

REQUEST FOR QUALIFICATIONS & PROPOSALS (RFQ/RFP)

**CIVIL AND ENVIRONMENTAL ENGINEERING SERVICES;
ABATEMENT, DEMOLITION AND SITE IMPROVEMENTS**

2016-RED-RFQ/P-ENG-060

**MYER CENTER, FORT MONMOUTH
TINTON FALLS, NEW JERSEY**

PREPARED BY:

**NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY
REAL ESTATE DIVISION
P.O. BOX 990
TRENTON, NEW JERSEY 08625-0990**

August 23, 2016

I. PURPOSE

The purpose of this document is to procure Professional Service Qualification Statements (PSQS) and proposals from qualified full service civil engineering consultants in order to implement a full design/development program for civil and environmental engineering services with regard to the implementation of remediation/abatement, demolition and site improvements for the buildings and site features which are located within the boundaries of the Project Site located within Fort Monmouth, Tinton Falls, Monmouth County, New Jersey (“Project”).

Site Inspection

All respondents and their key subconsultants are encouraged to visually inspect the site and buildings slated for demolition on the designated inspection date. On August 30, 2016, between the hours of 9:00 a.m. and 4:00 p.m., the site and building will be available for inspection. All respondents and their key subconsultants may visually inspect the site at their own risk. All entrants must sign and agree to the Hold Harmless Agreement (Exhibit J**). All parties must be onsite no later than 9:00 a.m. to sign in at the rear of the Myer Center and depart the property and all buildings by 4:00 p.m. Public entry into the former Fort property is now available off of Hope Road or Pinebrook Road onto either Corregidor Road or Pearl Harbor Avenue. Upon arrival, all visitors may park along Laboratory Road to sign in and enter the Myer Center building from the rear. There are other available parking lot areas as shown on Exhibit C-1 to inspect all other out buildings. Personal Protection Equipment, Flash lights and hard hats are recommended due to hazards known and unknown associated with unsecured vacant and abandoned military buildings built post WWII.**

Availability

The RFQ/RFP and Professional Services Qualification Statement form (**Exhibit B**) will be available on the NJEDA website at <http://www.njeda.com/bidding> Bidding Opportunities - Notices of Request for Qualifications and Proposals REF: #2016-RED-RFQ/P-ENG-060.

If a hard copy of the RFQ/RFP is requested, please email your request to QARed@njeda.com. An email reply will be sent when the hard copy is ready for pick-up. Arrangement for pick up should be made between the hours of 8:30 a.m. and 4:30 p.m. at NJEDA’s office located at the address below:

New Jersey Economic Development Authority
36 West State Street
Trenton, NJ 08625

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/RFP, including Item 14 (a) and 14 (b) of the PSQS. Any such PSQS on file with NJEDA, which is older than two years will not be considered by NJEDA.

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 School Construction and Financing Program Pre-Qualification Form 100, or with Dept. of Treasury, Property Management and Construction (DPMC) form(s). These forms are separate and distinct. In order to be considered for this Project, the NJEDA Real Estate Division Professional Services Qualification Statement (**Exhibit B**) must be on file or submitted to the Real Estate Division by the deadline date.

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 RFQ/RFP 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.

The firm awarded the contract to provide the services subject to this RFQ/RFP may also be retained by NJEDA to provide additional services, such as change orders relative to the scope of services at the Project site, if it is determined that additional services are required. It is understood that NJEDA must find the firm's services to be acceptable and satisfactorily completed in order to be considered a candidate to be retained by NJEDA to provide additional consulting services relative to the Project. It is further understood that NJEDA is under no obligation to solicit a proposal and/or retain the successful firm to provide any such additional services. The hourly billing rates requested as part of the RFQ/RFP, a

negotiated fixed percentage multiplier or a negotiated fixed/lump sum price will apply to such additional services if it is determined to be in the best interest of NJEDA. The Contract Documents will be amended and appended, as required, should NJEDA procure such additional services.

For the purposes of this RFQ/RFP, the following definitions apply for items regarding evaluation of the Proposal submission and subsequent compliance in accordance with the terms of the Contract:

MAY: “May” means the proposal item is recommended, but not mandatory for the proposal to be complete.

MUST: “Must” means the proposal item is mandatory for a proposal to be complete.

SHALL: “Shall” means the proposal item is mandatory for a proposal to be complete.

SHOULD: “Should” means the proposal item is recommended, but not mandatory for the proposal to be complete.

Projected Milestone Dates*

- **Site Tour: Tuesday, August 30, 2016 – 9:00 AM to 4:00 PM**
- **Deadline for Questions: Thursday, September 8, 2016 at or before 11:00 AM**
- **Proposals Due: Wednesday, September 21, 2016 at or before 11:00 AM**
- **Board Approval: Friday, October 14, 2016 if required**
- ***Conditional Notice of Intent to Award Issued: on or about Friday, October 14, 2016***
- **Compliance Submissions Due: with the proposal or within ten (10)**

days of the issuance of the *Conditional Notice of Award*

➤ **Contract Executed: on or about Monday, November 7, 2016 or sooner**

* The above dates are provided to interested Proposers for planning purposes only. These are estimated timeline dates and do not represent firm commitment dates by which NJEDA will take action.

II. DUE DATE

Proposals must be received by **11:00 a.m. on Wednesday, September 21, 2016**. Proposals shall be submitted in a securely SEALED envelope or carton. Unsealed, faxed or e-mailed proposals shall not be accepted. Proposals to the RFQ/RFP will be received until the above-mentioned time and date for receipt and publicly opened at that time.

In consideration of the environment and to support NJEDA's efforts to "Go Green", NJEDA has modified its proposal submissions, to reduce the use of paper. All Proposals should be submitted as follows:

- one (1) printed, signed original
- three (3) printed copies of the signed proposal, unbound
- a signed Adobe PDF version supplied on a compact disc*

(*The CD should include electronic (i.e. scanned) versions of any and all submittals supplied with the Proposal submission. The CD should be clearly marked with the Proposer's name, address and phone number information, as well as, the *RFQ/RFP* information REF #**2016-RED-RFQ/P-ENG-060**.)

Proposals should be addressed to:

Mailing Address/Shipping/Delivery Address:

New Jersey Economic Development Authority
Real Estate Division

REF # 2016-3-RED-RFQ/P-ENG-060

Due Date: Wednesday, September 21, 2016

@ 11:00 AM

36 West State Street

PO Box 990

Trenton, NJ 08625-0990

Telephone: 609-858-6700 – Main Reception Desk

IMPORTANT: The Fee Proposal must be provided in a separate, sealed envelope and must be SIGNED in INK! Failure to do so will render the Proposal materially non-responsive and subject to rejection.

Responses to the RFQ/RFP will be received until the above mentioned time and date for receipt and then technical proposals (but not fee proposals) will be publicly opened at the time, date and place referenced above.

III. QUESTIONS/CLARIFICATIONS

Any questions/clarifications regarding this RFQ/RFP should be directed in writing, by email to QARED@njeda.com, **(No phone calls please)**. **The deadline for questions is 11:00 a.m. on Thursday, September 8, 2016.** All questions and answers with regard to the RFQ/RFP will be posted on the NJEDA's website.

Any exceptions/exclusions taken to the NJEDA's standard form of professional services contract (**Exhibit G**) must be submitted during this Question and Answer period. NJEDA is under no obligation to grant or accept any changes to its form of contract. By submitting a proposal in response to this RFQ/RFP, Proposers agree to be bound by the Specimen Contract attached as Exhibit G and any revisions if applicable under the Questions and Answers.

Proposers are encouraged to carefully review the specimen contract and should indicate any exceptions taken to the form of contract during the Question and Answer period for this RFQ/RFP. Exceptions to or questions regarding the contract received after the Question and Answer period cannot be considered. Accordingly, any proposal submitted in response to this RFQ/RFP will be considered a firm Offer by the responding vendor to perform the Scope of Services, as outlined in the RFQ/RFP and specimen contract. Any proposals submitted will indicate an acceptance by proposers of the form of Specimen Contract.

Interested parties are encouraged to frequently check the Bidding Opportunities section of NJEDA's website from the date and time the RFQ/RFP is issued, up to

and including the due date and time of the Proposal opening – reference **#2016-RED-RFQ/P-ENG-060** available at <http://www.njeda.com/rfq.asp> - *Notices of Request for Qualifications and Proposals* for any updates, additional information and/or addenda pertaining to this RFQ/RFP, as well as, for posted questions and answers. All addenda to the original RFQ/RFP will be posted on NJEDA's website and will become part of this RFQ/RFP and will be incorporated by reference in the final contract(s) resulting from this RFQ/RFP. Respondents will be required to be knowledgeable of and acknowledge receipt of all addenda and posted Questions and Answers and must provide as part of its Proposal submission the attached Acknowledgement of Receipt of Addenda / Q&A form, refer to **Exhibit E**.

IV. PROJECT DESCRIPTION

The Project Site ("Site") is located at the intersection of Pearl Harbor Ave and Corregidor Rd. in Tinton Falls, NJ, within the former Fort Monmouth Army Base, on Tax Block 101, Lot 1 (also referred to as Parcel F-1 per Army and FMERA designation) and consists of approximately 38 acres as shown on the attached Aerial Site Map, **Exhibit C**, and Site Map, **Exhibit C-1**.

The site is or will be owned by the Fort Monmouth Economic Revitalization Authority ("FMERA"). The site contains/contained several buildings, including the Myer Center, Building No. 2700 per United States Army ("US Army") designation, a four (4) story building plus a partial basement constructed in 1955 containing approximately 673,540 gross square feet ("gsf") of building area which was utilized for office, research, laboratory and industrial processes. Building No. 2700 is constructed of steel framing, reinforced concrete and masonry unit materials, with an exterior skin consisting of three (3) inch thick rigid insulation panels reportedly clad with metal panels or some other clad material **to be further confirmed by the successful firm during the Environmental and ACM assessment services**, and was utilized primarily for office/computer and product research and development purposes; Building No. 2705 per US Army designation, a one (1) story building constructed in 1971 containing approximately 47,592 gsf of building area which was utilized for a laboratory and night vision testing facility. Building No. 2705 is constructed of concrete block with a vinyl siding exterior skin; Accessory Building, Building No. 2706 per US Army designation, a former high bay one (1) story building constructed in 1984 containing approximately

6,080 gsf of building area which was formerly utilized primarily for MEP/HVAC and facility material storage purposes. Building No. 2706 was auctioned and sold, and the building enclosure and its contents and cooling tower have been demolished and removed from the site by others, however, the concrete floor slab, foundation and underground infrastructure/utilities remain which will be demolished as part of the Scope of Work subject to this RFQ/RFP. It is also reported that the former Building No. 2706 also contained several aboveground storage tanks (“ASTs”) which reportedly contained diesel and/or fuel oil; Building No. 2715 per US Army designation, a one (1) story building reported to have been constructed after 1984 containing approximately 2,030 gsf of building area which was utilized primarily for garage and storage purposes. Building No. 2715 was auctioned and sold, and the building enclosure and its contents will be demolished and removed from the site by others, however, the concrete floor slab, foundation and underground infrastructure/utilities will remain which will be demolished as part of the Scope of Work subject to this RFQ/RFP; Building No. 2718 per US Army designation, a one (1) story building reported to have been constructed after 1984 containing approximately 2,778 gsf of building area which was utilized primarily for storage purposes. Building No. 2718 was auctioned and sold, and the building enclosure and its contents will be demolished and removed from the site by others, however, the concrete floor slab, foundation and underground infrastructure/utilities will remain which will be demolished as part of the Scope of Work subject to this RFQ/RFP. It is also noted that an existing stream borders, as well as, enters the site along the southern boundary of the site as shown on **Exhibit C and Exhibit C-1**. The general layout of the above-mentioned buildings is shown on attached **Exhibits**. There is more than a twenty (20) foot elevation change within the site as shown on the attached excerpt from the topographic map, **Exhibit C-3**.

The Project includes the remediation/abatement and demolition of all existing buildings (including all building contents)/structures/pavements, site features and all associated utility systems within the site, and construction of associated site improvements/stabilization in order to safely clear, prepare and secure the site for future development. It is anticipated that all necessary work items and Construction Documents which are the subject of this RFQ/RFP shall be completed so that remediation/abatement, demolition and associated site improvements can be commenced and successfully completed in accordance with the attached Project Schedule, **Exhibit D**.

It is NJEDA's understanding that the electric power and service to Building No's 2700, 2705, 2715 and 2718 has been disconnected. Therefore, the successful firm shall include temporary power (i.e. generator, etc.) as required in order to power any lighting or other equipment that the successful firm may need to complete the Scope of Services/Work subject to this RFP/RFQ. The cost to provide temporary power (i.e. generator, etc.) shall be included in the maximum not-to-exceed price contained in the **Fee Proposal Form, Exhibit A**.

All Plan/Code Review, issuance of Demolition and Construction Permits, Inspections and issuance of Completion Certificates shall be accomplished by the NJ Dept. of Community Affairs (NJDCA).

V. SCOPE OF SERVICES

The goal of the civil and environmental engineering consulting services is to prepare Construction Documents and to obtain all necessary Regulatory Agency approvals and permits so that the remediation/abatement, demolition (including all building contents), and site improvements work can be competitively bid, commenced and be successfully completed in the most cost effective manner possible in accordance with the Project Schedule. The successful firm shall prepare and submit all documents to obtain all required Regulatory Agency approvals and permits, and to further assist the NJEDA and its contractor in obtaining all necessary approvals and permits so that on-site recycling/processing of building rubble can be accomplished for on-site and off-site use as construction materials by the demolition contractor in the most cost effective method possible. A Scope of Services has been prepared to identify the key consulting services that may be required. The firms should thoroughly familiarize themselves with the RFQ/RFP, and should inspect the site and the existing buildings/structures and the site features so that their proposal is responsive to the services and requirements subject to this RFQ/RFP. **All respondents and their key subconsultants are encouraged to visually inspect the site and buildings slated for demolition on the designated inspection date, August 30, 2016, the site and building will be available for inspection between the hours of 9:00 a.m. and 4:00 p.m.**

This Scope of Services may not represent all issues that may arise. If issues are not addressed that can be reasonably anticipated at this point in time, the firms are required to identify them and include them as part of their proposal.

1. Document and Field Investigation, Survey, Base Map Preparation Services:

- 1A. The successful firm shall be provided access to all existing site, building, utility and boundary/topographic maps and information which are in the possession of FMERA in either pdf, AutoCADD, Word or GIS format, and may utilize said maps, upon verification of accuracy, for the creation of the base map(s) for the demolition and site improvement construction documents subject to this RFQ/RFP. The successful firm shall create mylar sepia, AutoCADD disks and/or electronic files of all base maps for the purpose of creating Construction Documents as further described herein. Also attached please find two reports that were prepared and provided by the Army; Draft Final – Findings Of Suitability To Transfer – Charles Wood Area dated August 2013 and First Amendment To The Findings of Suitability To Transfer – Phase 1 Property Area dated November 2014 which are attached as Reference Documents to this RFQ/RFP. These reports contain resource information related to the site and Building Nos. 2700, 2705, 2706, 2715, 2718.
- 1B. As part of the services described in this Section 1, the successful firm shall perform and prepare a subdivision and boundary survey plan, as well as, a topographic survey plan for the site/Parcel F-1. The services will include field survey, verification and identification of all surface elevations of all site features including but not limited to buildings, building slabs/floors, structures, surface pavements/materials, other surface materials (non-paved, etc.), docks/platforms, walls, curbs, utility information/features, tanks, etc. Utility information shall include locations of any and all utilities features including but not limited to water lines, hydrants, storm sewers (including outfalls), sanitary sewers, gas lines, electric, telephone, chambers, culverts, vaults, valves, headwalls, outfalls, utility poles, and identify grate and invert elevations of all storm and sanitary sewer features (manholes, inlets, basins, outfalls, etc), size of all such utility pipes/lines and their type of product material (i.e. RCP, DIP, PVC, etc). Contours shall be shown on a one (1) foot contour interval. Spot elevations shall be provided as necessary within the site at locations of structures, pavements, high and low points of elevation, and other appropriate points, in order to accurately

document elevations of the site's surface and subsurface features. Where practical, the topographic mapping shall extend to fifty (50) feet beyond the site perimeters, including the entire width of ROW of perimeter and adjoining roads. The subdivision survey plan will be created for the boundary of the site/Parcel F-1 and shall show all current Tax Block and Tax Lot numbers, metes and bounds of all Tax Lot lines, show distances between structures and Tax Lot lines at their closest points as verified by field measurement, identify all owners of record and acreage to one-hundredth of an acre and square foot equivalent, and indicate the location and description of all of the site's property corners for each individual Tax Lot within the entire site, including the limits of the Lime Pit parcel identified as CW-1 per US Army designation. The subdivision/boundary survey will include the delineation and carve out (as a separate Lot) of the Lime Pit parcel located within a portion of the project site and identified as CW-1 per US Army designation (See attached **Exhibit C-1** and Reference Documents). The subdivision/boundary and topographic survey plans shall be produced by a land surveyor licensed in NJ in the New Jersey State Plane Coordinate System ("NJSPCS") and the vertical datum shall be National Geodetic Vertical Datum of 1988 ("NGVD") or most current Mapping Standards as applicable. The successful firm shall create and prepare an accurate subdivision/boundary and topographic survey map at a scale of 1" = 50' or other scale as approved by NJEDA for use as part of the Construction Document's preparation services subject to this RFQ/RFP. The successful firm shall inspect and field verify and/or identify the existing conditions/features, including topographic and utilities, which may not be clear or identified on the above-mentioned maps, and shall edit/update the base maps accordingly. This effort shall include all other historic, as-built and other information obtained by the successful firm from FMERA during the investigative services. FMERA's Facilities personnel will be available to interview with regard to their knowledge of the facility during this process. The successful firm shall provide all necessary document research and field investigations to determine and/or confirm the environmental conditions, the types of structural and foundation systems for all existing

buildings, including building skin/exterior and roofing materials, and site features within the site in order to successfully complete all services and Scope of Work subject to this RFQ/RFP.

- 1C. The successful firm shall provide all necessary services for the preparation of base mapping and Construction Documents (plans, specifications and reports) and provide construction phase administration/supervision services as further described in this Section. The Construction Documents shall be packaged such that the abatement, demolition and site improvement work can be publicly, competitively bid and awarded in one (1) contract to a qualified general contractor. All miscellaneous site features/structures located within the site, except for certain site features/structures deemed to be protected and saved by NJEDA, as applicable.
- 1D. If the NJEDA determines that further or additional non-substantive civil engineering consulting services are required, then NJEDA, in accordance with the terms and conditions of the NJEDA Contract, may elect to ask the successful firm to provide/submit a cost proposal as further described herein to conduct additional civil engineering consulting services.

2. **The buildings/structures and site features to be demolished include the following:**

- 2A. All buildings/structures, including all footings/foundations and slabs, located within the site; including the Myer Center, Building No. 2700 per US Army designation, a four (4) story building plus a partial basement constructed in 1955 containing approximately 673,540 gsf of building area which was utilized for office, research, laboratory and industrial processes. Building No. 2700 is constructed of steel framing, reinforced concrete and masonry unit materials, with an exterior skin consisting of three (3) inch thick rigid insulation panels reportedly clad with metal panels or some other clad material to be further confirmed by the successful firm during the Environmental and ACM assessment services subject to this RFQ/RFP. Each floor of Building No. 2700 has higher floor

to floor heights with a plenum space between the ceiling and floor above (also referred to as cat walk) utilized for pipe and duct pathways, for which access to the plenum spaces has been observed in certain stairwells and mechanical/utility closets and rooms. It is reported that Building No. 2700 contains an acid neutralizing system which contains two (2) lime pit vaults that were utilized up to the point of building closure and vacation. It is reported that Building No. 2700 contains several ASTs which reportedly contain diesel and/or fuel oil and an emergency generator; Building No. 2705 per US Army designation, a one (1) story building constructed in 1971 containing approximately 47,592 gsf of building area which was utilized for a laboratory and night vision testing facility. Building No. 2705 is constructed of concrete block with a vinyl siding exterior skin; the Accessory Building, Building No. 2706 per US Army designation, was a former high bay one (1) story building constructed in 1984 containing approximately 6,080 gsf of building area which was formerly utilized primarily for MEP/HVAC and facility material storage purposes, including the former cooling tower equipment located adjacent to the exterior of the building. Building No. 2706 was auctioned and sold, and the building enclosure and its contents were demolished and removed from the site by others, however, the concrete floor slab, foundation and underground infrastructure/utilities will remain which will be demolished as part of the Scope of Work subject to this RFQ/RFP. It is reported that Building No. 2706 also contained several ASTs which reportedly contained diesel and/or fuel oil; Building No. 2715 per US Army designation, a one (1) story building reported to have been constructed after 1984 containing approximately 2,030 gsf of building area which was utilized primarily for garage and storage purposes. Building No. 2715 was auctioned and sold, and the building enclosure and its contents will be demolished and removed from the site by others, however, the concrete floor slab, foundation and underground infrastructure/utilities will remain which will be demolished as part of the Scope of Work subject to this RFQ/RFP; Building No. 2718 per US Army designation, a one (1) story building reported to have been constructed after 1984 containing approximately 2,778 gsf of building area

which was utilized primarily for storage purposes. Building No. 2718 was auctioned and sold, and the building enclosure and its contents will be demolished and removed from the site by others, however, the concrete floor slab, foundation and underground infrastructure/utilities will remain which will be demolished as part of the Scope of Work subject to this RFQ/RFP. It is also reported that the site contained underground storage tanks (“USTs”) that have been removed.

- 2B. A free standing Dymaxion Deployment Unit (“DDU”), a corrugated metal structure, is located on the roof of the Myer Center, Building No. 2700 which is required to be salvaged, lowered to the ground and stored on-site at the former Fort Monmouth as part of this demolition project and Scope Of Work subject to this RFP.
- 2C. All surface and subsurface pavements, slabs, ramps/docks, curbing and walls (masonry, concrete, asphalt, etc.) located within the site.
- 2D. All miscellaneous site features/structures located within the site, except for certain site features/structures deemed to be protected and saved by NJEDA, as applicable.

3. Environmental Services:

- 3A. **Preliminary Site Assessment** - The successful firm will complete a Preliminary Site Assessment in accordance with NJDEP Technical Requirements for Site Remediation 7:26E for the entire site and Building Nos. 2700, 2705, 2706, 2715, 2718 consisting of approximately 38 acres as shown on the attached Site Map, **Exhibit C-1**.

3B. **Environmental Assessment and Analysis** - The buildings described above (Nos. 2700, 2705, 2706, 2715, 2718) were constructed in 1955, 1984 and later. Given the year of construction and historic information obtained from US Army and FMERA, the State has reason to believe that the building materials related to the buildings that are slated to be demolished as part of the Scope of Work subject to this RFQ/RFP, Building Nos. 2700 and 2705, may contain friable and non-friable asbestos containing materials (“ACM”), lead based paint (“LBP”), PCB, MEP fluids and refrigerants universal waste batteries, electrical ballasts containing dielectric fluids, equipment containing mercury (e.g. thermostats), fluorescent lamps, mercury vapor bulbs, metal halide bulbs, high pressure sodium bulbs, electronic waste (e.g. TVs, computers, monitors, etc.), smoke detectors and exit signs that contain radioactive materials or any other toxic or hazardous materials which will require remedial action/abatement and off-site removal in order to complete demolition of the buildings and site features. The successful firm shall perform a thorough assessment, inspection, representative sampling and laboratory analysis of all building materials and contents associated with Building Nos. 2700 and 2705, and building floor slabs/drains/etc associated with Buildings 2706, 2715, 2718 (i.e. skin/exterior panels and clad materials, waterproofing, floor/wall/ceiling tiles, fire doors and fire walls/panels, boiler and MEP equipment insulations, chimney’s and exhausts, pipe materials, pipe/duct/breach wrap and insulations, wire insulation, paints, fluorescent lighting, light ballasts, roofing, transformers, mastics, caulking, etc.) which are suspected of containing ACM (friable and non-friable), LBP or PCB materials, or any other toxic or hazardous materials, which require remedial action and/or abatement in order to complete demolition of the buildings and site features. During 1998 and 2001 the Army performed an assessment of certain select building materials and contents which were suspected to contain ACM (friable and non-friable) located within/on certain select portions/locations of the Building No. 2700 and Building No. 2705. See Building No. 2700 ACM Assessment with samples and floor plans dated 1998 through 2001, **Exhibit H** (in two parts), attached as a Reference Document. Also the Asbestos Re-Inspection Report

for Building No. 2705 dated July 30, 2013, **Exhibit I**, attached as a Reference Document. The above-mentioned **Exhibit H** and **Exhibit I** shall be used as supplemental information, only, as relates to the Scope Of Work to be performed under this Task. The successful firm shall prepare and provide a Report of Findings of the ACM/LBP/PCB, fire materials, MEP fluids and refrigerants, and any other Toxic/Hazardous Materials as relates to this service to be included as part of the Construction Documents to be prepared by the successful firm. Utilizing the above-mentioned Army ACM Assessment and Report as a guide, the Report of Findings will be formatted to identify and provide estimated quantities and locations of all ACM (friable and non-friable)/LBP/PCB, fire materials, MEP fluids and refrigerants, and any other Toxic/Hazardous Materials that are contained within/on Building Nos. 2700 and 2705, and building floor slabs/drains/etc associated with Building Nos. 2706, 2715, 2718 and site features which require remedial action and/or abatement in order to complete demolition and off-site disposal of the building materials, building contents and site features. It is reported that the site/Buildings contains several ASTs which reportedly contain diesel and/or fuel oil and an emergency generator. It is reported that the Building No. 2700 contains an acid neutralizing system which included two (2) lime pit vaults that were utilized up to the point of building closure and vacation. It is also reported that the site contained USTs that have been removed. The consulting services subject to this RFQ/RFP shall include the preparation of Construction Documents (i.e. plans, specifications and reports) for the remediation/abatement, removal, collection and off-site disposal of all existing ACM, lead based paint, fluorescent lighting, PCB, ASTs and their contents, MEP fluids and refrigerants, universal waste batteries, electrical ballasts containing dielectric fluids, equipment containing mercury (e.g. thermostats), mercury vapor bulbs, metal halide bulbs, high pressure sodium bulbs, electronic waste (e.g. TVs, computers, monitors, etc.), smoke detectors and exit signs that contain radioactive materials, or any other toxic/hazardous materials in accordance with all applicable local, state and federal regulatory agency requirements and regulations. The site contains a lime pit located within a portion of the project

site (See attached **Exhibit C-1** and Reference Documents) which is associated with the acid neutralizing system. The lime pit and groundwater in the area of the lime pit is currently under remedial actions by the US Army, including groundwater monitoring (wells), and a pump and treatment program. The entire perimeter of the lime pit area must be isolated with fencing/gates and protected during the demolition activities so that the US Army personnel/representatives has uninterrupted access in order to perform the ongoing remedial actions. The successful firm will be required to coordinate the lime pit protection and associated scope of work with the US Army personnel/representatives in order to assure that the US Army's remedial actions are not impacted by the demolition and site improvement activities.

3C. **Concrete, Masonry, Caulk Analysis** - The successful firm shall collect representative samples of the existing concrete (floors and walls), masonry (floors and walls) and caulking materials contained within/associated with Building Nos. 2700 and 2705, and building floor slabs/drains/etc associated with Building Nos. 2706, 2715, 2718, and perform laboratory analysis for PAH compounds and PCB, at a minimum, for the purpose of determining environmental quality and classification for on-site recycling, on-site reuse and/or off-site disposal of the above-mentioned materials. The results of the above-mentioned sampling and laboratory analysis will be formatted into a report of findings to be included as part of the Construction Documents to be prepared by the successful firm.

3D. All laboratory analyses performed under the services subject to this RFQ/RFP shall be performed by a laboratory which is certified, licensed and in good standing to do business in the State of New Jersey under the direction and supervision of a professional engineer/PE and environmental specialist, including LSRP as applicable, who are licensed/certified in the State of New Jersey.

3E. It is NJEDA's understanding that the electric power and service to Building No's 2700, 2705, 2715 and 2718 has been disconnected. Therefore, the successful firm shall include temporary power (i.e. generator, etc) as required in

order to power any lighting or other equipment that the successful firm may need to complete the Scope of Services/Work subject to this RFP/RFQ. The cost to provide temporary power (i.e. generator, etc.) shall be included in the maximum not-to-exceed price contained in the **Fee Proposal Form, Exhibit A**.

3F. If the NJEDA determines that further or additional non-substantive environmental consulting services are required, then NJEDA, in accordance with the terms and conditions of the NJEDA Contract, may elect to ask the successful firm to provide/submit a cost proposal as further described herein to conduct additional environmental consulting services such as PSA, SI, RI and/or RAWP in accordance with the NJDEP Technical Requirements for Site Remediation and the terms and conditions of the NJEDA Contract.

4. Construction Document Preparation, Submittals, Approvals and Permits:

4A. The successful firm shall provide all necessary document research and field investigations to determine and/or confirm the environmental conditions, the types of structural and foundation systems for all existing buildings, including building skin/exterior and roofing materials, and site features within the site boundaries in order to successfully complete all services and Scope of Work subject to this RFQ/RFP.

4B. The successful firm shall provide all consulting services necessary for the preparation of Construction Documents, i.e. plans, specifications and reports, so that all work is successfully accomplished and completed in accordance with all local, state and federal requirements and regulations. The Construction Documents shall be packaged such that the remediation/abatement, demolition and site improvement work can be publicly, competitively bid and awarded in one (1) contract to a qualified general contractor. It is anticipated that lump sum bids shall be procured from qualified general contractors as part of the bidding process. The Construction Documents shall include all necessary plans, specifications and reports for the successful remediation/abatement and demolition of all structures and site features, site improvements and stabilization within the site boundaries in accordance with all local, state and federal requirements.

The Construction Documents (i.e. plans, specifications and reports) will be formatted to include, but are not limited to, the following scope of work: site plan, areas of protection (lime pit, etc), remediation/abatement, demolition (including all building contents and site features), DDU salvage and on-site storage, utility work (disconnections, demolition/abandoning, removal, protection, reconnection, etc, as required), material recycling and staging area plan, earthwork, grading and drainage, vehicular and pedestrian safety, maintenance of traffic, site improvement and restoration, soil erosion and sediment control, lawn establishment/stabilization and associated landscaping, perimeter fencing, and details. The specifics of such scope of work and improvements shall be coordinated with the successful firm during the design phase. The NJEDA shall assist the successful firm in obtaining all available information from FMERA to confirm the square footage, and structural framing/foundation systems of all buildings and structures to be demolished.

- 4C. **Equipment Inventory** - The successful firm shall perform and provide an equipment inventory for Buildings Nos. 2700 and 2705 of all existing mechanical, electrical, plumbing, elevator and HVAC equipment to be demolished with the buildings. The inventory shall include information such as location, type of equipment, manufacturer and model number. The equipment inventory shall be included as part of the Construction Documents prepared by the successful firm. It is reiterated that Building No. 2700 contains various mechanical, electrical, plumbing, elevator and HVAC equipment, as well as an emergency generator.
- 4D. The successful firm shall field verify the locations of all existing basements and tunnels/utility chases/chambers, and incorporate same into the demolition Construction Documents.
- 4E. The New Jersey Department of Community Affairs (NJDCA) and the New Jersey Department of Health (“Dept. of Health”) shall perform all Plan Review and issue all abatement,

demolition and construction permits and perform inspections. Monmouth County Soil Conservation District (MCSCD) shall perform all Plan Review and issue the SESC permit and perform inspections. The successful firm shall provide all required services and documents, and shall submit all documents to Dept. of Health, NJDCA and MCSCD as required in order for the NJEDA/its contractor to obtain all required abatement, demolition, construction and SESC reviews, approvals and permits in accordance with the Project Schedule.

- 4F. All work performed by the successful firm shall be supervised under the direction of a professional engineer/PE and environmental specialists, including LSRP as applicable, licensed/certified in the State of New Jersey.
- 4G. The successful firm shall provide mylar sepias, AutoCADD disks and electronic files, as available/applicable, of all Construction Documents and reports to the NJEDA. Scale of Construction Documents is to be approved by NJEDA and coordinated with available, existing documentation as provided by FMERA.
- 4H. **Cost Estimate** - The successful firm will provide a comprehensive cost estimate for the scope of work as contained in the Construction Documents, including all Bid Alternates as applicable. Prevailing Wage rates will apply to demolition and construction costs.
- 4I. The bidding firm shall provide a maximum not-to-exceed price as requested on the attached Fee Proposal for the Scope of Services - Tasks 1 through 4 subject to this RFQ/RFP. The maximum not-to-exceed price shall be fully loaded, including all subconsultant and staff salaries, all subconsultant and home office support, overhead, reimbursable expenses, profit and any multipliers.

5. Construction Phase Services:

- 5A. The successful firm shall provide **full time** construction phase administration and supervision services on-site five (5) days

per week (7:30 a.m. to 3:30 p.m.) **during and through completion of the abatement activities**, and **part time** construction phase administration and supervision services on-site the equivalent of two (2) full days per week (7:30 a.m. to 3:30 p.m.) minimum **during and through completion of the demolition and site improvement activities** in accordance with the Contract Documents and Project Schedule. All construction phase administration and supervision services shall be performed in accordance with the following description. **The Construction Phase Services are to be bid as Add Alternate Services as indicated on the Fee Proposal Form, Exhibit A.**

- 5B. The successful firm shall provide construction phase administration and supervision services as necessary in regard to the general contractor's implementation of and conformance with the requirements/procedures as set forth in the Construction Documents, **including compaction/density tests.**
- 5C. The successful firm shall provide coordination between the NJEDA and the general contractor when necessary during the construction period.
- 5D. The successful firm shall review and approve shop drawings submitted by the general contractor under the direction of a licensed professional engineer in the State of New Jersey, if applicable.
- 5E. The successful firm shall review and approve the general contractor's monthly invoices prior to payment in cooperation with the NJEDA.
- 5F. The successful firm shall provide daily work logs/inspection reports of all construction activities observed and performed at the end of each day of on-site construction phase administration and supervision services.
- 5G. The successful firm shall represent the NJEDA at the pre-construction and weekly job meetings.

- 5H. The successful firm shall prepare and provide as-built drawings as required.
- 5I. The successful firm shall evaluate Contract Bulletins and Change Orders as submitted by the general contractor when necessary in cooperation with the NJEDA.
- 5J. The bidding firm shall provide a maximum not-to-exceed price as requested on the attached Fee Proposal for the Scope of Services – Task 5 subject to this RFQ/RFP. The maximum not-to-exceed price shall be fully loaded, including all subconsultant and staff salaries, all subconsultant and home office support, overhead, reimbursable expenses, profit and any multipliers.
- 6. **Proposal and Report Submittals:** The successful firm shall **provide** to NJEDA three (3) copies (including one (1) unbound copy) of all written proposal and reports including all associated exhibits, plans and drawings.

VI. MEETINGS

All costs for meetings to ensure the successful completion of all tasks as outlined in this RFQ/RFP shall be calculated and included in each maximum not-to-exceed price as requested on the attached Fee Proposal Form – Exhibit A.

VII. FEE PROPOSAL

Each Proposer is required to follow the guidelines listed below in the preparation of the Fee Proposal:

- A. Attached as **Exhibit A** is the Fee Proposal Form which must be filled out completely. On the Fee Proposal Form, the Proposer shall provide a **maximum not-to-exceed price** for each item to complete the Scope of Work/Services outlined in the RFQ/RFP within the specified time. The Fee Proposal Form must be submitted in a **separate sealed envelope**. The Proposer must provide all services and cannot limit their services in order to qualify. It should be noted that the firm is to fill in all blanks, and that all efforts should be used to submit a complete proposal. **No**

exceptions, exclusions or clarifications are acceptable to the sealed Fee Proposal Form.

- B. The maximum not-to-exceed price shall be fully loaded, including all subconsultant and staff salaries, all subconsultant, subcontractor and home office support, overhead, reimbursable expenses, profit and any multipliers. Costs shall be calculated and invoiced on an hourly basis with the costs of each staff member being stated. This hourly billing rate shall be fully loaded, including the individual's salary, benefits, general overhead, profit and any multipliers.
- C. The Proposer shall provide an hourly billing rate schedule, as an attachment to the Fee Proposal, for all staff members, subconsultants and subcontractors who will work on the Project along with their submission of the proposal.
- D. No sales tax shall be charged due to the tax exempt status of the NJEDA.
- E. Invoices shall be submitted on a monthly basis and NJEDA will use its best efforts to pay within thirty (30) days of receipt. The invoice must contain a description of the services provided and completed during the time period for which the invoice has been submitted. In addition, a statement as to the percentage of the Project completed to date must be included on the invoice. The invoice shall include a breakdown of the costs for the personnel, subconsultants, subcontractors, and expenses. Direct expenses including subcontractor, reproduction, printing, mileage and tolls shall be invoiced at 110 percent of actual cost.

All invoices, including all supporting documentation and compliance documents, must be submitted **electronically** by the successful firm to NJEDA. A paper copy with original backup including invoices, receipts and signatures must be retained at the offices of the successful firm and submitted to NJEDA only upon request. NJEDA has instituted a “green policy” for all reporting and invoicing. The successful firm will be expected to comply with said policy.

- F. Original, reproducible mylars, pdf/electronic and AutoCADD disks of all plans and exhibits prepared by the successful firm shall be provided to the NJEDA at no additional cost.
- G. The name of the firm must be typed onto the Fee Proposal Form and the Fee Proposal Form must be signed by an authorized representative of the Proposer. By signing the Fee Proposal Form, the authorized representative certifies that the firm will hold its prices and fees firm for a period of not less than ninety (90) days to accommodate NJEDA's evaluation and contract award process. **IMPORTANT: The Fee Proposal must be SIGNED in INK!** Failure to do so will render the Proposal materially non-responsive and subject to rejection.
- H. No revisions to the Fee Proposal will be accepted. Revisions to the Fee Proposal will render the Proposal materially defective and subject to mandatory rejection. **The NJEDA will consider all costs contained/requested in the Fee Proposal Form, Exhibit A, and hourly rates, in its evaluation and negotiation of a fair and reasonable cost for the required services and award of the contract.**

VIII. CERTIFICATION AND OWNERSHIP OF DOCUMENTS

All documents resulting from the work subject to this RFQ/RFP shall be the sole property of the NJEDA. No documents shall be released to other parties without prior written consent from the NJEDA.

IX. AWARD

1. Any Proposer attempting to contact government officials (elected or appointed) or the NJEDA's Board members and staff, in an effort to influence the selection process, shall immediately have its proposal summarily rejected and disqualified in accordance with the New Jersey Conflicts of Interest Law (N.J.S.A. 52:13D-27).
2. The NJEDA's staff reserves the right to reject any and all proposals, if deemed to be in the best interest of the NJEDA, to request redefined proposals from any entity responding to this RFQ/RFP, to schedule interviews with no Proposers, all Proposers, or only the most highly qualified Proposers, as

determined by the NJEDA; or to request clarifications of any portion of the proposal received. Further, the NJEDA's staff reserves the right, at its sole discretion, to waive minor elements of non-compliance of any entity's proposal, with regard to the requirements outlined in the RFQ/RFP. In addition, the NJEDA's staff reserves the right to modify or amend, with the consent of the Proposer, any statement, as may be permitted by law; and to effect any agreement deemed by the NJEDA to be in its best interest, the best interest of FMERA and the best interest of the State of New Jersey. The NJEDA retains the discretion to modify, expand or delete any portion of this RFQ/RFP or terminate this process at any time.

3. Proposers responding to this RFQ/RFP before the closing date will be considered for selection, subject to any limitations indicated with respect to the specialized technical expertise and other requirements as listed.
4. Following receipt of proposals, some firms may be invited to an interview for the purpose of clarification, verification of evaluations, and/or review of personnel. Upon a decision to interview firms, NJEDA may ask the firms being interviewed to include specific personnel from their staff to attend. The decision to conduct interviews of either individual firms, all firms, or no firms is at the sole discretion of NJEDA. If selected for an interview, firms will be contacted to schedule the date and time of the interview.
5. In accordance with N.J.S.A. 52:34-9.1 et seq, the NJEDA will negotiate with the Proposer having the highest ranked technical proposal in order to procure the required services at a fair and reasonable cost. The NJEDA will consider all costs contained/requested in the Fee Proposal Form, **Exhibit A**, including hourly rates, in its evaluation and negotiation of a fair and reasonable cost for the required services and award of the contract. If negotiations are unsuccessful, negotiations will be terminated and started with the second ranked Proposer and so on until a contract for services is successfully negotiated.
6. NJEDA expressly reserves the right, at its sole and absolute discretion, to terminate the selection process at any time.

7. NJEDA expressly reserves the right, at its sole and absolute discretion, to waive any provisions or informalities of this RFQ/RFP in accordance with applicable law. NJEDA reserves the right to reject all proposals if such rejection is in the public interest. Failure to meet a mandatory requirement will result in the rejection of a proposal as non-responsive.
8. NJEDA reserves, in its sole discretion, the right to waive minor elements of non-compliance of any Proposer's submission with regard to the requirements outlined in this RFQ/RFP.
9. NJEDA reserves the right to proceed or not to proceed with any portion of the Project, in the order and strictly as needed, based solely on the determination of NJEDA.
10. NJEDA reserves the right to proceed or not to proceed with any new component of the Project, in the order and strictly as needed, based solely on the determination of NJEDA.
11. Proposals submitted in response to this RFQ/RFP will be available, upon request, for public inspection. NJEDA will make every effort to maintain confidentiality of information received as part of the RFQ/RFP; however, all Proposers are cautioned that NJEDA is subject to the provisions of the New Jersey Open Public Meetings Act and the New Jersey Open Public Records Act and are bound by the requirements of both and relevant case law.

Proposals can be released to the public during the protest period or after contract award under the New Jersey Open Public Records Act, N.J.S.A 47:1A-1 et seq., ("OPRA") or the common law right to know as established under New Jersey case law. A Proposer 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 a good faith legal and/or factual basis for such assertion exists. Any proprietary and/or confidential information contained in a proposal will be redacted by NJEDA, however, NJEDA reserves the right to make a determination as to what is proprietary or confidential, and will advise the Proposer accordingly. The location in the proposal of any such designation should be clearly stated in a cover letter. **NJEDA will not honor any attempt by**

the Proposer to designate its entire proposal as proprietary, confidential and/or to claim copyright protection for its entire proposal. In the event of any challenge to the Proposer's assertion of confidentiality to which NJEDA does not concur, the Proposer shall be solely responsible for defending its designation and NJEDA shall have no responsibility therefore.

12. The award of the contract under this RFQ/RFP may be subject to the approval of the NJEDA board of members in their sole discretion.
13. Any Proposer may protest a vendor selection (an award) by the New Jersey Economic Development Authority. In order for a protest to be timely, it must be submitted to the Director – Real Estate Division within ten (10) business days of receipt of the unsuccessful notification. In order to be considered complete, a protest must: (i) identify the Proposer 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 NJEDA's President and Chief Executive Officer. 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 write a report making a recommendation regarding the merits of the contract award protest. The protestor will receive a copy of the "*Hearing Officer's Report*" and be given a ten (10) business day "*Exceptions Period*" to refute the findings of the Hearing Officer. The "*Hearing Officer's Report*" and any exceptions submitted by the protestor will be submitted to either the NJEDA's Board of Directors or the NJEDA's President and Chief Executive Officer, as determined by the dollar amount of the potential award as it relates to the NJEDA's internal *Operating Authority Approval Levels*, for a final decision to award the contract.

It is the NJEDA's intent not to award the contract until it has completed all of the review procedures described above. If, however, in the NJEDA's sole discretion, it is determined that such an award is necessary to support the uninterrupted and efficient business operations of the NJEDA; the contract may be awarded. The NJEDA's Board of Directors or Chief Executive Officer will review the protestor's "*Exceptions to the Hearing Officer's Report*" and shall render a decision regarding the appropriateness of the award. The action of the NJEDA's Board of Directors or President or Chief Executive Officer, to make a final decision for the award of the contract will be a final NJEDA action that is appealable to the Appellate Division of the Superior Court of New Jersey.

Any proposal submitted in response to this RFQ/RFP will be considered a firm Offer by the responding vendor to perform the Scope of Services, as outlined in the RFQ/RFP and specimen contract. By submitting an Offer in response to this RFQ/RFP, the responding vendor agrees to hold its Offer open for at least 90 days after the response due date. Any provision in a submitted Offer that attempts to limit or condition the time that an Offer is open for consideration by the NJEDA will not be binding on the NJEDA. NJEDA, in its sole discretion, reserves the right, upon good cause shown to the satisfaction of NJEDA's staff, to allow a responding vendor to withdraw its Offer after Offers have been opened.

X. COMPLIANCE

SEE EXHIBIT F1 – F12 FOR ALL STATE OF NEW JERSEY COMPLIANCE REQUIREMENTS FOR SERVICES UNDER THIS CONTRACT.

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. Proposers are encouraged to submit all remaining compliance documentation, as specified in this section, "*Compliance*" with the proposal. Only the successful Proposer is required to complete and submit *Public Law 2005, c.51* and *Executive Order 117 (Corzine - 2008)*, "*Political Contributions and Ownership Disclosure*".

NOTE: Proposers are cautioned that all compliance documents, as required by law, MUST be fully completed, signed and submitted WITH the proposal. DO NOT LEAVE A COMPLIANCE DOCUMENT BLANK / INCOMPLETE, with the exception of the P.L. 2005, c.51 forms, which are only required of the successful Proposer.

If you believe a particular compliance document is not applicable to your firm, you are encouraged to submit a question during the "Questions" period, specified in this RFQ/RFP. If the document does not apply to your company, you must complete all information, mark those areas that are not applicable, with the abbreviation "N/A", sign and return the document with your proposal submission. Failure to do so may result in rejection of the proposal.

XI. INSURANCE

The successful firm shall procure and maintain, at its own expense, liability insurance for damages of the kinds and in the amounts hereinafter provided, from insurance companies licensed, admitted and approved to do business in the State of New Jersey. The firm shall obtain this coverage from A VII or better rated companies as determined by A.M. Best Company. All liability insurance policies shall afford coverage on an occurrence rather than claims made basis with the exception of the professional liability coverage. The types and minimum amounts of insurance required are as follows:

(a) Comprehensive General Liability Insurance.

The minimum limits of liability for this insurance shall be \$1,000,000 per occurrence and \$2,000,000 in the aggregate and cover liability based on property damage, death and bodily injury.

The Comprehensive General Liability Insurance policy shall name the NJEDA, FMERA and the US Army as additional insureds. The coverage to be provided under this policy shall be at least as broad as the standard, basic, unamended and unendorsed comprehensive general liability policy and shall include contractual liability coverage.

(b) Workers' Compensation and Employers' Liability.

Workers' Compensation Insurance shall be provided in accordance with the requirements of the laws of this State and shall include an endorsement to extend coverage to any State which may be interpreted

to have legal jurisdiction. Employers' Liability Insurance shall also be provided in an amount acceptable to the NJEDA.

(c) Professional Liability Insurance.

The firm shall carry Errors and Omissions and/or Professional Liability Insurance sufficient to protect the firm from any liability arising out of professional obligations performed pursuant to this RFQ/RFP. The insurance shall be in the amount of \$2,000,000 per occurrence and \$2,000,000 in the aggregate. Additionally, the deductible and/or retention shall be no more than \$50,000.00 and the amount of deductible and/or retention shall be indicated on the Certificate of Insurance. Such policy form shall be approved by the NJEDA.

(d) Automobile Liability and, if necessary, Excess Liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto, including owned vehicles, hired vehicles and non-owned vehicles. NJEDA shall be included as an insured under the successful firm's Automobile Liability policy using ISO additional insured endorsement CA 20 01, (or a substitute form providing similar coverage), and under the Excess Liability policy, if any.

Certificates of Insurance acceptable to the NJEDA, FMERA and the US Army in respect to each of the aforementioned policies shall be filed with the NJEDA, prior to commencement of providing services against the Contract. Within ten (10) calendar days of receiving notice of the NJEDA's intent to award a contract, the firm shall submit evidence of actual, valid insurance coverage, naming the NJEDA, FMERA and the US Army as additional insures, for the types of insurance and amounts indicated herein and in the contract language. These Certificates shall contain a provision that coverages afforded under the policies will not be reduced or canceled unless at least thirty (30) days prior written notice has been given to the NJEDA. The firm shall notify the NJEDA, in writing, within forty-eight (48) hours, of any changes made to policies, which affect the NJEDA. The Certificates of Insurance supplied by the firm are subject to the final approval of the NJEDA. Failure to provide acceptable forms of insurance may be cause for rejection of the proposal.

All firms should submit a sample Certificate of Insurance - If current insurance amounts as stipulated in this Section are not maintained by the firm,

submit a letter stating that if selected, the firm will comply with requirements and another letter from the firm's current insurance carrier indicating that such coverage will be supplied to the firm prior to award of the contract. **Note:** All insurance requirements and associated costs are part of firm's basic services and fee and are not reimbursable by NJEDA.

If the firm fails to provide complete and adequate evidence of insurance coverage, within said ten (10) calendar day period, the NJEDA reserves the right to rescind its offer and award the contract to an alternate Proposer.

XII. EVALUATION/RANKING CRITERIA/SELECTION PROCESS

PROPOSALS WILL BE ONLY SCORED ON THE DOCUMENTATION PROVIDED IN THE PROPOSAL. IT IS IMPORTANT TO INCLUDE ALL REQUESTED DOCUMENTATION FOR EVALUATION AND SCORING PURPOSES.

NJEDA will convene a cross-functional Evaluation Committee composed of the NJEDA's staff and management to evaluate, score and rank Proposals received for this RFQ/RFP. Selection of the successful firm will be based upon a determination of which proposal is the most favorable to the NJEDA, considering the criteria listed below, price and other factors considered. The following evaluation criteria, not listed in order of significance, will be used to evaluate Proposals received in response to this RFQ/RFP:

- A. The Proposer's **key staff** as noted in the staffing chart listing the names, professional credentials, and position of all key employees who would be assigned to the Project. The level of experience and qualifications of the above-mentioned key employees for similar projects of similar size, scope and complexity will be evaluated and considered. **25%**

- B. The Proposer's **key project team** members/sub-consultants that will be assembled to complete the Scope of Services as described in the RFQ/RFP for the Project (not the department heads, but the actual staff performing the work). Each subconsultant, subcontractor must submit a staffing chart for all **key** employees who would be assigned to the Project. The level of experience and qualifications of the above-mentioned key employees for similar projects of similar size, scope and complexity will be evaluated and considered. **15%**

- C. The Proposer’s experience and qualifications for similar projects of similar scope and complexity will be evaluated and considered. The Proposers are encouraged to detail the relevant Project specific information that will be evaluated and considered as part of the Ranking Criteria, in sections 14(a) and 14(b) of the PSQS form. **Only projects completed by the office location submitting the RFQ/RFP may be included.** Do not show work performed by, or where the contract was held by another office location. **30%**
- D. The Proposer’s understanding of the Scope of Services and Project requirements, and detailed approach and plans to perform the work/services subject to the RFQ/RFP will be evaluated and considered. **30%**

XIII. SUBMITTALS

Proposals will only be scored on the documentation provided in the proposal. It is important to include all requested documentation for evaluation and scoring purposes.

NJEDA recommends that proposers use the attached Checklist - **Exhibit K** as the Table of Contents for the RFQ/RFP with the appropriate boxes checked and included as part of the proposal submission. The Checklist contains a list of items which are either **Mandatory** (“shall” and “must”), or **Recommended** (“may” and “should”) to be included with the RFQ/RFP.

In addition, please also carefully review the Compliance **Exhibits - Exhibit F1-F12** for mandatory and recommended compliance documents.

The following is a list of items which **must** be included in the Proposal:

1. **PSQS** – The Proposers that meet **all** the requirements described in this RFQ/RFP are invited to submit the PSQS (**Exhibit B**) and other information describing the specific experience of the firm and key Project team members/sub-consultants related to this type of Project. Proposers must submit or update a PSQS with information which is specific to the office or branch responding to this particular RFQ/RFP. Thus, if a local branch office is submitting, list **ONLY** those employees located at that particular office. If work will be performed outside of the branch office, then the main office should be submitting the RFQ/RFP and the branch office considered as a sub-consultant.

2. **Fee Proposal Form (Exhibit A)** - All Proposers must sign and complete the Fee Proposal Form in its entirety and submit in a *separate sealed envelope*.
3. **An Hourly Bill Rate Schedule** for all staff members, subconsultants and subcontractors who will work on the Project to be attached to or included with the Fee Proposal Form.
4. **Staffing Chart** - Listing of all key individuals of the entire team with all applicable sub-consultants. Note which office the individuals are located at, the number of years the primary firm has worked with these sub-consultant firms and number of projects involved with together. In addition to specific sub-consultants and their credentials requested in the RFQ/RFP, other sub-consultants may be required which are the responsibility of the successful firm for the completion of the Project.
5. **Narrative** - Understanding of the Scope of Services: Each Proposer must include in its proposal a descriptive narrative which reflects an understanding of the Scope of Services involved and deliverables. The Proposer should confirm understanding of the Scope of Services, inclusiveness of all services and commitment to perform all services in a timely and efficient manner. Each Proposer should also provide a statement regarding their ability to staff this Project or whether additional staff will be hired upon award of contract.
6. **Management Philosophy** - Each Proposer must indicate how the day-to-day activities of the Project will be managed. A primary individual must be identified. NJEDA's project manager works directly with this individual on a daily basis in order to maintain open communication, etc. This must be the individual directly responsible for all "hands on" coordination activities who will attend Project meetings. The principal(s) of the Proposer(s) are ultimately responsible for the overall Project success and staffing of key personnel.
7. Proposals must also include the name, address and Federal Employer Number (FEIN) of the firm, as well as, the name, title, telephone number and e-mail address for the firm's primary contact for its response to this RFQ/RFP.
8. Disclosure of Investment Activities in Iran (**Exhibit F-11**)

9. Ownership Disclosure Form (**Exhibit F-12**).

XIV. EXHIBITS

EXHIBIT A	Fee Proposal Form
EXHIBIT B	Professional Services Qualifications Statement (PSQS)
EXHIBIT C	Aerial Site Map
EXHIBIT C-1	Site Map
EXHIBIT C-2	Survey Plan
EXHIBIT C-3	Topographic Plan
EXHIBIT D	Project Schedule
EXHIBIT E	Acknowledgement of Receipt of Addenda / Q&A form.
EXHIBIT F1-F12	NJEDA Compliance Documentation
EXHIBIT G	Professional Services Contract (sample)
EXHIBIT H	Building 2700 ACM Assessment Floor Plan Building 2700 ACM Assessment
EXHIBIT I	Asbestos Re-Inspection Report for Building No. 2705
EXHIBIT J	Hold Harmless Agreement
EXHIBIT K	Checklist

REFERENCE DOCUMENTS

- Environmental Carve Out Area For Lime Pit
- Draft Final – Findings Of Suitability To Transfer – Charles Wood Area
- First Amendment To The Findings of Suitability To Transfer – Phase 1
Property Area
- Ft. Monmouth Charles Wood Area Map
- Ft. Monmouth Charles Wood Boundary Survey
- Ft. Monmouth Topographic Map