



The Montclair Public Library

**INFORMATION AND FORMS TO BE COMPLETED BY VENDORS
RFP # 26-01 RFP FOR ARCHITECTURAL SERVICES**

Questions will close on August 7, 2026 at Noon via BidNet Portal

**RFP Opening and Due Date: August 19, 2026 at 10:30 AM
via Zoom and BidNet Direct**

Director: Radwa Ali
Comptroller: Lisa Connell

Robert Dolan, MAS, CPM, QPA
Purchasing Agent
bob@rmdassocnj.com

MONTCLAIR PUBLIC LIBRARY
PUBLIC NOTICE
FOR THE SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS FOR
PROFESSIONAL ARCHITECTS

NOTICE IS HEREBY GIVEN that sealed submissions will be received by the Purchasing Agent, or designated representative, for the Montclair Public Library on **August 19, 2026, at 10:30 AM** prevailing time, conducted in an electronic platform in accordance with N.J.A.C. 5:34-1 et seq., on BidNet Direct at www.bidnetdirect.com//montclairpubliclibrary for the following:

RFP #26-01 RFP FOR ARCHITECTURAL SERVICES

Site tour and presentation of the RFP is on July 29, 2026, at 10:00 AM at the Main Library, 50 South Fullerton Avenue, Montclair, NJ 07042, in the auditorium.

Questions and answers can be submitted ONLY via the BidNet Direct portal, no later than August 7, 2026, at Noon.

All proposers must be fully licensed to carry out the duties of their respective professions as required by State law.

Standardized submission requirements and selection criteria are on file and available at www.bidnetdirect.com//montclairpubliclibrary

The Library will only receive electronic submittals; no other physical submittals will be accepted.

For questions, please contact:

Robert Dolan, MAS. QPA, CPM

bob@rmdassocnj.com

July 14, 2026

If awarded a contract, your company/firm shall be 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.

This RFP has been advertised in accordance with the “Fair and Open Basis” (N.J.S.A. 19:44A-20.5).

Applicable to Bid if marked "X"	DOCUMENTATION REQUIRED OR REVIEWED	Initials	When Due
	Bid Guarantee (Bid Bond or Certified/Cashier's Check) (with POA for full amount of Bid Bond)		With Bid Submission
	Consent of Surety (Certificate from Surety company)		With Bid Submission
	Performance Bond and Labor and Material Payment Bond (Required from the Awarded Contractor)		At signing of contract
	Maintenance Bond in the Amount of 100 % for a period indicated in "General Conditions" Required from the Awarded Contractor Upon Acceptance of Project		Upon Acceptance of Project
	Acknowledgment of Receipt of Addenda (if addenda issued)		With Bid Submission
X	Ownership Disclosure Form		With Bid Submission
	Named Subcontractors in Bid for Listed Specialty Trades		With Bid Submission
	Public Works Contractor Registration Certificate(s) for the Bidder and all Sub Contractors		Prior to Award, but effective at time of bid
X	Business Registration Certificate – Bidder and all Sub Contractors		Prior to Contract Award
X	Non-Collusion Affidavit		With Bid Submission
X	Background Questionnaire		With Bid Submission
X	Insurance and Indemnification Certificate		Prior to Contract Award
X	Disclosure of Investment Activities in Iran/Russia/Belarus Form		Prior to Contract Award
	Federal debarment Form		Prior to Contract Award
	EEO/AA Form AA-201		After Notice of Award, Prior to Signing Contract
X	EEO/AA Form AA-302 or Letter of Federal Approval or Certificate of Employee Information Report		After Notice of Award, Prior to Signing Contract
X	Bidder's Checklist		With Bid Submission

This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the bidder of the need to read and comply with the specifications.

Bidder
Name:

Date:

Authorized
Representative:

Signature:

Print Name &
Title:

ENTITY PROPOSAL DETAIL PAGE

Company Name _____

Address _____

Type/Print Name: _____

Title: _____

Date: _____

Telephone: _____

Email address: _____

Signature of Authorized Representative:

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **Contracting Agency** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **Contracting Agency** to notify the **Contracting Agency** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Contracting Agency to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the _____ relies upon
(name of contracting unit)

the truth of the statements contained in said Proposal
(name of contracting unit)
and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

_____.

Subscribed and sworn to

before me this day

Signature

_____, 2____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

PAY TO PLAY ADVISORY
Disclosure Requirement
P.L. 2005, Chapter 271, Section 3 Reporting
(N.J.S.A. 19:44A – 20.27)

Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year will be required to file an annual disclosure report with ELEC.

The report will include certain contributions and contract information for the current calendar year.

At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC's website at www.elec.state.nj.us.

If you have any questions please contact ELEC at:
1-888-313-ELEC (toll free in NJ) or
609-292-8700

An analyst from ELEC's Special Programs Section will assist you.

Initials _____

Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

CONTRACT AWARDS AND RENEWALS



I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)

CONTRACT AMENDMENTS AND EXTENSIONS



I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)

IF UNABLE TO CERTIFY



I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

I acknowledge that the Contracting Unit is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Contracting Unit to notify the Contracting Unit in writing of any changes to the answers of information contained herein.

I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)		Title	
Signature		Date	

Experience & Qualifications Questionnaire

This questionnaire must be filled out and submitted as a part of the Proposal. Failure to complete this form or to provide any of the requested information will be grounds for the rejection of the bid proposal. If additional space is required, the respondent shall add additional sheets, which identify the question being answered.

Number of years in business under present name & address:_____

If less than 5 years, list previous names and address:

Within the last 5 years has the business or any officer/partner failed to complete a contract awarded to them:_____. If yes, provide the details in on a separate page.

Have any liens and lawsuits been filed against the company in the past 5 years:_____

If yes, please provide details:

List similar services you are now providing for which you have signed contract, but not yet started work:

List all major subcontractors to be used to complete the service and the area of their responsibility:

Experience & Qualifications Questionnaire

Please provide at least 3 references below:

Name: _____ **Phone:** _____

Address: _____

Equipment/Service Provided: _____

Contract Amount: _____

Name: _____ **Phone:** _____

Address: _____

Equipment/Service Provided: _____

Contract Amount: _____

Name: _____ **Phone:** _____

Address: _____

Equipment/Service Provided: _____

Contract Amount: _____

Name: _____ **Phone:** _____

Experience & Qualifications Questionnaire

Address:

Equipment/Service Provided:

Contract Amount:

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)

N.J.A.C. 17:27-1.1 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be 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. The 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.

The contractor or subcontractor, 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

EXHIBIT A (Cont)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division through the Division's website at: http://www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

State Treasurer

NEW JERSEY ANTI-DISCRIMINATION PROVISIONS

N.J.S.A. 10:2-1, et seq.

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract, or other means of procurement of goods, services, equipment, or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (C.18A:18A-51 et seq.).

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the owner do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees, and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner

from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

By signing below the contractor agrees that they will comply with the AMERICANS WITH DISABILITIES ACT OF 1990:

Company Name

Date

Signature

Title

Printed Name



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER (Insurance Company Name) (Street Address) (City, State, Zip Code)	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED (Contractor Name) (Street Address) (City, State, Zip Code)	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
							PRODUCTS - COMP/OP AGG \$
GEN'L AGGREGATE LIMIT APPLIES PER:							
	☐ POLICY ☒ PROJECT ☐ LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS	☐ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y / ☐ N					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

INSERT DESCRIPTION HERE

CERTIFICATE HOLDER**CANCELLATION**

NAME AND ADDRESS OF GOVERNING BODY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

New Jersey Business Registration Certification

Pursuant to N.J.S.A. 52:32-44, Contracting Agency is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

SAMPLE BUSINESS REGISTRATION CERTIFICATE

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#: 970-097-382/500	SEQUENCE NUMBER: 0107330	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 01/01/01	<i>John S. Tully</i> Acting Director	
FORM-BRC(08-01)		
This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.		

 STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
20041014112823533	

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under “*By signing the filled-out form*” above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or “doing business as” (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner’s name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or	Individual/sole proprietor.
• Sole proprietorship	
• LLC classified as a partnership for U.S. federal tax purposes or	Limited liability company and enter the appropriate tax classification:
• LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

REQUEST FOR PROPOSAL

Architectural Design Services for

Montclair Public Library

Main Library
50 South Fullerton Ave

Bellevue Library
185 Bellevue Avenue

Board of Trustees
Montclair Public Library

Submit to: Radwa Ali, MLIS, Director

50 S. Fullerton Avenue

Montclair, NJ 07042

973-744-0500 x8010 | ali@montclairlibrary.org

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1. Purpose

The purpose of this Request for Proposal is to select a firm with Library design experience and Historic building design experience that can build upon the concept plans prepared for the New Jersey Economic Development Authority (NJEDA) grant application to create a renovation and expansion that meets the needs of the Montclair Community.

2. Background and Introductory Statement

The Trustees of the Free Public Library of the Township of Montclair - known as the Montclair Public Library (MPL) was originally incorporated in 1893 and operates today as a municipal library under New Jersey statutory law. The Library is a cornerstone of the community, governed by a Board of Trustees and funded primarily through a municipal appropriation tied to the equalized assessed value of property in Montclair. The 2026 operating budget totals \$5.2 million, including \$4.4 million from the Township, \$320,000 in earned revenue from services such as passport processing and Adult School tuition, and additional philanthropic support from the Montclair Public Library Foundation, a 501(c)(3) dedicated solely to supporting MPL. The Library has experience managing large-scale capital projects, having completed a major addition, including a new wing and third floor at its Main Library in the late 1990s.

MPL serves a broad and passionate population that extends well beyond Township borders. Located in one of New Jersey's most culturally vibrant communities, MPL draws residents, workers, and students, including from Montclair State University and the 79-member Bergen County Cooperative Library System (BCCLS) consortium. MPL operates two locations and in 2026 welcomed close to 200,000 visitors. As of Q1 2025, visits are already up 20% year-over-year, a clear signal of its expanding role as a cultural and civic hub.

In addition to traditional library services, MPL provides vital community programming and infrastructure: adult literacy and ESL instruction, cultural arts events, digital equity initiatives, job readiness and workforce development programs, youth learning activities, and free public access to technology and gathering space. The Library's deep roots, growing impact and operational stability position it to deliver a transformative capital project aligned with the goals of the CAFE Program.

MPL is seeking an Architectural Design Team with library experience to create a design for the Main Library and the Bellevue Avenue Library. This will include renovating the existing space and designing the building expansion.

The design must incorporate elements that will result in LEED Silver certification.

The Library was awarded \$36.6 million in transferable tax credits through the NJEDA Cultural Arts Facilities Expansion program. That award, and the total project cost of approximately \$37.3 million, represent the all-in cost for both buildings. They cover construction together with soft costs,

contingencies, and every other project expense across both sites. The chosen firm must comply with all stipulations of the NJEDA CAFE Grant.

MPL and the Library Building Committee will work with the selected architectural team to determine the appropriate method for creating the future of the Montclair Libraries. This process will involve continuing to work with stakeholders, including but not limited to the Library Board of Trustees, the Library Building Committee, Township of Montclair Committee members, and other decision makers, Library staff, Library users, and the general public. The concept drawings provided are only a starting point to convey size and required scope.

A meeting to review the RFP requirements and tour both of the building sites will be held on July 29, 2026 and all interested parties are encouraged to attend. You must email Radwa Ali, Director, your intent to participate in the tour at ali@montclairlibrary.org by July 24, 2026.

Respondents must submit their proposal via the Montclair Public Library's BidNet portal in accordance with the Notice to Bidders published on the Montclair Public Library's website. Physical submissions will be rejected.

The Response must include a cover letter signed by an officer or authorized representative of the Respondent. The letter must specifically designate which, if any, of the submitted materials are proprietary.

3. Overview

Our Mission

The Montclair Public Library is a vibrant cultural and educational institution where ideas come to life, fostering artistic enrichment, cultural exploration, and lifelong learning. We strive to connect people of all ages and backgrounds by offering inclusive access to knowledge, creativity, and community through dynamic programming, collaborative spaces, and joyful engagement.

The Montclair Public Library has served as a center of civic and cultural life in Montclair for more than 130 years. The design work that follows should reflect that role and carry it forward.

The Library Today

The Trustees of the Free Public Library of the Township of Montclair, known as the Montclair Public Library (MPL), was incorporated in 1893 and operates today as a municipal library under New Jersey statutory law. The Library is governed by a Board of Trustees and funded primarily through a municipal appropriation tied to the equalized assessed value of property in Montclair. The 2026 operating budget totals \$5.2 million and supports a 50-person staff across two locations.

The Library serves a broad population that reaches well beyond township borders, drawing residents, workers, and students, including students from Montclair State University and patrons across the 79-member BCCLS consortium. In 2025 the two locations welcomed nearly 200,000 visitors, circulated 400,000 items, and hosted more than 45,000 attendees at programs, classes, and events.

Alongside traditional library services, the Library provides adult literacy and ESL instruction, cultural arts programming, digital equity initiatives, job readiness and workforce development, youth learning activities, and free public access to technology and gathering space.

The Two Buildings

The project covers both of the Library's buildings, each of which carries a different mandate. A professional capital needs assessment identified at least \$14 million in deferred maintenance, aging infrastructure, and ADA accessibility gaps across the two buildings, a baseline of essential work that affects safety, accessibility, and daily service.

The Main Library, at 50 South Fullerton Avenue, sits in downtown Montclair. It is a three-story building of roughly 49,000 square feet plus a large basement containing usable storage rooms and mechanical rooms, built up to its current form through the late-1990s addition. Its core systems have reached the end of their service life. Mechanical, electrical, and plumbing systems are aging, the original single-pane windows from the 1950s remain in place, the roof requires replacement, and the building entrance does not meet current accessibility standards. The building was laid out in the 1950s around an older idea of the library as a warehouse for books, with fixed stacks, open floor areas that have become dead zones, and a large share of space closed off from the public. It retains a mid-century modern character that the Library wants the design to recognize and build on.

The Bellevue Avenue Branch, at 185 Bellevue Avenue in Upper Montclair, is a 1914 Carnegie building and one of only 17 remaining Carnegie libraries in New Jersey. The branch has never been fully accessible, with no elevator and no accessible entrance. It carries persistent water infiltration, and its historic facade and requires restoration to preservation standards. The building's size limits the programming it can support for the neighborhood it serves.

A Vision for the Future

Montclair is a town where most places to gather come with a cost of entry. Cafes, theaters, studios, and clubs all ask residents to spend money to take part. The Library is the open exception, a place where any resident can spend an afternoon, attend a program, meet a neighbor, or work without paying to be there. That role is the core of the civic case for this project.

This remains a library, and books and reading stay at its center. What changes is the building around them. The Library wants to reclaim the underused space at the Main Library and organize a versatile, actively circulating collection around how people browse and read today, keeping books front and center while making room to gather, learn, create, and connect.

The Library seeks a design that strengthens that role and equips both buildings for the next generation of public use. We want spaces that are inviting, flexible, accessible, and durable, capable of holding cultural programming, hands-on learning, quiet study, and large community gatherings. We want buildings that are energy efficient and resilient.

The two buildings call for different things from the design team. The Main Library has significant design latitude and should be ambitious and innovative, taking its mid-century modern bones and doing something distinctive with them. The Bellevue Avenue Branch is a preservation project, where the work honors the Carnegie legacy, makes the building fully accessible for the first time, and expands its capacity within the limits a historic structure allows. The Library expects the selected firm to deliver on both: innovation at the Main Library and preservation at the branch.

4. Project Description

The Board of Trustees is soliciting proposals for architectural services to guide the renovation and expansion of both the Main Library at 50 South Fullerton Avenue and the Bellevue Avenue Branch at 185 Bellevue Avenue. The selected firm will lead conceptual and schematic design, construction documents, permitting support, and construction-phase services for both buildings, which will be designed concurrently by a single firm and its full consultant team.

A Note on the Project Budget

The Library was awarded \$36.6 million in transferable tax credits through the NJEDA Cultural Arts Facilities Expansion program. That award, and the total project cost of approximately \$37.3 million, represent the all-in cost for both buildings. They cover construction together with soft costs, contingencies, and every other project expense across both sites. Neither figure is a construction budget. Per NJEDA rules, soft costs may not exceed 20 percent of total project cost, which leaves the remainder for construction. Proposing firms will be given the total rather than a line-item breakdown

and are responsible for designing both buildings to fit within the construction dollars available. The Library wants this limitation understood from the outset so that design ambition is matched to what the project can actually fund.

Design Approach: Innovation and Preservation

The two buildings carry different mandates, and proposals should speak to both.

The Main Library is the innovation project. It has broad design latitude, and the Library is looking for a firm that will treat it as an opportunity to do something distinctive. The renovation should engage the building's mid-century modern character rather than erase it, but with an eye for modern as well as timeless taste. The Library wants a critical, ambitious approach to the floor plan and the public experience, not a light refresh of the existing concept. The original architects of the main library were Voorhees, Walker, Smith & Smith of 101 Park Ave., NYC. Ralph Walker designed the building in 1955. The firm designed Bell Labs in Murray Hill, the Prudential Tower in Newark and other notable buildings. There is a presentation drawing of the Montclair Library in the mayor's office in the Municipal Town Hall.

The Bellevue Avenue Branch is the preservation project. As a 1914 Carnegie building, it allows far less structural flexibility, and the work must meet the Secretary of the Interior's Standards and satisfy review by Montclair's Historic Preservation Commission and the State Historic Preservation Office. The branch concept is comparatively settled and has already been well received in preservation review, so the design latitude there is narrower, subject to a firm coming up with additional creative solutions that are equally or better suited to preserving the building's historic nature and securing local and SHPO approval. This building is listed on the National Register of Historic Places. Designed by architect F.A. Nelson, the building reflects the Classical Revival style, a hallmark of Carnegie Libraries, with its symmetrical façade, grand arched windows, and stately brick-and-limestone construction. Inside, its high ceilings, original woodwork, and large windows create a warm and welcoming atmosphere.

Program Requirements and Layout Flexibility

The program for both buildings is fixed by the NJEDA CAFE grant. The committed spaces, including the teaching kitchen, the children's makerspace, the fabrication lab, and the other elements named in the grant application, must be preserved in the design. Their location, configuration, size relationships, and adjacencies are open and are expected to change.

Concept plans will be provided with this RFP. These plans were prepared in 2025 on a compressed schedule to meet the grant application deadline. They establish the required program and approximate space sizes, and they show that significant thinking has already gone into the project. They are a reference and a starting point. They are not a fixed blueprint, and the selected firm will be expected to review them critically and improve on them. The three-floor organization shown in the plans, including the floor names and the first-floor commons concept, is a guide to intent and is not a fixed arrangement.

The Library has identified the following firm requirements for the Main Library:

- Relocate the restrooms from the corners to a central location. This involves water and mechanical routing and is a significant design constraint.
- Consolidate staff work spaces into a coherent footprint.
- Move administration offices to either the same workspace as the rest of the library's non-youth and non-specialized staff, or, if that is not workable within the program, move administration to the second floor to minimize distance to colleagues.

Beyond these requirements, the Library anticipates further reconfiguration at the Main Library, including moving public computers to the first floor while retaining a smaller lab on the second, relocating the fabrication lab to the third floor, moving the staff break room to first floor, and pulling the digital media studios out of the children's area to sit alongside the fabrication lab. The design phase should begin with a genuine reconceptualization of the Main Library floor plan, and proposing firms should be prepared for that level of work at the start of the engagement.

The main staircase is one of the Main Library's signature features and carries real meaning for the community, and the Library wants the design to honor that. The existing stair also needs to be brought up to code, and the Library is open to reimagining it as part of the renovation. Proposals may relocate, reconfigure, or rebuild the staircase, and the Library welcomes an ambitious approach as long as the result elevates the feature into a grander, more beautiful, and more functional centerpiece than what stands today. A new stair that improves on the original in form and placement while carrying forward its role as the building's central architectural moment is fully in scope.

The Main Library has a small set of defining features that give the building its character, and the Library wants the design to celebrate and elevate them.

The curved front facade is essential to the building's identity, and its curvature must be maintained. Within that curve, the existing windows are heavily divided and let in too little light, and the Library wants the design team to reimagine them so the facade brings in far more daylight while keeping its curved form. The Library is especially interested in using this glass frontage to create indoor-outdoor movement. One direction to explore is turning a portion of the ground-level windows into large glass doors that read as windows, so the building can open along its front for major indoor-outdoor events and performances. The curvature stays, and the glass within it should become lighter, more transparent, and more usable.

The cylindrical tower that runs through all three floors is another signature element, and it should remain and be enhanced. The Library would like the design team to study expanding its footprint, for example by widening it along all levels (or just the first level), to create room for a true working cafe and kitchen. Any change should strengthen and make more of the tower rather than diminish it.

The front portico is a defining feature of the mid-century modern building, and the Library wants it rebuilt as part of the renovation. The new portico should honor the original and pay homage to its design while modernizing it. With the main entrance moving, the portico takes on a new role at the

front of the building. The front plaza is to be redesigned as a major outdoor event space, and the rebuilt portico becomes the roof over an outdoor stage set at its focal point. The portico and the performance area beneath it should be fully equipped for outdoor programming, with built-in lighting, sound, power, and the wiring an outdoor stage requires. The Library wants the rebuilt portico to stand as the centerpiece of the outdoor performance programming at the front of the building.

The Project at Each Building

At the Main Library, the project calls for a full gut renovation of all three floors and the basement, including complete replacement of mechanical, electrical, and plumbing systems, a new roof with rooftop solar, full window replacement with insulated glazing, and a relocated, fully accessible entrance. The Library is open to structural modifications where they add clear value. The interior will be reorganized around the committed program spaces, with new outdoor space including a terrace and a redesigned public plaza.

At the Bellevue Avenue Branch, the project preserves and restores the historic Carnegie building while adding a two-story addition of about 5,600 square feet that more than doubles the building's size. The work includes a new ground-level accessible entrance on the Norwood Avenue side, the only location that makes ADA access feasible, connected to a new elevator serving every level of the building. It also includes HVAC and lighting upgrades, access control, water infiltration remediation, and restoration of the historic façade. The addition will house new multipurpose space for arts and education programming.

Key Information for Respondents

- CAFE compliance timeline. The NJEDA Board approved the Library's Cultural Arts Facilities Expansion award on June 10, 2026. The four-year construction clock runs from execution of the CAFE award agreement, expected within roughly six months of approval. The Library must obtain a Temporary Certificate of Occupancy on both buildings within that four-year window. Design, permitting, and financing approvals run through 2026, construction is targeted to begin in 2027, and reopening is targeted for 2030. Timeline performance is a central requirement of this engagement, and the design and delivery schedule must be built into proposals.
- Concurrent construction and closure. Construction at both sites will proceed concurrently to meet the CAFE timeline. Both buildings are expected to close to the public during construction, and the Library will operate through temporary and satellite service strategies.
- Budget. As noted above, the \$36.6 million award and the approximately \$37.3 million total project cost are all-in figures for both buildings, not a construction or design budget. Firms will be given this total rather than a line-item breakdown and must design both buildings to fit within the construction dollars that remain after soft costs, which are capped at 20 percent under NJEDA rules.

- **Funding.** Funding is secured through a combination of the NJEDA CAFE tax credit award, municipal bonding by the Township of Montclair, and private philanthropy raised by the Montclair Public Library Foundation.
- **Sustainability.** LEED Silver certification is required as a condition of the grant, and the design team must include a LEED-accredited professional.
- **Historic preservation.** The Bellevue Avenue Branch is a designated historic Carnegie building. All work there must meet the Secretary of the Interior's Standards and is subject to review by Montclair's Historic Preservation Commission and the State Historic Preservation Office.

Historic Design Guidelines <https://www.montclairnjusa.org/Government/Departments/Planning-Community-Development/Historic-Preservation/Historic-Design-Guidelines>

- **Labor.** The project is subject to New Jersey prevailing wage and a Project Labor Agreement.
- Project Goals**
- Modernize and expand two well-used but aging public buildings while preserving their historic character
 - Make the Bellevue Avenue Branch fully accessible for the first time and bring the Main Library entrance into full compliance
 - Deliver an innovative, distinctive Main Library that builds on its mid-century modern character and elevates its defining features, including the curved front facade, the cylindrical tower, and the front portico
 - Keep books and reading at the center while reclaiming underused space for gathering, learning, and creating
 - Create flexible space for cultural and arts programming at every scale, from exhibitions and performances to culinary and media production
 - Support lifelong learning and economic opportunity through classrooms, studios, a digital commons, and a fabrication lab
 - Deliver energy-efficient, resilient buildings that lower long-term operating cost
 - Reaffirm the Library's role as the open, no-cost civic and cultural center of Montclair
 - Achieve TCO on both buildings within the CAFE four-year window

5. Scope of Work

The architectural firm's scope of work is generally as follows:

- Develop a complete set of documents for the project in its entirety.

- Review all previously developed information including, but not limited to, reports, evaluations, conceptual plans, utility information, site conditions, etc. developed by others.
- Develop and adhere to a process for timely presentations to the Owner which will promote the Owner's ability to analyze and select products based on their needs and vision.
- Provide a detailed design schedule for the completion of design documents for review and acceptance at the following phases:
 - Conceptual design phase completion
 - Design development phase completion
 - i. Provide a detailed cost estimate at the end of the DD Phase
 - Construction Document phase completion
 - Complete Project Documents, ready for issuance to bidders

The schedule must include adequate time for the presentation, analysis and selection of all project components while complying with specific delivery related to project funding.

- The Owner intends to employ a separate consultant to design and administer all required abatement and remediation work. The architectural firm is to provide full coordination with that consultant to ensure a seamless incorporation of that work into the overall project.
- Examine all existing conditions for inclusion in the documents
- Attend at all design, User, coordination, permit and other required meetings
- Provide all work and services concurrently for both locations
- Provide all other services required to provide a complete set of documents, full design, contract administration and closeout phase services for the project
- Provide architectural design
- Provide all calculations, evaluations, etc. required for the project
- Comply with all applicable Codes
- Provide all information for permitting required by regulatory agencies such as NJDEP, NJDCA, Planning Board Submission and Presentation, Federal, State, County, Soil Erosion and Local agencies and any Authority Having Jurisdiction.
- Assist the Owner in obtaining approvals from the New Jersey Office of the State Comptroller.
- Attend one Town Hall Meeting per building and one public design presentation. Three (3) total.
- Provide elevator design
- Provide all building and wayfinding signage requirements
- The Owner intends to purchase the selection, material, delivery and installation of loose furniture,

fixtures, equipment and shelving for the project from a separate vendor. The architectural firm is to provide full coordination with that vendor, the design of infrastructure, fixtures, plumbing, electrical work, etc. required for this work and full coordination with the vendor to ensure a seamless incorporation of that work into the overall project.

- The Owner intends to purchase the selection, material, delivery and installation of graphics, other than building and wayfinding signage from a separate vendor. The architectural firm is to provide full coordination with that vendor, the design of infrastructure, electrical work, etc. required for this work and full coordination with the vendor to ensure a seamless incorporation of that work into the overall project. The design of all building, wayfinding and other signage will remain in the architectural firm's scope of work.
- Provide complete project documents in Revit format and PDF to the Owner
- Provide plans and specifications in pdf format for bidders and other parties
- Assist the Owner in the development of the Division 0 specification
- Provide all Division 1 and technical specification sections and bidding forms as required
- Provide all bidding phase documents and services including response to bidder's questions, issuance of addenda, administration of the bid phase and written contract award recommendation.
- Provide all construction administration services including, but not limited to, submittal review, RFI responses, site visits, attendance at project meetings, payment application certifications, etc.
- Provide review of contractor change orders, preparation of change orders, preparation of the punch list, review as built information and closeout documentation
- Provide all closeout phase services
- Provide Phase I site assessment
- Provide topographic and border surveys, traffic and pedestrian access requirements, including ADA access
- Provide geotechnical design, including subsurface investigation, soil borings and test pits
- Provide civil engineering design, including site lighting and EV charging stations if applicable at Bellevue Avenue
- Provide information and obtain all utility company service approvals
- Provide structural engineering design
- Provide mechanical, electrical, plumbing, and fire protection and fire alarm system design
- Provide fire alarm, security and audio-visual design for the project
- The Owner intends to design and purchase all technology and audio-visual work under a separate contract with their own vendor. The architectural firm is to provide full coordination with that entity and include all infrastructure requirements, raceways, cabling and built in supports required for this

work in their documents. See Attachment E for full description.

6. Submission Requirements

Submittal Requirements are as follows:

- A.** A cover letter, signed by authorized representative of the firm, confirming the firm's interest in the project and its ability to complete the project in a timely manner. The letter shall include:
 - i. Firm Name
 - ii. Business Address
 - iii. Primary Contact Name, Telephone Number and Email Address
 - iv. Year Established
 - v. Type of Ownership
- B.** A list of the firm's recent library, historic and civic projects with verifiable references.
- C.** A summary of the firm's principals and key staff members who would be assigned to the project.
- D.** Narrative and illustrative materials that adequately describe the firm's relevant project experience, including projects that meet the evaluation criteria.
- E.** An outline of the firm's process for creating a conceptual design.
 - i. A narrative describing a vision and strategy for the conceptual design process.
 - ii. Design Team Roles:
 - a. Identify the project lead and project team for public input and outreach.
 - b. Identify the project team making presentations and conducting stakeholder interviews.
 - c. Identify the lead design architect and the design team.
 - d. Identify the sustainability coordinator.
 - e. Identify all key personnel and sub-consultants involved in the project.
 - f. Identify support team members including, but not limited to, landscape architect, civil engineer, structural engineer, plumbing, fire protection, mechanical and electrical engineer, acoustic engineer, IT and security engineer and lighting designer, etc.
- F.** A description of the major deliverables anticipated for a successful project.
- G.** A project fees should include:
 - i. The estimated total cost by major task broken down by hourly rates and estimated hours;
 - ii. Summary of the individuals' hourly rates;
 - iii. Any administrative expenses or other costs.
 - iv. Any reimbursable costs.

- H. A project timeline including key dates, an overall project schedule, including the timing of major work tasks. The contract award is estimated for September 15, 2026.
- I. Meet the insurance requirements listed below

The insurance documents include, but are not limited to, the following coverages. The successful bidder shall provide coverage so that all insurance coverage is in effect no later than 12:01 A.M. EST on the start date of the contract and remains in effect for the duration of the contract, including any extensions. The firm hired agrees to indemnify and hold harmless the Township of Montclair and the Montclair Public Library.

1. The coverage maintained by the Architecture firm shall be written by companies licensed to do business in the State of New Jersey and maintaining an AM BEST rating of A- or better with a financial size rating of Class IX or larger. *All insurance shall contain a waiver of subrogation against the Owner.*
2. Commercial General Liability insurance is written on an occurrence form, including independent contractor liability, products/completed operations liability, and contractual liability, covering but not limited to the liability assumed under the indemnification provisions of this contract. ***Coverage for bodily injury and property damage claims arising out of the professional acts of the general contractor and subcontractors shall also be included.*** The policy shall not include any endorsement that restricts or reduces coverage.
3. The minimum limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, and two million dollars (\$2,000,000) product/completed operations aggregate. The Products and Completed Operations insurance shall be maintained for at least one (1) year after final payment. A “per project endorsement” shall be included, so that the general aggregate limit applies solely to the project that is the subject of this contract.
4. Commercial Auto Liability: Liability covering owned, non-owned, and hired vehicles. The limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence.
5. Professional Liability with limits not less than \$2,000,000 per occurrence.
6. Excess Liability applying excess of primary to the commercial general liability, commercial automobile liability, and employer’s liability insurance shall be provided with minimum limits (\$1,000,000) per occurrence and a (\$1,000,000) general aggregate.
7. Worker’s Compensation: Worker's Compensation Insurance applicable to the laws of the State of New Jersey and other State or Federal jurisdictions required to protect the employees of the Contractor and any Subcontractor who will be engaged in the performance of this Contract. The certificate must indicate that no proprietor, partner, executive officer, or member is excluded. This insurance shall include Employers' Liability Protection with a limit of liability not less than one million dollars (\$1,000,000) bodily injury, each occurrence, one million dollars (\$1,000,000) disease, each employer, and one million dollars (\$1,000,000) disease, aggregate limit. Including the employer’s liability insurance

under the umbrella insurance can satisfy the limit requirements.

8. The General Liability Insurance General Aggregate and Excess Liability limits shall apply and be written exclusively, in total, to this Project only. A per-project endorsement for all coverage and limits must be included in each policy.
- The Architecture Firm shall list The Montclair Public Library, for all liability policies, except for Worker's Compensation, as an additional insured. This must be indicated with a Y (Yes) in the "ADDL INSD" Column on the Certificate of Insurance.
- Montclair Public Library is the certificate holder, and the address to use is 50 South Fullerton Ave, Montclair, NJ 07042.
- Name of Construction Manager & their consultants
- The Description of Operations box on the Certificate of Insurance must state that The Montclair Public Library, Township of Montclair, its agents, and employees, including its individual members, are an additional insured on the Commercial General Liability, Auto Liability, Excess Liability, and Professional Liability.
- Architecture Firm must indemnify and hold harmless the Montclair Public Library and the Township of Montclair.

7. Evaluation Criteria

The proposer and their team must demonstrate the following:

- A. New Jersey Public Library Experience
- B. New Jersey Construction Experience with projects of similar size and scope
- C. Experience working with the NJEDA
- D. Examples of historic preservation projects and New Jersey Historical Preservation Office (NJHPO) experience
- E. Examples of projects/ programs that mimic the rather stark differences in these two projects within one program
- F. Specific personnel to be assigned
- G. Evidence of meeting defined budgets on projects over \$10M
- H. Proposed schedule of deliverables
- I. Commitment to MBE, WBE, and SBE participation
- J. Experience in attaining LEED Silver accreditation
- K. References

Selection

The Library's designated committee will evaluate all proposals and determine each proposer's

technical, management, prior performance, and proposed cost for all services. The committee will then compare all proposals as a group and assign scores to determine the proposer with the highest score based on the following criteria:

Completeness of the proposal and demonstration of the entire project scope and requirements. Project team experience with projects of a similar size and scope	45 points
Experience with NJHPO and historic preservation projects	10 points
Experience in attaining LEED Silver accreditation	5 points
Commitment to MBE, WBE, and SBE participation	5 points
Proposed cost for all required services	35 points

The Library's designated committee may request clarification of a proposer's response during the review period.

The Library's designated committee will also ask a select group to present their proposals in person, at a date and time that will provide ample opportunity for preparation.

The committee will then award this contract as a Professional Service in accordance with N.J.S.A 40A:11-5(1) (a1). This is a Fair and Open Solicitation.

This document outlines the program spaces the renovated Main Library and Bellevue Avenue Branch will include, with rough square footages and a working organization by floor. The spaces listed are committed as part of the Library's grant agreement with the NJEDA and will be part of the project. Everything else here is a starting point. The square footages are rough estimates. The locations of the spaces, the way they are grouped, and the floor names used here (the Commons, the Workshop, and the Studio) are working ideas and remain fully open. The first-floor commons concept is a guide to intent. The design team is expected to review this allocation, refine it, and improve on it.

Main Library – 50 South Fullerton Ave, Montclair, NJ

The renovated Main Library includes 49,120 square feet across three purpose-driven floors, with an additional 6,700 SF basement.

First Floor – The Commons

Estimated square footage: 17,300 SF (not including outdoor plaza and terrace)

This civic commons floor is the cultural heart of the building—designed to host public gatherings, performances, exhibitions, and culinary storytelling.

Auditorium / Performance Space – 1,862 SF

A flexible venue designed to host the full range of civic and cultural life, including author talks, poetry readings, community theater, film screenings, dance performances, and panel discussions. This room will serve as a gathering space for both intimate programs and community-wide celebrations.

Teaching Kitchen / Café – 730 SF

A cultural anchor that merges food, storytelling, and community. This studio kitchen is built for demonstrations, ticketed programs, and interactive classes, while the adjacent café space fosters daily gathering, conversation, and connection among patrons. Together, they offer nourishment for both body and spirit.

Exhibition Gallery – ~300 SF

Dispersed throughout the main floor with professional lighting and display systems, the gallery space provides rotating opportunities for visual artists, student showcases, and historical exhibits to take center stage in the public eye. The open format blends culture directly into the everyday library experience.

Quiet Study & Conference Rooms – 995 SF

These enclosed spaces are designed for flexibility and privacy, supporting tutoring sessions, collaborative work, nonprofit planning meetings, and hybrid professional use. Visible and accessible, they make space for focused conversation within the rhythm of a vibrant public floor.

Outdoor Mixed Use Terrace – 1,436 SF

A versatile, open-air extension of the library that supports storytimes, poetry readings, yoga, seasonal classes, and casual lounging. This space will be thoughtfully landscaped and furnished for year-round use, with power access, lighting, and the potential for retractable weather protection.

Outdoor Main Plaza – 3,750 SF

Redesigned as a public amphitheater and festival site, this plaza invites civic life outdoors. From musical performances to vendor markets and public art installations, it reinforces the library's position as a cultural and social anchor in Montclair's downtown corridor.

Remaining Public Space – ~11,413 SF:

This floor includes the library's main fiction and media collections, new materials displays, a generous footprint for public seating, and floor-specific staff offices that support operations and public engagement. At a time when accessible, welcoming third spaces are rapidly disappearing—from bookstores to cafes to civic commons—the library remains one of the last truly public environments where people from all walks of life can spend time without expectation or cost. This floor was intentionally designed to fulfill that role: a place to read, reflect, work, wander, or simply be. Booth-style seating, casual lounges, window-facing desks, and gallery-integrated nooks create opportunities for conversation, solitude, and everything in between. Literature and media are woven into the experience—not just housed on shelves, but presented in a way that encourages exploration and sparks informal discovery. By pairing the comforts of home with the intellectual energy of a cultural institution, the Commons affirms the library's enduring role as a gathering place for learning, inspiration, and community life.

Second Floor – The Workshop

Estimated square footage: 16,700 SF

A learning and productivity center supporting adult education, digital instruction, and hands-on training.

Adult FabLab / Shop Class – 1,554 SF

An industrial-grade learning lab for adults to build, invent, and create. Outfitted with 3D printers, laser cutters, and woodworking tools, the FabLab supports trades training, artistic production, and entrepreneurship—bridging the gap between imagination and hands-on skill.

Flexible Classrooms – 1,464 SF

Tech-enabled instructional spaces used by the Adult School and community partners for everything from job training to language learning and arts instruction. These rooms can be booked for free by nonprofit groups and rented affordably by others, extending access to learning for all.

Digital Commons (Computer Lab) – 600 SF

A dual-purpose space with public computer access and instructor-led training in digital literacy, creative software, and certification programs. With adaptive tech and bilingual capacity, it ensures no resident is left behind in the digital economy.

Quiet Work & Reading Room – 668 SF

A peaceful productivity zone, this silent-use space supports Montclair's remote workers, students, and writers. Equipped with soft seating, laptop desks, and abundant natural light, it offers an alternative to commercial coworking or crowded cafés.

Business Center – 170 SF

A small but high-impact station offering printing, scanning, laminating, and design tools. Ideal for small business owners, job seekers, and students needing to prep resumes, flyers, or portfolios on the fly.

Architectural History & Preservation Center – 1,408 SF

A dedicated local history hub built around the library's deed books and archival collections. It offers exhibit space, a digital preservation lab, and deep access to Montclair's civic memory—serving students, researchers, and neighborhood history buffs alike.

Jazz Library – 190 SF

An intimate homage to Montclair's musical roots, this mini-library features jazz biographies, historic recordings, and cultural writing. Positioned as a quiet cultural touchpoint, it invites reflection and exploration of the town's creative lineage.

Remaining Public Space – ~10,646 SF

This floor houses nonfiction and biography collections, open reading areas, quiet study pods, bathrooms, vertical circulation, and floor-specific staff offices. It is intentionally designed to

support deep thinking and sustained learning—welcoming students, researchers, job seekers, and curious minds alike. Long tables, comfortable chairs, and informal seating arrangements allow people to settle in for hours, whether they're studying for exams, writing a novel, or simply following a question wherever it leads. Here, the humanities live alongside practical tools: a place where history, philosophy, economics, and self-help sit side by side, reflecting the richness and complexity of everyday life. This floor is a quiet engine of upward mobility and lifelong learning, offering not just access to information, but the space and dignity to engage with it fully.

Third Floor – The Studio

Estimated square footage: 15,000 SF

A launchpad for youth-centered innovation, artistic exploration, and media production.

Dedicated Teen Wing – 1,740 SF

A vibrant, identity-affirming space where teens can relax, study, play, and lead. Featuring an esports and gaming hub, creative program zones, and flexible seating, the teen wing fosters belonging, imagination, and growth for Montclair's youth.

Children's STEAM Discovery Lab – 512 SF

A hands-on workshop for young makers, builders, and dreamers. With robotics kits, coding tools, and art materials, the STEAM Lab supports early engagement with science, creativity, and collaborative learning.

Children's Story & Activity Room – 885 SF

A large, flexible room for storytimes, author visits, and educational programs serving groups of children and families. Designed for early literacy and hands-on activities, it supports high-capacity, youth-focused public programming.

Podcast, Music & Media Studios – 578 SF

Soundproof, tech-rich rooms for people of all ages to produce music, record podcasts, film videos, and tell their stories. These studios support digital creativity and give students young and old real-world tools for content creation.

Sensory Room – 89 SF

A calming space for neurodivergent children and those with sensory sensitivities. Designed with soft light, textured materials, and acoustic privacy, it provides a place for quiet regulation and reflection.

Administrative Offices – 3,475 SF

Dedicated workspaces for library leadership, marketing, foundation staff, and technology management. These back-of-house areas are essential to sustaining public-facing programs and partnerships.

Remaining Public Space – ~7,721 SF

The third floor is home to the Children's Department and includes the full youth collection, storytime and play areas, study nooks, bathrooms, storage, vertical circulation, and floor-specific staff offices. Designed with both children and caregivers in mind, this space balances whimsy and structure—inviting young readers to explore early literacy in an environment that's vibrant, welcoming, and developmentally responsive. Open shelving, reading corners, and imaginative play zones make books accessible and movement natural. For parents and guardians, the floor provides respite: soft seating, open sightlines, and the comfort of knowing children are safe, engaged, and learning. This is where the lifelong relationship with stories begins. By embedding literature, language, and play into the design itself, this floor fosters curiosity, bonding, and joy—laying a cultural and cognitive foundation that will serve children for years to come.

Bellevue Avenue Branch – 185 Bellevue Avenue, Montclair, NJ

The Bellevue Avenue Branch is a historically significant Carnegie library serving Montclair's Upper Township. The planned 10,800 square foot rehabilitation (which includes a 5,600 SF ADA accessible addition) preserves the building's architectural legacy while dramatically improving its functionality, accessibility, and community impact.

Main Plaza - 2,850 SF

An upgraded outdoor gathering space at the library's legacy entrance, designed for public programs, markets, and small performances. Located in one of Montclair's most walkable neighborhoods, the plaza will undergo major repairs to address failing surfaces and poor drainage. Improvements will include new paving, seating, and lighting, with accessible pathways connecting the space to the new ADA-compliant entry point—transforming a deteriorating plaza into a safe, welcoming, and versatile civic space.

Main Reading Room - 2,084 SF

The central space of the historic Carnegie building, the Main Reading Room houses the adult collection and provides open seating for reading, study, and quiet reflection. With high ceilings, natural light, and preserved architectural details, it serves as both a functional reading space

and a civic interior—offering residents a quiet, welcoming environment for individual use and informal gathering.

Children’s Room – 1,358 SF

A vibrant and welcoming space for early literacy exploration, intergenerational reading, and creative learning. The room includes child-sized shelving, comfortable seating for families, and improved sightlines for safety and supervision. It will support regular storytimes, seasonal programming, and parent-child engagement activities that tie directly to arts, education, and cultural enrichment.

Teen Room – 955 SF

A safe and dynamic zone specifically designed for middle and high school students, particularly those from the nearby middle school. This space features flexible seating, tech access, and programming for creative exploration, leadership development, and digital literacy.

Multipurpose Community Room – 950 SF

A flexible, high-use space for public programming such as author talks, arts workshops, civic meetings, and neighborhood forums. Designed for adaptive use, this room plays a central role in supporting Bellevue’s function as a cultural anchor for the neighborhood.

Existing Small Classroom – 298 SF

This multi-use room supports small group instruction, tutoring, book clubs, and partner-led educational programs. It expands the branch’s ability to host lifelong learning opportunities and community group gatherings on a regular basis.

New Classroom / Meeting Room – 135 SF

A modestly sized, newly created space to further accommodate educational programming, small workshops, and community meetings—especially for residents and partners seeking intimate, flexible environments for cultural and instructional use.

Remaining Public & Staff Space – 5,020 SF

This area includes the main reading room, circulation pathways, bathrooms, staff office, boiler room, and all additional shared-use infrastructure. At the center is the historic open reading hall, a defining architectural and civic feature of the Carnegie model. This space houses the adult collection and provides ample public seating for reflection, reading, and quiet conversation. Together, these elements form the backbone of daily library service and position the branch as a welcoming, inclusive space for cultural access and lifelong learning.

Appendix to RFP

Description of Technology Infrastructure

The renovation is the Library's opportunity to modernize technology across both buildings and to put infrastructure in place that supports current needs and can grow over time. The Library wants this infrastructure planned from the start, including the placement of network drops, adequate cabling, raceways, and conduit. Much of this work cannot be added later, so it must be designed and built in during construction. This matters most at the Bellevue Avenue Branch, where any demolition or floor work is the moment to run conduit and cabling into place.

The technology and audiovisual work, together with its cabling and infrastructure, is part of this project and its budget. The Library expects the selected firm to coordinate the technology scope, assist the Library in preparing a vendor solicitation and selecting an information technology and audiovisual vendor, and estimate the technology portion of the overall budget based on the firm's experience with comparable projects. Equipment selection remains a shared decision, and the Library will retain a say in the systems and equipment chosen. The cabling and infrastructure that support these systems must be included in the construction documents.

The Library wants these systems to work across both buildings. Systems should be cloud-hosted wherever possible so they operate across both locations without separate on-site servers, and the platforms should integrate with one another as much as possible. The design should provide telecommunications closets sized for the plan, with at least one closet able to house a small server rack for systems that require on-premise equipment. A large dedicated server room is not needed.

The following systems are desired and should be accounted for in the budget as fully as possible:

- Structured cabling throughout both buildings, with new network switches and routers
- Video surveillance and camera systems
- Access control for building entrances and interior doors, using key card, PIN, or library card credentials
- Intrusion and security alarm systems, integrated with the camera and access control systems
- A voice over IP phone system
- A staff radio system that ties in with the other building systems
- A building-wide public address and intercom system with zoned audio, controllable from staff phones, for announcements and for music in different areas of the building
- Audiovisual systems in the auditorium, program rooms, and meeting rooms, with simple one-touch control that dims the lights and starts presentation equipment together

- A room and space reservation system integrated with library accounts, where study rooms, pods, and program spaces stay locked unless booked and open by library card, PIN, or key code
- Video conferencing capability in study rooms and pods, equipped so that personal devices connect through a simple HDMI input
- Self-checkout stations
- A new automated materials handling system, positioned to reclaim floor space.
- Indoor and outdoor digital signage and digital wayfinding displays, at minimum at the Main Library
- The Library raises one further idea for study within budget: an architectural digital display or illuminated feature on the Main Library's curved front facade, as a way to make the building distinctive and to support evening and event programming. This is optional and offered as a direction to explore.
- Enclosed study rooms and pods should be designed with dedicated or continuous ventilation so that air quality holds up under dense, sustained use.

Specialized Program Spaces

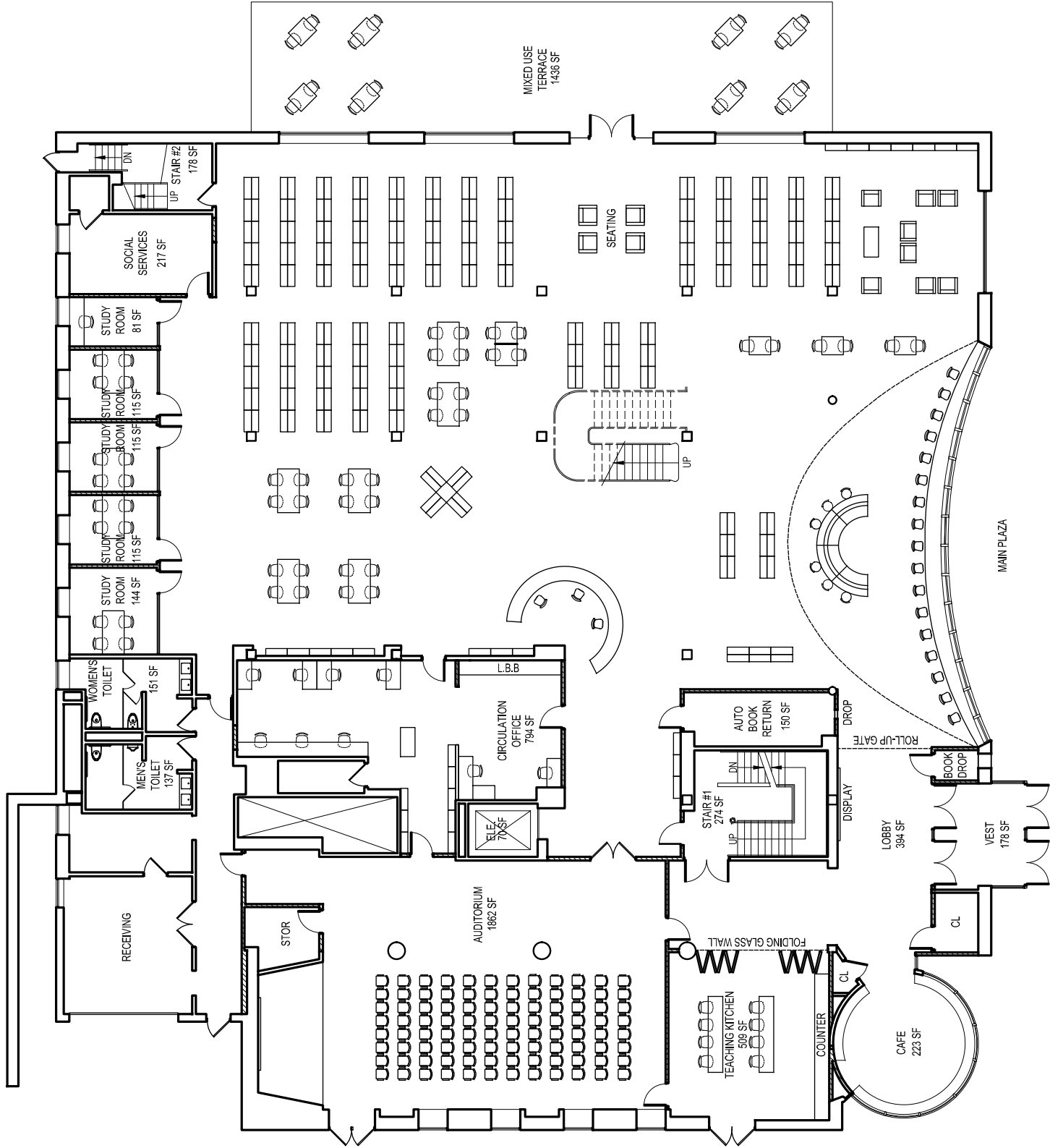
Several of the committed program spaces carry technical and infrastructure requirements that go well beyond standard library fit-out. The operational details of these spaces, such as what a teaching kitchen, a fabrication lab, or a recording studio needs to function, will come from the Library's program staff and specialized vendors. The architect is responsible for gathering those requirements early, designing each space to the right professional standard, and building the supporting infrastructure into the construction documents. That infrastructure includes power, data, ventilation and exhaust, acoustic isolation, plumbing, structural support, and lighting, and it must be coordinated with the FF&E vendor, the information technology and audiovisual vendor, and any specialized equipment suppliers.

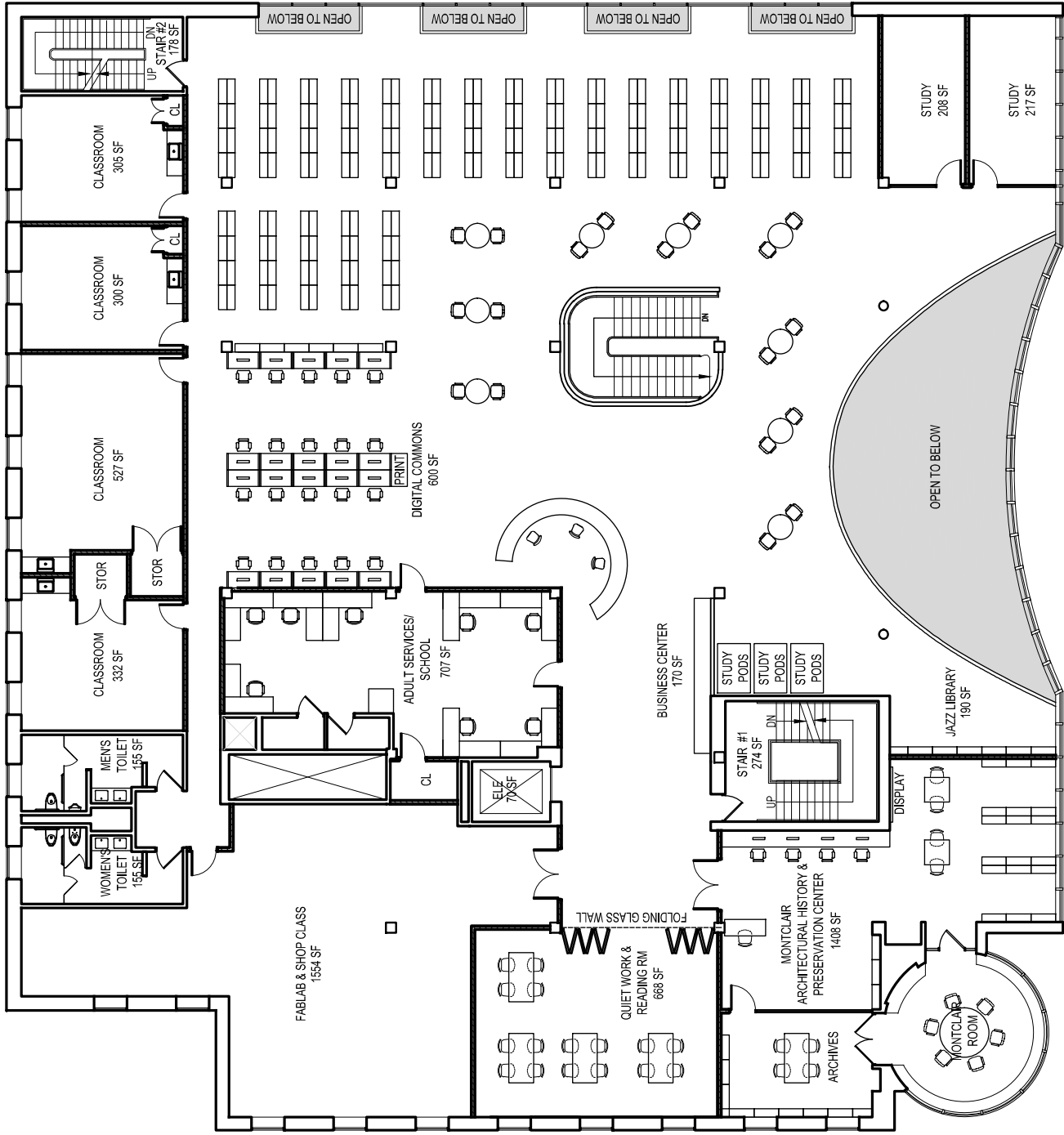
The spaces that need this attention include the following:

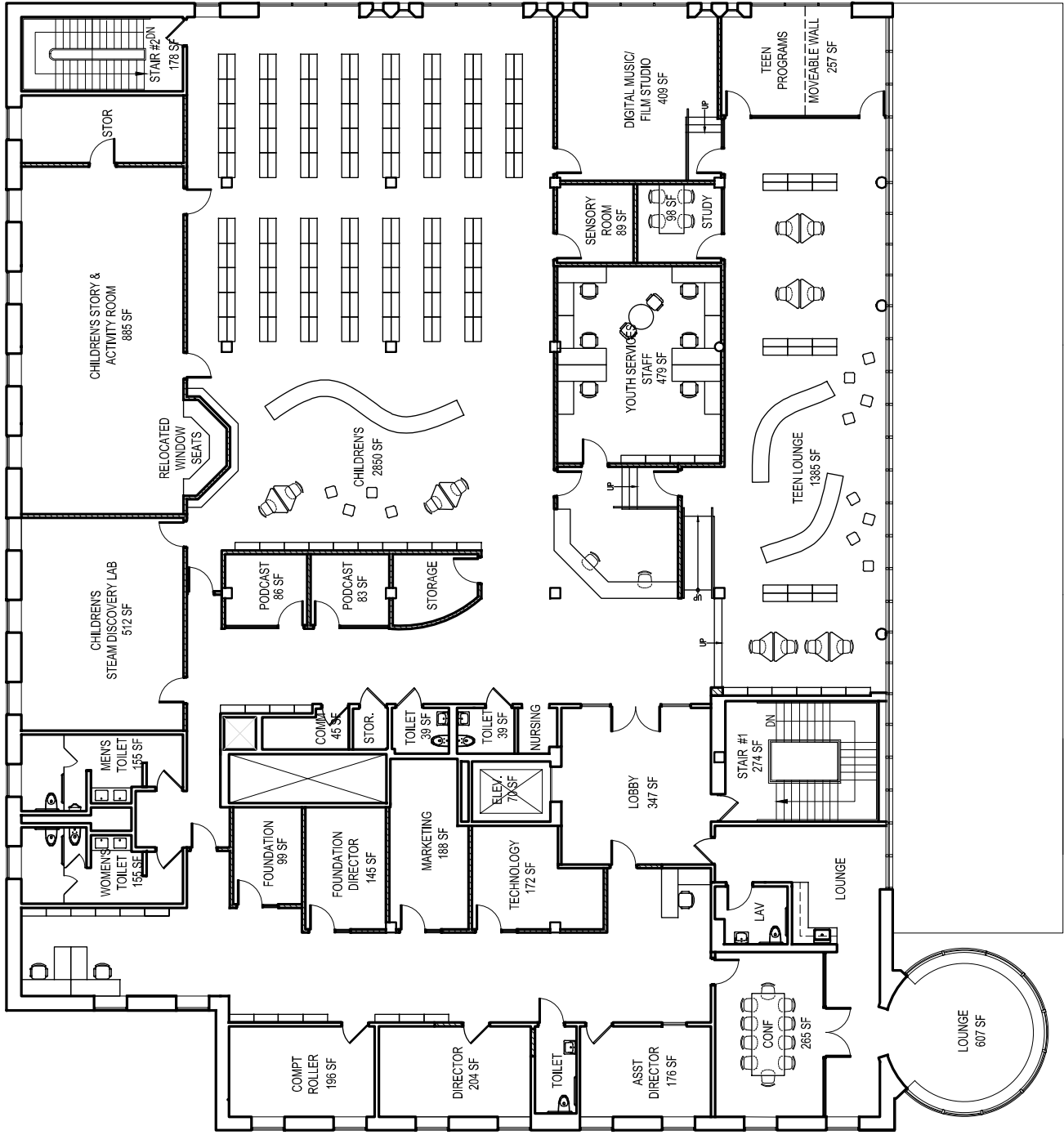
- **Teaching Kitchen and Café**
Commercial-grade kitchen infrastructure, including ventilation and exhaust, plumbing, grease management, dedicated appliance power, and refrigeration, along with demonstration audiovisual such as an overhead camera so classes can see the work surface.
- **Adult FabLab and Shop**
Heavy electrical capacity and dedicated circuits, dust collection and exhaust ventilation for woodworking and laser cutting, compressed air where needed, durable work surfaces, data, and floor structure able to carry heavy equipment.

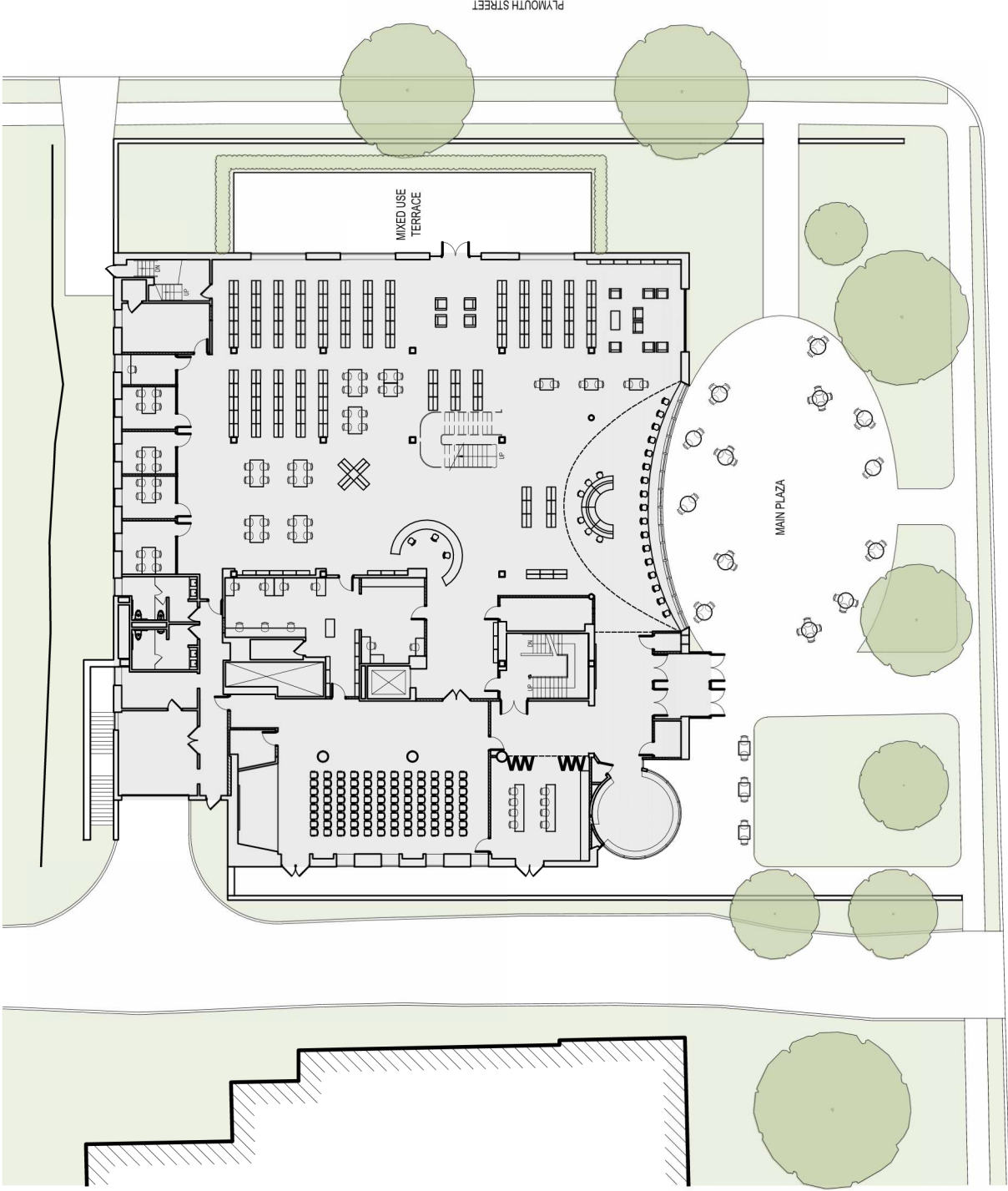
- **Podcast, Music, and Media Studios**
Sound isolation and acoustic treatment, quiet dedicated HVAC, controlled and dimmable lighting, dense power and data, and provisions for both audio and video production, including filming.
- **Auditorium and Performance Space**
Performance lighting and rigging, sound reinforcement, projection, acoustic design, a stage, and the power and control infrastructure a live venue requires.
- **Exhibition Galleries**
Gallery-grade and controllable lighting, secure hanging and display systems, and the power and data to support rotating exhibits.
- **Children's STEAM Discovery Lab**
Power and data for robotics and digital tools, durable finishes, and a sink or wet area for hands-on art and science work.
- **Digital Commons and Computer Lab**
Dense power and data and the cabling to support public computing and instruction.
- **Teen Wing and Teen Room, including esports and gaming**
Power, data, cooling, and audiovisual to support gaming and digital media.
- **Sensory Room**
Controlled, dimmable lighting, acoustic privacy, and tactile, sensory-appropriate finishes.
- **Archival and Special Collections**
Stable temperature and humidity control in the Architectural History and Preservation Center and the basement archival storage to protect deed books, archives, and other sensitive materials.

The Library expects these requirements to be identified during conceptual and schematic design so they shape the floor plan from the start and are not forced in late.









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MONTCLAIR MAIN BRANCH LIBRARY

MAY 28, 2025

SITE PLAN

