



Contract No.	Contract Name	School District
GP-0289-L01	Site Consultant Services for School Facilities Projects	State-Wide

ADVERTISEMENT

The New Jersey Schools Development Authority (“NJSDA”) is seeking to procure Site Consultant services to support school facilities projects. These support services may include predesign and site feasibility; environmental site review; early site development; site/civil planning and design; design-build construction administration; emergent projects; limited architectural and structural engineering and design services; and project closeout. This procurement is intended to create a selected pool of Site Consultants with relevant experience and qualifications to successfully complete these services. The NJSDA intends to award a contract to ten (10) firms in accordance with 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](#). Technical Proposals must be submitted in compliance with and subject to all terms set forth in the RFP.

DPMC & NJSDA Prequalification Requirements: Any firm responding to the RFP must be pre-qualified by both the Department of the Treasury-Division of Property Management and Construction (“DPMC”) and the NJSDA in either the Civil Engineering (P005) discipline or the Environmental Engineering (P011) discipline with a rating of \$10 million or greater as of the due date for responses to the RFP.

Notice of Intent to Participate: The NJSDA will not hold a traditional pre-proposal conference for this procurement. Any firm wishing to submit a Technical Proposal must provide timely notice of their intent to participate in the procurement by sending an e-mail message indicating such intent to Dave Kutch at dkutch@njsda.gov no later than 2:00 PM Eastern Time on August 11, 2023. This notice is required in order to submit a Technical Proposal but does not bind a prospective proposer in any way. Failure to timely submit the notice of intent will result in NJSDA rejecting any Technical Proposal later submitted.

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 no later than 2:00 PM Eastern Time on August 11, 2023. The questions and NJSDA answers will be provided via an addendum to the RFP to each firm that submitted a timely e-mail message to Dave Kutch at dkutch@njsda.gov indicating their intent to participate in the procurement. See RFP for details regarding advertisement and distribution of addenda.

Proposal Due Date: Technical Proposals must be received by the NJSDA at its offices at 32 East Front Street, Trenton, NJ 08625, no later than 2:00 PM Eastern Time on August 30, 2023. Submissions will only be accepted when delivered to NJSDA’s physical offices by hand delivery or trackable courier services such as Federal Express, UPS or similar. Submission of Technical Proposals through USPS postal services is not permitted, as delivery will be made to a post office box and timely receipt cannot be validated.

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

1. Firm’s Site Consultant Experience (40 points);
2. Firm’s Key Team Members Experience (30 points); and
3. Firm’s Approach to Managing the Contract and Site Consultant Team (30 points).

Bidders 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 28, 2023