

SOLICITATION OF PROFESSIONAL SERVICES

STATE OF NEW JERSEY DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION (DPMC)

DPMC NUMBER: M1619-00 **SBE Set-Aside**
Proposed Southern Region Medical Examiner's Office
Vineland Developmental Center West Learning Center
Vineland, Cumberland County, NJ

The DPMC is seeking to engage the services of an architecture firm (Consultant) with the objective to repurpose (full renovation, small addition, and change of use) the existing learning center (TLC) building located on the Vineland Developmental Center (VDC) West Campus to accommodate the proposed Southern Region Medical Examiner's Office (full autopsy space, body refrigeration, laboratory, and office space). A current subdivision of the VDC property will enable this project to be separated from the remaining campus with utility infrastructure to support the new facility.

The scope of work for this project can be obtained via the DPMC web site at
https://www.nj.gov/treasury/dpmc/project_major_advertisements.shtml

The Consultant shall be a firm prequalified with the DPMC in: **Architecture (P001)** with a dollar rating of Unlimited. The Consultant shall also have in-house capabilities or identify sub-consultants prequalified in the following disciplines:

1. **Electrical Engineering P002,**
2. **HVAC Engineering P003,**
3. **Plumbing Engineering P004,**
4. **Civil Engineering P005,**
5. **Structural Engineering P007,**
6. **Environmental Engineering P011,**
7. **Estimating/Cost Analysis P025 and**
8. **Fire Protection Systems**

The Consultant should also identify all additional architectural, engineering and specialty consultant disciplines necessary to complete the project as described in the scope of work.

DELIVERY INSTRUCTIONS

Preliminary technical proposals (DPMC form 48B) are due to DPMC no later than **2:00 p.m., Thursday, August 08, 2024** and shall be submitted to William Mahan, Consultant Selection Coordinator, Contracts & Procurement Unit, DPMC, via email to the following email addresses: william.mahan@treas.nj.gov & mariah.greco@treas.nj.gov.

Only Adobe PDF files will be accepted. The file size cannot exceed 20 megs. Hard copies will not be accepted.

Submissions received after **2:00 p.m., Thursday, August 08, 2024** will not be considered. Only firms currently prequalified with DPMC in Architecture P001 with a rating of Unlimited or have complied with the note below regarding the submission of a firm's prequalification application by the date and time listed may submit. All joint venture firms must be separately prequalified in Architecture with at least one firm having a dollar rating of Unlimited.

Please note there is a maximum 40-page limit for preliminary technical proposals (form 48B) submitted for this project. Any information beyond the 40-page limit will not be considered.

Preliminary technical proposal forms (form 48B) are also available on the DPMC web site at
<https://www.nj.gov/treasury/dpmc/forms.shtml>

Please note: all consultant(s)/sub-consultant(s) participating on the project team must be separately prequalified by DPMC in the discipline(s) for which they will be providing professional services. If a firm is not currently prequalified, a completed prequalification application must be received by **Thursday, August 01, 2024, no later than 4:00 PM** in order for a firm to be eligible to submit on this project. Please visit the DPMC website at <https://www.nj.gov/treasury/dpmc/forms.shtml> to obtain a prequalification application (form 48A) or contact the prequalification unit at (609) 777-4561.

The consultant selection committee for this project will evaluate the form 48B preliminary technical proposals based upon:

1. Demonstration of the firm / project team's organization and
2. The firm / project team's experience on projects of a similar size and nature.

The consultant's project approach and management plan, schedule, and cost estimating/budget control will be reviewed as part of the full technical proposal which will be submitted at a later date.

Small Business Enterprise Set Aside

Pursuant to N.J.A.C. 17:13-1.1 et. seq., this project has been designated as a **Small Business Set-Aside Opportunity**.

Note: This contract includes a goal of awarding 25 percent of the total contract value to either a prime or subcontract level. The consultant selected for award must produce copies of notice(s) from the Division of Revenue & Enterprise Services designating the prime or subcontracting firm(s) as an approved Small Business Enterprise and document their team's SBE participation **prior to the award of a contract**.

All questions concerning the Small Business Set-Aside Program should be addressed to:

DIVISION OF REVENUE AND ENTERPRISES SERVICES
SMALL BUSINESS ENTERPRISE
DEPARTMENT OF THE TREASURY
33 WEST STATE STREET, 5TH FLOOR
P.O. BOX 026
TRENTON, NJ 08625-0026
PHONE: 609-292-2146
<https://www.nj.gov/treasury/revenue/business-cert-program.shtml>

Interested firms that possess the required pre-qualifications mentioned above may obtain an RFP package by contacting William Mahan of DPMC at (609) 292-4234 or by e-mail to william.mahan@treas.nj.gov.

All competing firms are required to comply with the requirements of PL 1975, c. 127 (N.J.A.C. 17:27), regarding non-discrimination requirements in the performance of state contracts.

Pursuant to Executive Order No. 166, signed by Governor Murphy on July 17, 2020, the Office of the State Comptroller ("OSC") is required to make all approved State contracts for the allocation and expenditure of COVID-19 Recovery Funds available to the public by posting such contracts on an appropriate State website. Such contracts will be posted on the New Jersey transparency website developed by the Governor's Disaster Recovery Office (GDRO Transparency Website).

The contract resulting from this [RFP/RFQ] is subject to the requirements of Executive Order No. 166. Accordingly, the OSC will post a copy of the contract, including the [RFP/RFQ], the winning bidder's proposal and other related contract documents for the above contract on the GDRO Transparency website.

CHRISTOPHER R. GEARY, ASSISTANT DEPUTY DIRECTOR
CONTRACTS & PROCUREMENT
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
STATE OF NEW JERSEY
P.O. BOX 034
TRENTON, NJ 08625-0034