

Contract No.	Contract Name	School District
GP-0274-R01	State-Wide Relocation Consultant Services	N/A

## ADVERTISEMENT

The New Jersey Schools Development Authority (“NJSDA” or “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 Firm will be selected through the process described in the Request for Proposals (“RFP”).

**Request for Proposals:** A complete copy of the RFP, which outlines the steps required for participation in this procurement, may be obtained at [click here to view RFP](#). Proposals must be submitted in compliance with and subject to all terms set forth in the RFP.

**DPMC & NJSDA Prequalification Requirements:** Not applicable; however, to be selected, a Firm must be approved for moral integrity as set forth in the RFP.

**Notice of Intent to Participate:** The NJSDA shall not hold a traditional pre-proposal conference for this procurement. Any firm wishing to submit a proposal must sign-in electronically by sending a mandatory e-mail Notice of Intent to Participate to Dave Kutch at [dkutch@njsda.gov](mailto:dkutch@njsda.gov) no later than 2:00 PM Eastern Time on August 3, 2020.

**Questions from Interested Firms:** Firms may submit written questions regarding this procurement to the NJSDA by sending them by e-mail to Dave Kutch at [dkutch@njsda.gov](mailto:dkutch@njsda.gov) no later than 2:00 PM Eastern Time on August 3, 2020. The questions and NJSDA answers will be provided via an addendum to the RFP to each firm that submitted a timely e-mail Notice of Intent to Participate.

**Proposal Due Date:** Proposals must be received by the NJSDA no later than 11:00 AM Eastern Time on August 19, 2020 as set forth in the RFP.

**Evaluation Criteria:** Submissions that are not responsive will be rejected without evaluation. Responsive Technical Proposals will be scored pursuant to the following evaluation criteria:

1. Team’s Relevant Experience Providing Relocation Services (40 points);
2. Qualifications & Relevant Experience of Key Team Members (20 points);
3. Approach to Providing the Scope of Services (20 points); and
4. Approach to Scheduling and Budget (20 points).

The Technical Proposal Score will be the Final Technical Score, except that, at its sole option, the Selection Committee may conduct interviews with a shortlist of the three (3) firms receiving the highest Technical Proposal Scores. 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 averaged with Technical Proposal Scores to arrive at a Final Technical Score for each firm. The maximum Final Technical Score will be 100.

After all Final Technical Scores have been tabulated, the NJSDA will open all Fee Proposals. Using the Fee Proposals as a guide, NJSDA staff will negotiate a fair and reasonable fee in accordance with the process described in the RFP.

Firms are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

**Date Advertised:** July 24, 2020