules promulgated by the New Jersey Department of Education, the New Jersey Department of Community Affairs, the New Jersey Department of Environmental Protection, the New Jersey Schools Development Authority (hereinafter referred to as "SDA"), the County of BURLINGTON and the MOUNT LAUREL TOWNSHIP and all other governmental authorities with jurisdiction over the school facilities project. The Board may seek funding for a Project under Section 15 of the Educational Facilities Construction and Financing Act.

The Contract between the Board and the Architect, as well as any contracts between the Architect and its consultants, shall include a clause stating that the contracted party may be debarred, suspended or disqualified from contracting and/or working on the school facilities project if the contracted party commits any of the acts listed in N.J.A.C. 17:19-3.1 et seq. or any applicable regulation issued by the SDA.

All mandatory language required pursuant to the terms of the grant agreement shall be deemed incorporated herein.

Laws

The Architect shall comply with all applicable laws, statutes, regulations, and ordinances and any other rule issued by any governmental entity. This contract shall be governed by the laws of the State of New Jersey.

Evaluation

The contract, if awarded, shall be awarded to the respondent who submits the most advantageous proposal based on price, the qualifications of the Architect and other factors considered. The evaluation will consider, among other factors:

I. Qualifications:

1. Does the Architect's proposal demonstrate a clear understanding of the scope of services and related objectives?
2. Is the Architect's proposal complete and responsive to the specific RFP requirements?
3. Has the Architect's past performance of the Architect's been documented and verified?
4. Does the Architect's proposal reflect that the Architect is well versed in all applicable requirements and practices?
5. Does the Architect maintain licensed and qualified professional staff in numbers sufficient to ensure timely and accurate response to the Board?
6. Does the Architect have experience in school construction, grant applications, and FEMA applications?

II. Management criteria:

A. Management:

1. Will the Architect provide all services in a timely fashion to meet the Board's needs?
2. Will a principal of the Architect be available to attend Board meetings when requested?

3. How is work distributed among the Architect's staff, if there are principals and associates?

B. History and experience in performing the work:

1. Does the Architect document a record of reliability of timely response?
2. Does the Architect demonstrate a track record of reliable and competent service?
3. Does the Architect document industry experience?
4. Does the Architect have a record of moral integrity?

C. Availability of personnel, facilities, equipment and other resources:

1. To what extent does the Architect rely on in-house resources as opposed to contracted resources?
2. Are the availability of in-house and contract resources documented?

D. Qualification and experience of personnel:

1. Documentation of experience in performing similar work by employees and when appropriate, sub-consultants.
2. Documentation of oversight and mentoring of newer/inexperienced employees.

III. Cost criteria:

A. Cost of services to be performed:

1. Relative cost: How does the fee schedule compare to other similarly scored proposals?
2. Full explanation: Is the price and its component charges adequately explained or documented?

B. Architect's financial stability and strength:

1. Does the Architect have sufficient financial resources to meet its obligations?