

# RESOLUTION

No. 25-290

**'AUG 07 2025**

Date of Adoption \_\_\_\_\_

Factual content certified by \_\_\_\_\_

*Approved as to Form and Legality*

*WESLEY BRIDGES, ESQ., CITY ATTORNEY*

*WAHAB ONITIRI, DIRECTOR OF PUBLIC WORKS*

Councilman/woman \_\_\_\_\_ presents the following Resolution:

SPONSORED BY: \_\_\_\_\_

**RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN  
ACCORDANCE WITH N.J.S.A. 19:44 A-20 ET SEQ., TO HISTORIC BUILDING  
ARCHITECTS, LLC, FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE  
DEPARTMENT OF PUBLIC WORKS, DIVISION OF PUBLIC PROPERTY IN AN AMOUNT NOT  
TO EXCEED \$100,000.00 FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF AWARD -  
RFP2025-04**

**WHEREAS**, the City has a need for Architectural and Engineering Services for the City of Trenton, Department of Public Works, Division of Public Property for a period of one (1) year from the date of award; and

**WHEREAS**, a request for proposal was advertised, and one (1) sealed proposal was received on February 27, 2025, at 11:00 AM, by the Purchasing Agent and were evaluated by a committee based on criteria that included, experience, understanding of requirements and cost; and

**WHEREAS**, the proposal of Historic Building Architects, LLC, 312 West State Street, Trenton, New Jersey 08618 was deemed to have the necessary qualifications and expertise for the performance of the services at the rates budgeted; and

**WHEREAS**, funds in an amount not to exceed \$100,000.00 have been certified to be available in the following account number: C-04-24-55-048B-003 for a period of one (1) year from date of award.

**NOW, THEREFORE IT IS RESOLVED**, by the City Council of the City of Trenton, as follows:

1. The Mayor is hereby authorized to enter into a contract with Historic Building Architects, LLC, 312 West State Street, Trenton, New Jersey 08618 for Architectural and Engineering Services in an amount not to exceed \$100,000.00 for a period of one (1) year from the date of award for the City of Trenton, Department of Public Works, Division of Public Property; and
2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-5.
3. A Notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk's Office.

MOTION: <i>Frisby</i>						SECOND			<i>Figueroa Kettensburg</i>					
	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
EDWARDS	✓				FRISBY	✓				GONZALEZ		✓		
FELICIANO	✓				HARRISON				✓					
FIGUEROA KETTENBURG	✓				WILLIAMS	✓								

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on AUG 07 2025

*DeWayne Gonzalez*  
President of Council

*Eliza*  
City Clerk

**PROFESSIONAL SERVICES CONTRACT**

**RFP2025-04**

**RESOLUTION 25-290**

**AWARDED TO HISTORIC BUILDING ARCHITECTS LLC, FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE CITY OF TRENTON, DEPARTMENT OF PUBLIC WORKS, DIVISION OF PUBLIC PROPERTY**

**THIS CONTRACT** made this 8<sup>th</sup> day of AUGUST 2025 by and between the **CITY OF TRENTON, 319 EAST STATE STREET, TRENTON, NEW JERSEY 08608** a Municipal Corporation of the State of New Jersey, ("City") and **HISTORIC BUILDING ARCHITECTS LLC.,312 W STATE STREET, TRENTON, NEW JERSEY 08618** (CONTRACTOR").

**WHEREAS**, the City has a need **FOR ARCHITECTURAL AND ENGINEERING SERVICES** for the City of Trenton, Department of Public Works, Division of Public Property.

**WHEREAS**, Contractor agrees to provide **ARCHITECTURAL AND ENGINEERING SERVICES** for the City of Trenton, Department of Department of Public Works, Division of Public Property in accordance with the terms and conditions as set forth hereinafter, and the City being agreeable thereto;

**NOW THEREFORE**, the parties mutually agree as follows:

**FOR ARCHITECTURAL AND ENGINEERING SERVICES** for the City agrees to retain **HISTORIC BUILDING ARCHITECTS LLC.,312 W STATE STREET, TRENTON, NEW JERSEY 08618** "the request of and under the general supervision of the City of Trenton, Department of Public Works, Division of Public Property.

**1. SCOPE OF SERVICES**

**SEE ATTACHED SCOPE OF SERVICES**

**DURATION OF THE CONTRACT:**

This contract shall remain in full force and effect for a period of twelve (12) months from **AUGUST 8, 2025, TO AUGUST 7, 2026**, in an amount not to exceed **\$100,000.00**.

- 2. STATUS OF CONTRACTOR:** It is expressly understood by and between the parties hereto that the status of the Contractor retained to carry out the services set forth in this agreement is that of an Independent Contractor. It is further understood by and between the parties that is not intended, nor shall it be construed, that the contractor is an agent, employee, or officer of the City of Trenton.
- 3. NOTICES:** Any notices required to be delivered to either party pursuant to this Contract shall be in writing to their respective addresses. The parties shall be responsible for notifying each other of any change of address.
- 4. INTEGRATION: Resolution #25-290** and this contract constitutes the entire agreement between the parties and any representation that may have been made prior to the execution of this Contract are nonbonding, void, and of no effect and neither party has relied on any such prior representations in entering this Contract with the City of Trenton, Department of Administration, Division of Information Technology.
- 5. ENFORCEABILITY:** If any term or condition of this Contract or its application to any party or circumstances shall be deemed invalid or unenforceable, the remainder of the Contract and its application to other parties and circumstances shall not be affected.
- 6. GOVERNING LAW:** This Contract shall be governed by the laws of the State of New Jersey.

**MISCELLANEOUS PROVISIONS:**

- a. Contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation, disability or nationality. Contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional, gender identity or expression, sexual orientation. Such action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;
- b. Contractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation.
- c. Contractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the American with Disabilities Act.
- d. Contractor, where applicable, agrees to attempt to schedule minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2, amended and supplemented from time to time.
- e. Contractor, where applicable, agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- f. Contractor, where applicable, agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality. Contractor will conform these employment goals consistent with statutes and court decisions of the State of New Jersey, and applicable Federal law and Federal court decisions.
- g. Contractor, where applicable, shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations. Contractor shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).
- h. Contractor, shall submit along with the signed contract one of the following as evidence of compliance with N.J.A.C. 17-27:

1. Appropriate evidence that the independent contractor is operating under an existing Federally approved or sanctioned affirmative action program.
2. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4.
3. An initial employee information report (Form AA #302) provided by the Affirmative Action Office and completed by the contractor in accordance with N.J.A.C. 17:27-4

*A. Radloff, Jr.*  
HISTORIC BUILDING ARCHITECTS LLC.  
312 W STATE STREET,  
TRENTON, NEW JERSEY 08618

Seal: *C. J. Radloff*

Attest: \_\_\_\_\_

9/6/25  
DATE

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year above written.

ATTEST:

*Brandon L. Garcia*  
BRANDON L. GARCIA  
MUNICIPAL CLERK

DATE

10/20/25

CITY OF TRENTON

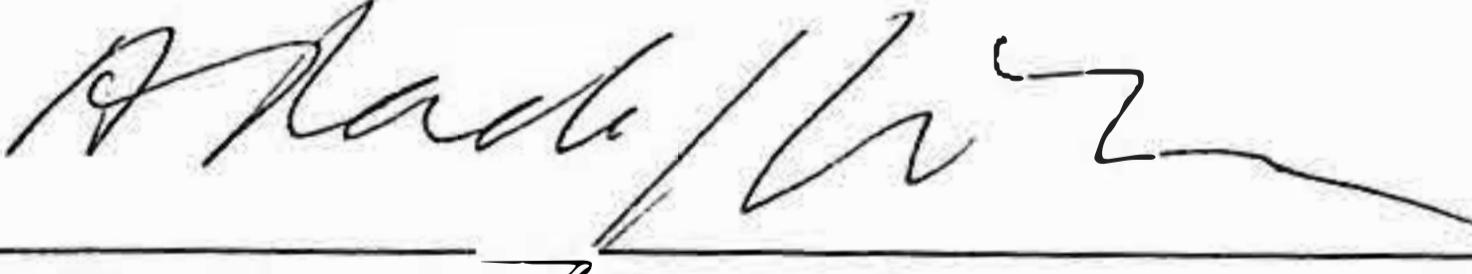
*W. Reed Gusciora*  
W. REED GUSCIORA, ESQ.  
MAYOR

DATE

10/14/25

PROFESSIONAL SERVICES CONTRACT FOR ARCHITECTURAL & ENGINEERING  
SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS,  
DIVISION OF PUBLIC PROPERTY

**PROPOSAL FORM MUST BE COMPLETED**

<b>HOURLY RATE FOR PRINCIPAL ARCHITECT</b>	\$ <u>195</u>
<b>HOURLY RATE FOR PROJECT MANAGER</b>	\$ <u>160</u>
<b>HOURLY RATE FOR ARCHITECT</b>	\$ <u>165</u>
<b>HOURLY RATE FOR ENGINEER</b>	\$ _____
<b>NAME &amp; TITLE (PRINTED)</b> Annabelle Radcliffe-Trenner, Principal	
<b>COMPANY NAME (PRINTED)</b> Historic Building Architects, LLC	
<b>ADDRESS, CITY, ZIP CODE</b> 312 West State Street, Trenton, NJ 08618	
<b>PHONE NO.</b> 609-393-3999	<b>EMAIL ADDRESS</b> art@hba-llc.com
<b>SIGNATURE</b> 	<b>DATE</b> 2/25/25

**NOTE: The City of Trenton reserves the right to award all, part, or none of the work associated with this Request for Proposals.**

## CONTRACT AWARD

Upon opening proposals, pricing shall remain firm for a period of sixty (60) calendar days. If the award is not made within sixty (60) calendar days, bidders may hold their bid consideration beyond sixty days or until the contract is awarded.

Check here if you are willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

Check here if you are not willing to hold the pricing consideration beyond sixty days or until the contract is awarded.

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## AUTHORIZED SIGNATURE

A handwritten signature in black ink, appearing to read "A. Madalynne".

**PROFESSIONAL SERVICES FOR ARCHITECTURAL & ENGINEERING SERVICES  
FOR THE  
DEPARTMENT OF PUBLIC WORKS,  
DIVISION OF PUBLIC PROPERTY**

**INTENT**

The City of Trenton, Division of Public Works, Division of Public Property is soliciting sealed Request for Proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq. to provide Architectural and Engineering Services for Trenton City Hall, a historic city owned property, located at 319 East State Street, Trenton, New Jersey 08608. The contract may be awarded to one proposer or multiple and will be awarded on an as needed basis.

**SCOPE OF SERVICES REQUIRED**

- Preparing building needs assessments with estimated construction costs.
- Prepare bid specifications.
- Review construction bids.
- Conduct pre-construction meetings.
- Provide construction oversight services; and
- Review applications for payments and change orders

Applicants should be experienced in services to improve, renovate, and repair public buildings, including the removal of architectural barriers and other ADA compliance; energy conservation measures; and renovations to historic buildings. Some assignments may require engineering and/or landscape architecture services. The selected firm(s) will be expected to provide those services in-house or via subcontract within the awarded contract amount.

**Anticipated Projects**

The intended projects the awarded firm shall cover under this Request for Proposals are but are not limited to the following:

- Cleaning and repair of exterior historic marble façade on the original City Hall building.
- Windows and window frames replacement and/or repair on the original City Hall building.
- Cleaning of exterior of City Hall Annex building; and
- Improvements to building envelopes of City Hall Annex building

## **CONTRACT AND AWARD**

### **DURATION OF CONTRACT**

This contract shall be awarded for a period of one (1) year from the date of the award.

### **EVALUATION CRITERIA**

The following evaluation criteria are being utilized as the basis for the award of the services:

- Qualifications including experience and reputation in the field 20%
- Past performance in this field including level of work with government entities 10%
- Ability to meet aggressive timeframes for deliverables 20%
- Compensation proposal 20%
- History and experience in performing similar work 10%
- Qualifications and experience of proposed staff 20%

### **BUDGET**

It is anticipated that City may require \$100,000.00 or more, depending upon budget approvals, worth of professional services under this contract. The selected firm(s) will be required to provide an estimate of fees for each assignment prior to an authorization to proceed. The most advantageous quotes provided will be awarded the scope of work.