



**DRJTBC PROCUREMENT PROCESS GUIDELINES**

**FOR**

**PROFESSIONAL SERVICES CONSULTANTS**

**FOR THE COMMISSION'S CAPITAL PROGRAM**

**NOVEMBER 23, 2004**

## **DEFINITIONS:**

- **Letter of Interest (LOI):** A submittal to the Commission by those firms that have been prequalified in the required discipline/disciplines showing their interest and qualifications / credentials to perform the services outlined in the Commission's request for a submittal of a Letter of Interest.
- **Prequalified Consultants:** Consultants that have been prequalified by NJDOT and/or PADOT in the appropriate disciplines for the required services or as otherwise indicated in this document.
- **Professional Services Committee:** The Committee of four (4) Commissioners designated to review matters relating to Professional Services.
- **Professional Services Consultants:** Firms or businesses, individuals, Colleges and Universities, who render professional services pertaining to: research development, planning, design, construction management/construction inspection, right-of-way, appraisal, acquisition, environmental engineering and mitigation in conjunction with the improvement, enhancement, betterment, maintenance and operations of the Commission's infrastructure.
- **Proposal:** The document submitted in two envelopes by the shortlisted Consultants in response to the Commission's Request for Proposal.
- **Request for Proposal (RFP):** The Commission's request to the shortlisted consultants outlining the Background, Scope of Services, Proposal Requirements, Proposal Schedule, and Administrative and Contractual Requirements.
- **Request for Qualification (RFQ):** A publicly advertised request to firms in newspapers and trade publications to present a Statement of Qualifications to perform the services outlined in the Request for Qualification.
- **Staff Selection Committee (SSC):** A committee comprised of at least three (3) DRJTBC senior management staff who review the findings of the Technical Evaluation Committee.
- **Statement of Qualifications (SOQ):** The document submitted to the Commission in response to its publicly advertised Request for Qualifications.
- **Technical Evaluation Committee (TEC):** A Committee comprised of at least four (4) mid-level Commission staff representing, depending on the project, a composite of Engineering, Administrative and Operations staff.

## **THE DRJTBC SELECTION PROCESS**

### **LOI/RFP Process**

The following outlines the steps to be followed to award a professional services contract when there is a readily available, established and recognized prequalification of firms by PA and NJ state agencies (DOT's, Commissions and Authorities) in the required disciplines to perform the defined scope of work.

For bridge/highway infrastructure type work (System Preservation/Rehabilitation and System Enhancement) the Commission relies heavily on the prequalification information available from NJDOT and PennDOT. For example: the Commission has available to it the NJDOT Consultant/Discipline List which includes some 175 Consultants who have been prequalified and ranked in some 50 infrastructure disciplines. In many instances these consultants are also prequalified by PennDOT. The Commission uses the NJDOT Consultant/Discipline List as a base and augments it to include those PA prequalified consultants that have shown interest in working for the Commission but have not chosen to be prequalified by NJDOT. In general, this process from notice to Commission award is anticipated to take anywhere from 60 to 75 days.

1. Notice is given on the Commission's website inviting Consultants to submit a Letter of Interest for the project. The website also includes a three month look ahead for upcoming Professional Services procurements.

The Notice includes project description, evaluation criteria and submission requirements including page limitations.

The Notice also provides a listing of those firms that have been pre-qualified by PA and/or NJ state agencies (DOT's, Commissions and Authorities) in the required disciplines for the project.

2. DRJTBC Technical Evaluation Committee (TEC) reviews the LOI's for the purpose of recommending a list of firms, minimum of three (3).
3. The TEC's recommendation is reviewed by the Staff Selection Committee who then makes a recommendation to the Professional Services Committee.
4. A Request for Proposal is issued to the firms accepted by the Professional Services Committee.
5. In response to the RFP, Consultants submit detailed technical proposals
6. Technical proposals are reviewed and evaluated for their technical merit by each member of the Technical Evaluation Committee. Members of the TEC then meet to discuss and review the Technical Proposals. If necessary, Proposers may be requested to participate in an Oral Interview.
7. Following evaluation of the Technical Proposals and interviews (if necessary), the TEC prepares its evaluation.
8. The TEC's evaluation is then submitted to the Staff Selection Committee for review.

9. The Staff Selection Committee then reviews its recommendations with the Professional Services Committee.
10. The Professional Services Committee then recommends to the full Commission the award of the contract to a Proposer whose proposal has been deemed qualified through this process and, determined by the Commission to be fair, reasonable and in the best interests of the Commission.

### **RFQ/RFP Process**

The following outlines the steps to be followed to award a professional services contract when there is not a readily available, established and recognized prequalification in the required specialty/discipline and where the Commission is seeking innovative solutions to a defined problem, and when it is more likely that a varied set of skills and knowledge of state of the art technology is required to arrive at an appropriate solution.

Projects classified under System Management and System Security generally fall into this category as well as facility improvement type projects requiring knowledge in the fields of electronics, power supply, HVAC, mechanical, electrical, etc. In general, this process from notice to Commission award is anticipated to take anywhere from 90 to 120 days.

1. Notice is given on the Commission's website and advertised in newspapers and trade publications inviting Consultants to submit a Statement of Qualification for the project.

The Notice includes project description, evaluation criteria and submission requirements including page limitations.

2. DRJTBC's Technical Evaluation Committee (TEC) reviews the SOQ's for the purpose of recommending a list of firms, minimum of three (3).
3. The TEC's recommendation is reviewed by the Staff Selection Committee who then makes a recommendation to the Professional Services Committee.
4. A Request for Proposal is issued to the firms accepted by the Professional Services Committee.
5. In response to the RFP, Consultants submit detailed technical proposals.
6. Technical proposals are reviewed and evaluated for their technical merit by each member of the Technical Evaluation Committee. Members of the TEC then meet to discuss and review the Technical Proposals. If necessary, Proposers may be requested to participate in an Oral Interview.
7. Following evaluation of the Technical Proposals and interviews (if necessary), the TEC prepares its evaluation.
8. The TEC's evaluation is then submitted to the Staff Selection Committee for review.

9. The Staff Selection Committee then reviews its recommendations with the Professional Services Committee.
10. The Professional Services Committee then recommends to the full Commission the award of the contract to a Proposer whose proposal has been deemed qualified through this process and, determined by the Commission to be fair, reasonable and in the best interests of the Commission.

### **Task Order/Term Agreements Process**

The following outlines the steps followed to award a professional services contract for Task Order/Term Agreements usually with a term of two years. In general, this process from issuance of the LOI request to Commission award is anticipated to take anywhere from 30 to 45 days.

1. Notice is given on the Commission's website inviting Consultants to submit a Letter of Interest for the project.

The Notice includes project description, evaluation criteria and submission requirements including page limitations.

2. LOI's are reviewed and evaluated by each member of the Technical Evaluation Committee. The review includes qualifications (capabilities and experience) of key staff, responsiveness to the Commission's needs and approach to providing quality service to the Commission on a timely basis.
3. Members of the TEC then meet to discuss and review the LOI's. If necessary, Proposers may be requested to participate in an Oral Interview.
4. Following evaluation of the LOI's and interviews (if necessary), the TEC prepares its evaluation.
5. The TEC's evaluation is then submitted to the Staff Selection Committee for review.
6. The Staff Selection Committee then reviews its recommendation with the Professional Services Committee.
7. The Professional Services Committee then recommends to the full Commission the award of the contract to a Proposer whose LOI response has been deemed qualified through this process and, determined by the Commission to be fair, reasonable and in the best interests of the Commission.