

## REQUEST FOR PROPOSAL PUBLIC NOTICE LETTER

### **PROJECT: Professional Design Services – Various Campus Facility Repairs**

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 January 7, 2016 at 11:30 a.m. Interested parties are requested to meet at the main entrance of Shea Center for Performance Arts, 300 Pompton Road, Wayne, NJ (Building #1 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](http://www.wpunj.edu)) for up-to-date business open/close information.

All questions are to be submitted by 2:30 p.m. on January 13, 2016 and sent via E-Mail ONLY to [capitalplanning@wpunj.edu](mailto:capitalplanning@wpunj.edu) with a subject heading of **Professional Design Services – Various Campus Facility Repairs**. 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 January 22, 2016, 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 – Various Campus Facility Repairs clearly labeled on the outside of the envelope.

You can also submit your proposal electronically via e-mail to: [capitalplanning@wpunj.edu](mailto: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 – Various Campus Facility Repairs**. 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**