

## SOLICITATION OF PROFESSIONAL SERVICES

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

DPMC NUMBER: C1101-00 **SBE Set-Aside**  
Kitchen Floor Replacement  
Garden State Youth Correctional Facility  
Chesterfield, Burlington County, NJ

The DPMC is seeking to engage the services of an architectural firm with the objective to replace the kitchen floor on the first floor and ODR (Officer Dining Room) pantry floor on the second floor of the Central Facility Building No.1 at the Garden State Youth Correction Facility (GSYCF) in Chesterfield, NJ. A temporary kitchen will be rented and located in the central court yard adjacent to the Gym.

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](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 \$15 Million or greater. The firm shall also have in-house capabilities or identify sub-consultants prequalified in the following disciplines:

1. **Electrical Engineering P002;**
2. **Plumbing Engineering P004;**
3. **Structural Engineering P007;**
4. **Estimating / Cost Analysis P025;**
5. **Asbestos Design P037;**
6. **Asbestos Safety Control Monitoring P038 and**
7. **Lead Paint Evaluation P065**

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

### DELIVERY INSTRUCTIONS

Preliminary technical proposals (DPMC 48B) are due to DPMC no later than **2:00 p.m., THURSDAY, SEPTEMBER 25, 2025** 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](mailto:william.mahan@treas.nj.gov) & [Michelle.Li@treas.nj.gov](mailto:Michelle.Li@treas.nj.gov).

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

Submissions received after **2:00 p.m., THURSDAY, SEPTEMBER 25, 2025** will not be considered. Only firms currently prequalified with DPMC in **Architecture P001** with a rating of \$15 Million or greater may submit. If a firm is not currently prequalified, DPMC must receive a completed prequalification application by **MONDAY, SEPTEMBER 22, 2025 no later than 4:00 p.m.**, and the firm must be prequalified in the required disciplines no later than the date Technical Proposals are due in order for a firm to be eligible to submit on this project. All joint venture firms must be separately prequalified in Architecture with at least one firm having a dollar rating of \$15 Million or greater.

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 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 **MONDAY, SEPTEMBER 22, 2025 no later than 4:00 p.m.**, and the firm must be prequalified in the required disciplines no later than the date Technical Proposals are due 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 preliminary technical proposals based upon:

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

The consultant's project approach and implementation plan, schedule and cost estimating/budget control will be reviewed as part of the full technical proposals 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 prequalification 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](mailto: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.

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