

ARCHITECT-ENGINEER PRELIMINARY PROPOSAL

NJSCC FORM 200 INSTRUCTIONS

Purpose:

This form is a supplement to the Architect-Engineer Prequalification Application (NJSCC Form 100). Its purpose is to provide additional information regarding the qualifications of interested firms to undertake a specific NJSCC project. Firms submitting this form must be Prequalified with the NJSCC for the appropriate discipline and dollar rating as specified in the project advertisement.

Definitions:

“**Principals**” are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

“**Discipline**” refers to the primary technical capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual’s primary technical discipline.

“**Joint Venture**” is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

“**Key Technical Persons**” refer to individuals who will have major project responsibility or will provide unusual or unique capabilities for the project under consideration.

Instructions for Filing (Numbers below correspond to numbered questions contained in form):

1. Provide package number, school district and package name.
2. Show the name, address and federal tax identification number of the firm (or joint venture), which is submitting this form.
 - 2a. List the name, title, telephone number, email address and fax number of the **principal** who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters.
3. Answer only if this form is being submitted by a joint venture. Show the name, address and federal tax identification number of each joint venture participant.

4. Insert the number of **key technical persons** by discipline proposed for the project. Indicate the firm name and address (in-house or sub-consultant) for each required discipline as listed in the NJSCC Project Advertisement and indicate the NJSCC Prequalification Discipline and Dollar Rating for each, as well as M/W/SBE status if applicable. Note, while some personnel may be qualified in several disciplines, each person should be listed only once in accord with his or her primary function.
5. Provide requested resume information for all **in-house key technical persons** listed in question four (4). Do not attach a separate resume. The form may be photocopied as necessary. Each resume must include: (a) name of each key person and his or her title, (b) the project assignment or role which that person will be expected to fulfill in connection with this project, (c) years of relevant experience with present firm and other firms, (d) the academic degree(s) achieved, the discipline covered, and the year received, (e) if registered as an architect, engineer, surveyor, etc., show only the field of registration and the year that such registration was first acquired, (f) a synopsis of experience, training, or other qualities which reflect the individual's potential contribution to this project. Include such data as: familiarity with NJSCC procedures, similar type of work performed in the past, management abilities, etc. Please limit synopsis to directly relevant information and the space provided.
6. Provide requested resume information for all **sub-consultant key technical persons** listed in question four (4). Do not attach a separate resume. The form may be photocopied as necessary. Each resume must include: (a) name of each key person and his or her title, (b) the project assignment or role which that person will be expected to fulfill in connection with this project, (c) the name of the firm with whom the individual is presently associated, (d) years of relevant experience with present firm and other firms, (e) the academic degree(s) achieved, the discipline covered, and the year received, (f) if registered as an architect, engineer, surveyor, etc., show only the field of registration and the year that such registration was first acquired, (g) a synopsis of experience, training, or other qualities which reflect the individual's potential contribution to this project. Include such data as: familiarity with NJSCC procedures, similar type of work performed in the past, management abilities, etc. Please limit synopsis to directly relevant information and the space provided.
7. List up to ten (10) projects completed within the past five (5) years which demonstrate the **firm's or joint venture's** competence to perform work **similar in size and scope** to that likely to be required on this project. Prime consideration will be given to projects that illustrate respondent's capability for performing work similar to that being sought. Required information must include: (a) name and location of project, (b) brief description of type and extent of services provided for each project (note: submissions by joint ventures should indicate which member of the joint venture was the prime on that particular project and what role it played), (c) name, address and phone number of project owner, (d) completion date, (e) total construction cost of completed project and that portion of the cost of the project for which the firm was responsible.
8. List up to ten (10) projects completed within the past five (5) years which demonstrate **each sub-consultant's** competence to perform work **similar in size and scope** to that likely to be required on this project. Use a separate page for each sub-consultant utilized. Prime consideration will be given to projects that illustrate the sub-consultant's capability for performing work similar to that being sought. Required information must include: (a) name and location of project, (b) brief description of type and extent of services provided for each project, (c) name, address and phone number of project owner, (d) completion date, (e) total construction cost of completed project and that portion of the cost of the project for which the firm was responsible.

9. A principal of the firm (or joint venture) or an authorized representative must sign and date the certification attesting to the form's accuracy.

Scoring:

The Selection Committee will evaluate responsive Preliminary Proposals to determine the short-list of the most qualified firms eligible to submit Technical and Fee Proposals.

The evaluation for the short-list will be based on the following criteria:

1. The firm's experience in performing work similar in size and scope to the project.
2. The qualifications of the firm's key technical persons.
3. The sub-consultants' (or in-house, if applicable) experience in performing work similar in size and scope to the project.
4. The qualifications of the sub-consultants' (or in-house, if applicable) key technical persons.

Each criterion will be assigned up to 25 points (for a maximum total of 100 points) by each Selection Committee Member according to the following:

| Experience/Qualifications | Score |
|----------------------------------|--------------|
| Excellent | 21-25 |
| Very Good | 16-20 |
| Good | 11-15 |
| Poor | 0-10 |

Conflicts of Interest:

The NJSCC will not permit Sub-consultants of a Regional PMF, who provide services to the school district identified in this proposal, to be engaged as a Prime or Sub-consultant for this engagement.

4. Proposed Project Team.

List Key Technical Persons and Firm Names (In-House or Sub-Consultant's Name) to cover each required discipline as listed in the NJSCC Project Advertisement.

| Discipline | Number of Key Technical Persons by Discipline (List each person only once, by primary function) | Firm Name and Address (Indicate In-House or Sub-Consultant's Name and Address) | NJSCC Prequalification Discipline | NJSCC Prequalification \$ Rating and M/W/SBE Status (if applicable) |
|-------------------------------|--|---|--|--|
| Architectural | | | | |
| HVAC Engineering | | | | |
| Plumbing Engineering | | | | |
| Electrical Engineering | | | | |
| Structural Engineering | | | | |
| Civil Engineering | | | | |
| Other: | | | | |
| Other: | | | | |
| Other: | | | | |

5. RESUME INFORMATION FOR IN-HOUSE KEY TECHNICAL PERSONS

This form may be photocopied as necessary

| In-House Key Technical Person | In-House Key Technical Person |
|---|---|
| Name and Title: | Name and Title: |
| Project Assignment: | Project Assignment: |
| Years of Experience: With this Firm: With Other Firms: | Years of Experience: With this Firm: With Other Firms: |
| <u>Degree(s)</u> <u>Year Received</u> <u>Specialization/Discipline</u> | <u>Degree(s)</u> <u>Year Received</u> <u>Specialization/Discipline</u> |
| Active License/Registration: <u>Year First Licensed/Registered</u> <u>Discipline</u> | Active License/Registration: <u>Year First Licensed/Registered</u> <u>Discipline</u> |
| Other Experience and Qualifications relevant to the proposed project: | Other Experience and Qualifications relevant to the proposed project: |

6. RESUME INFORMATION FOR SUB-CONSULTANT KEY TECHNICAL PERSONS

This form may be photocopied as necessary

| Sub-Consultant Key Technical Person | Sub-Consultant Key Technical Person |
|---|---|
| Name and Title: | Name and Title: |
| Project Assignment: | Project Assignment: |
| Name of Firm with which associated: | Name of Firm with which associated: |
| Years of Experience: With this Firm: With Other Firms: | Years of Experience: With this Firm: With Other Firms: |
| <u>Degree(s)</u> <u>Year Received</u> <u>Specialization/Discipline</u> | <u>Degree(s)</u> <u>Year Received</u> <u>Specialization/Discipline</u> |
| Active License/Registration: <u>Year First Licensed/Registered</u> <u>Discipline</u> | Active License/Registration: <u>Year First Licensed/Registered</u> <u>Discipline</u> |
| Other Experience and Qualifications relevant to the proposed project: | Other Experience and Qualifications relevant to the proposed project: |

7. WORK BY FIRM OR JOINT-VENTURE SIMILAR IN SIZE AND SCOPE TO THIS PROJECT

(Maximum: 10 Completed Projects within the past 5 years)

| Project Name and Location | Nature of Firm's Responsibility | Project Owner's Name, Address and Phone Number | Completion Date | Total Construction Cost | |
|---------------------------|---------------------------------|--|-----------------|-------------------------|-------------------------------------|
| | | | | Entire Project | Work for Which Firm Was Responsible |
| 1) | | | | | |
| 2) | | | | | |
| 3) | | | | | |
| 4) | | | | | |
| 5) | | | | | |
| 6) | | | | | |
| 7) | | | | | |
| 8) | | | | | |
| 9) | | | | | |
| 10) | | | | | |

8. WORK BY SUB-CONSULTANT SIMILAR IN SIZE AND SCOPE TO THIS PROJECT

(Maximum: 10 Completed Projects within the past 5 years)

Use separate page for each sub-consultant utilized

| Project Name and Location | Nature of Firm's Responsibility | Project Owner's Name, Address and Phone Number | Completion Date | <u>Total Construction Cost</u> | |
|---------------------------|---------------------------------|--|-----------------|--------------------------------|-------------------------------------|
| | | | | Entire Project | Work for Which Firm Was Responsible |
| 1) | | | | | |
| 2) | | | | | |
| 3) | | | | | |
| 4) | | | | | |
| 5) | | | | | |
| 6) | | | | | |
| 7) | | | | | |
| 8) | | | | | |
| 9) | | | | | |
| 10) | | | | | |

9. CERTIFICATION

I, being a principal of the firm (or joint-venture), or an authorized representative, certify that the information supplied herein is complete and accurate to the best of my knowledge.

Name (printed): _____

Title: _____

Signature: _____

Date: _____

IMPORTANT NOTICE

YOUR SUBMISSION MUST BE LIMITED TO THIS FORM AND INCLUDE ONLY BLACK AND WHITE TEXT. PHOTOGRAPHS MUST NOT BE INCORPORATED INTO THIS FORM.

ANY AND ALL ADDITIONAL DOCUMENTATION SUBMITTED (E.G., BROCHURES, PHOTOGRAPHS, MARKETING MATERIALS, ETC.) WILL BE DISCARDED AND NOT REVIEWED BY THE SELECTION COMMITTEE.

CONFINE ALL ANSWERS TO THE SPACE PROVIDED IN THE APPLICATION. SUPPLEMENTAL SHEETS (EXCEPT WHERE SPECIFICALLY PERMITTED) WILL BE DISCARDED AND NOT REVIEWED BY THE SELECTION COMMITTEE.

FIRMS NOT ADHERING TO THE ABOVE MAY BE DEEMED NON-RESPONSIVE AND THE SUBMISSION MAY NOT BE REVIEWED.