

**EDGEWATER PARK PUBLIC SCHOOL DISTRICT
NOTICE OF SOLICITATION
REQUESTS FOR QUALIFICATIONS**

Notice of Solicitation

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, Edgewater Park Public School District, located at 25 Washington Avenue, in Edgewater Park, New Jersey, 08010, is seeking RFQ's for professional services to be provided to the Board of Education as listed below for the period January 1, 2026 to December 31, 2026.

Architect of Record
Engineering Firm

Requests for qualifications are on file at the Board Secretary/Business Administrator's office at 25 Washington Avenue and may also be downloaded from the Board of Education's website.

All RFQ's must be received by the Board Secretary/Business Administrator no later than 10:00AM on December 16, 2025 at the Board of Education office located at 25 Washington Avenue, Edgewater Park New Jersey, 08010.

All responses shall be opened and announced publicly immediately thereafter.

Appointments will be awarded at the reorganization meeting of the Board of Education January 6, 2026.

All proposals must contain an Affirmative Action **Certificate of Employee Information Report** pursuant to N.J.A.C. 17:27-1.1 et seq., a **Political Contribution Disclosure Form** pursuant to N.J.S.A. 19:44A-20.23, and a State of New Jersey **Business Registration Certificate** pursuant to P.L. 2004, c.57.

Purpose:

The following procedures are intended to comply with the fair and open model for awarding professional services contracts based on qualifications and cost.

Minimum Requirements:

1. Additional minimum qualifications are described under the Scope of Service for each activity or service. At a minimum responses must include the following:
 - a. Full name and business address.
 - b. Proof of licensure where applicable.
 - c. Number of licensed professionals employed (if a professional firm). A description of each individuals qualifications, including education, licensure, and years of professional experience.
 - d. A reference listing of current and/or previously served Boards of Education to include contact name, title and phone number.
 - e. Hourly rate of individuals who will perform the services. This rate should be an inclusive rate. The Board will not reimburse for any meals or travel.
 - f. Proof of appropriate professional liability coverage

- g. Statement of compliance with N.J.S.A 10:5-1 et. seq. and P.L. 1975, C127
- h. Respondent shall provide a sample contract. The sample contract must include all terms and conditions pertinent to this RFQ. Contract shall be in a form acceptable to the Board of Education.
- i. If respondent is currently under contract to the Edgewater Park Board of Education, a copy of the current executed contract must be provided.
- j. Chapter 271 Political Disclosure Form.
- k. In accordance with P.L. 2004 c. 57, respondent must provide a Business Registration Certificate issued by the State of New Jersey regardless of any prior submission to the Board of said certificate.
- l. Iran Disclosure of Activities

Submission of Proposals:

Respondents shall provide evidence that the minimum qualifications have been met. Proposals should also include cost details and explanation where appropriate.

Basis for Award:

The Board of Education shall award professional service contracts based on qualification and cost competitiveness. The selection criteria will include the following:

- 1. Qualification of the individual(s) who will perform the service and the overall knowledge of the school district operation.
- 2. Qualification and experience of other members of the service organization and the organizations experience in providing the stated services to other public entities.
- 3. The organizations ability to perform specified services in a timely manner.
- 4. The costs proposed. Proposals should identify whether clerical, ancillary and overhead costs will be billed separately or included in the hourly rate.

Any questions regarding this Request for Qualifications should be directed to Nancy Lane, School Business Administrator.

Please submit one (1) copy of the proposal to:

**Nancy Lane
Edgewater Park School District
25 Washington Avenue
Edgewater Park, New Jersey 08010**

**EDGEWATER PARK BOARD OF EDUCATION
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REQUESTS FOR QUALIFICATIONS**

Architectural Firm

Engineering Firm

Scope of Services

The Edgewater Park Public School Board of Education desires to appoint a firm to provide consulting architectural services, as well as a firm to provide consulting engineering services to the Board of Education. Applicants should demonstrate knowledge and experience with respect to all aspects of architectural and/or engineering services required by a School Board. Any experience or knowledge of matters that directly affect the Edgewater Park Public School Board of Education should be addressed.

Minimum Qualifications

1. Must be certified to provide architectural and engineering services in the State of New Jersey.
2. Must have a minimum of ten years' experience in providing consulting 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 a staff of New Jersey licensed or certified professionals sufficient to service the Board of Education including, but not limited to civil engineers, land surveyors, planners, environmental scientists and construction clerks.
5. Must maintain a principal office location in close proximity to the Board of Education so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least ten years of school board experience.
8. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

Any questions regarding this Request for Qualifications should be directed to Nancy Lane, School Business Administrator.

Please submit one (1) copy of the proposal to:

**Nancy Lane
Edgewater Park School District
25 Washington Avenue
Edgewater Park, New Jersey 08010**

All submissions must be received at the School District's Administrative Office by 10:00am on December 16, 2025.