

NOTICE
REQUEST FOR PROPOSALS (RFP) for
ARCHITECTURAL FEASIBILITY STUDY SERVICES
for RENOVATIONS to the TOWN HALL BUILDING
TOWNSHIP OF LONG HILL,
Morris County, New Jersey

The Township of Long Hill is seeking sealed proposals from Architectural firms; hereafter called "Proposer(s)" to secure an architectural feasibility study regarding possible renovations to the current Town Hall located at 915 Valley Road, Gillette, NJ, to include the Long Hill Township Police Department that is currently located at 264 Mercer Street, Stirling, NJ. Proposers shall provide said feasibility study based on their architectural expertise and knowledge of municipal and police operations, in order to provide information to the Township Committee as to the viability of renovations for said purpose to the existing Town Hall building footprint of approximately 15,000 square feet. The Township will select the Proposer most qualified to perform the services described in the Request for Proposals, and who meets all relevant selection criteria.

A pre-proposal meeting will be held on October 16th, 2018, at 10:00a.m. in the Long Hill Township Municipal Building, 915 Valley Road, Gillette, NJ. It is greatly recommended and highly suggested that proposers attend this meeting as it is designed to provide Proposers with the opportunity to ask questions about the locations, the municipal and police operations and selection process.

Questions regarding this Request for Proposals should be directed to: Gretchen McCarthy, Purchasing Agent, 915 Valley Road, Gillette, New Jersey 07933 or assistant@longhillnj.gov

Proposers shall submit their sealed proposals no later than close of business (4:30 p.m.) on October 30, 2018, to Deborah Brooks, Long Hill Township Municipal Clerk, whose office is located at 915 Valley Road, Gillette, NJ. The sealed proposals shall be clearly labeled "PROPOSAL FOR ARCHITECTURAL FEASIBILITY STUDY SERVICES – TOWN HALL BUILDING, TOWNSHIP OF LONG HILL, NJ".

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contracts). Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit. The Township Committee reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Township. The Township Committee shall award the contract or reject all submissions no later than 60 days from receipt of same.

Deborah Brooks, Municipal Clerk
Long Hill Township