

December 7, 2012

**ADDENDUM No. 1**

*To*

**REQUEST FOR PROPOSALS**

*For*

**DESIGN CONSULTANT SERVICES FOR EMERGENT PROJECTS, CAPITAL  
IMPROVEMENT PROJECTS AND OTHER SCHOOL FACILITIES PROJECTS**

*For the*

**SCHOOL CONSTRUCTION PROGRAM**

**ISSUED November 20, 2012**

*By*

**THE NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY**

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**PLEASE TAKE NOTICE:**

**PROPOSAL PACKAGES ARE DUE NO LATER THAN 5:00 PM on Friday, December 14, 2012**, at the offices of the New Jersey Schools Development Authority located at 1 West State Street (the Wells Fargo Bank Building), 1st Floor, Trenton, New Jersey 08625-0991, and must be delivered in the manner set forth in the RFP.

This **ADDENDUM No. 1** includes questions submitted electronically by 5 PM on Friday, November 30, 2012, and answers thereto, and a list of the intended proposing firms. Questions and answers may have been paraphrased in whole or in part.

**A. FIRMS INTENDING TO PROPOSE**

**See Attachment A to this Addendum No. 1.**

**B. TIMELY SUBMITTED ELECTRONIC QUESTIONS, AND NJSDA ANSWERS**

**B.1 Question:** Is the design team’s MEP NJSDA prequalified engineer also required to have a \$10 million rating in each discipline?

**Answer:** Responding firms (prime consultants) must be classified by the Department of Treasury, Division of Property Management and Construction (“DPMC”) and the NJSDA in the Architecture discipline with a rating of \$10 million or greater as of the due date for responses to this RFP. The classification/prequalification provisions for other required disciplines do not include a dollar rating requirement.

**B.2 Question:** Is a component of the pooled team going to be a Construction Manager or will the Architect be responding directly with NJSDA?

**Answer:** The NJSDA interprets this question as asking whether the Authority intends to engage a Construction Manager who will be the point of contact for communications between and among the Contractor, Design Consultant and other participants in the Task Order Projects assigned or awarded under this procurement, or whether the Design Consultant for a Task Order Project will communicate directly with NJSDA. The Authority does not intend to engage a Construction Manager for the majority of these Task Order Projects, and thus responding firms should assume that the Design Consultant (and the General Contractor and other engaged entities) will communicate directly with the Authority.

**B.3 Question:** May we submit more than one subcontracted specialty firms as part of our RFP? If lead firms are permitted to submit more than one sub-consultant on the team, it would allow for the lead firm to select among the best consultant suited for a particular job, which would also lead to more competitive proposals down the line.

**Answer:** No. Responding firms may not submit “alternate” options for subconsultants, with the effect that ultimately a choice is made between two identified alternates and one identified alternate is not engaged. The responding firm is being evaluated on the qualifications of the team offered. If the team were evaluated based on a potential subconsultant’s presence on the team, but that subconsultant alternate is ultimately never selected for participation, the underlying evaluation of the team based on the participation of the unused subconsultant would be flawed. However, to clarify, responding firms may identify multiple subconsultants with each subconsultant responding to one or more of the various

disciplines required. For instance, the responding firm may identify one subconsultant firm for providing structural engineering services, and a different subconsultant firm for providing asbestos remediation design, etc.

**B.4 Question:** Under the case study sheet 2.1B team design consultant, there are (4) cells for identifying team member names and titles. If we have more than (4) members may we use another page?

**Answer:** For the purpose of identifying team member names and titles, the form may be modified by inserting additional rows into the table, such that additional pages should not be needed for that purpose.

**B.5 Question:** Do you want 2 case studies per company or 2 case studies for the whole team? What is the maximum number of case studies the Team can show?

**Answer:** The Team Experience Case Studies criterion (Item 2.1B of the RFP) permits the submission of up to five case studies, which can relate to 1) projects in the responding firm's experience; 2) projects of one or more of the responding firm's Key Team Member subconsultants, or 3) ideally, the experience of the responding firm working with one or more of its Key Team Member subconsultants. However, the Key Team Member's Resume and Experience criterion (Item 2.1D of the RFP) permits the submission of at least three case studies of projects completed in the past five years, meeting the other similarity requirements of the RFP, for each Key Team Member.

**B.6 Question:** Can you please clarify the disciplines for which architectural firms are to submit consultant qualifications.

The announcement's first page lists:

HVAC Engineering; Electrical Engineering; Plumbing Engineering; Structural Engineering; Asbestos Design; Asbestos Safety Control Monitoring.

The next page lists:

Architecture; Electrical Engineering; HVAC Engineering; Plumbing Engineering; Civil Engineering; Structural Engineering; Environmental Engineering; Land Surveying; Construction Management; Asbestos Safety Control Monitoring; Materials Testing Laboratories.

Please confirm which of these lists reflects the full team of consultants that the SDA wishes to see in the response to this procurement.

**Answer:** In addition to Architecture, the required principal disciplines are HVAC Engineering, Electrical Engineering, Plumbing Engineering, Structural Engineering, Asbestos Design and Asbestos Safety Control Monitoring (the first list). These disciplines must be clearly identified in the Proposal.

The second list is part of a generalized notice to firms at any tier that prequalification is a requirement of the Authority for consultant firms of the named disciplines if the value of the subconsultant's engagement is \$500,000 or greater. Responding firms need not identify subconsultants for these disciplines in order to participate in this procurement (except to the extent that this list includes the disciplines named in the first, required, list). If, in the course of a Task Order assigned or awarded under this Procurement, it should become necessary for the Design Consultant to engage a subconsultant in one of the listed disciplines requiring prequalification for compensation in excess of \$500,000, which discipline was not already a required discipline under this RFP, the Design Consultant is on notice that such subconsultant must be prequalified by the Authority.

***Any bidder attempting to contact government officials (elected or appointed), including NJSDA Board members, NJSDA Staff, and Selection Committee members in an effort to influence the selection process may be immediately disqualified.***

Issued by: /s/ Sean Murphy  
Sean Murphy  
Director-Procurement

Issued: December 7, 2012

**<Addendum #1>**

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**DATE:** December 7, 2012

**PROJECT #:** GP-0188-R01

**DESCRIPTION:** Design Consultant Services for Emergent Projects, Capital Improvement Projects and Other School Facilities Projects

Addendum No. 1

**Acknowledgement of Receipt of Addendum**

Firm must acknowledge the receipt of the Addendum by signing in the space provided below and returning via fax (609-656-4608) or E-mail ([jmcelhenny@njsda.gov](mailto:jmcelhenny@njsda.gov)). Signed acknowledgement must be received prior to the Bid Due Date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date