

March 9, 2018

Township of Cedar Grove

525 Pompton Ave. Cedar Grove NJ 07009

Notice of solicitation of qualifications for professional services

Under a fair and open process please be advised the Township of Cedar Grove is accepting sealed proposals for professional Architectural Engineering and Interior design services for Township of Cedar Grove's Free Public Library improvements and reconfiguration of existing space containing, but not limited to the following:

1. Provide the public PC users more space between computers and privacy from other patrons while still being visible to staff and with room for additional PCs in the future;
2. Construct a walled off meeting area and study rooms preferably with the ability to reconfigure the space as needed;
3. Install space saving measures including a ceiling mounted movie screen, streamlined magazine shelving and comfortable furniture with a smaller footprint;
4. Update the electric service and add wall outlets;
5. Create an area to use as a charging station for mobile devices, tablets, and laptops;
6. Reconfigure the staff work spaces to provide clearly defined work areas. Currently the staff shares a large open workspace which is problematic at times.
7. Provide additional storage for staff supplies, materials waiting to be processed and more streamlined storage for archives and back issues of periodicals; and,
8. Install signage to ensure that patrons can easily navigate the new layout and display areas.

Proposals for the above mentioned shall consist of Design Phase Services, Bid Phase Services and Construction Phase Services. Prospective providers shall submit quotes detailing each of these phases and associated costs. A site visit may be scheduled with the Library Director to assess existing conditions and review scope of design services.

The proposed tasks under the Design Phase Services shall include confirm As-Built conditions, prepare contract drawings, prepare contract specifications, perform QA/QC reviews of contract documents. The work will also include 12 sets of construction documents (plans and specifications) to be submitted to the Township for bidding. Said documents will be distributed and bids received through the Township Clerks Office. The proposed tasks during the Bid Phase Services shall include assisting the Township in securing bids through printed contract documents, construction advertising, responding to bidders questions, furnishing recommendations regarding award/and or rejection of Contract Bid Proposals, assist in formal review and execution of contract documents, review contractor's preconstruction submittals and assist in the issuance of "Notice to Proceed".

The proposal tasks under Construction Phase Services shall consist of review construction progress schedule, coordinate preconstruction meetings, review materials/equipment and approved subcontractors. Review all product warranties. Provide office engineering support services and

periodic on-site engineering/observations services as needed. These include progress meetings, payment schedules, review shop drawings, and witness all field work. Architect shall provide close out services certifying to the Township the contractor has completed the work in accordance with all contract documents.

Prospective providers are expected to comply with the requirements of **N.J.S.A. 10:5-31 et seq and N.J.A. C 17:27**. Additionally, prospective providers are expected to comply with PL 2001, C. 134 (C.52:32-44 et all) by submitting a copy of their Business Registration Certificate (BRC) with their proposal.

Proposals shall be submitted to Kathleen R. Stutz, Township Clerk, Township of Cedar Grove, 525 Pompton Avenue, Cedar Grove NJ 07009, no later than April 10th at 10am at which time sealed proposals shall be opened.