CENTRAL FILE		
	Project #	P1135-00
	Doc Index	200
	Contract #	
	Doc Date	6/1/16

On **Wednesday, June 8, 2016** the Division of Property Management and Construction (DPMC) will electronically randomly select from an appropriate pool of its pre-qualified consultants, a short list of firms who will be invited to submit a Technical and Fee Proposal for the following project:

Project #:	P1135-00
Project Name:	Bulkhead Replacement
Location:	Leonardo State Marina Leonardo, Monmouth County, NJ
CCE:	$1,375,000
Contact:	William Mahan Phone (609) 292-4234 Fax (609) 777-1970 e-mail: william.mahan@treas.nj.gov

In order to be included in the random selection process, a firm must be pre-qualified by the DPMC in the following discipline(s) and rating on or prior to **Tuesday, June, 7, 2016**:

Code	**Discipline**
P012	Marine Engineering

**Consultants must also have in-house capabilities or sub-consultants pre-qualified with the DPMC in the following disciplines:

P017	Hydrographic Surveying
P025	Estimating/Cost Analysis

The mandatory pre-proposal meeting/site visit is scheduled for **Wednesday, June 22, 2016 at 10:00 AM.** Consultants shall meet at the Leonardo State Marina (RAIN OR SHINE) – 102 Concord Avenue, Leonardo, NJ 07737. GPS Coordinates 40.423384, -74,061270. Only those firms attending the mandatory pre-proposal meeting will be permitted to submit a proposal. This meeting will take place rain or shine.

Technical Proposals will be evaluated by the Selection Committee based upon the following evaluation criteria:

1. Experience of the Firm, Project Team and Key Team Members
2. Project Approach/Understanding of Project
3. The Firm's Approach to Maintaining the Project Schedule

If a firm wishes to participate in the selection process for future projects but is not presently pre-qualified by the DPMC, the firm should submit a DPMC 48A, which may be found at www.state.nj.us/treasury/dpmc.

Notice of Executive Order 125 Requirement for Posting of Winning Proposal and Contract Documents

Pursuant to Executive Order No. 125, signed by Governor Christie on February 8, 2013, the Office of the State Comptroller ("OSC") is required to make all approved State contracts for the allocation and expenditure of federal reconstruction resources available to the public by posting such contracts on an appropriate State website. Such contracts are posted on the New Jersey Sandy Transparency website located at:
http://nj.gov/comptroller/sandytransparency/contracts/sandy//

The contract resulting from this RFQ/RFP is subject to the requirements of Executive Order No. 125. Accordingly, the OSC will post a copy of the contract, including the RFQ/RFP, the winning bidder's proposal and other related contract documents for the above contract on the Sandy Transparency website.

In submitting its proposal, a bidder may designate specific information as not subject to disclosure. However, such bidder must have a good faith legal and/ or factual basis to assert that such designated portions of its proposal (i) are proprietary and confidential financial or commercial information or trade secrets or (ii) must not be disclosed to protect the personal privacy of an identified individual. The location in the proposal of any such designation should be clearly stated in a cover letter, and a redacted copy of the proposal should be provided.

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

June 1, 2016

CENTRAL FILE		
	Project #	P1135-00
	Doc Index	200
	Contract #	
	Doc Date	6/8/16

DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT & CONSTRUCTION
REQUEST FOR PROPOSAL

DPMC PROJECT NO.: P1135-00
Project Description: Bulkhead Replacement – Leonardo State Marina – Leonardo, Monmouth County, NJ

Firms:

DEWBERRY ENGINEERS, INC.
T & M ASSOCIATES
TAYLOR WISEMAN & TAYLOR
BOSWELL ENGINEERING
FRALINGER ENGINEERING, PA
MATRIX NEW WORLD ENGINEERING, INC.
CHURCHHILL CONSULTING ENGINEERS
URBAN ENGINEERS, INC.
S. T. HUDSON ENGINEERS, INC.
PRINCETON HYDRO, LLC
LANGAN ENGINEERING & ENVIRONMENTAL SVCS
MOFFATT & NICHOL
MASER CONSULTING, PA
E2 PROJECT MANAGEMENT, LLC
MICHAEL BAKER INTERNATIONAL, INC.
MCLAREN TECHNICAL SERVICES, INC. DBA MCL
CB&I ENVIRONMENTAL & INFRASTRUCTURE, INC.

Mandatory Pre-Proposal Meeting/Site Visit: WEDNESDAY, JUNE 22, 2016 at 10:00 A.M. (RAIN OR SHINE)

Proposal Due Date: NO LATER THAN 2:00 PM, THURSDAY, JULY 7, 2016

This confirms that your firm was selected from the list of pre-qualified firms in your discipline/specialty category and is invited to submit a proposal for this project. **Attached is the Consultant Proposal Package for this project. The Scope of Work is available on the Division's website at www.state.nj.us/treasury/dpmc.**

The mandatory pre-proposal meeting/site visit is scheduled for Wednesday, June 22, 2016 at 10:00 AM. Consultants shall meet at the Leonardo State Marina (RAIN OR SHINE) – 102 Concord Avenue, Leonardo, NJ 07737. GPS Coordinates 40.423384, -74.061270 Only those firms attending the mandatory pre-proposal meeting will be permitted to submit a proposal. For more information on the site visit or the Scope of Work, please contact the David Pittman, DPMC Project Design Manager at 609-984-5062.

Please submit an original and five (5) copies of the proposal to:

Department of Treasury
Division of Property Management and Construction
Contracts & Procurement Unit
33 West State Street, 9th Floor, Plan Room
Attention: Bill Mahan
P.O. BOX 034
Trenton, New Jersey 08625-0034

IMPORTANT: PROPOSALS SUBMITTED AFTER THE 2:00 PM DEADLINE WILL NOT BE ACCEPTED

Subsequent to receipt of this Consultant Proposal Package and the Scope of Work, should your firm decide not to submit a proposal for this project, please notify Bill Mahan at (609) 292-4234 or fax (609) 777-1970 (email address: william.mahan@treas.nj.gov) as soon as possible so another firm can be contacted to participate.

Revised July 2015

Bill Mahan

Consultant Selection Coordinator

06/08/2016

Date

c: R. Ferrara
Consultant Selection Committee Members

State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
P. O. BOX 034
TRENTON, NEW JERSEY 08625-0034

CHRIS CHRISTIE
Governor

FORD M. SCUDDER
Acting State Treasurer

KIM GUADAGNO
Lt. Governor

STEVEN SUTKIN
Director

TELEPHONE (609) 292-4234 / FACSIMILE (609) 777-1970

DATE: June 30, 2016

TO: Boswell Engineering
Matrix New World Engineering, Inc.
S.T. Hudson Engineers, Inc.
Langan Engineering & Environmental SVCS.
Maser Consulting, PA
E2 Project Management, LLC
Michael Baker International, Inc.
CB&I Environmental & Infrastructure, Inc.
McLaren Engineering Group
T&M Associates

FROM: Richard M. Ferrara, Assistant Deputy Director
Contracts & Procurement Unit

SUBJECT: Addendum "A" dated June 30, 2016
Project P1135-00 – Bulkhead Replacement – Leonardo State Marina – Leonardo, Monmouth County, NJ

Enclosed is the above referenced addendum. All competing firms shall acknowledge receipt by returning this form to:

Division of Property Management & Construction
Contracts and Procurement Unit
Attention: Bill Mahan
P.O. Box 034
Trenton, NJ 08625-0034
Fax #: (609) 777-1970
Email: william.mahan@treas.nj.gov

_____
Date Received

_____
Firm Name

_____
Address

_____
Signature

_____
Title

Addendum "A"
Project: P1135-00
Bulkhead Replacement
Leonardo State Marina
June 30, 2016

This ADDENDUM is issued for the purpose of clarifying and amending certain requirements of the Scope of Work as noted hereinafter, and is hereby made part of and incorporated in the Consultant's Contract. The consultant is to consider these matters when preparing their technical and fee proposals for this project. Unless specifically noted or specified hereinafter, all work shall comply with the applicable provisions of the Contract.

ADDENDUM "A"

Reminders:

- **The Proposal due date is 7/7/2016 NO LATER THAN 2:00 PM.** Please see below for the address.
- **If sending by Regular mail:** Department of Treasury, Division of Property Management and Construction, Contracts & Procurement Unit, 33 West State Street, 9th Floor Plan Room, PO Box 034 Trenton, NJ 08625. Attention Bill Mahan
- **If sending by Delivery Service (FedEx, UPS etc):** Department of Treasury, Division of Property Management and Construction, Contracts & Procurement Unit, 33 West State Street, 9th Floor Plan Room, Trenton, NJ 08608. Attention Bill Mahan
- Please note that in Section II, Consultant Qualifications, A. of the Scope of Work (SOW), Consultant & Sub-Consultant Pre-Qualifications provides the pre-qualification requirements necessary to be considered for this project. This section clearly states in part that the consulting firm ". . . have in-house capabilities or Sub-Consultants pre-qualified with DPMC in all other Architectural, Engineering and Specialty Disciplines necessary to complete the project as described in this Scope of Work (SOW). This information is also reiterated in the RFP. **Proposals received with non-DPMC prequalified Consultants/Sub-Consultants will not be considered.**

Responses to Consultant's Questions:

E2 Project Management, LLC

1. Has the State considered if geotechnical data is to be obtained to confirm soil properties. This data will become important if cantilever sheet piles prove to be economical.
   Response: If the consultant wants that data it should be included in their design approach as to whether or not they feel they should do borings.

2. Has the State considered that the stone jetty at the end of the bulkhead will interfere if the new bulkhead is driven on the inside of the existing. Consider driving the new bulkhead on the water side along this portion of the bulkhead.

Response: The State would agree with pulling the old sheets and replacing in the same location so as not to disturb the jetty rock.

3. Can we assume that the ownership of the upland property is either the State or the Municipality and thus should not be an issue for this project.
   Response: Upland belongs to the State.

4. Can we assume that the limits of the topographic survey can extend a maximum of 25 feet from the bulkhead.
   Response: The State would suggest they perform topographic surveys 15' beyond their proposed tie-back system with a minimum 25' landward of the bulkhead.

5. Do we need to run new power to the end of the bulkhead.
   Response: The jetty marker is battery & solar powered.

6. Does the State have any as-built or drawings of the existing bulkhead? We need to confirm the locations of the reported tie-backs or dead-men.
   Response: No, there are no as-built drawings.

7. Confirm that third party inspections will be the responsibility of the contractor.
   Response: DEP/Bureau of Coastal Engineering will be bidding and overseeing construction and inspections and will require limited oversight from the A/E firm to answer RFI's and to approve submittals.

8. Confirm that NJDCA approvals are not required.
   Response: We do not know of any NJDCA approvals required.

Record Notes:

1. The channel depth is minus 5 below mean low

END OF ADDENDUM "A"

CONSULTANT PROPOSAL PACKAGE

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
33 WEST STATE STREET, 9TH FLOOR
P. O. BOX 034
TRENTON, NEW JERSEY 08625-0034

Revised July 2015

CONSULTANT PROPOSAL PACKAGE - INSTRUCTIONS

I. CONTENTS

This Consultant Proposal Package contains the following documents:

- (a) **Request for Proposal (Cover Letter and Instructions)**
- (b) **Key Team Member Project Experience Data Sheet**
- (c) **Project Key Personnel List**
- (d) **Sample Technical Proposal Evaluation Form**
- (e) **Professional Services Fee Proposal**
- (f) **Consultant Task/Labor/Fee Sheet**
- (g) **Sub-Consultant Task/Labor/Fee Sheet**
- (h) **Scope of Work (Available on the DPMC website at www.state.nj.us/treasury/dpmc)**
- (i) **Agreement Between the State of New Jersey and the Consultant**
- (j) **A/E General Conditions Revised May 2016.**

II. GENERAL INFORMATION

The proposal submitted by each consultant will be in two parts:

1. Technical Proposal (ONE ORIGINAL PLUS 5 COPIES)
2. Fee Proposal (ONE ORIGINAL PLUS 5 COPIES)

Both proposals must be submitted in one envelope. However, the entire fee proposal is to be placed in a **separately sealed envelope** marked "Fee Proposal" with the Division's project number and the firm name indicated on the envelope.

III. TECHNICAL PROPOSAL

The Technical Proposal package, which must be completed by the Consultant and returned, consists of the following:

- (a) **Cover letter and Firm/Project Team experience**
- (b) **Organization Chart**
- (c) **Resumes of Key Team Members**
- (d) **Key Team Members Project Experience Data Sheet (form enclosed)**
- (e) **Project Key Personnel List (form enclosed)**
- (f) **Project Approach**
- (g) **Project Schedule**
- (h) **Certificate of Employee Information Report**
- (i) **Source Disclosure Certification**

Please ensure that all the above items are addressed in the order presented here in your technical proposal. A sample of the "Technical Evaluation Form" is included in the package for your information. Each firm's technical proposal will be evaluated on the criteria listed on this form to determine your firm's ability to successfully complete the project.

You may include any photos, graphics, etc., that relate to your firm's past experience and qualifications for this project; however, please keep your proposal as concise as possible.

Consultant/Sub-Consultant Prequalification

Consultants are randomly selected from the list of firms pre-qualified with the Division of Property Management & Construction (DPMC) in the discipline(s)/specialty category (ies) required for the successful completion of the project as described in the Scope of Work.

Consultants must have in-house capabilities or Sub-Consultants to perform all other prequalified architectural, engineering and/or specialty discipline work as described in the project Scope of Work. All Sub-Consultants must be appropriately pre-qualified with the DPMC in the specific discipline/specialty category for the work to be performed on the project. A listing of all the prequalified disciplines can be found on DPMC's website at www.state.nj.us/treasury/dpmc.

Consultants and Sub-Consultants must be pre-qualified in the required discipline/specialty category by the **due date of the project proposal**. If, upon review of the proposal, Consultants/Sub-Consultants are determined to be without the appropriate pre-qualification for a particular discipline(s), the proposal will be deemed non-responsive. All Joint Venture firms must be separately pre-qualified in the Land Surveying discipline.

(a) **Cover Letter and Firm Experience**

Limit your description of your firm's experience to approximately five projects similar in scope, complexity, construction cost, etc. If sub-consultants are proposed for this project, include their relative experience as well.

(b) **Organization Chart**

The organization chart should include all of the key team members, including sub-consultants (if appropriate), their titles for this project and the firms they represent. For the purpose of this contract, a "key person" is a principal, partner or officer of the firm, project executive, project manager, senior designer or other person represented in the technical proposal as having a responsible role in the successful completion of this project and generally spending 20% or more of their time on any phase of the project.

(c) **Resume**
Include a resume of each key team member.

(d) **Key Team Member Project Experience Data Sheet (Form provided)**
Complete one form for each key team member. Reproduce this form as needed. List the requested information for past projects that are similar in scope to this project.

(e) **Project Key Personnel List (Form provided)**
Complete one sheet providing the information requested and continue on to another sheet only if needed. Do not prepare a separate sheet for each sub-consultant.

Based upon a 40-hour workweek, indicate generally the percentage of time each key person will spend on this project at each phase.

The wage level (1-7) you provide in the right hand column will indicate the level of personnel expertise dedicated to each project phase, thereby assisting the evaluators in their technical evaluations. **Do not include the hourly rates**; only provide the appropriate number 1 thru 7 which reflects the qualification level of the team members. (see attachment 1, "Personnel Levels")

(f) **Project Approach**
Describe your firm's approach to completing the project in accordance with the Scope of Work.

(g) **Project Schedule**

This section must include a bar chart schedule, indicating major project milestones. You may also include a narrative, explaining any techniques you plan to use to meet or reduce the project's proposed schedule.

(h) **Certificate of Employee Information Report**

Pursuant to N.J.A.C. 17:27-1.1 et. seq., all firms contracting with the State of New Jersey must comply with P.L. 1975, c 127, regarding non-discrimination in employment. For your information, copies of Exhibits A and B are included in the A/E General Conditions Revised June 2015. Attached for your information is the State contract policy with respect to the Americans With Disabilities Act.

All firms contracting with the State of New Jersey must provide a copy of the firm's Certificate of Employee Information Report, issued by the NJ Division of Contract Compliance & Equal Employment Opportunity. Please attach a copy of this certificate within your technical proposal.

The application form for the Certificate of Employee Information Report is form AA302 and may be obtained from the Div. of Contract Compliance & EEO's web page which is "http://www.state.nj.us/treasury/contract_compliance/"

NJ Department of the Treasury
Division of Contract Compliance & EEO
P. O. Box 209
Trenton, NJ 08625-0209
Phone: 609-292-5475
FAX: 609-984-4023 or 609-292-1102

Please make sure the form is filed with the above agency, and include a copy of the form within your technical proposal.

(i) **Certification of Source Disclosure Certification**

In accordance with Source Disclosure Certification (N.J.S.A. 52:34-13.2 et seq., superseding Executive Order 129 (2004)) all bidders submitting a proposal shall be required to submit a Source Disclosure Certification that all services will be performed in the United States. The bidder shall disclose the location by country where services under the contract will be performed and any subcontracting of services under the contract and the location by country where any subcontracted services will be performed.

IV. FEE PROPOSAL

The Fee Proposal package consists of the following:

(a) **Professional Services Fee Proposal (Cover Sheet)**
(b) **Consultant Task/Labor Sheet**
(c) **Sub-consultant Task/Labor Sheet (if needed)**
(d) **Certificates of Required Insurance Coverage**
(e) **Copies of "Proof of Business Registration Certificate," issued by the NJ Division of Revenue, for your firm and any sub-consultants.**
(f) **MacBride Principle Compliance Certification (form attached)**
(g) **Investment Activities in Iran (form attached)**

(a) **Professional Services Fee Proposal (Form provided)**

This document is the cover sheet of your fee proposal. Fill in the dollar amount from your completed task/labor sheets. If you are not using any sub-consultant on this project enter "N/A" on this line. Do not leave any blanks.

The consultant will be responsible for all work requested by the Division in the "Allowance" section of the Scope of Work such as materials testing during construction, surveys, soil test borings, water flow test, electrical tests, geotechnical investigations, etc. If the dollar amount of the allowance is not provided by the Division, you must anticipate all associated costs for this work and include the amount on the line entitled "Allowance for Work Specified by the Division" on the Fee Proposal form. If no allowances are requested by the Division, this line will be marked "N/A."

You may also include an allowance for any additional investigation survey work or testing which may require the hiring of various contractors to verify "as-built" or existing conditions. If the SOW does not provide for these services but you consider them to be necessary to the success of this project, describe them in your project approach narrative and include your recommended allowance on the line entitled "Allowance Proposed by Consultant." Contractors (Tradesmen) hired by your firm to do the work directly under your supervision do not need to be pre-qualified by the Division. If you have no additional recommended allowance, enter "N/A" on this line. Do not leave any blanks.

(b) **Consultant Task/Labor Fee Sheet**

(c) **and Sub Consultant Task/Labor/Fee Sheet (Form provided)**

Your proposal is based upon a lump sum amount for all professional services indicated and includes all required site visits, office support and reproduction expenses.

It is your responsibility to ensure that your sub-consultants participate in all appropriate phases of the project. Therefore, you must anticipate the amount of hours required by your sub-consultants for each project phase (including attendance at the various design and construction job meetings, site visits, close out activities, etc.). These hours of effort must be determined by you from the Project's Scope of Work and must be included on the "Consultant Task/Labor/Fee Sheet" for each sub-consultant identified. The hours of effort for each project phase or task by discipline submitted on the Task/Labor Tally Sheet will be used by the Selection Committee in their evaluation of your fee proposal.

During the project, the only tasks that will be monitored for actual hours spent on this project and subject to audit are those tasks or deliverables that are clearly delineated in the SOW, such as attendance at a specific number of meetings, site visits or the submission of the proper number of contract documents specified.

Include the reproduction costs by phase on this form. These costs are included in your lump sum fee and therefore will not be treated as a reimbursable expense.

If you are not using sub-consultants on the project, do not submit the Sub-Consultant form.

(d) **Required Insurance Certificates**

During the project, your firm is required to secure and maintain in force insurance coverage for: Comprehensive General Liability, Comprehensive Automobile Liability (if applicable), Workers Compensation, and Professional Liability. Proof of this coverage must be submitted with your fee proposal. See the attached "Insurance Requirements" excerpt from the "General Conditions to the Consultant Agreement."

Check the lower left hand corner of the "Professional Services Fee Proposal Form" for the required Professional Liability insurance limits for this contract to make certain that your policy meets the limits.

(e) **Revenue Certificate**
Copies of "Proof of Business Registration Certificate", issued by the NJ Division of Revenue for your firm and any sub-consultants.

(f) **MacBride Principles Certificate**
Complete form, sign and date

(g) **Investment Activities in Iran**
Complete form, sign and date

V. SUBMISSION

When all of the above fee proposal items are completed, place an original and five (5) copies of the fee proposal in the separately sealed envelope provided marked "Fee Proposal" with the project number indicated on the envelope. This envelope should then be enclosed in another envelope containing the Technical Proposal and sent to the address noted on the "Request for Proposal". **DO NOT INCLUDE ANY FEE INFORMATION IN YOUR TECHNICAL PROPOSAL. ONLY INCLUDE THE HOURLY WAGE RATE LEVELS ON THE "PROJECT KEY PERSONNEL LIST" IN YOUR TECHNICAL PROPOSAL. INCLUSION OF FEE INFORMATION WITHIN THE TECHNICAL PROPOSAL WILL RESULT IN THE REJECTION OF THE CONSULTANT'S ENTIRE SUBMISSION.**

VI. EVALUATION, NEGOTIATION AND AWARD

Subsequent to the evaluation and ranking of the technical proposals by the Selection Committee, the fee proposals will be opened and negotiations, if necessary, will begin with the technically ranked number one firm. Once the final fee proposal for this project is accepted, the DPMC Contracting Officer will award the contract to the firm considered to offer the best value to the State.

Upon award, the successful firm will receive a "Notice of Award/Notice to Proceed" letter from the DPMC Assistant Deputy Director and the unsuccessful firms will receive letters informing them of the award.

Public Law 2005, Chapter 51

In accordance with Public Law 2005, Chapter 51 (formerly Executive Order 134), all consultants with which the State intends to contract must complete and submit the "Contractor Certification and Disclosure of Political Contributions" form (Form DPPc51, copy and instructions attached). If your firm is selected for this project, prior to contract award, you must submit this information for your firm as a business entity, as well as for each principal of your firm who owns or controls 10% or more of a business entity or 10% or more of its stock in the case of a corporation for profit. For a sole proprietorship, one form encompassing both owner and firm will suffice.

The successful consultant must also adhere to all continuing obligations contained in this law regarding contributions and disclosures as required. For more information on Public Law 2005, Chapter 51, please visit the website: http://www.state.nj.us/treasury/purchase/forms.htm#eo134

Notice of Executive Order 125 Requirement for Posting of Winning Proposal and Contract Documents

Pursuant to Executive Order No. 125, signed by Governor Christie on February 8, 2013, the Office of the State Comptroller ("OSC") is required to make all approved State contracts for the allocation and expenditure of federal reconstruction resources available to the public by posting such contracts on an appropriate State website. Such contracts are posted on the New Jersey Sandy Transparency website located at: http://nj.gov/comptroller/sandytransparency/contracts/sandy.

The contract being bid out pursuant to this RFP is subject to the requirements of Executive Order No. 125. Accordingly, pursuant to the Executive Order 's requirements, the OSC intends to post a copy of the contract, including the RFP, the winning bidder's proposal and other related contract documents for the above contract on the Sandy Transparency website.

In submitting its proposal, a bidder may designate specific information as not subject to disclosure. However, such bidder must have a good faith legal and/ or factual basis to assert that such designated portions of its proposal (i) are proprietary and confidential financial or commercial information or trade secrets or (ii) must not be disclosed to protect the personal privacy of an identified individual. The location in the proposal of any such designation should be clearly stated in a cover letter, and a redacted copy of the proposal should be provided.

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

After the contract is awarded, all firms are welcome to review the proposals and evaluation documents regarding this project. Firms can schedule this review by contacting the Consultant Selection Coordinator for this project in advance for an appointment to review the documents.

FEMA Requirements – The work under this contract may be funded and or reimbursed in whole or in part by FEMA. As such, the Consultant may be directed as part of its responsibilities to meet FEMA requirements in order for services/work to be funded or reimbursed by FEMA and to ensure that all applicable FEMA standards of performance are complied with in their specifications or deliverables.

VII. REVISIONS/CHANGES

Your firm will be notified of any revisions, changes or additions to this Request for Proposal, Consultant Proposal Package and/or project Scope of Work prior to the due date for the Technical and Fee Proposals.

ATTACHMENT 1
PERSONNEL LEVELS

LEVEL 7

Title: **Principal, partner or officer of the firm**

Duties: Overall responsibility for the legal, technical and financial obligation of the firm.

Qualifications: Current License in applicable discipline, if required by law.

Experience: N/A

LEVEL 6

Title: **Project Executive**

Duties: Under direct leadership of principal, controls project scheduling and management.

Qualifications: Current license in applicable discipline, if required by law.

Experience: N/A

LEVEL 5

Title: **Project Manager**

Duties: Under direction of Project Executive, directs day-to-day operations of the project, scheduling deadlines, group work activities, etc.

Qualifications: BA, BS degree or equivalent experience.

Experience: Minimum 7 years.

LEVEL 4

Title: **Senior Designer; Senior Engineer**

Duties: Under supervision of Project Manager, reviews project elements to conform to project requirements, directs designer and others on projects.

Qualifications: BA, BS degree or equivalent experience.

Experience: Minimum 5 years

LEVEL 3

Title: **Designer; Abatement Service Technician**

Duties: Under supervision of Designer or Engineer takes designed systems and layout data and sketches and translates into usable information on construction documents or feasibility studies.

Qualifications: BA, BS degree or equivalent experience; AST certification, if required.

Experience: Minimum 3 years

LEVEL 2

Title: **Designer/Draftsperson**

Duties: Takes simple systems and layout data and sketches and translates into usable information; performs drafting as required for construction documents, etc.

Qualifications: High School Graduate, Technical School, or equivalent, with courses in discipline.

Experience: Minimum 3 years direct work experience within discipline.

LEVEL 1

Title: **Draftsperson**

Duties: Performs all entry level tasks: Assembles tracings for review, printing; keeps logs of tracings, shop drawings; performs tracing and drafting chores, etc.

Qualifications: High School Graduate, Technical School or equivalent with courses in discipline.

Experience: N/A

MAC BRIDE PRINCIPLES COMPLIANCE CERTIFICATION

Pursuant to Public Law 1995, c.134, a responsible consultant selected, after public bidding, by the Director of the Division of Property Management and Construction, pursuant to N.J.S.A. 52:32-2, must complete the certification below by checking one of the two representations listed and signing where indicated. If a consultant who would otherwise be awarded a contract or agreement does not complete the certification, then the Director may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the contract or agreement to another consultant who has completed the certification and has submitted a fee proposal within five (5) percent of the most advantageous fee proposal. If the Director finds the consultant to be in violation of the principles which are the subject of this law, he shall take such action as may be appropriate and provided for by law, rule or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the consultant in default and seeking debarment or suspension of the consultant.

I certify, pursuant to N.J.S.A. 52:34-12.2, that the entity for which I am authorized to bid:

____ has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein through the operation of offices, plants, factories, or similar facilities, either directly or indirectly, through intermediaries, subsidiaries or affiliated companies over which it maintains effective control; or

____ will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.5 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

_____
Signature of Consultant

Dated:

AMERICANS WITH DISABILITIES ACT

State Contract Language

Equal Opportunity for Individuals with Disabilities

The CONTRACTORS and the STATE do hereby agree that the provision of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 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 thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the STATE pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the STATE in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect, and save harmless the STATE, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR 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 STATE's grievance procedure, the CONTRACTOR agrees to abide by any decision of the STATE which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the STATE, or if the STATE incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The STATE shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the STATE or any of its agents, servants, and employees, the STATE shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the STATE of its representatives.

It is expressly agreed and understood that any approval by the STATE of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the STATE pursuant to this paragraph.

It is further agreed and understood that the STATE assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR's obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the STATE from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Routine Contract
Technical Proposal Evaluation

PROJECT: Bulkhead Replacement – Leonardo State Marina **DPMC NUMBER:** P1135-00

Leonardo, Monmouth County, NJ

FIRM: _____ **RETURN BY:** _____

CRITERIA *Provide comments in each criteria area to justify point score*	MAX. POINTS	POINTS
FIRM / TEAM ORGANIZATION / SUB-CONSULTANTS	30	
Comments:		
FIRM / PROJECT TEAM EXPERIENCE ON SIMILAR PROJECTS	30	
Comments:		
PROJECT APPROACH	30	
Comments:		
PROJECT SCHEDULE	10	
Comments:		
	FINAL SCORE	

1 2 3 4 5

_____ EVALUATOR _____ DATE

_____ RECEIVED & RECORDED BY _____ DATE

Revised July 2015

Source Disclosure Certification
Formerly: Executive Order 129

SOURCE DISCLOSURE CERTIFICATION FORM

Bidder: _____

I hereby certify and say:

I have personal knowledge of the facts set forth herein and am authorized to make this Certification on behalf of the Bidder.

The Bidder submits this Certification as part of a bid proposal in response to the referenced solicitation issued by the State of New Jersey, Department of Treasury, Division of Property Management and Construction (DPMC), in accordance with the requirements of Source Disclosure Certification, (N.J.S.A. 52:34-13.2 et seq., superseding Executive Order 129 (2004)).

The following is a list of every location where services will be performed by the bidder and all subcontractors.

Bidder or Subcontractor	Description of Services	Performance Location(s) by Country

Any changes to the information set forth in this Certification during the term of any contract awarded under the referenced Project Number will be immediately reported by the Bidder to the Contract Compliance Unit in the DPMC, Department of Treasury, State of New Jersey, PO Box 034, Trenton, NJ 08625.

I understand that, after award of a contract to the Bidder, it is determined that the Bidder has shifted services declared above to be provided within the United States to sources outside the United States, prior to a written determination by the Director, Division of Property Management and Construction, that extraordinary circumstances require the shift of services or that the failure to shift the services would result in economic hardship to the State of New Jersey, the Bidder shall be deemed in breach of contract, which contract will be subject to termination for cause under its contract with DPMC.

I further understand that this Certification is submitted on behalf of the Bidder in order to induce DPMC to accept a bid proposal, with knowledge that the State of New Jersey and DPMC are relying upon the truth of the statements contained herein.

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Bidder: _____
[Name of Organization or Entity]

By: _____ Title: _____

Print Name: _____ Date: _____

STATE OF NEW JERSEY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PROJECT NUMBER: P1135-00 BIDDER _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division of Purchase and Property's website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders ***must*** *review this list prior to completing the below certification.* ***Failure to complete the certification may render a bidder's proposal non-responsive.*** *If the Director finds a person or entity to be in violation of law, s/he 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.*

PLEASE CHECK THE APPROPRIATE BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, C. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN
You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the box(es) below.

Name _____ Relationship to Bidder/Offeror _____
Description of Activities _____
Duration of Engagement _____ Anticipated Cessation Date _____
Bidder/Offeror Contract Name _____ Contact Phone Number _____

List Additional Activities on Separate Sheet

CERTIFICATION: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

PROFESSIONAL SERVICES FEE PROPOSAL
DIVISION OF PROPERTY MANAGEMENT & CONSTRUCTION

THIS FEE PROPOSAL TO BE RETURNED
IN A SEPARATELY SEALED ENVELOPE TO:

DATE: July 7, 2016
PROJECT NO.: P1135-00

Division of Property Management & Construction
33 WEST STATE ST 9TH FLOOR, PLAN ROOM
P.O. Box 034
Trenton, NJ 08625-0034
Attention: BILL MAHAN

THIS PROPOSAL DUE DATE, NO LATER THAN 2:00 PM, THURSDAY, JULY 7, 2016

FIRM NAME _____

THE UNDERSIGNED PROPOSES TO PROVIDE ALL PROFESSIONAL SERVICES AS STATED IN THE REQUEST FOR PROPOSAL AND SCOPE OF WORK

PRE-DESIGN MEETING	$ _____
PRELIMINARY DESIGN PHASE SUBMISSION	$ _____
90% DESIGN DEVELOPMENT PHASE SUBMISSION	$ _____
FINAL DESIGN PHASE SUBMISSION	$ _____
TOTAL LUMP SUM FEE FOR PROFESSIONAL SERVICES	$ _____
PERMIT FEE ALLOWANCE	$ _____
MISCELLANEOUS CONSTRUCTION SERVICES ALLOWANCE	$ _____
ALLOWANCE FOR WORK SPECIFIED BY CONSULTANT	$ _____
TOTAL CONTRACT AMOUNT	$ _____

PROPOSAL TO HOLD GOOD FOR 60 DAYS AFTER THE DUE DATE.

Signature and Title of Principle or Individual of the firm authorized to sign contractual documents:
Signature of the consultant below attests that the Consultant has read, understands and agrees to all terms, conditions and specifications set forth in the Request for Proposal (RFP) and Consultant Proposal Package.

Signature: _____ **Print Name:** _____

Title: _____ **Date:** _____

Witness Signature: _____ **Print Name:** _____

ATTACH PROOF OF REQUIRED INSURANCE COVERAGE
See attached requirements per "General Conditions to Consultant Agreement" Section 27, pp. 18-19
PROFESSIONAL LIABILITY INSURANCE
($100,000 MIN LIMIT/$25,000 MAX DEDUCTIBLE)

CONSULTANT TASK/LABOR/FEE SHEET

A/E:

Project #: P1135-00

Project Name: Bulkhead Replacement

Project Location: Leonardo State Marina - Leonardo, Monmouth County, NJ

PROJECT PHASE OR TASK	CONSULTANTS LEVEL OF EFFORT IN HOURS/FEE								REPROD. COST PER PHASE INCLUD. SUB CONSULTANT DOCUMENTS	TOTALS PER TASK
	LEVEL	7	6	5	4	3	2	1		HOURS
	*HOURLY RATE	$	$	$	$	$	$	$		$ AMOUNT
PRE-DESIGN MEETING	HOURS									
	AMOUNT	$	$	$	$	$	$	$	$	$
PRELIMINARY DESIGN PHASE SUBMISSION	HOURS									
	AMOUNT	$	$	$	$	$	$	$	$	$
90% DESIGN DEVELOPMENT PHASE SUBMISSION	HOURS									
	AMOUNT	$	$	$	$	$	$	$	$	$
FINAL DESIGN PHASE SUBMISSION	HOURS									
	AMOUNT	$	$	$	$	$	$	$	$	$
TOTAL	HOURS									
	AMOUNT	$	$	$	$	$	$	$	$	$
						PROFESSIONAL SERVICES GRAND TOTALS			HOURS	
									AMOUNT	$

SUB-CONSULTANT TASK/LABOR/FEE SHEET

A/E:

Project #: P1135-00

Project Name: Bulkhead Replacement

Project Location: Leonardo State Marina - Leonardo, Monmouth County, NJ

PROJECT PHASE OR TASK	SUB CONSULTANTS LEVEL OF EFFORT IN HOURS/FEE					TOTALS PER TASK
	FIRM NAME ⇨					
PRE-DESIGN MEETING	HOURS					
	AMOUNT	$	$	$	$	$
PRELIMINARY DESIGN PHASE SUBMISSION	HOURS					
	AMOUNT	$	$	$	$	$
90% DESIGN DEVELOPMENT PHASE SUBMISSION	HOURS					
	AMOUNT	$	$	$	$	$
FINAL DESIGN PHASE SUBMISSION	HOURS					
	AMOUNT	$	$	$	$	$
TOTALS	HOURS					
	AMOUNT	$	$	$	$	$
					TOTAL	

* PROVIDE FIRM NAME(S) AT TOP OF COLUMN(S). MAKE COPY OF THIS SHEET IF MORE SPACE IS NEEDED.

PLEASE ATTACH PROOF OF SUBCONSULTANT PREQUALIFICATION (48A) WITH DPMC

PROJECT KEY PERSONNEL LIST

FIRM NAME	KEY PERSONNEL & TITLE	PERCENTAGE OF TIME ASSIGNED TO PROJECT				
		PRE-DESIGN MEETING	PRELIMINARY DESIGN PHASE SUBMISSION	90% DESIGN DEVELOPMENT PHASE SUBMISSION	FINAL DESIGN PHASE SUBMISSION	HOURLY WAGE LEVEL 1-7

INSERT THE WAGE LEVEL FROM 1 TO 7 OF EACH KEY PERSON. **DO NOT** INSERT ANY HOURLY RATE

KEY TEAM MEMBER PROJECT EXPERIENCE DATA SHEET

NAME _____

TITLE _____

FIRM _____

PROJECT TITLE, LOCATION AND TOTAL CONSTRUCTION COST OR FEE	A/E OF RECORD FOR THIS REFERENCED PROJECT	SPECIFIC TYPE OF WORK EXPERIENCE (STUDY, SCHEMATIC, CONSTRUCTION ADMINISTRATION)	TEAM MEMBERS SPECIFIC ROLE OR TITLE ON THE REFERENCED PROJECT	DURATION OF TEAM MEMBER'S INVOLVEMENT OF THE REFERENCED PROJECT (IN MONTHS)	% OF TIME DURING DURATION BASED UPON A 40 HOUR WEEK	DATES OF THE TEAM MEMBER'S INVOLVEMENT IN THE REFERENCED PROJECT	CLIENT NAME CONTRACT PERSON AND PHONE NUMBER

* A KEY TEAM MEMBER IS A TECHNICAL OR MANAGEMENT PERSON DEVOTING 20% OR MORE OF THEIR TIME TO ANY PHASE OF THE PROJECT

SCOPE OF WORK

Bulkhead Replacement

Leonardo State Marina
Leonardo, Monmouth County, N.J.

PROJECT NO. P1135-00

STATE OF NEW JERSEY

Honorable Chris Christie, Governor
Honorable Kim Guadagno, Lt. Governor

DEPARTMENT OF THE TREASURY

Ford M. Scudder, Acting Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Steven Sutkin, Director

Date: Revised 5/17/16

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I. OBJECTIVE

The objective of this project is to construct a new bulkhead along the southerly side of the entrance channel of Leonardo State Marina. The new bulkhead shall be constructed immediately behind the existing deteriorated timber and metal bulkhead. The project will include restoring approximately 250 L.F. of stone rip rap jetty that surrounds the easterly end of the existing timber bulkhead that is being replaced.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

The Consultant shall be a firm pre-qualified with the Division of Property Management & Construction (DPMC) in the **P012 Marine Engineering Discipline** and have in-house capabilities or Sub-Consultants pre-qualified with DPMC in **P017 Hydrographic Surveying; P025 Estimating/Cost Analysis** and all other Architectural, Engineering and Specialty Disciplines necessary to complete the project as described in this Scope of Work (SOW).

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is $ 1,375,000

The Consultant shall review this Scope of Work and provide a narrative evaluation and analysis of the accuracy of the proposed project CCE in their technical proposal based on their professional experience and opinion.

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is $ 1,500,000

The CWE includes the construction cost estimate and all consulting, permitting and administrative fees.

The CWE is the Client Agency's financial budget based on this project Scope of Work and shall not be exceeded during the design and construction phases of the project unless DPMC approves the change in Scope of Work through a Contract amendment.

C. CONSULTANT'S FEES

The construction cost estimate for this project ***shall not*** be used as a basis for the Consultant's design and construction administration fees. The Consultant's fees shall be based on the information contained in this Scope of Work document and the observations made and/or the additional information received during the pre-proposal meeting.

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN SCHEDULE

The following schedule identifies the estimated design phases for this project and the estimated durations.

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Pre-Design Meeting	**7**
2. Preliminary Design Phase	**63**
3. 90% Design Development Phase	**14**
4. Final Design Phase	**14**
5. Bid Phase	**35**
6. Award Phase	**28**
7. Construction Phase	**182**

B. CONSULTANT'S PROPOSED DESIGN SCHEDULE

The Consultant shall submit a project design bar chart schedule with their technical proposal. The bar chart schedule developed by the Consultant shall reflect their recommended project phases, phase activities, activity durations.

A written narrative shall also be included with the technical proposal explaining the schedule submitted and the reasons why and how it can be completed in the time frame proposed by the Consultant.

This schedule and narrative will be reviewed by the Consultant Selection Committee as part of the evaluation process and will be assigned a score commensurate with clarity and comprehensiveness of the submission.

C. CONSULTANT DESIGN SCHEDULE

The Client Project Manager will issue the Consultant's approved project schedule at the first design kickoff meeting. This schedule will be binding for the Consultant's activities and will include the start and completion dates for each design activity. The Consultant and Project Team members shall use this schedule to ensure that all design milestone dates are being met for the project. The Consultant shall update the schedule to reflect performance periodically (minimally at each design phase) for the Project Team review and approval. Any recommendations for deviations from the approved design schedule must be explained in detail as to the causes for the deviation(s) and impact to the schedule.

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT LOCATION

The location of the project site is:

Leonardo State Marina
102 Concord Avenue
Leonardo, New Jersey 07737

GPS Coordinates: 40.423384, -74.061270

See **Exhibit 'A'** for the project location plan.

B. PROJECT TEAM MEMBER DIRECTORY

The following are the names, addresses, and phone numbers of the Project Team members.

1. Bureau of Coastal Engineering Representatives:

Name:	Eric Doyle, Supervising Engineer
Address:	DEP, Bureau of Coastal Engineering 1510 Hooper Ave. Suite 140 Toms River, New Jersey 08753
Phone No:	(732) 255-0756
E-Mail No:	Erick.doyle@dep.nj.gov

and

Name: Brendan Roddy, Project Engineer
Address: DEP, Bureau of Coastal Engineering
1510 Hooper Ave. Suite 140
Toms River, New Jersey 08753
Phone No: (732) 255-0783
E-Mail No: Brendan.roddy@dep.nj.gov

2. DEP Representative:

Name: Robert Kunze, Project Manager
Department of Environmental Protection
Address: 275 Freehold-Englishtown Road
Englishtown, New Jersey 07726
Phone No: (609) 273-4568
E-Mail No: Robert.kunze@dep.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Leonardo State Marina on Sandy Hook Bay is owned and managed by the Department of Environmental Protection (DEP), Division of Parks and Forestry. The existing timber bulkhead along the southerly side of the marina's entrance channel has deteriorated and must be replaced. Sand is seeping through the timber bulkhead impeding the depth of the channel.

The Division of Parks and Forestry has obtained a Federal Grant to replace the timber bulkhead.

The design consultant shall be contracted by the Department of the Treasury's Division of Property Management and Construction who will manage the design portion of this project in conjunction with DEP's Office of Resource Development. The construction advertisement and construction management shall be administered by DEP's Bureau of Coastal Engineering in conjunction with the Office of Resource Development.

VII.CONSULTANT DESIGN RESPONSIBILITIES

A. BULKHEAD DESIGN

1. The Consultant shall provide construction documents to construct a new bulkhead. It is recommended that the new bulkhead be placed behind the existing bulkhead. The project limits shall be from the most northern point of the timber bulkhead that runs along the eastern side of the entrance channel to the southern point of the eastern side timber bulkhead, turning

east along the deteriorated aluminum bulkhead to the most eastern point, refer to **Exhibit "B"**.

2. Bid documents shall be prepared to indicate the replacement of the main channel timber bulkhead will be the base bid and the replacement of the aluminum bulkhead section shall be an alternate bid item.
3. The consultant shall investigate the use of steel, aluminum and composite materials for the new bulkhead and provide a recommendation with cost comparison. It is recommended that steel sheeting be utilized from the most northern point heading south back to the beginning of the asphalt, refer to **Exhibit "B", Section "A"**.
4. The recommended steel bulkhead in **Section "A"** shall be 2' higher than the existing to prevent sand from migrating into the channel.
5. The construction documents shall be formatted to comply with the Bureau of Coastal Engineering requirements, refer to **Exhibit "C"**.
6. Provide a site location map on the drawing cover sheet that identifies the vehicular travel routes from major highways to the project construction site and the approved access roads to the contractor's worksite staging area.

B. SURVEY REQUIREMENTS

1. The consultant shall survey the area, including soundings in the channel, as required to complete the design and permit applications required to successfully complete the bulkhead replacement.

C. PERMIT APPLICATIONS

1. The consultant shall prepare permit applications that are required to complete the project for both State and Federal Agencies.
2. The DEP and Corps of Engineers Permit application packages shall be given to the Bureau of Coastal Engineering (BCE) to submit to the appropriate Agencies.

D. MISCELLANEOUS CONSTRUCTION SERVICES

Construction bidding, contract award and construction administration shall be performed by DEP's Bureau of Coastal Engineering (BCE). The Consultant may be requested to provide support services, to include but not limited to, bid assistance, construction administration, design questions, RFI's and construction inspection. An allowance for miscellaneous bid and award and construction administration services shall be included in the consultant contract, refer to paragraph X. A.

E. GENERAL DESIGN OVERVIEW

1. Design Detail:

Section VII of this Scope of Work is intended as a guide for the Consultant to understand the overall basic design requirements of the project and is not intended to identify each specific design component related to code and construction items. The Consultant shall provide those details during the design phase of the project ensuring that they are in compliance with all applicable codes, regulating authorities.

The Consultant shall ensure that all of the design items described in this scope of work are addressed and included in the project drawings and specification sections where appropriate.

It shall be the Consultant's responsibility to provide all of the design elements for this project. Under no circumstance may they delegate the responsibility of the design; or portions thereof, to the Contractor unless specifically allowed in this Scope of Work.

The construction documents shall provide sufficient information and detail to illustrate, describe and clearly delineate the design intent of the Consultant and enable all Contractors to uniformly bid the project.

2. Specification Format:

The Consultant shall prepare the construction specifications in the Construction Specifications Institute (CSI) format entitled MasterFormat© 2014.

The project construction specifications shall include only those CSI MasterFormat© 2014 specification sections and divisions applicable to this specific project.

The Consultant shall work with the Bureau of Costal Engineering to incorporate their general conditions and to develop the final specification.

3. Construction Cost Estimates:

The Consultant shall include with each design submittal phase identified in Paragraph IV.A, a detailed construction cost estimate itemized and summarized by the divisions and sections of the Construction Specification Institute (CSI) MasterFormat© 2014 applicable to the project.

The detailed breakdown of each work item shall include labor, equipment, material and total costs.

The construction estimate shall include all alternate bid items and all unit price items itemized and summarized by the divisions and sections of the specifications.

F. PROJECT COMMENCEMENT

A pre-design meeting shall be scheduled with the Consultant and the Project Team members upon receipt of the Notice to Proceed in order to obtain and/or coordinate the following information:

1. Project Directory:

Develop a project directory that identifies the name and phone number of key designated representatives who may be contacted during the design phases of this project.

2. Site Access:

Develop procedures to access the project site and provide the names and phone numbers of approved escorts when needed. Obtain copies of special security and policy procedures that must be followed during all work conducted at the facility.

3. Project Coordination:

Review and become familiar with any current and/or future projects at the site that may impact the design, construction, and scheduling requirements of this project.

4. Scope of Work:

Review the design and construction administration responsibilities and the submission requirements identified in this Scope of Work with the Project Team members. Items such as: contract deliverables, special sequencing or phased construction requirements, special hours for construction based on Client Agency programs, delivery dates of critical and long lead items, weather restrictions, and coordination with other project construction activities at the site shall be addressed.

6. Project Schedule:

Review and update the project design and construction schedule with the Project Team members.

G. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings:

Conduct the appropriate number of review meetings with the Project Team members during each design phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Consultant shall describe the philosophy and process used in the development of the design criteria and the various alternatives considered to meet the project objectives. Selected studies, sketches, cost estimates, schedules, and other relevant information shall be presented to support

the design solutions proposed. Special considerations shall also be addressed such as: Contractor site access limitations, utility shutdowns and switchover coordination, phased construction and schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.

2. Design Presentations:

The minimum number of design presentations required for each phase of this project is identified below for reference. An additional meeting may be required for presentation and/or observation with local authorities.

- Investigation & Preliminary Design Phase: One (1) oral presentation at phase completion.
- 90% Design Development/BCE Permitting Phase: One (1) oral presentation at phase completion.
- Final Design Phase: One (1) oral presentation at phase completion.

H. CONSTRUCTION BID DOCUMENT SUBMITTAL

In addition to submitting construction bid documents as defined in Section XII Contract Deliverables, Consultant shall submit both specifications and drawings on compact disk (CD) in *Adobe Portable Document Format (.pdf) and AutoCAD files.*

VIII.PERMITS & APPROVALS

A. REGULATORY AGENCY PERMITS

Permits shall be obtained by the Bureau of Coastal Engineering (BCE) and shall not be included in this proposal. However, the Consultant is to coordinate with BCE Project Environmental Specialist in order for the design plans to reflect permitting requirements. BCE will submit the plans provided at the 90% Design Phase to the Division of Land Use Regulation in order to acquire the permits necessary for this project.

IX. GENERAL REQUIREMENTS

A. SCOPE CHANGES

The Consultant must request any changes to this Scope of Work in writing. An approved DPMC 9d Consultant Amendment Request form reflecting authorized scope changes must be received by the Consultant prior to undertaking any additional work. The DPMC 9d form must be approved and signed by the Director of DPMC and written authorization issued from the Project

Manager prior to any work being performed by the Consultant. Any work performed without the executed DPMC 9d form is done at the Consultant's own financial risk.

B. ERRORS AND OMISSIONS

The errors and omissions curve and the corresponding sections of the "Procedures for Architects and Engineers Manual" are eliminated. All claims for errors and omissions will be pursued by the State on an individual basis. The State will review each error or omission with the Consultant and determine the actual amount of damages, if any, resulting from each negligent act, error or omission.

X. ALLOWANCES

A. MISCELLANEOUS CONSTRUCTION SERVICES ALLOWANCE

The Consultant shall provide an allowance for miscellaneous services, should they be requested. The Consultant shall enter an amount of $10,000 in their fee proposal line item entitled **"Miscellaneous Construction Services Allowances"**, refer to Paragraph VII. D.

Any funds remaining in the Miscellaneous Construction Services Allowance shall be returned to the State at the close of the project.

XI. SUBMITTAL REQUIREMENTS

A. CONTRACT DELIVERABLES

All submissions shall include the Contract Deliverables identified in Section XIII of this Scope of Work.

B. PROJECT DOCUMENT BOOKLET

The Consultant shall submit all of the required Contract Deliverables to the Project Manager at the completion of each phase of the project. All reports, meeting minutes, plan review comments, project schedule, cost estimate in CSI format (2014 Edition), correspondence, calculations, and other appropriate items identified on the Submission Checklist form provided in the A/E Manual shall be presented in an 8½" x 11" bound "booklet" format.

C. DESIGN DOCUMENT CHANGES

Any corrections, additions, or omissions made to the submitted drawings and specifications at the Permit Phase of the project must be submitted to Bureau of Costal Engineering as a complete document. Corrected pages or drawings may not be submitted separately unless the Consultant

inserts the changed page or drawing in the original documents. No Addendums or Bulletins will be accepted as a substitution to the original specification page or drawing.

D. SINGLE-PRIME CONTRACT

All references to "separate contracts" in the Procedures for Architects and Engineers Manual, Chapter 8, shall be deleted since this project will be advertised as a "Single Bid" (Lump Sum All Trades) contract. The single prime Contractor will be responsible for all work identified in the drawings and specifications.

The Consultant must still develop the Construction Cost Estimate (CCE) for each trade and the amount shall be included on the DPMC-38 Project Cost Analysis form where indicated. This document shall be submitted at each design phase of the project and updated immediately prior to the advertisement to bid.

XIII. SOW SIGNATURE APPROVAL SHEET

This Scope of Work shall not be considered a valid document unless all signatures appear in each designated area below.

The Client Agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY: _____ 4/7/16
ALVIN PAYNE, PROJECT MANAGER — DATE
DEP, OFFICE OF RESOURCE DEVELOPMENT

SOW APPROVED BY: _____ 4/7/16
ROBERT KUNZE, PROJECT MANAGER — DATE
CLIENT AGENCY REPRESENTATIVE

SOW APPROVED BY: _____ 4/7/16
ERICK DOYLE, ENGINEERING SUPERVISOR — DATE
DEP, BUREAU OF COASTAL ENGINEERING

SOW APPROVED BY: _____ 5/17/16
JAMES MCKENNA, ASSIST. DEPUTY DIRECTOR — DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Richard Flodmand 5/18/16
RICHARD FLODMAND, DEPUTY DIRECTOR — DATE
DIV PROPERTY MGT & CONSTRUCTION

XIII.CONTRACT DELIVERABLES

The following is a listing of Contract Deliverables that are required at the completion of each phase of this project.

A. PRE-DESIGN MEETING

The consultant shall submit one (1) copy of the following:

1. Design Schedule – Gantt Chart

B. PRLIMINARY DESIGN PHASE SUBMISSION

Field Surveying

The consultant shall submit one (1) copy of the following:

1. Digital Files on Compact Disc (CD) or Approved Storage Device
    - Cover Label on Submittal
        - Project Number & Name
        - Municipality & County
        - Firm Name
        - Date of Survey

Submittal is to contain:

- Raw XYZ Survey Data
- Edited XYZ Survey Data
- AutoCAD file in ".dwg" format

Preliminary Design

The consultant shall submit two (2) copies of the preliminary drawings on 24" x 36" plan sheets. The preliminary drawings shall consist of the following:

1. 1 Title Sheet
2. 1 Legend Sheet
3. 1 Survey Control Sheet
4. 1 General Plan & Elevation
5. Construction Details
    a. Typical Jetty Cross-Section(s)
    b. Typical Core Stone Box Design

c. Nose Construction Design
d. Additional Details

Construction Cost Estimate

The construction cost estimate shall be submitted on an 8.5" x 11" sheet and shall be signed by a Professional Engineer, licensed in the State of New Jersey.

C. 90% DESIGN DEVELOPMENT PHASE SUBMISSION

The consultant shall submit two (2) copies of the 90% design on 24" x 36" plan sheets. This phase will also serve as the time period BCE submits plans to the Division of Land Use Regulation for project permits. Therefore ten (10) signed and sealed copies of the 90% design on 8.5" x 11" plan sheets. The 90% design shall consist of the following:

1. 1 Title Sheet
2. 1 Legend Sheet
3. 1 Survey Control Sheet
4. 1 General Plan & Elevation
5. Construction Details

   a. Typical Jetty Cross-Section(s)
   b. Typical Core Stone Box Design
   c. Nose Construction Design
   d. Additional Details

D. FINAL DESIGN PHASE SUNMISSION

The consultant shall submit two (2) signed and sealed copies of the final design on 24" x 36" plan sheets. The consultant shall also submit two (2) signed and sealed copies on 8.5" x 11" plan sheets. The final design shall consist of the following:

1. 1 Title Sheet
2. 1 Legend Sheet
3. 1 Survey Control Sheet
4. 1 General Plan & Elevation
5. Construction Details
   a. Typical Jetty Cross-Section(s)
   b. Typical Core Stone Box Design
   c. Nose Construction Design
   d. Additional Details

In addition the consultant shall submit one (1) set of signed and sealed Mylar plans of the final design, and one (1) CD or approved storage device containing the PDF and AutoCAD files of the final design.

XIV.EXHIBITS

The attached exhibits in this section will include supporting documentation to assist the Consultant in the design of the project such as maps, drawings, photographs, studies, reports, etc.

END OF SCOPE OF WORK

Location Map

DPMC Project No. P1135-00
Leonardo State Marina
102 Concord Avenue
Leonardo, NJ 07737

GPS Coordinates: 40.423384, -74.061270

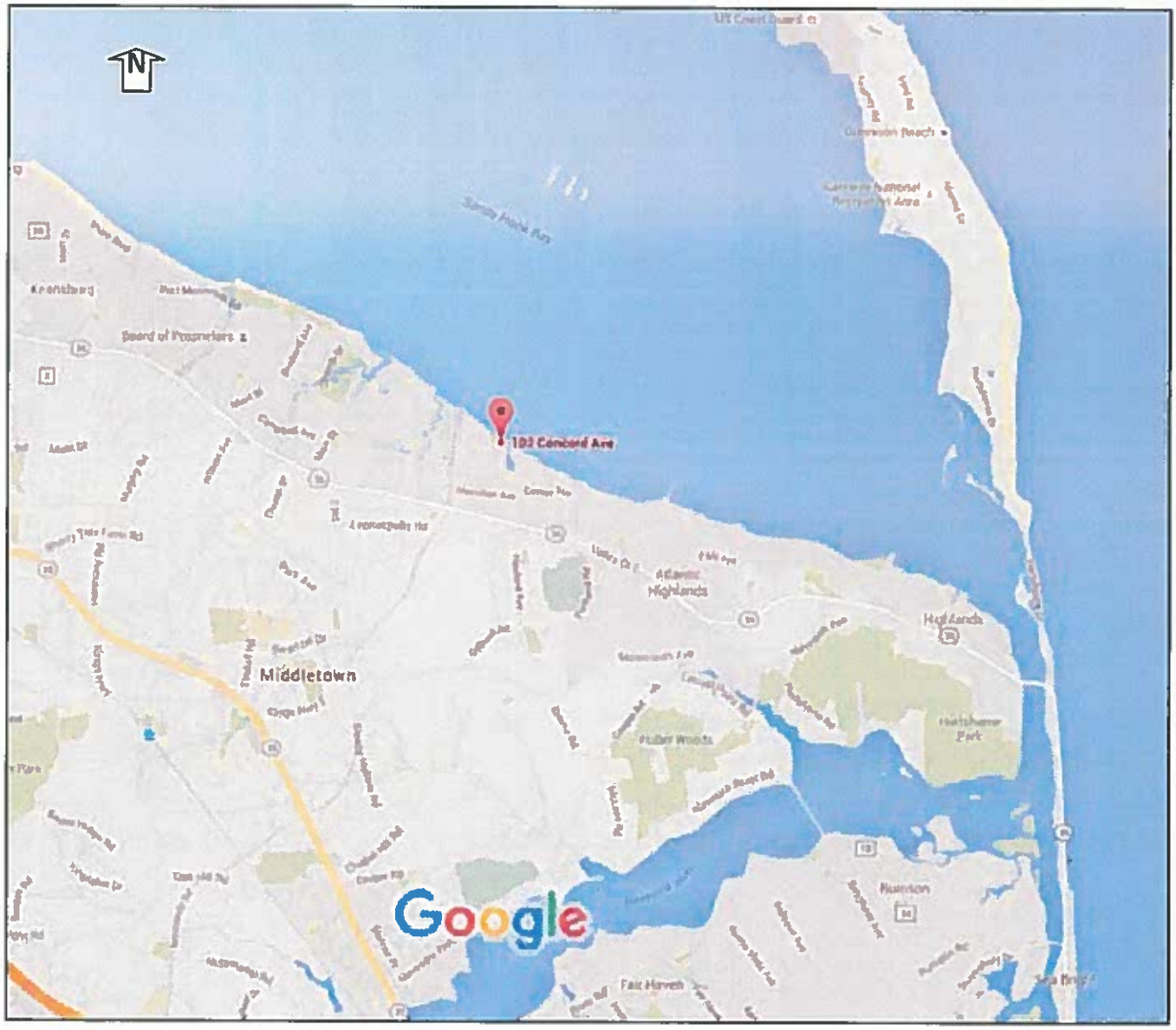

EXHIBIT "A"

Site Plan

DPMC Project No. P1135-00
Leonardo State Marina
Bulkhead Replacement

EXHIBIT "B"

MUNICIPAL REQUIREMENTS FOR ALL SPECIFICATIONS, DRAWINGS & SURVEY DATA SUBMITTED TO STATE OF N.J. - BUREAU OF COASTAL ENGINEERING

PLAN REQUIREMENTS

- All submissions shall be original black ink on Mylar (polyester) film, matte both sides, 3 mil thick.

- Sizes:

  - Project plan drawings 24"x36"
  - Permit drawings 8.5"x11"
  - Minimum ½" borders (ACOE standards for permit drawings)
  - Lettering shall be no larger than 0.25" and no smaller than 0.10".

In addition to the above, computer files in the following format shall be provided on a CD.

- **PREFERRED FORMAT** DWG drawing format (AutoCAD)

- Each page of the drawing shall be in a separate file:

Example	PROJECT1.DWG	PERMIT1.DWG
	PROJECT2.DWG	PERMIT2.DWG
	etc.	etc.

***** DXF files may be used as an alternative to AutoCAD.**

IF DXF FORMAT IS USED, CONSULTANT SHALL ENSURE COMPLETE AND TOTAL DRAWING EXCHANGE (fonts, line weight and type, proper location and orientation of all drawing details) BETWEEN CHOSEN FORMAT AND AutoCAD, BEFORE SUBMISSION.

- **Limit X-REF OR ATTACHED IMAGE FILES, INCLUDE NECESSARY FILES.**

- Layers: No turned off, locked or unused layers.

- Do not include any data other than what will be shown in the hard copy printout of each drawing page.

- Font: One font only, standard block lettering.

- No shading or solid fill areas.

- Limited cross-hatching, only if absolutely necessary.

EXHIBIT 'C'

The following information shall be included on all **project plans**, unless otherwise specified by the Bureau:

- All plan views shall be in the State Plane Coordinate System NAD83, in feet and tenths of feet, with a **north orientation to the top of drawing sheet**. Graphic scale shall be included.

- If a DXF file is used, be advised that AutoCAD DXF output includes only model space NOT layout or paper space. Complete sheet with border/title shall be in model space.

- All land elevations shall be in feet and tenths of feet and refer to NAVD88. All water depths shall be in local MEAN LOW WATER (MLW). Adjustment between MLW and NAVD88 shall be noted.

- Lot and Block limits and numbers within and adjacent to the project area. Lot and Block numbers for the property (in which the project is located) shall be designated within the project plans.

- All existing structures, roads, utilities, topography, vegetation, piers, bulkheads, pilings, rip-rap, etc. within the scope of the project and all its contiguous lots.

- Delineate the mean high water line, mean low water line and spring high water line, and provide elevations (note: all elevations should be based upon mean low water datum). If NAVD 88 is used, the correlation factor to mean low water shall be provided. Also include the name of the waterway.

- Wetlands delineation of coastal and/or freshwater wetland limits (if they exist). The coastal upper and lower wetland boundary can be obtained directly from the Wetlands Act of 1970 (N.J.S.A 13:9A-1 et seq.) promulgated wetlands maps. Any existing verified freshwater wetlands delineation (obtained through Letter of Interpretation or Freshwater Wetlands Permit) shall be shown, including the file/permit number and resource value classification.

- Identify the 100-year flood elevation and the FEMA zone for the project area.

- All proposed construction, structures, filling, grading, excavation, clearing, limits of disturbance, utilities, landscaping and soil erosion and sediment control devices shall be clearly labeled, showing all distances and dimensions; include any relocated mean high water lines.

- A cross-section view, to scale, showing all existing and proposed structures, excavation, grading, etc., including water depth and locations as described above.

EXHIBIT 'C'

- A soil erosion and sediment control plan which is in compliance with the appropriate Soil Conservation District requirements.

- The general site location of the project, which may be on an insert from a USGS topographic quadrangle map or a county or local road map. The state plane and latitude, longitude coordinates for the project location.

- The name of the person who prepared the plan and the date it was prepared. All plans must be signed and sealed by a Professional Engineer.

SURVEY DATA:

- All survey data shall be referenced to National Geodetic Survey monumentation. First order vertical and horizontal. PID # of all monuments used shall be provided (ex. AB1234). Tidal benchmarks used/referenced shall be listed by PID # also.

- All information supplied (data, work drawings, cross-sections) shall include all raw survey data/notes.

Sample title block, to be placed in lower right hand corner.

REV DATE DESCRIPTION BY APPR

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
OFFICE OF ENGINEERING & CONSTRUCTION
BUREAU OF COASTAL ENGINEERING

EMERGENCY BULKHEAD REPAIR
BARNEGAT LIGHTHOUSE STATE PARK
BOROUGH OF BARNEGAT LIGHT
COUNTY OF OCEAN

DRAWN BY B.M.C.
CHECKED BY C.B.T.
SCALE: AS SHOWN
DATE: JAN 11 2005

APPROVALS
APPROVED BY | TITLE | DATE

PROJECT NO 4181-05
SHEET 1 OF 5
DWG NO E-34-37

EXHIBIT 'C'

ADDITIONAL ENGINEER AND DESIGN INFORMATION

In addition to the plan requirements the engineer must provide the following calculations if applicable:

- Area (sq. ft.) to be filled
- Area (sq. ft.) to be filled waterward of the High Tide Line
- Area (sq. ft.) of underwater area to be filled
- Area (sq. ft.) of intertidal zone to be filled
- Area (sq. ft.) of wetlands to be filled
- Proposed height of fill
- Volume to be discharged below the plane of (and waterward of) the High Tide Line
- Volume of material used in fill
- Area (sq. ft.) of material being excavated
- Volume of material to be excavated
- All other calculations applicable to the project

- Provide an alternative analysis for the proposed project giving discussion and/or documentation explaining why this method of shore protection is best suited for this project area. Include alternate designs for the project site and discuss what aspects do not make them optimal under the conditions of this project.

- After all permit applications have been submitted, the municipality shall supply all technical specifications for the proposed project on a CD in Microsoft Word format. The Bureau will provide a template to be used to develop the specifications for this project.

ADDITIONAL MUNICIPAL REQUIREMENTS

The municipality is responsible for providing the following:

- Execution of a future State-Aid agreement.

- The municipality, as a requirement of the State-Aid agreement, shall provide a perpetual easement for all private and public property within the project area. The language of this easement, which will be provided by the State of New Jersey, encompasses project construction and project maintenance, as well as parallel and perpendicular public access.

- Provide a certified list of all owners of real property, including easements as shown on a current tax map, within 200 feet of the project property and the disposal area property, if applicable, that shall be no more than one year old. Provide a second list, as discussed above, but limit it to the property owners directly adjacent to the project property and the disposal area property.

Contacts: Plan Requirement Information - Bruce M. Clark, GIS Specialist - 732-255-0782
Engineering and Design Information – ***ADD PROJECT ENGINEER HERE***
Permitting Information - ***ADD PROJECT ENVIRONMENTALIST HERE***

EXHIBIT 'C'