

BOROUGH OF BEACHWOOD

Schedule "A"

FAIR & OPEN PUBLIC SOLICITATION PROCESS FOR PROFESSIONAL SERVICES

(Pursuant to **N.J.S.A. 19:44A-20.5 et. seq.** and in conformance with the **Municipal Ordinance #2005-26** which was approved by the Governing Body of the Borough of Beachwood December 21st, 2005, and attached herein)

ARCHITECTURAL SERVICES - SPECIFICATIONS

STANDARDIZED SUBMISSION REQUIREMENTS & SELECTION CRITERIA

The Borough of Beachwood is seeking sealed submissions in response to a request for qualifications for duly licensed Architects to design a capital improvement projects for the Borough of Beachwood. Such candidates may appear before any land use boards of the Borough of Beachwood. Successful candidates will be placed on a pre-approved list for future services.

The **standardized submission requirements** shall include:

- (i) Names and roles of individual(s) who will be assigned to perform the tasks and a description of their professional experience with Borough of Beachwood and/or experience with other municipalities and project similar to the matter being advertised.
- (ii) Professional licenses and/or certifications held by the individual(s) to be assigned to the work required.
- (iii) Educational background and experience of the individual(s) to be assigned to the work required.
- (iv) List of Professional References and Records of Success, including addresses and telephone contact numbers.
- (v) Description of the support staff available to the individual(s) to be assigned.
- (vi) Cost details, including the hourly rates of **ALL** individuals who will, or potentially could, perform services, all other 'charges' for extra services not included in the hourly rates, and, where appropriate, total cost of "not to exceed" amount.

The **selection criteria** to be used in awarding contracts shall include, but not be limited to:

- (i) Qualifications of all individuals who will perform the tasks and the amounts of their respective participation.
- (ii) Experience and reputation in the field.
- (iii) Ability to perform the task(s) in a timely fashion, including staffing and familiarity with the subject matter.
- (iv) Availability of the Professional Service entity personnel, facilities and other resources.
- (v) Professional Service entity financial stability and strength.
- (vi) Cost consideration including, but not limited to, standardized submission requirements, historical costs for similar contracts, expertise involved.
- (vii) Responsiveness to the Public Notice and Specifications; Submission demonstrates a clear understanding of the scope of work related objectives.
- (viii) Compliance with the submission documents.

Standardized Submission Requirements & Selection Criteria (con't.)

Pursuant to **N.J.S.A. 30A:11-3(b)**, ..."contracts for professional services pursuant to subparagraph (i) of paragraph (a) subsection (1) of section 5 of P.L. 1971, c.198 (**N.J.S.A. 40A:11-5**) may be awarded for a **period not exceeding twelve (12) consecutive months**".

This solicitation is for the length , effective from date of award by resolution of Borough Council **through to completion..**

The award of this contract is based upon funds being encumbered and contingent upon the availability of funds in the appropriate municipal budget.

Professional services entities responding to this solicitation shall submit one (1) original and seven (7) additional sets of the sealed submission, on October 25, 2007

BOROUGH OF BEACHWOOD

**STATEMENT OF INDIVIDUAL(S) OWNING 10% OR MORE
OF STOCK OR INTEREST IN THE BIDDER'S BUSINESS ENTITY**

In accordance with N.J.S.A.52:25-24.2, no corporation, partnership, limited partner ship, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the bid or accompanying the bid of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, there is submitted to the Borough of Beachwood, a statement setting forth the names and addresses of all stockholders who own ten (10%) percent or more of stock, of any class or of all individual partners who own a ten (10%) or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning ten (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. This form shall be submitted with the bid whether or not a stockholder or partner owns less than ten (10%) of the business submitting the bid.

Date: _____

LEGAL NAME OF BIDDER:

Check which business entity the bidder is:

- Corporation
- Limited Liability Corporation
- Subchapter S Corporation
- Partnership
- Limited Partnership
- Limited Liability Partnership
- Sole Proprietorship

Complete if the bidder is one of the 3 types of Corporations:

Date Incorporated: _____

Where Incorporated: _____

**NOTE: If no Stockholder or partner owns 10%
or more of the business submitting the
bid, please sign and date this form.**

_____/_____
SIGNATURE / DATE

BUSINESS ADDRESS

_____/_____/_____/_____
STREET ADDRESS / CITY / STATE / ZIP CODE
_____/_____
TELEPHONE NUMBER / FAX NUMBER

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

NAME	ADDRESS
NAME	ADDRESS
NAME	ADDRESS
NAME	ADDRESS
NAME	ADDRESS