PUBLIC NOTICE

The Township of Union has adopted the Fair and Open Process of the Pay-to-Play Law (N.J.S.A. 19:44A-20a, et seq.) in its request for proposals and awarding goods and services contracts with an annual value in excess of $17,500.00. Proposals will be evaluated by the Township Committee of the Township of Union on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

a. Experience and reputation in the field;
b. Knowledge of the Township and the subject matter to be addressed under the contract;
c. Availability to accommodate any required meetings of the Township;
d. Compensation proposal;
e. Other factors if demonstrated to be in the best interest of the Township.

In addition to the above criteria, the Township may consider the following criteria, where applicable, in order to evaluate the proposal:

a. Assurances of performance;
b. Vendor's financial ability and strength to meet its obligations;
c. How the costs compare to other proposals;
d. If available, are suitable warranties and guarantees available

To this end the Township is seeking proposals for the following:

MUNICIPAL ARCHITECT/ALTERNATE ARCHITECT

A firm must designate one (1) architect to serve as Municipal Architect. The designated architect must be licensed as an architect in the State of New Jersey for at least 10 years, and have represented municipalities for at least ten (10) years. The architect must be thoroughly familiar with the Municipal Land Use Law, applicable building codes, and the rules & regulations of the New Jersey Meadowlands Commission. The architect must also be experienced in preparing bid specifications for various municipal construction projects and knowledge and experience in preparing and submitting grant applications. The firm and/or architect must have sufficient support staff to provide all services required by the Township of Union including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the architect's duties and responsibilities.

Proposals will be evaluated by the Township of Union on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

a. Experience and reputation in the field;
b. Knowledge of the Township of Union and the subject matter to be addressed under the contract;

c. Availability to accommodate any required meetings of the Township;

d. Familiarity with the Township of Union's topography and physical infrastructure;

e. Familiarity and experience with abandoned properties conditions reports and rehabilitation projects that are guided by the provisions of N.J.S.A. 55:19-78 et seq;

f. Compensation proposal must reflect and include the following components:

1. Design fees: Fees provided for design services should be based on a percentage of construction costs for work involving new construction and/or the rehabilitation of existing facilities. Additionally, if a topographic or a utility survey is required for a project the design fee provided should be based on a percentage of the construction cost of the project. (Please provide a range of percentages based on various ranges of estimated construction costs.)
2. In addition to the above mentioned design fees, provide fees for inspection and supervision of construction. Such fees should be based on a percentage of construction costs for such facility projects, and other projects. (Please provide a range of percentages based on various ranges of estimated construction costs.)
3. Fees for any work which is not within the scope of work described above should be provided based on an hourly rate schedule.
4. State fees for property inspections and conditions reports with a fixed rate for residential properties and a fixed rate for commercial properties.

g. Other factors to be demonstrated to be in the best interest of the Township of Union.

H. The Township reserves the right to also appoint an Alternate Architect and/or Project Architect from the proposals submitted.

All proposals **must** include a current Business Registration Certificate, Certificate of Employee Information Report, W-9 Form and if applicable a Public Works Registration Certificate.

Please submit one original and one copy of the proposal.

Proposals must be received no later than 4:00pm December 9, 2026 and should be mailed to Eileen Birch, Township Clerk, 1976 Morris Avenue, Union, NJ 07083. All envelopes should be clearly marked "Proposal for Services – Municipal Architect/Alternate Architect.