

November 15, 2023

**To: ALL QUALIFIED FIRMS**

**Subject: REQUEST FOR EXPRESSIONS OF INTEREST  
MULTI-PROJECT SOLICITATION**

**ORDER FOR PROFESSIONAL SERVICES No. T4031  
DESIGN SERVICES FOR CONTRACT NOS.:  
T500.707, CONSTRUCTION OF STORAGE BUILDING AT TMD-5, MILEPOST 80.7  
T500.708, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT TMD-3, MILEPOST 56.6  
AND T500.709, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT TMD-9, MILEPOST N5.9**

**And**

**ORDER FOR PROFESSIONAL SERVICES No. P4033  
DESIGN SERVICES FOR CONTRACT NOS.:  
P500.786, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT PMD-3, MILEPOST 67.7  
AND PMD-5, MILEPOST 116 AND  
P500.787, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT PMD-7, MILEPOST 156  
AND PMD-8, MILEPOST 164.1**

Enclosed (See Attachment A) herewith is a Multi-project Request for Expressions of Interest (“RFEOI”) by the New Jersey Turnpike Authority (Authority) for professional engineering services required for two (2) Orders for Professional Services Agreements. OPS No. T4031 will provide for design services for various buildings located at TMD-5, TMD-3 and TMD-9 and other miscellaneous improvements on the Turnpike roadway. OPS No. P4033 will provide design services for various buildings located at PMD-3, PMD-5, PMD-7 and PMD-8 and other miscellaneous improvements on the Garden State Parkway. This multi-project solicitation is being procured in accordance with N.J.A.C. 19:9-2.8(b), these Orders for Professional Services are considered Simple procurements.

It is the Authority's intent to engage the services of two (2) firms through this multi-project solicitation, one for OPS No. T4031 and one for P4033. **The Qualified Firms shall convey their understanding of the Authority's needs, scope of work and express their approach and provide staffing estimates for both OPS assignments. (see page 5 consultant selection).**

To be considered as eligible and qualified to submit an Expression of Interest (“EOI”) for the professional engineering services being solicited in this multi-project RFEOI, a Firm must be prequalified in the following Profile Codes:

<b>Profile Code</b>	<b>Description</b>
A060	Architecture: New

A Qualified Firm, eligible to submit an EOI for this multi-project RFEOI solicitation, is one that has a **current** “Professional Service Prequalification Questionnaire” (“PSPQ”) package on file with the Authority prior to submission of the EOI. A current PSPQ is one that has been on file with the Authority for no more than 24 months, or in certain cases for no more than 12 months.

Prequalification is not required for subconsultants. Prequalification **is** required for Joint Ventures.

A list of Qualified Firms eligible to submit an EOI for the above referenced assignments is attached (See Attachment B4). \*Joint Ventures (\*Qualified Firms interested in submitting an EOI as a Joint Venture **must be prequalified as a Joint Venture** with the Authority) that meet all Profile Code requirements are also eligible to submit an EOI.

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The Authority is seeking participation of Small Business Enterprises (SBEs) as subconsultants to the Qualified Firm that is awarded a contract under this RFEI (the "Successful Qualified Firm"). The SBE project goal is 25%. The Authority has also adopted a Disabled Veteran Owned Business (DVOB) Enterprise Program (the "DVOB Program") pursuant to which the Successful Qualified Firm must make a good faith effort to award at least three (3) percent of the assignment to DVOBs, all as more fully described in this RFEI. See Attachment "C", Subsection C12, "Small Business Enterprise/Disabled Veteran-Owned Business Programs".

All submittals required pursuant to N.J.S.A. 19:44A-20.13 to 20.25 (P.L. 2005, c.51), N.J.S.A. 19:44-20.26 (P.L. 2005, c.271s.2), P.L. 2023, c.30 (The Elections Transparency Act) and Executive Order 333 (2023 Murphy) will be requested from the Successful Qualified Firms only. The relevant forms will be transmitted to each Successful Qualified Firm by the Authority and are to be returned to the Authority within five (5) business days from receipt.

The following attachments are incorporated into and made part of the RFEI:

- ATTACHMENT A – Expression of Interest and Fee Proposal Submission Requirements (A1 and A2).
- ATTACHMENT B - Standard Information (B1 through B4).
- ATTACHMENT C - Standard Supplemental Information and Forms (C1 through C13(k)).
- ATTACHMENT D - N.J.A.C. 19:9-2.8 Procedures for Prequalification and Award of Contracts for Architectural, Engineering and Land Surveying Services.

### Staff Qualifications

It will be the Successful Qualified Firm's responsibility to ensure that the project is fully and adequately staffed for the successful completion of the project.

A description of services being solicited by this RFEI can be found in Attachment B, Subsection B2 "Scope of Services" of this RFEI.

### Project Description

This multi-project solicitation is for professional services required for the design and post-design and preparation of construction contract documents and other miscellaneous improvements required for the construction of various Maintenance Buildings on the Turnpike and Parkway roadways.

**OPS No. T4031.** This Request for Expressions of Interest (RFEI) sets forth the requirements and anticipated services for the preparation of the design and post-design services for the following construction contracts on the New Jersey Turnpike:

1. Contract No. T500.707 – Construction of Storage Building at TMD-5, Milepost 80.7;
2. Contract No. T500.708 – Construction of Pre-Engineered Metal Building at TMD-3, Milepost 56.6; and
3. Contract No. T500.709 - Construction of Pre-Engineered Metal Building at TMD-9, Milepost N5.9

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The new buildings and other miscellaneous improvements to be designed under this Agreement are required to provide additional critical infrastructure required for Authority Operations. The operation of each existing facility is to be fully maintained throughout the design and construction phases of the respective projects to the maximum extent possible. As part of the design for each location, principal items of work have been identified that include but are not limited to the demolition of existing buildings and structures, upgrades to existing buildings and structures, paving, and associated utility work. Other ancillary work required to ensure complete functionality and optimal performance of the maintenance operations shall be included. Required design services will include developing both a conceptual and final design. See attachment B2, "Scope of Services" for details.

**OPS No. P4033.** This Request for Expressions of Interest (RFEOI) sets forth the requirements and anticipated services for the preparation of design and post-design services for the following construction contracts on the Garden State Parkway:

1. Contract No. P500.786 – Construction of Pre-Engineered Metal Building at PMD-3, Milepost 67.7 and PMD-5, Milepost 116; and
2. Contract No. P500.787 – Construction of Pre-Engineered Metal Building at PMD-7, Milepost 156, and PMD-8, Milepost 164.1

The new buildings and other miscellaneous improvements to be designed under this Agreement are replacing existing facilities that have reached the end of their useful life but are essential to Authority Operations. The operation of each existing facility is to be fully maintained throughout the design and construction phases of the respective projects to the maximum extent possible. As part of the design for each location, principal items of work have been identified that include but are not limited to the demolition of existing buildings and structures, upgrades to existing buildings and structures, paving, and associated utility work. Other ancillary work required to ensure complete functionality and optimal performance of the maintenance operations shall be included. Required design services will include developing both a conceptual and final design. See attachment B2, "Scope of Services" for details.

The Authority will utilize a Secure File Sharing site ("Kiteworks") to share with and receive information from the Qualified Firms. Access to Kiteworks will be provided to the Qualified Firms via e-mail. Reference materials (*preliminary plans, studies, reports, etc.*) for this RFEOI will be made available for review in the "Reference Materials" folder.

If there are any questions or issues related to Kiteworks, please contact Jennifer Romero via e-mail at [jromero@nita.com](mailto:jromero@nita.com). The subject line should read "OPS Nos. T4031 and P4033 Kiteworks Information".

### **Submission Requirements for Expressions of Interest**

Qualified Firms that are interested in being considered to perform these services as specified in the RFEOI must submit a total of **five (5)** copies of their Expression of Interest (EOI), no later than **10:00 AM on Monday, December 18, 2023**. EOIs are to be submitted as follows: **One (1) PDF** copy uploaded to the "EOI" folder on **Kiteworks** in accordance with the following naming convention: "OPS Nos. T4031 and P4033\_EOI\_Qualified Firm Name"; and **four (4)** hard copies of the EOI for Order for Professional Services No. T4031 and Order for Professional Services No. P4033 shall be delivered to the Authority's Headquarters, clearly marked with the Qualified Firm's name and the words, "**EOI, OPS Nos. T4031 and P4033**", no later than the date and time referenced above. **Late submissions will not be considered** and will be returned unopened.

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Expressions of Interest received by the date and time specified above, will be publicly opened by conference call only at submission closing date and time stated above. Conference call details are available on the Authority's website at <https://www.njta.com/doing-business/current-solicitations>.

For anyone who wishes to participate, conference call access shall open five (5) minutes prior to the EOI opening and shall remain open until all submitted proposer firm names have been read.

**Expressions of Interest shall be delivered/addressed as follows:**

### Hand or Overnight Delivery

New Jersey Turnpike Authority  
1 Turnpike Plaza  
Woodbridge, NJ 07095  
Attn: Engineering Department, Facilities  
Rich Reuter, Project Engineer

### U.S. Mail

New Jersey Turnpike Authority  
P.O. Box 5042  
Woodbridge, NJ 07095-5042  
Attn: Engineering Department, Facilities  
Rich Reuter, Project Engineer

### Inquiries

Inquiries pertaining to this multi-project RFEIO are to be directed in writing to Rich Reuter, via e-mail [reuter@njta.com](mailto:reuter@njta.com) with a copy to Gabrielle Coleman, [gcoleman@njta.com](mailto:gcoleman@njta.com). The subject line should read "OPS Nos. T4031 and P4033, EOI Inquiry". **The deadline for inquiries is November 29, 2023.** The Authority will respond to all written inquiries received by the deadline. Each inquiry will be stated, and a written response provided. **Responses will be posted on the Authority's website under Doing Business, Current Solicitations on or before December 1, 2023.**

Qualified Firms will be responsible for submitting their EOIs in accordance with this RFEIO and any modifications, revisions and/or clarifications to this RFEIO as may be issued by the Authority.

Professional services are required from two (2) eligible firms, one for Order for Professional Services No. T4031 and one for Order for Professional Services No. P4033.

### Consultant Selection

Upon receipt of the EOIs for this multi-project solicitation, and in accordance with N.J.A.C. 19:9-2.8(e), the Authority will review each Qualified Firm's submission for completeness and shall reject those EOIs that are incomplete. The Authority shall notify all Firms whose EOIs are determined to be incomplete in writing.

The Evaluation Committee shall rank each Qualified Firms Expression of Interest on the basis of numerical scores using the eight (8) rating factors and relative weights specified below and will request Fee Proposals from the top three (3) highest technically ranked firms in accordance with N.J.A.C. 19:9-2.8(e.7).

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**OPS No. T4031 and OPS No. P4033 will be awarded to the two (2) top technically ranked firms. OPS No. P4033 will be issued to the highest technically ranked firm. OPS No. T4031 will be issued to the second highest technically ranked firm.**

N.J.A.C. 19.9-2 is attached for ready reference in Attachment D "*N.J.A.C.19:9-2.8 Procedures for Prequalification and Award of Contracts for Architectural, Engineering and Land Surveying Services*".

The EOIs will be evaluated and ranked on the basis of numerical scores resulting from pre-established weighted factors. For this project, the rating factors and their relative weights are:

	RATING FACTORS	WEIGHT (%)	POINTS
1.	Experience of the Qualified Firm and its Subconsultants	15	45
2.	Experience of the Project Manager on Similar Projects	15	45
3.	Key Personnel's Qualifications and Relevant Experience	15	45
4.	Understanding of the Project and the Authority's Needs, and Reasonableness of Staffing Estimate	15	45
5.	Approach and Methodology in Performing the Services Required	15	45
6.	Commitment and Ability to Perform the Project and Outstanding Work with the Authority	10	30
7.	Commitment to Quality Management	10	30
8.	Attainment of DVOB and SBE Participation Goals	5	15
		100%	300

### Rating Factors (to be summarized in the Letter of Interest):

#### 1. Experience of the Qualified Firm and its Subconsultants

The Qualified Firm shall provide information on past projects which it has performed that demonstrate similar service of those required for this assignment. Each project listed shall include a brief description of the project scope performed by the Qualified Firm and its relevance to the proposed assignment. It shall identify the Qualified Firm's office(s) the work was performed from, the date (time frame) the services were performed, magnitude and cost of the project, and contact/reference information for each project listed.

#### 2. Experience of the Project Manager on Similar Projects

The Qualified Firm shall identify the Project Manager that will be assigned to the project and identify the individual's education, credentials, and work experience. The Qualified Firm should discuss the proposed Project Manager's experience and its application to the assignment. The Qualified Firm shall review the criteria set forth by the Authority in the RFEOI in consideration of the person proposed for the assignment. If the Qualified Firm is proposing an individual with credentials considerably different than those identified by the Authority, the Qualified Firm must explain its rationale and identify/demonstrate the benefit the individual brings to the assignment.

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AND PMD-8, MILEPOST 164.1

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The resume of the Project Manager proposed, included in the EOI, shall be clear, dated and detailed to the related assignment experience. References shall be furnished for each project listed (include date when work performed and relevance to subject assignment and at least one contact name and phone number for each project). Unless otherwise noted, the Project Manager shall be a licensed Professional Engineer

### 3. Key Personnel's Qualifications and Relevant Experience

The Qualified Firm shall identify the Project Manager and/or other key personnel that will be assigned to the project and their role and responsibilities specific to the assignment. Information concerning their education, credentials and work experience should be provided along with contact/reference information. The Qualified Firm shall discuss the individuals proposed for the assignment and identify how their education, credentials and work experience are applicable to their role on the assignment.

The resumes of key personnel proposed, included in the EOI shall be clear, dated and detailed to the related assignment experience. References shall be furnished for each project listed (include at least one contact name and phone number for each project).

### 4. Understanding of the Project and the Authority's Needs, and Reasonableness of Staffing Estimate

Provide an explanation of the Qualified Firm's understanding of the project and Authority's needs required for the successful completion of the assignment. Provide a summary of the Qualified Firm's qualifications, and state how they relate to the Qualified Firm's ability to provide the requested services. Through attached organizational chart and resumes identify the person(s), or subconsultant(s), responsible for each division of the assignment and their relevant experience.

#### Understanding of the Project

The Qualified Firm shall provide information to demonstrate that it fully understands the overall objective of the project and why the Authority is undertaking the assignment. This may include discussions providing background information on the need for the project, its effect on the Authority's facilities, and impact on the overall transportation network. Qualified Firms should demonstrate specific first-hand knowledge of the location affected by the project and the long-term effects the project has on the Authority, its patrons, or other relevant issues.

#### Understanding of the Authority's Needs

The Qualified Firm shall demonstrate that it fully understands the needs of the Authority as it relates to the specific scope-of-work identified in the RFEOI. The Qualified Firm must confirm the deliverables and the schedule for design and construction associated with project specific deliverables. The Qualified Firm should also discuss project management items, including deliverables such as submittal of wage rate approvals and invoicing.

#### Reasonableness of Staffing Estimate

The Qualified Firm shall demonstrate through an attached Staffing Estimate the workhours required for this assignment, including any work anticipated to be performed by subconsultants. The staffing schedule shall follow the guidelines set forth herein and sample in Attachment B, Subsection B3.

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### 5. Approach and Methodology in Performing the Services Required

The Qualified Firm shall identify the major tasks comprising the project and describe in detail how they will be accomplished. Provide an explanation of the process the Qualified Firm will use to schedule, manage, and perform the required tasks within the scope of services and identify the key milestones and the project's critical path. The Qualified Firm shall identify key issues and potential problems and discuss alternatives and options which would lead to resolution. The Qualified Firm should discuss innovative concepts with cost benefits and/or accelerated project delivery, where applicable. The subconsultant roles, value to the team/project, and reporting relationship shall be clearly identified.

### 6. Commitment and Ability to Perform the Project and Outstanding Work with the Authority

The Qualified Firm shall identify its commitment and ability to complete the proposed work as well as any outstanding work they currently have with the Authority. The Qualified Firm shall provide an explanation of the anticipated project schedule and demonstrate that the Qualified Firm can commit the required staff resources and management to perform the assignment. A listing of the Qualified Firm's facilities, including the address of the office where the project will be performed, and how they relate to the Qualified Firm's ability to provide the requested services shall be provided.

#### ➤ Commitment and Ability to Perform the Project

The Qualified Firm shall discuss its commitment and availability of required staff for the assignment as shown on the completed "Commitments of Proposed Project Staff" and "Certification of Staff Availability" forms.

#### ➤ Outstanding Work with the Authority

The Qualified Firm shall discuss its outstanding work with the Authority as shown on the completed Disclosure Forms for the prime and all subconsultants. Information should be provided to demonstrate how this project may be impacted or affected by the existing workload of the Qualified Firms or its subconsultants. Outstanding Work shall be considered the sum of the Outstanding Work of the prime and subconsultants. No factors/weighting will be applied based on the percent of work assigned to the prime or subconsultants.

### 7. Commitment to Quality Management

The Qualified Firm shall discuss its Commitment to Quality Management and Quality Assurance/Quality Control (QA/QC). The Qualified Firm shall provide a written narrative that describes the Qualified Firm's quality assurance policy and how it intends to implement a quality assurance program specifically for this assignment. The Qualified Firm shall identify credentialed QA/QC staff and the roles and working relationship with other staff members as part of the design process or construction phase.

### 8. Attainment of DVOB and SBE Participation Goals

The Qualified Firms agree to make a good faith effort to award at least three (3) percent of the assignment to those businesses that meet the requirements and have been registered by the Division of Revenue & Enterprise Services/Department of Treasury as a Disabled Veteran Owned Business Enterprise. Qualified Firms shall demonstrate how they will utilize DVOB Qualified Firms to achieve the 3% goal and add value to the project team.

The Qualified Firms also agree to make a good faith effort to award at least twenty-five (25) percent of the assignment to those businesses that meet the requirements and have been registered by the Division of Revenue & Enterprise Services/Department of the Treasury as a Small Business Enterprise.

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Qualified Firms shall demonstrate how they will utilize SBE Qualified Firms to achieve the 25% goal and add value to the project team.

**Order for Professional Services**

**(OPS)**

The final OPS Agreement to be awarded and issued to each Successful Qualified Firm shall be in a form consistent with the Authority's Standard OPS Agreement No. 4 for Simple projects (which is available on the Authority's website: [www.njta.com](http://www.njta.com) under Doing Business, Engineering Professional Services, PS Supplemental Forms).

Very truly yours,

**ORIGINAL SIGNED BY**

Michael Garofalo  
Chief Engineer

MG: RR: gc  
Attachments

c: L. Malak  
D. Hesslein  
K. McGoldrick  
Review Committee  
File



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**ATTACHMENT A**

**Expressions of Interest and Fee Proposal Submission Requirements**

**Subsection No. and Title**

- A1. Expressions of Interest Submission Requirements
- A2. Fee Proposal Submission Requirements

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### Subsection A1

#### EOI Submission Requirements

A. To be considered for these services, each Qualified Firm, must submit the following:

1. **Letter of Interest** which shall be limited to a total of five (5) single-sided, letter-sized pages with minimum 1-inch borders and minimum font size of 10 pt., stating the Qualified Firm's interest, ability, and its commitment to complete the requested professional services listed Attachment B, Subsection B2, "Scope of Services".

A brief transmittal letter **is excluded** from the above referenced page count.

The Letter of Interest shall demonstrate the Qualified Firm's ability to meet the rating factors listed under the heading "Consultant Selection" hereinabove. The Qualified Firm shall address the rating factors in the order in which they are listed, i.e., 1 through 8.

The EOI submission is limited to a total of twelve (12) pages. This page limitation does not apply to the documents listed in Items 2 and 4-9 below. Qualified Firms may include a maximum of three (3) 11x17 inch foldout sheets to convey certain information such as team experience and graphics that cannot otherwise be adequately presented on 8 1/2 x 11-inch pages. Use of a foldout sheet shall count as one (1) page within the twelve (12) page limitation.

2. An **organizational chart** showing key project team members for all primary tasks, including subconsultants. Provide all team members' names, titles, and reporting relationships.
3. **Resumes for the Project Manager and each Key Personnel team members**, detailing relevant experience and professional/technical qualifications. Include resumes of proposed subconsultants. Each resume should be one page, single-sided with a maximum of seven (7) with dates provided for each project.
4. A **detailed staffing estimate, one for each OPS**, per task and by ASCE Grade/ Classification, along with an estimate of total hours, to provide the work described herein.
5. A **Project Schedule** for this solicitation that addresses the various tasks defined by the scope of services for this assignment. (a maximum of 2 pages) – foldout sheets are permitted
6. A completed **Commitment of Proposed Project Staff** form stating the percentage of time each member has available to commit to this assignment, including subconsultant staff.
7. A completed **Certification of Staff Availability** form the Qualified Firm shall certify that the staff proposed in the EOI shall be used in the performance of the project. When proposing the same staffing in multiple EOIs, disclose one of the following:
  - A. A statement that all projects utilizing same staff will be completed on time and how this will be done, or
  - B. A statement that the Qualified Firm voluntarily withdraws one of the EOIs from further consideration if the Authority is giving serious consideration to more than one EOI, or
  - C. \*Alternate staff resumes to be used by the Authority in evaluating EOIs if the Authority is giving serious consideration to more than one EOI.

## Request for Expressions of Interest

OPS No. T4031

DESIGN SERVICES FOR CONTRACT NOS.:

T500.707, CONSTRUCTION OF STORAGE BUILDING AT TMD-5, MILEPOST 80.7

T500.708, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT TMD-3, MILEPOST 56.6 AND

T500.709, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT TMD-9, MILEPOST N5.9

And

OPS No. P4033

DESIGN SERVICES FOR CONTRACT NOS.:

P500.786, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT PMD-3, MILEPOST 67.7

AND PMD-5, MILEPOST 116

AND

P500.787, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT PMD-7, MILEPOST 156

AND PMD-8, MILEPOST 164.1

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8. A completed **Recent Authority Project Experience Form** identifying all Authority projects on which the Qualified Firm is currently working or have been completed (closed out) within the previous five (5) year period. A separate form shall be provided for the prime Qualified Firm and for each subconsultant.
9. Completed Standard Supplemental Forms as set forth in Attachment C, Subsection C13 "Standard Supplemental Forms to be submitted".

\*The aforementioned page limitation shall be increased to a maximum of twenty (20) pages if the Qualified Firms must exercise option \*7C above. The additional eight (8) single-sided letter-sized pages shall include information for alternate staffing as follows:

- 1) An alternate Organizational Chart as permitted above showing key personnel names, position, title, and reporting relationships (Note: Organizational Chart is not included in the page count).
- 2) One (1) page, single-sided resume for up to seven (7) alternative key project personnel stating relevant experience including dates of assignments and professional qualifications.
- 3) Allowance for one (1) page, if necessary, to explain the Qualified Firms' modified approach to the project if it would be handled differently as a result of utilizing the alternate personnel.

The Qualified Firm shall not include alternate staffing in their EOI unless they are required to do so in accordance with Option \*7C. When appropriately included in the EOI, the proposed alternative staffing information shall be contained in a separate attachment of the EOI. It shall only be considered by the Authority in the scoring of the EOI if required.

Pages in excess of the stated page limitations for each of the EOI criteria above will not be read or considered. If the EOI submitted is not in accordance with the specific provisions defined above, it shall be considered, non-responsive, incomplete and may be rejected.

### **Subsection A2** **Submission of Fee Proposal**

Following a review of the submitted Expressions of Interest, the Authority will request Fee Proposal(s) from the top three (3) (or more), technically ranked Qualified Firm(s) for OPS No. T4031 and OPS No. P4033.

The Fee Proposal shall be submitted as a cost-plus fee based on reimbursement of direct professional and technical salaries times a multiplier, not to exceed 2.8, based on a 10% allowance for profit and an overhead rate of 154.5%, or the individual Qualified Firm's overhead rate as determined by Federal Acquisition Regulations (48 CFR Part 31.105), whichever is less, plus direct expenses, subconsultant services and subcontractor services, at cost. The multiplier shall not be applied to the premium portion of overtime. The multiplier covers all overhead and profit.

Subconsultant and subcontractor services are those required services performed by other firms or contractors at the Successful Qualified Firm's direction.

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T500.709, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT TMD-9, MILEPOST N5.9

And

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AND PMD-8, MILEPOST 164.1

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For general services provided by the Successful Qualified Firm's corporate officers, partners, owners and/or principals in a non-technical capacity, no compensation will be provided. When corporate officers, partners, owners and/or principals are required to provide services in a technical capacity, the salaries for such individuals performing services in a technical capacity shall be reimbursable for direct salaries times a multiplier not to exceed 2.8.

No expenses or costs shall be billed unless specifically included in this EOI Solicitation and the Successful Qualified Firm's final negotiated Fee Proposal.

Average rate per classification/grade will not be permitted to determine total labor costs. The Fee Proposal shall detail time (hours) and direct salary data for classifications conforming to the ASCE Professional and Technical Grades, as shown on the Staffing Estimate and as modified by the Qualified Firm to account for all required services. Services shall be billed in accordance with the Successful Qualified Firm's Fee Proposal.

Salary rate increases will be permitted in accordance with the following parameters:

- Salary increases for merit or cost of living will not be permitted for the first 12 months of any OPS Agreement from the date of execution.
- Starting at month 13, all staff, regardless of pay grade / title, will be allowed up to a maximum annual increase of 3%.
- The proposal salary rate increase schedule will apply to the Successful Qualified Firm as well as all subconsultants.
- Salary rate increases as a result of a promotion are not subject to this policy.

**The Qualified Firm's total Fee Proposal for these services shall be rounded to the nearest \$5,000.**

Salaries shall be charged at the Successful Qualified Firms' hourly rates. The Successful Qualified Firm is responsible for managing the assignment, adhering to the number of hours, salary rates and personnel, as proposed in the Expression of Interest and Fee Proposal. Individual standard and overtime rates must be approved by the Authority's Chief Engineer or the Chief Engineer's designated representative prior to commencement of services or whenever the Successful Qualified Firms proposes that an individual's rate be changed during the term of this OPS awarded pursuant to this RFEOI, provided such change is reflected in the Qualified Firms' Fee Proposal. Except for overtime worked on construction supervision during permissible contract working hours, overtime must be approved by the Authority. The Fee Proposal shall follow and reflect the staffing estimate as shown in Attachment B3.

To assist in the Authority's management of its annual spending, the Qualified Firm shall include within the Fee Proposal the projected billings associated with these services, including monthly projections for the first two (2) years and quarterly billing projections for the duration of this assignment.

Given the potential for out-of-scope activities to arise during the performance of this OPS, the Qualified Firm is directed to include a 10% contingency of the cost-plus fee based on reimbursement of direct professional and technical salaries times the multiplier (burdened labor fee) for "Unanticipated Services" in their Fee Proposal. These contingency monies will be utilized only upon receipt of written notification from the Authority explicitly authorizing the use of these monies.

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T500.709, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT TMD-9, MILEPOST N5.9

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Direct expenses shall include approved subconsultant services, mileage, test pits, vendor invoiced printing of phase submission documents, final documents, mylar's, final plans in .PDF format, meeting displays/exhibits, and permit application fees. Mileage will be paid at the prevailing federal mileage rates ([www.irs.gov](http://www.irs.gov)). Mileage will be reimbursed for travel between the Qualified Firm's local office and the work site, New Jersey Turnpike Authority offices, and meetings required by the Authority or its representatives, including the return trip. Any change to this rate is subject to the approval of the New Jersey Turnpike Authority. The Successful Qualified Firm will be responsible for paying all tolls.

Compensation for lodging and meals will not be reimbursed, unless approved in writing in advance by the Authority. If approved, expenses for lodging and meals will be paid at in accordance with the federal per diem rates which can be found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). This shall apply to the Successful Qualified Firm and its subconsultants and subcontractors.

Overnight delivery charges will be paid by the Authority only if such overnight delivery is specifically requested by the Authority and agreed to in advance. Otherwise, the Successful Qualified Firm will not be reimbursed for overnight delivery charges. This shall also apply to the Successful Qualified Firms' subconsultants and subcontractors.

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**ATTACHMENT B**  
**Supplemental Information**

**Subsection No. and Title**

- B1. Anticipated OPS Procurement and Project Schedule
- B2. Scope of Services
- B3. Staffing Estimate
- B4. Qualified and Eligible Firms

**Request for Expressions of Interest**

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**Subsection B1**

**OPS Procurement and Project Schedule**

Posted .....	November 14, 2023
Deadline for Inquiries.....	November 29, 2023
Posted Responses to Inquiries .....	December 1, 2023
Submittal of Expressions of Interest.....	December 18, 2023
Recommendation to Award OPS.....	January 2024
Notice to Proceed.....	February 2024
Completion of all Construction Work .....	August 2026
Administration Project Closeout .....	November 2026

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### **Subsection B2** **Scope of Services**

#### **INTRODUCTION**

The proposed scope and technical approach for this design should be thoroughly defined by the Consultant and should include all necessary professional services to develop and complete the required design documents, certifications, permit approvals, and post-design services, including new storage facilities and other miscellaneous improvements at various Maintenance Districts (TMD's) on the New Jersey Turnpike and Maintenance Districts (PMD's) on the Garden State Parkway.

For the purpose of these Expression of Interests (EOI's), the terms "Consultant" and/or "Firms" which are used throughout these documents, shall not only mean the engineering firm, but also joint venture consultants and/or subconsultants retained by the engineering firm for this assignment.

The consultant shall be responsible for furnishing complete bid and contract documents, including plans, project specific specifications, and cost estimates. Contract documents are to be prepared for each site individually that will be advertised and awarded based upon budget availability and contract order / prioritization included in this RFEOI. The Authority reserves the right at any point during the design or construction phases to suspend or delay project advertisement. Interim phase submissions (Phases B & C) shall be made to the Authority's Engineering Department for review in accordance with the Authority's Procedures Manual. Contract Documents shall include both the design of new facilities and the demolition and removal of existing facilities.

**OPS No. T4031** will provide design services for the following construction contracts on the Turnpike roadway:

**Contract No. T500.707** shall include work to be performed at Turnpike Maintenance Districts TMD-5, Milltown, Milepost 80.7, along with miscellaneous improvements at TMD-4, Hightstown, Milepost 67.4. The principal items of work are to construct two Clear Span structures, site paving improvements and two concrete bin block ramps. One Clear Span structure (approximately 63'x40') will be located at the existing truck parking spaces north of the fuel facility and the other Clear Span structure (approximately 57'x40') will be located at the northeast corner of the northern unpaved storage area. The proposed 54'x22' ramps will occupy the western edge of the northern storage area. The miscellaneous improvements shall include work at TMD-4, Hightstown, Milepost 67.4, where the principal items of work are to construct two concrete bin block ramps. The proposed ramps will be 54'x22' and be located along the northern edge of the storage area with areas to place dumpsters beside them.

**Contract No. T500.708** shall include work to be performed at Turnpike Maintenance Districts TMD-3, Crosswicks, Milepost 56.5, along with miscellaneous improvements at TMD-2, Moorestown, Milepost 37.1. At TMD-3, Crosswicks, the principal items of work are to construct a Pre-Engineered Metal Building (PEMB), site paving improvements, two concrete bin block ramps, and miscellaneous improvements. The proposed PEMB will occupy the grass area north of the truck parking lot. The proposed size will be 100'x40'. The proposed concrete bin block ramps will be 54'x22' and located north of the existing office trailer. The miscellaneous improvements shall include work at TMD-2, Moorestown, Milepost 37.1, where the principal items of work are to construct two concrete bin block ramps. The proposed ramps will be 54'x22' and be located along the western side of the storage area with areas to place dumpsters beside them.



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T500.709, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT TMD-9, MILEPOST N5.9

And

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**Contract No. T500.709** shall include work to be performed at Turnpike Maintenance Districts TMD-9, Jersey City, Milepost N5.9, along with miscellaneous improvements at TMD-10, East Rutherford, Milepost 112.7. There are 2 sites that make up Maintenance District TMD-9. The old maintenance yard, which is located east of the NBHCE mainline and the new maintenance building, constructed as part of Contract No. T500.363, is located adjacent to the Interchange 14B Toll Plaza. Access to both sites is only from Bayview Avenue. There are improvements proposed at both areas that require further evaluation and approval by the Authority, but may be included in contract T500.709. The feasibility study in the attached reference material breaks out the work at each site as "Contract 1," for work in the newer maintenance yard site and "Contract 2," for work in the old maintenance yard site. At the new TMD-9 Jersey City site, the principal item of work is to construct a Pre-Engineered Metal Building (PEMB). The PEMB will be 125'x40' and occupy the grass area between the existing building and basin. The proposed size will be 100'x40'. The proposed concrete bin block ramps will be 54'x22' and located north of the existing office trailer.

At the former TMD-9 Jersey City site, there are two (2) alternatives that were developed under a feasibility study in the attached reference material. Each alternative includes demolition of the former maintenance building, replacement of the existing 4,500-ton Clear span salt shed (100'x85') with a more permanent structure or other recommended alternative, replacement of the existing fuel system, construction of two 54'x22' concrete bin block ramps, new LED site lighting, and full site repaving. The difference between the alternatives is the layout of the components on the site and staging of the construction. Snow operations & traffic flow schematics shall be developed for further consideration in choosing an alternative. Particular attention must be paid to the ITS/Security components and the Veeder Root system as these must remain operational throughout design and construction to the maximum extent possible. A sketch from the ITS group has been provided as reference material detailing the required work to be done prior to the demolition of the existing former maintenance building. It should also be noted that this particular site is currently a NJDEP SRP site that has a Notice In Lieu of Deed Notice (NILDN) in place due to historic fill and pesticide contamination. All surface/subsurface disturbances must be reviewed and approved by the Authority's licensed LSRP. Refer to the reference material for this NILDN.

The miscellaneous improvements shall include work at TMD-10, East Rutherford, Milepost 112.7, where the principal items of work are to construct two concrete bin block ramps. The proposed ramps will be 54'x22' and be located south of the existing material storage bins with areas to place dumpsters beside them.

The principal items of work at each location are further detailed in the Feasibility Study documenting the Preferred Preliminary Alternatives (PPA) in the attached reference material.

**OPS No. P4033** will provide design services for the following construction contracts on Garden State Parkway:

**Contract P500.786** shall include work to be performed at PMD-3, Ocean, Milepost 67.7 and PMD-5, Telegraph Hill, Milepost 116. At PMD-3, Ocean, the principal item of work is to replace the existing material storage building with a Pre-Engineered Metal Building (PEMB). The proposed PEMB will occupy the same footprint and be approximately the same size as the existing building, which is 160'x40'. The existing sign shop at the Ocean yard shall also be evaluated for the feasibility of replacement as part of this design, but it should be noted that this is a historic building and will therefore have to comply with the associated restrictions. At PMD-5, Telegraph Hill, the principal items of work are to replace the existing material storage building and seed shed with Pre-Engineered Metal Buildings (PEMBs) as well as site paving improvements. The proposed PEMBs will occupy the same footprint and be approximately the same size as the existing buildings. The proposed sizes of the PEMBs to replace the material storage building and the seed shed are 190'x40' and 150'x65', respectively. Due to the proximity of adjacent facilities that are to remain near the proposed PEMBs, temporary relocation of equipment and materials should be considered prior to the start of construction.

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**Contract P500.787** shall include work to be performed at PMD-7, Clifton, Milepost 156 and PMD-8, Paramus, Milepost 164.1. At PMD-7, Clifton, the principal item of work is to replace the existing material storage building with a Pre-Engineered Metal Building (PEMB). The proposed PEMB will be approximately the same size as the existing building, which is 190'x40'. It should be noted that PMD-7 is in a Flood Hazard Area and may therefore require the appropriate permitting for the new PEMB. At PMD-8, Paramus, the principal item of work is to replace the existing material storage building with a Pre-Engineered Metal Building (PEMB). The proposed PEMB will occupy the same footprint and be approximately the same size as the existing building, which is 350'x40'.

The principal items of work at each location are further detailed in the Feasibility Study documenting the Preferred Preliminary Alternatives (PPA) in the attached reference material.

### General:

1. All services provided by the Consultant shall be in strict conformance with the Authority's standards of quality as found Standard Specifications, Standard Drawings, Design and Procedures Manuals, and CADD Standards. These publications and drawings are available on the Authority's website at [www.njta.com](http://www.njta.com).
2. The Consultant shall be responsible for the thorough understanding of the project requirements including the applicable codes and regulations governing the design. The Consultant shall become familiar with the NJTA's procedures, presentation and coordinating requirements necessary for the effective performance of the project.
3. It will be the Consultant's responsibility to bring to the attention of the Authority in the Expression of Interest, or during preparation of the Expression of Interest, any errors, omissions, or non-compliance discovered in the RFEOI. By neglecting to do so, the Consultant will be responsible to make any resulting changes without additional compensation.
4. It is specifically noted herein that the document review process by the Authority or its representatives is intended to be a review of the documents in a general manner. Review submissions and comments shall not be construed as a comprehensive review or detailed check of the consultant's work by the Authority or its representatives. It remains the Consultant's professional responsibility to prepare all documents in accordance with proper engineering criteria and sound professional engineering judgement.
5. The Consultant shall allow for a minimum three (3) week review period by the Authority for each submission. The Consultant may, at their own discretion, proceed during the Authority's review period on selected areas of the project. However, any delays caused by the Authority's review process shall not be sufficient reason for additional compensation. Prior to all phase reviews the Consultant will perform a QA/QC review of the submission and submit one (1) complete set to the Authority's Liaison Engineer, for advanced review and authorization to submit the phase review materials.
6. The Consultant will be required to submit the appropriate completed submission checklists along with any other submission documents identified by the Authority's Procedure Manual. Failure to comply may result in rejection and resubmission of the entire phase review materials. Comment resolution of prior submissions must be complete prior to the next phase submission.

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### Conceptual Design:

The design team will meet with the Authority's Engineering and Operations Departments, including Maintenance Representatives, at the outset of the project to define goals and objectives for the site layout, building size and functionality for each location. Conceptual design sketches for the building and site layouts shall be developed for stakeholder review & consideration. The consultant shall prepare an Alternative Analysis Report (for each construction contract) as a Conceptual Design Submission in lieu of a Phase A Submission. The report shall outline project programming and include preliminary cost estimates, phasing, and a recommended preferred alternative. A preferred alternative will be subsequently confirmed and progressed to design.

The attached reference material detailing the Preliminary Preferred Alternatives (PPA) provides the approximate Square Footage for each building. The Authority is interested in evaluating alternative wall and door/opening options which may adjust the quantity and location of overhead doors and personnel doors to appropriately support the Maintenance functions at each site. The overall aesthetic for the buildings shall follow similar recently constructed buildings at many other Authority locations. Partial Plans for the TMD-1 Pre-Engineered Metal Building (PEMB) & TMD-6 Elizabeth & PMD-6 Clark open storage buildings are provided as reference material. The operation of any existing facilities in-use must be maintained until each respective new building is ready for occupation.

All sites include some level of site improvements and known deficiencies are listed in the principal items of work for the contract. Other site improvements, including but not limited to, storage bins, paving, asphalt ramps, block heaters, lighting, security gates, and gas boy kiosk upgrades shall be included in the design as required.

### Final Design

#### Building Design:

With a preferred layout chosen, the Consultant shall progress to final design. The new PEMBs will include building systems such as mechanical, electrical, and plumbing for heating; and may require security, fire alarm, and Building Management Systems (BMS) if so desired by the Authority and/or if required. The BMS will be designed to integrate with the Authority's master system. Fire Protection Sprinklers are not anticipated due to the size and typical building use but shall be incorporated into final design if required.

Roof and Electrical Systems shall be designed to be "solar ready". The specified roof system shall easily accommodate the installation of solar panels and include additional, industry standard, load capacity. Electrical panels and systems shall be designed to support future solar installation without major renovations. If necessary, the design should include underground conduits and necessary penetrations for future use.

Commissioning of Building Systems shall be performed through the designer and must include, but is not limited to, HVAC systems. The Commissioning Agent shall red line the Sequence of Operations (SOO) and other applicable contract drawings to reflect a true as-built condition. The Designer shall approve O&M manuals that the Commissioning agent shall red line, format and incorporate into a Systems Manual. The Systems Manual shall conform to ASHRAE guidelines as amended by the NJTA Engineering Department.

The Consultant shall prepare & submit a New Jersey Department of Community Affairs (DCA) plan review for the Phase 'C' Submission, in accordance with the NJTA's Procedures Manual.

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And

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Specifications for building work included in the construction contract(s) will be prepared in Construction Specifications Institute (CSI) format except for General Conditions which shall be the Authority Standard Specifications Section 100, as modified by the Standard Supplementary Specifications, and additional Supplementary Specifications as necessary for site work.

An Environmental Screening Report shall be prepared that includes a review of environmental permitting requirements and regulations that potentially govern the project. This report shall include, but is not limited to, an analysis of constraints associated with the wetland areas, flood hazard areas, riparian zones, buffers, threatened and endangered species, Category One waters, stormwater management, lead contamination, asbestos contamination, universal waste review and reforestation.

### **Cultural Resources:**

The entire Garden State Parkway, from Milepost 0 to 172, has been determined eligible for listing in the National Register of Historic Places by the NJDEP-Historic Preservation Office (SHPO). Since OPS P4033 includes project sites located within the Garden State Parkway Historic District, the preparation of a cultural resources screening report is required. This report is to assess the potential for significant archaeological or architectural resources and to determine whether the project has the potential to adversely affect any such resources. This report is to be coordinated and reviewed by SHPO. OPS T4031 should not require this report.

### **Survey:**

The Consultant shall perform field surveying as necessary to establish existing conditions and control for design and construction. Surveys may include but are not limited to the determination of roadway alignment, pavement elevations, existing grading, existing guiderail and roadside safety features, existing facilities, signing, curbing, drainage, delineation of environmental features, right-of-way, property boundaries and other incidental items. Geotechnical surveys are required for the new buildings. Preparation of a Survey Control Report is required for the Phase B submission.

### **eGIS Deliverable:**

The Authority utilizes an eGIS platform which contains information for its key assets. The Consultant shall include an eGIS deliverable with their Phase 'D' Submission. This will include creating eGIS layers and/or providing georeferenced data in Excel sheets, with pertinent information from the proposed design (such as SWM devices/drainage layouts, ITS devices, guide rail, light poles, etc.). The data to be included and layers/spreadsheets will be determined via coordination with the Authority.

### **Sitework:**

Site Design shall include designing improvements and alternates to the existing sites for the work identified in the principal items of work for each location. Reference Documents are attached as project background Materials. Additionally, site improvements identified during the conceptual design shall be finalized. Site plans shall be produced for paving (including, drainage and curbing) and utilities (including water, gas, sanitary, lighting, power, and network).

### **Utility Engineering:**

The consultant shall identify all existing utilities within the proposed project areas. The existing utilities shall be evaluated for potential conflicts within the proposed design and for use with the proposed buildings. The consultant will be responsible for the preparation of all appropriate utility service requests, and to proposed upgrades necessary for the completion of the project. Utility orders shall be ready for Authority issue with the submittal of Phase C documents.

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T500.708, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT TMD-3, MILEPOST 56.6 AND

T500.709, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT TMD-9, MILEPOST N5.9

And

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DESIGN SERVICES FOR CONTRACT NOS.:

P500.786, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT PMD-3, MILEPOST 67.7

AND PMD-5, MILEPOST 116

AND

P500.787, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT PMD-7, MILEPOST 156

AND PMD-8, MILEPOST 164.1

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### Lighting, Surveillance, & Security:

The designer shall review the existing site lighting and security surveillance for each site. Security Surveillance is to be incorporated into the design as required by the NJTA Security Department for all new buildings. Access Card Readers will be required for certain interior & exterior doors for each building. This requirement must be coordinated with Authority personnel.

### Commissioning:

The Authority intends to obtain the services of a third-party commissioning team that will perform building commissioning tasks throughout the design & construction process. The Consultant is expected to support the commissioning related activities as needed.

### Post Design Services:

The Consultant will be responsible for providing post design services as described in the Authority's Procedures Manual. It is specifically noted that the Consultant shall be responsible for review of shop drawings and responding to RFIs in accordance with Section 3.4.6 "Post Design Services" including Exhibit 3-9 of the Authority's Procedure's Manual. The Consultant will be required to attend a Project Hand-off Meeting and prepare required materials, such as a Hand-off Report, to inform the Authority's construction staff of the key components of the contract prior to construction. Additionally, participation at bi-weekly progress meetings for the duration of construction and participation at the final inspection meeting will be required. In addition, the Consultant will need to perform building "punch-list" walkthroughs, by discipline, at each site to facilitate owner occupancy. Construction supervision services are not included as part of this assignment.

### Unanticipated Services:

As the design proceeds, there may be certain services of a special nature, or Unanticipated Services, necessary to advance the design, which cannot be completely identified at this time. In order to fully support the Authority without undue delays, the Consultant shall make an allowance of 10% contingency of the burdened labor fee for "Unanticipated Services in their Fee Proposal. This allowance will provide for special services if and when specifically requested and authorized by the Authority in writing.

### Project Deliverables:

The submission of contract plans, specifications and estimates shall be in accordance with the Authority's Procedures Manual unless otherwise noted herein. For this project, in lieu of a Phase A submission, the Consultant shall prepare an Alternative Analysis Report as described in the Conceptual Design Section. Once a preferred alternative has been progressed to design, the Consultant shall proceed to Phase B, C, & D submissions. For Phase B, Contract Documents are to be no less than 50 Percent complete and shall include the following project-specific reports:

- a. Survey Control Report
- b. Environmental Screening Report
- c. Cultural Resources Report

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All Phase submission reviews will culminate with a Comment Resolution Document (CRD) that will approve completion of that Phase and authorize work to proceed. The Consultant may need to advance portions of the design prior to receiving full comment resolution concurrence. If the Consultant chooses to proceed in this manner, they shall notify the Authority's Liaison Engineer accordingly and obtain concurrence prior to proceeding on the work. If notification is not provided and concurrence is not received, then the Consultant is proceeding at their own risk and any rework shall be at no cost to the Authority.

Review Comments from the Authority, and/or other Agencies, will be provided to the Consultant for compilation and response. It is anticipated that the Comment Resolution Document shall be in excel spreadsheet format for electronic comments received. For any provided hard copy markups, the Consultant shall follow the NJTA Procedures Manual for appropriate comment response formats.

Deliverables for items such as Agreements and Utility Orders, if required, will likely follow the schedule outlined in the Authority's Design Manual. All these items are to be fully negotiated and fully executed prior to advertisement.

All Phase deliverables will be provided to the Authority, at no additional cost, in electronic PDF format.

### **Project Coordination:**

The Consultant is advised that coordination will be required with multiple Authority Departments to successfully satisfy the requirements for this project. At a minimum, coordination will be required with the Authority's Engineering, Operations/Maintenance, and ITS Departments.

The Consultant shall work in harmony with any and all entities that have been and may be retained by the Authority for this project. The Consultant is responsible to the Authority for the work of its subconsultants.

The Consultant shall coordinate its activities with the Authority personnel throughout the course of this project. Early on, the Consultant shall establish a means of coordinating and reporting its activities with the Authority's Liaison Engineer to ensure an expeditious exchange of information. The Authority shall be informed of all meetings with other agencies, government officials and/or groups so that Authority personnel can attend if necessary.

Throughout the duration of the project, the consultant shall maintain a document control system recording the disposition of all documents (including e-mail correspondence) associated with the project. The Consultant shall also prepare a detailed project schedule using Microsoft Project software for activities to be completed. The schedule shall identify all submission dates, review times, major activities, durations, critical path items, interdependencies, etc., to complete the scope of service required for the project. Monthly updates of the approved schedule shall be submitted in progress reports.

Contract Coordination – Through coordination with the Authority's Liaison Engineer, the Consultant shall identify Authority projects (in phasing, design, and construction phases) which are within proximity, and which may impact this project. The Consultant shall harmoniously coordinate with these contracts to ensure objectives are met for both contracts and for the Authority. This includes accounting for MPT staging work during the construction phase.

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The Consultant may be required to meet with the representatives from appropriate Federal, State, County, Municipal, Utility, and other private or public organizations or agencies, as necessary to effectuate the completion of work items. The Consultant will give adequate notification of all meetings to the Authority through the Authority's Liaison Engineer. High level meetings will be attended by the Authority as required. Other meetings for the purpose of discussing typical design related issues are anticipated to be attended solely by the Consultant. The Consultant will prepare, in a timely manner, all memoranda of meetings attended with copies to the Authority, and others as appropriate. The Consultant is responsible for the preparation of all necessary displays, exhibits and like material as needed for the meetings.

### **Project Administration:**

**Consultant's Project Manager** – The Consultant's Managing Principal and the Consultant's Project Manager assigned to this project shall possess a valid New Jersey Professional Engineers license and shall not be removed from the project without prior written approval from the Authority's Chief Engineer or his representative. The Consultant shall also present to the Authority, for approval, appropriate personnel to be assigned for the position vacated.

**Progress Reports and Spending Plans** – The Consultant will be responsible to prepare and submit monthly progress reports and a financial spending plan for the entire project indicating percent of work complete by task, work completed in the last month, work to be performed, actions/decisions required by the Authority, and the status of the project's schedule and budget. The Consultant shall include all out-of-scope services required and/or performed, and the status of the Authority's approval or rejection. Reports must be submitted monthly and shall coincide with the invoice submitted for the same time period. Progress reports shall contain monthly updates of the approved schedule prepared by the Consultant.

**Status Meetings** – It is anticipated that the Consultant will be required to conduct bi-weekly project status meetings throughout the duration of the project. These meetings will occur either at the Authority's Engineering Department or via teleconference, as directed by the Authority's Liaison Engineer.

**Invoicing Requirements** – All invoices shall be consecutively numbered and shall contain the Order for Professional Services No. T4031 or P4033. Invoices will not be processed before the progress report for that month's activities have been submitted.

Invoices and progress reports are required to be submitted monthly. They shall be submitted to the Authority within 15 business days of the cutoff date. The Consultant will also be responsible for preparing and submitting a separate financial drawdown and/or spending plan for the project during design and post-design, which will be submitted with each invoice. The Consultant shall submit time sheet summaries. Individual employees' time sheets are not required, unless specifically requested by the Authority. Direct expenses shall be reimbursed in accordance with the expenses identified elsewhere in this document.

The Consultant shall immediately notify the Authority's Design Liaison Engineer in writing if the percentage of fee earned exceeds the project percent complete. The Consultant shall implement at once the necessary adjustments and/or make recommendations to alleviate this condition. Failure to do so will put the Consultant at risk of having to absorb any costs beyond the authorized fee.

The Consultant shall be responsible to submit to the Authority for approval the wage rates of personnel that will be working on the project.

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The Authority reserves the right to, at any time and without notice, audit the Consultant or their Subconsultants. All agreements and/or contracts between the Consultant and their subconsultants shall include specific language that provides the Authority the ability to audit the subconsultant at any time and without notice.

### REFERENCE MATERIALS AVAILABLE:

The reference documents listed below are available for review electronically through the Authority's Secure File Sharing Site. Access to the secure workspace will be provided to all prequalified and eligible Consultants via e-mail as part of the RFEIO notification process. If there are any questions or issues related to the Secure File Sharing Site, please contact Rich Reuter via e-mail at [reuter@njta.com](mailto:reuter@njta.com). The subject line should read, "OPS No. T4031 and P4033 Secure File Sharing Site Information. The following reference material is available for review:

- Contract No. T500.554 As-Built Plans and Phase D Specifications
- Contract A500.611 Final Plans and Specifications
- OPS A3776 Feasibility Study Preferred Alternatives
- TMD-9 ITS Sketch of Old MUB
- TMD-9 Remedial Action Report and NILDN
- TMD-9 Alternative Schematics of site from Facilities Improvement Program



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**Subsection B3**  
**Staffing Estimate**  
**OPS No. T4031**

Classification (ASCE-Grade)	Project Management	Environmental & Cultural Resources Screening Reports	Alternative Analysis Report	Building Design	Site Design	Post Design	Total Hours
Project Manager (GR. VIII)							
Senior Engineer (GR. VII)							
Senior Architect (GR. VII)							
Engineer (GR. VI)							
Architect (GR. VI)							
Junior Engineer (GR. IV)							
Junior Architect (GR. IV)							
Engineering Technician (GR. II)							
Clerical							
Total Hours							

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**Staffing Estimate**

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Classification (ASCE-Grade)	Project Management	Environmental & Cultural Resources Screening Reports	Alternative Analysis Report	Building Design	Site Design	Post Design	Total Hours
Project Manager (GR. VIII)							
Senior Engineer (GR. VII)							
Senior Architect (GR. VII)							
Engineer (GR. VI)							
Architect (GR. VI)							
Junior Engineer (GR. IV)							
Junior Architect (GR. IV)							
Engineering Technician (GR. II)							
Clerical							
Total Hours							

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### **Subsection B4** **Qualified and Eligible Firms**

1. AECOM Technical Services
2. ATANE Engineers, Architects and Land Surveyors, P.C.
3. AtkinsRéalis USA Inc.
4. D&B Engineers and Architects, PC
5. Dewberry Engineers Inc.
6. E2 Project Management, LLC
7. Gannett Fleming, Inc.
8. H2M Associates, Inc.
9. Hardesty & Hanover, LLC
10. HDR Engineering, Inc.
11. HNTB Corporation
12. Info Tran Engineers, PC
13. Jacobs Engineering Group Inc.
14. Michael Baker International, Inc.
15. Mott MacDonald LLC
16. Paulus, Sokolowski & Sartor, LLC.
17. SJH Engineering, P.C.
18. Stantec Consulting Services, Inc.
19. STV Incorporated
20. T.Y. Lin International
21. Yu & Associates, Inc.

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**ATTACHMENT C**

**Standard Supplemental Information and Forms**

**Subsection No. and Title**

- C1. Administrative Information
- C2. Mandatory Employment Opportunity Language, *N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127) and N.J.A.C. 17:27 et seq.*
- C3. State Consultant Political Contributions, *N.J.S.A. 19:44A-20.13 to 20.25 (P.L. 2005, c.51), N.J.S.A. 19:44-20.26 (P.L. 2005, c.271s.2), P.L. 2023, c.30 (The Elections Transparency Act) and Executive Order 333 (2023 Murphy)*
- C4. Right to Audit
- C5. Antidiscrimination Provisions
- C6. Standards Prohibiting Conflicts of Interest Executive Order 189 (1988 - Kean)
- C7. ADA Indemnification Act
- C8. Diane B. Allen Equal Pay Act
- C9. Warranty by Contractor of No Solicitation on Commission or Contingent Fee Basis, *N.J.S.A. 52:34-15 (P.L. 1954, c48, s.10)*
- C10. Prompt Payment Act, *N.J.S.A. 2A:30A*
- C11. Code of Ethical Standards
- C12. Small Business Enterprise and Disabled Veteran Owned Business Programs
- C13. Standard Supplement Forms to be Submitted
  - (a) Affidavit of Eligibility/Disclosure of Material Litigation
  - (b) Small Business Enterprise/Disabled Veteran Owned Business
  - (c) Disclosure of Investment Activities in Iran\*  
*N.J.S.A. 52:32-58*
  - (d) Prohibited Activities in Russia or Belarus
  - (e) Source Disclosure Form
  - (f) Ownership Disclosure
  - (g) Business Registration Act\*\*\*\*
  - (h) Set-Off for State Sales Tax
  - (i) Affidavit of Moral Integrity form
  - (j) Disclosure of Outstanding Work
  - (k) Recent Authority Project Experience

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### Subsection C1

#### Administrative and Agreement Information

#### **Professional Corporation**

Incorporated Firms that have not filed a copy of a Certificate of Authorization, with the Authority must include a copy of the Certificate with the EOI. Professional service corporations established pursuant to the "Professional Service Corporation Act," N.J.S.A. 14A:17-1 et seq. (P.L. 1969, c. 232), are exempt from this requirement.

#### **Signatures**

Expressions of Interest must be signed by an officer of the Firm authorized to make a binding commitment.

#### **Incurring Costs**

The Authority shall not be liable for any costs incurred by any Firm in the preparation of their Expression of Interest or Fee Proposal.

#### **Addendum to EOI Solicitations**

If, at any time prior to the Authority receiving responses to this RFEOI, it becomes necessary to revise any part of this RFEOI, or if additional information is necessary to enable firms to adequately interpret the provisions of this RFEOI, an addendum to the RFEOI will be made available on the Authority's web-site, [www.njta.com](http://www.njta.com), as described herein.

#### **Acceptance and Rejection of EOIs and Fee Proposals**

Any award of this OPS will be made in accordance with N.J.A.C.19:9-2.8. The issuance of this RFEOI soliciting Expressions of Interest and Fee Proposals does not, in any manner or form, commit the Authority to award any OPS. The contents of the RFEOI, EOI, and a final negotiated Fee Proposal may become a contractual obligation, if an EOI submitted in response to the RFEOI is accepted, and an OPS is entered into with the Authority. Failure of a firm to adhere to and/or honor any or all of obligations of its response to the RFEOI, including its EOI, may result in rescission of any OPS awarded by the Authority. The Authority shall not be obligated at any time to award any OPS. The Authority reserves the right to accept or reject any or all proposals or to negotiate with any proposer, to waive minor noncompliance, amend or supplement the RFEOI, re-advertise the RFEOI, or abandon a procurement, and/or take such other steps deemed necessary and in the best interest of the Authority, in accordance with applicable law.

#### **Errors or Omissions in RFEOI**

It is the firm's responsibility to bring to the attention of the Authority during the RFEOI any errors, omissions, or non-compliance discovered in the RFEOI. By neglecting to do so, the firm will be responsible to make any resulting changes without additional compensation if awarded the OPS.

#### **Dissemination of Information**

Information included in this RFEOI or in any way associated with this project is intended for use only by the firms submitting an EOI and the Authority and is to remain the property of the Authority. Under no circumstances shall any of said information be published, copied, or used by any firm, except in replying to this RFEOI solicitation.

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### News Releases

No news releases pertaining to this RFEOI or the project to which it relates shall be made without Authority approval and then only in coordination with the issuing office and the Authority's Media Relations Coordinator.

### Public Records

This RFEOI, and any response to the RFEOI, including an EOI and Fee Proposal submitted by a firm in response to the RFEOI, shall constitute a public document subject to disclosure in accordance with New Jersey's Open Public Records Act, N.J.S.A. 47:1A-1 et seq. (OPRA). Any firm responding to the RFEOI may request that the Authority's Director of Law deem certain information contained in its response to be personal, financial, or proprietary information that is exempt from disclosure under OPRA.

The Authority reserves the right to make the determination regarding what is proprietary or confidential and will advise the winning bidder/proposer accordingly. The Authority will not honor any attempt by a winning bidder/proposer to designate its entire proposal as proprietary or confidential and will not honor a claim of copyright protection for an entire proposal. In the event of any challenge to the winning bidder's/proposer's assertion of confidentiality with which the Authority does not concur, the bidder /proposer shall be solely responsible for defending its designation.

### Subsection C2

#### Mandatory Equal Employment Opportunity Language

N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)

N.J.A.C. 17:27 et seq.

#### Goods, General Services, and Professional Services Contracts

The consultant or subconsultant, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex. Except with respect to affectional or sexual orientation and gender identity or ex-pression, the consultant will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affection-al or sexual orientation, gender identity or expression, disability, nationality, or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, up-grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The consultant or subconsultant, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the consultant, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The consultant or subconsultant will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the consultant's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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The consultant or subconsultant, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The consultant or subconsultant agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The consultant or subconsultant agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The consultant or subconsultant agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the consultant or subconsultant agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The consultant shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval.
- Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http://www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).

The consultant and its subconsultants shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be request-ed by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

**Subsection C3**

**State Consultant Political Contributions Compliance**

**N.J.S.A. 19:44A-20.13 to 20.25 (P.L. 2005, c.51) superseding Executive Order 134 (2004),  
The Elections Transparency Act," P.L. 2023, c.30,  
and Executive Order 333 (2023 Murphy)**

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T500.709, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT TMD-9, MILEPOST N5.9

And

OPS No. P4033

DESIGN SERVICES FOR CONTRACT NOS.:

P500.786, CONSTRUCTION OF PRE-ENGINEERED METAL BUILDING AT PMD-3, MILEPOST 67.7

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### **Election Transparency Act, P.L. 2023, c. 30; Fair and Open Exception**

In accordance with the Elections Transparency Act, P.L. 2023, c. 30 (the "Act"), effective January 1, 2023, all contracts awarded by the Authority pursuant to a fair and open process as defined in the Act are no longer subject to the political contributions proscription that prohibited a contract award if certain reportable contributions were solicited or made by a potential contract awardee. The Authority has determined that this procurement meets the requirements of a fair and open process and, accordingly, any such solicited or reportable contributions made by any proposer submitting a proposal will not prohibit any contract award thereto if such proposer is deemed the successful proposer.

### **Annual Report of Contributions to the Election Law Enforcement Commission**

All Business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000.00 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us)

### **Breach of Terms of Government Contract**

It shall be a breach of the terms of the OPS for the Business Entity to (i) make or solicit a contribution in violation of the Act, (ii) knowingly conceal or misrepresent a contribution given or received; (iii) make or solicit contributions (through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; (iv) make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee of any candidate or holder of the public office of Governor or Lieutenant Governor; (v) engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the Business Entity itself, would subject that entity to the restrictions of the Act; (vi) fund contributions made by third parties, including consultants, attorneys, family members, and employees; (vii) engage in any exchange of contributions to circumvent the intent of the Act; or (viii) directly or indirectly, through or by any other person or means, do any act which would subject that entity to the restrictions of the Act.

### **Subsection C4** **Right to Audit**

Pursuant to N.J.A.C. 17:44-2.2, the New Jersey Office of the State Comptroller (OSC) has the authority to audit or review contract records, as follows:

- a) Relevant records of private vendors or other persons entering into contracts with covered entities, including the Authority, are subject to review by the OSC pursuant to N.J.S.A. 52:15C-14(d).
- b) Any Consultant awarded a contract shall maintain all documentation related to products, transactions or services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the OSC upon request.



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**Subsection C5**  
**Antidiscrimination Provisions**

In accordance with N.J.S.A. 10:2-1 every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no consultant, nor any person acting on behalf of such consultant or subconsultant, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No consultant, subconsultant, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the consultant by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this attachment of the contract occurring after notice to the consultant from the contracting public agency of any prior violation of this attachment of the contract.

**Subsection C6**  
**Standards Prohibiting Conflicts of Interest**  
**Executive Order 189 (1988 - Kean)**

Pursuant to N.J.S.A.52:34-19 and Executive Order 134 (1976 - Byrne), Executive Order 189 (1988 - Kean) includes the following prohibitions on any vendor which provides or offers or proposes to provide goods or services to or perform any contract for the State of new Jersey or any State agency.

- (a) No vendor shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b. and e., in the Department of the Treasury or any other agency with which such vendor transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i., of any such officer or employee, or any partnership, Firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.

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- (b) The solicitation of any fee, commission, compensation, gift, gratuity, or other thing of value by any State officer or employee or special State officer or employee from any State vendor shall be reported in writing forthwith by the vendor to the Attorney General and the Executive Commission on Ethical Standards.
- (c) No vendor may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, Qualified Firm or entity with which he is employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality, or appearance of a conflict of interest.
- (d) No vendor shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- (e) No vendor shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the vendor or any other person.
- (f) The provisions cited above in paragraph 3a. through 3e. shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with vendors under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate under paragraph 3c.

### **Subsection C7**

#### **ADA Indemnification Act**

The provisions of Title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, shall be a part of any OPS awarded under pursuant to this RFEOI. In providing any aid, benefit, or service on behalf of the Authority pursuant to any such OPS, the consultant agrees that the performance shall be in strict compliance with the Act. In the event that the consultant, its agents, servants, employees, or subconsultants violate or are alleged to have violated the Act during the performance of any OPS awarded pursuant to this RFEOI, the consultant shall defend the Authority in any action or administrative proceeding commenced pursuant to this Act. The consultant shall indemnify, protect, and save harmless the Authority, its agents, servants, and employees from and against any and all suits, claims, losses demands, or damages, or whatever kind or nature arising out of or claimed to arise out of the alleged violation. The consultant shall at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Authority grievance procedure, the consultant agrees to abide by any decision of the Authority that is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Authority

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or if the Authority incurs any expense to cure a violation of the Act which has been brought pursuant to its grievance procedure, the consultant shall satisfy and discharge the same at its own expense.

The Authority shall, as soon as practicable after a claim has been made against it, give written notice thereof to the consultant along with full and complete particulars of the claim. If any action or administrative proceedings is brought against the Authority or any of its agents, servants, and employees, the Authority shall expeditiously forward or have forwarded to the consultant every demand, complaint, notice, summons, pleading, or other process received by the Authority or its representatives. It is expressly agreed and understood that any approval by the Authority of the services provided by the consultant pursuant to any contract awarded pursuant to this RFEOI will not relieve the consultant of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Authority pursuant to this attachment. It is further agreed and understood that the Authority assumes no obligation to indemnify or save harmless the consultant, its agents, servants, employees and subconsultants for any claim that may arise out of their performance of any OPS awarded pursuant to this RFEOI. Furthermore, the consultant expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the consultant's obligations assumed in any OPS awarded pursuant to this RFEOI, nor shall it be construed to relieve the consultant from any liability, nor preclude the Authority from taking any other actions available to it under any other provisions of any OPS awarded pursuant to this RFEOI or otherwise at law.

**Subsection C8**

**Diane B. Allen Equal Pay Act**

Pursuant to N.J.S.A. 34:11-56.1 et seq. (P.L. 2018, c. 9), also known as the Diane B. Allen Equal Pay Act, which was signed in to law by Governor Phil Murphy on April 24, 2018, a consultant performing "qualifying services" or "public work" to the State or any agency or instrumentality of the State shall provide the Commissioner of Labor and Workforce Development a report regarding the compensation and hours worked by employees categorized by gender, race, ethnicity, and job category. For more information and report templates see <https://nj.gov/labor/equalpay/equalpay.html>

**Subsection C9**

**Warranty of Contractor of No Solicitation on  
Commission or Contingent Fee Basis  
N.J.S.A. 52:34-15 (P.L. 1954, c. 48, § 10)**

Every contract or agreement negotiated, awarded or made pursuant to N.J.S.A. 52:34-15 shall contain a suitable warranty by the contractor that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business, for the breach or violation of which warranty the State shall have the right to annul such contract without liability or in its discretion to deduct from the contract price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

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### **Subsection C10**

#### **Prompt Payment Act, N.J.S.A. 2A:30A**

Pursuant to the New Jersey Prompt Payment Act, N.J.S.A. 2A:30A-1 et seq., payment to the Successful Qualified Firm under any contract awarded pursuant to this RFEI shall be processed and paid as follows:

1. All consultant bills shall be deemed approved and certified for payment 20 days after the receipt unless before the end of the 20-day period a written statement of the amount withheld and the reason for withholding payment is provided.
2. If the billing is approved, the bill shall be paid in the Authority's subsequent payment cycle.

### **Subsection C11**

#### **Code of Ethical Standards**

The Authority has promulgated a Code of Ethical Standards pursuant to the laws of the State of New Jersey, a copy of which is available on the State of New Jersey website at <https://www.state.nj.us/ethics/docs/ethics/uniformcode.pdf>. By submitting an Expression of Interest and Fee Proposals, the Successful Firm will be subject to the intent and purpose of said the Code and to the requirements of the State Ethics Commission.

### **Subsection C12**

#### **Small Business Enterprise and Disabled Veteran Owned Business Programs**

##### **Small Business Enterprise Program**

It is the policy of the New Jersey Turnpike Authority (the "Authority") that Small Business Enterprises ("SBE"), as determined and defined by the Division of Revenue & Enterprise Services ("Division") and the Department of the Treasury ("Treasury") in N.J.A.C. 17:13-1.1, have the opportunity to compete for and participate in the performance of consultant services. The Authority seeks participation of these SBEs in the performance of certain Orders for Professional Services (OPS). At the time of submission of its Technical Proposal, the firm must include either (1) evidence of the use subconsultants who are registered with the Division as an SBE and whose collective participation in performance of subconsultant services meets or exceeds the goal of at least twenty-five percent (25%) of the total value of any OPS awarded pursuant to this RFP, or (2) demonstration of a good faith effort to meet the goal of awarding at least twenty-five percent (25%) of the total value of the OPS to subconsultants who are registered with the Division as an SBE.

During this procurement, as part of the fee negotiation process, firms must submit proof of their subconsultants' SBE registration(s). In the event that, prior to the time of award, a firm has not demonstrated to the Authority's satisfaction, that good faith effort was made to accomplish the above stated goal, the Authority is precluded from awarding the firm the OPS in accordance with N.J.A.C. 17:13-4.2.

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After award of the OPS, in order for the Authority to monitor and report SBE participation during the course of the OPS pursuant to N.J.A.C. 17:13-1.1 et seq., the selected firm (the "Consultant") shall submit evidence of SBE participation in a form acceptable to the Authority, with each invoice for payment. Invoices for payment submitted without the completed SBE Form will not be processed.

If a Consultant, at any time during the course of an OPS, and for any reason, intends to make any additions, deletions, or substitutions of the SBE subconsultants listed on the SBE/DVOB Utilization form submitted to the Authority, the Consultant shall submit such proposed changes for approval. Any such proposed changes must comply with the requirements and procedures set forth herein.

A firm submitting a proposal shall take the following action, in accordance with N.J.A.C. 17:13-4.3, in establishing a "good faith effort" to solicit and award subconsultant contracts to eligible SBEs:

1. Firm shall attempt to locate qualified potential SBE subconsultants.
2. Firm shall request a listing of small businesses from the Division and the Authority, if none are known to the firm submitting a proposal.
3. Firm shall keep specific records of its efforts, including the names of businesses contacted and the means and results of such contacts, including receipts from certified mail and telephone records.
4. Firm shall provide all potential SBE subconsultants with detailed information regarding the solicitation, project description and specifications, including proof of advertisements in general circulation media, professional service publications and minority and women focus media.
5. Firm shall attempt, wherever possible, to negotiate lower prices with potential SBE subconsultants that submit higher than acceptable fee estimates.
6. Firm shall provide evidence of efforts made to identify work categories capable of being performed by SBEs; and
7. Firm shall provide evidence of efforts made to use the services of available community organizations, consultant groups, and local, State, and federal agencies that provide assistance in the recruitment and placement of SBEs.

**The Successful Qualified Firm shall maintain adequate records to document its efforts and shall provide same to the Authority upon request.**

### Disabled Veteran Owned Business Enterprise Program

It is the policy of the New Jersey Turnpike Authority ("Authority") that Disabled Veteran Owned Business Enterprises (DVOBs), as determined and defined by the Division of Revenue & Enterprise Services ("Division") and the Department of Treasury ("Treasury") in N.J.A.C. 17:14-1.1, have the opportunity to compete for and participate in the performance of consultant services. The Authority seeks participation of these DVOBs in the performance of certain Orders for Professional Services (OPS). The firm's Expression of Interest must include either (1) evidence of the use of subconsultants who are registered with the Division as a DVOB, and whose collective participation in performance of subconsultant services meets or exceeds the goal of at least three per cent (3%) of the total value of any OPS awarded pursuant to this RFP or (2) demonstration of a good faith effort to meet the goal of awarding at least three per cent (3%) of the total value of the OPS to subconsultants who are registered with the Division as a DVOB.

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During the Expression of Interest portion of this procurement, as part of the fee negotiation process, firms must submit proof of their subconsultants DVOB registrations. In the event that, prior to the time of award, a firm has not demonstrated, to the Authority's satisfaction, that a good faith effort was made to accomplish the above stated goal, the Authority is precluded from awarding the firm the OPS in accordance with N.J.A.C. 17:14-4.2.

After award of the OPS, in order for the Authority to monitor and report DVOB participation during the course of the OPS pursuant to N.J.A.C. 17:14-1 et seq., the selected firm (the "Consultant") shall submit evidence of DVOB participation in a form acceptable to the Authority, with each invoice for payment. Invoices for payment submitted without the completed DVOB Form will not be processed.

If a Consultant, at any time during the course of an OPS, and for any reason, intends to make any additions, deletions, or substitutions of the DVOB subconsultants listed on the SBE/DVOB Utilization form submitted to the Authority, the Consultant shall submit such proposed changes for approval. Any such proposed changes must comply with the requirements and procedures set forth herein.

A firm submitting a proposal shall take the following action, in accordance with N.J.A.C. 17:14-4.3, in establishing a "good faith effort" to solicit and award subconsultant contracts to eligible DVOBs:

1. Firm shall attempt to locate qualified potential DVOBs.
2. Firm shall consult the DVOB Database if no DVOBs are known to the firm.
3. Firm shall keep all documentation of its efforts, including the names of businesses contacted and the means and results of such contacts; and
4. Firm shall provide all potential subconsultants with detailed information regarding the specifications.

**The Successful Qualified Firm shall maintain adequate records to document its efforts and shall provide same to the Authority upon request.**

### Subsection C13

#### **Standard Supplemental Forms to be Submitted**

Qualified Firms shall submit the following completed, executed forms at the time of submission of their Expression of Interest. The following forms are available at [www.njta.com](http://www.njta.com) under *Doing Business, Engineering Professional Services, PS Supplemental Forms*.

#### **Subsection C13(a)**

#### **Affidavit of Eligibility/Disclosure of Materials Litigation**

A completed **Affidavit of Eligibility/Disclosure of Material Litigation** form for review by the Authority's legal counsel shall be submitted by firms at the time of submission of their Expression of Interest for each firm, each member of a joint venture and all subconsultants. Each firm, each member of a joint venture and all subconsultants shall certify that it is not suspended, disbarred, or disqualified from bidding on any state or federal contracts. Furthermore, no litigation shall be pending or brought against the firm that could materially affect its ability to perform the OPS described herein. Each firm shall submit a description of all litigation pending, threatened, or brought against it, including any litigation against its owners and/or principals; and shall also submit a description of

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any enforcement actions or penalties pending or assessed by any regulatory agency having jurisdiction over permit compliance, worker health and safety, or labor laws.

### **Subsection C13(b)**

#### **Small Business Enterprise/Disabled Veteran Owned Business**

Firms shall submit a Small Business Enterprise/Disabled Veteran Owned Business (SBE/DVOB) Utilization form at the time of submission of their Technical and Fee Proposals In accordance with the Authority's SBE/DVOB Programs.

### **Subsection C13(c)**

#### **Disclosure of Investment Activities in Iran**

##### **N.J.S.A. 52:32-58**

A State agency shall require a person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract to certify, *prior to the time a contract is awarded* and at the time the contract is renewed, that the person or entity is not identified on the Department of Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f).

The Department of Treasury's Chapter 25 list is found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Proposers must review this list prior to completing the certification. If the Authority finds a person or entity to be in violation of the law, such person or entity shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**\*Note:** While the Authority acknowledges that, pursuant to N.J.S.A. 52:32-58 et seq. this certification is required prior to award of any contract, the Authority requests that Qualified Firms complete and submit the form entitled "Disclosure of Investment Activities in Iran" at the time of submission of their Expression of Interest.

### **Subsection C13(d)**

#### **Prohibited Activities in Russia or Belarus\*\***

N.J.S.A. 52:32-60.1 et seq. (P.L. 2022, c.3) states that prior to contract award, the awardee must certify that neither the awardee, nor any of its parents, subsidiaries, or affiliates, have engaged in prohibited activities in Russia or Belarus. However, the enforceability of N.J.S.A. 52:32-60.1 et seq. has recently been challenged in the United States District Court for the District of New Jersey. While the State of New Jersey continues to defend the law in court, the certification requirement has been voluntarily suspended pending the outcome of the legal challenge. If the legal challenge is resolved in the State's favor prior to the deadline for submission of EOIs under this procurement, the Authority may issue an addendum requiring submission of a form entitled "Certification of Non-Involvement in Prohibited Activities in Russia or Belarus."

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### **Subsection C13(e)** **Source Disclosure Certification**

Pursuant to N.J.S.A. 52:34-13.2 (Executive Order 129 (2004)), the Authority must consider the requirements of New Jersey's contracting laws, the best interests of the State of New Jersey and its citizens, as well as applicable federal and international requirements.

The Authority shall insure that all Firms seeking to enter into any contract in which services are procured on its behalf must disclose:

- a) The location by country where the services under contract will be performed.
- b) Any subcontracting of services under the contract and the location by country where the subcontracted services will be performed.

This information must be disclosed on the Vendor Source Disclosure Form – N.J.S.A. 52:34-13.2 (Executive Order 129 (2004)), which is available on the Authority's website and returned with your Firm's Expression of Interest (EOI).

### **Subsection C13(f)** **Ownership Disclosure Form**

Pursuant to N.J.S.A. 52:25-24.2, prior to the receipt of the proposal or accompanying the proposal, every corporation or partnership or limited liability company submitting a proposal shall submit a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest



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### **Subsection C13(g)** **Business Registration Act**

Proof of valid business registration with the State of New Jersey Department of the Treasury, Division of Revenue and Enterprise Services, shall be submitted by the Successful Qualified Firm prior to award of any OPS pursuant to this RFEI in the form of a valid Business Registration Certificate (BRC) in compliance with N.J.S.A. 52:32-44, as amended. No OPS shall be awarded without proof of business registration with the Division of Revenue and Enterprise Services. Proposers who are registered can go to [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp) to obtain a copy of their BRC. If a Proposer is not registered, it can obtain information for registering its business with the New Jersey Division of Revenue by visiting the following link: <https://www.state.nj.us/treasury/revenue/busregcert.shtml>. Questions regarding this requirement should be referred to the Division of Revenue hotline @ 609-292- 9292.

A business organization that fails to provide a copy of a business registration as required pursuant to N.J.S.A. 52:32-44 et seq. or that provides false information of business registration, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

**\*\*\*Note:** While the Authority acknowledges that, pursuant to N.J.S.A. 52:32-44 et seq., a BRC is required prior to award of any contract, the Authority requests that Qualified Firms submit their BRCs at the time of submission of their Expression of Interest.

### **Subsection C13(h)** **Set-Off for State Tax**

Pursuant to P.L. 1995, c. 159, effective January 1, 1996 and codified at N.J.S.A. 59:49-19 and N.J.S.A. 59:49-20, and notwithstanding any provision of law to the contrary, whenever any taxpayer, partnership or S corporation under contract to provide goods or services or construction projects to the State of New Jersey or its agencies or instrumentalities, including the legislative and judicial branches of State government, is entitled to payment for those goods and services or construction projects, at the same time a taxpayer, partner or shareholder of that entity is indebted for any State tax, the Director of the Division of Taxation shall seek to set off that taxpayer's, partner's or shareholder's share of the payment of that indebtedness. The amount set off shall not allow for the deduction of any expenses or other deductions that might be attributable to the taxpayer, partner or shareholder subject to set-off.

The Division of Taxation may initiate procedures to set off the tax debt of a specific vendor upon the expiration of ninety (90) days after either the issuance by the Division of a notice and demand for payment of any state tax owed by the taxpayer or the issuance by the Division of a final determination on any protest filed by the taxpayer against an assessment or final audit determination. A set-off reduces the contract payment due to a vendor by the amount of that vendor's state tax indebtedness or, in the case of a vendor-partnership or vendor-S corporation, by the amount of state tax indebtedness of any member-partner or shareholder of the partnership or S corporation, respectively. N.J.A.C. 18:2-8.3.

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The Director of the Division of Taxation shall give notice of the set-off to the taxpayer, partner or shareholder and shall provide an opportunity for a hearing within thirty (30) days of such notice under the procedures for protests established under N.J.S.A. 54:49-18. No requests for conference, protest, or subsequent appeal to the Tax Court from any protest permitted under N.J.S.A. 59:49-19 shall stay the collection of the indebtedness. Interest that may be payable by the State to the taxpayer, pursuant to L.1987, c. 184 (N.J.S.A. 52:32-35), shall be stayed.

Qualified firms are requested to complete and submit a State Tax Set-Off form.

**Subsection C13(i)**  
**Affidavit of Moral Integrity**

Firms shall complete, sign, and submit a notarized Affidavit of Moral Integrity form together with submission of their Expression of Interest.

**Subsection C13(j)**  
**Disclosure of Outstanding Work**

Firms shall complete and submit the Disclosure Forms for the prime and all subconsultants indicating outstanding work with the Authority with their Expression of Interest.

**Subsection C13(k)**  
**Recent Authority Project Experience**

Firms shall complete and submit with their Expression of Interest, the Recent Authority Experience form for the prime Firm and for each subconsultant.

**ATTACHMENT D**  
**N.J.A.C. 19:9-2.8 Procedures for Prequalification and Award of Contracts for**  
**Architectural, Engineering and Land Surveying Services**

- (a) This section shall apply to contracts for architectural, engineering, and land surveying services that are not subject to N.J.A.C. 19:9-2.2(d), 2.3, or 2.5. The Authority may choose to apply this section to contracts below the public bidding threshold as set forth in N.J.S.A. 27:23-6.1.b in its sole discretion. The Authority may use procurement processes other than those prescribed in this section if those processes have been approved by the Federal government or other State statute, rule, or executive order, or if an emergency has been declared by the Executive Director. Where a procurement involves the proposed use of Federal funds, and Federal law, regulations, or guidelines require a procurement procedure other than those prescribed in this section, the Authority shall follow the Federal procedures. All procedures provided for herein that are consistent with Federal requirements shall be followed.

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- (b) The following words and terms, when used in this section, shall have the following meanings, unless the context clearly indicates otherwise.

"Complex projects" means projects other than "simple projects," and includes most projects involving transportation, planning or complex design, or any project having an estimated fee over \$ 2,000,000.

"Director" means either the Chief Engineer, Director of Operations, or Director of Maintenance, depending on whether the contract emanates from the Engineering Department, Operations Department, or the Maintenance Department.

"EOI" means an expression of interest from firms interested in performing professional architectural, engineering and land surveying services for the Authority.

"Firm" means any individual, firm, partnership, corporation, association, joint venture or other legal entity permitted by law to provide professional architectural, engineering or land surveying services in this State.

"Professional architectural, engineering, and land surveying services" means those services, including, but not limited to, planning, design, environmental, and construction inspection services required for the development and construction of projects, within the scope of the practice of architecture, professional engineering, or professional land surveying as defined by the laws of this State or those services performed by an architect, professional engineer, or professional land surveyor in connection with his or her professional employment practice, and which are subject to N.J.S.A. 52:34-9.1 et seq.

"Review committee" means the committee assigned to review a contract for professional architectural, engineering and land surveying services, which shall include at least three persons designated by the Director and approved by the Executive Director.

"Simple projects" means projects or other engineering services where the scope can be clearly defined and is not likely to change during the course of the project where the estimated fee is \$ 2,000,000 or less. Simple projects include, but are not limited to, bridge inspection projects, supervision of construction projects and highway and bridge design projects with an estimated fee of \$ 2,000,000 or less.

"Technical Review Committee" means the committee assigned to review a contract for professional architectural, engineering, and land surveying services, which shall include at least three persons designated by the Director and approved by the Executive Director.

- (c) Professional services prequalification requirements shall be as follows:

1. A firm interested in a contract for professional architectural, engineering, or land surveying services shall complete and file a "Professional Service Prequalification Questionnaire" ("PSPQ") with the Authority. Firms qualified for a particular type of project based on the Authority's evaluation of the PSPQs will be eligible for consideration when such projects are being contracted for by the Authority without having to present their qualifications on a project-specific basis.

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2. For the procurement of general consultants, rather than a project-specific procurement, the procedures relating to prequalification of firms may be modified to address the needs and requirements of the Authority.
3. Each firm shall identify on the PSPQ each type of work for which the firm desires prequalification. All PSPQs shall contain the following information:
  - i. Current and past projects undertaken by the firm;
  - ii. The nature of services provided on each project;
  - iii. The qualifications of the professionals employed by the firm; and
  - iv. Other information which the Authority may determine necessary to assess the firm's qualifications.
4. A firm shall notify the Authority in writing of any substantial change in the information on its PSPQ when such change occurs. A firm shall have a current PSPQ on file with the Authority on the date of the EOI submittal in order to be considered for a project. For purposes of this section, a current PSPQ is one which has been on file with the Authority for no more than 24 months.

**(d)** Expression of interest (EOI) solicitation and/or advertisement shall be as follows:

1. A Request for EOIs (RFEOI) shall be advertised in an appropriate newspaper or journal, having a large circulation in the State and/or advertised on the Authority's website, [www.nj.gov/turnpike](http://www.nj.gov/turnpike), or through other electronic means. Such advertisements shall be published not less than seven calendar days preceding the date upon which the EOIs are to be received. The RFEOI shall identify the scope of services required from the prequalified firms and the evaluation process to be used for the project. When the Authority seeks to engage more than one firm through a single RFEOI, the number of firms that the Authority intends to engage shall be identified in the RFEOI.
2. When general consultant services are needed, the Authority shall establish a list of criteria that firms must meet in order to be sent an RFEOI for the general consultant contract. Firms that meet such criteria shall be sent an RFEOI.

**(e)** Evaluation of EOIs shall be as follows:

1. Upon receipt of the EOIs, the Authority shall review the EOIs for completeness and shall reject those EOIs which are incomplete. The Authority shall notify all firms whose EOIs are determined to be incomplete in writing. For all projects, if fewer than three EOIs are deemed complete, the EOI solicitation may be rewritten and/or re-solicited, or the procurement may continue with fewer than three firms, as determined by the Executive Director, in consultation with the Director.

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2. For simple projects, the technical evaluation process shall consist of the evaluation of EOIs in accordance with the procedures set forth in this section.
3. For complex projects, the evaluation of EOIs shall serve as a method by which to create a list of firms that shall receive the requests for proposals (RFP) for the project. If only three or four EOIs have been deemed complete by the Authority, these firms shall receive the RFP and the Technical Review Committee will not conduct an evaluation of the EOIs as set forth below. If more than four EOIs have been deemed complete, the EOIs shall be submitted to the Technical Review Committee for review as set forth in (e)4 below.
4. The EOIs shall be ranked by the Technical Review Committee on the basis of numerical scores resulting from weighted rating factors. These factors will be weighted in proportion to their relative importance on a project-by-project basis. The relative weight attributed to each rating factor for a particular project and the ranking methodology shall be set forth in the RFEOI. In ranking the EOIs, the Technical Review Committee may consider criteria contained in the RFEOI, including, but not limited to:
  - i. Experience of the firm on similar projects;
  - ii. Experience of the Project Manager or Resident Engineer on similar projects;
  - iii. Key personnel's qualifications and relevant experience;
  - iv. Understanding of the project and the Authority's needs;
  - v. Approach to the project;
  - vi. Commitment and ability to perform the proposed work and outstanding work with the Authority;
  - vii. Commitment to quality management;
  - viii. Attainment of Small Business Enterprise goals; and
  - ix. Any other factors specified in the Authority's EOI solicitation.
5. For simple projects, once the Technical Review Committee has ranked the EOIs, it shall require the top three or more technically ranked firms, which number of firms shall be at the discretion of the Director, to provide their proposed fees in a separate envelope. The firms shall not be told of their ranking position at this time. The selection process shall continue in the manner described in (g) below. If a particular simple project warrants, the Director may elect to issue an RFP and the selection process shall proceed in accordance with the process for complex projects.
6. For complex projects, after the evaluation and ranking of the EOIs, no fewer than the top three ranked firms shall receive an RFP. All firms that are not to receive the RFP shall be notified.
7. When the Authority is seeking to engage more than one firm through a single solicitation of EOIs, following the Technical Review Committee's evaluation of the EOIs, it shall prepare a list of a sufficient number of technically qualified firms to enable the Authority to engage the number of firms identified in the RFEOI. If the Technical

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Review Committee is unable to prepare a list of technically qualified firms in a sufficient number to negotiate with and engage the number of firms identified in the RFEOI, the Authority shall reduce the number of firms it is seeking to engage through the EOI, and/or reissue the RFEOI in whole or in part. The Technical Review Committee shall negotiate with firms in the same manner as described in (g) below.

(f) Requests for Proposals (RFPs) shall be evaluated as follows:

1. Responses to the RFP shall be comprised of the technical proposal and fee proposal. The firms receiving the RFP shall be directed to submit a detailed fee proposal in a separate sealed envelope at the time of submission of the technical proposal.
2. The Technical Review Committee shall evaluate the technical proposals submitted to the Authority. The Technical Review Committee shall rank the technical proposals on the basis of numerical scores using the rating criteria specified in the RFP. The relative weight attributed to each rating factor and the methodology for ranking firms shall be set forth in the RFP.
3. The Technical Review Committee may require an interview and/or presentation by the firms with the highest ranked proposals. The Director, in his or her discretion, may waive this requirement for a particular project. Subsequent to the interview and/or presentation, the Technical Review Committee shall revisit its technical ranking of the firms, re-score as appropriate and shall thereupon recommend the highest ranked firms to the Director, or the Executive Director if the Director was a member of the Technical Review Committee.

(g) Cost negotiation and final selection shall be as follows:

1. For all projects, upon reviewing the Technical Review Committee's recommendation, the Director or the Executive Director shall either concur with the selections or direct the Technical Review Committee to pursue additional evaluation measures, consistent with the EOI solicitation or RFP, which shall be specified in writing by the Director or the Executive Director.
2. Once the selections are approved, the selected firms' fee proposals will be reviewed by the Technical Review Committee. The Executive Director may add one or more persons to the Technical Review Committee to assist in the negotiation process. Using all fee proposals and the engineer's estimate as a guideline, the Technical Review Committee shall negotiate a fair and reasonable fee with the highest technically ranked firm, taking into consideration all relevant factors, including, but not limited to, the estimated value of the services to be rendered and the scope, complexity, and professional nature thereof. If the Technical Review Committee is unable to negotiate a fair and reasonable fee with the highest technically ranked firm, it shall formally terminate negotiations and undertake negotiations with the second highest technically ranked firm. Failing accord with the second highest technically ranked firm, the Technical Review Committee shall formally terminate negotiations and undertake negotiations with the third highest technically ranked firm. If the Technical Review Committee is unable to negotiate successfully with any of the three highest technically ranked firms, it shall select additional professional firms in order of their competence and qualifications and it shall continue negotiations in accordance with the procedure set forth herein until an agreement is reached.

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The Executive Director, upon consultation with the Director, may direct the Technical Review Committee to re-solicit the contract. Once a final fee is agreed upon, the Technical Review Committee shall make its recommendation to the Director.

3. The Technical Review Committee in consultation with the Director shall prepare a written report outlining its recommendations and activities in reviewing, negotiating, and selecting the recommended firm. The Director shall submit the Technical Review Committee's report to the Executive Director.
4. If the Executive Director concurs with the recommendation, the Executive Director shall recommend to the Board, in writing, that the firm be issued an Order for Professional Service.
5. If the Executive Director is not satisfied with the recommendation, he or she may:
  - i. Instruct the Technical Review Committee to submit further support for its recommendation;
  - ii. Direct the Technical Review Committee to re-negotiate the fee; or
  - iii. Instruct the Director to re-solicit the contract.