

**NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY
REQUEST FOR QUALIFICATIONS (RFQ)**

**AT-RISK CONSTRUCTION MANAGEMENT (CM) SERVICES
PRE-CONSTRUCTION AND CONSTRUCTION**

2016-RED-RFQ-CM-054

HEALTH / AGRICULTURE & TAXATION BUILDINGS

Notice is hereby given that the New Jersey Economic Development Authority (NJEDA) Real Estate Development Division is planning to select TWO (2) Construction Managers (CMs) to provide Construction Management Services (Pre-Construction and Construction) for two (2) new State office buildings and associated parking/site work and demolition in the City of Trenton (the Projects). The NJEDA, in accordance with its feasibility study (which will be provided to short listed firms along with the RFP), will look to design and construct an office building of about 175,000 SF for NJ Division of Taxation and another separate office building of about 135,000 SF for NJ Departments of Health & Agriculture. Working with the selected Architect/Engineer (A/E) Firm, the selected CM will perform both Pre-Construction and Construction services to implement all of the proposed design on a fast-tracked basis.

It is anticipated that Pre-Construction Services will be broken into two phases, both consisting of scheduling, cost estimating, constructability analysis, value engineering, Leadership in Energy and Environmental Design ("LEED") analysis, development of subcontractor lists and working with the selected A/E firm to maintain the budget from Basis of Design through completion of design. Construction services consist of the Construction Manager (CM), acting as the Constructor, holding all subcontractor contracts for the construction of the improvements and where compensation is based on Cost of the Work plus a Fee with, or without a Guaranteed Maximum Price (G.M.P.).

The proposed +/-175,000 SF Taxation building will be sited along South Warren Street, just south of John Fitch Way; to the east of the Department of Labor and Workforce Development building. The proposed +/-135,000 SF Health & Agriculture building will be sited on the west side of North Willow Street, between West Hanover and Capitol Streets. Please see **Exhibit D** for conceptual site plans.

PROJECT SCOPE:

The purpose of this RFQ is for the NJEDA to develop a short list of no more than five (5) firms whose qualifications make them the most qualified for the specific 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 CM services. The goal of this two phase process is to select the top TWO firms for these

projects. No firm will be awarded more than one of the projects. NJEDA will recommend to the NJEDA Board the two highest ranked firms, based upon technical qualifications and fees and other information submitted in the proposals received in response to the RFP, with the highest ranked firm being awarded the larger Taxation project and the 2nd ranked firm awarded the Health and Agriculture project.

Pre-Construction for each project will be broken down into two components; Phase I and Phase II. It is anticipated that Phase I will generally involve a full complement of Pre-Construction services for Schematic Design (SD) & Design Development (DD). The anticipated start date for Phase I is February 1, 2017. This Phase I should be completed within six (6) months from a notice to proceed. Following the DD phase, the NJEDA will be presenting a comprehensive development budget for State approval and bond financing. It is anticipated that design/pre-construction will be on hold for two to three months during this approval and financing period. After the anticipated approval of the projects, Phase II will be the remainder of Pre-Construction from Construction Documents, through bidding, which should take no longer than three (3) months.

Construction phase will include Construction Administration and Commissioning. The firms selected to provide these services will be required to competitively bid, in accordance with applicable law, the construction and hold all sub-contractor contracts to provide the services listed herein and all other services required by the NJEDA.

NJEDA intends to incorporate LEED standards into the proposed facilities and achieve a minimum of Silver certification (potentially Gold) from the US Green Building Council. The CM will work with the NJEDA and the selected A/E to achieve this goal.

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.

ELIGIBILITY REQUIREMENTS:

1. Joint venture Qualification Submittals are not eligible for submission.
2. Only those projects actually performed by the firm's specific office responding to the RFQ can be included in response to the RFQ and listed in the matrix required under Submittal Requirements. If the submittal is from a branch office, projects performed by the main office or another branch office cannot be submitted or included as a reference.
3. The NJEDA does not seek the services of an agent construction manager, owner's representative, nor a client advocate. To be considered eligible, the firm must demonstrate that the majority of its current and past experience has been on projects where it acted as the Constructor and held contracts with subcontractors

directly. All submitted projects must be where the CM was At-Risk.

4. Any firm attempting to contact government officials (elected or appointed), NJEDA Board members or NJEDA staff in an effort to influence the selection process shall be immediately disqualified.
5. At the time of the submission of proposals in response to the RFP, the At-Risk CM firm must be classified by DPMC in the DPMC trade, C006 "CM as Constructor".

RANKING CRITERIA:

In order to be considered for selection, a CM firm must demonstrate in its qualification statement submitted to the NJEDA that it has:

1. Specialized experience in fast-tracked construction of projects where budget and schedules are primary considerations.
2. Experience as a Construction Manager offering Construction Services, where the CM was the Constructor and held the contracts with subcontractors, not as a CM agent, on similar projects in the 100,000 – 200,000 SF range.
3. Experience as a CM offering Pre-Construction Services (scheduling, cost estimating, value engineering) for developers and/or in the construction of projects of similar size, scope and complexity as determined by the NJEDA.
4. Experience with NJ Department of Community Affairs (DCA) for plan review, permitting and construction inspections.
5. Understanding of Project Scope
6. Prior NJEDA experience.
7. LEED project experience.

Note: The NJEDA does not seek the services of an agent construction manager, owner's representative, nor a client advocate. To be considered eligible, the firm must demonstrate that the majority of its current and past experience has been on projects where it acted as the Constructor and held contracts with subcontractors directly. All submitted projects must be where the CM was At-Risk.

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. Construction Management firms which meet the requirements described in this RFQ must submit a completed copy of the Contractor's Qualification Statement - AIA Document A305 and the RCM-1, both attached hereto as **Exhibit A**, with a company brochure and/or narrative describing the specific experience of the firm related to this type of Project.

The RFQ, Contractor's Qualification Statement - AIA Document A305, and the RCM-1 will be available commencing on **Wednesday, October 12, 2016** on the NJEDA website at <http://www.njeda.com/rfq.asp> (Bidding Opportunities - Notices of Request for Qualifications and Proposals). **REF #2016-RED-RFQ-CM-054.**

Important: Please note that the Contractor's Qualification Statement - AIA Document A305 specific to this RFQ pertains only to the NJEDA Real Estate Division. It is not to be mistaken with Contractor Classification Forms issued by other State entities. These forms are separate and distinct.

Only those projects actually performed by the firm's specific office responding to the RFQ can be included in response to the RFQ and listed in the matrix required under Submittal Requirements. If the submittal is from a branch office, projects performed by the main office or another branch office cannot be submitted or included as a reference.

Note: Firms must submit project information, which is specific to the office, or branch office, which is responding to this particular RFQ. Please do not submit or reference work by another branch or company office that is not the location submitting in response to this RFQ.

2. A listing of no more than twelve similar completed projects (size/scope/complexity), which best demonstrates the firm's capabilities, qualifications and relevant experience in construction of similar multi-tenanted facilities must be included.

Indicate the following as per the attached matrix (RCM-1) for each representative project; this may be submitted on a separate spread sheet:

Column 1. Type of Building(s).

- Column 2. Gross Square Feet.
- Column 3. Cost of Construction.
- Column 4. Date of completion.
- Column 5. Identify the extent of new construction and renovation (if any) on representative projects.
- Column 6. Tenant and use of building
- Column 7. Firm's portion of work
- Column 8. Project Ownership: Public, Private, Combination.
- Column 9. Applicable owner contact, telephone number, address and e-mail.
- Column 10. Architect of representative projects with contact name, telephone number, address and e-mail.
- Column 11. C.M.c. - where the CM acted as the Constructor and held the contracts directly. Identify whether Lump Sum, G.M.P., or Cost Plus a Fee contract.

Do not list any projects where the CM was an "agent only" for the owner, i.e., did not hold the contracts with subcontractors directly. Listing the type of contract, as CM will be interpreted as "agent only" and that project will not be evaluated.
- Column 12. Plan review and permitting agency. DCA, local municipality, other?
- Column 13. LEED Certified Project (yes/no), LEED Registered Project (yes/no), Level of certification achieved or seeking.

3. The respondent firm must list and identify relevant experience of all anticipated key project team members (subconsultants) that will be assembled to complete the scope of services described in this RFQ. When identifying relevant experience, proposers shall provide a description of relevant experience for any subconsultant intended to be utilized for this project.
4. A statement and/or certificate of the firm's current bonding capacity issued by a surety company licensed to do business in the State of New Jersey should be included.

5. Proposers must include a narrative describing understanding of Project Scope and firms approach to successfully delivering the project.
6. Respondents should submit the attached Acknowledgement of Receipt of Addenda / Q&A form as part of their submission, refer to **Exhibit B**.

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 CM 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.

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 Request for Proposal will be required to complete and return a sample Certificate of Insurance with the proposal submission indicating coverage.

COMPLIANCE REQUIREMENTS:

Construction related Compliance - **Exhibit E-1** thru **E-8** and general Compliance Requirements - **Exhibit F-1** thru **F-12** are attached to this RFQ **FOR INFORMATIONAL PURPOSES ONLY**. Only those firms who receive and choose to respond to the subsequent Request for Proposal will be required to complete and return the required compliance forms with the proposal submission.

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) any exclusions, minor exceptions to NJEDA's documents or requirements; (4) understanding the scope of work and project requirements; (5) past experience on other NJEDA projects; (6) experience with fast track scheduling; (7) experience working as a Construction Manager "At-Risk" where the CM holds all trade contracts; (8) experience with DCA project review; and (9) price and other factors, as further outlined in the RFP.

QUESTIONS/CLARIFICATIONS:

Any questions regarding the RFQ should be directed in writing to QARed@njeda.com. **(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 **11:00 a.m. on October 21, 2016**. 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 RFQ is issued, up to and including issuance of final Addenda and Questions and Answers. Information pertaining to **#2016-RED-RFQ-CM-054** is available at <http://www.njeda.com/rfq.asp> - *Bidding Opportunities - Notices of Request for Qualifications* which will include any updates, additional information and/or addenda pertaining to this RFQ, as well as, for posted questions and answers. All addenda to this 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 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 B**.

DEADLINE:

Qualification Submittals must be received by **1:00 p.m. on Friday, October 28, 2016**. 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. NJEDA's 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.

All Qualification Submittals should be submitted as follows:

- One (1) printed, signed original
- Five (5) printed copies of the signed proposal, bound
- a signed electronic Adobe PDF version supplied on a compact disc or flashdrive*
(*The media submission should include electronic (i.e. scanned) versions of any and all submittals supplied with the Qualifications Submission. The media submission should be clearly marked with the Proposer's name, address and phone number information, as well as, the *RFQ* information REF #2016-RED-RFQ-CM-054.)

Qualification Submittals must be addressed to:

Shipping / Delivery Address:

New Jersey Economic Development Authority
Real Estate Division
36 West State Street
PO Box 990
Trenton, NJ 08625 -0990
Telephone: 609-858-2600 – Main Reception Desk

REF: #2016-RED-RFQ-CM-054

Due Date: Friday, October 28, 2016 – 1:00 PM

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-1	Contractor's Qualification Statement - AIA Document A305
Exhibit A-2	RCM 1
Exhibit B	Acknowledgement of Receipt of Addenda / Q&A form
Exhibit C	Submittal Checklist
Exhibit D-1	Conceptual Site Plans for Health and Agricultural Building
Exhibit D-2	Conceptual Site Plans for Taxation Building
Exhibit E-1	
through E-8	Construction Related Compliance (Informational Purposes)
Exhibit F-1	
through F-12	Compliance (Informational Purposes)