

**UNION CITY PUBLIC LIBRARY  
324-43<sup>RD</sup> STREET  
UNION CITY, NEW JERSEY 07087**

**AMENDED REQUEST FOR QUALIFICATIONS AND CRITERIA**

PLEASE TAKE NOTICE that the UNION CITY PUBLIC LIBRARY (“Library”) requests qualifications for the services and goods set forth below in accordance with the “fair and open process” pursuant to N.J.S.A. 19:44A-20.5, et seq.

1) Architectural Services

Request for qualifications responses shall be received by the Library’s Director, or her designee, on August 18, 2022, at 12:00 p.m., prevailing time, at 324-43<sup>rd</sup> Street, Union City, New Jersey 07087, at which time said responses will be publicly opened and read.

The service provider must submit four (4) copies of its response in a sealed envelope bearing the name and address of the service provider and the words: **“SEALED RFQ RESPONSE – Architectural Services”**. The envelope must be addressed to UNION CITY PUBLIC LIBRARY, 324-43<sup>rd</sup> Street, Union City, New Jersey 07087, and may be delivered by hand, overnight courier or mail. The envelope containing the response must be received by the Library Director by the date and time set forth above. No late responses will be accepted.

Responses should be detailed and comprehensive in addressing the service provider’s qualifications so the Library may make an informed decision. The Responses will be evaluated by the Library on the basis of the following criteria:

1. Experience and reputation in the field.
2. Knowledge of PUBLIC LIBRARIES, and of matters concerning the UNION CITY PUBLIC LIBRARY, and of the subject matter to be addressed under the contract, to wit: Construction of an Addition, approximately 6,000 Sq. ft. and Renovation of existing building, which is approximately 9,000 Sq. ft.
3. Availability to attend UNION CITY PUBLIC LIBRARY meetings and other matters.
4. Availability of personnel and other resources to provide such services.
5. Cost details, including the hourly rates of each of the individuals who will perform the services and all anticipated expenses.
6. Description of firm’s architects’ education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
7. Experience related to providing architectural services to public entities;
8. At least four (4) references, three (3) of which must have knowledge of your service to public entities;
9. Examples of your record of success (or significant achievements) servicing public entities;
10. Other factors if demonstrated to be in the interests of the UNION CITY PUBLIC LIBRARY.

The service provider shall also include four (4) color copies of their portfolio as part of the RFQ requirements, representing their experience with a minimum of five (5) projects constructed within the last five years. Portfolios shall include photographs, project costs and schedules, and contract name and telephone number of references for each project.

The Contract for Architectural Services will be awarded based on the most advantageous responses, price and other factors considered.

Prospective service providers are required to comply with the requirements of N.J.S.A. 10:5-3 et seq. and N.J.A.C. 17:27. Responses must include the prospective contractors New Jersey Business Registration Certificate and current Certificate of Employee Information Report. The Library reserves the right to reject any and all responses.

By order of the UNION CITY PUBLIC LIBRARY, Elena Tsomaeva, Director