

## REQUEST FOR PROPOSALS

PROJECT: Newark Readiness Center Commissioning Services  
PROJECT #: NW005 X  
LOCATION: 120 Roseville Ave., Newark, NJ 07107  
OWNER: New Jersey Department of Military & Veterans Affairs  
EST. COST: \$50,000

Sealed proposals will be received in the New Jersey Department of Military and Veterans Affairs (NJDMAVA), Business Management Bureau, Contract Administration Office by e-mail only until **2:00 PM on 20 January 2026**. No proposal will be accepted thereafter.

Please email Bid Proposals and Technical Packages no larger than 15MB in PDF format to [bids@dmava.nj.gov](mailto:bids@dmava.nj.gov) by **2:00 PM on 20 January 2026**. Please indicate the Project Number in the Subject Line of the email. Once your proposal has been received via email you will receive an email confirming your bid submission.

DMAVA is soliciting proposals for the following prime consultant professional services. Offerors shall be prequalified in the following classification pursuant to N.J.S.A. 52-35-3 by the Department of Treasury, Division of Property Management and Construction (DPMC). Bidders are required to submit a copy of the DPMC prequalified classification with their bid. The following classification is required:

### **P019 - Building Commissioning**

Current proof must be on file in DPMC and/or submitted to this office not later than the PROPOSAL DUE DATE AND TIME. Failure to do so may result in the disqualification of the offeror.

Offerors are required to submit a copy of proof of registration with the NJSTART program. Information regarding NJSTART may be obtained at the following web site: [WWW.NJSTART.GOV](http://WWW.NJSTART.GOV)

Contract Documents may be obtained by emailing Deborah Soto ([Deborah.Soto@dmava.nj.gov](mailto:Deborah.Soto@dmava.nj.gov)) in the DMAVA CFMO Business Management Bureau's Office. No offeror may withdraw his proposal within ninety (90) calendar days after the actual date of the opening thereof.

Attention of offerors is particularly called to the requirements as to condition of employment to be observed and minimum wage rates to be paid under the contract.

Offerors are required to comply with the requirements of P.L. 1975, C.127 Affirmative Action Program, and P.L. 1945, C.169 Law Against Discrimination.

**A MANDATORY PRE-PROPOSAL MEETING** will be conducted at **9:00am local time on 06 January 2026**. The Pre-Proposal meeting will be conducted virtually on the MS Team meeting platform. Offerors are recommended to join the video conference via the MS Teams platform, but a call in number is provided as well.

Meeting Link: <https://tinyurl.com/3pswmw5t> Meeting ID: 218 780 790 739, Passcode: su6mg6BQ  
Call in Number: 856-338-7074, Phone conference ID:79994137#

Questions related to this ad should be directed to Ms. Debbie Soto at 609-530-7115, Business Management Bureau, between the hours of 8:00 AM and 4:00 PM Monday thru Thursday.

MICHAEL RHODES  
Contracting Officer  
Department of Military and Veterans Affairs