



Delaware River
Joint Toll Bridge
Commission

PROCUREMENT PROCESS GUIDELINES
FOR
PROFESSIONAL SERVICES
IN SUPPORT OF COMMISSION OPERATIONS AND
CAPITAL IMPROVEMENT PROGRAM

July 2017

DEFINITIONS

- **Professional Services Consultants:** Firms, businesses, individuals, or research institutions who render professional services pertaining to research, development, planning, design, construction management/construction inspection, or right-of-way appraisal and acquisition in conjunction with the improvement, enhancement, betterment, maintenance and operations of the Commission's infrastructure.
- **Request for Proposal (RFP):** The Commission's request to consultants outlining the Background, Scope of Services, Proposal Requirements, Proposal Schedule, and Administrative and Contractual Requirements.
- **Proposal:** The document submitted in two separate envelopes (technical and fee) by Consultants in response to the Commission's Request for Proposal.
- **Request for Qualifications (RFQ):** A publicly released request online or in newspapers and/or trade publications to present a Statement of Qualifications to perform the services outlined in the Request for Qualifications. The RFQ may, by itself, lead directly to a contract award.
- **Statement of Qualifications (SOQ):** The document submitted to the Commission in response to its publicly released/advertised Request for Qualifications.
- **Technical Evaluation Committee (TEC):** A Committee of Commission staff representing, depending on the project, a composite of Engineering, Administrative and Operations staff who performs an evaluation of professional services proposals and presents its findings to the Senior Selection Committee (SSC).
- **Senior Selection Committee (SSC):** A committee comprised of executive management staff who review the findings of the Technical Evaluation Committee and make award recommendations to the Professional Services Committee.
- **Professional Services Committee:** A subcommittee of the Board of Commissioners designated to review matters relating to Professional Services.

THE DRJTBC SELECTION PROCESS

RFP PROCESS (One-Step Process)

The following outlines the steps to be followed to award a professional services contract when there is a readily available, established and recognized group of qualified firms with experience with 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 prior project experience information available for NJDOT, PennDOT, Toll Agencies, Counties, Cities, and other state and regional agencies. 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 occasionally by advertisement) inviting Consultants to submit a Proposal for the project. The website includes a several-month look ahead for upcoming Professional Services procurements. The project notice includes project description, evaluation criteria and submission requirements including page limitations.
2. In response to the RFP, to the extent necessary as outlined in the RFP, Consultants submit detailed technical and fee proposals in separate sealed envelopes.
3. A TEC for the project is designated by the Chief Engineer. All technical proposals are reviewed and evaluated individually by each member of the TEC. The TEC then meets to discuss their reviews of the Technical Proposals. The TEC prepares its evaluation.
4. The TEC then meets with the SSC to review the evaluations and recommend a shortlist of highly qualified firms for interviews as deemed necessary by the SSC,
5. The TEC conducts interviews (if necessary) then meets with and presents its final evaluation findings to the Senior Selection Committee.
6. The Senior Selection Committee then reviews its recommendations with the Professional Services Committee.
7. The Professional Services Committee recommends to the full Commission authorization to negotiate with the firm whose proposal has been deemed to be qualified and determined to be fair, reasonable and in the best interest of the Commission.
8. Upon a successful negotiation process, the SSC recommends to the Professional Services Committee award of the contract by the full Commission.

RFQ/RFP PROCESS (Two-Step 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 group of prequalified firms 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 sometimes fall into this category as well a facility improvement type projects requiring knowledge in the fields of electronics, power supply, HVAC, mechanical, electrical, etc. In general, this two-step process from notice to Commission award is anticipated to take anywhere from 150 to 180 days.

1. Notice is given on the Commission's website and also usually advertised in newspapers and trade publications inviting Consultants to submit a Statement of Qualifications (SOQ) for the project. The notice includes project description, evaluation criteria and submission requirements including page limitations.
2. A TEC reviews the submitted SOQ's for the purpose of recommending a shortlist of firms for further consideration.
3. The TEC's recommendation is reviewed by the SSC who then makes a recommendation to the Professional Services Committee.
4. A Request for Proposal (RFP) is issued to the shortlist of firms accepted by the Professional Services Committee.
5. In response to the RFP, Consultants submit detailed technical and fee proposals in separate sealed envelopes.
6. A TEC for the project is designated by the Chief Engineer. All technical proposals are reviewed and evaluated individually by each member of the TEC. The TEC then meets to discuss their reviews of the Technical Proposals. The TEC prepares its evaluation.
7. The TEC then meets with the SSC to review the evaluations and recommend a shortlist of highly qualified firms for interviews as deemed necessary by the SSC,
8. The TEC conducts interviews (if necessary) then meets with and presents its final evaluation findings to the SSC.
9. The SSC then reviews its recommendations with the Professional Services Committee.
10. The Professional Services Committee recommends to the full Commission authorization to negotiate with the firm whose proposal has been deemed to be qualified and determined to be fair, reasonable and in the best interest of the Commission.
11. Upon a successful negotiation process, the SSC recommends to the Professional Services Committee award of the contract by the full Commission.