

**REQUEST FOR PROPOSAL
PUBLIC NOTICE LETTER**

PROJECT: RFP - WPU Field House Upgrade Design Services (WP-22-01-27)

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. The RFP can be accessed at <https://www.wpunj.edu/capital-planning/rfp.html>.

A pre-proposal Walkthrough will be conducted on Thursday, April 14, 2022 at 10:00 a.m. Interested parties are required to meet by the entrance of The Field House (Athletic Locker Facility) - Building #27 on the Campus Map. Parking is available at Parking Lot #2 or Pioneer Parking Garage (Building # 21) which is accessible from Pompton Road via Entry 1. Directions to the Campus can be found at the University's website: www.wpunj.edu (see Directions & Map).

If firms cannot make the pre-proposal Walkthrough, a site visit appointment must be scheduled with Capital Planning by calling 973-720-3362 or email capitalplanning@wpunj.edu before last day of questions, Friday, April 22, 2022. Proposals will not be considered without a site visit meeting.

All questions are to be submitted by Friday, April 22, 2022 and sent via E-Mail ONLY to capitalplanning@wpunj.edu with a subject heading of **WP-22-01-27 RFP - WPU Field House Upgrade Design Services**. All responses to questions, Addendum, Clarification & Updates, if any, will be posted on The University Capital Planning webpage: <https://www.wpunj.edu/capital-planning/rfp.html>. Bidders are responsible to check the Capital Planning webpage periodically for the updates.

All RFP submissions are to be received no later than 12:00 p.m. on Friday, May 13, 2022, at the Office of Mr. Kevin Garvey, Associate Vice President for Administration, William Paterson University of New Jersey, 358 Hamburg Turnpike, College Hall Room 110, Wayne, New Jersey 07470 (Building #35 on the Campus Map). Hardcopy submissions should be unbound, with an electronic copy provided on a USB flash drive, in a sealed envelope: WP-21-01-16/18 P2&P3 University Commons Phase 2 & Phase 3 Interior Design Services clearly labeled on the outside of the envelope.

Alternatively, proposals may be submitted 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 WPU. Submission should include the subject heading: **WP-22-01-27 RFP - WPU Field House Upgrade Design Services**.

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

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

In accordance with N.J.S.A. 18A:64-70, the University will award a contract as a result of this request for proposal to the responsible bidder whose bid, conforming to the invitation to bid is most advantageous to the University, price and all other factors considered.

**Kevin Garvey
Contracting Officer's Representative
Associate VP for Administration
William Paterson University of NJ**