

Lustron House RFP

MARCH 2017

NOTICE

Notice is hereby given that Request for Proposals (RFP) will be reviewed by the Borough of Closter, State of New Jersey, at 295 Closter Dock Road, Closter, New Jersey 07624 on Tuesday, April 4, 2017 no later than 11:00 a.m. local time. At that time, documents will be publicly opened and available for examination.

This proposal is being solicited through a fair and open process in accordance with the N.J.S.A. 19:44A-20.5 et seq.

PROJECT

This Agreement will consist of furnishing all materials and labor associated with the preparation of a Preservation Plan for the Harold Hess Lustron House located at 421 Durie Avenue, Closter, New Jersey in the Borough of Closter, County of Bergen, New Jersey.

RFP's may be submitted by person or by mail. The Borough of Closter accepts no responsibility for lost or non-delivery of any proposal sent in prior to the opening.

The Borough of Closter reserves the right to reject any or all bids/proposals, to waive any informality or to accept any part or all of a bid which, in its judgement, best serves the interest of the Borough.

REQUEST FOR PROPOSAL

HISTORIC ARCHITECT AND/OR ARCHITECTURAL HISTORIAN SERVICES FOR THE HAROLD HESS LUSTRON HOUSE IN CLOSTER, NEW JERSEY

The Borough of Closter is seeking the services of a Historic Architect and/or Architectural Historian for the preparation of a Preservation Plan in accordance with the National Park Service Professional Qualification Standards for the Harold Hess Lustron House, located in the Borough of Closter, County of Bergen, New Jersey. The Harold Hess Lustron House is listed in the New Jersey Register of Historic Places under “Harold Hess Lustron House”.

The consultant shall submit one original and one copy of the proposal. All proposals shall be submitted no later than 11:00 a.m. on April 4, 2017 to the following address:

Mr. Arthur Braun Dolson, Borough Administrator
Borough of Closter
295 Closter Dock Road
Closter, New Jersey 07624

Project Goal:

The Preservation Plan should briefly document the history of the Lustron House. This history is well established, as are, the existing conditions of the house, so as to guide future repairs and work on the mechanicals as well as the interior and exterior of the house and garage. Additionally, recommendations should be given regarding specific concerns, including treatment of the breezeway, repair or replacement of the garage door, replacement of modern fixtures with period-specific models, possible removal of modern linoleum covering original tiles, and removal of paint from enameled steel surfaces. Additionally, a plan for ADA accessibility is desired, as this space is anticipated to be used for public events. All recommendations should be consistent with the Secretary of the Interior’s Standards for the Treatment of Historic Properties. The Preservation Plan will serve as a guide and planning tool for the property’s long-term preservation and use. While the history of the Lustron House has been documented in various sources and existing conditions were mapped out by an architect on the Closter Historic Preservation Commission in 2015, a Preservation Plan has never yet been compiled for this property.

Scope of Services:

The Preservation Plan should follow the guidelines for preparing such a plan as detailed in the New Jersey State Historic Preservation Office's publication "Historic Structure Reports and Preservation Plans: A Preparation Guide," that is available on their website.

(<http://www.nj.gov/dep/hpo/4sustain/preparehsr.pdf>)

The consultant will provide services associated with the preparation of a Preservation Plan. In addition to the specifics listed in the Project Goal, the consultant will do a code review, structural overview, evaluation of the mechanical, electrical, plumbing and fire protection systems and prepare a cost estimate with a list of prioritized recommendations. Services excluded from the Preservation Plan will be investigation, identification and/or mitigation of hazardous materials, civil or geotechnical engineering services, materials conservation services, diagrammatic drawings, and destructive testing or probes. These items may be recommended for future work on an as-needed basis. All work will be conducted by a single, professional cultural resource management or architectural consulting firm that will meet or exceed the minimum professional qualification standards for Architectural Historian and/or Historic Architect, as defined by the NPS in the Code of Federal Regulations, 36 CFR Part 61. The consultant will develop their approach; work plan and project schedule in coordination with the Borough of Closter's specified agent(s) and will attend meetings with key personnel for ongoing project management, coordination and oversight. Public meetings and/or presentations are not required. If additional professional services are necessary, such as engineering, the primary contractor will provide for these under subcontract.

The report should consist of a minimum of 20 pages of text, including maps, photos and drawings. The complete fee for the plan shall not exceed \$24,999.00.

As time is of the essence, the consultant must submit a draft report no later than 2 months after the beginning of the contract. The final report must be submitted to the Borough of Closter in digital as well as hard copy no later than Tuesday, August 15, 2017. The digital copy must be submitted on a CD-ROM or flash drive as a Microsoft Word document (.docx) as well as in .pdf format. Photographs shall be submitted as .jpg files separate from the report.

The State Historic Preservation Office (SHPO) shall receive 2 hard copies and one digital copy of the products, due to the SHPO by September 15, 2017. A third copy will be submitted to the Closter Historic Preservation Commission.

Proposals must include the following:

- a. Detailed statement of the firms' qualifications and experience with projects of this type.
- b. Specific names, resumes, and responsibilities of individuals to be assigned to the project and their specific involvement.
- c. Proposed Scope of Work/contract on company letterhead to include all costs of compiling necessary information and data to prepare a Preservation Plan as described above for the Harold Hess Lustron House.
- d. All proposals must identify any sub-consultants and the responsibility for completion of work and coordination between disciplines should be detailed.
- e. A proposed time schedule for completion of the total project.

For any questions or additional information, please contact Mr. Arthur Braun Dolson, Borough Administrator, Borough of Closter, 295 Closter Dock Road, Closter, NJ 07624; email adolson@closternj.us; or phone 201-784-0600 x 304 Monday through Friday, from 9:00 a.m. to 4:00 p.m.

**BOROUGH of CLOSTER
SOLITATION OF HISTORIC ARCHITECTS and/or
ARCHITECTURAL HISTORIAN SERVICES
UNDER THE FAIR AND OPEN PROCESS**

**CHECKLIST OF REQUIRED DOCUMENTS
DUE DATE: Monday, March 3, 2017**

	Initials
Cover Sheet	_____
Acknowledgement	_____
Business Registration Certificate	_____
Affirmative Action Certification	_____
Disclosure of Ownership	_____
Affidavit of Non-Collusion	_____
Disclosure of Investment Activities in Iran	_____

Checklist of Required Documents, signed below:

EACH REQUIRED ITEM MUST BE INITIALED ON THIS FORM IN THE SPACE PROVIDED. **THIS CHECKLIST MUST BE SIGNED & SUBMITTED WITH THIS PACKAGE.**

COMPANY/APPLICANTS NAME

AUTHORIZED SIGNATURE

DATE/NAME (PRINT)

TITLE

BOROUGH of CLOSTER
SOLITATION OF HISTORIC ARCHITECTS and/or
ARCHITECTURAL HISTORIAN SERVICES
UNDER THE FAIR AND OPEN PROCESS

ACKNOWLEDGEMENT

The undersigned declares that he/she has carefully examined and fully understands the Borough's application process and other documents herein referred to and agrees to furnish and deliver all materials and to perform all work in accordance with the contract documents to be provided upon award.

Applicant's Name

Authorized Signature

Print Name

Title

Telephone

Fax

Email

WITNESS or ATTEST:

Signature

Print Name
(If Corporation, Affix Corporate Seal)

BUSINESS REGISTRATION CERTIFICATE

On June 29, 2004, Governor McGreevey signed P.L. 2004, c 57. Business Registration of Contractors with Government Agencies, into law. Effective September 1, 2004, all business organizations that do business with a local contracting agency (i.e. Borough of Closter) are required to be registered with the State of New Jersey, Department of Treasury, Division of Revenue, and provide proof of that registration to the contracting agency before the contracting agency may enter into a contract with the business.

A “Business Organization” means an individual, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof.

Further information may be obtained by visiting the following website at the State of New Jersey: www.nj.gov/treasury/revenue/

Goods & Services Contracts (including purchase orders):

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:

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) 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 were used;
- 3) 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.