

**PROFESSIONAL SERVICES  
DESCRIPTION FOR THE POSITION OF:**

**Architect**

**SUBMISSION DEADLINE:**

**December 7, 2021  
2:00pm**

**Contract Term**

**1 year**

**March 1, 2022 – February 28, 2023**

**FAIR AND OPEN PUBLIC SOLICITATION PROCESS  
FOR PROFESSIONAL SERVICES**

**FOR**

**GLOUCESTER COUNTY IMPROVEMENT AUTHORITY  
109 BUDD BOULEVARD  
WOODBURY, NEW JERSEY 08096**

Through this Request for Qualifications/Proposals, the Authority seeks to engage a vendor as Architect. This contract will be awarded through a fair and open process pursuant to *N.J.S.A.* 19:44A-20.4 et seq.

The proposal must be received and will be publicly opened and read aloud on **December 7, 2021** at 2:00pm at the GCIA administrative office located at 109 Budd Boulevard, Woodbury, New Jersey. (see “Fair and Open Standardized Submission Requirements and Selection Criteria” for further information)

The following is a description of the professional services needed including, where appropriate, a brief description of the tasks involved:

Scope of work/ purpose of request

**The GCIA is requesting proposals from qualified individuals and firms to provide architectural services per assignment as directed by GCIA Executive Director for any GCIA project through the year.**

Term of Contract: 1 Year

Listed Below is a description of the architectural services by phase:

1. **Schematic Design:**
  - a. Prepare a Schematic plan for review
  - b. Prepare estimate of cost after schematic plan is accepted
2. **Construction Documents**
  - a. Prepare plans and specifications for various GCIA Projects assigned by the Executive Director.
  - b. Meet regularly to keep everyone informed of progress & to review comments & questions.
  - c. Submit required documents for permits
  - d. Meet with GCIA administration and staff to review the final set of plans and specifications in order to obtain approval for bidding.
3. **Bidding**
  - a. Prepare information for advertisement
  - b. Issue the complete package of bidding documents to contractors and maintain a list for notification purposes
  - c. Issue any addendum that is required
  - d. Conduct the Pre-bid conference to receive and respond to any questions from bidders
  - e. Participate in the bid opening conference to verify completeness and record the bids
  - f. Review the apparent low bidders

- g. Submit a written recommendation to the GCIA as to an award of the contract.
4. **Construction Administration**
- a. Conduct a Pre-construction meeting with all contractors, GCIA, and personnel. Issue meeting minutes
  - b. Conduct bi-weekly project meetings during the contract period , issue meeting minutes
  - c. Visit the project on a regular basis to verify progress, quality of work and compliance with construction drawings
  - d. Review all shop drawings
  - e. Review all payment requests by the contractor and compare with actual job performance
  - f. A record of reliability of timely delivery and on-time and on budget implementation
  - g. Availability of In-House and contract resources
  - h. Quality control and assurance programs
  - i. Use of business capabilities or initiatives that involve Women, the Disadvantaged, Small and/or Minority owned businesses.
  - j. Respond to all requests for information and change order submittals.
  - k. Issue any change orders after review for budget and approval by the GCIA.

5. **Closeout**

- a. Review all punch list items for completeness
- b. Review and inspect punch list correction work
- c. Issue a certification of substantial completion for the project when all correction work is finished and systems are functional
- d. Review all warranties submitted by the contractors
- e. Assist with construction (local) approvals
- f. Confirm that GCIA maintenance staff have been trained
- g. Confirm that as built documents are submitted and correct
- h. Insure that copies of all maintenance manuals and warranties are turned over to the GCIA.

**COST PROPOSAL**- Proposers should submit a cost proposal for hourly billing rates only; no retainer fees shall be paid. The Authority does not provide payment or reimbursement for travel expenses. Bills cannot be paid for any work that hasn't been completed.

**Must contact Danae Ciociola for the rest of the proposal Packet at [dcociola@gcianj.com](mailto:dcociola@gcianj.com).**