

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

ARCHITECTURAL & ENGINEERING SERVICES (A/E)

2016-RED-RFQ-AE-055

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) Architect/Engineering (A/E) firms (or Architect with applicable sub-consultants) to provide complete architectural and engineering services for two (2) new State office buildings and associated parking/site work in the City of Trenton. The NJEDA, in accordance with their feasibility study (which will be provided to short listed firms with the Project Request for Proposals (RFP)), will look to design and construct an office building of about 175,000 square feet (SF) for the New Jersey Division of Taxation (Taxation) and another separate office building of about 135,000 SF for the New Jersey Departments of Health & Agriculture (Health & Agriculture). Working with the selected Construction Manager (CM), each of the selected A/E firms will perform complete Design services for these new State office buildings.

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 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. It is expected that these buildings will include a pedestrian friendly urban design in context with their site. Please see **Exhibit C** for conceptual site plans.

PROJECT SCOPE:

The purpose of this RFQ is for the NJEDA to develop a short list of 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 TWO (2) 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 submitted in the proposals received in response to the RFP. NJEDA will negotiate with the highest technically ranked firms, based upon the proposals received in response to the RFP, with

the highest ranked firm awarded the larger Taxation project and the 2nd ranked firm awarded the Health & Agriculture project.

Each 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) & 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 Phase I Design, the NJEDA will be presenting a comprehensive development budget for state approval and bond 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 projects, Phase II will be the remainder of design including Construction Documents (CD), which should take no longer than three (3) 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 firms will work with the NJEDA and the selected CM to achieve this goal.

The project will be fast-tracked and budget driven, and 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.

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.

ELIGIBILITY REQUIREMENTS:

In order to be considered for selection to the “short list”, the respondent must be able to demonstrate in their Professional Services Qualification Statement (**PSQS**), attached hereto as **Exhibit A**:

1. They were the actual Firm and **Architect of Record** on all submitted, representative projects.
2. Architectural joint ventures Qualification Submittals 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. 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.
4. Experience in full design services of new construction projects for government or corporate clients in the 100,000 SF to 200,000 SF range, with an emphasis on technology related infrastructure and design. Design expertise should include zoning analysis, building code analysis, site development, energy studies, master planning, full architectural and engineering services, tel/data, security, energy management controls, commissioning, LEED and associated disciplines. Key project team members/sub-consultant experience as stated above will be reviewed and considered in this process. If the Mechanical-Electrical-Plumbing (MEP) engineer, or other key disciplines are a sub-consultant, each sub-consultant must provide a separate PSQS.
5. The respondent must have a NJ licensed architect and engineer on staff or as a member of the Project team.
6. 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.
7. Set Aside – As noticed in Section E of Compliance **Exhibit F-1** through **F-12**, 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.

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 all the 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 member/firm anticipated role within this particular project.
3. The respondent firm must list and identify relevant experience of all anticipated key project team members (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 intended to be utilized for this project.
4. Respondents shall provide a narrative describing understanding of Project Scope and the firms approach to successfully delivering the Project.
5. All respondents must complete **Item 19**, of the PSQS. Please provide as a separate attachment, a matrix containing the following information. This matrix should be completed for the architect and also key engineering disciplines/sub-consultants. 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 and also the key engineering groups/firms. If the MEP engineer, or any other key disciplines are sub-consultants, these sub-consultants shall submit a separate PSQS.

A listing of 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.

Indicate the following as per the required matrix for each representative project:

- 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. We are also interested to understand if this was a ground up design, or tenant fit-out.
 - Column 6. Indicate the firm's scope of design services and specific design disciplines that the firm was responsible for directly coordinating. Include only those services where the firm was the Architect of Record.
 - Column 7. Firm's actual fee for representative projects.
 - Column 8. Project Ownership: Public, Private, or Combination.
 - Column 9. Applicable owner contact, telephone number, address and e-mail address.
 - Column 10. Contractor of representative projects with contact name, telephone number, address, e-mail address, and type of contract held by the owner for the representative project. Identify whether the contractor acted as C.A.R. (Construction Manager "At-Risk"), G.C. (General Contractor) or A/EA. (Construction Manager Agent).
 - Column 11. Identify each key project team member/sub-consultant which was retained by the firm and a description of the sub-consultant(s) services provided.
 - 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.
6. To further describe representative projects, a separate project profile/bio may be attached to the PSQS.

7. Respondents should submit the attached Acknowledgement of Receipt of Addenda / Q&A form as part of their submission, refer to **Exhibit B**.

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 and PSQS will be available commencing on Wednesday, October 12, 2016, on the NJEDA website at <http://www.njeda.com/rfq.aspx> (Bidding Opportunities - Notices of Request for Qualifications and Proposals). **REF: #2016-RED-RFQ-AE-055.**

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 key 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, survey, site environmental, historical/cultural, architecture, programming, interior design, structural, MEP, tel/data, commissioning and LEED.
2. Experience and qualifications of Architectural team for similar state/corporate office 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 Engineer/sub-consultants for new construction 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. Prior NJEDA experience.
9. LEED Project experience.

The selected short-listed firms will receive an RFP package and in accordance with P.L. 1997, c. 399, the NJEDA will negotiate with the two respondents having the highest and second highest ranked technical proposals 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-1 through **F-12** "Compliance Requirements" 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.

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) past experience on other NJEDA projects; (7) experience with fast track scheduling; (8) experience working with a Construction Manager “At-Risk” where the CM holds all trade contracts; and (9) 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.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 Friday, 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-AE-055** is available at **<http://www.njeda.com/bidding>** - *Bidding Opportunities - Notices of Request for Qualifications and Proposals* 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 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 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 **11:00 a.m. 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. 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.

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-AE-055.)

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-AE-055
Due Date: Friday, October 28, 2016– 11:00 AM

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	Acknowledgement of Receipt of Addenda / Q&A form
Exhibit C-1	Conceptual Site Plan for Health and Agricultural Building
Exhibit C-2	Conceptual Site Plan for Taxation Building
Exhibit D	Submittal Checklist
Exhibit E	Intentionally Omitted
Exhibit F-1 through F-12	Compliance (Informational Purposes)