

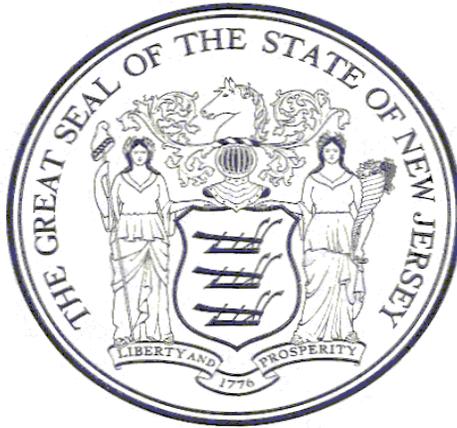
REQUEST FOR PROPOSALS
for
ESTIMATING/COST ANALYSIS AND CPM SCHEDULING SERVICES
for
SCHOOL FACILITIES PROJECTS

PACKAGE NO.: GP-0192-R01

ISSUE DATE: December 18, 2012

MANDATORY ELECTRONIC NOTICE OF INTENT TO PARTICIPATE
DUE DATE: December 31, 2012 by 5:00 PM Eastern Time

PROPOSAL DUE DATE: January 16, 2013 by 5:00 PM Eastern Time



SDA

NJ SCHOOLS DEVELOPMENT AUTHORITY

N.J. SCHOOLS DEVELOPMENT AUTHORITY

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

**REQUEST FOR PROPOSALS
FOR
ESTIMATING/COST ANALYSIS AND CPM SCHEDULING SERVICES**

INTRODUCTION

The New Jersey Schools Development Authority (“NJSDA” or “Authority”) is seeking to procure Estimating/Cost Analysis and Scheduling Services with respect to projects for construction, addition and rehabilitation of public schools of various sizes and grade alignments. This procurement is intended to create selected pools of Consultants (“Consultants” or “Firms”) to permit expedited assignment of Task Orders for Estimating/Cost Analysis and Critical Path Method (“CPM”) Scheduling Services. This Request for Proposals (“RFP”) defines the steps needed for participation in the 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.

A Firm responding to this RFP must be classified by the Department of Treasury, Division of Property Management and Construction (“DPMC”) and the NJSDA in the Estimating/Cost Analysis (P025) discipline or CPM Scheduling (P030) discipline as of the due date for responses to this RFP. A Firm may submit a Proposal to be considered in one or both disciplines; however, the Firm must be DPMC classified and NJSDA prequalified in the discipline(s) for which it wishes to be considered.

The NJSDA intends to award a contract and enter into a “Professional Services Agreement for Estimating/Cost Analysis and/or CPM Scheduling Services” (the “Agreement”) with each of six (6) qualified Firms (three (3) in P025 and three (3) in P030) in accordance with this solicitation. The Term of the Agreement shall extend for a period of three (3) years or until all obligations of the Consultant to deliver services pursuant to any existing task order have been performed to the satisfaction of the Authority, whichever is later. Compensation for the engagement, including all awardees, shall not exceed \$2,000,000 in the aggregate.

Specific work assignments to Firms that are engaged through this procurement shall be made on a “task order” basis as determined by NJSDA. Task order assignments will be made on a rotating basis and multiple matters may be included as part of a single task order assignment. Assignments will be made subject to Firm availability and a conflict of interest check. Services are expected to be provided from the Firm’s normal business location. NJSDA will not provide office space or equipment. Firms will be required to submit a proposed budget for each task order assignment. The budget shall be subject to NJSDA’s approval and acceptance prior to commencement of services under the task order assignment. If, after negotiations, agreement is not reached on the budget for the task order assignment, the NJSDA, in its discretion, may assign the task order to the next Firm in the rotation.

Firms participating in this procurement must be prepared to provide its services at hourly rates of \$100 for Program Scheduler, \$100 for Cost Estimator and \$75 for Estimating Coordinator when assigned task orders under this engagement. Job descriptions for Program Scheduler, Cost Estimator

and Estimating Coordinator can be found in Exhibit 1 to Appendix B of the Agreement (Attachment A to this RFP).

This Professional Services RFP consists of the following:

1. Request for Proposals
2. Attachment A: Professional Services Agreement for Estimating/Cost Analysis and/or CPM Scheduling Services
3. Attachment B: NJSDA Form 202 - Key Team Member Resume
4. Attachment C: Fee Proposal Statement (Standardized Rates set by NJSDA)
5. Attachment D: Billing Guidelines
6. Attachment E: NJSDA SBE Forms B & C

The services required of the firms pursuant to this RFP are set forth in the Scope of Services attached as Appendix B to the Agreement (Attachment A to this RFP). The RFP documents must be read in their entirety as they define the responsibilities of the firms and the NJSDA. A firm wishing to submit a Proposal for Estimating/Cost Analysis (P025) and/or CPM Scheduling Services (P030) must review and be thoroughly familiar with all terms and conditions of these documents.

Upon award, the NJSDA shall forward the Agreement to the selected firms for immediate execution, without modification.

Notice of Intent to Participate. Any firm wishing to submit a proposal must sign in electronically by sending an e-mail Notice of Intent to Participate to James McElhenny at jmcelhenny@njsda.gov **no later than 5:00 PM Eastern Time on December 31, 2012.**

Questions from Interested Firms. Firms may submit written questions or requests for information (“RFIs”) to the NJSDA by sending them by e-mail to James McElhenny at jmcelhenny@njsda.gov **no later than 5:00 PM Eastern Time on December 31, 2012.** The questions and NJSDA answers will be provided electronically to each firm that submitted a timely Notice of Intent to Participate in the form of an addendum to this RFP.

Responses to this RFP must be received by the NJSDA no later than 5:00 PM Eastern Time on January 16, 2013.

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 for the creation of two (2) pools of three (3) consultants each to be assigned task orders to provide Estimating/Cost Analysis (P025) Services or CPM Scheduling (P030) Services at specified hourly rates set by the NJSDA. Such rates vary by type of services and the title and/or experience level of the person performing the services, and are defined in Attachment C to this RFP.

1.2 Selection Process. Responsive firms will be evaluated and scored by a Selection Committee

on the basis of their written submissions in response to the RFP. The responsive firms will be ranked on the basis of such scores, and the three (3) most highly-ranked firms in each discipline (P025 and P030) will be determined and notified. The selected firms will each be awarded a contract under this procurement, upon satisfactory completion of all specified pre-award requirements. The Authority reserves the right to conduct interviews as part of this procurement.

The NJSDA has no obligation to make any award 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 procurement at any time.

1.3 Task Order Assignment and Award. Task orders under this engagement shall be awarded pursuant to rotational assignment to pool members for performance of services on a time and materials basis in accordance with the hourly rates established in this procurement.

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 Response consists of the following components: (one (1) original and four (4) copies of each):

1. Cover Letter
2. Firm Experience - Case Studies
3. Key Team Member Experience and Qualifications
4. Approach to Providing the Scope of Services
5. Approach to Compliance with Budget and Schedule
6. Business Registration

All of the above items must be included in the submission. The Firm must also submit at the same time that its Proposal is submitted a completed Fee Proposal Statement in the form attached as Attachment C to this RFP.

1.5 Evaluation and Scoring Process. Each submission in response to the RFP will be reviewed to determine responsiveness. Non-responsive submissions will be rejected without evaluation. Responsive submissions will be evaluated by a Selection Committee (“Committee”) established for the purpose of evaluating responses to the RFP. 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. NJSDA reserves the right to schedule interviews of applicant firms as a part of the evaluation process. Submissions shall be evaluated on the following Evaluation Criteria:

- Firm Experience - Case Studies
- Key Team Member Experience and Qualifications
- Approach to Providing the Scope of Services
- Approach to Compliance with Budget and Schedule

Each Selection Committee Member will evaluate each submission with respect to each criterion on a scale of 0 to 10 as follows, to arrive at a Raw Score:

- 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 evaluations to arrive at a total weighted score as follows:

RFP Evaluation Criteria	Weighting Factor (Applied to Raw Score)	Maximum Available Points for Criteria
Firm Experience - Case Studies	3.0	30
Key Team Member Experience and Qualifications	3.0	30
Approach to Providing the Scope of Services	3.0	30
Approach to Compliance with Budget and Schedule	1.0	10
Total Points Available:		100

Respondents will receive a Proposal Score based on the above-described evaluation criteria. The scores of the Selection Committee Members will be aggregated to obtain a Proposal Score for each firm. The responding firms will be ranked based on their Proposal Score.

At its sole option, the Authority may conduct interviews. If interviews are conducted, the five (5) highest-ranked firms in each discipline (P025 and P030) will be placed on a short list. The short-listed firms will be notified to participate in interviews with the Selection Committee. During the interviews, the Selection Committee will evaluate the short-listed firms based upon the same evaluation criteria and weighting factors set forth above. The Selection Committee Members will independently score each short-listed firm based upon its interview. The scores of the Selection Committee Members will be aggregated to obtain an Interview Score.

The Proposal Score and the Interview Score assigned to each short-listed firm will be added together to obtain the firm’s Final Combined Score. Firms will be ranked in accordance with their Final Combined Score.

Following the final technical ranking, the top three (3) most highly-ranked firms in each discipline (P025 and P030) will be determined and notified. Each successful firm will be required to comply with all pre-award documentation requirements and acknowledge the fixed hourly rates, as set forth in Attachment C, and agree to those rates in writing. Upon satisfaction of all pre-award requirements, the top three (3) most highly-ranked firms in each discipline (P025 and P030) will be awarded the engagement. Unsuccessful firms will be notified by letter after award.

After the award, if you wish to review any of the Proposals submitted and/or the Selection Committee's evaluations, you shall complete an Open Public Records Act (OPRA) request form. The form can be downloaded from the NJSDA website at <http://www.njsda.gov/opra/index.html>. Please submit completed OPRA forms to: Custodian of Public Records, New Jersey Schools Development Authority, One West State Street, P.O. Box 991, Trenton, New Jersey 08625-0991.

Any firm attempting to contact government officials (elected or appointed), including NJSDA Board members, NJSDA Staff, and Selection Committee members, other than by submitting formal RFIs, in an effort to influence the selection process may be immediately disqualified.

2.0 INSTRUCTIONS FOR SUBMITTING A PROPOSAL

A Firm must become thoroughly familiar with this RFP to ensure responsiveness in its submitted Proposal. The Proposal must consist of the following:

- 2.1 Cover Letter
- 2.2 Firm Experience - Case Studies
- 2.3 Key Team Member Experience and Qualifications
- 2.4 Approach to Providing the Scope of Services
- 2.5 Approach to Compliance with Budget and Schedule
- 2.6 Business Registration

The Firm's Proposal must be organized and presented in the foregoing order and must not exceed forty (40) one-sided 8.5" X 11" pages. Organizational charts, staffing structure, and schedules may be on larger paper. The following items will not count toward the page limit: resumes, required forms, and section dividers. Each Proposal will be ranked using the Evaluation Criteria listed in this RFP, with information contained in a Proposal verified as may be necessary.

At the same time that its Proposal is submitted, the Firm **must** also submit a completed Fee Proposal Statement in the form attached as Attachment C to this RFP.

Proposal Package Mailing Instructions. The Firm must submit one (1) unbound original and four (4) bound copies of a Proposal, and one (1) original Fee Proposal Statement to be received by the NJSDA no later than **5:00 PM Eastern Time on January 16, 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: Estimating/Cost Analysis and Scheduling Services - GP-0192-R01

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: Estimating/Cost Analysis and Scheduling Services - GP-0192-R01

Submissions received after the above date and time will not be considered. Faxed or emailed Proposals will not be accepted.

Any firm wishing to submit a Proposal must submit a timely electronic notice of intent to participate as provided in the INTRODUCTION above.

A more detailed description of the items required in the Proposal follows.

2.1 Cover Letter

Present a brief understanding of the NJSDA's needs as described in the Scope of Services set forth in Appendix B of the Agreement (Attachment A to this RFP). Include in the cover letter a list of the discipline(s) (Estimating/Cost Analysis (P025) and/or CPM Scheduling (P030)) for which the Firm seeks to be considered and any other information relevant to the Firm's qualifications not set forth elsewhere in its Proposal.

2.2 Firm Experience - Case Studies

Firm experience shall be assessed through a brief summary of the Firm's general relevant experience relating to one or both of the disciplines which are the subject of this RFP. The Firm experience summary should highlight the Firm's Estimating/Cost Analysis and/or CPM Scheduling experience with respect to projects for construction, addition and rehabilitation of public schools of various sizes and grade alignments. No Firm will be penalized for not specializing in both disciplines. Firms shall include **at least two (2) but no more than three (3) case studies per discipline**. The case studies must address recent examples of the proposing Firm's past provision of services of the type and scale outlined in the Scope of Services. **Case studies may be based on contracts with public or private sector clients**. The case studies must concisely set forth the basic background information (e.g., dates and location), the scope of services provided, and results of said engagement. The case studies must describe the effectiveness of the engagement, and the methodology used to

measure such effectiveness. The Firm must identify the name and address of the client entity and the name, title and telephone number of a contact person associated with the client entity who is familiar with and able to comment on the Firm's performance on each project.

2.3 Key Team Member Experience and Qualifications

Utilizing the Key Team Member Resume Form (NJSDA Form 202), 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 three (3) projects completed within the last three (3) years for which the Key Team Member in question fulfilled a role similar to that proposed for this engagement. For the purpose of this engagement, a "Key Team Member" is a principal, partner or officer of the Firm, senior associate, mid-level associate or associate, represented in the Proposal as having a responsible role in the successful completion of the required Services. At a minimum the following Key Team Members must be addressed: Program Scheduler, Cost Estimator and Estimating Coordinator. NJSDA Form 202 is provided in Attachment B to this RFP.

2.4 Approach to Providing the Scope of Services

The proposing Firm must explain in detail its specific approach to providing each of the Services specifically required in the Scope of Services. Specifically, please address here the methodology the Firm employs and, if alternative and/or multiple methodologies are employed, how the Firm evaluates and reconciles the results of those alternative methodologies. Please also discuss the Firm's approach to incorporating within its analyses marketplace fluctuations, current economic factors and short- and long-term trends.

2.5 Approach to Compliance with Budget and Schedule

The proposing Firm shall submit a description of its approach to budgeting and scheduling. Specifically, please address here the Firm's approach to budgeting, and the methods and procedures used to ensure that Task Order budgets are met. Understanding that the Agreement requires expeditious completion of assigned work, and that each Task Order assignment shall incorporate deliverable due dates, the proposing Firm must explain the methods and procedures in place to ensure that Task Order work is completed on schedule. The turnaround time required for the Firm's services may, in certain cases, be extremely short, so the Firm should indicate its ability to meet tight deadlines here.

2.6 Business Registration

Pursuant to N.J.S.A. 52:32-44(b), as amended by P.L. 2004, c. 57, each proposing Firm must provide proof of valid business registration with the Division of Revenue of the New Jersey Department of the Treasury (the "Division of Revenue"), in its submission in response to this RFP.

Business registrations of proposed subconsultants, if any, are NOT required to be included in a Firm's Proposal.

However, if a Firm is selected as a Consultant, it must require all of its subcontracted firms to

provide it with a copy of each such sub-consultant's business registration, which the Consultant must forward to the NJSDA. No Firm selected as a Consultant may enter into any subcontract with a firm that has not provided proof of valid business registration to the selected Firm, for forwarding to the NJSDA.

Firms not currently in possession of a valid business registration may obtain New Jersey Business Registration assistance by going on-line to www.state.nj.us/treasury/revenue/gettingregistered.shtml or by calling the New Jersey Department of Treasury at (609) 292-9292. Please be advised, however, that business registrations are mailed generally within seven to ten days, so firms should plan accordingly.

3.0 INSTRUCTIONS FOR SUBMITTING A FEE PROPOSAL

The Firm must submit with its Proposal, a Fee Proposal Statement, in the form attached as Attachment C to this RFP, indicating that the Firm will provide its services at hourly rates of \$100 for Program Scheduler, \$100 for Cost Estimator and \$75 for Estimating Coordinator when assigned task orders under this engagement.

4.0 PRE-AWARD REQUIREMENTS

After completion of the RFP process and determination of the successful firms, the NJSDA shall require the following additional information prior to the award of the contract:

4.1 Campaign Contributions Disclosure and Contracting Ineligibility. The NJSDA and participants in this procurement are subject to the provisions of P.L. 2005, c. 51 (enacting N.J.S.A. 19:44A-20.13, and amending and supplementing N.J.S.A. 19:44A-20.1 *et seq.*) which impose restrictions on State agencies and independent authorities to insulate the procurement, negotiation and award of state contracts from the risk or appearance of improper influence in connection with political contributions. Additionally, this procurement is subject to the terms of Executive Order No. 117 (2008), which is designed to enhance New Jersey's efforts to protect the integrity of government contractual decisions and increase the public's confidence in government. The Executive Order builds on the provisions of P.L. 2005, c. 51 ("Chapter 51"), and limits contributions to certain political candidates and committees by for-profit business entities that are, or seek to become, State government vendors.

The provisions of Chapter 51 and Executive Order No. 117 (2008) make political contributors ineligible for award of state contracts for specific periods of time depending on the nature of the contribution. Accordingly, a selected firm will be required to respond in a timely fashion to certification and disclosure requirements that will be stated in the Notice of Award issued by the NJSDA.

- a. Certification and Disclosure Forms.** Each Firm shall receive a Notice of Award that will, among other things, notify the Firm that it must submit a Certification and Disclosure of Political Contributions form and Business Entity Disclosure form as provided

by NJSDA. Failure to submit these forms in a timely fashion shall be cause for rejection of the Firm.

b. Firm's Continuing Obligation to Comply with P.L. 2005, c. 51. The Firm shall be required on a continuing basis to disclose and report to NJSDA any contributions made during the contract term by the Business Entity on forms provided by NJSDA, at the time it makes the contribution.

4.2 Annual Political Contributions Disclosure Statement. Firms are advised of their responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission ("ELEC"), pursuant to N.J.S.A. 19:44A-20.18 and 20.19 (P.L. 2005, c. 271, section 3), in the event they receive contracts in excess of \$50,000 from a public entity in a calendar year. It is a Firm's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

4.3 Outsourced Services Special Provisions. Under P.L. 2005, c. 92 (formerly Executive Order No. 129 (2004)), the NJSDA shall not award a contract to a bidder that submits a bid proposal to perform services, or to subcontract with a firm to perform services, outside the United States, unless certain conditions are met. If, during the term of the contract, the Consultant or subcontracted firm, who had on contract award declared that services would be performed in the United States, proceeds to shift the performance of the services outside of the United States, the Consultant shall be deemed in breach of the Agreement, unless the NJSDA Procurement Director shall have first determined in writing that extraordinary circumstances require a shift of services or that a failure to shift the services would result in economic hardship to the NJSDA or the State.

4.4 Anti-Discrimination Requirements. The Consultant and its subconsultants shall not discriminate in employment and shall abide by all anti-discrimination laws including those contained within N.J.S.A. 10:5-1 et seq. and all rules and regulations issued there under, including N.J.A.C. 17:27-1.1 et seq. **Accordingly, in a notice of award, a firm and its subconsultants shall be required to submit to the NJSDA, with its executed Agreement, one of the following three documents:**

- (1) appropriate evidence that the contractor is operating under an existing Federally approved or sanctioned affirmative action program;
- (2) a certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4.2; or
- (3) an initial Form AA302 - Employee Information Report completed by the firm in accordance with N.J.A.C. 17:27-4.2. Please note the Authority only seeks a copy of the Form AA302. The original should be forwarded to the NJ Department of the Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program as directed on the form. Forms may be downloaded at http://www.state.nj.us/treasury/contract_compliance/forms.shtml.

4.5 Insurance and Indemnification. A successful Firm shall be required to provide evidence of the insurance coverages required in Section 5.1 of the Agreement (Attachment A to this RFP) at the time of execution of the Agreement. This is a pre-award requirement. Do not submit with your Technical Proposal.

5.0 OTHER REQUIREMENTS

5.1 Firm's Proposal for SBE Set-Aside Targets (NJSDA SBE Forms B & C).

This is a post-award requirement, which must be fulfilled at the time of assignment of a specific task order under this engagement. In staffing its team for a specific task order under this engagement, the selected Consultant shall be required to make good faith efforts to ensure that small business enterprises ("SBEs") have the maximum practicable opportunity to participate in the performance of this engagement. A 25% target has been established pursuant to N.J.A.C. 12A:10-1.1 et seq., and Executive Order No. 71 (2003). There are presently six categories of SBE entities, classified by comparative sizes based upon average annual revenue for purposes of professional service contracts. Three of these categories are relevant to this engagement: firms shall be required to meet set-aside targets of 5% for Category 1, 5% for Category 2, 5% for Category 3 and the remaining 10% to be allocated among Categories 1, 2, and 3.

Upon assignment of a specific Task Order under this engagement, the successful firm shall submit a completed *NJSDA SBE Form B - Schedule of SBE Participation*, identifying all SBE firms proposed for use on the task order to meet (or exceed) the set-aside targets. All subconsultants must submit a completed *NJSDA SBE Form C - Confirmation of SBE Status and Bid Price* to the firm for submission to the NJSDA. NJSDA SBE Forms B & C are provided in Attachment E to this RFP.

Please note that NJSDA will only consider firms duly registered with the Department of Treasury, Division of Revenue as SBEs, when evaluating satisfaction of SBE goals. Any firm identified as an SBE shall be registered as such with Department of Treasury, Division of Revenue when the firm submits its proposal, in the revenue category specified. In the event that a proposing firm names a subconsultant for SBE purposes, and the subconsultant is not registered as an SBE with NJ Department of Treasury, Division of Revenue at the time of proposal, the proposing firm shall disclose that fact and explain how and when the lack of registration shall be cured.

A firm registered as an SBE may claim, subject to approval by the Authority, a portion of the value of work self-performed for a specific task order assignment towards satisfying the SBE subcontracting targets for that task order assignment. If a firm fails to show that it will meet SBE subcontracting targets, it shall document its good faith efforts to meet the targets, in accordance with the provisions of N.J.A.C. 17:14 et seq.

A firm shall not be permitted to remove or substitute any firms listed on NJSDA SBE Form B without prior written approval from the Authority.

For more information on statewide listing of firms certified as small, woman and minority owned

business enterprises and to learn more about the Standards of Eligibility to become registered as a "Small Business" contact the Business Services Call Center at 1-866-534-7789, or visit New Jersey's business web portal: <http://www.nj.gov/njbusiness/contracting>

5.2 Other Information As Required.

The NJSDA may request additional information from selected firms as required under the Agreement, policies, procedures or law.

5.3 Addenda.

NJSDA may amend or alter the terms of this RFP either in response to timely RFIs or of its own accord, up to seventy-two (72) hours prior to the deadline for submissions. Such addenda will become part of this RFP by reference and are to be given equal weight and priority by Firms responding to this RFP.

ATTACHMENT A

**PROFESSIONAL SERVICES AGREEMENT FOR
ESTIMATING/COST ANALYSIS
AND/OR
CPM SCHEDULING SERVICES**

{See attached sheets}

ATTACHMENT B

**NJSDA FORM 202 –
KEY TEAM MEMBER RESUME**

{See attached sheets}

ATTACHMENT C

FEE PROPOSAL STATEMENT

{See attached sheets}

ATTACHMENT D

BILLING GUIDELINES

{See attached sheets}

ATTACHMENT E

NJSDA SBE FORMS B & C

{See attached sheets}