

March 12, 2015

RE: New Jersey Turnpike Authority  
Engineering Consultant Prequalification  
**Change in Process**

To All Concerned:

To be eligible to submit Expressions of Interest for Engineering, Architectural and Environmental Consulting Services your firm must be prequalified with the Authority.

Effective April 1, 2015, all Engineering Consultant Prequalification requests/renewals will be processed electronically, through the Authority's CapEx Manager System (CapEx).

This change is being made not only to streamline the consultant prequalification process, but as an integral part of implementing full utilization of CapEx. Notification and receipt of Requests for Expressions of Interest (RFEOI), as well as the management of all Order for Professional Services (OPS) Agreements will be handled through CapEx.

The requirements to apply for prequalification as a prime consultant have not changed, only the process through which you submit your request for prequalification and associated documentation will be affected.

To apply for prequalification as a prime consultant, you need to furnish the Authority with information about the firm's history, size, capabilities, filing status (SBE, etc.) and other general information and identify the specialty fields in which you seek to be prequalified. Documentation in support of this request for prequalification must be provided in the format as specified on the PSPQ form. Only those firms which have prequalified for the type of services each project entails will be considered and solicited for Expressions of Interest or Technical Proposals. If you file as a SBE firm, you must submit a copy of an unexpired SBE Certificate issued to your firm by the New Jersey Commerce and Economic Growth Commission. Prequalification is not required for subconsultant services.

All required forms and instructions are available on the Authority's website at [www.njta.com](http://www.njta.com) as well as the CapEx website. It is required that you use the supplied New Jersey Turnpike Authority forms.

The required forms are:

1. Professional Services Prequalification Questionnaire
2. Request for Prequalification – one form for each separate service group/profile code for which you seek prequalification, complete the form and attach the necessary pages to furnish the historical record data (items A through G) in the outlined format.

**All applications must include the firm's two most recent annual audited financial statements, including a balance sheet and income statement.** The financials should be dated within one year prior to submittal of the application. If audited financial statements are not available, the firm may submit unaudited financial statements. These should include a statement from an officer of the firm that this firm is not required to have an annual financial audit performed and that these statements present fairly in all material respects the financial condition of the firm. If the last audited financials are more than 12 months old, both audited and unaudited financials should be submitted along with an estimate of when the current financials will be available.

You are reminded that all corporations, except those incorporated under the N.J. Professional Services Corporation Act (N.J.S.A. 14a: 17-1 et seq.), which furnish professional engineering or surveying services are required by law (N.J.S.A. 45:8-56) to obtain from the N.J. Board of Professional Engineers and Land Surveyors a Certificate of Authorization. A copy of this Certificate or verification that your firm is exempt from this requirement must be included when you apply for prequalification.

Please do not upload brochures, promotional material or any information other than that which is required.

You will be notified by an email from CapEx of prequalification. Consultant prequalification is valid for two years from that date (unless otherwise indicated).

Prior to the expiration of your prequalification, you will be notified electronically through CapEx that your prequalification is about to expire and you will be asked to submit a new request for prequalification. If you fail to submit a new request for prequalification your firm will no longer receive RFEOI notifications. Failure to receive notification from the NJ Turnpike Authority does not excuse your firm from the responsibility to maintain valid prequalification status. You are also required to inform the Authority and resubmit your request for your prequalification if there is a significant change in the information within the two-year period.

In order to keep your firm's information current in CapEx, and to ensure that notifications are being sent to the appropriate individuals, it is important that you maintain your firm's CapEx account to ensure that the contact names and e-mail addresses are correct as **this will be the only way in which you will be notified** of RFEOI's for which your firm is eligible to submit and EOI.

Please also continue to notify us, in writing, of company name changes, address changes, contact person changes, phone number changes, and any other changes necessary for accurate and prompt contact and correspondence with your firm.

If there are questions regarding the process, please contact our CapEx Help Desk at [capexhelp@njta.com](mailto:capexhelp@njta.com).

Very truly yours,

*Jennifer Romero*

Jennifer Romero  
Engineering Project Analyst

JR

**NEW JERSEY TURNPIKE AUTHORITY**

**INSTRUCTIONS FOR COMPLETION OF NJTA PROFESSIONAL SERVICE  
PREQUALIFICATION QUESTIONNAIRE  
APPLICABLE TO PRIME CONSULTANTS**

PLEASE FOLLOW THE INSTRUCTIONS BELOW CAREFULLY AS YOU COMPLETE THE ATTACHED FORMS. **FORMS THAT ARE INCOMPLETE WILL NOT BE FILED.** IF ANY PARTICULAR QUESTION IS NOT APPLICABLE, PLEASE NOTE BY PLACING AN "N/A" IN THE SPACE PROVIDED. SHOULD YOU CHOOSE NOT TO COMPLETE ANY QUESTION, PLEASE PROVIDE THE REASON WHY.

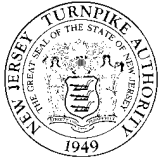
BOX NO.

INSTRUCTIONS

1. Please provide the correct mailing address for the firm.
- 1a. If your firm is a subsidiary, division or branch, please circle which applies.
2. Please provide date of establishment of the firm seeking prequalification.
3. self-explanatory
4. self-explanatory – As of 7/1/05 Notice of RFEOIs will only be sent via e-mail
5. self-explanatory
6. Provide at least city & state for address for a period not less than the past 10 years.
7. Provide street address; include total personnel and a breakdown of professional/technical versus administrative.
- 7a. Count each staff member only once.
8. List Service Groups/Profile Codes of each speciality field in which you seek to be prequalified. For each code listed a completed Request for Prequalification (PSC 8/19/97) with documentation must accompany this questionnaire.
9. Complete the years starting with the most recent completed year.
10. Use the appropriate index number found in this box to complete information for each year listed in Box No. 9.

## NEW JERSEY TURNPIKE AUTHORITY

11. self-explanatory
12. Indicate if your firm has been certified by the New Jersey Commerce and Economic Growth Commission. You must include a copy of the Certificate.
13. You are not required to provide the name of the firm's insurance carriers. List limits of coverage in thousands of dollars.
14. Sum of the three categories should not exceed 100%; should reflect a weighted average of clients served over the past 5 years.
15. self-explanatory
16. You are expected to separately list each Service Group/Profile Code for which you seek prequalification ( as also listed in Box No. 8).  
Projects listed in this Box should be work performed solely by the firm and professional fees earned solely by the firm for the Profile Code listed.
17. Please provide name, address and principals of consulting firms regularly doing business with your firm.
18. Application will not be accepted if not signed by an officer of the firm.



**Professional  
Services  
Prequalification  
Questionnaire**

1. Firm Name / Business Address / Telephone Number  
  
1a. Submittal is for :  Parent Co.  Subsidiary/Division/Branch

2. Yr. Present Firm was Established:

3. Date Prepared:

4. FAX Number:  
E-Mail Address:  
Website:

5. Name of Principals to Contact: Title/Telephone #

6. Former Firm Name(s) and Year(s) Established: (if any)

7. List Present Offices: street address/city/state/telephone ### of personnel in each office

7a. Personnel by Discipline (list each person only once by primary function)

<input type="checkbox"/> Administrative	<input type="checkbox"/> Electrical Eng.	<input type="checkbox"/> Structural Eng.	Other: _____ _____ _____ _____ _____
<input type="checkbox"/> Architects	<input type="checkbox"/> Estimators	<input type="checkbox"/> Surveyors	
<input type="checkbox"/> Chemical Eng.	<input type="checkbox"/> Geotechnical Eng.	<input type="checkbox"/> Traffic Eng.	
<input type="checkbox"/> Civil/Highway Eng.	<input type="checkbox"/> Landscape Architect	<input type="checkbox"/> Water Resources Eng.	
<input type="checkbox"/> Construction Eng.	<input type="checkbox"/> Mechanical Eng.	<input type="checkbox"/> Computer Programmers	
<input type="checkbox"/> Construction Insp.	<input type="checkbox"/> Planners	<input type="checkbox"/> CADD Operators	
<input type="checkbox"/> Draftsman	<input type="checkbox"/> Sanitary Eng.		
<input type="checkbox"/> Environmental Eng.	<input type="checkbox"/> Specs Writers		

8. For which specialty field do you seek prequalification? List profile codes as per attachment.

\_\_\_\_ \_

\_\_\_\_ \_

\_\_\_\_ \_

9. Summary of Gross Professional Fees Received

(Last 5 calendar years; Insert Index Number from Item No. 10)

19\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_

10. Range of Professional Service Fees

- |                          |                    |
|--------------------------|--------------------|
| 1. Less than \$100,000   | 5. \$1M - \$3M     |
| 2. \$100,000 - \$250,000 | 6. \$3M - \$6M     |
| 3. \$250,000 - \$500,000 | 7. \$7M - \$9M     |
| 4. \$500,000 - \$1M      | 8. \$10M - Greater |

11. Type of Ownership

- Individual
- Partnership
- Corporation  
(State \_\_\_\_\_)
- Partnership  
(Specify \_\_\_\_\_)

12. Filing Status

SBE

13. Indicate Firm's Standard Insurance Coverage: (\$ limits in thousands)

- a. Comprehensive Automobile Liability
- b. Comprehensive General Liability
- c. Professional Liability
- d. Workers' Compensation
- e. Other (Specify)

14. What types of clients do you serve?  
% of each

- a. Private
- b. Non-Profit
- c. Government

15. Has this Firm (or firm under a previous name) ever worked for NJTA?

Please provide name of project(s) and year(s) while under previous name. (Past ten years only)

16. Synopsis of Firm's Project Experience by Profile Code: (LAST 10 YEARS ONLY)

Profile Code	Number of Projects	Total Gross Fees

17. List all subconsultants regularly used by your firm:

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18. I, being duly authorized, certify that the information supplied in the NJTA Professional Services Prequalification Questionnaire, including all attachments, is complete and correct to the best of my knowledge. Falsification of any of the information provided shall request in immediate disqualification.

\_\_\_\_\_  
Name (signature)                      Date

\_\_\_\_\_  
Witness (signature)                      Date

\_\_\_\_\_  
Name and Title (typed)

\_\_\_\_\_  
Witness and Witness's Title (typed)



**NEW JERSEY TURNPIKE AUTHORITY**

**Request for Prequalification**

Service Group \_\_\_\_\_

Specialty Field Profile Code \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

**Firm Name:**

Address:

Contact Person:

**Tel. No.**

**Credentials**

Name of individual in charge of that section of the firm which provides the services in the specialty field for which prequalification is requested:

Number of active employees who qualify as specialists in the field by virtue of education, training, membership in professional organizations and experience:

**Historical Record**

On separate pages attached to this form, and in the format below indicated, furnish information on a project basis relating to previous experience in the specialty field (profile code) requested. For the experience to be credited, the date of award of the engineering agreement for each project cited must be within ten years of the application date.

- A. Project Title/Description:
- B. Name of individual in responsible charge of supplying services:
- C. Client (Agency):  
Contact Person Name:  
Tel. No.
- D. Describe specific services furnished for the project in the specialty field for which prequalification is requested:
- E. Amount of fee for the services relating to the specialty field:
- F. Date when project was awarded:
- G. Current progress status (% Complete):

## SCHEDULE OF SERVICE GROUPS/PROFILE CODES

### Service Group A: DESIGN/PREPARATION OF CONTRACT DOCUMENTS

<u>Code</u>	<u>Specialty Field</u>
A 060	Architecture: New Buildings
A 061	Architecture: Renovations
A 062	Building Mechanical Systems
A 063	Building Electrical Systems
A 064	Building Structural Systems
A 090	Bridges: New
A 091	Bridges: Widening and Modifications
A 092	Bridges: Miscellaneous Repairs
A 093	Bridges: Deck Replacements & Rehabilitations
A 094	Bridges: Painting/Repainting Systems
A 095	Bridges: Deck Reconstruction
A 096	Bridges: Security Improvements
A 097	Bridges: Seismic Retrofits
A 098	Bridges: Complex
A 130	Communication Systems: Tel/Radio/Microwave/Fiberoptic
A 210	Building Fire Suppression Systems
A 230	Fuel Distribution and Storage Systems
A 250	Fully Controlled Access Highways
A 251	Arterials Other Than Fully Controlled Access Highways
A 252	Complex Interchanges
A 253	Signalized Intersections
A 254	Parking Facilities
A 255	Parking Garages
A 256	Toll Plazas (site, islands, tunnels, canopy)
A 257	Roadside Safety Features
A 258	Roadway Sound Barrier (not Acoustics)
A 265	Roadway Storm Water Collection Systems
A 290	Landscaping
A 300	Roadway Lighting Systems
A 301	Building Lighting Systems
A 410	Building Security Systems
A 500	Traffic Control Systems
A 501	Automatic Traffic Control & Surveillance systems
A 540	Water Treatment Facilities
A 541	Water Supply and Distribution Systems
A 600	Program Management

Service Group B: CONSTRUCTION MANAGEMENT & INSPECTION

B 151	Construction Management
B 152	Project Management (Scheduling)
B 153	Roadway Construction Inspection

Service Group B: CONSTRUCTION MANAGEMENT & INSPECTION

B 154	Roadway Resurfacing Inspection
B 155	Bridge Construction Inspection
B 156	Bridge Repair Inspection
B 156S	Bridge Repair Inspection-Specialized
B 157	Bridge Deck Repair/Replacement Inspection
B 158	Bridge Repainting Inspection
B 159	Building Construction & Renovations Inspection

Service Group C: ENVIRONMENTAL (includes all phases)

C 070	Asbestos Abatement: Surveys, Design and Inspections
C 190	Preparation of EIS and EA's
C 191	Wetland Delineations
C 192	Archaeological/Cultural Resource Studies
C 193	Air Quality Analysis/Noise Studies
C 194	Site Investigations (incl. Hazardous Waste Screening)
C 195	Soil & Groundwater Remediation Investigations
C 196	Soil & Groundwater Remediation Design
C 197	Remediation Systems: Operation & Maintenance
C 199	Industrial Hygiene Studies
C 420	Wastewater Treatment Facility: Design
C 421	Wastewater Treatment Facility: Construction Inspection
C 422	Wastewater Treatment Facility: Operation & Maintenance
C 423	Wastewater Collection, Treatment & Disposal
C 441	Soil Management & Reuse Plans
C 442	Health & Safety Plans

Service Group D: STUDIES, INVESTIGATIONS & INSPECTIONS

D 020	Highway Acoustic & Noise Abatement Studies
D 030	Aerial Photogrammetry
D 098	Bridge Management Systems
D 140	Computer Facilities and Services
D 141	Computer Software: Application Design
D 280C	Bridges - NBIS Program, Complex
D 280R	Bridges - NBIS Program, Routine
D 281	Sign Bridge Inspections
D 291	Landscaping: Horticulture/Forester/Arborist
D 320	Material Testing & Inspection

Service Group D: STUDIES, INVESTIGATIONS & INSPECTIONS

D 400	Safety: Regulatory Compliance Assistance
D 401	Safety: Training Services
D 440	Geotechnical Studies & Subsurface Investigations
D 450	Bridges: Seismic Risk & Vulnerability Analysis
D 470	Surveying: Topographic
D 471	Surveying: Property & ROW
D 490	Transportation Planning: Location & Alignment Studies
D 491	Transportation Planning: Alternative Analyses
D 492	Traffic Engineering: Data Collection & Demand Modelling
D 493	Traffic Engineering: Toll Revenue & Sensitivity Analysis
D 510	Bridges: Underwater Inspections
D 530	Value Engineering
D 600	Geographic Information Systems (GIS)

## **A 600 Program Management**

Program Management includes services to assist the Authority in the management, oversight, coordination, and reporting of activities required during the design and post-design phases of a Program which may comprise multiple design firms as necessary to complete a relatively large scale of work. Program Management services include functioning in some capacity as an extension of the Authority staff handling a wide range of activities and issues on behalf of the Authority, as directed by the Authority.

## **A 098 Bridges: Complex**

The firm has led and completed the design of a complex vehicle, transit, or rail bridge with a main span greater than 500 feet and multi-span approach structures, constructed or in construction within the last ten years. The firm's work involved the preparation of final plans, erection plans, and specifications in accordance with AASHTO Load Resistant Factor Design Standards, applicable industry recommendations and guidance, as well as project-specific design criteria. The firm's responsibilities included the development of design schedules, anticipated construction schedules, and detailed construction estimates for the complex bridge work.