

## PUBLIC NOTICE OF FAIR AND OPEN PROCUREMENT PROCESS.

In accordance with New Jersey Local Public Contracts Law and N.J.S.A. 19:44A-20.4 et. seq., the Borough of Keyport ("Borough"), County of Monmouth, a municipal corporation of the State of New Jersey, is soliciting professional services proposals through a fair and open process for

### Professional Architectural Services for Building Envelope and Systems Remediation

Proposal documents are available on the Borough's website ([www.keyportonline.com](http://www.keyportonline.com)) and can also be obtained through the Borough Clerk's Office during regular business hours, Monday – Friday, from 9:30 a.m. to 3:30 p.m. The submission package can also be requested via email: [mclark@keyportonline.com](mailto:mclark@keyportonline.com)

Completed Proposals must be submitted in the manner designed and outlined in the submission package. The envelope or package must be enclosed in a sealed envelope bearing the name and address of the Respondent, and the name of the specific professional service on the outside, addressed to the Borough of Keyport. Please enclose one (1) original (marked original); one (1) copy (marked copy) and one flash drive of the proposal.

Proposals must be received by Wednesday October 15<sup>th</sup> 11:00 a.m. EST

No faxed or email proposals will be accepted. Proposals received after the time and date listed above will not be considered.

The Borough will not be responsible for any expenses in the preparation and/or presentation of the proposals and oral interviews, if any, for the disclosure of any information or material received in connection with the solicitation, whether by negligence or otherwise.

The Borough reserves the right to request additional information if necessary, or to request an interview with firm(s), or to reject any and all proposals with or without cause, and waive any irregularities or informalities in the proposals submitted. The Borough further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals. In the event that all proposals are rejected, the Borough reserves the right to re-solicit proposals.

Responding firms may withdraw their proposals at any time prior to the final filing date and time, as indicated on the cover page to this RFP, by written notification signed by an authorized agent of the firm(s). The proposal may thereafter be resubmitted, but only up to the final filing date and time.

The responding firm assumes sole responsibility for the complete effort required in the RFP. No special consideration shall be given after proposals are opened because of a firm's failure to be knowledgeable about all requirements of this RFP. By submitting a proposal in response to this RFP, the firm represents that it has satisfied itself, from its own investigation, of all of the requirements of this RFP.

Documents and information submitted in response to this RFP shall become property of the Borough and generally shall be available to the general public as required by applicable law, including the New Jersey Open Public Records Act,, N.J.S.A. 47:1A-1

The Borough reserves the right to hold oral interviews with any or all of the firms submitting a proposal.

Communications with representatives of the Borough concerning this RFP, by you or on your behalf, are **NOT** permitted during the term of the submission and selection process. Communications regarding this RFP in any manner **will result in disqualification** from consideration of the firm seeking the appointment as Consultant pursuant to this RFP.

All answers to questions posed will be posted on the Borough website at [www.keyportonline.com](http://www.keyportonline.com) and/or through an addendum (if any) to this RFP made available to all potential bidders at the Borough website.

BY THE ORDER OF THE BOROUGH COUNCIL OF THE BOROUGH OF KEYPORT.

Kimberly Humphrey  
Borough QPA  
Borough of Keyport

## **Borough of Keyport RFP: Professional Architectural Services for Building Envelope and Systems Remediation**

### **Project Overview**

The Borough of Keyport is seeking qualified architectural firms to provide comprehensive professional services for building envelope and systems remediation project. This Request for Proposal (RFP) encompasses a full range of architectural services from initial assessment through construction completion.

### **Scope of Services**

The selected firm will be responsible for:

- Building Envelope Remediation: Complete assessment and remediation design for roofing systems, flashing details, insulation improvements, and facade/brickwork repairs-multiple reports/analysis' have been prepared
- Mechanical Systems: Evaluation and design of mechanical system upgrades and replacements as needed
- Design Development: Creation of comprehensive design documents and technical specifications
- Bid Specification Development: Preparation of detailed bid packages for contractor procurement
- Construction Inspection: On-site inspection services during construction to ensure compliance with design intent and specifications
- Include complete cost analysis

### **Compliance Requirements**

All respondents must demonstrate compliance with extensive New Jersey statutory and regulatory requirements:

#### **Local Public Contracts Law**

- N.J.S.A. 40A:11 et seq.: Full compliance with New Jersey's Local Public Contracts Law governing the procurement of professional services

#### **Design and Construction Standards**

- N.J.A.C. 5:34: Adherence to New Jersey's public building construction codes and standards

#### **Pay-to-Play Provisions**

- N.J.S.A. 19:44A-20.4 et seq.: Compliance with campaign contribution disclosure requirements and limitations for entities seeking public contracts

#### **Business Registration**

- N.J.S.A. 52:32-44: Proof of valid New Jersey business registration for the firm and all subcontractors

#### **Equal Employment Opportunity**

- N.J.A.C. 17:27 and N.J.S.A. 10:5-31: Demonstration of affirmative action compliance and equal employment opportunity practices
- Firms must provide evidence of an approved Affirmative Action Plan or Certificate of Employee Information Report

#### **Prevailing Wage Requirements**

- N.J.S.A. 34:11-56.25: Acknowledgment and compliance with New Jersey prevailing wage requirements for public works projects

#### **Iran Disclosure Requirements**

- N.J.S.A. 52:32-55: Certification regarding any investments or activities in Iran as required by state law

**Borough of Keyport RFP: Professional Architectural Services for Building Envelope and Systems Remediation**

**Submission Requirements**

RFP's must be submitted in a sealed envelope labeled "Professional Architectural Services for Building Envelope and Systems Remediation" by **Wednesday October 15, 2025 11:00 a.m. EST**

**1 Original, 1 copy and 1 flash drive copy**

Primary Contact

All proposals and inquiries should be directed to:

Kimberly Humphrey, QPA

Borough of Keyport

70 West Front Street

2<sup>nd</sup> Floor

Keyport NJ 07735

[khumphrey@keyportonline.com](mailto:khumphrey@keyportonline.com)

## **Borough of Keyport RFP: Professional Architectural Services for Building Envelope and Systems Remediation**

### **Proposal Components**

Respondents should prepare comprehensive proposals including:

1. Firm Qualifications: Detailed overview of firm's experience with similar public building remediation projects
2. Project Team: Identification of key personnel, including resumes and relevant project experience
3. Technical Approach: Methodology for assessment, design, and construction administration
4. References: Minimum of three references from similar municipal or public entity projects
5. Fee Proposal: Detailed fee structure for all phases of work
6. Required Certifications: All compliance documentation as outlined above

### **Evaluation Criteria**

Proposals will be evaluated based on:

- Technical expertise in building envelope and mechanical systems
- Experience with New Jersey public projects
- Qualifications of proposed project team
- Understanding of project scope and approach
- Fee competitiveness
- Compliance with all statutory requirements

### **Important Considerations**

#### **Professional Standards**

The selected firm must maintain appropriate professional liability insurance and demonstrate registration with the New Jersey State Board of Architects.

#### **Project Delivery**

The Borough expects a collaborative approach with clear communication throughout all project phases. The selected firm will work closely with Borough officials to ensure minimal disruption to ongoing operations.

#### **Timeline**

Specific project timelines will be established upon contract award, with consideration for seasonal constraints affecting roofing and exterior work.

Interested firms should carefully review all compliance requirements and prepare comprehensive proposals addressing each element of the scope of work. The Borough of Keyport reserves the right to reject any or all proposals and to negotiate with selected respondents.

# **New Jersey Professional Services RFP – Forms Packet**

Use this packet to complete all required forms. Fill in the fields or check the boxes as applicable.

## Mandatory Documents Checklist – Professional Services RFP

Check each item enclosed; if not applicable, mark N/A.

Contracting Unit: \_\_\_\_\_

RFP Title/No.: \_\_\_\_\_

Due Date/Time: \_\_\_\_\_

Proposer (Legal Name): \_\_\_\_\_

EIN: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

- Statement of Ownership Disclosure (N.J.S.A. 52:25-24.2)
- Non-Collusion Affidavit
- Political Contribution Disclosure (PCD) – Fair & Open
- Business Entity Disclosure Certification (BED-C) – Non-Fair & Open
- Disclosure of Investment Activities in Iran (N.J.S.A. 52:32-55)
- Acknowledgment of Receipt of Addenda
- EEO/Affirmative Action Acknowledgment (N.J.A.C. 17:27)
- Americans with Disabilities Act (ADA) Acknowledgment
- Insurance/Indemnification Acknowledgment
- Proof of Licensure/Registration for Key Professionals
- Certification of Non-Debarment/Suspension
- Russia/Belarus Activities Disclosure (P.L. 2022, c.3) (if required)
- Business Registration Certificate (BRC) enclosed
- Will provide BRC before award
- CEIR enclosed
- Will submit AA302 within 7 days of notice of intent to award
- IRS Form W-9 enclosed
- Will provide W-9 before award

**Statement of Ownership Disclosure (N.J.S.A. 52:25-24.2)**

List all owners holding 10% or more. If an entity is listed, disclose its 10%+ owners until individuals are identified.

Contracting Unit: \_\_\_\_\_

RFP Title/No.: \_\_\_\_\_

Bidder/Proposer (Legal Name): \_\_\_\_\_

EIN: \_\_\_\_\_

Provide the following information:

Owner Name [1]: \_\_\_\_\_

Owner Address [1]: \_\_\_\_\_

Owner Name [2]: \_\_\_\_\_

Owner Address [2]: \_\_\_\_\_

Owner Name [3]: \_\_\_\_\_

Owner Address [3]: \_\_\_\_\_

Owner Name [4]: \_\_\_\_\_

Owner Address [4]: \_\_\_\_\_

Signature/Certification:

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Notary Acknowledgment

State of New Jersey, County of \_\_\_\_\_, ss:

Subscribed and sworn/affirmed before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_ Commission Exp.: \_\_\_\_\_ (Seal)

**Non-Collusion Affidavit**

The undersigned certifies the proposal is genuine and not collusive.

Contracting Unit: \_\_\_\_\_

RFP Title/No.: \_\_\_\_\_

Bidder/Proposer (Legal Name): \_\_\_\_\_

Affiant Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Signature/Certification:

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Notary Acknowledgment**

State of New Jersey, County of \_\_\_\_\_, ss:

Subscribed and sworn/affirmed before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_ Commission Exp.: \_\_\_\_\_ (Seal)

**Political Contribution Disclosure –(Fair & Open)**

Attach the State Chapter 271 PCD form and schedules (P.L. 2005, c.271).

Contracting Unit: \_\_\_\_\_

RFP Title/No.: \_\_\_\_\_

Business Entity: \_\_\_\_\_

EIN: \_\_\_\_\_

Prepared by (Name/Title): \_\_\_\_\_

Date: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Notes / Additional Schedule Info:

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**Business Entity Disclosure Certification (Non-Fair & Open)**

Certify no disqualifying contributions under N.J.S.A. 19:44A-20.4 et seq.

Contracting Unit: \_\_\_\_\_

RFP Title/No.: \_\_\_\_\_

Business Entity (Legal Name): \_\_\_\_\_

EIN: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature/Certification:

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Disclosure of Investment Activities in Iran (N.J.S.A. 52:32-55)**

Select one and provide details if applicable.

Not engaged in investment activities in Iran

Engaged in such activities (provide details)

If B selected, details (entity, nature, duration, end date):

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Signature/Certification:

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Notary Acknowledgment

State of New Jersey, County of \_\_\_\_\_, ss:

Subscribed and sworn/affirmed before me this \_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_ Commission Exp.: \_\_\_\_\_ (Seal)

## Acknowledgment of Receipt of Addenda

List all addenda received or check 'No addenda'.

Addendum No. 1: \_\_\_\_\_

Dated: \_\_\_\_\_

Addendum No. 2: \_\_\_\_\_

Dated: \_\_\_\_\_

Addendum No. 3: \_\_\_\_\_

Dated: \_\_\_\_\_

No addenda were issued

Signature/Certification:

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EEO/Affirmative Action Acknowledgment (N.J.A.C. 17:27)**

If awarded, provide CEIR or submit AA302 within 7 days.

Current CEIR will be provided

AA302 will be submitted within 7 days

Signature/Certification:

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Americans with Disabilities Act (ADA) Acknowledgment**

Vendor agrees to comply with the ADA (42 U.S.C. §12101 et seq.).

Vendor (Legal Name): \_\_\_\_\_

Signature/Certification:

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Insurance/Indemnification Acknowledgment

Vendor agrees to meet RFP insurance requirements and provide certificates/endorsements upon award.

Vendor (Legal Name): \_\_\_\_\_

Insurance Broker Contact (optional): \_\_\_\_\_

Broker Email: \_\_\_\_\_

Broker Phone: \_\_\_\_\_

Signature/Certification:

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Certification of Non-Debarment/Suspension**

Certify vendor and principals are not debarred/suspended/ineligible.

Vendor (Legal Name): \_\_\_\_\_

Signature/Certification:

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Proof of Licensure/Registration –**

Attach current licenses/registrations for assigned professionals.

Provide the following information:

Discipline/License No./Expiration [1]: \_\_\_\_\_

Name [1]: \_\_\_\_\_

Discipline/License No./Expiration [2]: \_\_\_\_\_

Name [2]: \_\_\_\_\_

Discipline/License No./Expiration [3]: \_\_\_\_\_

Name [3]: \_\_\_\_\_

Discipline/License No./Expiration [4]: \_\_\_\_\_

Name [4]: \_\_\_\_\_

Discipline/License No./Expiration [5]: \_\_\_\_\_

Name [5]: \_\_\_\_\_

Signature/Certification:

Authorized Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Subconsultant Compliance Certification

Subconsultant agrees to submit/comply with required forms.

Prime Vendor: \_\_\_\_\_

Subconsultant: \_\_\_\_\_

EIN: \_\_\_\_\_

Statement of Ownership Disclosure

Non-Collusion Affidavit

PCD or BED-C (as applicable)

Iran Disclosure

Proof of Licensure (as applicable)

EEO/AA Acknowledgment

Non-Debarment Certification

Signature/Certification:

Subconsultant Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Russia/Belarus Activities Disclosure (P.L. 2022, c.3)**

Select one or attach details seeking any lawful exemption.

Not engaged in prohibited activities in Russia/Belarus

Engaged in such activities (details attached)

Signature/Certification:

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Business Registration Certificate –**

Provide State-issued BRC now or prior to award.

Vendor (Legal Name): \_\_\_\_\_

EIN: \_\_\_\_\_

Copy of NJ BRC attached

Will provide prior to award

Signature/Certification:

Authorized Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Affirmative Action Evidence –**

Provide CEIR or commit to AA302 within 7 days of intent to award.

Vendor (Legal Name): \_\_\_\_\_

Current CEIR attached

Will submit AA302 within 7 days of intent to award

Signature/Certification:

Authorized Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

**W-9 –**

Attach official IRS Form W-9.

Vendor (Legal Name): \_\_\_\_\_

Completed IRS W-9 attached

Signature/Certification:

Authorized Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_