

**BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652**

REQUEST FOR QUALIFICATIONS

FOR THE PROVISION OF ARCHITECTURE SERVICES IN 2018

SCOPE OF SERVICES

It is the intent of the College to solicit Qualification Statements from Respondents that have expertise in the provision of Architecture Services. Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services:

- A.** Provide general architecture services as requested by the College, including but not be limited to:
- i. Site analysis and planning;
 - ii. Defining project needs;
 - iii. Schematic concept development
 - iv. Preliminary and final design and image development;
 - v. Preparation of plans, specifications, conceptual design, cost estimates and project manuals for building construction;
 - vi. Assistance in all aspects of the bidding process;
 - v. Budget projections;
 - vi. Space planning
 - viii. Review and evaluate permit requirements;
 - ix. Prepare and submit applications and correspondence to applicable regulatory agencies, as required.
- B.** Attend regular, special and emergency meetings of the College Board of Trustees and/or Site and Facilities Committee, if required;
- C.** Attend at all other meetings and bid related conferences that the College deems necessary;
- D.** Prepare and/or review of reports, permits, applications and bid documents as requested by the College or one of its authorized representatives; and

E. Review of all correspondence referred by the College or one of its authorized representatives and prepare correspondence on behalf of the College, if requested.

F. Interact with applicable College personnel and other governmental agencies, as required.

G. Provide such other specialized architecture services as may be deemed necessary by the College.

**TABLE 1
ANTICIPATED PROCUREMENT SCHEDULE**

<u>ACTIVITY</u>	<u>DATE</u>
1. Issuance of Request for Qualifications	October 2, 2017
2. Receipt of Qualification Statements	October 19, 2017
3. Board of Trustees Approval	December 5, 2017

FOR INFORMATION ONLY, NOT AN OFFICIAL DOCUMENT