

***REQUESTS FOR QUALIFICATIONS***  
***for***  
**CONSTRUCTION MANAGEMENT SERVICES**  
***for***  
**SCHOOL FACILITIES PROJECTS**

**Contract No.: PA-0026-M01**

**for the**

**Roberto Clemente School  
Paterson, NJ**

**Issued: Monday, February 23, 2009**

**Mandatory Electronic Notice of Intent to Participate:  
Thursday, February 26, 2009 by 5 PM**

**Due Date: Wednesday, March 4, 2009**

**CONSTRUCTION MANAGEMENT SERVICES  
REQUEST FOR QUALIFICATIONS (“RFQ”)**

**INTRODUCTION**

The New Jersey Schools Development Authority (“SDA”) is seeking the services of Construction Manager (“CM”) to manage the Construction Phase of the Roberto Clemente School in the Paterson School District.

This RFQ is the first of a two-step process outlined below:

1. Request for Qualifications (“RFQ”): A bidder must first respond to the items listed under RFQ Submittal listed below.
2. Request for Proposals (“RFP”): The SDA will issue an RFP to firms that are shortlisted through the RFQ process.

This CM services Request for Qualifications consists of the following:

1. Request for Qualifications
2. Attachment A: Team Member Resume Form
3. Attachment B: Project Description
4. Attachment C: Construction Management Services Agreement

**The NJSDA shall not hold a traditional pre-bid 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 Megan Cox at [mcox@njsda.gov](mailto:mcox@njsda.gov) no later than 5:00 pm on Thursday, February 26, 2009.**

**Firms may submit questions to the NJSDA by sending them by email to Megan Cox at [mcox@njsda.gov](mailto:mcox@njsda.gov) no later than 5:00 pm on Thursday, February 26, 2009. The questions and answers shall be provided electronically to each firm that submitted a timely e-mail Notice of Intent to Participate.**

Responses to this RFQ must be received by the NJSDA by 5:00 p.m. on Wednesday, March 4, 2009.

Any firm responding to this RFQ **must be** classified by the Department of Treasury, Division of Property Management and Construction and the NJSDA in Construction Management as of the RFQ submittal due date.

The firm must submit one (1) unbound original and five (5) copies of the submission no later than 5:00 p.m., Wednesday, March 4, 2009 as follows:

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

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
Procurement & Contract Services  
1 West State Street – 1st Floor  
Trenton, New Jersey 08625-0991**

**Attention: Megan Cox, Senior Procurement Analyst  
Subject: Construction Management Services Proposal PA-0026-M01**

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

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY**

**Procurement & Contract Services**

**P.O. Box 991**

**Trenton, New Jersey 08625-0991**

**Attention: Megan Cox, Senior Procurement Analyst**

**Subject: Construction Management Services Proposal PA-0026-M01**

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

Faxed or e-mailed submissions shall not be accepted.

**RFQ SUBMITTAL**

1. Resumes of Team Members

Key Team Members consist of construction manager, assistant construction manager and field engineer/inspector.

A resume of each Team Member (NJSDA Form 202) must be included in the submission. At a minimum the following positions must be identified: each of the people to be on site full time (construction manager, assistant construction manager and field engineer/inspector), and part time as needed (proposed scheduler, the general estimator, mechanical estimator and electrical estimator). For each Team Member, the resumes must include, but not be limited to: a description of projects completed within the last 5 years of similar or larger size and nature to this engagement. The resumes should also include NJ school construction experience, governmental experience and experience with NJDEP and NJDCA that the Team Member completed in a similar role as that proposed. Form 202 is included in Attachment A to this RFQ. **Please note that all requested experience below shall reflect the experience of the Key Team Members that will be onsite full time.**

2. Construction Manager Case Studies

a. CM Experience

From the experience listed in the resume of the construction manager, at least one, but no more than two, case studies outlining the construction manager's CM experience. 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. **Case studies may be based on contracts with public or private sector clients.** The case studies must describe the effectiveness of the project, and the methodology used to measure such effectiveness. The case study must identify the name and address of the contracting entity and the name, title and telephone number of a contact person associated with the contracting entity that is familiar with and able to comment on the construction manager's performance on each project, and be no more than 1,000 words.

b. NJ School Construction Experience

From the experience listed in the resume of the construction manager, at least one, but no more than two, case studies outlining the construction manager's NJ school construction experience. 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. **Case studies may be based on contracts with public or private sector clients.** The case studies must describe the effectiveness of the project, and the methodology used to measure such effectiveness. The case study must identify the name and address of the contracting entity and the name, title and telephone number of a contact person associated with the contracting entity that is familiar with and able to comment on the construction manager's performance on each project, and be no more than 1,000 words.

c. Governmental Construction Experience

From the experience listed in the resume of the construction manager, at least one, but no more than two, case studies outlining the construction manager's governmental construction experience. 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 project, and the methodology used to measure such effectiveness. The case study must identify the name and address of the contracting entity and the name, title and telephone number of a contact person associated with the contracting entity that is familiar with and able to comment on the construction manager's performance on each project, and be no more than 1,000 words.

d. Experience with NJDEP and NJDCA

From the experience listed in the resume of the construction manager, at least one, but no more than two, case studies outlining the construction manager's NJDEP and NJDCA experience. 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. **Case studies may be based on contracts with public or private sector clients.** The case studies must describe the effectiveness of the project, and the methodology used to measure such effectiveness. The case study must identify the name and address of the contracting entity and the name, title and telephone number of a contact person associated with the contracting entity that is familiar with and able to comment on the construction manager's performance on each project, and be no more than 1,000 words.

3. Assistant Construction Manager Case Studies

a. CM Experience

From the experience listed in the resume of the assistant construction manager, at least one, but no more than two, case studies outlining the assistant construction manager's CM experience. 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. **Case studies may be based on contracts with public or private sector clients.** The case studies must describe the effectiveness of the project, and the methodology used to measure such effectiveness. The case study must identify the name and address of the contracting entity and the name, title and telephone number of a contact person associated with the contracting entity that is familiar with and able to comment on the assistant construction manager's performance on each project, and be no more than 1,000 words.

b. NJ School Construction Experience

From the experience listed in the resume of the assistant construction manager, at least one, but no more than two, case studies outlining the assistant construction manager's NJ school construction experience. 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. **Case studies may be based on contracts with public or private sector clients.** The case studies must describe the effectiveness of the project, and the methodology used to measure such effectiveness. The case study must identify the name and address of the contracting entity and the name, title and telephone number of a contact person associated with the contracting entity that is familiar with

and able to comment on the assistant construction manager's performance on each project, and be no more than 1,000 words.

c. Governmental Experience

From the experience listed in the resume of the assistant construction manager, at least one, but no more than two, case studies outlining the assistant construction manager's governmental construction experience. 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 project, and the methodology used to measure such effectiveness. The case study must identify the name and address of the contracting entity and the name, title and telephone number of a contact person associated with the contracting entity that is familiar with and able to comment on the assistant construction manager's performance on each project, and be no more than 1,000 words.

d. Experience with NJDEP & NJDCA

From the experience listed in the resume of the assistant construction manager, at least one, but no more than two, case studies outlining the assistant construction manager's NJDEP and NJDCA experience. 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. **Case studies may be based on contracts with public or private sector clients.** The case studies must describe the effectiveness of the project, and the methodology used to measure such effectiveness. The case study must identify the name and address of the contracting entity and the name, title and telephone number of a contact person associated with the contracting entity that is familiar with and able to comment on the assistant construction manager's performance on each project, and be no more than 1,000 words.

4. Field Engineer/Inspector Case Studies

a. CM Experience

From the experience listed in the resume of the field engineer/inspector, at least one, but no more than two, case studies outlining the field engineer/inspector's CM experience. 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. **Case studies may be based on contracts with public or private sector clients.** The case studies must describe the effectiveness of the project, and the methodology used to measure such effectiveness. The case study must identify the name and address of the contracting entity and the name, title and telephone number of a contact person associated with the contracting entity that is familiar with and able to comment on the field engineer/inspector's performance on each project, and be no more than 1,000 words.

b. NJ School Construction Experience

From the experience listed in the resume of the field engineer/inspector, at least one, but no more than two, case studies outlining the field engineer/inspector's NJ school construction experience. 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. **Case studies may be based on contracts with public or private sector clients.** The case studies must describe the effectiveness of the project, and the methodology used to measure such effectiveness. The case study must identify the name and address of the contracting entity and the name, title and telephone number of a contact person associated with the contracting entity that is familiar with and able to comment on the field engineer/inspector's performance on each project, and be no more than 1,000 words.

c. Governmental Experience

From the experience listed in the resume of the field engineer/inspector, at least one, but no more than two, case studies outlining the field engineer/inspector's governmental construction experience. 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 project, and the methodology used to measure such effectiveness. The case study must identify the name and address of the contracting entity and the name, title and telephone number of a contact person associated with the contracting entity that is familiar with and able to comment on the field engineer/inspector's performance on each project, and be no more than 1,000 words.

d. Experience with NJDEP & NJDCA

From the experience listed in the resume of the field engineer/inspector, at least one, but no more than two, case studies outlining the field engineer/inspector's NJDEP and NJDCA experience. 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. **Case studies may be based on contracts with public or private sector clients.** The case studies must describe the effectiveness of the project, and the methodology used to measure such effectiveness. The case study must identify the name and address of the contracting entity and the name, title and telephone number of a contact person associated with the contracting entity that is familiar with and able to comment on the field engineer/inspector's performance on each project, and be no more than 1,000 words.

5. SBE Compliance

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). Firms shall be required to meet set-aside targets of 5% for Category 4, 10% for Category 5 and the remaining 10% for any combination of Categories 4 and 5. **Provide detail of how your firm will satisfy this requirement (e.g. name of SBE, % of fee, % of work).**

**SELECTION PROCEDURES**

Each RFQ will be reviewed to determine responsiveness. Responsive submissions will be evaluated by the selection committee. Evaluations will be based on the following Evaluation Criteria:

	POINTS
Overall Team Resumes	10
Construction Manager Case Studies	
CM Experience	10
NJ School Construction Experience	10
Governmental Experience	10
Experience with NJDEP & NJDCA	10
Assistant Construction Manager Case Studies	

CM Experience	5
NJ School Construction Experience	5
Governmental Experience	5
Experience with NJDEP & NJDCA	5
Field Engineer/Inspector Case Studies	
CM Experience	5
NJ School Construction Experience	5
Governmental Experience	5
Experience with NJDEP & NJDCA	5
SBE Compliance	<u>10</u>
	100

### **AWARD REQUIREMENTS**

After determination of the highest ranked firm, the SDA shall request the following information prior to the award of the contract:

a. **Public Works Contractor Registration Act.** If applicable, the Consultant must be properly registered pursuant to the Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 *et seq.*

b. **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.

c. **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 Senior Director of the NJSDA Division of Procurement and Contract Services 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.

d. **Anti-Discrimination Requirements.** In addition, the Consultant 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 *et seq.* **Accordingly, in a notice of award, a firm 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; or
- (3) an initial employee information report (Form AA302) provided by the Affirmative Action Office and completed by the contractor in accordance with N.J.A.C. 17:27-4.

**\*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](http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf)

e. Firm's Proposal for SBE Set-Aside Targets (NJSDA SBE Form A). The NJSDA may only recognize firms duly registered with Commerce as SBEs. There are two categories of SBE comparative sizes based upon average annual revenue for purposes of professional service contracts;

Category 4: firm with revenues not exceeding \$1,000,000;

Category 5: firms with revenues not exceeding federal revenue standards established at 13C.F.R.121.201.

Firms shall be required to meet set-aside targets of 5% for Category 4, 10% for Category 5 and the remaining 10% for any combination of Categories 4 and 5. These targets may be met by means of a firm's own SBE registration and the registration of subcontracted firms.

The successful firm must submit a completed NJSDA Form SBE A, 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 Commerce when the firm submits its proposal, in the revenue category specified. In the event that a proposing firm names a subcontractor for SBE purposes, and the subcontractor is not registered as an SBE with Commerce 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. 12A:10-4.**

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

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>

The SDA may request additional information as required under the Agreement, policies, procedures or law.

**ATTACHMENT A**

**NJSDA FORM 202**

**KEY TEAM MEMBERS' RESUMES**

*{This form should be photocopied as necessary}*

**KEY TEAM MEMBER NAME:** \_\_\_\_\_

<b>PROJECT NAME; CLIENT NAME; PRIME FIRM NAME</b>	<b>CLIENT CONTACT; PERSON NAME &amp; PHONE #</b>	<b>DESCRIPTION OF PROJECT (including its size and scope) ; DESCRIPTION OF KEY TEAM MEMBER'S ROLE</b>	<b>MONTHS INVOLVED IN PROJECT</b>
1.			
2.			
3.			
4.			
5.			

**ATTACHMENT B**

## **Project Description**

### **SCHOOL FACILITIES PROJECT LIST**

Contract No.: PA-0026-M01  
Contract Name: Roberto Clemente K Center  
Awardee: TBD  
A/E Firm: CAM Design Group  
District: Paterson  
NTP: Anticipated May 1, 2009  
CCE Amount: \$2,000,000

#### Brief description of work:

This project consists of the renovation of an existing 8,200 sq. ft. commercial building into four (4) kindergarten classrooms, one (1) multi-purpose room, a kitchen and administration spaces. Commercial building has been gutted out and ready for the new layout as per available drawings and specifications. The project also includes building a parking lot on a different site adjacent to the building site. The new school address is 521-526 Market Street, Paterson, New Jersey. The existing building is one (1) story on grade steel frame structure that has no basement. Scope of work also includes a new roof and 5 HVAC roof top units.

#### Status of Project:

The project has received DCA approval and we are currently in the process of assembling the Construction Document, preparing Form 193 for advertising, pulling the construction permit through DCA.

#### Contract Duration:

Substantial Completion: November 1, 2009  
Final Completion: January 1, 2010  
CM Duration: April 1, 2010

#### Current Subcontractors (subject to change without notice):

TBD

**ATTACHMENT C**

**CM AGREEMENT**

*{Please see attached sheets}*