

## SOLICITATION OF PROFESSIONAL SERVICES

### STATE OF NEW JERSEY DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION (DPMC)

DPMC NUMBER: M1640-00 SBE Set-Aside  
Holly Hall – Roof Replacement  
Ancora Psychiatric Hospital  
Winslow Township, Camden County, NJ

The DPMC is seeking to engage the services of a roofing consultant firm with the objective of this project to install approximately 26,900 square feet of a new roofing system at Holly Hall at Ancora Psychiatric Hospital.

The scope of work for this project can be obtained via the DPMC web site at [https://www.nj.gov/treasury/dPMC/project\\_major\\_advertisements.shtml](https://www.nj.gov/treasury/dPMC/project_major_advertisements.shtml)

The consultant shall be a firm prequalified with the DPMC in: **Roofing Consultant (P035)** with a dollar rating of \$3 Million or greater. The firm shall also have in-house capabilities or identify sub-consultants prequalified in the following disciplines:

1. **Structural Engineering P007;**
2. **Estimating / Cost Analysis P025;**
3. **Roofing Inspection P028;**
4. **Asbestos Design P037;**
5. **Asbestos Safety Control Monitoring P038 and**
6. **Lead Paint Evaluation P065**

The firm should also identify all other architectural, engineering and specialty disciplines necessary to complete the project as described in the scope of work.

### DELIVERY INSTRUCTIONS

Preliminary technical proposals (DPMC 48B) are due to DPMC no later than **2:00 p.m., TUESDAY, JULY 14, 2026** and shall be submitted to Michelle Li, Consultant Selection Coordinator, Contracts & Procurement Unit, DPMC, via email to the following email addresses: [william.mahan@treas.nj.gov](mailto:william.mahan@treas.nj.gov) & [michelle.li@treas.nj.gov](mailto:michelle.li@treas.nj.gov).

Only Adobe PDF files will be accepted. The file size cannot exceed 20 MB. Hard copies will not be accepted. **No information regarding fees, or from which your potential fee can be derived, is to be included in your 48b Preliminary Technical proposal.**

Submissions received after **2:00 p.m., TUESDAY, JULY 14, 2026** will not be considered. Only firms currently prequalified with DPMC in **Roofing Consultant P035** with a rating of \$3 Million or greater may submit. If a firm is not currently prequalified, DPMC must receive a completed prequalification application by **THURSDAY, JULY 02, 2026 no later than 4:00 p.m.**, and the firm must be prequalified in the required disciplines no later than the date Technical Proposals are due in order for a firm to be eligible to submit on this project. All joint venture firms must be separately prequalified in Roofing Consultant with at least one firm having a dollar rating of \$3 Million or greater.

Please note there is a maximum 40-page limit for preliminary technical proposals (Form 48B) submitted for this project. Any information beyond the 40-page limit will not be considered.

Preliminary technical proposal Forms 48B are also available on the DPMC web site at <https://www.nj.gov/treasury/dPMC/forms.shtml>

Please note: all consultant(s)/sub-consultant(s) participating on the project team must be separately prequalified by DPMC in the discipline(s) for which they will be providing professional services. If a firm is not currently prequalified, a completed prequalification application must be received by **THURSDAY, JULY 02, 2026 no later than 4:00 p.m.**, and the firm must be prequalified in the required disciplines no later than the date Technical Proposals are due in order for a firm to be eligible to submit on this project. Please visit the DPMC website at <https://www.nj.gov/treasury/dPMC/forms.shtml> to obtain a prequalification application (Form 48A) or contact the prequalification unit at (609) 777-4561.

The consultant selection committee for this project will evaluate the preliminary technical proposals based upon:

1. Demonstration of the firm / project team & organization and
2. The firm / project team's experience on projects of a similar size and nature.

The consultant's project approach and implementation plan, schedule and cost estimating/budget control will be reviewed as part of the full technical proposals which will be submitted at a later date.

### **Small Business Enterprise Set Aside**

Pursuant to N.J.A.C. 17:13-1.1 et. seq., this project has been designated as a **Small Business Set-Aside Opportunity**.

**Note:** This contract includes a goal of awarding 25 percent of the total contract value to either a prime or subcontract level. The consultant selected for award must produce copies of notice(s) from the Division of Revenue & Enterprise Services designating the prime or subcontracting firm(s) as an approved Small Business Enterprise and document their team's SBE participation **prior to the award of a contract**.

All questions concerning the Small Business Set-Aside Program should be addressed to:

DIVISION OF REVENUE AND ENTERPRISES SERVICES  
SMALL BUSINESS ENTERPRISE  
DEPARTMENT OF THE TREASURY  
33 WEST STATE STREET, 5TH FLOOR  
P.O. BOX 026  
TRENTON, NJ 08625-0026  
PHONE: 609-292-2146

<https://www.nj.gov/treasury/revenue/business-cert-program.shtml>

Interested firms that possess the required prequalification mentioned above may obtain an RFP package by contacting Michelle Li of DPMC at (609) 984-1231 or by e-mail to [Michelle.Li@treas.nj.gov](mailto:Michelle.Li@treas.nj.gov).

All competing firms are required to comply with the requirements of PL 1975, c. 127 (N.J.A.C. 17:27), regarding non-discrimination requirements in the performance of state contracts.

CHRISTOPHER R. GEARY, ASSISTANT DEPUTY DIRECTOR  
CONTRACTS & PROCUREMENT  
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION  
STATE OF NEW JERSEY  
P.O. BOX 034  
TRENTON, NJ 08625-0034