

***REQUEST FOR PROPOSALS***  
*for*  
**DESIGN CONSULTANT SERVICES**  
*for*  
**VINELAND HIGH SCHOOL SOUTH  
HVAC SYSTEM EMERGENT PROJECT**

**SDA Project No.: EP-0085**

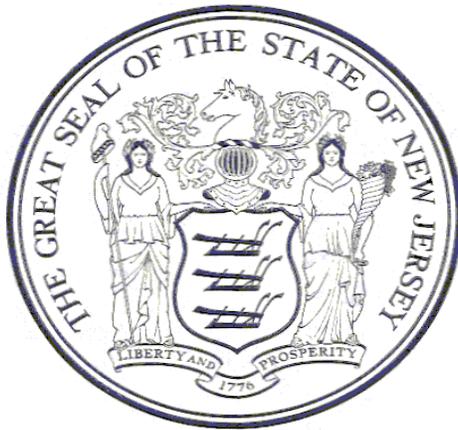
**Issued Date: May 29, 2013**

**Proposal Due Date: June 26, 2013**

**MANDATORY SITE VISIT**

**June 5, 2013, 10:00 AM**

**Vineland High School South  
2880 East Chestnut Avenue, Vineland, NJ 08361**



**SDA**

NJ SCHOOLS DEVELOPMENT AUTHORITY

**N.J. SCHOOLS DEVELOPMENT AUTHORITY**

1 West State Street, PO Box 991, Trenton, NJ 08625

**REQUEST FOR PROPOSALS  
FOR THE VINELAND-VINELAND HIGH SCHOOL SOUTH  
HVAC SYSTEM EMERGENT PROJECT**

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**INTRODUCTION**

The New Jersey Schools Development Authority (“NJSDA” or “Authority”) is seeking to procure Design Consultant services that will provide viable, cost effective solutions for the Vineland High School South HVAC System Emergent Project. This Request for Proposals (“RFP”) defines the steps needed for participation in this procurement, and is issued pursuant to the Authority’s regulations governing the procurement of professional services consultants, N.J.A.C. 19:38C-1 et seq., in particular, the regulations governing procurement of consultants pursuant to term agreements, N.J.A.C. 19:38C-7.1 and -7.2. This procurement is being advertised only to firms previously awarded contracts under Procurement Package No. GP-0188-R01.

The NJSDA intends to assign a Task Order, in accordance with the terms of the “Design Consultant Services Agreement for Emergent Projects, Capital Improvement Projects, and Other Projects” (the “Agreement”). The Task Order assignment is contemplated to include predesign investigation, design services and construction administration services as further defined in this RFP in relationship to the Project described in this RFP. Firms participating in this procurement must provide services at the hourly rates specified in Appendix D of the Agreement and included as Attachment C to this RFP. The proposed subconsultants and Key Team Members shall be consistent with individuals identified in the Firm’s proposal for Contract GP-0188-R01.

This Design Consultant Services RFP consists of the following:

1. Request for Proposals
2. Attachment A: (Technical Proposal Forms):
  - a. Team Design Consultant Experience Summary Form;
  - b. Team Design Consultant Experience Case Study Form;
  - c. Key Team Member List;
  - d. Key Team Member Resume Form;
  - e. Team Approach to Pre-design Investigation and Development of Cost-Effective Alternatives Form; and
  - f. Team Approach to Effective Management of Resources Form.
3. Attachment B: (Fee Proposal Forms)
  - a. Fee Proposal Form; and
  - b. Detailed Predesign Fee Proposal Form.
4. Attachment C: Hourly Fee Schedule (from Agreement)
5. Attachment D:
  - a. SBE Forms C and D
6. Appendix A: Project Description and Special Conditions with attachments
7. Appendix B: Predesign Services

These documents must be read in their entirety as they define the methodology for responding to this Request for Proposals, as well as describing the potential scope of services and responsibilities of the Design Consultant for the project(s) assigned under this task order. A firm wishing to submit a response to this RFP must review and be thoroughly familiar with all terms and conditions of these documents.

This task order assignment requires consultant services in the following disciplines:

- HVAC Engineering
- Electrical Engineering
- Plumbing Engineering
- Environmental Engineering

The identified subconsultant(s) shall be engaged by the responding firm, as appropriate to the particular scope of work for this task order, upon assignment of the task order under this procurement, in accordance with the terms and conditions of the Agreement. RFP submissions must include in the identification of Key Team Members the names of previously identified subconsultant firms that are proposed to provide such services on this assignment.

Responses to this RFP, consisting of a Technical Proposal (one unbound original, three bound copies and two electronic copies in PDF format on CDs) and a Fee Proposal (one unbound original in a separate sealed envelope), must be received by the NJSDA Trenton Office by 5:00 PM Eastern Time on June 26, 2013.

**Mandatory Site Visit. Any firm wishing to submit a proposal must attend a Mandatory Site Visit at 10:00 AM Eastern Time on June 5, 2013 at Vineland High School South, 2880 East Chestnut Avenue, Vineland, N.J.**

Questions from Interested Firms. Firms may submit questions to the NJSDA by sending them by e-mail to James McElhenny at [jmcelhenny@njsda.gov](mailto:jmcelhenny@njsda.gov) no later than 5:00 PM Eastern Time on June 12, 2013. The questions and NJSDA answers will be provided electronically to each firm attending the Mandatory Site Visit.

## **1.0 PROCUREMENT OVERVIEW**

**1.1 General.** This is a solicitation pursuant to the Authority's regulations at N.J.A.C. 19:38C-1 et seq., seeking interested firms from the pool created under Procurement Package No. GP-0188-R01.

**1.2 Selection Process.** Responsive Firms will be evaluated and scored by a Selection Committee on the basis of their written Technical Proposal submissions in response to this RFP. The Responsive Firms will be ranked on the basis of such scores, and a shortlist of the six most highly-ranked Firms will be determined and notified. The shortlisted Firms will participate in Interviews with the Selection Committee and will be separately scored on the basis of the Interview. The scores for the written Technical Proposal submission and the

Interview will be averaged to arrive at a “Final Combined Score.”

Based on the final ranking of firms using the “Final Combined Scores,” the Authority will enter into negotiations with the most highly ranked Firm to arrive at a lump-sum fee for the task order consistent with the hourly rates established in the Agreement. Should the NJSDA be unable to negotiate a satisfactory lump-sum fee with the most highly-ranked Firm, the NJSDA shall terminate negotiations with the most highly-ranked Firm and shall then undertake negotiations with the second most highly-ranked Firm. Failing accord with the second most highly-ranked Firm, the NJSDA shall terminate negotiations with the second most highly-ranked Firm and shall then negotiate with the third most highly-ranked Firm. In the event that the NJSDA is unable to reach a satisfactory accord with any of the three most highly-ranked Firms, the NJSDA may select additional Firms in order of their ranking and continue negotiations until an accord is reached or, at its option, the NJSDA may reject all Proposals.

Following successful negotiation of a lump-sum fee, the selected Firm will be assigned a task order for the specified scope of services, upon satisfactory completion of all specified pre-assignment requirements.

The NJSDA has no obligation to make a task order assignment and reserves the right to waive any non-material defects, reject any or all responses for any reason in accordance with law, and/or terminate the selection process at any time.

**1.3 Task Order Assignment and Award.** A task order will be awarded pursuant to the following method: advertisement to all members of the pool for award based on competitive selection of the proposal that is most advantageous to the Authority, based on considerations of cost, efficiency and appropriateness of the approach to the defined project scope that is the subject of the task order, with award on a negotiated lump-sum fee basis consistent with the hourly rates established in the Agreement.

**1.4 Components of Response.** Firms responding to the RFP shall thoroughly familiarize themselves with the RFP to ensure responsiveness in their submission. A conforming Technical Proposal shall consist of the following components:

1. Summary and Case Studies of Team Design Consultant Experience over the last five years on projects of similar type, size and complexity (Forms provided in Attachment A);
2. Key Team Member List (Form 201 provided in Attachment A);
3. Key Team Member Resume Form for each identified Key Team Member (Form 202 provided in Attachment A);
4. Team Approach to Pre-design Investigation and Development of Cost-Effective Alternatives (Form provided in Attachment A); and
5. Team Approach to Effective Management of Resources (Form provided in Attachment A).

Firms shall also submit a Fee Proposal consisting of the following components in a separate sealed envelope marked “Fee Proposal, Vineland High School HVAC System Emergent Project, Contract No. EP-0085-A01”

1. Fee Proposal Form (Form provided in Attachment B); and
2. Detailed Predesign Fee Proposal Form (Form provided in Attachment B).

All of the above items must be included in the submission, with responses utilizing the Authority’s Forms as indicated above.

**1.5 Evaluation and Scoring Process.** Each Firm’s Technical Proposal will be reviewed to determine responsiveness.

Technical Proposals will be evaluated by a Selection Committee (“Committee”) established for the purpose of evaluating such responses. The Selection Committee shall consist of no fewer than three (3) SDA Staff members. The evaluation will be based upon the information provided by a Firm in response to this RFP, and any necessary verification thereof.

The members of the Selection Committee will evaluate each Firm’s Technical Proposal, and may confer with each other regarding the content of the submissions before scoring, but each Selection Committee member will independently score each Technical Proposal in all of the evaluation categories described in this RFP, in accordance with the evaluation criteria described herein. Technical Proposals shall be evaluated in the following categories:

- Team Design Consultant Experience
- Team Approach to Pre-Design Investigation and Development of Cost Effective Alternatives
- Team Approach to Effective Management of Resources

Each Selection Committee Member will evaluate each Technical Proposal, assigning a raw score for each category on a scale of 0 to 10 as follows:

- Outstanding (9–10): depth and quality of response offers significant advantages.
- Superior (7-8): exceeds RFP requirements with no deficiencies.
- Sufficient (5-6): meets RFP requirements with no significant deficiencies.
- Minimal (3-4): meets RFP requirements but contains some significant deficiencies.
- Marginal (1-2): comprehends intent of RFP but contains many significant deficiencies.
- Unsatisfactory (0): requirements not addressed and lack of detail precludes adequate evaluation.

Weighting factors will then be applied to each of the Selection Committee Member’s raw

scores for each category to arrive at a total weighted score as follows:

<b>Technical Proposal Evaluation Category</b>	<b>Weighting Factor (Applied to Raw Score)</b>	<b>Maximum Available Points for Category</b>
Team Design Consultant Experience	3.0	30
Team Approach to Pre-Design Investigation and Development of Cost Effective Alternatives	5.0	50
Team Approach to Effective Management of Resources	2.0	20
<b>Total Points Available:</b>		<b>100</b>

For each Firm’s Technical Proposal, the individual category scores awarded by a particular Selection Committee member will be added together to calculate a score for that Technical Proposal. The maximum score for a Technical Proposal score is 100.

All of the scores awarded by the Selection Committee members to a particular Firm’s Technical Proposal will be added together and averaged to arrive at a Final Technical Proposal Score for each Firm. The Responding Firms will be ranked based on their Final Technical Proposal Scores, and a shortlist of the six (6) highest-ranked Firms shall be determined. The shortlisted Firms will be notified to participate in interviews with the Selection Committee. If six or fewer Firms submit valid, responsive Technical Proposals, then all such Responding Firms will be invited to participate in interviews with the Selection Committee.

The Selection Committee will interview each of the shortlisted Firms and evaluate each Firm on Interview Criteria that are the same as those used in the evaluation of the Technical Proposals, as follows:

- Team Design Consultant Experience
- Team Approach to Pre-Design Investigation and Development of Cost Effective Alternatives
- Team Approach to Effective Management of Resources

Each Selection Committee Member will evaluate each Firm’s participation in the interview and assign a raw score for each Interview Category on a scale of 0 to 10 as follows:

- Outstanding (9–10): depth and quality of response offers significant advantages.
- Superior (7-8): exceeds RFQ/RFP requirements with no deficiencies.
- Sufficient (5-6): meets RFQ/RFP requirements with no significant deficiencies.

- Minimal (3-4): meets RFQ/RFP requirements but contains some significant deficiencies.
- Marginal (1-2): comprehends intent of RFQ/RFP but contains many significant deficiencies.
- Unsatisfactory (0): requirements not addressed and lack of detail precludes adequate evaluation.

Weighting factors will then be applied to each of the Selection Committee Member’s raw scores for each Interview Category as indicated below:

<b>Interview Evaluation Category</b>	<b>Weighting Factor (Applied to Raw Score)</b>	<b>Maximum Available Points for Category</b>
Team Design Consultant Experience	3.0	30
Team Approach to Pre-Design Investigation and Development of Cost Effective Alternatives	5.0	50
Team Approach to Effective Management of Resources	2.0	20
<b>Total Points Available:</b>		<b>100</b>

The weighted Interview Category scores awarded by a particular Selection Committee member will be added together to calculate an Interview Score for that Firm. The maximum Interview Score is 100.

All of the Interview Scores awarded to a particular Firm by the Selection Committee members will be added together and averaged to arrive at a Final Interview Score for each Firm. The Final Interview Score for each Firm will be added to the Final Technical Proposal Score for such Firm, and the two scores will be averaged to arrive at a Final Combined Score for each Firm. The maximum Final Combined Score is 100.

Once all the Final Combined Scores for all shortlisted Firms have been calculated, the Authority will open the sealed Price Proposals and will review them for responsiveness. Using the Fee Proposals as a guideline, the NJSDA shall negotiate a contract with the most highly ranked Firm at compensation that the NJSDA determines to be fair and reasonable. Should the NJSDA be unable to negotiate a satisfactory lump-sum fee with the most highly-ranked Firm, the NJSDA shall terminate negotiations with the most highly-ranked Firm and shall then undertake negotiations with the second most highly-ranked Firm. Failing accord with the second most highly-ranked Firm, the NJSDA shall terminate negotiations with the second most highly-ranked Firm and shall then negotiate with the third most highly-ranked Firm. In the event that the NJSDA is unable to reach a satisfactory accord with any of the

three most highly-ranked Firms, the NJSDA may select additional Firms in order of their ranking and continue negotiations until an accord is reached or, at its option, the NJSDA may reject all Proposals.

Following successful negotiation of a lump-sum fee, the selected Firm will be assigned a task order for the specified scope of services, upon satisfactory completion of any required pre-assignment requirements.

## **2.0 EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS**

### **2.1 Team Design Consultant Experience (30 Points)**

Team Design Consultant experience shall be evaluated based on the following submissions:

- (a) A brief summary of the Team's general relevant design consultant experience within the last 5 years;
- (b) At least two (2), but not more than five (5), specific case studies;
- (c) The responding Firm's Key Team Member List; and
- (d) Key Team Member Resumes.

A. Team Experience Summary. The Team experience summary should highlight the Team's design consultant experience with projects similar to the project scope described in Appendix A. The summary should describe the experience of the responding Firm, as well as the subconsultant members of the Team, and should highlight the experience of the responding Firm's working relationship with the Team subconsultants on projects with a similar scope of services. The experience summary shall be limited to no more than 1,000 words.

B. Team Experience Case Studies. Utilizing the Case Study Form provided by the Authority, the responding Firm shall identify particular projects as examples (within the past 5 years) of the proposed team's past provision of similar services for projects similar to the project scope described in Appendix A. The case studies must concisely set forth the relevant information called for on the Case Study Form. Case studies may be based on contracts with public or private sector clients. The case study narratives should describe the experience of the responding Firm, and/or the experience of the subconsultant members of the Team, preferably in combination with the responding Firm. The narrative should describe how the Firm worked with the client to identify, develop, and evaluate alternatives for addressing facility conditions from potential to the most appropriate solution and may describe situations in which the responding Firm or its Key Team Members performed pre-design investigations of conditions of a type and nature identified in Appendix A. The Case Study Form must identify the name and address of the contracting entity for the case study project, and the name, title and telephone number of a contact person associated with the contracting entity who is familiar with and able to comment on the team's performance on each project. The narrative for each case

study should be no more than 1,000 words.

- C. Key Team Member List. Firms responding to this RFP must identify the Key Team Members, as defined in the Agreement who will be primarily responsible for performing and/or supervising the design services under the task order. The Key Team Members may include employees of the responding Firm, subconsultants and/or particular employees of named subconsultants, as applicable. Each responding Firm must complete and submit the Key Team Member List (NJSDA Form 201, provided in Attachment A), providing all the information requested on the form, continued onto additional sheets, if required. The proposed Key Team Members shall be consistent with individuals identified in the Firm's proposal for Contract GP-0188-R01.
- D. Key Team Member's Resume and Experience. Utilizing the Key Team Member Resume Form (NJSDA Form 202, provided in Attachment A), Firms should provide a summary of each Key Team Member's experience, which must include, but is not limited to: a description of at least 3 projects for which the Team Member in question fulfilled a role similar to that proposed for this task order. The cited projects must be completed within the last 5 years and must be similar to the project scope described in Appendix A. The proposed Key Team Members shall be consistent with individuals identified in the Firm's proposal for Contract GP-0188-R01.

## **2.2 Team Approach to Pre-Design Investigation and Development of Cost Effective Alternatives (50 Points)**

Utilizing the Authority's Approach to Pre-Design Investigation and Development of Cost-Effective Alternatives Form (provided in Attachment A), the responding Firm shall submit a description of the Team's approach to investigating the systems and components described in Appendix A and development of appropriate solutions to condition deficiencies that recognize cost and schedule effectiveness as well as other considerations. The submission shall describe in detail the Team's approach and methodology for thorough investigation of existing conditions, and shall describe the Team's approach to identification of proposed solutions to identified conditions deficiencies. The submission shall also describe the Team's approach to evaluation of potential alternatives including, but not necessarily limited to consideration of cost, schedule, maintenance, and durability, as well as the age, condition, and ongoing use and occupancy of the facility during construction, The submission should also describe the Team's approach to evaluating and determining code required improvements, which may be precipitated by condition deficiency improvements. The narrative for the approach to pre-design investigation and development of cost-effective alternatives shall be no more than 1,000 words.

## **2.3 Team Approach to Effective Management of Resources (20 Points)**

Utilizing the Authority's Team Approach to Effective Management of Resources Form (Provided in Attachment A), the responding firm shall submit a description of the Team's

approach to staffing, budgeting and scheduling its pre-design, design and construction administration services. Specifically, please address the Team's approach to scheduling work and the processes and systems in place to ensure that work is completed on schedule. The narrative for the Team's Approach to Effective Management of Resources shall be no more than 1,000 words.

### **3.0 DELIVERY AND MAILING REQUIREMENTS**

The firm must deliver Technical and Fee Proposals in response to this RFP no later than **5:00 PM Eastern Time on June 26, 2013** as follows:

**If submitting by hand or overnight delivery, at the:**

NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
1 West State Street – 1st Floor  
Trenton, New Jersey 08625-0991  
Attention: James McElhenny, Sr. Procurement Analyst  
Subject: Design Consultant Services – EP-0085-A01

**If submitting by U.S. Mail, address packages to:**

NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
P.O. Box 991  
Trenton, New Jersey 08625-0991  
Attention: James McElhenny, Sr. Procurement Analyst  
Subject: Design Consultant Services – EP-0085-A01

Submissions received after the date and time listed above will not be forwarded to the Selection Committee for review.

**Faxed or e-mailed Proposals shall not be accepted.**

### **4.0 OTHER REQUIREMENTS**

#### **4.1 Firm's Proposal for SBE Participation (NJSDA SBE Form D (Design Consultant) and SBE Form C (Confirmation of SBE Status and Bid Price)).**

Following issuance of the Task Order NTP, the selected Firm shall submit an SBE Form D (Design Consultant), identifying all SBE firms proposed for use on the task order, consistent with the negotiated lump sum fee for the Task Order. Each SBE firm listed on SBE Form D shall complete SBE Form C for its portion of the Task Order, and the Prime Consultant shall complete the Acknowledgement and Consent section of SBE Form C. Completed SBE Forms D and C and required copies of SBE Certificates shall be submitted by the selected

Firm to the NJSDA RMU/VSU within ten days after issuance of the Task Order NTP.

Attachment D contains sample SBE Forms D and C.

**4.2 Other Information As Required.**

The NJSDA may request additional information from selected firms as required under the Agreement, policies, procedures or law. Such additional information may include, but is not limited to:

1. Chapter 51 Certification
2. Annual Political Disclosure Statement
3. Current valid certificates of insurance as may be required by the terms of the Agreement