

NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS

FOR

STATE-WIDE RELOCATION CONSULTANT SERVICES

FOR

SCHOOL FACILITIES PROJECTS

CONTRACT NO.: GP-0217-R01

ISSUE DATE: August 21, 2014

MANDATORY ELECTRONIC NOTICE OF INTENT TO PARTICIPATE DUE DATE:

September 3, 2014 by 5:00 PM Eastern Time

(See Section 2.0, within, for details)

PROPOSAL DUE DATE: September 17, 2014 by 4:30 PM Eastern Time

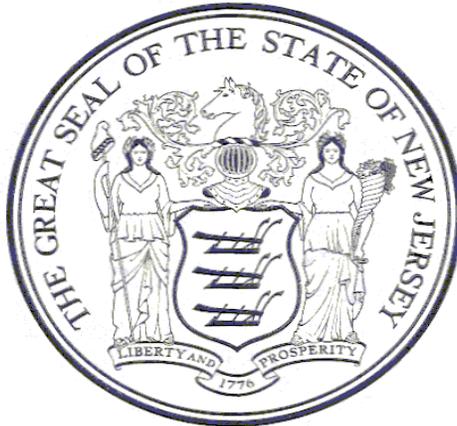
At the



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

{See Section 3.0, within, for delivery addresses}



REQUEST FOR PROPOSALS

1.0 INTRODUCTION

Through this Request for Proposals (“RFP”), the New Jersey Schools Development Authority (the “NJSDA” or the “Authority”) is seeking to engage a relocation consultant (“Consultant” or “Firm”) to provide the NJSDA with state-wide relocation services in connection with land acquisitions necessitated by the Authority’s School Construction Program. The Consultant will be selected through the process described in this RFP.

The Consultant selected will enter into a State-Wide Relocation Consultant Services Agreement (the “Agreement”) to provide relocation services for a term of three (3) years. At any time during the term of the Agreement, the Authority may issue, at its sole option, a Project Assignment to the Consultant to perform relocation services relating to properties that may be located anywhere in the State. The Consultant shall be responsible for providing the relocation services specified in the Agreement with respect to Project Assignments until they are completed, even if such completion will occur after the expiration of the three (3) year term. The Authority shall have no obligation, however, to issue any particular number of Project Assignments to the Consultant or to issue Project Assignments at any particular frequency.

For the three (3) year term of the engagement, the total compensation to the Consultant shall not exceed \$3,000,000.

There is no standard Authority pre-qualification requirement applicable to this engagement. To be successful, a firm must demonstrate the experience and qualifications discussed below.

This RFP consists of the following:

1. Request for Proposals
2. Attachment A: State-Wide Relocation Consultant Services Agreement
3. Attachment B: Key Team Member List (NJSDA Form 201)
4. Attachment C: Key Team Member Resume (NJSDA Form 202)
5. Attachment D: SBE Targets (SBE Form B and SBE Form C)
6. Attachment E: Disclosure of Investment Activities in Iran Form
7. Attachment F: Fee Proposal Form
8. Attachment G: Moral Integrity Questionnaire

These documents (the “RFP Package”) must be read in their entirety since they define the scope of services and responsibilities of the Consultant and the Authority. A firm wishing to submit a proposal for state-wide relocation consultant services must review and be thoroughly familiar with all terms and conditions of the RFP Package. General information about the School Construction Program can be found at NJSDA’s website: www.njsda.gov.

2.0 MANDATORY ELECTRONIC NOTICE OF INTENTION TO PARTICIPATE // WRITTEN REQUESTS FOR INFORMATION

The NJSDA shall not hold a traditional pre-proposal conference for this procurement. All firms wishing to submit a proposal must sign-in electronically by sending a mandatory e-mail Notice of Intent to Participate to Daryl Johnson at djohnson@njsda.gov no later than 5:00 PM Eastern Time on September 3, 2014.

Firms may submit written questions regarding this procurement to the NJSDA by sending them by e-mail to Daryl Johnson at djohnson@njsda.gov no later than 5:00 PM Eastern Time on September 3, 2014. The questions and NJSDA answers shall be provided via an addendum to the RFP to each firm that submitted a timely e-mail Notice of Intent to Participate.

3.0 SUBMISSION OF PROPOSALS

Proposals must be submitted to and received by the NJSDA by no later than 4:30 PM Eastern Time on September 17, 2014. The Proposal Package shall be placed in a sealed envelope and shall consist of the following:

- 3.1 Technical Proposal. One (1) unbound original, four (4) bound copies and two (2) full cover-to-cover copies in PDF format on electronic media (CD or comparable) of its Technical Proposal.
- 3.2 Fee Proposal. One (1) original placed in a separate sealed envelope labeled "FEE PROPOSAL."
- 3.3 Moral Integrity Questionnaire. One (1) completed original placed in a separate sealed envelope labeled "MORAL INTEGRITY QUESTIONNAIRE."

Proposal Packages are to be submitted and delivered as follows:

If submitting by hand or overnight delivery, at the:

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY
32 East Front Street
Trenton, New Jersey 08625-0991
Attention: Daryl Johnson, Procurement Analyst
Subject: State-Wide Relocation Consultant Services Proposal - GP-0217-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: Daryl Johnson, Procurement Analyst
Subject: State-Wide Relocation Consultant Services Proposal - GP-0217-R01**

Submissions received after the above date and time will not be considered. Faxed or e-mailed Proposals shall not be accepted.

Any firm wishing to submit a Proposal must submit a timely electronic Notice of Intent to Participate, as provided in the Section 2.0, above.

4.0 INSTRUCTIONS FOR SUBMITTING A TECHNICAL PROPOSAL

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

- 4.1 Cover Letter
- 4.2 Roles of Firm and Subcontracted Firms
- 4.3 Firm Experience – Case Studies
- 4.4 Key Team Member List (NJSDA Form 201)
- 4.5 Key Team Member Resume (NJSDA Form 202)
- 4.6 Approach to Providing the Required Scope of Services
- 4.7 Control of Budget
- 4.8 Control of Schedule
- 4.9 SBE Targets (SBE Form B and SBE Form C)
- 4.10 Business Registration
- 4.11 Disclosure of Investment Activities in Iran Form

All of the above items must be addressed in a Technical Proposal of no more than forty (40) one-sided 8.5” X 11” pages. Organizational charts, staffing structure, and schedules may be on larger paper. Resumes, required forms, and section dividers will not count toward the page limit.

4.1 Cover Letter

Present a brief understanding of the Authority’s needs based upon the information provided in the Scope of Services set forth as Appendix B to the Agreement (Attachment A to the RFP Package). Include the name, address and phone number of the firm, the name and phone number of the firm’s contact person and the name of the person who prepared the Technical Proposal. Include in the cover letter any other information relevant to the firm’s qualifications not addressed elsewhere in its Technical Proposal. Confirm in the cover letter the firm’s receipt of any Addenda to this RFP that may be issued by the Authority. **Firms must not include any fee information in the cover letter or elsewhere in the Technical Proposal.**

4.2 Roles of the Firm and Subcontracted Firms

In this section of its Technical Proposal, a proposing firm must describe its role and the roles of any proposed subcontracted firms in providing the required services. This description must include an estimate of each firm’s percentage of participation in providing the relocation services.

4.3 Firm Experience - Case Studies

Describe the experience of the proposing firm, inclusive of the experience of any proposed subcontracted firms, with respect to up to five (5) recent government-sponsored relocation projects. Identify the name, location, scale and scope of each project; the recruitment plan of the firm; the services rendered by the firm; and whether the firm was engaged as a prime or was subcontracted (if the latter, identify the percentage of the project for which it was responsible). Relocation projects with State or municipal clients should be emphasized, particularly in the New Jersey and/or New York City-Philadelphia metropolitan areas.

For each listed relocation project, firms must provide a reference/contact name and telephone number for the client agency.

The description of experience shall also include the following information as to the proposing firm:

- 4.3.1 Number of years providing relocation services;
- 4.3.2 The locations of headquarters and any existing field offices; and
- 4.3.3 The current number of full-time employees dedicated to relocation services and their base cities.

4.4 Key Team Member List (NJSDA Form 201)

In this section of its Technical Proposal, a proposing firm must set forth a list of proposed Key Team Members, using NJSDA Form 201 (set forth in Attachment B to the RFP Package). For the purposes of this engagement, a “Key Team Member” is a principal, partner or officer of the firm, project executive, project manager, or project controls person, or the like who shall be responsible for all or some portion of the relocation services to be rendered. A separate sheet should not be completed for each proposed subcontracted firm. The proposing firm must indicate on NJSDA Form 201 one Key Team Member to be identified as the “Project Manager,” who shall have overall responsibility for the relocation services to be rendered.

4.5 Key Team Member Resume (NJSDA Form 202)

In this section of its Technical Proposal, a proposing firm must include a fully completed resume form for each proposed Key Team Member, using NJSDA Form 202 (set forth in Attachment C to the RFP Package). The selected firm shall be required to use all Key Team Members as indicated in its Technical Proposal. Failure to do so without the prior written approval of the Authority may result in termination. For each Key Team Member, the resumes should include, but not be limited to, relevant experience, language fluency, and any applicable certifications and/or affiliations.

4.6 Approach to Providing the Required Scope of Services

The proposing firm must describe its approach to providing the required Scope of Services, including addressing the staffing needs involved, identifying and discussing its approach to managing work

performed by the firm and any subcontracted firm. The firm must describe its proposed approach to data management and the firm's proposed quality control approach and procedures. The proposing firm also shall clearly describe how it will make available and deliver relocation services as required to displacees.

4.7 Control of Budget

Without providing any specific information regarding its proposed fees in the Technical Proposal, the proposing firm will explain the firm's proposed approach, upon its receipt of a Project Assignment, to estimating the requirements for and costs of providing the required relocation services. The firm should also describe any cost-tracking tools it proposes to use.

4.8 Control of Schedule

Describe any scheduling tools that will be used in the performance of the required services and explain any techniques the firm plans to use to meet schedules that may be proposed.

4.9 SBE Targets (SBE Form B and SBE Form C)

The Authority may only recognize firms duly registered with the Department of Treasury, Division of Revenue as SBEs. There are three categories of SBE comparative sizes based upon average annual revenue for purposes of professional service contracts;

Category 1: firms with gross revenue not exceeding \$500,000

Category 2: firms with gross revenue not exceeding \$5,000,000

Category 3: firms with gross revenue not exceeding \$12,000,000

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.17:13 et seq.

The firm must submit a completed Authority SBE Form B (set forth in Attachment D to the RFP Package), identifying all SBE firms proposed for use on the engagement to meet (or exceed) the set-aside targets. Please note that any firm identified as an SBE must be registered as such with Department of Treasury, Division of Revenue when the firm submits its proposal, in the revenue category specified. All subconsultants must submit a completed Authority SBE Form C (set forth in Attachment D to the RFP Package), confirmation statement of SBE status, to the proposing firm for submission with the Technical Proposal.

In the event that a proposing firm names a subconsultant for SBE purposes, and the subconsultant is not registered as an SBE with the Department of Treasury, Division of Revenue at the time of proposal, the proposing firm must disclose that fact and explain how and when the lack of registration shall be cured.

If a firm fails to show that it will meet SBE subcontracting targets, it must document its good faith efforts to meet the targets, in accordance with the

provisions of N.J.A.C. 17:13-1.1 et seq.

A firm shall not be permitted to remove or substitute any firms listed on the Authority's 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>.

4.10 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 Proposal.

Any subcontracted firm of the firm selected as a Consultant must provide the selected firm with a copy of its business registration, which the selected firm must forward to the Authority. 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. The NJSDA shall duly file all business registrations with the other procurement documents relating to the contract. Business registrations of proposed subconsultants, if any, are NOT required to be included in a firm's Proposal.

Firms 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.

4.11 Disclosure of Investment Activities in Iran Form

Using the form provided by the NJSDA, the responding firm must submit a Disclosure of Investment Activities in Iran Form, pursuant to Public Law 2012. C. 23 (codified at N.J.S.A. 52:32-55 et. seq.) (the "Act"). Pursuant to the Act, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract with the New Jersey Schools Development Authority ("NJSDA") must complete a Certification which states that the person or entity, or one of the persons or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury ("Treasury") as a person or entity engaging in investment activities in Iran. Such a Certification must be in the form attached hereto in Attachment E, and included with the firm's Technical Proposal. **Failure to submit such Certification will result in the disqualification of the bid and rejection of the Technical and Fee Proposals.**

5.0 INSTRUCTIONS FOR SUBMITTING A FEE PROPOSAL

A proposing firm must submit its Fee Proposal on the NJSDA's Fee Proposal Form (set forth in Attachment F to the RFP) listing its entire proposed staff (by position) providing relocation services, whether such staff is comprised of the proposing firm's employees or those of a subcontracted firm, and whether such staff are to be performing services in a field office or in the firm's corporate office.

Billing rates must be all-inclusive and must reflect direct labor costs, including fringe benefits, overhead and profit, and all other costs incurred in the course of performing services unless otherwise stated in the Agreement.

As noted in the mailing instructions set forth in Section 3.0 of this RFP, one (1) original of the Fee Proposal must be submitted as part of the Proposal Package, **but the Fee Proposal must be enclosed in a sealed envelope separate from the Technical Proposal and the Moral Integrity Questionnaire.**

The Consultant will be paid based upon properly submitted invoices that itemize the number of hours required to provide relocation services multiplied by such hourly billing rates for the relocation services as the Consultant and the Authority agree to and incorporate into the Agreement.

The total amount of compensation for relocation services to be paid to a Relocation Consultant under the Agreement, inclusive of reimbursement for costs permitted under the terms of the Agreement, shall not exceed \$3,000,000.

6.0 INSTRUCTIONS FOR SUBMITTAL OF MORAL INTEGRITY QUESTIONNAIRE

Firms must also submit to the Authority one (1) completed original Moral Integrity Questionnaire for submission to the New Jersey State Police, in the form set forth as Attachment G to this RFP. The Authority shall hold all Questionnaires submitted, unopened, until the evaluation of Technical Proposals is completed, unless special circumstances warrant otherwise. At such time, Authority staff will forward the Questionnaire of the selected firm to the New Jersey State Police for review. **Moral Integrity approval is a prerequisite for contract award.**

7.0 EVALUATION OF TECHNICAL PROPOSALS

Each Proposal Package will be reviewed to determine responsiveness. Non-responsive Proposal Packages will be rejected without evaluation. Responsive Technical Proposals will be evaluated by a Selection Committee ("Committee") established for the purpose of evaluating such responses. The Selection Committee will consist of no fewer than three (3) NJSDA staff members. The evaluation will be based upon the information provided by the 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:

- Firm Relevant Experience Providing Relocation Services (Case Studies)
- Qualifications & Relevant Experience of Key Team Members
- Approach to Providing the Scope of Services
- Approach to Scheduling and Budget

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:

Technical Proposal Evaluation Category	Weighting Factor (Applied to Raw Score)	Maximum Weighted Points
Firm Relevant Experience Providing Relocation Services (Case Studies)	4.0	40
Qualifications & Relevant Experience of Key Team Members	2.0	20
Approach to Providing the Scope of Services	2.0	20
Approach to Scheduling and Budget	2.0	20
Total Points Available:		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 Technical Proposal Score for each Firm. The maximum Technical Proposal Score is 100.

The Technical Proposal Score will be the Final Technical Score, except that, at its sole option, the Committee may conduct interviews with a shortlist of the three (3) firms receiving the highest Technical Proposal Scores. In the event of a tie in Technical Proposal Scores for the third firm to be short-listed, all firms with the tie Technical Proposal Scores will be short-listed. Following the interviews, if any, firms will again be evaluated by Selection Committee members based on Interview Criteria that are the same as those used in the evaluation of the Technical Proposals. Interview Scores will then be added to the Technical Proposal Scores and averaged to arrive at a Final Technical Score for each firm. The maximum Final Technical Score is 100. Firms will be ranked in accordance with their Final Technical Score.

8.0 EVALUATION OF FEE PROPOSALS

After all Final Technical Scores have been tabulated, the NJSDA shall open all Fee Proposals. Using the Fee Proposals as a guide, NJSDA staff shall negotiate a fair and reasonable fee with the firm receiving the highest Final Technical Score. Should the Authority be unable to negotiate a satisfactory contract with the firm receiving the highest Final Technical Score, the NJSDA shall terminate negotiations with that firm and shall then undertake negotiations with the firm receiving the second highest Final Technical Score. Failing accord, the NJSDA shall terminate negotiations with that firm and shall then negotiate with the firm receiving the third highest Final Technical Score. In the event that the NJSDA is unable to reach a satisfactory contract with any of the three highest-ranked firms, the NJSDA may reject all Proposal Packages.

NJSDA staff shall then make a recommendation of award to the selected firm at compensation determined to be fair and reasonable. If the recommendation of award is approved, a notice of award shall be transmitted to that firm and other proposing firms shall thereupon receive written notice of the award.

Notwithstanding anything to the contrary, the NJSDA has no obligation to make an award and reserves the right to waive any non-material defects, reject any or all Proposal Packages for any reason in accordance with law, and/or terminate the selection process at any time.

Upon award, the selected firm shall execute the Agreement without modification.

Any bidder attempting to contact government officials (elected or appointed), including Authority Board members, Authority Staff, and Selection Committee members in an effort to influence the selection process may be immediately disqualified.

9.0 PRE-AWARD REQUIREMENTS

After determination of the selected firm, the NJSDA shall request the following information prior to the award of the contract:

9.1 Political Contributions. P.L. 2005, c. 51 amended and supplemented N.J.S.A. 19:44A-20.1 *et seq.*, and superseded Executive Order 134 (2004), addresses the effect of political contributions on State contracting. 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. Additionally, Executive Order No. 117, 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"), which limits contributions to certain political candidates and committees by for-profit business entities that are, or seek to become, State government vendors.

Requirements for Selected Firm. The selected 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.

Firm's Continuing Obligation to Comply with P.L. 2005, c. 51. Any Selected Firm is required, on a continuing basis, to disclose and report to NJSDA any political contributions made during the Contract term by the Firm on forms provided by NJSDA, at the time it makes the contribution.

9.2 Political Contributions Disclosure. 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 19:44A-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.

9.3 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 is met. If, during the term of the contract, the Firm 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 Firm shall be deemed in breach of the Agreement, unless the Director of the NJSDA Division of Procurement 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.

9.4 Anti-Discrimination Requirements. In addition, the Firm 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 shall be required to submit to the NJSDA, with its executed Agreement, a copy of 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 employee information report (Form AA302*) provided by the Affirmative Action Office and completed by the Firm in accordance with N.J.A.C. 17:27-4.2.

***The original of this document shall be provided to the New Jersey Department of Treasury. Please see following link for details:**
http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf

9.5 Subconsultant Business Registration Certification. Proof of valid business registration with the Division of Revenue of the New Jersey Department of the Treasury (the "Division of Revenue")

for all subconsultants must be provided to the Authority.

9.6 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 Package, at the time of execution of the Agreement.

9.7 Additional Information. NJSDA may request additional information as required under the Agreement, or pursuant to applicable policies, procedures or law.

ATTACHMENT A

STATE-WIDE RELOCATION CONSULTANT SERVICES AGREEMENT

{Please see attached file}

ATTACHMENT B

KEY TEAM MEMBER LIST (NJSDA FORM 201)

{Please see attached file}

ATTACHMENT C

KEY TEAM MEMBER RESUME (NJSDA FORM 202)

{Please see attached file}

ATTACHMENT D

SBE TARGETS (SBE FORM B and SBE FORM C)

(Please see attached files)

ATTACHMENT E

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

{Please see attached file}

ATTACHMENT F

FEE PROPOSAL FORM

{Please see attached file}

ATTACHMENT G

MORAL INTEGRITY QUESTIONNAIRE

(Please see attached file)