

April 6, 2026

**To: ALL QUALIFIED FIRMS**

**SUBJECT: REQUEST FOR EXPRESSIONS OF INTEREST  
ORDER FOR PROFESSIONAL SERVICES NO. P4259  
SUPERVISION OF CONSTRUCTION SERVICES FOR CONTRACT NO. P500.786  
CONSTRUCTION OF PRE-ENGINEERED METAL BUILDINGS,  
GARDEN STATE PARKWAY MAINTENANCE DISTRICT 3, MILEPOST 67.7**

Enclosed herewith is a Request for Expressions of Interest (“RFEOI”) by the New Jersey Turnpike Authority (“Authority”) for professional engineering services required for construction supervision of Contract No. P500.786, Construction of Pre-Engineered Metal Buildings at Parkway Maintenance District 3 (see Attachment B). In accordance with N.J.A.C. 19:9-2.8(b), this Order for Professional Services (“OPS”) is considered a Simple procurement.

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

Profile Code	Description
B151	Construction Management
B159	Building Construction & Renovations Inspection

A Qualified Firm, eligible to **submit an EOI for this RFEOI solicitation, is one that has a current approved** “Professional Service Prequalification Questionnaire” (“PSPQ”) package on file with the Authority at the time of EOI submission. A current PSPQ is one that has been on file with the Authority for no more than 24 months or in certain cases for not more than 12 months as per N.J.A.C. 19:9-2.8(c).

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 assignment is attached (see Attachment B (Subsection 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.

The Authority is seeking participation of Small Business Enterprises (“SBEs”) as subconsultants to the Successful Qualified Firm (“Firm”) that is awarded a contract under this RFEOI. 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 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 RFEOI. (See Attachment C (Subsection 12), “Small Business Enterprise and 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. 19:44A-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 Firm only. The relevant forms will be transmitted to the 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 RFEOI:

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

### **STAFF QUALIFICATIONS**

It will be the 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 RFEOI which includes specific requirements relating to staffing required for the project can be found in Attachment B (Subsection B2), "Scope of Services".

### **PROJECT DESCRIPTION**

The work to be performed under the referenced Order for Professional Services (OPS) will consist of professional engineering services required for the construction supervision of Contract No. P500.786, Construction of Pre-Engineered Metal Buildings at Parkway Maintenance District 3 and other related work defined in the RFEOI's Scope of Services.

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 e-mail [contracts@njta.gov](mailto:contracts@njta.gov). The subject line should read "OPS No. P4259, Kiteworks Information".

### **SUBMISSION REQUIREMENTS FOR EXPRESSION 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)** EOIs no later than **10:00 a.m. on Thursday, May 7, 2026** as follows: **One (1) PDF** copy uploaded to the "EOI" folder in Kiteworks and in accordance with the following naming convention: "OPS No. P4259-EOI-[Firm Name]"; and **four (4) hard copies** (one (1) original with cover clearly marked "**Original**" and three (3) copies) of the EOI shall be delivered to the Authority's Headquarters with the package clearly labeled with the Qualified Firm's name and the words, "EOI - OPS No. P4259", no later than the date and time referenced above. **Late submissions will not be considered** and will be returned unopened.

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

For anyone who wishes to participate, conference call access shall be open five (5) minutes prior to the time specified 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  
Christopher Majcher, Field Engineer**

#### **U.S. Mail**

**New Jersey Turnpike Authority  
P.O. Box 5042  
Woodbridge, NJ 07095-5042  
Attn: Engineering Department, Facilities  
Christopher Majcher, Field Engineer**

### INQUIRIES

Inquiries pertaining to this RFEOI are to be directed in writing to Christopher Majcher, via e-mail to [majcher@njta.gov](mailto:majcher@njta.gov) with a copy to Gabrielle Coleman, via e-mail at [gcoleman@njta.gov](mailto:gcoleman@njta.gov). The subject line should read "OPS No. P4259 - EOI Inquiry". **The deadline for inquiries is April 13, 2026.** 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 April 15, 2026.**

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

### FIRM SELECTION

Upon receipt of the EOIs, 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 Technical Review Committee shall rank each Qualified Firm's EOI on the basis of numerical scores using the eight (8) rating factors and relative weights specified below, in accordance with N.J.A.C. 19:9-2.8(e), and final selection shall be made in accordance with N.J.A.C. 19:9-2.8(g).

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 on Similar Projects	15	45
2.	Experience of the Resident Engineer on Similar Projects	20	60
3.	Key Personnel's Qualifications and Relevant Experience	15	45
4.	Understanding of the Project and the Authority's Needs	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	5	15
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 on Similar Projects**

The Qualified Firm shall provide information on past projects that demonstrates its performance of services similar to 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) from which the work was performed, the date (time frame), the services were performed, magnitude and cost of the project, as well as contact/reference information for each project listed.

The Qualified Firm is required to submit a completed Recent Project Experience Form listing all projects, with the Authority as well as referenced clients provided in the letter of interest, on which the Qualified Firm is currently working, or that have been completed (closed out) within the previous three (3) year period. A separate form shall be provided for the Qualified Firm and for each subconsultant.

**2. Experience of the Resident Engineer on Similar Projects**

The Qualified Firm shall identify the Resident Engineer that will be assigned to the project and identify the individual's education, credentials, and work experience. The Qualified Firm should discuss the proposed Resident Engineer's experience and its application to the assignment. The Qualified Firm shall review the criteria set forth by the Authority in the RFEIO 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.

The submitted resume of the proposed Resident Engineer 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).

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

The Qualified Firm shall identify the Project Engineer 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 submitted resumes of proposed key personnel 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**

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 submitted organizational chart and resumes, identify the person(s) or subconsultant(s) responsible for each division of the assignment and their relevant experience.

**a. 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.

b. 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.

**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.

a. 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.

b. 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 and 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 and Enterprise Services/Department of the Treasury as a Small Business Enterprise.

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**

The final OPS Agreement to be awarded and issued to the Firm shall be in a form consistent with the Authority's Standard OPS Agreement for Simple procurements (which is available on the Authority's website at <https://www.njta.gov/business-hub/supplemental-forms/>).

Very truly yours,

**ORIGINAL SIGNED BY**

Daniel L. Hesslein, P.E.  
Chief Engineer

DLH/CM: gc

Attachments

c: R. Higham  
K. McGoldrick  
C. Majcher  
Review Committee  
File

**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

## Subsection A1

**Expression of Interest Submission Requirements**

The EOI submission is limited to a maximum of **nineteen (19)** pages. This page limitation does not include the documents listed in Items 3-7 below. Only single sided, 8.5x11 inch letter-sized pages with 1-inch minimum borders and a minimum 11-pt font size are permitted unless otherwise noted below.

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

1. **Letter of Interest (five pages):** Letter of Interest shall be limited to a total of five (5) single-sided pages. The letter should state the Qualified Firm's interest, ability, and its commitment to complete the requested professional services listed in Attachment B (Subsection B2), "Scope of Services". Additionally, it should detail, in order, the Qualified Firm's ability to meet the eight rating factors in the above-referenced "Firm Selection" section.

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

2. **Resumes (up to seven, each resume two pages in length maximum):** Resumes should detail relevant experience, professional/technical qualifications, and include dates for each project listed.
3. **Organizational Chart:** An organizational chart displaying key project team members for all primary tasks, including subconsultants. Provide names, titles, and reporting relationships for all team members. An 11x17 inch fold out page is permitted.
4. **Staffing Estimate:** The detailed staffing estimate for the work described herein shall include each task, by ASCE Grade/Classification, along with an estimate of total hours. An 11x17 inch fold out page is permitted.

The Authority has provided an estimate of the expected staffing for this OPS (see Attachment B (Subsection B3)). This information shall be considered by the Qualified Firm in the preparation of its project staffing schedule which must indicate when, during the course of the project schedule, they intend to deploy each member of the proposed staff and the duration over which the Qualified Firm intends to utilize staff based on the hours provided for in the staffing estimate. Further, the Qualified Firm shall evaluate the hours furnished and provide comment regarding the distribution, by ASCE Grade/Classification, scheduled deployment of staff, and task for which they believe modifications in the Engineer's Estimate may be appropriate to meet the project needs. If no comments are received, the Authority will assume the provided Staffing Estimate is appropriate to complete the assignment.

5. **Project Schedule:** A project schedule for this solicitation shall address the various tasks defined by the scope of services for this assignment. A maximum of two (2) 11x17 inch fold out sheets are permitted.
6. **Proposed Staff:** When proposing the same staff in multiple EOIs, the Qualified Firm must disclose one of the following:
  - a. A statement that all projects utilizing the same staff will be completed on time and include the plan for how that will be accomplished.
  - b. A statement that the Qualified Firm voluntarily withdraws from consideration for other EOIs 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.

The additional pages allowed shall include:

- i. 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).
- ii. One (1) single-sided, letter-sized page resume for up to seven (7) alternative key project personnel stating relevant experience including dates of assignments and professional qualifications.
- iii. Allowance for one (1) single-sided, letter-sized page, if necessary, to explain the Qualified Firm's modified approach to the project if it would be handled differently as a result of utilizing the alternate personnel.

Choosing option 6(c) above will add an additional eight (8) single-sided, letter-sized pages for alternate staff, thus increasing the maximum page allowance to twenty-seven (27) pages (not including Items 3-7 above).

The Qualified Firm shall not include alternate staffing in their EOI unless they are required to do so in accordance with option 6(c) above. When appropriately included in the EOI, the proposed alternate 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.

7. Completed Required Forms as set forth in Attachment C (Subsection C13).

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

**Fee Proposal Submission Requirements**

Following a review of the submitted EOI, the Authority will request Fee Proposal(s) from the top three (3) (or more), technically ranked Qualified Firm(s).

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 2.35, plus direct expenses, subconsultant services and subcontractor services, at cost. Subconsultant and subcontractor services are those required services performed by other firms or contractors at the Successful Qualified Firm's direction. **Shift differential reimbursement will not be considered. In addition, Resident Engineers are to be billed on a straight-time basis only. Premium billing will not be considered for Resident Engineers.** The multiplier shall not be applied to the premium portion of overtime. The multiplier covers all overhead and profit.

Salaries will be prepared using direct salary data averaged per the ASCE's Guidelines for Engineering Grades (latest version), as shown on the Staffing Estimate and as modified by the Qualified Firm to account for all the required services. Fee proposal drawdowns shall be as presented following the staffing estimate task breakdown within the Qualified Firm's Expression of Interest and escalated as follows:

- 3% annually after month 13 from the anticipated start date of the OPS to the mid-point of construction

Services shall be billed in accordance with the Successful Qualified Firm's Fee Proposal.

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.

No expenses or costs shall be billed unless specifically included in this EOI Solicitation and the Successful Qualified Firm's final negotiated Fee Proposal, or with prior written approval by the Authority.

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

The Successful Qualified Firm is responsible for managing the assignment, adhering to the number of hours, salary rates and personnel, as proposed in the EOI and Fee Proposal. The Fee Proposal shall follow and reflect the staffing estimate as shown in Attachment B (Subsection 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.

Direct expenses shall include subconsultant services, printing services approved by the Authority and mileage. 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 field office and the jobsite and return. The 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 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 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 Firm will not be reimbursed for overnight delivery charges. This shall also apply to the Firm's subconsultants and subcontractors.

Please note there are several Forms as set forth in Attachment C (Subsection C13) that are requested to be submitted with the Fee Proposal.

**ATTACHMENT B**  
**Procurement Information and Scope of Services**

**Subsection No. and Title**

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

Subsection B1

**OPS Procurement Schedule**

Request for Expressions of Interest Posted .....	April 6, 2026
Deadline for Written Inquiries .....	April 13, 2026
Posted Responses to Inquiries .....	April 15, 2026
Deadline for Submittal of Expressions of Interest.....	May 7, 2026
Recommendation to Award OPS.....	June 2026

**Anticipated OPS Project Schedule**

Notice to Proceed .....	July 2026
Completion of Services .....	October 2027
Administration Project Closeout .....	December 2027

Subsection B2  
**Scope of Services**

**INTRODUCTION**

OPS No. P4259 is for supervision of construction services for Contract No. P500.786, Construction of Pre-Engineered Metal Buildings, Garden State Parkway Maintenance District 3, Milepost 67.7. The Successful Qualified Firm shall complete all required construction supervision and shall provide the necessary personnel, equipment, and transportation to ensure that the subject contract is performed in accordance with the contract plans and specifications. Contract No. P500.786 primarily consists of the construction of two pre-engineered metal buildings — a Vehicle Storage Building and a Sign Shop — at an existing Garden State Parkway maintenance facility located at Milepost 67.7 in Ocean County. Associated site work includes demolition of two existing structures, site grading, paving, drainage improvements, utility connections, and installation of site electrical, security, and access control infrastructure. OPS No. P4259 will also provide independent commissioning services that shall include oversight of equipment start-up, building systems testing, and the preparation of a building systems manual.

The required staffing for this OPS includes a full-time Resident Engineer (PE/NICET IV or equivalent), a part-time Project Manager (PE), a part-time Construction Inspector (NICET III or equivalent), a part-time Commissioning Professional, a part-time Roofing Inspector (IIBEC RRC or equivalent), and a part-time Draftsperson. It is anticipated that Contract No. P500.786 will be awarded at the May 2026 Commission Meeting.

The estimated construction cost for Contract No. P500.786 is \$6,400,000. The Contract has an estimated duration of eighteen (18) months, including preconstruction activities and contract closeout.

**DETAILED SCOPE OF WORK**

The Successful Qualified Firm is responsible to undertake any and all activities required to prepare contract documents and all ancillary activities to effectuate the construction process. As such, it is anticipated that the Successful Qualified Firm will be required to perform, at a minimum, the services outlined below. However, the Successful Qualified Firm shall be responsible to account for any and all work activities necessary for the complete performance of this assignment whether or not such activities are identified below. The Successful Qualified Firm shall account for all work activities required for this project and shall identify any additional services that will be required for the complete performance of this assignment.

The Successful Qualified Firm shall conduct a Pre-Construction Meeting and a kick-off meeting with the Authority's Project Engineer, the Design Engineer, and Contractor representatives to establish procedures and a platform for the processing of submittals, shop drawings, and other contract documents. It is anticipated that the Design Engineer will provide and host a Construction Management software platform, such as Procore or similar, as part of Post Design Services. The Successful Qualified Firm shall actively participate in and utilize this platform throughout the duration of the project for the processing of all submittals, shop drawings, and related contract documents. Bi-weekly construction progress meetings with the Contractor shall be scheduled throughout the duration of construction. The Successful Qualified Firm shall prepare and distribute meeting minutes within five (5) business days of each meeting, following review by the Authority's Project Engineer.

The Successful Qualified Firm shall establish and maintain procedures to monitor the processing of submittals and shop drawings and shall take all necessary action to prevent installation of materials or equipment that have not been properly approved or certified. All manufacturer's tests required by the specifications shall be performed before materials or equipment are incorporated into the work. Any work or materials that fail to conform to the Contract Plans or Specifications shall be reported promptly to the Authority, and the Contractor shall be notified of all unacceptable work or materials immediately. The project-specific Material Acceptance Criteria Matrix, included with the reference materials available on the Authority's Secure File Sharing site, shall be used to define and manage this process throughout construction.

The Successful Qualified Firm shall participate in the final inspection of the completed work, measure all pay items of work, and certify that the work has been completed in accordance with the Plans and Specifications and that the final estimate of payment to the Contractor is correct. Accurate as-built construction drawings shall be furnished to the Authority within thirty (30) calendar days of the Final Inspection, in accordance with the Authority's "NJTA Design Guide for the Development of CADD Files."

The Successful Qualified Firm shall assume responsibility for the full-time inspection of all construction activities for Contract No. P500.786 and assign sufficient, experienced, and qualified personnel necessary to staff a project of this nature and complexity. The Successful Qualified Firm shall ensure that the quality and precision of its field inspection results in work being constructed in strict accordance with the contract documents, on schedule, and within budget.

## 1. Project Manager

In addition to the management requirements stipulated in the "Administrative" section of this Scope of Services, the Successful Qualified Firm shall designate a part-time Project Manager for the project. The Project Manager shall be a Professional Engineer licensed in the State of New Jersey with a minimum of five (5) years of related Project Manager experience. The Project Manager shall attend the pre-construction meeting, progress meetings, and other meetings as directed by the Authority, and shall be responsible for ensuring that sufficient staff resources are deployed to always meet the demands of the project.

## 2. Resident Engineer

Designate a full-time Resident Engineer to be present during all periods of active construction. The Resident Engineer shall serve as the primary field representative of the Successful Qualified Firm and shall be responsible for construction inspection and all associated administrative services, including cost control, progress control, and quality control. The Resident Engineer shall be a New Jersey Licensed Professional Engineer or National Institute for the Certification in Engineering Technologies ("NICET") Level IV certified in Construction Inspection, or equivalent, with a minimum of eight (8) years of related construction supervision experience on projects of similar size and complexity. The duties of the Resident Engineer shall include, but not be limited to, the following:

- a) Conduct and/or attend a Pre-Construction Meeting and other meetings as directed by the Authority.
- b) Conduct bi-weekly Construction Progress meetings with the Contractor and the Authority's Project Engineer. The Resident Engineer shall prepare and distribute meeting minutes and agendas for the Pre-Construction Meeting, Construction Progress meetings, and all other meetings as directed by the Authority.
- c) Facilitate Contractor coordination with Utility Providers and Authorities Having Jurisdiction, as required. This shall specifically include coordination with JCP&L and Verizon Communications for the relocation of the existing utility pole adjacent to the Sign Shop building, and coordination with New Jersey Natural Gas (NJNG) for the new natural gas service connection, to ensure proper sequencing with demolition and construction activities.
- d) Instruct all testing laboratories hired by the Consultant or the Authority as to testing needs and to review all testing reports.
- e) Inspect all construction materials to be used at the site to ensure compliance with Contract Plans and Specifications.
- f) Review material certifications, as required.
- g) Inspect all construction activities to ensure quality of workmanship.
- h) Provide full-time construction supervision during all phases of construction.
- i) Maintain daily records of the numbers and classification of workers employed by the Contractors using the Authority's CapEx Manager system.
- j) Prepare and approve monthly Certificates of Payment using the Authority's CapEx Manager System.
- k) Prepare and recommend for payment all contract Change Orders that may be required. Prepare independent cost estimates for supplemental and/or extra work resulting from design or field contract revisions. Negotiate prices with Contractors for changes resulting from design or field contract revisions and make recommendations for approval to the Authority.
- l) Prepare daily reports of all construction and engineering field work using the Authority's CapEx Manager System.

- m) Review and approve the Contractor's progress schedule. In addition, review on a monthly basis the Progress Schedule and/or CPM (Critical Path Method) Schedule submitted by the Contractor. Make recommendations to the Chief Engineer or Designee concerning the Contractor's adherence thereto. Advise the Authority of any potential delays and recommend remedial action.
- n) Review and approve all testing and laboratory invoices.
- o) Maintain records covering running totals of quantities and costs while construction is in progress.
- p) Review, approve, and process all shop drawings, catalog cuts, and methods of work and equipment. Coordinate the review of Pre-Engineered Metal Building (PEMB) manufacturer delegated design submittals, including structural framing and roofing system designs, with GFT Infrastructure, Inc. and the Authority's Engineering staff to verify conformance with the contract performance requirements and applicable codes.
- q) Maintain daily records of the type and size of equipment used on all construction operations using the Authority's CapEx Manager system.
- r) Perform tests required to ensure material compliance with the Plans and Specifications.
- s) The Resident Engineer shall have a digital camera at his/her disposal at all times to document, with photographs, any unusual incidents, conditions, or deterioration encountered which should be on record or which might require additional work and result in additional compensation by Change Order.
- t) Monitor the Contractor's compliance with all active permit conditions throughout the duration of construction, including the New Jersey Department of Community Affairs (NJDCA) construction permit, the Ocean Soil Conservation District Soil Erosion and Sediment Control (SESC) Certification, and the Pinelands Commission Public Development Approval. Maintain a permit conditions compliance log and coordinate all required inspections and approvals with the Authority, including Temporary Certificate of Occupancy (TCO) and Final Certificate of Occupancy (CO) inspections for both buildings.
- u) Coordinate and oversee all lead and asbestos abatement and monitoring activities required during demolition of the two existing structures. Verify that all required notifications, work practices, air monitoring, and regulated waste disposal procedures are followed in accordance with applicable federal and state regulations.
- v) Coordinate the Contractor's access control system startup, programming, and acceptance with the Authority's Security Group, and coordinate CCTV camera installation, fiber optic cable installation and termination, and network acceptance testing with the Authority's ITS Department, in accordance with the contract documents.
- w) The Resident Engineer shall be familiar with the Contractor's requirements to comply with the "One Call Law" and the N.J. Board of Public Utilities Excavator Handbook for damage prevention of buried utilities. The One Call System can be reached by dialing 1-800-272-1000 a minimum of three (3), but no more than ten (10), full business days before the start of any excavation.

### 3. Construction Inspector

Provide one (1) part-time Construction Inspector for the project. The Construction Inspector shall be NICET certified (Level III) or equivalent for inspection services and shall be deployed during periods of heavy construction activity or as otherwise directed by the Resident Engineer. The duties of the Construction Inspector shall include, but not be limited to, the following:

- a) Inspect all construction materials to be used at the site to ensure compliance with the Plans and Specifications.
- b) Inspect all construction activities to ensure quality of workmanship, with particular attention during high-activity periods such as foundation construction, PEMB structural erection, and building systems installations.
- c) Assist the Resident Engineer in monitoring the Contractor's compliance with all active permit conditions, including SESC measures, Pinelands Commission conditions, and NJDCA construction permit requirements.
- d) Observe and document lead and asbestos abatement activities during demolition of the two existing structures.
- e) Maintain daily records of the numbers and classification of workers employed by the Contractor using the Authority's CapEx Manager System.
- f) Prepare daily reports of all construction and engineering field work using the Authority's CapEx Manager System.
- g) Prepare and forward to the Authority weekly quantity summaries for each item of the contract, with an appropriate format.
- h) Maintain records covering running totals of quantities and costs while construction is in progress.

- i) Maintain daily records of the type and size of equipment used on all construction operations using the Authority's CapEx Manager system.
- j) Review and coordinate submittals as required per the Plans and Specifications.
- k) Attend meetings or conferences as directed by the Authority.
- l) Perform tests required to ensure material compliance with the Plans and Specifications.

## 2. Roofing Inspector

Provide one (1) part-time Roofing Inspector for the project. The Roofing Inspector shall hold a current International Institute of Building Enclosure Consultants ("IIBEC") Registered Roof Consultant ("RRC") certification or equivalent and shall serve as a subject-matter expert in roofing systems, assisting the Resident Engineer with the supervision and inspection of all roof-related construction activities. The duties of the Roofing Inspector shall include, but not be limited to, the following:

- a) Participate in any pre-construction roofing meetings and review the PEMB manufacturer's delegated roofing system design, including standing seam metal roof panel specifications, fastening patterns, insulation systems, and all roof penetration details, prior to the commencement of roofing installation.
- b) Inspect all construction materials to be used at the site to ensure compliance with the Plans and Specifications.
- c) Inspect all roofing installation activities to ensure quality of workmanship and adherence to the PEMB manufacturer's installation requirements and contract documents.
- d) Inspect all roof penetrations and associated flashing details, including mechanical equipment curbs, vent pipes, and gooseneck conduit penetrations, to verify proper installation and weathertightness.
- e) Inspect all gutters, downspouts, soffits, and trim installations for proper attachment and weathertightness.
- f) Prepare daily reports of all roofing inspection activities for distribution to the Resident Engineer.
- g) Maintain records covering running totals of quantities and costs while construction is in progress.
- h) Attend meetings or conferences as directed by the Authority.
- i) Perform tests required to ensure material compliance with the Plans and Specifications.

## 3. Commissioning Professional

Provide one (1) part-time Commissioning Professional for the project. The Commissioning Professional shall hold an ASHRAE Certified Commissioning Professional ("BCxP") certification or equivalent and shall provide independent third-party oversight of all commissioning activities, coordinating with the Contractor and manufacturer technical representatives throughout the process. The duties of the Commissioning Professional shall include, but not be limited to, the following:

- a) Review the contract documents, including mechanical and electrical plans, specifications, sequences of operation, and controls documentation prior to the commencement of commissioning activities.
- b) Prepare a project-specific Commissioning Plan and functional performance test procedures for all systems prior to the commencement of startup activities; submit the Commissioning Plan to the Resident Engineer and Authority for review and approval.
- c) Inspect all mechanical and electrical equipment and associated components to be installed to ensure compliance with the Plans and Specifications.
- d) Inspect the installation of all mechanical and electrical equipment and components to ensure quality of workmanship and adherence to safety requirements.
- e) Perform oversight of the full commissioning of all installed building systems. Commissioning work shall include, but is not limited to, the following systems: Heating and Ventilation Unit with energy recovery wheel (HVU-1), gas-fired unit heaters (GUH-1 and GUH-2), dust collector system with blast gate controls (DC-1), Building Management System and JACE controller (Niagara Framework by Tridium), CO and natural gas detection and alarm systems, and ductless mini-split system serving the Electrical Room (ACCU-1/EVAP-1).
- f) Oversight of systems functional performance testing, including verification of all sequences of operation, occupied and unoccupied mode setpoints, safety shutdowns, and alarm sequences.
- g) Oversight of Building Management System integration, including verification of all field points, schedules, and remote monitoring capability.

- h) Coordinate security system startup, programming, and acceptance testing with the Authority's Security Group, and coordinate CCTV camera installation, fiber optic termination, and network acceptance testing with the Authority's ITS Department, in accordance with the contract documents.
- i) Oversight of owner training activities and documentation.
- j) Maintain records and reports from construction, inspections, and commissioning associated with all building mechanical and electrical systems and their associated components.
- k) Compile and deliver a Commissioning Report to the Resident Engineer and Authority upon completion of all functional performance testing, summarizing startup activities, test results, outstanding issues, and final system acceptance status.
- l) Prepare a building systems manual for delivery to the Authority upon project completion. The systems manual shall include documentation on the building systems and equipment, including, but not limited to, contract submittals and as-builts, operations & maintenance manuals, and warranties.
- m) Attend meetings or conferences as directed by the Authority.

#### **4. Material Testing Services**

The Successful Qualified Firm shall identify and propose a qualified testing laboratory as part of its Expression of Interest submission. The proposed laboratory shall be AASHTO accredited, and it shall be the Successful Qualified Firm's responsibility to confirm that all accreditations are current for the specific services to be provided. Testing laboratories shall be retained and managed by the Successful Qualified Firm and will be reimbursed by the Authority as a direct expense. The scope of required testing and inspection services is defined by the project-specific Material Acceptance Criteria Matrix for Contract No. P500.786, included with the reference materials available on the Authority's Secure File Sharing site. At a minimum, the testing laboratory shall perform testing of concrete in-place properties, embankment densities, and soil and aggregate testing. The Successful Qualified Firm shall be responsible for on-site sampling of concrete material and all on-site visual inspections. The Authority shall be copied by the testing laboratory on all testing reports. The approved testing laboratory must have current AASHTO accreditation for the following procedures: T22 (C39), T119 (C143), T121 (C138), T141 (C172), T152 (C231), and T196 (C173). For the purpose of developing a Fee Proposal, the Successful Qualified Firm shall include \$20,000 as a direct expense for testing services.

#### **7. Surveying & As-Built Preparation**

Provide surveying services during construction of the project to monitor the Contractor's compliance with requirements of the Contract Plans and Specifications and notify the Authority of any variations. The Successful Qualified Firm shall be responsible for preparing and delivering a complete set of As-Built construction drawings to the Authority within thirty (30) calendar days of the Final Inspection. All As-Built deliverables shall be prepared in accordance with the Authority's CADD Standards Manual, including the incorporation of all field changes into the CADD files. A corresponding PDF file set replicating each As-Built drawing sheet shall be submitted alongside the CADD files, accompanied by a transmittal letter identifying all pertinent contact information and the name of the Authority's Project Engineer. The Successful Qualified Firm shall include an eGIS deliverable with their As-Built submission. This will include creating eGIS layers and/or providing georeferenced data in Excel sheets, with pertinent information from the proposed construction (such as SWM devices/drainage layouts, ITS devices, guide rail, light poles, fire hydrants, etc.). The data to be included and layers/spreadsheets will be determined via coordination with the Authority.

**For the Purpose of developing a Fee Proposal, the Consultant shall include \$30,000.00 as a direct expense for Surveying and As-Built services.**

## **8. Post-Construction Review**

Following the conclusion of construction, the Successful Qualified Firm shall conduct a post-construction project review meeting with the Design Engineer, Contractor, and Authority's Project Engineer. The purpose of the meeting is to provide an open forum to identify areas for improvement and areas of excellence from the perspective of each participant, and to develop measurable and actionable recommendations for future projects. The meeting agenda shall be developed by the Successful Qualified Firm with input and approval from the Authority's Project Engineer, and shall include key personnel, principals, and decision makers from each firm. The Successful Qualified Firm shall document the findings and recommendations of the meeting in a "Best Practices" report, delivered to the Authority during the contract closeout process in a format approved by the Authority's Project Engineer.

## **ADMINISTRATIVE**

1. **Project Coordination** – The Successful Qualified Firm shall coordinate its activities with Authority personnel throughout the course of this project. Upon commencement of services under the OPS, the Successful Qualified Firm shall establish a means of coordinating and reporting its activities with the Authority's representative 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 Successful Qualified Firm shall maintain a document control system recording the disposition of all documents associated with the project. The Successful Qualified Firm shall also prepare a detailed project schedule using Primavera 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.

The Successful Qualified Firm shall work in harmony with any and all entities that have been and may be retained by the Authority for this project.

The Successful Qualified Firm may be required to meet with 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 Successful Qualified Firm shall give adequate notification of all meetings to the Authority through the Authority's Project Manager. 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 Successful Qualified Firm. The Successful Qualified Firm will prepare, in a timely manner, all memoranda of meetings attended with copies to the Authority, and others as appropriate. Draft meeting minutes will be shared with the Authority's Project Manager's for review before they are issued to the attendees. The Successful Qualified Firm is responsible for the preparation of all necessary displays, exhibits and like material as needed for the meetings.

The Successful Qualified Firm is responsible to the Authority for the work of its subconsultants. As such, it is expected that the Successful Qualified Firm shall perform Quality Reviews of its subconsultant's work prior to providing copies/submittals to the Authority. If extensive errors/omissions are found during reviews, the work shall be rejected and shall be revised and resubmitted at no additional cost to the Authority.

2. **Management Requirements** – The Successful Qualified Firm's Resident Engineer shall not be removed from the OPS and replaced with another Resident Engineer without prior written approval from the Authority's Chief Engineer or designated representative. It is expected that the Resident Engineer will actively manage the project and will lead/participate in all project-related meetings. The Resident Engineer will serve as the primary point of contact for the team and be available for project-related matters.

3. **Progress Reports** – The Successful Qualified Firm will be responsible to prepare and submit monthly progress reports indicating percent of work completed 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. Reports shall be submitted on a monthly basis and coincide with the invoice submitted for the same time period.

Progress reports shall contain monthly updates of the approved schedule. Progress reports shall also include an estimate of the Authority's financial spending plan for the project. This spending plan will be detailed for the OPS, construction contract(s), Utility Order(s), and any other costs to be paid by the Authority.

4. **Status Meeting** - It is anticipated that the Successful Qualified Firm will be required to conduct Bi-weekly project status meetings throughout the duration of the project. These meetings shall typically occur at the Authority's Administrative offices but can be held virtually at the Authority's discretion. Other meetings may be scheduled based on project needs.

5. **Invoicing Requirements** – All invoices shall be consecutively numbered and shall contain the words, "Order for Professional Services No. P4259, Supervision of Construction Services for Contract No. P500.786, Construction of Pre-Engineered Metal Building, Garden State Parkway Maintenance District 3, Milepost 67.7". Invoices will not be processed before the progress report for that month's activities has been submitted.

Invoices are required to be submitted (electronically to EngineeringOPSInvoices@njta.gov) on a monthly basis. They shall be submitted to the Authority within 15 business days of the cutoff date. The Successful Qualified Firm will also be responsible for preparing and submitting, as part of this invoice, projected billings associated with the OPS, monthly projections for two years and quarterly billing projections for the duration of the OPS.

The Successful Qualified Firm shall submit timesheet summaries. Individual employees' timesheets are not required, unless specifically requested by the Authority. Direct expenses shall be reimbursed in accordance with the expenses identified in Subsection A2.

The Successful Qualified Firm shall immediately notify the Authority's representative in writing if the percentage of fee earned exceeds the percentage of services completed. The Successful Qualified Firm shall immediately implement the necessary adjustments and/or make recommendations on how to alleviate this condition. Failure to do so may result in the Successful Qualified Firm being required to absorb any costs beyond the authorized fee.

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

## **DELIVERABLES**

1. As-built Construction Drawings
2. Commissioning Report
3. Building Systems Manual
4. "Best Practices" Report
5. Material Acceptance Criteria Matrix (updated to reflect as-built conditions)
6. Operations and Maintenance Manuals (collected from Contractor, reviewed, and transmitted to Authority)

## **REFERENCE MATERIALS**

The contract documents 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 Qualified Firms via e-mail as part of the RFEI notification process. If there are any questions or issues related to the Secure File Sharing Site, please contact Christopher Majcher via e-mail at majcher@njta.gov. The subject line should read, "OPS No. P4259 Secure File Sharing Site Information."

The following reference material is available for review:

1. Contract No. P500.786 Phase D Plans
2. Contract No. P500.786 Phase D Specifications
3. Contract No. P500.786 Phase D Construction Schedule
4. Contract No. P500.786 Phase D Material Acceptance Criteria Matrix

Subsection B3  
**Staffing Estimate**

Classification	Regular	Overtime	Unanticipated	Total Hours
Project Manager (PE) (PT)	360	0	0	360
Resident Engineer (PE/NICET IV) (FT)	3,200	0	300	3,500
Inspector (NICET III) (PT)	1,600	0	0	1,600
Building Systems Commissioning Professional (ASHRAE BCxP certification or equivalent)	600	0	0	600
Roofing Inspector (IIBEC RRC or Equivalent)	240	0	0	240
Total Hours	6,000	0	300	6,300

## Subsection B4

**Qualified and Eligible Firms**

1. AECOM Technical Services
2. APTIM Environmental & Infrastructure, LLC
3. Artheon, Inc.
4. ATANE Engineers, Architects and Land Surveyors, P.C.
5. Boswell, Inc.
6. CIVILCRAFT ENGINEERING LLC
7. Colliers Engineering & Design, Inc.
8. D&B Engineers and Architects of New Jersey, P.C.
9. Dewberry Engineers Inc.
10. Enovate Consulting, LLC
11. French & Parrello Associates, P.A.
12. Garg Consulting Services, Inc.
13. GFT Infrastructure, Inc.
14. Greenman-Pedersen, Inc.
15. Hardesty & Hanover Construction Services, LLC
16. Hill International, Inc.
17. HNTB Corporation
18. IH Engineers, P.C.
19. INFOTRAN Engineers & Architects P.C.
20. Jacobs Engineering Group Inc.
21. Johnson, Mirmiran & Thompson, Inc.
22. Joseph Jingogli & Son, Inc
23. JPC Logistics LLC
24. KS Engineers, P.C.
25. KSE-ATANE JV
26. LiRo Engineers, Inc.
27. LiRo Program and Construction Management, PC
28. LS Engineering Associates Corporation
29. M&J Engineering, P.C.
30. Maitra Associates, P.C.
31. Michael Baker International, Inc.
32. MP Engineers, P.C.
33. NAIK Consulting Group, P.C.
34. Newark Bay Corridor Joint Venture
35. NJTA CM Partners
36. PARA Engineers LLC
37. Pennoni Associates, Inc.
38. Popli, Architecture + Engineering & LS, DPC, dba Popli Design Group
39. Remington & Vernick Engineers
40. Robinson Aerial Surveys, Inc.
41. Roof Maintenance Systems
42. SI Engineering, PC
43. SJH Engineering, P.C.
44. Stantec Consulting Services, Inc.
45. STV Incorporated
46. T&M Associates
47. Techno Consult Engineering, P.C.
48. Tectonic Engineering Consultants, Geologists & Land Surveyors DPC Inc.
49. WSP USA Inc.

**ATTACHMENT C**  
**Standard Supplemental Information and Forms**

**Subsection No. and Title**

- C1. Administrative and Agreement Information
- C2. Mandatory Equal 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 Compliance, *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 and the New Jersey Workplace Accountability in Labor List (WALL)
- 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 Supplemental Forms to be Submitted:
  - Forms that Shall be Submitted with the Expression of Interest:
    - a. Affidavit of Eligibility/Disclosure of Material Litigation
    - b. Small Business Enterprise/Disabled Veteran Owned Business
    - c. Source Disclosure Certification
    - d. Ownership Disclosure
    - e. Set-Off for State Sales Tax
    - f. Disclosure of Outstanding Work
    - g. Recent Project Experience
    - h. Commitment of Proposed Project Staff
    - i. Certification of Staff Availability
  - Forms that are Requested to be submitted with the Fee Proposal:
    - j. Affidavit of Moral Integrity
    - k. Disclosure of Investment Activities in Iran
    - l. Prohibited Activities in Russia or Belarus
    - m. Business Registration Certificate

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 <https://www.njta.gov/>, 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.

**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 expression, 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, affectional 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.

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-20.25 (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)***

#### **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 of 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.

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.
- 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 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 contact 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 and the New Jersey Workplace Accountability in Labor List (WALL)**

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>

In addition, N.J.S.A. 34:1A-1.16 authorized the New Jersey Department of Labor and Workforce Development (NJDOL) to create a list on its website, dubbed the Workplace Accountability in Labor List (WALL), of any person found in violation of any State wage, benefit, and tax laws and against whom a final order has been issued by the NJDOL for such violation. Any person or business named on the WALL is prohibited from contracting with the Authority until that person or business has been removed from the WALL.

The WALL is found at <https://www.nj.gov/labor/ea/osec/wall.shtml>.

## Subsection C9

**Warranty by 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.

## Subsection C10

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

All payments pursuant to this contract shall be made in accordance with N.J.S.A. 2A:30A-1 et seq. 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.

Any dispute resolution will adhere to the provisions of N.J.S.A. 2A:30A-2(f).

## 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 and 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 Expression of Interest, 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 RFEI, 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.

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 and 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 percent (3%) of the total value of any OPS awarded pursuant to this RFEOI or (2) demonstration of a good faith effort to meet the goal of awarding at least three percent (3%) of the total value of the OPS to subconsultants who are registered with the Division as a DVOB.

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. Except for the SBE/DVOB Utilization form, this requirement applies to all subconsultants as well. The following forms are available at <https://www.njta.gov/> under *Doing Business, Engineering Professional Services, PS Supplemental Forms*.

#### **Forms that Shall be Submitted with the Expression of Interest:**

##### **a. Affidavit of Eligibility/Disclosure of Material 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 any enforcement actions or penalties pending or assessed by any regulatory agency having jurisdiction over permit compliance, worker health and safety, or labor laws.

##### **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.

##### **c. 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:

- i. The location by country where the services under contract will be performed.
- ii. 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).

**d. 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

Each Qualified Firm shall submit a completed Ownership Disclosure form with the Technical and Fee Proposals.

**e. Set-Off for State Sales 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.

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.

**f. Disclosure of Outstanding Work**

Qualified 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.

**g. Recent Project Experience**

Qualified Firms shall complete and submit with their EOI, a Recent Project Experience form for the prime Qualified Firm and for each subconsultant.

**h. Commitment of Proposed Project Staff**

Qualified Firms shall complete and submit with their EOI, a Commitment of Proposed Project Staff form stating the percentage of time each member, including subconsultant staff, is available to commit to this assignment.

**i. Certification of Staff Availability**

Qualified Firms shall complete and submit with their EOI, a Certification of Staff Availability form wherein the Qualified Firm shall certify that the staff proposed in its EOI will be used in the performance of the project.

**Forms that are Requested to be Submitted with the Fee Proposal:**

**j. Affidavit of Moral Integrity**

Qualified Firms shall complete, sign, and submit a notarized Affidavit of Moral Integrity form together with submission of their Technical Proposal.

**k. 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 <https://www.nj.gov/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 Fee Proposal.

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

N.J.S.A. 52:32-60.1 et seq. (P.L. 2022, C.3) (the "Act") 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. was challenged in the United States District Court for the District of New Jersey. On December 22, 2023, a company obtained a permanent injunction from the United States District Court, which enjoined the State from enforcing N.J.S.A. 52:32-60.1 on the ground that it would conflict with the existing federal sanctions regime and the United States Constitution's Supremacy Clause.

N.J.S.A. 52:32-60.4 provides that the Act "shall not apply in circumstances when its application would violate federal law." Accordingly, to enforce the Act in a manner consistent with the District Court's decision and federal law, New Jersey deems its list of persons and entities engaging in prohibited activities in Russia or Belarus to consist of all persons and entities appearing on the list of Specially Designated Nationals and Blocked Persons promulgated by the United States Department of Treasury, Office of Foreign Assets Control (OFAC), on account of activity relating to Russia or Belarus. A searchable database of OFAC-listed persons and entities is available here: <https://sanctionssearch.ofac.treas.gov/>.

Consistent with the District Court's decision, the New Jersey Turnpike Authority has revised its *Certification of Non-Involvement In Prohibited Activities in Russia or Belarus* form. Accordingly, prior to entering into any Agreement(s) hereunder, Successful Proposer(s) shall be required to complete and submit to the Authority the revised *Certification of Non-Involvement In Prohibited Activities in Russia or Belarus* form.

**\*\*Note:** While the Authority acknowledges that, pursuant to N.J.S.A. 52:32-60.1 et seq. this certification is required prior to award of any contract, the Authority requests that Qualified Firms complete and submit the form entitled "Certification of Non-Involvement in Prohibited Activities in Russia or Belarus" at the time of submission of their Fee Proposal.

## m. Business Registration Certificate\*\*\*

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 Fee Proposal.

**ATTACHMENT D****N.J.A.C. 19:9-2.8 Procedure 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 at 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. In its discretion, the Authority may issue one solicitation for award of contracts for multiple projects that are similar in size and complexity. The prequalification and solicitation process outlined in this section shall be followed, and any multiple-project Requests for Expressions of Interest (RFEOL) shall require proposers to submit EOIs for all projects listed in the solicitation. Under no circumstances will a proposer be awarded more than one contract under a multiple-project solicitation.

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

“Complex procurements” means the process for soliciting professional services having an estimated fee over \$6,000,000 or that involve transportation, planning, or complex design.

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

“Order for professional services” (OPS) means a contract for professional services awarded in accordance with this section.

“Professional services” means architectural, engineering, and land surveying services performed by an architect, engineer, or 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.

“Simple procurement” means the process for soliciting professional services where the scope is clearly defined, is not likely to change during the course of the professional services, and the estimated fee is \$6,000,000 or less. Upon request of the Chief Engineer, based on his or her professional judgment, and with the approval of the Executive Director, a particular procurement otherwise meeting the definition of simple procurement may be classified as a complex procurement.

(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.
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 professional services undertaken by the firm;
  - ii. The nature of the professional services identified in response to (c)3i above;
  - iii. The resumes, including the qualifications, of the professionals employed by the firm seeking prequalification;

iv. For the most current full year accounting cycle, copies of:

- (1) Audited or independent CPA-reviewed financial statements, in which case, the PSPQ may remain current for 24 months; or
- (2) Compiled or internally prepared financial statements, in which case, the PSPQ may remain current for 12 months; and

v. 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 Expressions of Interest (EOI) submission in order to be considered for a contract. For purposes of this section, 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.

(d) Advertisement for Requests for Expressions of Interest 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, <https://www.njta.gov/>, 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 professional services required from the prequalified firms and the evaluation process to be used for the selection of the successful prequalified firm. When the Authority seeks to award more than one contract through a single RFEOI, the number of contracts that the Authority intends to award shall be identified in the RFEOI.
2. When professional services of a general consultant are needed, the Authority shall establish a list of criteria that firms must meet in order to receive 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 for a simple procurement or complex procurement, the Authority shall review the EOIs for completeness and shall reject those EOIs that are incomplete. The Authority shall notify, in writing, all firms whose EOIs are determined to be incomplete. If fewer than three EOIs are deemed complete, the EOI solicitation may be re-solicited, with or without modification, or the procurement may continue with fewer than three firms, as determined by the Executive Director, in consultation with the Director.
2. For simple procurements, if the EOIs are deemed complete in accordance with (e)1 above, the Technical Review Committee shall evaluate and rank the EOIs in accordance with (e)4 below, and request a fee proposal from the top three technically ranked firms, or from less than three firms, as the case may be, in accordance with (e)1 above. At the discretion of the Director, fee proposals may be requested from more than three firms. No firms shall be told of their ranking position at that time. The selection process shall continue in the manner described at (g) below. If a particular simple procurement warrants, the Director may elect to issue a Request for Proposal (RFP), and the selection process shall proceed in accordance with the process for complex procurements.
3. For complex procurements, if five or more EOIs are deemed complete in accordance with (e)1 above, the Technical Review Committee shall evaluate the EOIs in accordance with (e)4 below. If at least three, but not more than four, EOIs are deemed complete, these firms need not be evaluated pursuant to (e)4 below, but shall receive the RFP. If less than three EOIs are deemed complete, complex procurements shall proceed in accordance with (e)1 above.
4. Except as otherwise provided at (e)3 above, the EOIs shall be ranked by the Technical Review Committee on the basis of numerical scores resulting from weighted rating factors. In ranking the EOIs, the Technical Review Committee shall consider criteria contained in the RFEOI, including, but not limited to:
  - i. Experience of the qualified firm on similar projects or professional services on similar assignments;
  - 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 and methodology in performing the professional services required;
- vi. Commitment and ability to perform the proposed work and any outstanding work with the Authority;
- vii. Commitment to quality management;
- viii. Attainment of Small Business Enterprise (SBE) and Disabled Veteran-Owned Business (DVOB) goals; and
- ix. Any other factors specified in the Authority's EOI solicitation.

(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 qualified 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 qualified 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 qualified firms, re-score as appropriate, and shall thereupon recommend the highest ranked qualified 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, as the case may be, shall either concur with the selections or direct the Technical Review Committee to pursue additional evaluation measures, consistent with the EOI solicitation or RFP, as the case may be, which shall be specified, in writing, by the Director or the Executive Director.
2. Once the selections are approved, the selected qualified 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 qualified 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 qualified firm, it shall formally terminate negotiations and undertake negotiations with the second highest technically ranked qualified firm. Failing accord with the second highest technically ranked qualified firm, the Technical Review Committee shall formally terminate negotiations and undertake negotiations with the third highest technically ranked qualified firm. If the Technical Review Committee is unable to negotiate successfully with any of the three highest technically ranked qualified firms, it shall negotiate with the next-highest technically ranked qualified firms, in order of their competence and qualifications and it shall continue negotiations in accordance with the procedure set forth in this section until an agreement is reached. 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 qualified firm(s). 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 qualified firm(s) be awarded 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.

*N.J. Admin. Code § 19:9-2.8*

Amended by 49 N.J.R. 3236(b), effective 01/06/2025