

RE: New Jersey Turnpike Authority Engineering Consultant Prequalification

To All Concerned:

In order to be eligible to submit Expressions of Interest for Engineering, Architectural and Environmental Consulting Services your firm must be prequalified with the Authority.

A complete set of prequalification documents is enclosed. To apply for prequalification as a prime consultant, you need to furnish the Authority with information about the firm's history, size, capabilities, filing status (SBE, etc.) and other general information and identify the specialty fields in which you seek to be prequalified. Documentation in support of this request for prequalification must be provided in the specified format. Information you provide in the specified format will be entered into our consultant prequalification database. Only those firms which have prequalified for the type of services each project entails will be considered and solicited for Expression of Interest or Technical Proposals. If you file as a SBE firm, you must submit a copy of an unexpired SBE Certificate issued to your firm by the Department of Treasury, Division of Minority and Women Business Development. Prequalification is not required for subconsultant services.

The attached package includes a Professional Services Prequalification Questionnaire, a blank "Request for Prequalification" form, and a listing of specialty fields identified by services group/profile code. You must copy the "Request for Prequalification" form, and for each separate service group/profile code for which you seek prequalification, complete the form and attach the necessary pages to furnish the historical record data (items A through G) in the outlined format. It is required that you use the supplied New Jersey Turnpike Authority forms. Forms can also be printed from the Authority's Internet web site "www.state.nj.us/turnpike." Submit one original signed Professional Services Prequalification Questionnaire. We do not accept electronically submitted requests for prequalification.

All applications must include the firm's two most recent annual audited financial statements, including a balance sheet and income statement. The financials should be dated within one year prior to submittal of the application. If audited financial statements are not available, the firm may submit unaudited financial statements. These should include a statement from an officer of the firm that this firm is not required to have an annual financial audit performed and that these statements present fairly in all material respects the financial condition of the firm. If the last audited financials are more than 12 months old, both audited and unaudited financials should be submitted along with an estimate of when the current financials will be available.

You are reminded that all corporations, except those incorporated under the N.J. Professional Services Corporation Act (N.J.S.A. 14a: 17-1 et seq.), which furnish professional engineering or surveying services are required by law (N.J.S.A. 45:8-56) to obtain from the N.J. Board of Professional Engineers and Land Surveyors a Certificate of Authorization. A copy of this Certificate or verification that your firm is exempt from this requirement must be included when you apply for prequalification.

Please do not enclose brochures or other forms of promotional material or for that matter, any information other than that which is required.

Forms should be mailed to the following address:

New Jersey Turnpike Authority
Engineering-Administration
P.O. Box 5042 Woodbridge, NJ 07095-5042

The consultant prequalification questionnaire is valid for a period of two years. Every two years, you are required to submit a complete new request for prequalification. You are also required to inform the Authority and resubmit your request for your prequalification if there is a significant change in the information within the two-year period. To allow us to keep your database record current, you must inform us, in writing, of company name changes, address changes, contact person changes, phone number changes, and any other changes necessary for accurate and prompt contact and correspondence with your firm.

If there are questions regarding the process, kindly refrain from telephoning. Either write or FAX (732) 750-5493.

Very truly yours,

Jennifer Romero
Engineering Project Analyst

/JR
Enclosure

NEW JERSEY TURNPIKE AUTHORITY

INSTRUCTIONS FOR COMPLETION OF NJTA PROFESSIONAL SERVICE PREQUALIFICATION QUESTIONNAIRE APPLICABLE TO PRIME CONSULTANTS

PLEASE FOLLOW THE INSTRUCTIONS BELOW CAREFULLY AS YOU COMPLETE THE ATTACHED FORMS. **FORMS THAT ARE INCOMPLETE WILL NOT BE FILED.** IF ANY PARTICULAR QUESTION IS NOT APPLICABLE, PLEASE NOTE BY PLACING AN "N/A" IN THE SPACE PROVIDED. SHOULD YOU CHOOSE NOT TO COMPLETE ANY QUESTION, PLEASE PROVIDE THE REASON WHY.

BOX NO. INSTRUCTIONS

1. Please provide the correct mailing address for the firm.
1a. If your firm is a subsidiary, division or branch, please circle which applies.
2. Please provide date of establishment of the firm seeking prequalification.
3. Self-explanatory
4. Self-explanatory – As of 7/1/05 Notice of RFEOIs will only be sent via e-mail
5. Self-explanatory
6. Provide at least city & state for address for a period not less than the past 10 years.
7. Provide street address; include total personnel and a breakdown of professional/technical versus administrative.
- 7a. Count each staff member only once.
8. List Service Groups/Profile Codes of each specialty field in which you seek to be prequalified. For each code listed a completed Request for Prequalification (PSC 8/19/97) with documentation must accompany this questionnaire.
8. List Service Groups/Profile Codes of each specialty field in which you seek to be
9. Complete the years starting with the most recent completed year.
10. Use the appropriate index number found in this box to complete information for each year listed in Box No. 9.

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11. Self-explanatory
12. Indicate if your firm has been certified by the New Jersey Commerce and Economic Growth Commission. You must include a copy of the Certificate.
13. You are not required to provide the name of the firm's insurance carriers. List limits of coverage in thousands of dollars.
14. Sum of the three categories should not exceed 100%; should reflect a weighted average of clients served over the past 5 years.
15. Self-explanatory
16. You are expected to separately list each Service Group/Profile Code for which you seek prequalification (as also listed in Box No. 8). Projects listed in this Box should be work performed solely by the firm and professional fees earned solely by the firm for the Profile Code listed.
17. Please provide name, address and principals of consulting firms regularly doing business with your firm.
18. Application will not be accepted if not signed by an officer of the firm.

**Professional
Services
Prequalification
Questionnaire**

1. Firm Name / Business Address / Telephone Number
1a. Submittal is for : Parent Co. Subsidiary/Division/Branch

2. Yr. Present Firm was Established:

3. Date Prepared:

4. FAX Number: E-Mail Address: Website:

5. Name of Principals to Contact: Title/Telephone #

6. Former Firm Name(s) and Year(s) Established: (if any)

7. List Present Offices: street address/city/state/telephone #/# of personnel in each office

7a. Personnel by Discipline (list each person only once by primary function) Administrative Electrical Eng. Structural Eng. Architects Estimators Surveyors Chemical Eng. Geotechnical Eng. Traffic Eng. Civil/Highway Eng. Landscape Architect Water Resources Eng. Construction Eng. Mechanical Eng. Computer Programmers Construction Insp. Planners CADD Operators Draftsman Sanitary Eng. Environmental Eng. Specs Writers Other:

8. For which specialty field do you seek prequalification? List profile codes as per attachment. _____

<p>9. Summary of Gross Professional Fees Received</p> <p>(Last 5 calendar years; Insert Index Number from Item No. 10)</p> <p>19____ 20____ 20____ 20____ 20____</p>		<p>10. Range of Professional Service Fees</p> <p>1. Less than \$100,000 5. \$1M - \$3M</p> <p>2. \$100,000 - \$250,000 6. \$3M - \$6M 3. \$250,000 - \$500,000 7. \$7M - \$9M 4. \$500,000 - \$1M 8. \$10M - Greater</p>
<p>11. Type of Ownership _ Individual _ Partnership _ Corporation (State_____) _ Partnership (Specify_____)</p>	<p>12. Filing Status __ SBE</p>	<p>13. Indicate Firm's Standard Insurance Coverage: (\$ limits in thousands) a. Comprehensive Automobile Liability b. Comprehensive General Liability c. Professional Liability d. Workers' Compensation e. Other (Specify)</p>
<p>14. What types of clients do you serve? % of each a. Private b. Non-Profit c. Government</p>	<p>15. Has this Firm (or firm under a previous name) every worked for NJTA? Please provide name of project(s) and year(s) while under previous name. (Past ten years only)</p>	

16. Synopsis of Firm's Project Experience by Profile Code: (LAST 5 YEARS ONLY)

Profile Code	Number of Projects	Total Gross Fees

17. List all subconsultants regularly used by your firm:

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18. I, being duly authorized, certify that the information supplied in the NJTA Professional Services Prequalification Questionnaire, including all attachments, is complete and correct to the best of my knowledge. Falsification of any of the information provided shall result in immediate disqualification.

Name (signature)

Date

Witness (signature)

Date

Name and Title (typed)

Witness and Witness's Title (typed)

NEW JERSEY TURNPIKE AUTHORITY

Request for Prequalification

Service Group _____

Specialty Field Profile Code _____ Title _____

Date ___/___/___

Firm Name:

Address:

Contact Person:

Tel. No.

Credentials

Name of individual in charge of that section of the firm which provides the services in the specialty field for which prequalification is requested:

Number of active employees who qualify as specialists in the field by virtue of education, training, membership in professional organizations and experience:

Historical Record

On separate pages attached to this form, and in the format below indicated, furnish information on a project basis relating to previous experience in the specialty field (profile code) requested. For the experience to be credited, the date of award of the engineering agreement for each project cited must be within five years of the application date.

- A. Project Title/Description:
- B. Name of individual in responsible charge of supplying services:
- C. Client (Agency):
Contact Person Name:
Tel. No.
- D. Describe specific services furnished for the project in the specialty field for which prequalification is requested:
- E. Amount of fee for the services relating to the specialty field:
- F. Date when project was awarded:
- G. Current progress status (% Complete):

SCHEDULE OF SERVICE GROUPS/PROFILE CODES

Service Group A: DESIGN/PREPARATION OF CONTRACT DOCUMENTS

Code Specialty Field

- A 060 Architecture: New Buildings
- A 061 Architecture: Renovations
- A 062 Building Mechanical Systems
- A 063 Building Electrical Systems
- A 064 Building Structural Systems
- A 090 Bridges: New
- A 091 Bridges: Widening and Modifications
- A 092 Bridges: Miscellaneous Repairs
- A 093 Bridges: Deck Replacements & Rehabilitations
- A 094 Bridges: Painting/Repainting Systems
- A 095 Bridges: Deck Reconstruction
- A 096 Bridges: Security Improvements
- A 097 Bridges: Seismic Retrofits
- A 130 Communication Systems: Tel/Radio/Microwave/Fiberoptic
- A 210 Building Fire Suppression Systems
- A 230 Fuel Distribution and Storage Systems
- A 250 Fully Controlled Access Highways
- A 251 Arterials Other Than Fully Controlled Access Highways
- A 252 Complex Interchanges
- A 253 Signalized Intersections
- A 254 Parking Facilities
- A 255 Parking Garages
- A 256 Toll Plazas (site, islands, tunnels, canopy)
- A 257 Roadside Safety Features
- A 258 Roadway Sound Barrier (not Acoustics)
- A 265 Roadway Storm Water Collection Systems
- A 290 Landscaping
- A 300 Roadway Lighting Systems
- A 301 Building Lighting Systems
- A 410 Building Security Systems
- A 500 Traffic Control Systems
- A 501 Automatic Traffic Control & Surveillance systems
- A 540 Water Treatment Facilities
- A 541 Water Supply and Distribution Systems

Service Group B: CONSTRUCTION MANAGEMENT & INSPECTION

- B 151 Construction Management
- B 152 Project Management (Scheduling)
- B 151 Construction Management
- B 152 Project Management (Scheduling)
- B 153 Roadway Construction Inspection
- B 154 Roadway Resurfacing Inspection
- B 155 Bridge Construction Inspection
- B 156 Bridge Repair Inspection
- B 156S Bridge Repair Inspection-Specialized
- B 157 Bridge Deck Repair/Replacement Inspection
- B 158 Bridge Repainting Inspection
- B 159 Building Construction & Renovations Inspection

Service Group C: ENVIRONMENTAL (includes all phases)

- C 070 Asbestos Abatement: Surveys, Design and Inspections
- C 190 Preparation of EIS and EA's
- C 191 Wetland Delineations
- C 192 Archaeological/Cultural Resource Studies
- C 193 Air Quality Analysis/Noise Studies
- C 194 Site Investigations (incl. Hazardous Waste Screening)
- C 195 Soil & Groundwater Remediation Investigations
- C 196 Soil & Groundwater Remediation Design
- C 197 Remediation Systems: Operation & Maintenance
- C 199 Industrial Hygiene Studies
- C 420 Wastewater Treatment Facility: Design
- C 421 Wastewater Treatment Facility: Construction Inspection
- C 422 Wastewater Treatment Facility: Operation & Maintenance
- C 423 Wastewater Collection, Treatment & Disposal
- C 441 Soil Management & Reuse Plans
- C 442 Health & Safety Plans

Service Group D: STUDIES, INVESTIGATIONS & INSPECTIONS

- D 020 Highway Acoustic & Noise Abatement Studies
- D 030 Aerial Photogrammetry
- D 098 Bridge Management Systems
- D 140 Computer Facilities and Services
- D 141 Computer Software: Application Design
- D 280C Bridges -NBIS Program, Complex
- D 280R Bridges -NBIS Program, Routine
- D 281 Sign Bridge Inspections
- D 291 Landscaping: Horticulture/Forester/Arborist
- D 320 Material Testing & Inspection

Service Group D: STUDIES, INVESTIGATIONS & INSPECTION

- D 400 Safety: Regulatory Compliance Assistance
- D 401 Safety: Training Services
- D 440 Geotechnical Studies & Subsurface Investigations
- D 450 Bridges: Seismic Risk & Vulnerability Analysis
- D 470 Surveying: Topographic
- D 471 Surveying: Property & ROW
- D 490 Transportation Planning: Location & Alignment Studies
- D 491 Transportation Planning: Alternative Analyses
- D 492 Traffic Engineering: Data Collection & Demand Modeling
- D 493 Traffic Engineering: Toll Revenue & Sensitivity Analysis
- D 510 Bridges: Underwater Inspections
- D 530 Value Engineering
- D 600 Geographic Information Systems (GIS)