



**REQUEST FOR QUALIFICATIONS
TECHNICAL PROFESSIONAL SERVICES
UNDER A FAIR AND OPEN PROCESS**

PORT PLANNING SERVICES

Proposal # SJPC-04-0068

**SOUTH JERSEY PORT CORPORATION
Two Aquarium Loop Drive, Suite 100
CAMDEN, NJ 08103**

**PROPOSAL DUE DATE:
THURSDAY, JULY 10, 2025, AT 11:00 AM**

INFORMATION TO RESPONDENTS

Advertisement

Sealed qualifications shall be received by the South Jersey Port Corporation ("SJPC") in accordance with a Public Advertisement as required by law. A copy of said notice is attached hereto and made part of these specifications.

Submission of Qualifications

All qualification proposals must be submitted in a sealed envelope(s) bearing on the outside the name of the proposer, address and the name of the professional service for which the proposal is submitted. Proposals must be addressed to the attention of:

SOUTH JERSEY PORT CORPORATION
c/o Alvin Cooley, Purchasing Manager
Two Aquarium Loop Drive, Suite 100
Camden, NJ 08103

The category for pre-qualified firms is PORT PLANNING SERVICES.

Receipt of Qualifications

The SJPC assumes no responsibility for delays in any form of courier, mail, or deliveries services etc. that may cause the submission not to be received at the time and place indicated in the advertisement. All late submissions will be rejected according to the law. Any submission may be withdrawn prior to the opening of the proposals.

Proposal Number is **SJPC-04-0068**

Proposals Forwarded through the Mail

Must contain the following statement on the envelope:

"THIS IS A SEALED QUALIFICATION PROPOSAL AND SHALL NOT BE OPENED UNTIL Thursday, July 10, 2025, at 11:00 AM, BY ALVIN COOLEY OR HIS DESIGNEE." PROPOSAL NUMBER "SJPC-04-0068"

Reservation

The SJPC reserves the right to reject all proposals, to waive irregularities and technicalities, to request re- submissions, and to award proposals as the SJPC deems will best serve the interests of the SJPC.

Questions

Questions regarding this Request for Qualifications may be directed to Alvin Cooley, Sr. Purchasing Agent at (acooley@southjerseyport.com) at the South Jersey Port Corporation, Two Aquarium Drive, Camden, NJ 08103.

REQUEST FOR QUALIFICATION FOR TECHNICAL PROFESSIONAL SERVICES

ADVERTISEMENT FOR QUALIFICATIONS

South Jersey Port Corporation
Request for Sealed Qualifications for Technical Professional Services
Port Planning Services

Notice is hereby given that sealed Qualifications for Port Planning Services, pursuant to N.J.S.A. 19:44A-20.7, will be received by the SJPC.

Five (5) original sealed copies of each firm's qualifications shall be submitted to Alvin Cooley, Purchasing Manager, SJPC, Two Aquarium Drive, Suite 100, Camden, NJ 08103, by Thursday, July 10, 2025, at 11:00 AM.

Each proposal to be considered shall comply with the criteria set forth in the individual qualification packets listed under the Bids Tab on the SJPC's website at www.SouthJerseyPort.com.

Approved qualified firms will be qualified for a term of five (5) years for the period from September 1, 2025, to August 31, 2030. Questions should be directed to Alvin Cooley SJPC's Purchasing Manager, at the following email address: acooley@southjerseyport.com.

Proposers are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., and N.J.A.C. 17:27 et seq.

Purpose:

The following procedures are designed to provide a fair and open process in awarding prequalification status to the Proposer for Professional Technical services firms for **Port Planning Services**.

SCOPE OF SERVICES

To be considered for prequalification to provide Port Planning Services to and for the SJPC, the candidate firm should have relevant experience and should include a full-service engineering/planning firm with a strong background in their applicable

discipline and experience in marine facilities, and provide a full range of typical port planning consulting services including, but not limited to, the following:

Port Planning Service Applicants shall indicate which of the following areas they have experience in by providing examples of relevant projects:

- A. Development of port land use plans.
- B. Master plan studies and port planning.
- C. Marine operations and navigation.
- D. Market analysis and traffic forecasting.
- E. Supply chain management.
- F. Strategic planning.
- G. Tariff studies.
- H. Bulk Cargo.
- I. Project Cargo.
- J. Break bulk distribution and warehousing.
- K. Capabilities to prepare simulation studies.
- L. Intermodal rail analysis.
- M. Auto processing and containerization.

Additional Duties

The proposer selected to provide Port Planning Services shall upon the termination of the services with the SJPC, surrender to their successor and/or to the SJPC, as directed by SJPC, all of the SJPC property, papers and records, together with written consent for substitution to their successor in any pending actions or proceedings.

General Requirements

The following shall apply:

Form 48A

Proposers shall be required to have a current Form 48A as issued by the State of New Jersey, Department of the Treasury, Division of Property Management and Construction, only if the DPMC 48-A form contains a category for port planning. Proposers shall include a copy with the qualification's submittal. This requirement also applies to subconsultants.

If the Proposer does not have one, but the form has been applied for, or if it has expired and a renewal has been applied for, submit evidence of application and a statement about the status.

Agreement for Professional Services

The SJPC's Standard Form Template Professional Services Agreement is attached. If a proposer is selected for a task order assignment, they will be required to enter this said agreement for the task order assignment, and for each and every subsequent task order assignment. Questions about the standard SJPC form agreement should be submitted during the pre-application phase, and any exceptions should be submitted with the pre-qualification package. Proposers, if successful, are on notice, and shall be advised, that a failure to enter into the afore-said SJPC form agreement shall disqualify them from performing that task order assignment that they may be assigned.

Transportation Worker Identity Card

The primary representative(s) of the selected firm must possess a Transportation Worker Identification Credential (TWIC). TWIC was established by Congress through the Maritime Transportation Security Act (MTSA) and is administered by the Transportation Security Administration (TSA) and U.S. Coast Guard. TWICs are tamper-resistant biometric credentials issued to workers who require unescorted access to secure areas of ports, vessels, outer continental shelf facilities and all credentialed merchant mariners. TWIC is required for any unescorted access to SJPC's Balzano and Broadway Marine Terminals. To obtain a TWIC, an individual must provide biographic and biometric information such as fingerprints, sit for a digital photograph and successfully pass a security threat assessment conducted by the Transportation Security Administration.

Records are the Property of the SJPC

Professional services firms, upon the conclusion of their task assignments with the SJPC, shall submit to the SJPC all relevant documents including reports, study findings, calculations, drawings, specifications, cost estimates, etc., in two formats, digital PDF files, and editable digital files such as Word documents, Excel documents, and AutoCAD drawing files.

Such materials are the property of the SJPC, who can reuse the materials. Release of liability for reuse will not be unreasonably withheld.

Term of Prequalification

Proposers will be prequalified by the Board of Directors of the SJPC by a majority vote of a quorum of its members for a term of five (5) years for a period from September 1, 2025, to August 31, 2030.

REQUIRED COMPONENTS OF THE PROPOSAL

Interested and qualified firms, i.e., Proposers, should submit a response to this RFQ. Qualifications submitted in response to this RFQ must be of sufficient detail to allow the SJPC to evaluate the firm's experience and qualifications. Information being provided must relate to the specific services needed as identified above. Please provide the information below. Be concise.

Five (5) bound copies of the proposal shall be included in the sealed proposal envelope. Proposals shall be in an 8.5 by 11-inch format, with tabs extending beyond the right edge of the 8.5-inch pages. Also include the complete proposal in one PDF file on a USB thumb drive.

Letter of Transmittal

Enclose a letter of transmittal, which should contain the following information:

1. General Company Information
 - a. Company name, address, and telephone number(s) of the firm submitting the proposal.
 - b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
 - c. Federal and state taxpayer identification numbers of the firm.
 - d. Brief statement of the firm's understanding of the services to be performed and a positive commitment to provide the services as specified.
 - e. The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
 - f. General Vendor Information - Please provide the following information:
 - i. Length of time in business of providing proposed services;
 - ii. List 3 other public sector clients; and,
 - iii. Number of full-time personnel in the organization.
 - g. Location of headquarters and field offices.
 - h. Location of office which would service this account.

Form 48A - Include a current Form 48A as issued by the State of New Jersey, Department of the Treasury, Division of Property Management and Construction.

Table of Contents

TABS

1. **Firm Experience** - Describe how the firm is positioned to provide the services listed above and provide a history of experience in providing similar services.
2. **Project Experience** – Provide descriptions of no more than ten (10) projects illustrating the firm’s relevant project experience.
3. **Staff Resources** – Identify names and provide resumes of principals and key personnel who will perform the services. Resumes should include education, professional licensure in the State of New Jersey and other professional credentials and certifications, a listing of any professional affiliation or membership in any professional societies or organizations, with an indication as to any offices held, the number of years with the firm, a summary of qualifications and experience, and specific project roles and experiences.
4. **References** - Provide the name, title, address, and telephone number of three references for clients to whom the firm has provided similar services. Please provide information referencing the actual services provided and the length of tenure providing services to this client.
5. **Required Insurance Acknowledgement**
The Proposer shall carefully review the following minimum Insurance Requirements and provide either a Certificate of Insurance for coverage consistent with this section, or a letter from their insurance company stating their ability to provide a compliant Certificate of Insurance if awarded a task order assignment contract.

INSURANCE REQUIREMENTS FOR PROFESSIONAL SERVICE CONTRACTS

A. General Insurance Requirements

1. The professional services shall not commence under any agreement for a task order assignment until the successful Proposer has obtained, at their own expense, all of the insurance as required hereunder and such insurance has been approved by the SJPC; nor shall the successful Proposer allow any Subcontractor to commence work on any SJPC projects until all insurance required of the Subcontractor has been so obtained and approved by the SJPC and the successful Proposer. Approval of insurance required of the successful Proposer will be granted only after submission to the SJPC of original certificates of insurance signed by authorized representatives of the insurers or, at the SJPC’s request, certified copies of the required insurance policies.

2. The successful Proposer shall require all Subcontractors to maintain during the term of the agreement for a task order assignment, commercial general liability insurance, business auto liability insurance, and workers compensation and employer's liability insurance at the same limits required of successful Proposer.
3. All insurance policies required hereunder shall be endorsed to provide that the policy is not subject to cancellation and non-renewal until thirty (30) days prior written notice has been given to the SJPC by the successful Proposer.
4. No acceptance and/or approval of any insurance by the SJPC shall be construed as relieving or excusing the successful Proposer (or the successful Proposer's Surety, if applicable) from any liability or obligation imposed upon either or both of them by provisions of any agreement entered for a particular task order assignment.
5. Any deductibles or retentions of (\$5,000) or greater shall be disclosed by the Proposer and are subject to SJPC's written approval. Any deductible or retention amounts elected by the Proposer or imposed by a successful Proposer's insurer(s) shall be the sole responsibility of the successful Proposer.
6. All insurance coverage shall be with AM Best's A- or better insurance companies licensed to do business in the State of New Jersey.
7. Insurance provided to the SJPC by successful Proposer, as specified herein, shall be primary, and any other insurance, self-insurance, coverage or indemnity available to the SJPC shall be excess of, and non-contributory with, the insurance provided.

B. Professional Service Contractor Liability Insurance Requirements

The Professional Service Contractor shall purchase the following:

1. Commercial General Liability insurance for bodily injury, personal injury, and property damage including loss of use, with minimum limits of:
 - \$1,000,000 each occurrence;
 - \$1,000,000 personal and advertising injury;
 - \$2,000,000 general aggregate; and
 - \$1,000,000 products/completed operation aggregate.

This insurance shall include coverage for all of the following:

- General aggregate limit;

- Liability arising from premises and operations;
 - Liability arising from the actions of independent contractors;
 - Contractual liability including protection for the Proposer from bodily injury and property damage claims arising out of liability assumed under this Contract.
2. Business auto liability insurance with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:
- Liability arising out of the ownership, maintenance or use of any auto;
 - Auto non-ownership and hired car coverage.
3. Workers' Compensation insurance with statutory benefits as required by any state or Federal law, including standard "other states" coverage; Employers Liability insurance with minimum limits of:
- \$1,000,000 each accident for bodily injury by accident;
 - \$1,000,000 each employee for bodily injury by disease; and
 - \$1,000,000 policy limit for bodily injury by disease.
4. Professional Liability: Successful Proposers (such as, but not limited to Architects, Engineers, Attorneys, Physicians, and Risk Management Consultants) shall provide the SJPC with a certificate of insurance evidencing Professional Liability and/or Malpractice Insurance with minimum limits of \$1,000,000 combined single limit.
5. Umbrella / Excess liability insurance with minimum limits of:
- \$5,000,000 per occurrence;
 - \$5,000,000 aggregate for other than products/completed operations and auto liability; and
 - \$5,000,000 products/completed operations aggregate.

C. Indemnification

The successful Proposer shall agree to indemnify and hold harmless the SJPC, its respective directors, officers, and employees from and against any and all losses, claims, causes of action, damages, liabilities, obligations, penalties, judgments, awards, costs, expenses and disbursements, including attorneys' fees and other legal expenses and costs, to the extent caused by, any (i) negligent, carless, reckless or intentionally wrongful act or omission of the Proposer or Proposer's assistants, employees, contractors, servants or agents, (ii) a determination by a court or agency that the Proposer is not an independent contractor, (iii) any breach by the Proposer, or the Proposer's

assistants, employees, contractors, servants or agents of a task order assignment agreement, (iv) any willful misconduct or gross negligence by the Proposer or the Proposer's assistants, employees, contractors, servants or agents under a task order assignment agreement, (v) any failure of the Proposer, or the Proposer's assistants, employees, contractors, servants, or agents to perform the professional services in accordance with all applicable laws, rules and/or regulations; or, (vi) any act by Proposer or Proposer's assistants, employees, contractors, servants, or agents in connection with Proposer's engagement by and with the SJPC that is outside the scope of Proposer's authority under any task order assignment agreement.

The above-mentioned indemnification, that shall be included in all task order assignment agreements that the successful Proposer may enter into with the SJPC, shall survive and continue in full force and effect after any expiration or earlier termination of such agreement(s).

Financial Disclosure

The Proposer shall file all Financial Disclosure Statements as required by New Jersey State Law.

Required Forms for Task Order Fee Proposals

Fee proposals for specific task order assignments shall require the successful Proposer to complete the forms, and submit the documents, attached and/or identified hereto as exhibits Q1 through Q20. These documents are also found on the SJPC website.

Q1. Small Business Enterprise Questionnaire

Q2. Mandatory Equal Employment Opportunity "Exhibit A" Language (Professional Services)

Q3. Mandatory Equal Opportunity "Exhibit B" Language (if applicable)

Q4. Stockholder Disclosure Certification

Q5. Non-Collusion Affidavit

Q6. Debarred List Affidavit

Q7. Affirmative Action Evidence for Procurement/ Service

Q8. Business Registration Certificate

Q9. Set Off for State Tax

Q10. Acknowledgement of Receipt of Addenda Form (if applicable)

Q11. Executive Order #129 Vendor Disclosure Form

Q12. Executive Order #189 Vendor Code of Ethics Affidavit

Q13. Executive Order #117 Two Year Chapter 51 / Vendor Certification & Disclosure of Political Contributions

Q14. Executive Order #151 Contract Compliance

Q15. Employee Information Report – Form AA302

Q16. Ownership Disclosure Form (formerly E.O. #134)

Q17. Prevailing Wage Notification

Q18. Public Works Contract Registration

Q19. Buy America Notice

Q20. Pay to Play

*The successful proposer shall also be required to submit all other and further documents that are not listed here as Q1 through Q20 that SJPC may from time to time require. SJPC reserves the right to supplement and amend the above Q Documents list at any time during the five (5) year term of the successful proposer's pre-qualification; and such additional documents so required shall be submitted for each specific task order. The failure of a pre-qualified proposer to submit any Q Document that may be required by SJPC as part of a specific task order shall be a basis for SJPC to terminate the proposer's prequalification.