**NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**ARCHITECTURAL & ENGINEERING SERVICES (A/E)**

**RERFQ-0000059**

**MATERNAL AND INFANT HEALTH INNOVATION CENTER (the “CENTER”)**

Notice is hereby given that the New Jersey Economic Development Authority (“NJEDA”) Real Estate Development Division is planning to select an Architect/Engineering (“A/E”) firm (or Architect with applicable sub-consultants) to provide complete architectural and engineering services for a new 60,000+ square foot healthcare facility (“Center”) and associated parking/site work in the City of Trenton.

The NJEDA, in accordance with their concept study (which will be provided to short listed firms) with the Project Request for Proposals (“RFP”), will look to design and construct the Center in Trenton, NJ. Working with the selected Construction Manager (“CM”), the selected A/E firm will perform complete Design services for the new Center.

1. **CENTER DEVELOPMENT SUMMARY**

As part of New Jersey First Lady Tammy Murphy’s Nurture NJ initiative, which aims to make New Jersey the safest place to deliver a baby in America, the New Jersey Economic Development Authority is proposing to develop a first-in-the-nation Maternal and Infant Health Innovation Center (Center) in Trenton. To advance this project, the EDA is coordinating closely with interagency partners including the Office of the First Lady, the Department of Health (DOH), the Department of Human Services (DHS), the Office of the Secretary of Higher Education (OSHE), as well as the City of Trenton and local community stakeholders. This will fulfill one of the recommendations of the Nurture NJ January 2021 strategic plan to “establish a Center in the state capital [Trenton] that focuses on innovation and research in maternal and infant health through partnerships with the state’s academic, funder, business, and faith communities. The Center should be a resource for equity, health care, and research, as well as an incubator of new enterprises driving better maternal and infant health outcomes and a central hub for New Jersey’s stakeholders dedicated to improving health for New Jersey’s mothers and babies.”

It is envisioned that the Center will serve as a hub for multiple types of services and programs, including but not limited to the core components below. The Center will both serve the Trenton community as well as advance health care, workforce development, policy, and research goals that will benefit the entire state and country. The Center’s proposed core components will include, but not be limited to:

1. Comprehensive pre- and post-natal clinical services (though not a birthing center), family planning, and health services for infants and toddlers
2. An academic center focused on expanding the perinatal workforce in New Jersey and beyond, including Midwives and [Community] Doulas, as well as continuing education for the existing perinatal workforce.
3. Innovation and co-working space for researchers and entrepreneurs focused on developing technology, therapeutics and other solutions to address maternal and infant health challenges.
4. A data collaborative to collect and analyze maternal and infant health data across the state, with particular attention to racial disparities in outcomes. This data collaborative will amplify data trends and convene key stakeholders to discuss trends in maternal and infant health outcomes.
5. A policy and research non-profit or government organization focused on long-term stewardship of this vital policy arena and establishing New Jersey as the national leader in combating the scourge of maternal and infant health disparities.
6. **PROJECT SCOPE**:

The purpose of this RFQ is for the NJEDA to develop a short list of up to five (5) firms whose qualifications make them the most qualified for the specific professional services required for this Project as outlined in this RFQ. The short-listed firms will receive a separate Request for Proposal (“RFP”) package for consideration to provide the requested architectural, engineering and associated services.

The goal of this two-phase process is to select the top firm for this project. NJEDA will recommend to its Board the highest ranked firm, based upon technical qualifications and fee submitted in the proposals received in response to the RFP. NJEDA will negotiate with the highest technically ranked firm, based upon the proposals received in response to the RFP.

The project will be broken down into two components: Phase I Design and Phase II Design. It is anticipated that Phase I will generally involve a full complement of architectural and engineering disciplines for Schematic Design (“SD”). The anticipated start for Phase I is First Quarter 2024. This Phase I should be completed within four (4) months from a Notice to Proceed. Following Phase I Design, the NJEDA will be presenting a comprehensive development budget for State approval and financing. It is anticipated that design will be on hold for two to three months during this approval and financing period. After the anticipated approval of the project and the NJEDA’s issuance of a Notice to Proceed, Phase II will be the remainder of design including Design Development (“DD”) and Construction Documents (“CD”), which should take no longer than six (6) months, followed by Construction Administration and Commissioning. It is anticipated that the design team will design and document the project through all phases using BIM platforms allowing for conflict resolution during the design process at ongoing intervals. At each phase it would be anticipated that major systems and elements of the project are to be delivered at a minimum Level of Detail (“LOD”) 200 for DD and a LOD 300 for CD. The firms selected to provide these services will be required to hold all sub-consultant contracts to provide the services listed herein and all other services required by the NJEDA. It is the intent of the NJEDA to incorporate Leadership in Energy and Environmental Design (“LEED”) standards into the proposed facilities and achieve a minimum of Silver certification (potentially Gold) from the US Green Building Council. The selected A/E firm will work with the NJEDA and the selected CM to achieve this goal.

The project will be fast-tracked and budget driven. This requires the respondent A/E team to have substantial expertise in performing programming, full architectural design, as well as, experience and/or coordination of all related engineering services for similar new construction projects in related complexity and scope. The responding A/E firm must have the capability to manage the multiple design disciplines (in-house or sub-consultants) and have a proven track record working with “At-Risk” Construction Management firms where the Construction Manager held all trade contracts; not a Lump Sum GC or CM Agent.

In accordance with applicable law, prior to release of the RFP for this project, NJEDA retains the discretion to modify, expand or delete any portion of the scope of services from the description and/or detail which has been provided in this RFQ.

In order to be considered for selection, the respondent firm must meet the eligibility criteria and submit all required documentation as outlined below.

1. **ELIGIBILITY REQUIREMENTS:**

In order to be considered for selection to the “short list”, the respondent must be able to demonstrate in their Qualification Submittal which includes the Professional Services Qualification Statement (“**PSQS**”), as **Exhibit A** (PSQS form also accessible on NJEDA’s website at: [https://www.njeda.gov/bidding/#forms](https://www.njeda.com/bidding/#forms)) and the RFQ Firm Project Matrix (“**Matrix**”)

as **Exhibit B**:

1. They were the actual Firm and **Architect of Record** on all submitted representative projects.
2. Architectural joint ventures Qualification Submittal are not eligible for submission.
3. Only those projects actually performed by the Firm’s office location which is responding can be listed in the NJEDA’s PSQS and Matrix. For example, a branch office which submits a PSQS cannot list or use as a reference, projects performed by the parent company and/or an office in another location. One primary office will hold the contract and you can only show projects completed by that specific office.
4. Experience in full design services of new similar construction projects for government or corporate clients in the 60,000 SF to 100,000+ SF range, with an emphasis on technology related Healthcare design. Design expertise should include zoning analysis, building code analysis, site development, energy studies, master planning, full architectural and engineering services, tele/data, security, energy management controls, commissioning, LEED and associated disciplines. NJEDA will retain firms for survey and environmental services under separate contract.

Key project team members/sub-consultants (MEP, Civil, Structural) experience as stated above will be reviewed and considered in this process. If these key disciplines are a sub-consultant, each sub-consultant firm **must** provide a separate PSQS and Matrix.

1. The respondent must have a NJ licensed architect and engineer on staff or as a member of the Project team.
2. Any information submitted as required deliverables or included in respondent’s submission will be straight forward and accurate as determined by the NJEDA. Failure to do so is cause for rejection.
3. Set Aside – As referenced in the Small business Set Aside Section of the Notice of Required Compliance, **Exhibit F**, the A/E firm should identify its team to include the firms that will meet the goal of subcontracting twenty-five (25%) percent of the dollar value of the resulting contract to eligible small businesses and three (3%) percent of the dollar value of its contracts to eligible disabled veterans’ businesses.

**INSURANCE**

The Insurance Section is included in this RFQ **FOR INFORMATIONAL PURPOSES ONLY**. Only those firms who receive and choose to respond to the subsequent RFP will be required to complete and return a Certificate of Insurance with the proposal submission indicating coverage.

**SUBMITTAL REQUIREMENTS:**

When preparing your firm’s Qualifications Submittal in response to this solicitation, keep in mind that, in the RFQ, the word “**shall**” or “**must**” denotes submittal items which are mandatory for a Qualifications Submittal to be complete; the words “**should**” or “**may**” denotes submittal items which are recommended, but not mandatory:

1. The respondents who meet allthe requirements described in this RFQ **shall** submit the NJEDA PSQS and other information describing the specific experience of the firm and key project team members/sub-consultants related to this type of project. Firms **must** submit or update a PSQS with information which is **specific** to the **office or branch responding** to this particular RFQ. Thus, if a local branch office is submitting, list **ONLY** those projects completed by that particular office. If work will be performed outside of the branch office, then the main office should be submitting the RFQ and the branch office considered as a sub-consultant.
2. The respondent **must** provide a team organization chart listing and identifying all key project team members/sub-consultants that will be assembled to complete the scope of services as described in this RFQ for the Project. Please provide a narrative of each firms’ anticipated role within this particular project.
3. The respondent firm **must** list and identify relevant experience of all anticipated key project team members/firms (sub-consultants and all design disciplines) that will be assembled to complete the scope of services described in this RFQ. When identifying relevant experience, proposers **shall** also provide a description of relevant experience for any sub-consultant (Firm) intended to be utilized for this project. This is intended to be qualifications of the Firm and not specific staff.
4. Respondents **shall** provide a narrative describing understanding of Project Scope and the firms approach to successfully delivering the Project.
5. Respondents **must** provide as a separate attachment, the Matrix (**Exhibit B**). A separate Matrix should be completed for the architect and the Key project team members/sub-consultants (MEP, Civil, Structural). The goal is to get a complete understanding of the teams’ overall experience in similar projects. We are not yet interested in the individual staff, but focused on similar work done by the architect firm and also the key engineering groups/firms.

A listing of up to ten (10) representative projects within the last ten (10) years which most closely resemble the size, scope and complexity of the Project must be included. Itemize only **completed** projects or those under construction where the respondent firm was (is) the **Architect or Engineer of Record** and responsible for coordinating all the design disciplines. Do not list feasibility work or any projects which did not reach the construction stage. List only those projects which have been **performed in entirety** by the **office submitting** the PSQS. Please do not submit projects by your former firm name or by employees while at another firm.

1. To further describe representative projects, a separate project profile/bio may be included with the Qualifications Submittal.
2. Respondents must submit the attached Acknowledgement of Receipt of Addenda / Q&A form as part of their submission, refer to **Exhibit D**.

Note: Firms that currently have a PSQS on file with the Real Estate Division of the NJEDA are encouraged to update or amend their PSQS in response to the project specific requirements in this RFQ.

**Important:** Please note that the PSQS specific to this advertisement pertains to the NJEDA Real Estate Division. It is not to be mistaken with the NJSDA Prequalification Questionnaire (SDA PQ 101). The two forms are separate and distinct. In order to be considered for this project, the NJEDA Real Estate Division PSQS must be on file or submitted to the Real Estate Division by the deadline date.

The RFQ will be available commencing on August 15, 2023, on the NJEDA website at [https://www.njeda.gov/bidding/#REOPP](https://www.njeda.com/bidding/#REOPP) - *Bidding Opportunities – Real Estate Procurement Opportunities* **REF:** **RERFQ-0000059**

Firms responding to this RFQ before the closing date may be selected for the “short-list” of firms that receive an RFP package.

**RANKING CRITERIA:**

In order to be considered for selection to the “short list”, the NJEDA will evaluate the firms based upon the following criteria:

1. The respondent’s identification of all project team members/sub-consultants that will be assembled to complete the scope of services as described in this RFQ for the Project. This includes but is not limited to, civil, Geotech, structural, architecture, programming, interior design, MEP, tele/data, A/V, historical/cultural, landscape architecture, lighting, security, commissioning, and LEED.
2. Experience and qualifications of Architectural team for similar state/corporate Healthcare facilities and projects of similar size, scope, and complexity.
3. Experience and qualifications for coordinating multiple design disciplines/sub-consultants. Firms with more resources in-house will receive higher rankings.
4. Experience and qualifications of Key Engineer/sub-consultants for similar state/corporate Healthcare facilities and projects of similar size, scope, and complexity.
5. Experience with Construction Management firms on fast-track projects where the CM acted as the Construction Manager “At-Risk” and where the CM held all trade contracts.
6. Experience with NJ Planning Board submissions for site plan approval and the NJ Department of Community Affairs (DCA) for plan review, permitting, and inspections.
7. Understanding of the scope of work and project requirements.
8. LEED Project experience.

The selected short-listed firms will receive an RFP package and in accordance with N.J.S.A. 52:34-9.1, the NJEDA will negotiate with the respondent having the highest ranked technical proposal in order to procure the required services at a fair and reasonable cost. If negotiations are unsuccessful, negotiations will be terminated and started with the next highest ranked respondent and so on until a contract for services for each project is successfully negotiated.

In accordance with applicable law, NJEDA expressly reserves the right, (1) to reject any submission which is not in compliance with the terms of the RFQ or any part thereof, (2) to request clarifications of a document or the contents thereof submitted in response to this RFQ, or (3) terminate the selection process at any time.

NJEDA reserves the right to waive minor elements of non-compliance of any A/E firm’s submission with regard to the requirements outlined in this RFQ.

NJEDA reserves the right to solely determine, at any time, not to proceed with the Project, or any portion of the Project, and, in such circumstances, to reassess the order of the project, if such action is in NJEDA’s best interest based upon budgetary and fiscal considerations.

Any firm attempting to contact government officials (elected or appointed), NJEDA Board members or staff in an effort to influence the selection process shall be immediately disqualified.

**COMPLIANCE REQUIREMENTS:**

**Exhibit F** “ Notice of Required Compliance” is attached to this RFQ **FOR INFORMATIONAL PURPOSES ONLY**. Only those firms who receive and choose to respond to the subsequent RFP will be required to complete and return the required compliance with the proposal submission.

**Exhibit G “**Terms Relating To All Contracts Funded, In Whole Or In Part, By Federal Funds is attached to this RFQ **FOR INFORMATIONAL PURPOSES ONLY**.

If awarded, the successful entity agrees that it shall comply with all requirements of these provisions. If the successful entity fails to comply with the requirements of these provisions, the NJEDA may declare any contract for these services void.

**SUBSEQUENT PROCUREMENT OF REQUEST FOR PROPOSAL:**

The “short-listed” firms which are selected to receive a Request for Proposal (RFP) package as a result of this RFQ will have their proposal evaluated based on evaluation criteria which will likely include: (1) respondent’s previous relevant experience on projects of similar size, scope, complexity and construction cost; (2) the experience and qualifications of the individual staff assigned to the project; (3) the individual sub-consultants listed as part of the A/E firm’s team; (4) any exclusions, minor exceptions to NJEDA’s documents or requirements; (5) understanding the scope of work and project requirements; (6) experience working with a Construction Manager “At-Risk” where the CM holds all trade contracts; and (7) experience with DCA project review, as further outlined in the RFP.

**OTHER ARCHITECTURAL/ENGINEERING SERVICE CONTRACTS:**

Firms wishing to be considered by the NJEDA Real Estate Division for selection in the future as a potential provider of the type of services described in this advertisement in connection with other proposed projects must have submitted to the NJEDA Real Estate Division a current Professional Services Qualification Statement in accordance with the requirements of N.J.S.A. 52:34-9.3.

**QUESTIONS/CLARIFICATIONS:**

Any questions regarding the RFQ should be directed in writing to QARED@njeda.gov. **(NJEDA will not accept any telephone calls regarding this RFQ or the RFQ and RFP process – all questions and/or requests for clarification should be submitted in writing).** The deadline for questions is **2:00 p.m. on September 11, 2023.** The subject line of the e-mail should state: **QUESTIONS-RERFQ-0000059 – MIHI - A/E Services**. All questions and answers with regard to the RFQ will be posted on the NJEDA’s website no later than two (2) days prior to the qualifications submission date.

Interested parties are encouraged to frequently check the Bidding Opportunities section of NJEDA’s website from the date and time the RFQis issued, up to and including issuance of final Addenda and Questions and Answers. Information pertaining to **RERFQ-0000059** isavailable at [https://www.njeda.gov/bidding/#REOPP](https://www.njeda.com/bidding/#REOPP) - Bi*dding Opportunities – Real Estate Procurement Opportunities* which will include anyupdates, additional information and/or addenda pertaining to this RFQ, as well as, for posted questions and answers. All addenda to the original RFQ will be posted on NJEDA’s website and will become part of this RFQ and will be incorporated by reference in the final contract(s) resulting from this RFQ. Respondents will be required to be knowledgeable of and **must** acknowledge receipt of all addenda and posted Questions and Answers as part of its Qualifications Submittal on the attached Acknowledgement of Receipt of Addenda / Q&A form, refer to **Exhibit D**.

**DEADLINE:**

Qualification Submittals must be received by **2:00 p.m**. **September 25, 2023.** Qualification Submittals shall be submitted in a securely SEALED envelope or carton. Unsealed, faxed or e-mailed submissions will not be accepted. Responses to the RFQ will be received until the above-mentioned time and date for receipt and then at said office publicly opened. The review is expected to be complete about one month after submission. Every firm submitting will be notified in writing and the shortlisted firms will be posted on NJEDA’s website. Please refrain from calling during the review process to ask for a status update.

**QUALIFICATION SUBMITTAL – ELECTRONIC OR HARD COPY**

In order to be evaluated and considered for award, the Qualification Submittal must be received by the Authority at the appropriate location and by the required time indicated on the cover sheet, either electronically or hard copy.

**ELECTRONIC QUALIFICATION SUBMISSION (STRONGLY PREFERRED)**

Proposers should submit a complete, ELECTRONIC Qualification Submittal, in “read only” PDF file format using Adobe Acrobat Reader software that must be viewable by Authority evaluators.

The subject line of the RFQ submission and any attachments are all to be clearly labeled.

EACH electronically uploaded file (PSQS, Attachment Submittals, etc.) submission, should follow the following format:

“(Proposer’s Company Name) – Qualification Submittal-RERFQ-0000059– MIHI - A/E Services and the (file/document title)”

All RFQ electronic Qualification Submittal documents must be uploaded to the Authority’s ShareFile system via: <https://njeda.sharefile.com/r-rdd641898a011440aaab6406d53edff17>

It is highly recommended that you initiate the upload of your Qualification Submittal a minimum of four (4) hours prior to the Submission due date/time on the front cover to allow some time to identify and troubleshoot any issues that may arise when using the Sharefile application. Technical inquiries may be directed to QARED@njeda.gov.

NOTE: Any submittals received after the date and time specified shall not be considered. All Qualification Submittals, once opened, become the property of the Authority and cannot be returned to the Proposer.

NOTE: If a Proposer uploads multiple duplicate documents, EDA will only consider the last version of the document uploaded, provided it is uploaded by the stated deadline.

**ELECTRONIC SIGNATURE**

Pursuant to written policy, the Authority allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. Proposers submitting PSQS forms electronically, as signatory to the documents, may sign the forms electronically, and agree to be bound by the electronic signatures. The Authority will accept the following types of electronic signatures: (1) Within Microsoft Word, an individual can go to the “Insert” ribbon at the top of the screen, then within the “Text” section go to the “Signature Line” and enter the information, which creates a security procedure/record attributable to the person signing when transmitted via e-mail or other electronic transfer or; (2) Within Adobe Acrobat DC, go to the “Fill & Sign” “Stamps-Dynamics” or “Certificates” within the “Tools” ribbon and enter the information, which creates a security procedure/record attributable to the person signing when transmitted via e-mail or other electronic transfer; or (3) Digital signatures from Adobe Acrobat DC or produced via similar signature authenticating program (i.e., DocuSign or similar software), which creates a security procedure/record attributable to the person signing.

By submitting an electronic signature, the Proposer is agreeing to be bound by the electronic signature.

Scanned physical signatures will also be accepted, provided that the forms are otherwise properly completed.

This practice applies only to Qualification Submissions submitted electronically and the forms listed above. Both electronic signatures and scanned physical signatures will also be accepted, provided that the forms are otherwise properly completed.

Proposers submitting Proposals in hard copy format must provide forms with original, physical signatures; otherwise the Proposal may be deemed non-responsive per Hard Copy Qualification Submission, Section below.

**HARD COPY QUALIFICATION SUBMITTAL**

If submitting a hard copy, a sealed Qualification Submittal must be delivered by the required date and time indicated on the cover sheet, in order to be considered for award to the following:

 JULIE McGOWAN, SR. PROCUREMENT OFFICER

 PROCUREMENT DEPARTMENT

 NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY

 36 WEST STATE STREET

 PO BOX 990

 TRENTON NEW JERSEY 08625-0990

The exterior of all Qualification Submittal packages are to be clearly labeled with the RFQ title, bid opening date and time, and the Firm’s Name and Address:

**RERFQ-0000059 – MIHI - A/E Services 2:00 p.m. on September 25, 2023**

Submit one (1) ink signed, original hard copy Qualification submittal with all the required documentation and signatures in ink, and four (4) copies marked “COPY”.

Qualification submittals by facsimile will not be considered.

ANY SUBMITTAL NOT RECEIVED ON TIME AT THE LOCATION INDICATED, WILL BE AUTOMATICALLY REJECTED. THE AUTHORITY WILL NOT BE RESPONSIBLE FOR LATE POSTAL OR DELIVERY SERVICE. THE POSTMARK DATE WILL NOT BE CONSIDERED IN HONORING THE BID DATE RECEIPT AND TIME.

The Authority shall not be responsible for any delivery/postal service’s failure to deliver in a timely manner. A firm using U.S. Postal Service regular or express mail services should allow additional time to ensure timely receipt of Proposals since the U.S. Postal Service does not deliver directly to the Authority.

Directions to the Authority’s Trenton location can be found at the following web address:

[https://www.njeda.gov/about](https://www.njeda.com/about) at the bottom of the screen under the “Locations” section of the website.

Any Qualification Submittal received after the date and time specified shall not be considered, whether submitted electronically or in hard copy.

Responses to this RFQ will be available, upon request, for public inspection. All proposers are cautioned that NJEDA is subject to the provisions of the New Jersey Open Public Meetings Act, the New Jersey Open Public Records Act, New Jersey Right-to-Know statutory law and relevant case law.

**List of Exhibits**

Exhibit A Professional Services Qualification Statement (PSQS)

Exhibit B RFQ Firm Project Matrix

Exhibit C Intentionally omitted.

Exhibit D Acknowledgement of Receipt of Addenda / Q&A form

Exhibit E Submittal Checklist

Exhibit F Notice of Required State Compliance

Exhibit G Terms Relating To All Contracts Funded, In Whole or In Part, By Federal Funds