

Contract No.	Contract Name	School District
GP-0304-R01	Design Consultant Services for Limited-Scope Projects	State-Wide

**ADVERTISEMENT**

The New Jersey Schools Development Authority (“NJSDA”) is seeking to procure a selected pool of Design Consultants to permit expedited assignment or competitive selection and award of Task Orders for time-sensitive, Limited-Scope Projects requiring Design and/or Construction Administration services.

The Request for Qualifications and Proposals (“RFQ/RFP”) defines the steps needed for participation in the procurement, and is issued pursuant to the NJSDA’s regulations governing the procurement of professional services consultants, N.J.A.C. 19:38C-1 et seq., in particular, the regulations governing procurement of consultants pursuant to term agreements, N.J.A.C. 19:38C-7.1 and -7.2.

The RFQ/RFP package is available at the following link: [click here to view RFQ&P.](#)

**Brief Description of Work:**

Task Orders for Design Consultant services for Limited-Scope Projects may include, but are not limited to, design for renovation of existing school facilities; design for repair of facilities conditions deficiencies; provision of support services on NJSDA construction projects; and design for post-construction correction of defective conditions. However, this procurement will NOT be used to engage a design professional for the complete design of a new school facilities project.

**Procurement Overview:**

This is a solicitation for Design Consultant Services for Limited-Scope Projects. This solicitation seeks responses from interested firms in the form of a Qualifications and Technical Proposal, which provides information regarding the firms’ past experience and qualifications for evaluation by a Selection Committee charged with evaluation and scoring of the submittals. The Evaluation Criteria to be considered, and their relative weights, are as follows:

- Firm’s Design Consultant Experience (40 points)
- Key Team Members’ Experience (40 points)
- Firm’s Approach to Managing the Design Team (20 points)

Responsive firms will be evaluated and scored by a Selection Committee on the basis of their written Qualifications and Technical Proposal submissions and Interviews, if any. The responsive firms will be ranked on the basis of such scores, and the eight (8) most highly-ranked firms will be determined and notified. Each successful firm will be required to comply with all pre-award documentation requirements and acknowledge the fixed hourly rates, as set forth in the RFQ/RFP, and agree to those rates in writing. Upon satisfaction of all pre-award requirements, the top eight (8) most highly-ranked firms, based on Final Technical Proposal Score rankings, will be awarded the engagement.

**Procurement Requirements:**

Any Firm responding to this RFQ/RFP must be prequalified by the Department of the Treasury, Division of Property Management and Construction (“DPMC”) and the NJSDA in the Architecture discipline (P001) with a rating of \$5 million or greater as of the due date for responses to the RFQ/RFP.

In addition, at the time of assignment or award of a particular task order, the Design Consultant will be required to name DPMC and NJSDA prequalified Subconsultants to whom the Design Consultant will directly subcontract for the furnishing of any of the work required by the Scope of Services for that particular Task Order. Such Subconsultants may include, but are not limited to, the following: (Note that responding firms are NOT required to identify Subconsultants in the following categories in their Proposal and that, any identification of Subconsultants in the following categories will have no bearing on the evaluation and scoring of the Proposal.)

- Electrical Engineering (P002)
- HVAC Engineering (P003)
- Plumbing Engineering (P004)
- Civil Engineering (P005)
- Structural Engineering (P007)
- Soils Engineering (P009)
- Fire Protection Engineering (P010)
- Environmental Engineering (P011)
- Landscape Design (P013)
- Acoustics (P036)
- Telecommunications (P040)
- Security Systems (P048)
- Environmental Consultant (P059)
- Renewable Energy Consultant (P056)
- Building Commissioning (P019)
- Energy Auditing (P051)
- Estimating/Cost Analysis (P025)

Bidders are required to comply with the requirements of N.J.A.C. 17:27 et seq. and N.J.S.A. 10:5-31 et seq. pertaining to affirmative action and equal employment opportunity.

At the time of assignment or award of a specific Task Order under this engagement, the NJSDA will require the selected Design Consultant to provide opportunities to Small Business Enterprise (“SBE”) firms and Disabled Veteran Owned Business (“DVOB”) firms to participate in the performance of the Task Order, consistent with the NJSDA’s 25% SBE and 3% DVOB Set-Aside Goals.

#### **Procurement Submission Dates and Deadlines:**

##### **A. Notice of Intent to Participate:**

The NJSDA will not hold a traditional pre-proposal conference for this procurement. All firms interested in submitting 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 on May 14, 2026.**

B. Questions from Interested Firms:

Interested 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** on **May 14, 2026**. The questions and NJSDA answers will be provided via an addendum to the RFQ/RFP to each firm that submitted a timely e-mail Notice of Intent to Participate.

C. Submission of Proposals:

The Qualifications and Technical Proposal, one (1) unbound original, must be received by the NJSDA **no later than 2:00 PM Eastern Time on June 3, 2026**. 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, at the following address:

NJSDA  
32 East Front Street  
Trenton, NJ 08608  
Attention: Dave Kutch, Procurement Specialist  
Subject: Design Consultant Services for Limited-Scope Projects Proposal – GP-0304-R01

**Submissions received after the date and time listed above will not be forwarded to the Selection Committee for review. Faxed or e-mailed submissions will not be accepted.**

For further information on NJSDA, please visit us at [www.njsda.gov](http://www.njsda.gov).

DATE ADVERTISED: April 30, 2026