



CITY OF PERTH AMBOY

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

CONTRACT TERM

January 1, 2027, through December 31, 2027

SUBMISSION DUE DATE: Tuesday, October 27, 2026, at 10:00 A.M.

QUESTIONS DUE DATE: Tuesday, October 20, 2026, at 10:00 A.M.

ADDRESS ALL PROPOSALS TO:

PURCHASING DEPARTMENT
CITY PERTH AMBOY
260 HIGH STREET
PERTH AMBOY, NEW JERSEY 08861

ATTN: ALMA BENAVIDES-PEREZ
PURCHASING AGENT

NOTICE OF REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

Notice is hereby given that the City of Perth Amboy (the "City"), 260 High Street, Perth Amboy, New Jersey 08861, will receive sealed proposals on **Tuesday, October 27, 2026, at 10:00 A.M. (Prevailing time)** in response to its Request for Qualifications for Architectural Services (RFQ), as described below, at which time the submissions will be opened in public:

ARCHITECTURAL SERVICES

The RFQ is issued in accordance with Section 98.21 et seq. of the Code of the City of Perth Amboy (City Code), which requires that the City utilize a fair and open procurement process in selecting professional services, including architectural services. The RFQ also satisfies the requirements of a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq. Professional services are exempt from bidding pursuant to N.J.S.A. 40A:11- 5(1)(a)(i).

The RFQ documents may be obtained from the Division of Purchasing, 260 High Street, Perth Amboy, New Jersey 08861 between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, or can be downloaded from the City's website: www.perthamboy.nj.us.

Interested respondents **MUST SUBMIT ONE (1) ORIGINAL AND ONE (1) DIGITAL VERSION (USB) of your proposal** and must be submitted to the City in a sealed envelope, clearly marked on the outside with the word **"Confidential," and indicate the service(s) for which the RFQ "ARCHITECTURAL SERVICES"**. RFQ's must be addressed to: Division of Purchasing, City of Perth Amboy, 260 High Street, Perth Amboy, New Jersey 08861, to be received no later than **10:00 a.m. prevailing time on Tuesday, October 27, 2026**.

Respondents with questions or requiring clarification or interpretation of any section within this RFQ must address these questions in writing via email to ProcurementQPA@perthamboy.nj.org. **The deadline for posting questions and requests about the RFQ is Tuesday, October 20, 2026, at 10:00 a.m. (prevailing time).**

Respondents are required to comply with N.J.S.A. 10:5-31, et seq., P.L. 1975, c. 127, N.J.A.C. 17:27-1 et seq., and all other applicable laws, regulations, or ordinances concerning affirmative action goals and equal employment opportunity.

The City reserves the right to consider submitted RFQ's for sixty (60) days after receipt, and further reserves the right to reject any and all submissions, waive informalities, and make an award or take any other action as may be in the best interest of the City, consistent with applicable law.

Persons interested shall submit to the City such information as is required in the Request for Proposals.

ALMA BENAVIDES-PEREZ

Purchasing Agent

260 High Street

Perth Amboy, NJ 08861

(732) 826-0290

ProcurementQPA@perthamboy.nj.org

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

GLOSSARY

The following definitions shall apply to and are used in this Request for Responses:

“City” – refers to the City of Perth Amboy.

“Response” – refers to a complete response to this RFQ submitted by a Respondent.

“Respondent” or “Respondents” – refers to the interested professionals who submit a response to the RFQ.

“RFQ” – refers to the Request for Responses for Architectural Services and any amendments or supplements thereto.

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING RESPONSE

CITY OF PERTH AMBOY
260 HIGH STREET PERTH
AMBOY, NJ 08861

CONTACT PERSON

ALMA BENAVIDES-PEREZ PURCHASING AGENT
PURCHASING DEPARTMENT
(732) 826-0290

PURPOSE OF REQUEST

The City of Perth Amboy is requesting responses from qualified individuals and firms ("contractor(s)" or "respondent(s)") to provide Architectural Services to the City. Responses will be evaluated in accordance with the criteria set forth in this RFQ. One or more individuals/firms may be selected to provide services.

PERIOD OF CONTRACT

January 1, 2027 through December 31, 2027.

CONTRACT FORM

The successful Respondent shall be required to execute the City's form contract, which includes the indemnification, insurance, termination and licensing provisions. A complete copy of a draft City form contract is available upon request.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under any Contract Awarded.

DETAILED REQUIREMENTS OF THE REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

1. **CITY OF PERTH AMBOY FACTS AND FIGURES** – The City of Perth Amboy is a municipal government entity. The City was founded in 1683, and chartered in 1718 and operates pursuant to N.J.S.A. 40A:61-1 et seq.

The City's population is approximately 55,436 and it consists of approximately 4.7 square miles of area. The City employs approximately 412 people in about 18 departments and agencies. It owns various municipal buildings, parks and recreation facilities.

The City's operating and utility budget is approximately \$100,000,000. It provides significant and diverse services to its residents, including those in the senior, disabled, veterans and other communities.

2. **NATURE/ SCOPE OF SERVICES** – The City of Perth Amboy is requesting qualifications for Architectural Services. The successful respondent will be required to performed, but not limited to, the following services:

- Site analysis and planning;
- Documentation of existing conditions;
- Defining project needs;
- Budget projections;
- Schematic concept development;
- Preliminary design;
- Construction documents including specifications
- Assistance with bidding and negotiation;
- Construction Administration;
- Space planning;
- Assisting in acquiring governmental approvals;
- Attendance at regular, special and emergency meetings of the City of Perth Amboy, if required;
- Attendance at all other meetings that the City deems necessary;
- Preparation and/or review of reports, permits and applications as requested by the City;
- Review of all correspondence referred by the City and preparation of correspondence on behalf of the City, if required; and
- Coordination with other consultants and with other agencies involved in the projects.
- Landscape Architecture
- Provide a range of other specialized architectural services which may be needed by the City.

3. **STANDARD REQUIREMENTS OF TECHNICAL RESPONSE** - Respondents should submit a technical response which contains the following:

- A. The name of the Respondent , the principal place of business and, if different, the place where the services will provided;
- B. Respondent must have a minimum of five (5) years of experience in as a registered Architect and a minimum of one (1) years servicing the City of Perth Amboy or other governmental entities;
- C. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles. The Respondent **MUST** be a registered Architect in the State of New Jersey;

- D. A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include

other City governments and other levels of government. Contact information for the recipients of the similar services must be provided. The City may obtain references from any of the parties listed;

- E. A statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency;
- F. An Affirmative Action Statement (copy of form attached);
- G. A completed Non-Collusion Affidavit (copy of form attached);
- H. A statement that the Respondent will comply with the General Terms and Conditions required by the City and enter into the City's standard Professional Services Contract.
- I. A copy of the Respondent's Business Registration Certificate.

- 4. **COST RESPONSE** – Respondents should submit a cost response which would include any proposed retainer, the services to be provided for the retainer, if services will be provided at a flat rate, if all or any services will be billed through hourly rates and what are the established rate(s). The City does not provide payment for or reimbursement for travel expenses.

- 5. **RESPONSE EVALUATION** – The City will select the most advantageous responses based on all of the evaluation factors set forth at the end of this RFQ. The City will make the award(s) that is in the best interest of the City.

Each response must satisfy the objectives and requirements detailed in this RFQ. The successful Respondent shall be determined by an evaluation of the total content of the content of the response submitted. The City reserves the right to:

- a. Not select any of the responses'
- b. Select only portions of a particular Respondent's response for further consideration; (However, Respondents may specify portions of the response that they consider "bundles".)
- c. Award a contract for the requested services at any time within the calendar year after review of the Qualifications and approval of same by the City; every response should be valid through this time period.

The City shall not be obligated to explain the results of the evaluation process to any Respondent.

- 6. **RESPONSE LIMITATIONS** – This RFQ is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the City by issuance of this RFQ. The City reserves the right at the City's sole discretion to refuse any response submitted.

7. **USE OF INFORMATION** – Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like (“Information”) furnished or disclosed by the City to the Respondent in connection with this RFQ shall remain be returned to the City. When in tangible form, all copies of such information shall be returned to the City upon request. Unless such information was previously known to the Respondent, free of any obligation to keep it confidential, or has been or is subsequently made public by the City or a third party, it shall be held in the confidence by the Respondent, shall be used only for the purposes of this RFQ, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon writing.

8. **GENERAL TERMS AND CONDITIONS** –

- A. The City reserves the right to reject any or all responses, if necessary, or to waive any informalities in the responses, and, unless otherwise specified by the Respondent, to accept any item, items or services in the responses should it be deemed in the best interest of the City to do so.
- B. In case of failure by the successful Respondent, the City of Perth Amboy may procure the articles or services from other sources, deduct the cost of the replacement from money due to the Respondent under the contract and hold the Respondent responsible for any excess cost occasioned thereby.
- C. The Respondent shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.
- D. Each response must be signed by the person authorized to do so.
- E. The contract shall be in effect through December 31, 2027 unless otherwise stated.
- F. Responses may be hand delivered or mailed consistent with the provisions of the legal notice to Respondents. In the case of mailed responses, the City assumes no responsibility for responses received after the designated date and time and will return late responses unopened. Responses will not be accepted by facsimile or e-mail.
- G. In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful Respondents must agree to submit individual employer certifications and numbers or complete Affirmative Action employee information report (form AA-302). Also, during the performance of this contract, the contractor agrees as follows: (a) the contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex or handicap. Such action shall include, but not be limited to the following:

employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause: (b) the contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex or handicap; (c) the contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be

provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.

- H. By submission of the response, the Respondent certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful Respondent shall, at its expense, defend any and all actions or suits charging such infringement, and will save the City harmless in any case of any such infringement.
- I. No Respondent shall influence, or attempt to influence, or cause to be influenced, any City officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- J. No Respondent shall cause or influence, or attempt to cause or influence, any City officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the Respondent or any other person.
- K. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the City's Law Department decision shall be final and conclusive.
- L. The City of Perth Amboy shall not be responsible for any expenditure of monies or other expenses incurred by the Respondent in making its response.
- M. The checklist, affidavits, notices and the like presented at the end of this Request for Qualifications are a part of this Request for Qualifications and shall be completed and submitted as part of this response.

END OF GENERAL INSTRUCTIONS

CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR SUBMISSION

Required By Owner	Submission Requirement	Initial each required entry and if required, sign and submit the item
[*]	Original and one (1) USB with signed Proposals	
[*]	Appendix A - RFQ Cost Proposal Form	
[*]	Appendix B - Business Registration Certificate (Before Award of Bid)	
[*]	Appendix C – Statement of Corporate Ownership	
[*]	Appendix D - Affirmative Action Language Signed	
[*]	Appendix E - Mandatory Equal Employment Opportunity Language	
[*]	Appendix F - New Jersey Anti-Discrimination Provisions	
[*]	Appendix G - Americans with Disabilities Act of 1990 Language	
[*]	Appendix H -Non-Collusion Affidavit	
[*]	Appendix I - References & Status of Present Contracts	
[*]	Appendix J – Professional Service Entity Information Form	
[*]	Appendix K – Affidavit of no Disciplinary Sanctions or Debarments	
[*]	Appendix L - Disclosure of Investments Activities in Iran	
[*]	Appendix M –Non-Involvement in Prohibited Activity in Russia or Belarus	
[*]	Appendix N - Receipt of Addendum	
[*]	Appendix O - Letters of Intent	
[*]	Appendix P - Letters of Proposal	

Name of Proposer

Title

Signature of Authorized Representative

Date

APPENDIX A

PROPOSAL FORM

QUALIFICATIONS FOR ARCHITECTURAL SERVICES

(ARCHITECTURAL SERVICES)

(Description of goods/services being bid)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the bid specifications and made part hereof:

Amount in words

Amount in numbers

Company Name

Address

Signature of Authorized Agent

Type or Print Name

Title: _____

Date

Telephone Number

Fax Number

Email Address

APPENDIX B

STATUTORY AND OTHER REQUIREMENTS **INSURANCE AND INDEMNIFICATION**

INSURANCE REQUIREMENTS

Professional Liability Insurance

A successful applicant must provide the City at the time of contract with evidence of professional liability insurance coverage in the minimum amount of \$500,000 that shall be maintained in full force during the life of the contract.

PROOF OF BUSINESS REGISTRATION

N.J.S.A. 52:32-44 requires that each Respondent (Contractor) submit proof of business registration with the bid response. Proof of registration shall be a copy of the Respondent Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-1730. N.J.S.A. 52:32-44 imposes the following requirements on Contractors and all subcontractors that **knowingly** provide goods or perform services for a Contractor fulfilling this contract:

- The Contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the Contractor;
- Prior to receipt of final payment from a contracting agency, a Contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;
- During the term of this contract, the Contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1, et seq.) on all sales of tangible personal property delivered into this State.

A Contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-1730.

APPENDIX C

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposals submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Business: _____

Address of Business: _____

Name of Person Completing this Form: _____

N.J.S.A. 52:25-24.2 Submission of Statement required for Bidding on Public Contracts.

No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State, or any county, municipality or school district, or any subsidiary or agency of the State, or of any county, municipality or school district, or by any authority, board, or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.

The Attorney General has advised that provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships, apply to limited partnerships, limited liability partnerships, and Subchapter S Corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.

**Failure of the bidder/proposer to submit the required information is cause
for automatic rejection of the bid or proposal**

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific) _____

Part II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

or

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for individuals) or Business Address

Part III: Disclosure of 10% or Greater Ownership in the Stockholders, Partners or LLC Members Listed in Part II

- ☐ Pages attached with the name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

or

- ☐ Submit here the links to the websites (U.R.L.S.) containing the last annual filings with the Federal Securities and Exchange Commission or the foreign equivalent.

and

- ☐ Submit here the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.

Part IV: Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the <name of contracting unit> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with <type of contracting unit> to notify the <type of contracting unit> in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement (s) with the, permitting the <type of contracting unit> _____ to declare any contract (s) resulting from this certification void and unenforceable.

SUBSCRIBED AND SWORN
BEFORE ME THIS _____ DAY
OF _____, 20 _____

(Type or Print Name of Affiant under Signature)

NOTARY PUBLIC

MY COMMISSION EXPIRES:

_____, 20____.

APPENDIX D

AFFIRMATIVE ACTION COMPLIANCE NOTICE N.J.S.A. 10:5-31 AND N.J.A.C. 17:27 GOODS AND SERVICES CONTRACTS (INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful professional service entity's requirement to comply with the requirements of **N.J.S.A. 10:5-31 et seq.** and **N.J.A.C. 17:27 et seq.**

The successful professional service entity shall submit to the City of Perth Amboy, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

- (b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

OR

- (c) A photocopy of a completed Employee Information Report (Form AA302) provided by the Division of Contract Compliance and completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

Respondent understands and acknowledges that the attached Exhibit A Mandatory Equal Employment Opportunity Language shall be part of any agreement awarded hereunder.

RESPONDENT: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____ DATE: _____

APPENDIX E

EXHIBIT A MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate based on age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but before execution of a goods and services contract, one of the following three (3) documents:

- Letter of Federal Affirmative Action Plan Approval;
- Certificate of Employee Information Report; or
- Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http://www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code** at N.J.A.C. 17:27.

Company: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

APPENDIX F

NEW JERSEY ANTI-DISCRIMINATION PROVISIONS N.J.S.A. 10:2-1 ET SEQ.

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractors or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contract by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

Acknowledged:

Company: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

APPENDIX G

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The contractor and the City of Perth Amboy, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. SJ 21 OJ et seq.), which prohibits discrimination based on disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. If the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay all charges for legal services and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner that is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, *give* written notice thereof to the contractor along with complete particulars of the claim, if any action or administrative proceeding is brought against the owner or any of its agents, servants, and employee, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees, and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Acknowledged:

Name: _____

Signature: _____

Date: _____

APPENDIX H

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

SS:

COUNTY OF _____

I, _____ (name) of full age, being duly sworn according to law, on my oath depose and say:

I am the _____ (title)

of _____ (name of bidder), the bidder for the above named project, and that I executed the said bid with full authority so to do; that the bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the RFP, and that all statements contained in the proposal and in this affidavit are true and correct, and made with full knowledge that the City of Perth Amboy relies upon the truth of the statements contained in the proposal and in the statements contained in this affidavit in awarding a contract for said engagement.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies of the respondent. (N.J.S.A. 52:34-25)

SUBSCRIBED AND SWORN
BEFORE ME THIS _____ DAY
OF _____, 20 _____.

(Type or Print Name of Affiant under Signature)

NOTARY PUBLIC

MY COMMISSION EXPIRES:

_____, 20 _____.

APPENDIX I

REQUEST FOR REFERENCES

1. Name _____
Address _____
Telephone _____
Email address _____
Contact Individual _____
2. Name _____
Address _____
Telephone _____
Email address _____
Contact Individual _____
3. Name _____
Address _____
Telephone _____
Email address _____
—
Contact Individual _____
4. Name _____
Address _____
Telephone _____
E-mail address _____
Contact Individual _____
5. Name _____
Address _____
Telephone _____
E-mail address _____

APPENDIX J

PROFESSIONAL SERVICE ENTITY INFORMATION FORM

If the Professional Service Entity is an **INDIVIDUAL**, sign name and give the following information:

Name: _____

Address: _____

Telephone No.: _____ Tax Identification No.: _____

Fax No.: _____ E-Mail address: _____

If individual has a TRADE NAME, give such trade name:

Trading As: _____ Telephone No.: _____

If the Professional Service Entity is a **PARTNERSHIP**, give the following information:

Name of Partners: _____

Firm Name: _____

Address: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail address: _____

Tax Identification No. _____

Signature of authorized agent: _____

If the Professional Service Entity is **INCORPORATED**, give the following information:

State under whose laws incorporated: _____

Location of principal office:

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail address: _____

Name of agent in charge of said office upon whom notice may be legally served:

Telephone No.: _____ Name of Corporation: _____

Signature: _____

APPENDIX K

AFFIDAVIT OF NO DISCIPLINARY SANCTIONS OR PROFESSIONAL NEGLIGENCE/ DEBARMENTS

I _____ of the _____ in the County of _____ and the State of _____ of full age, being duly sworn according to law on my oath depose and say that:

I am _____, an officer of the Respondent firm of _____ submitting a Response to the RFQ in the above matter, and I executed the said RFQ with full authority to do so; Respondent at the time of making this Response, Respondent is not included on the State of New Jersey, Department of Treasury, Division of Property Management & Construction List of Debarred, Suspended and Disqualified bidders and that all statements contained in the Affidavit are true and correct.

The undersigned further warrants that the professional licenses and/or certifications of those individuals listed in this RFQ are valid and not expired or suspended.

The undersigned further warrants that should the name of the firm making this submission appear on the Treasurer's List of Debarred, Suspended and Disqualified Bidders at any time prior to, and during the life of this contract, including any Guarantee Period, that Respondent shall immediately notify the City. Further, should the professional licenses and/or certification of any individuals listed in the RFQ be suspended or revoked, Respondent shall immediately notify the City.

Name of the Firm (Print or Type)

Signature of Authorized Representative/ Title

(Type or Print Name of Authorized Representative Affiant)

Subscribed and Sworn to before me this _____ day of _____, 20 _____.

Notary Public of New Jersey

My Commission Expires _____, 20_____.

APPENDIX L

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RESPONDENT'S NAME: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or response or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

**I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:
(Please check all statements that are true)**

☐ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND**

☐ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase under penalty of perjury. Failure to provide such will result in the response being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

NAME: _____

Relationship to Bidder _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____ Respondents

Contact Name _____ Contact Phone Number _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the City of Perth Amboy is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the City to notify the City of Perth Amboy in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the City of Perth Amboy, New Jersey and that the City at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print) _____ Signature: _____

Title _____ Date: _____

APPENDIX M



CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

- ☐ A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

- ☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

- ☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative

Date

Print Name and Title of Vendor's Authorized Representative

Vendor's FEIN

Vendor's Name

Vendor's Phone Number

Vendor's Address (Street Address)

Vendor's Fax Number

Vendor's Address (City/State/Zip Code)

Vendor's Email Address

ⁱ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

APPENDIX N

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Respondent hereby acknowledges its receipt of the below-listed notice(s) of revisions, clarifications and/or addenda to the RFQ. By indicating the date of receipt, the Respondent hereby acknowledges that its submitted Response takes into account all of the provisions contained in such listed notices of revisions, clarifications and/or addenda. The Respondent hereby acknowledges and agrees that the City's record of notices of revisions, clarifications and/or addenda shall take precedence over the Respondent's accounting of such notices. The Respondent further acknowledges and agrees that any failure of the Respondent to include and specifically reference its receipt of any such notices of revisions, clarifications and/or addenda on this document as part of its Response, may be cause for rejection of the Response.

City of Perth Amboy Revision/Addenda Title/Number	Method of Receipt (Mail, Fax, Delivery)	Date Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ **CHECK HERE IF NONE.**

RESPONDENT'S ACKNOWLEDGEMENT:

Respondent' Name: _____

Authorized Representative: _____, _____
(print name) (print title)

Signature: _____

Date: _____

APPENDIX O

LETTER OF INTENT

**Note: To be typed on Respondent's Letterhead
(No modifications are to be made to this letter)**

(Insert Date)

City of Perth Amboy
Alma Benavides-Perez
Purchasing Department
260 High Street
Perth Amboy, NJ 08861

Dear Ms. Benavides-Perez:

The undersigned, as Respondent, has (have) submitted the attached Proposal Statement in response to a Request for Qualifications (RFQ), issued by the City of Perth Amboy returnable on **Tuesday, October 27, 2026**, in connection with the City's need for Architectural Services.

(Name of Respondent) hereby states:

1. The Proposal Statement contains accurate, factual and complete information.
2. (Name of Respondent) agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the City's procurement schedule.
3. (Name of Respondent) acknowledges that all costs incurred by it (them) in connection with the preparation and submission of the Proposal Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares that the only persons participating in this Proposal Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City.
5. (Name of Respondent) declares that this Proposal Statement is made without connection with any other person, firm or parties who has submitted a Proposal Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
6. (Name of Respondent) acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgement). In any case, the City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

7. (Name of Respondent) acknowledges that any contract executed with respect to the RFQ for "Architectural Services" must comply with all applicable affirmative action and similar law. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

Respondent shall sign and complete in the space provided below. (If a joint venture, appropriate officers of each company shall sign)

Signature

Print Name and Title

Date

Name of Firm

If a joint venture, partnership or other formal organization is submitting a Proposal Statement, each participant shall execute this Letter of Intent

APPENDIX P

LETTER OF PROPOSAL

**Note: To be typed on Respondent's Letterhead
(No modifications are to be made to this letter)**

(Insert Date)

City of Perth Amboy
Alma Benavides-Perez
Purchasing Department
260 High Street
Perth Amboy, NJ 08861

Dear Ms. Benavides-Perez:

The undersigned has reviewed our Proposal Statement submitted in response to the Request for Qualifications (RFQ), issued by the City of Perth Amboy returnable on **Tuesday, October 27, 2026**, in connection with the City's need for Architectural Services.

We affirm that the contents of our Proposal Statement (which Proposal Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Proposal Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of the Respondent).

Respondent shall sign and complete in the space provided below. (If a joint venture, appropriate officers of each company shall sign)

Signature

Print Name and Title

Date

Name of Firm

Signature

Print Name and Title

Date

Name of Firm



If a joint venture, partnership or other formal organization is submitting a Proposal Statement, each participant shall execute this Letter of Intent.

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature	Printed Name	Title
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Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$200 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.[illegible]☐ Check here if the information is continued on subsequent page(s)