

WEEHAWKEN BOARD OF EDUCATION
53 LIBERTY PLACE
WEEHAWKEN, NEW JERSEY 07086

REQUEST FOR QUALIFICATIONS AND CRITERIA

PLEASE TAKE NOTICE that the Weehawken Board of Education ("Board") seeks Request for Qualifications (RFQ) for the General Architectural Services set forth below in accordance with the "fair and open process" pursuant to N.J.S.A. 19:44A-20.5, et seq.

This contract term will be for period Oct 1, 2016 - June 30, 2018.

Request for Qualifications responses shall be received by the Board's Purchasing Agent, or her designee on September 30, 2016., at 10:00 a.m., at 53 Liberty Place, Weehawken, New Jersey 07086, at which time said responses will be publicly opened and read.

All responses must be enclosed in a sealed envelope. The service provider must provide three (3) copies of each response and one electronic copy on a USB flash drive and indicate the following on the outside of the envelope: (1) the name and address of the service provider; (2) the service for which the response is submitted; and (3) "SEALED RFQ RESPONSE". The envelope must be addressed to Purchasing Agent, 53 Liberty Place, Weehawken, New Jersey 07086, and may be delivered by hand, overnight courier or mail. The envelope containing the response must be received by the Purchasing Agent 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 Board may make an informed decision. The responses will be evaluated by the Board on the basis of the following criteria:

1. The experience and reputation in the field.
2. Knowledge of the Weehawken Board of Education, and of matters concerning the Weehawken Board of Education, and of the subject matter to be addressed under the contract.
3. Availability to attend Weehawken Board of Education meetings and other matters.
4. Availability of personnel and other resources to provide such services.
5. Compensation proposal.
6. Other factors if demonstrated to be in the interests of the Weehawken Board of Education.

Contract will be awarded based on the most advantageous responses, price and other factors considered. The Board reserves the right to reject any and all responses.

By Order of the Weehawken Board of Education.

Hwey-Hwey "Vicky" Guo
Purchasing Agent
Weehawken Board of Education