**Method of Operation**

**Heavy Civil Engineering & Design Services for the New Jersey Wind Port (NJWP)**

**2023-RFQ-198**

# **Purpose and Intent**

This qualification is to provide the New Jersey Economic Development Authority (“Authority” or “NJEDA”), New Jersey Wind Port (NJWP), with a pool of qualified Firms to participate in a mini-bid process for the purpose of providing (a) utility engineering & design, (b) marine engineering & design, (c) electrical engineering and design, (d) engineering support for maintenance and repairs, and/or (e) construction inspection services for use with State of New Jersey, federal and/or other funds.

Qualified Firms will provide support to the NJWP, including but not limited to the following areas:

1. Boundary/Topographic Survey Services
2. Civil Engineering and Geotech Services
3. Integrated Architectural/Engineering Services
4. Architectural Design and Programming Services
5. Planning Services
6. Construction Inspection Services
7. Environmental Engineering & Site Investigation Services
8. Asbestos Inventory, Abatement/ASCM Services
9. Utility Engineering & Design
10. Marine Engineering & Design
11. Electrical Engineering and Design
12. Engineering Support for Maintenance and Repairs
13. Other disciplines relate to completion of Phase 1A, 1B, and 2, as referenced above.

# **Qualified Firms**

**Heavy Civil Engineering & Design Services,** the following firms have been qualified:

|  |  |
| --- | --- |
| **Firm** | **Contact Information** |
|  |  |
|  |  |

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# **Approaches for Engagements**

Pursuant to RFQ Section 5.0, the following Approaches to Engagements shall be used to determine the services to be requested:

## Approach I – DISIPLINE BASED

The Director for the NJWP or their delegate, will determine which Qualified Firms to solicit when services are required in one of the following ways:

1. Qualified Firms will be selected based on the applicable area of discipline submitted on their Professional Services Qualification Submittal (PSQS) and the disciplines as defined in this RFQ (Section 3.1) and the services that are required:

* Boundary/Topographic Survey Services
* Civil Engineering and Geotech Services
* Integrated Architectural/Engineering Services
* Architectural Design and Programming Services
* Planning Services
* Construction Inspection Services
* Environmental Engineering & Site Investigation Services
* Asbestos Inventory, Abatement/ASCM Services
* Utility Engineering & Design
* Marine Engineering & Design
* Electrical Engineering and Design
* Engineering Support for Maintenance and Repairs
* Other disciplines related to completion of Phases 1A, 1B, and 2, as referenced above.

## Approach II – MINI EVALUATION

## The Director for the NJWP, or their designee, will solicit responses from all Qualified Firms in a mini-bid evaluation process.

## Approach III – EMERGENCY SERVICES

Emergency services is a mini evaluation that will be distinct from other scope evaluations, as three (3) firms will be selected to complete the task. Upon the identification of Qualified Firms through this RFQ process, the Director for the NJWP will solicit and select up to three (3) firms who have identified they have Emergency Services capabilities to be called upon at any time, 24 hours a day, 7 days week, for the term of this RFQ. This is at the sole discretion of the Authority.

The Director for the NJWP, or their designee, will solicit responses from the Qualified firms on a rotating basis starting with the highest ranked firm from the evaluation. If the first firm solicited does not respond within two (2) hours the Director for the NJWP will proceed to the next firm in the rotation. Firms shall respond within 2 hours of the request for Emergency services and shall be onsite within eight (8) hours.

# **Mini Evaluation/Task Order Request (TOR) Process**

The Method of Engagement varies based on the three (3) approaches listed above in Section III In all cases, the following Process applies:

1. For all assignments requiring the services of a Firm, the NJWP will issue and submit a project request, utilizing a TOR.

TORs will be issued to Qualified Firms and responded to as follows:

* The NJEDA Director for the NJWP or their delegate will provide to the Qualified Firm(s) a Task Order Request (Exhibit C1), which includes a Conflict of Interest Certification Statement (Exhibit C2) for review and signature.

* The TOR, Exhibit C1, will specify Tasks requested and any required deadlines. The TOR will also state to whom at the Authority the TOR Firm Response should be addressed.

* The Contractor must review the TOR to determine that no conflict of interest exists for the services, then return a signed TOR – Conflict of Interest Certification Statement, Exhibit C2, to the Authority’s Designated Contract Manager within three (3) business days.

* If no conflict exists, the Qualified Firm must then also return a completed TOR Firm Response Form, Exhibit C3, to the Authority’s Designated Contract Manager within five (5) business days. The TOR Firm Response Form, Exhibit C3, shall include a cost estimate in accordance with the Qualified Firm’s submitted Fee Schedule.

* TOR Firm Response forms will be evaluated based on:
* Ability of the entity to complete the Scope of Work based on its Technical Proposal; and
* Cost.

* The Authority will then either accept the firm’s TOR proposal and issue a Notice to Proceed (NTP), or respond to further negotiate the cost, services requested, and time needed to complete the task/project.

1. No work may begin until the NJEDA Designated Contract Manager issues a written NTP to the Qualified Firm(s).
2. Any adjustments to hours or positions/titles (i.e. substituting a subcontractor or staff employee) are subject to the final approval of the NJEDA Designated Contract Manager, at his/her sole discretion.
3. The selected Contractor for awarded projects, shall provide any required compliance within five (5) business days of notice of award.

# **Evaluation of Firm Responses and Evaluation Report**

The NJWP shall review each Firms response for technical merit by using the Technical Evaluation Form located at the end of this document. However, the NJWP may develop its own Evaluation Form when they determine that a more detailed evaluation is required. The weight of each criterion must be determined in advance by the NJWP prior to the receipt of the responses.

**The above Firms are prequalified to be utilized by the NJWP and therefore eligible to participate in the Mini Evaluation/TOR process.**

# **Directions for Use**

All projects falling under Approaches I and II, shall require Procurement review and approval prior to the commencement of Firm services. This shall be directed to the Procurement Advisor identified below:

Name: Julie McGowan

Email: [Julie.McGowan@njeda.gov](mailto:Julie.McGowan@njeda.gov)

1. Procurement will review each request to ensure that it is within scope and appropriate for the size of the project for which is requested.
2. If the Mini Evaluation/TOR is in order, NJWP will be notified to issue the NTP.

All projects falling under Approaches III, shall be provided to the Procurement Advisor listed above in a timely matter for Procurements knowledge.

# **Designated Contract Manager**

Questions or concerns pertaining to the use and or any other aspect of the Blanket P.O., shall be directed to the DCM identified below:

Name:

Email:

**Sample Technical Evaluation Form**

|  |  |
| --- | --- |
| Project: | Evaluator: |
| Firm: | Date Reviewed: |

|  |  |  |  |
| --- | --- | --- | --- |
| **EVALUATION CRITERA** | **Score** | **Weight** | **Weighted Score** |
| 1. The Firms general approach and  plans to meet the requirements of the project. |  |  |  |
| 2. The Firms plan to manage, control and supervised the project. |  |  |  |
| 3. The Firms documented experience  in successfully completing projects of a similar size and scope. |  |  |  |
| 4. Qualifications and experience of personnel to be assigned by the Firm to the project, with emphasis on documented experience in successfully completing work on projects of similar  size and scope. |  |  |  |
| 5. The overall ability of the Firm to begin and successfully complete the project within the  proposed schedule |  |  |  |
| **TECHNICAL SCORE** |  |  |  |

**TECHNICAL EVALUATION SCORE:**

|  |  |  |
| --- | --- | --- |
| SCORING LEGEND: | 9-10 | EXCELLENT |
|  | 7-8 | VERY GOOD |
|  | 5-6 | GOOD |
|  | 3-4 | FAIR |
|  | 1-2 | POOR |
|  |  |  |