

REQUEST FOR PROPOSAL PUBLIC NOTICE LETTER

PROJECT: Professional Design Services – HVAC Design at Academic Buildings

Notice is hereby given that responses to this Request For Proposal (RFP) will be received by The William Paterson University of New Jersey, Office of the Associate Vice President for Administration, 358 Hamburg Turnpike, Wayne, New Jersey 07470 for the above named project to be completed and in accordance with the issued request.

A mandatory pre-proposal meeting will be conducted on November 20, 2015 at 1:00 p.m. Interested parties are requested to meet at the Atrium Building Auditorium, Room 144, 300 Pompton Road, Wayne, NJ (Building #42 on the Campus Map). Parking is available at Visitor Lot via Entry 2. Directions to the Campus can be found at the University's website: <https://wpconnect.wpunj.edu/map/map.html>.

NOTE: If the forecast for this area is inclement weather, call the University (973.720.2475) and/or visit the University's website (www.wpunj.edu) for up-to-date business open/close information.

All questions are to be submitted by 2:30 p.m. on December 3, 2015 and sent via E-Mail ONLY to capitalplanning@wpunj.edu with a subject heading of **Professional Design Services – HVAC Design at Academic Buildings**. All responses to questions will be posted on the Office of Capital Planning, Design and Construction (CPDC) webpage: <http://www.wpunj.edu/capital-planning/rfp.dot>

All RFP submissions are to be received no later than 2:30 p.m. on December 16, 2015, at the Office of Mr. Richard Stomber, P.E., Associate Vice President for Administration, William Paterson University of New Jersey, 358 Hamburg Turnpike, College Hall Room 331, Wayne, New Jersey 07470 (Building #35 on the Campus Map). All hardcopy submissions should be unbound, in a sealed envelope and include: **Professional Design Services – HVAC Design at Academic Buildings** clearly labeled on the outside of the envelope.

You can also submit your proposal electronically via e-mail to: capitalplanning@wpunj.edu no later than the date and time specified. A limit of 25Mb exists for attachments to e-mailed submissions. It is the responsibility of the vendor to confirm receipt of the RFP by WPUNJ. Submission should include the subject heading: **Professional Design Services – HVAC Design at Academic Buildings**. The RFP can be accessed at <http://www.wpunj.edu/capital-planning/rfp.dot>

All submittals must be submitted as per the format outlined in the University's RFP and as noted herein.

Firms are required to comply with the requirements of P.L. 1975, C.127, N.J.S.A. 40A:11-1 et.seq. New Jersey Law Against Discrimination.

**Richard Stomber, P.E.
Contracting Officer's Representative
Associate VP for Administration
William Paterson University of NJ**