**NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY**

**REQUEST FOR QUALIFICATIONS (RFQ)**

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

**2023-RFQ-198**

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| **Event** | **Date** | **Time** |
| **Electronic Question Due Date** | April 24, 2024 | 1:00 PM ET |
| **Mandatory Site Visit** | Tuesday, April 30th Tuesday, May 7th  | 10:00 AM ET |
| **Qualification Submission Due Date** | May 13, 2024 | 1:00 PMET |

Dates are subject to change. All changes will be reflected in Addenda to the RFQ posted on New Jersey Economic Development Authority’s (NJEDA) website.

1. **INFORMATION FOR RESPONDENTS**

This Request for Qualifications (RFQ) is issued by the New Jersey Economic Development Authority (“Authority” or “NJEDA”) to solicit Qualifications for Heavy Civil Engineering & Design Services for the New Jersey Wind Port (NJWP or Project Site). Professional engineering firms (Firms) selected as “Qualified Firms” under this RFQ will be designated for a term of three (3) years with – two (2), one (1) year extension options.

* 1. **PURPOSE AND INTENT**

The Authority seeks to solicit qualifications from professional engineering firms (“Firms”) that can support the NJWP with (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. This RFQ is intended to identify a pool of Firms whose qualifications and experience make them the most qualified to provide the services outlined in the Scope of Services.

The Heavy Civil Engineering subsector comprises entities whose primary activity is the engineering and design of construction projects such as sewers, roads, highways, bridges, tunnels, ports, and other large government and city projects. Heavy Civil Engineering projects and are not normally performed on buildings and may include new projects, additions to existing projects, alterations, or maintenance and repairs.

* 1. **PROJECT BACKGROUND**

The Project Site is located in Lower Alloways Creek, Salem County, NJ - adjacent to the Hope Creek Nuclear Generating Station, a thermal nuclear power plant owned and operated by PSEG Nuclear, LLC (“PSEG”). The Project Site is comprised of a combination of property obtained either through Ground Lease[[1]](#footnote-1) or otherwise owned by the Authority. The Port will contain both offshore wind marshalling and manufacturing facilities in support of wind farms to be located off the coast of New Jersey and other states.

This Project is broken into Phases 1A, 1B, and 2:

Phase 1 development of the NJWP includes an approximately 30-acre marshaling facility (Parcel A) with concrete wharf structure, berthing pocket, turning basin and approach channel (connection to existing Delaware River main navigation channel). The Phase 1 marshaling facility is designed with a flexible layout that will support the marshaling of offshore wind development projects in New Jersey, as well as other projects along the Eastern United States.

Marshaling is the final step leading up to construction of every offshore wind development project. Final components are marshalled in preparation for transport and installation. Efficiencies in final marshaling allow for safe and efficient project completion. The New Jersey Wind Port was designed and is being constructed to support the growing offshore wind industry in New Jersey and the US eastern seaboard.

Phase 1 has been separated into two sub-phases of development based on the timing of construction activities and NJWP development needs. Figure 1 below illustrates the parcels associated with Phase 1A in green and Phase 1B in yellow.

Phase 1A

* Parcel A – 30 acres for offshore wind marshalling tenant.
* Parcel G2A – Main substation that will provide electrical distribution to the NJWP.
* Phase 1 Dredging – Hydraulic and Mechanical Dredging associated with NJWP access channel and Parcel A berths.

Phase 1B

* Parcel C1 – Additional 10 acres of marshaling uplands to support activities on Parcel A. This parcel will be returned to form the full extent of Parcel C to support wind turbine manufacturing/assembly efforts on Parcel C2.
* Parcel G - Parcel G is being developed as a wind turbine generator (WTG) manufacturing site that will be connected to the Port via an East-West heavy haul road.
* East-West Heavy Haul Road - The heavy haul road will carry a utility corridor that will connect the main substation that will be located on Parcel G to the marshaling and manufacturing facilities located on the NJWP site.

Phase 2 of the NJWP includes the development of a second marshaling facility (Parcel B1), manufacturing support facilities (Parcels C2 and B2), construction of permanent Port utilities, and relocation of existing facilities at the Salem and Hope Creek Generating Station. The proposed expanded development of the NJWP will include the redevelopment of existing portions of the Salem and Hope Creek Generating Station, installation of new wharf structures, dredging of new berthing pockets, and dredging of a new turning basin. Phase 2 of the NJWP is intended to add capacity to NJWP, allowing it to support simultaneous marshaling of two (2) offshore wind development projects as well as supply chain support through manufacturing.

In addition to marshaling and manufacturing support facilities, NJEDA will also be undertaking the construction of a permanent confined disposal facility (CDF) on Parcel E for the purposes of retaining dredge disposal material resulting from Phase 2 initial construction and perpetual maintenance dredging of the Port. Upon completion of all the facilities on site, a dedicated security facility will be constructed on Parcel D that will be accompanied by parking availability to support Port functions as well as a dedicated area for equipment related to Port operations and maintenance.

Due to the complex nature of the development of the NJWP project, it has been determined that Heavy Civil Engineering and Design Services of one or more engineering disciplines may be required to supplement services provided by the Authority’s contracted engineer of record throughout project development, and post construction services to support general port operations.

**Figure 1** – NJWP Parcel Development Plan



Any projects awarded within this RFQ scope of work, that are eligible for Federal Funding shall follow all Federal standards and policies specific to the funding. See Exhibit M Rider for Purchases Funded by Federal Funds.

* 1. **QUESTIONS AND CLARIFICATIONS**

Any questions regarding the RFQ should be directed in writing to EDAProcurementQA@njeda.gov.

**NJEDA will not accept any telephone calls regarding this RFQ process – all questions and/or requests for clarification should be submitted in writing).** The deadline for questions is **1:00p.m. on 04/24/2024.** The subject line of the e-mail should state: **QUESTIONS-RFQ-198 – Heavy Civil Engineering & Design Services for the New Jersey Wind Port (NJWP).**

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 qualification’s 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 **RFQ-Heavy Civil Engineering & Design Services for the New Jersey Wind Port (NJWP)** isavailable at [Bidding Opportunities - NJEDA](https://www.njeda.gov/bidding/#IPM3) which will include anyupdates, additional information and/or addenda pertaining to this RFQ, as well as 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.

**It is the sole responsibility of the Respondent to be knowledgeable of all Addenda related to this procurement.**

* 1. **MANDATORY SITE VISIT**

A Mandatory Site Visit has been scheduled for this procurement for the dates and times indicated on the RFQ cover sheet. Firms must attend one of these dates. The location of the Mandatory Site Visit will be as follows:

*New Jersey Wind Port Project (adjacent to Hope Greek Generating Station), Lower Alloways Creek, Salem County, NJ*

Please see Exhibit F for site access directions.

Firms must submit the Visitor’s Assumption of Risk (Exhibit G), and the Tour Application (Exhibit H) for all visitors 24 hours before the scheduled visit. Forms must be submitted to EDAProcurementQA@njeda.gov.

Firms shall not have more than 2 representatives attend, and each attendee may represent only one (1) potential Respondent.

Qualifications received from any Firm that was not represented or failed to register properly at the Site Visit shall be rejected.

No Questions or Inquiries will be accepted or answered during the Mandatory Site Visit. All Questions are to be held and submitted in accordance with RFQ Section.

* 1. **PJOJECTED MILESTONE DATES**

The following dates are provided to Respondents for planning purposes only. These are estimated timeline dates and do not represent a firm date commitment by which the Authority will take action:

Q&A Period Ends: Wednesday, April 24, 2024 @ 1:00 p.m. ET

If required, Addendum: Thursday, May 2, 2024 @ 1:00 p.m. ET

Qualification Submittals Due: Monday, May 13, 2024 @ 1:00 p.m. ET

* 1. **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.

The RFQ will be available commencing on 04/19/2024, on the NJEDA website at [Bidding Opportunities - NJEDA](https://www.njeda.gov/bidding/#IPM3) **2023-RFQ-198.**

### **1.7**  **ELECTRONIC QUALIFICATION SUBMISSION (STRONGLY PREFERRED)**

Respondents 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 (Professional Services Qualification Statement (PSQS), Attachment Submittals, etc.) submission should follow the following format:

“(Respondent’s Company Name) – Qualification Submittal-2023-RFQ-198 – **Heavy Civil Engineering & Design Services for the New Jersey Wind Port (NJWP)**”

All RFQ electronic Qualification Submittal documents must be uploaded to the Authority’s ShareFile system via: https://njeda.sharefile.com/r-r592ff350f1a842e6b2c7cb82856cc389.

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 as referenced on the front cover of the RFQ to allow some time to identify and troubleshoot any issues that may arise when using the Sharefile application. Technical inquiries may be directed to EDAProcurementQA@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 Respondent. If a Respondent uploads multiple duplicate documents, NJEDA will only consider the last version of the document uploaded, provided that it is uploaded by the stated deadline.

### **1.8 ELECTRONIC SIGNATURE**

Pursuant to written policy, the Authority allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. Respondents 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 Respondent 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.

### **1.9 HARD COPY QUALIFICATION SUBMITTAL**

If submitting a hard copy (in a securely SEALED envelope or carton), 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

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:

**2023-RFQ-198 – Heavy Civil Engineering & Design Services for the New Jersey Wind Port (NJWP)** **1:00** **p.m. on 05/13/2024**

Submit one (1) ink signed, original hard copy Qualification submittal with all the required documentation and signatures in ink, and one (1) copy 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 qualifications since the U.S. Postal Service does not deliver directly to the Authority.

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 Respondents 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.

Note: Directions to the Authority’s Trenton location for the public bid opening occurring on XX/XX/XXXX at 1:00pm, 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.

### **1.10 OPEN PUBLIC RECORDS ACT**

The Authority, as an instrumentality of the State of New Jersey, is subject to the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1.1 et seq.), as amended and including all applicable regulations and policies and applicable case law, including the common law right to know. Subsequent to submission opening, all information submitted by a Vendor in response to a solicitation is considered public information, notwithstanding any disclaimers to the contrary submitted by a Bidder. When the RFQ contains a negotiation component, the submission will not be subject to public disclosure until a conditional Notice of Award is issued.

As part of its submission, a Respondent may designate any data or materials it asserts are exempt from public disclosure under OPRA and/or the common law, explaining the basis for such assertion. The location in the submission of any such designation should be clearly stated in a cover letter.

A Respondent shall not designate any price lists and/or catalogs submitted as exempt from public disclosure.

Any proprietary and/or confidential information in the Respondent’s submission will be redacted by the Authority. A Respondent may designate specific information as not subject to disclosure pursuant to the exceptions to OPRA found at N.J.S.A. 47:1A-1.1, when the Respondent has a good faith legal and/or factual basis for such assertion. The Authority reserves the right to make the determination as to what is proprietary or confidential and will advise the Respondent accordingly. **The Authority will not honor any attempt by a Respondent to designate its entire submission as proprietary, confidential and/or to claim copyright protection for its entire submission.** Copyright law does not prohibit access to a record which is otherwise available under OPRA. In the event of any challenge to the Respondent’s assertion of confidentiality with which the Authority does not concur, the Respondent shall be solely responsible for defending its designation, but in doing so, all costs and expenses associated therewith shall be the responsibility of the Bidder. The Authority assumes no such responsibility or liability.

### **1.11** **JOINT VENTURE**

If a Joint Venture is submitting a Qualification Submittal, the agreement between the parties related to the Joint Venture should be submitted with the Joint Venture’s Qualification Submittal. Authorized signatories from each party comprising the Joint Venture must sign the Signatory Page (Exhibit E). Each party to the Joint Venture must individually complete and comply with all the forms and certification requirements in the bid solicitation document.

**2.0 DEFINITIONS**

## **2.1** **GENERAL DEFINITIONS**

**Addendum** – Written clarification or revision to this RFQ issued by the Authority.

**Authority** – The New Jersey Economic Development Authority.

**Board of Directors** – Responsible for the management of all New Jersey Economic Development Authority operations.

**Business Day** – Any weekday, excluding Saturdays, Sundays, Authority legal holidays, and State-mandated closings unless otherwise indicated.

**Calendar Day** – Any day, including Saturdays, Sundays, State legal holidays, and State-mandated closings unless otherwise indicated.

**Director for the NJWP –** The Individual, or his/her delegate, who is responsible for monitoring the engineering department's overall for the New Jersey Economic Development Authority

**Chief Executive Officer (CEO)** – The Individual, or his/her designee, who has authority as the Chief Contracting Officer for the New Jersey Economic Development Authority.

**Contractor** – a Qualified Firm who, by any one of the Methods of Operation, has been selected by NJEDA to undertake tasks pursuant to a Task Order Request.

**Director** – The Director of Procurement, New Jersey Economic Development Authority.

**Disabled Veterans’ Business** – A business which has its principal place of business in the State, is independently owned and operated, and at least 51% of which is owned and controlled by persons who are disabled veterans, or, a business which has its principal place of business in this State and has been officially verified by the United States Department of Veterans Affairs as a service disabled veteran-owned business for the purposes of department contracts pursuant to federal law N.J.S.A. 52:32-31.2.

**Disabled Veterans’ Business Set-Aside Contract** – **A** Contract for goods, equipment, construction or services which is designated as a Contract with respect to which bids are invited and accepted only from disabled veterans’ businesses, or a portion of a Contract when that portion has been so designated. N.J.S.A. 52:32-31.2.

**Evaluation Committee** – A committee established, or Authority staff member assigned by the requesting department, to review and evaluate Qualifications submitted in response to this RFQ.

**Joint Venture** – A business undertaking by two or more entities to share risk and responsibility for a specific project.

**Key Personnel** - The Respondent’s Project Principal, Project Manager, Lead Project Engineer, and including any persons who are listed on the Respondent’s Staffing Chart and shall also include sub-consultant staff.

**May** – Denotes that which is permissible, not mandatory.

**Must** – Denotes that which is a mandatory requirement. Failure to meet a mandatory material requirement will result in the rejection of a Submittal as non-responsive

**Project** – The undertaking or services that are the subject of this RFQ.

**Procurement** – The Department within the New Jersey Economic Development Authority responsible for the tasks and activities associated with procurement.

**Professional Services Qualification Statement (PSQS)** - Mandatory form with Qualification Submittal provided by Vendor responding to the RFQ.

**Qualification Submittal** – A Respondent’s submittal provided in response to the RFQ including, but not limited to, the submittal requirements, any licenses, forms, certifications, or other documentation required by the RFQ.

**Qualified Firm –** An individual or business entity having been selected to become part ofthe pool established under this RFQ.

**Request for Qualifications (RFQ)** – This series of documents, which establish the project requirements and solicits Qualifications to meet the needs of the Authority, as identified herein, and includes the Request for Qualifications, attachments and addenda.

**Respondent/Firm** – An individual or business entity submitting a Qualification Submittal in response to this RFQ.

**Shall** – Denotes that which is a mandatory requirement. Failure to meet a mandatory material requirement will result in the rejection of a submission as non-responsive.

**Should** – Denotes that which is recommended, not mandatory.

**Small Business** – Pursuant to N.J.A.C. 17:13-1.2, “small business” means a business that meets the requirements and definitions of “small business” and has applied for and been approved by the New Jersey Division of Revenue and Enterprise Services, Small Business Registration and M/WBE Certification Services Unit as (i) independently owned and operated, (ii) incorporated or registered in and has its principal place of business in the State of New Jersey; (iii) has 100 or fewer full-time employees; and has gross revenues falling in one (1) of the three (3) following categories: For goods and services – (A) 0 to $500,000 (Category I); (B) $500,001 to $5,000,000 (Category II); and (C) $5,000,001 to $12,000,000, or the applicable federal revenue standards established at 13 CFR 1221.201, whichever is higher (Category III); For construction services: (A) 0 to $3,000,000 (Category IV); (B) gross revenues that do not exceed 50 percent of the applicable annual revenue standards established at 13 CFR 121.201 (Category V); and (C) gross revenues that do not exceed the applicable annual revenue standards established at CFR 121.201 (Category VI).

**Small Business Set-Aside Contract** – (1) A Contract for goods, equipment, construction or services which is designated as a Contract with respect to which bids are invited and accepted only from small businesses, or (2) a portion of a Contract when that portion has been so designated. N.J.S.A. 52:32-19.

**Solicited Firm –** a Qualified Firm that has been solicited by NJEDA to providea response to a TOR.

**State** – The State of New Jersey.

**Submission** – Qualifications submitted by a Vendor in response to this RFQ.

**Task Order Request (“TOR”) Form** – The form the Authority will use to identify Tasks (as described in Scope of Services) that will be requested from the Qualified Firm(s), and that the Qualified Firm(s) will complete for the Authority to determine whether or not to proceed with the Firm for the specified Task.

**Will** – Denotes that which is permissible or recommended, not mandatory.

**2.2** **PROJECT SCOPE SPECIFIC DEFINITIONS**

**CONTRACT-SPECIFIC DEFINITIONS**

**Confined Disposal Facility (CDF)** – An area specifically designated for the containment of dredged material.

**3.0 SCOPE OF Services**

Qualified Firms shall be tasked with providing support to the NJWP in one or more of 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 related to completion of Phases 1A, 1B, and 2, as referenced above.

Qualified Firms may be tasked with providing Heavy Civil Engineering & Design Services for the NJWP. These include but are not limited to the following Tasks:

1. Designing a potable water system for the NJWP, including wells, a water tower, and water distribution;
2. Designing a sewage treatment plant for the NJWP that can potentially tie into the existing sewage treatment system servicing the Salem/Hope Creek Nuclear Generating Stations situated adjacent to the NJWP. This will also include providing support, during the permitting process with the necessary Federal, State, and Local authorities. Support shall include but is not limited to: consultation, meeting attendance with regulatory agencies, and plan revisions;
3. Designing a logistics pier in the Delaware River where piles and other supplies can be received during the Phase 2 construction;
4. Conducting construction inspections and Owner representation during the Phase 2 construction;
5. Engineering services to support the efficient maintenance and operations of the NJWP once construction is completed and Parcels at the NJWP become operational; and/or
6. Emergency engineering inspection and design services, as required, in the course of NJWP operations. The operation of a 24/7 port adjacent to a nuclear facility and regulated by the US Coast Guard and US Customs and Border Patrol may require engineering services to be provided expeditiously in the case of an emergency. Examples of emergencies that might require engineering services include, but are not limited to, power outages, sewer outages, chemical spill, infrastructure failure (e.g. a bollard breaks or a wharf cracks), damage assessment following damage caused by a vehicle (e.g. a truck hits port infrastructure). This scope of work therefore includes all of the above services provided on an emergency basis.

Respondents desiring to be considered for emergency services shall provide a narrative describing their Emergency engineering inspection and design services. This shall include but not be limited to the following:

* + 1. Emergency Service hours;
		2. Area of discipline for which the firm will provide emergency services;
		3. Examples of emergency response work performed, if applicable.

See Exhibit I attached for details regarding the potential scopes listed above.

Qualified Firm(s) may be tasked with providing design oversight and input during the construction process as well as onsite staffing in the form of resident engineer services. This could include but not be limited to: attending meetings, performing routine or periodic inspection of the work, reviewing contractor submittals, responding to RFIs from contractors, etc.

Tasks taking place on or pertaining to property leased by NJEDA from PSEG Nuclear may require the firm(s) to coordinate with PSEG Nuclear and their representatives throughout the design process. This may include but not be limited to: coordinating with PSEG Nuclear design consultants, facilitating onsite or in-person workshops, responding to design review comments, etc.

Qualified Firms that have been selected for the pool and that are subsequently selected for particular tasks may be required to work collaboratively with the NJEDA’s retained project engineer, Construction Manager, and PSEG Nuclear; these Firms may also be expected to attend occasional meetings at the NJWP site, as required. Firms proposing to support construction inspections should note that onsite inspection services could range from periodic to daily inspections.

All interaction between Contractor and any (non-NJEDA) 3rd party that is involved with the project will be coordinated through a designated NJEDA representative. At no time will Contractor engage in direct coordination with a 3rd party entity that is involved with the project unless they have been specifically authorized to do so.

Design deliverables submitted to the Authority will be subject to review. Review may be completed by NJEDA technical staff or extend to other staff contracted by NJEDA such as the Construction Manager or Engineer of Record. NJEDA also reserves the right to request all design data such as native drawing files and calculation packages for the purposes of review or record keeping if necessary. Design deliverables and review expectations will be established within each RFQ issued to qualified firms.

**4.0 ELIGIBILITY REQUIREMENTS:**

In order to be considered for selection to the pool, the Respondents must submit the Professional Services Qualification Statement (“**PSQS**”), Exhibit A.

(PSQS form also accessible on NJEDA’s website at: <https://www.njeda.gov/bidding/#forms>)

**4.1 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.

Respondents shall showcase their background and variety of scopes that fall under the PSQS areas of discipline.

**Respondents shall submit the following:**

1. **Professional Qualifications**
2. Professional Services Qualification Statement (“PSQS”) - Firms **must** submit or update a PSQS.
3. 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 sub-consultant firm’s anticipated role within this particular project along with resumes for key project team members.
4. The respondent 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, Respondents 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.
5. **Professional Experience**
6. Respondents shall provide a listing of up to ten (10) representative projects within the last ten (10) years which most closely resemble the Heavy Engineering and Design Services described in this Scope of Services must be included.  Itemize only completed projects or those under construction where the respondent firm was (is) the engineer of record.  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.
7. In addition to the list, respondents shall provide a separate project profile with the Qualifications Submittal.
8. Emergency Services
	1. Respondents desiring to be considered for emergency services shall provide a narrative describing their Emergency engineering inspection and design services. This shall include but not be limited to the following:
		1. Emergency Service hours;
		2. Area of discipline for which the firm will provide emergency services;
		3. Examples of emergency response work performed, if applicable.
9. **Project Understanding**

Respondents shall provide a narrative describing understanding of Project Scope and the firm’s approach to successfully delivering the Project.

1. **Presentation**

Submissions should be written clearly with correct spelling and grammar. Information should be presented in an organized fashion that responds accordingly to the submission requirements.

**4.2 RANKING CRITERIA**

NJEDA will evaluate Vendors for selection as Qualified Firms based upon the following criteria.

1. **Professional Qualifications:** The respondent’s identification of professional background and qualifications 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.  Firms that can demonstrate the ability to provide more resources in-house and to showcase multi-discipline staff will receive higher rankings.  Each firm shall designate a Project Management Representative that will be the main point of contact between the firm and the NJEDA Infrastructure team.
2. **Professional Experience**: Direct project experience of key team members that will be executing engineering and design services that resemble the Heavy Civil Engineering and Design Services described in this Scope of Services. References and their contact information shall be listed for each project listed and should be up to date with phone numbers and/or email addresses that the NJEDA can use to verify performance. Firms that can demonstrate the ability to handle projects of complexity and/or required multiple design disciplines, will receive higher rankings.
3. **Scope of Work Understanding**: The respondent shall demonstrate they possess an understanding of the work and the potential services they can provide to support the New Jersey Wind Port development. This should be communicated via a written narrative that conveys the firm's ability to support the project and reason for interest.
4. **Presentation**: The respondent will be evaluated on the above technical criteria as well as their ability to properly and aesthetically present the information requested in this Scope of Services. This submission is considered a reflection of the firm and an expectation of their deliverable quality.

**5.0 METHOD OF OPERATION**

**5.1 Selection of Qualified Bidders/Mini Evaluation**

**Mini Evaluation**

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

**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.

**5.2 TASK ORDER REQUESTS (TORs)**

When services are required that are within the Scope of Services, the NJEDA Director for the NJWP or their delegate will determine whether to solicit some or all the Qualified Firms utilizing one of the Methods of Operation outlined in Section 5.1.

Task Order Requests 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 Vendor 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 one (1) to three (3) business days.
	+ If no conflict exists, the Qualified Firm must then also return a completed TOR Vendor Response Form, Exhibit C3, to the Authority’s Designated Contract Manager within five (5) business days. The TOR Vendor Response Form, Exhibit C3, shall include a cost estimate in accordance with the Qualified Firm’s submitted Fee Schedule.
* TOR Vendor 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.

There is no guarantee that a Qualified Firm will be awarded a TOR throughout the duration of this contract.

The Authority is under no obligation to solicit responses to TORs and/or retain any Qualified Firm for TOR-based services.

There is no guaranteed minimum number of requests the Authority may issue throughout the term of the Contract and any extensions thereto.

No work may begin until the Authority issues a written NTP to the Qualified Firm(s).

Any adjustments to hours or positions/titles (i.e. substituting a subcontractor or staff employee) are subject to the final approval of the Authority’s Designated Contract Manager, at his/her sole discretion.

The selected Contractor for awarded projects, shall provide any required compliance within five (5) business days of notice of award.

**6.0 COMPLIANCE REQUIRMENTS**

**Exhibit J:** Notice of Required Compliance” 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.

**6.1 INSURANCE**

The Insurance Exhibit is included as “Exhibit K” with this RFQ **FOR INFORMATIONAL PURPOSES ONLY**.

**6.2 SIGNATORY PAGE (MANDATORY FORM WITH QUALIFICATION SUBMITTAL)**

The Proposer shall complete and submit the Signatory Page (Exhibit E), accompanying this RFQ. The Signatory Page must include the signature of an authorized representative of the Proposer. If the Proposer is a limited partnership, a Signatory Page must be signed by each general partner. Failure to comply will result in rejection of the Qualifications Submittal as non-responsive and preclude the award of a Contract to said Proposer.

 Note: A Proposer’s written signature on the Signatory Page will NOT serve as a certifying signature on any other Mandatory Compliance forms required. Each mandatory compliance document must be individually signed.

**7.0 PROTEST OF RECOMMENDED AWARD**

To protest a Vendor’s selection (“award”) as a Qualified Firm by the New Jersey Economic Development Authority. In order for a protest to be timely, it must be submitted to the NJEDA’s Senior Vice President – Business Support within ten (10) business days of receipt of the notification that the Respondent was not selected. In order to be considered complete, a protest must: (i) identify the Respondent that is submitting the protest, (ii) identify the Contract award that is being protested, (iii) specify all grounds for the protest (including all arguments, materials and/or documents that support the protest); and, (iv) indicate whether an oral presentation is requested, and if so, the reason for the oral presentation. A Hearing Officer will be designated by the Authority’s Senior Vice President – Business Support. The designated Hearing Officer will review all timely and complete Vendor protests and will have sole discretion to determine if an oral presentation by the protester is necessary to reach an informed decision on the matter(s) of the protest.

After completing his or her review of the protest, the Hearing Officer will prepare a preliminary report, which shall be advisory in nature and not binding, and send to the Protestor. Should the Protestor dispute the findings of the preliminary “*Hearing Officer Report*”, it will be afforded an “*Exceptions Period*” equal to ten (10) business days from the Authority’s issuance of the preliminary “*Hearing Officer Report*” to refute the findings of the Hearing Officer. At the expiration of the exceptions period, the Hearing Officer will review any “*Exceptions to the Hearing Officer’s Report”* and finalize his or her report.

The Hearing Officer will make a recommendation in his or her final “*Hearing Officer Report”* which will be sent with any “*Exceptions to the Hearing Officer’s Report”* to either the Authority’s Board or the Authority’s Chief Executive Officer, as determined by the dollar amount of the potential award as it relates to the Authority’s internal Operating Authority Approval Levels, for a final decision to award the Contract. The Authority’s Board of Directors or Chief Executive Officer will review the final “*Hearing Officer Report*” and the protestor’s “*Exceptions to the Hearing Officer’s Report*” and shall render a final decision regarding the appropriateness of the award. The action of the Authority’s Board or Chief Executive Officer to make a final decision for the award of the Contract will be a final Authority action that is appealable to the Appellate Division of the Superior Court of New Jersey.

It is the Authority’s intent to not establish a pool until it has completed all of the review procedures described above. If, however, in the Authority’s sole discretion, it is determined that such an award is necessary to support the uninterrupted and efficient business operations of the Authority the Contract may be awarded.

**EXHIBITS**

Exhibit A – Professional Services Qualification Statement (PSQS)

Exhibit B – Method of Operation

Exhibit C1 – TOR Request

Exhibit C2 – TOR Conflict of Interest

Exhibit C3 – TOR Response

Exhibit D – Proposer’s Checklist

Exhibit E – Signatory Page

Exhibit F – Site Access Directions

Exhibit G – Visitor’s Assumption of Risk

Exhibit H - Visitors Registration Form

Exhibit I – Project Overview (Informational only)

Exhibit J – Notice of Required State Compliance (Informational only)

Exhibit K – Insurance (Informational only)

Exhibit L – Contract for Services (Informational only)

Exhibit M – Rider for Purchases Funded by Federal Funds (Informational only)

1. NJEDA is leasing these parcels from NDEV LLC, a Public Service Enterprise Group (PSEG) affiliate, as part of a tripartite Ground Lease agreement that includes PSEG Nuclear LLC, the operator of the nuclear power plant facilities adjacent to the property. [↑](#footnote-ref-1)