

**GLEN ROCK PUBLIC LIBRARY**

315 Rock Rd, Glen Rock, NJ 07452

**REQUEST FOR QUALIFICATIONS AND CRITERIA**

PLEASE TAKE NOTICE that the Board of Trustees of the Glen Rock Public Library (“Library”) requests qualifications for the services and goods set forth below in accordance with the “fair and open process” pursuant to N.J.S.A. 19:44A-20.5, et seq.

**I. Architectural Services**

Resume and letter application for professional position including all documentation that provides the following for evaluation by the Board of Trustees of the Glen Rock Public Library:

- a. Experience and reputation in the field.
- b. Knowledge of public libraries.
- c. Availability to attend Glen Rock Public Library meetings and other matters.
- d. Compensation proposal, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost of “not to exceed” amount.
- e. Description of designated professional and support staff and location of firm’s office;
- f. At least four (4) references, three (3) of which must have knowledge of your service to public entities;
- g. Examples of your record of achievements servicing public entities;
- h. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey; copy of any applicable professional certifications or licenses.

II. Selection of professionals shall be based solely on the Board of Trustees’ evaluation of the submitted material in response to the criteria set forth in this document. Contracts will be publicly announced, if any, when awarded.

III. The service provider shall submit two (2) color copies representing their experience of a minimum of three (3) projects constructed within the last five (5) years. Please include photographs, project costs and schedules, contract names, and telephone number of references for each project. Request for qualifications responses shall be received by the Library’s Director, or her designee, and may be delivered by hand or mail by March 6, 2024, at 12:00 p.m., at 315 Rock Rd, Glen Rock, NJ 07452. No late responses will be accepted.

Prospective service providers are required to comply with the requirements of N.J.S.A. 10:5-3 et seq. and N.J.A.C. 17:27. The Library reserves the right to reject any and all responses.

By order of the Glen Rock Public Library, Brianne Colombo, Director