



## **MOUNT OLIVE TOWNSHIP SCHOOL DISTRICT**

227 US Route 206, Suite 10  
Flanders, NJ 07836  
973.691.4000

**Nicole C Schoening, CPA, SFO**  
**Business Administrator**  
nicole.schoening@motsd.org

---

### **REQUEST FOR PROPOSAL - RFP# 2025-01** **ARCHITECTURAL SERVICES**

**SUBMISSION DEADLINE:**  
**THURSDAY, MAY 22, 2025**  
**10:00 a.m.**

#### **A. BACKGROUND**

*The Mount Olive Township School District services students from Prek-12<sup>th</sup> grade with an enrollment of approximately 4800 students consisting of 4 elementary schools, a middle school and a high school, approximately 1160 staff members, with general fund budget of \$132,790,499*

#### **B. SERVICES SPECIFICATIONS**

##### **Scope of Service:**

In accordance with NJSA 19:44A-20.4 et seq., the Mount Olive Township School District is requesting proposals from New Jersey licensed architectural firms interested in providing services as the Architect of Record for the District for the 2025-2026 school year and two additional years at the Board's option. Pursuant to Title 18A-18A-5(1) professional services are not required to be bid or advertised and the Board is not required to award on the basis of lowest price, but based on criteria as outlined in this request for proposals.

The Board shall not be bound to use the appointed Architect of Record. Proposers are advised that for any specific project the Board may retain the services of another Architect or Engineer.

As Architect of Record, the architect shall provide all professional and consulting architectural services and technical direction as requested by the Board including, but not limited to: District discussions, project evaluation, preparation of designs and construction documents and specifications, estimation/calculation of construction budgets, submission of necessary plans and documentation for the procurement of necessary approvals from state, county and local agencies as may be required, coordinating the review and approval of plans with the District, preparation and dissemination of Bid Specifications, responding to RFI's, Receiving Bids and making recommendations for award to the Board of Education, and providing all services related to the construction administration and closeout phases of designated projects.

The Architect shall demonstrate proficiency with technology platforms and tools



## **MOUNT OLIVE TOWNSHIP SCHOOL DISTRICT**

227 US Route 206, Suite 10  
Flanders, NJ 07836  
973.691.4000

**Nicole C Schoening, CPA, SFO**  
**Business Administrator**  
nicole.schoening@motsd.org

---

throughout the lifecycle of a project. This includes:

- Design Phase: Utilization of CAD, Building Information Modeling (BIM), 3D visualization and rendering software.
- Construction Administration: Cloud-based field reporting tools, issue tracking, and integration with contractor software (e.g., Procore, PlanGrid, or similar).

The Architect shall amend the District's Long-Range Facilities Plan as needed. Because services, at times, represent emergency situations, the professional will be expected to return a phone call or email within 48 hours. The professional will also be expected to be available to provide advice to the Board and administrators during non-business hours including attendance at meetings when requested.

The Architect shall work cooperatively with the Board Attorney and Business Administrator in the bidding, award and closeout of the projects. The Architect shall assist the Board in recommending other professional services, such as engineers and other experts as may be needed for a particular project.

### **C. MINIMUM QUALIFICATIONS:**

1. Must be certified to provide architectural services in the State of New Jersey. Professional licenses and certifications should be provided.
2. Must have a minimum of five (5) years of experience in providing architectural services to boards of education.
3. Must be experienced in obtaining permits and approvals from various State, County and local regulatory agencies.
4. Must maintain, on staff, or be able to contract with, New Jersey licensed or certified professionals including but not limited to: civil engineers, land surveyors, planners, environmental scientists, structural engineers, mechanical engineers, electrical engineers, plumbing engineers and construction managers or clerks of the works.
5. Must maintain an office location with close enough proximity to the Board of Education so as to be able to respond to emergent matters promptly.
6. Must be experienced in preparation of DOE educational specifications and grant applications.
7. Must have project managers with at least five (5) years of school board experience.
8. Must be experienced Pre-Referendum Planning and Presentation as well as preparation of public relations materials and content and have a sound knowledge of the Referendum Process.



## MOUNT OLIVE TOWNSHIP SCHOOL DISTRICT

227 US Route 206, Suite 10  
Flanders, NJ 07836  
973.691.4000

**Nicole C Schoening, CPA, SFO**  
**Business Administrator**  
nicole.schoening@motsd.org

---

### **D. THE PROPOSAL**

The proposal shall include the following items:

- 1. Transmittal Letter:** Each proposing architect shall submit a transmittal letter with their proposal that identifies the firm that is submitting the proposal and includes a commitment to provide services required by the Mount Olive Township School District.

The letter of transmittal is to be addressed and mailed to:

Nicole C. Schoening, CPA, SFO  
Business Administrator

[nicole.schoening@motsd.org](mailto:nicole.schoening@motsd.org)

Attn: RFP 2025-05-Architectural Services

- 2. Description of Services and Experience:** All proposing architects should describe their practices and the services to be provided as well as acknowledge that they understand the scope of services sought by the Board. Provide sufficient information within your submission for evaluation. Information regarding your firm including ownership, list of major New Jersey educational clients and other pertinent information about your firm. Also please respond to the specific questions listed below:

- a. Where is the firm headquartered? If the firm has multiple offices, from which office will the services for the district be provided?
- b. How many years has the firm been practicing?
- c. How many staff members working full time in the firm?
  - i. NJ Licensed Architects
  - ii. LEED accredited professionals
  - iii. Non-Licensed Architectural graduates?
  - iv. Other
- d. Provide a list of New Jersey School Districts for whom the firm has provided services, identifying any in the County.
- e. What is the firm's experience with Public School referendums? Demonstrate the firm's ability to coordinate and produce projects associated with Referenda:
  - i. Include a brief narrative of your firm's referendum process and public relations strategy. The narrative should include:
    - o Steps taken to assist the district in preparing for a successful referendum.



## MOUNT OLIVE TOWNSHIP SCHOOL DISTRICT

227 US Route 206, Suite 10  
Flanders, NJ 07836  
973.691.4000

**Nicole C Schoening, CPA, SFO**

**Business Administrator**

nicole.schoening@motsd.org

- 
- Approach to community engagement, public presentations, and informational material preparation.
  - Use of in-house or outside public relations firms (identify all firms by name (if outsourced)).
  - Tools used to create graphics, presentations, and outreach strategies.
  - ii. Additionally, provide a table listing the last five (5) referenda your firm was involved in, including:
    - Client name
    - Year held
    - Dollar amount
    - Project scope
    - Whether it passed or failed
  - iii. Provide a typical timeline for supporting a school through a bond referendum.
  - f. Has the firm ever been released or terminated during its involvement from a project prior to completion? Please explain the circumstances including project name, location, dates, percent completion.
  - g. What percentage of the firm's work is focused on Public School Districts?
- 3. Provide an organizational chart** showing the overall structure of your firm that will include names of individuals who may perform required tasks as well as the listing of their licenses, qualifications and experience. Identify persons who will serve as back up to the primary person including resumes of all parties.
- 4. Subcontracting; Assignment of Contract:** Other than typical engineering services used in the completion of typical projects, (MEP, Structural, Civil) no part of any work or services done for the Board may be subcontracted without first receiving written permission from the Board.
- 5. Fee Structure:** Submit an hourly rate for principals, architects, associates, supervisors, construction/project managers, design draftsmen, and/or engineers. If any of these positions are not part of your staff, indicate how your firm will provide these services and at what associated costs.
- a. Identify whether clerical and other overhead costs will be billed separately. For large scale projects, fees will need to be agreed upon and



## **MOUNT OLIVE TOWNSHIP SCHOOL DISTRICT**

227 US Route 206, Suite 10  
Flanders, NJ 07836  
973.691.4000

**Nicole C Schoening, CPA, SFO**  
**Business Administrator**  
nicole.schoening@motsd.org

---

Board approved in advance of commencing the project.

- b. Include any fee for amending the District's Long-Range Facilities Plan.
- c. In the event that the respondent determines that the services for consultants are necessary on any particular project assigned by the Board, the amount billed by the architect to the Board for such services shall be limited to Direct Cost plus 10% markup. Fees for reimbursable expenses shall be limited to Direct Cost plus 10% markup.

### **6. References**

- a. Provide a list of (3) three school district references for which you have provided services within the last three (3) years.
- b. Provide a separate listing of district references, if different, for the firm's last (5) Referenda.
- c. Include the name of the entity, the name and telephone number of a contact person, and the name of the partner that is assigned to that district.
- d. Provide a listing of all New Jersey public clients that have terminated the firm's services in the past two years.
- e. List the caption(s) of any and all actions which have been filed against you by a public entity either by way of complaint, cross-claim or counterclaim, in connection with your rendering of architectural services.

### **7. Documents:**

- a. Ownership Disclosure Statement Non-Collusion Affidavit
  - b. 271 Political Contribution Disclosure Form
  - c. Contractor/Vendor Questionnaire/Certification
  - d. Affirmative Action Questionnaire, Affidavit and Exhibit A
  - e. New Jersey Business Registration Certificate
  - f. Certificate of Employee Information Report
  - g. Disclosure of Investment Activities in Iran
  - h. Russia-Belarus Certification
  - i. Certification of Non-Debarment (Prior to award of Contract)
- **PLEASE PROVIDE ONE ORIGINAL AND TWO COPIES ALONG WITH AN ELECTRONIC PDF VERSION OF YOUR PROPOSAL.**

### **E. INTERVIEW**

The Board of Education reserves the right to interview any or all of the applicants



## **MOUNT OLIVE TOWNSHIP SCHOOL DISTRICT**

227 US Route 206, Suite 10  
Flanders, NJ 07836  
973.691.4000

**Nicole C Schoening, CPA, SFO**  
**Business Administrator**  
nicole.schoening@motsd.org

---

submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Board reserves the right to request clarifying information subsequent to the submission of the proposal.

### **F. CONTRACT TERM**

The initial term of the contract for Services shall be upon Board Approval for the remainder of the 2025-2026 school year and may be renewed annually for two additional years.

### **G. SUBMISSION DEADLINE**

The deadline to submit proposals is:

**Thursday, May 22, 2025**  
**10:00 a.m.**

All proposals shall remain firm for a period of sixty (60) days after the date specified for receipt of proposals.

### **H. EVALUATION OF PROPOSALS**

The School District intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with NJSA 19:44A-20.4 et seq.

The proposals will be evaluated by the Board of Education, Superintendent, Business Administrator and such other members of the administration as may be called upon based on their level of interaction with the District Architect based upon information supplied by each Professional in response to this RFP.

A decision on whether the contract will be awarded and to whom it will be awarded shall be made within sixty (60) days from the date the proposals are opened. The contract, if awarded, shall be awarded to the firm who submits the most advantageous proposal based on the following criteria:



## **MOUNT OLIVE TOWNSHIP SCHOOL DISTRICT**

227 US Route 206, Suite 10  
Flanders, NJ 07836  
973.691.4000

**Nicole C Schoening, CPA, SFO**  
**Business Administrator**  
nicole.schoening@motsd.org

---

### **Scoring Matrix for Proposal Evaluation**

<b>Evaluation Category</b>	<b>Criteria</b>	<b>Max Points</b>
Technical Criteria and Qualifications	Ability to meet all minimum qualifications, documentation of past performance and success, technology usage, referenda success rate, responsive to RFP requirements	40
Management Criteria	Experience with similar school districts. Project management, staff experience, referendum history and public relations planning experience.	40
Cost Criteria	Fee structure, hourly rates, reimbursable expenses,	20

**The Board of Education reserves the right to reject any or all proposals in whole.**