



Contract No.	Contract Name	Location
GP-0293-R01	Relocation Consultant Services	State-Wide

## ADVERTISEMENT

The New Jersey Schools Development Authority (“NJSDA”) is seeking to engage a consultant to provide the NJSDA with Relocation Services in connection with land acquisitions necessitated by the NJSDA’s School Construction Program.

**Request for Proposals (“RFP”):** 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, pursuant to a review by the New Jersey State Police, as set forth in 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 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](mailto:dkutch@njsda.gov) no later than 2:00 PM Eastern Time on September 1, 2023. This notice is required in order to submit a 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 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](mailto:dkutch@njsda.gov) no later than 2:00 PM Eastern Time on September 1, 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](mailto:dkutch@njsda.gov) indicating their intent to participate in the procurement. See RFP for details regarding advertisement and distribution of addenda.

**Proposal Due Date:** 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 September 20, 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 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. Team Experience (40 points);
2. Key Team Members Experience and Qualifications (20 points);
3. Approach to Providing the Scope of Services (20 points); and
4. Approach to Budget and Scheduling (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 added to the Technical Proposal Scores and averaged to arrive at a Final Technical Score for each firm.

The maximum Final Technical Score will be 100. Firms will be ranked in accordance with their Final Technical Score.

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 fair and reasonable loaded hourly rates in accordance with the process described in the RFP.

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:** August 17, 2023