



Notice of Request for Qualifications

Architectural Services – Renovation of Millburn Town Hall Building

The Township of Millburn is soliciting qualifications through the fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq for architectural services relating to renovations which will update an existing Town Hall building located at 375 Millburn Avenue, Millburn, NJ. Renovations may include new construction adjacent to the existing structure.

Two (2) printed copies of the Sealed Request for Qualifications (RFQ) response and one (1) electronic copy shall be received by the Business Administrator on Tuesday October 25th at 12:00 p.m., located at 375 Millburn Avenue, Millburn, N.J., at which time and place responses will be opened.

Services are anticipated to include design development, conceptual renderings, preparation of construction documents, and assistance with bid documents following the Local Public Contract Laws of the State of New Jersey. Services will include architecture, demolition, interior design, structural design, mechanical design, electrical engineering, plumbing, fire protection, and coordination of services with the Township's IT consultant, Police Department, Fire Department, Public Works Department and Planner.

The sealed submittal package must be clearly marked with the title of the RFQ being submitted and the name of the responding firm, addressed to the Business Administrator. The original RFQ response shall be marked to distinguish it from the one (1) copy. Only responses received prior to or on the submission date and time will be considered.

Respondents should provide statement of hourly rates, as well as past experience in similar projects of this nature. Upon award of contract, a written proposal outlining all services and related costs will then be requested, based on meetings with the outside professionals and site inspection of the existing building.

Respondents shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17-27. At the time of response to the RFQ, the Respondent must be registered under the New Jersey Business Registration Act.

All RFQ responses will be reviewed by an evaluation team. The most advantageous responses, based on price and other factors, as determined by a standard evaluation criteria, will then be given the opportunity to respond to an RFP.

Alexander McDonald
Business Administrator
administrator@millburntwp.org

10/11/2022