



Addendum #1

New Jersey Schools Development Authority
Office of Procurement
32 East Front Street
P.O. Box
Trenton, NJ 08625
Phone: 609-858-2915
Fax: 609-656-7258

Date: June 1, 2015

PROJECT #: CA-0022-A01

DESCRIPTION: Camden High School Design Services

This addendum shall be considered part of the Bid Documents issued in connection with the referenced project. Should information conflict with the Bid Documents, this Addendum shall supersede the relevant information in the Bid Documents.

A. CHANGES TO THE PROCUREMENT PROCESS:

1. Revisions to the Advertisement

- a. **MODIFY:** Numbered Section 2 of the Advertisement shall be modified as follows (additions in **bold and underlined** text; deletions in *strikethrough and italics*):

2. Proposing Firms are prohibited from identifying an individual as Project Manager or Project Architect if that individual:

a. Is currently performing as a Project Manager or Project Architect in an existing SDA project that has not yet received N.J. Department of Community Affairs (NJDCA) Final Plan Release for all plans/specifications for the Project, along with receipt of all applicable NJDCA Final Construction Permits; OR

*b. Has been identified as a Project Manager or Project Architect in a Proposal in response to any other active SDA procurement for which ~~an award~~ a **Notice of Award** has yet to ~~be made~~ **issue as of the date of submission of the Technical Proposal**; or*

b. Is currently performing as a Project Manager or Project Architect in an existing SDA project that has not yet achieved completion of all Final Design Phase Services including receipt of all required SDA acceptances of the Final Design Documents, receipt of DOE Final Approval, and receipt of all required Department of Community Affairs (DCA) plan releases, and thus the named Project Manager and/or Project Architect cannot simultaneously perform their duties on the awarded Project as well as the Project that is the subject of this procurement.

2. **Revisions to the Request for Proposals:**

- a. **MODIFY:** On page 2 of the Request for Proposals (“RFP”), the list of Technical Proposal Forms comprising Attachment A shall be modified to add a new Technical Proposal Certification as follows (additions in **bold and underlined** text; deletions in *strikethrough and italics*):

3. **Attachment A: (Technical Proposal Forms):**

- a. Team Design Consultant Experience Summary Form;
- b. Team Design Consultant Experience Case Study Form;
- c. Key Team Member List (NJSDA Form 201);
- d. Key Team Member Resume (NJSDA Form 202);
- e. Team Approach to Predesign Phase Services Form;
- f. Team Approach to Design Phase Services Form;
- g. Team Approach to Construction Phase Services Form;
- h. Team Approach to Minimizing Potential for Change Orders Form;
- i. Team Approach to Achieving LEED Certification Form;
- j. Approach to SBE Participation Form; *and*
- k. Disclosure of Investment Activities in Iran (NJSDA Form DIAI); **and**
- l. Technical Proposal Certification.**

- b. **MODIFY:** The list of components of a conforming Technical Proposal contained in Section 1.3 of the RFP (“Components of Response”) shall be modified as follows (additions in **bold and underlined** text; deletions in *strikethrough and italics*):

1. Team Design Consultant Experience Summary Form;
2. Team Design Consultant Experience Case Study Forms;
3. Team Organizational Chart;
4. Key Team Member List (NJSDA Form 201);
5. Key Team Member Resume (NJSDA Form 202) for each identified Key Team Member;
6. Team Approach to Predesign Phase Services Form;
7. Team Approach to Design Phase Services Form;
8. Team Approach to Construction Phase Services Form;
9. Team Approach to Minimizing Potential for Change Orders Form;
10. Team Approach to Achieving LEED Certification Form;
11. Approach to SBE Participation Form;

12. Disclosure of Investment Activities in Iran Form; *and*
13. Technical Proposal Certification; and
~~14/3.~~ NJ Business Registration Certificate.

- c. **MODIFY:** The “NOTE” language at the end of Section 2.3.1 of the Request for Proposals (“RFP”), at page 11 of 19, shall be modified as follows (additions in **bold and underlined** text; deletions in *strikethrough and italics*):

NOTE: Proposing Firms are prohibited from identifying an individual as **Project Manager** or **Project Architect** if that individual:

a. ~~Is currently performing as a Project Manager or Project Architect in an existing SDA project that has not yet reached Substantial Completion; OR~~

~~b. Has been identified as a Project Manager or Project Architect in a Proposal in response to any other active SDA procurement for which an award~~ **a Notice of Award has yet to be made issue as of the date of submission of the Technical Proposal; or**

b. Is currently performing as a Project Manager or Project Architect in an existing SDA project that has not yet achieved completion of all Final Design Phase Services including receipt of all required SDA acceptances of the Final Design Documents, receipt of DOE Final Approval, and receipt of all required Department of Community Affairs (DCA) plan releases, and thus the named Project Manager and/or Project Architect cannot simultaneously perform their duties on the awarded Project as well as the Project that is the subject of this procurement.

Failure to comply with the above Key Team Member identification requirements will result in rejection of the Firm’s response to this RFP.

- d. **MODIFY:** Section 2.0 of the RFP (**TECHNICAL PROPOSAL EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS**) shall be modified to add a new Section 2.11, and to renumber existing section 2.11 as 2.12, as follows (additions in **bold and underlined** text; deletions in *strikethrough and italics*):

2.11 **Technical Proposal Certification**

Using the Design-Consultant’s Technical Proposal Certification form provided by the Authority, the Design Consultant certifies to the best of its knowledge and belief and under penalty of perjury under the laws of the United States and the State of New Jersey, that all information provided in the Technical Proposal is accurate and truthful. The Design Consultant further certifies on this form that the individuals named as Project Manager and Project Architect are or will be available to perform their designated functions on the Project, without any conflict or overlap with other projects.

2.12 Business Registration Certification (No Points – Required Submittal)
Pursuant to N.J.S.A. 52:32-44(b), as amended by P.L. 2004, c. 57, each proposing firm must provide proof of valid business registration with the Division of Revenue of the New Jersey Department of the Treasury (the “Division of Revenue”), in its submission in response to this RFP.

- e. **REPLACE:** Replace the original Predesign Phase Fee Proposal Cover Sheet issued with the RFP, with the Revised Predesign Phase Fee Proposal Cover Sheet dated June 1, 2015, included as Attachment 1.1 to this Addendum.
- f. **ADD:** Add, as part of the Technical Proposal Response package, a new Technical Proposal Certification Form, included as Attachment 1.2 to this Addendum.

B. BIDDER’S QUESTIONS, REQUESTS FOR INFORMATION AND RESPONSES:

- 1. Question: Appendix A, 2.0 states that “the Authority may also elect to advance certain elements of the Work through a Design-Build approach.” Would participating in this project as the Design Consultant for Predesign preclude a firm from participating as the Design team member for any work that is advanced through a Design-Build approach?

Answer: In all likelihood, yes. If the Design Consultant, in the course of this predesign engagement for the Project, creates documents, including drawings, reports or plans, that are incorporated into a subsequent RFP for a Design-Build contract for this Project, the Design Consultant for this predesign engagement will be precluded by the NJSDA regulations at N.J.A.C. 19:36-3.5 from participating in a subsequent Design-Build procurement as the Design-Builder’s Design Consultant or other Design-Build Team Member.

- 2. Question: Appendix A, 2.2.5 states that the Project Scope will include “Any necessary code improvements which may be triggered by the implementation of the above described scope of work.” Since this is an existing building, does this statement mean only such code improvements as may be triggered under application of the Rehab Code, or does this mean all code improvements to bring any area of the building (or any system) up to the current code requirements - even if such compliance is NOT required under the Rehab Code?

Answer: Appendix A (Project Description and Special Conditions), Section 2.25 anticipates that the Work necessary to address the identified Educational Program and Facilities Conditions Deficiencies needs may trigger related improvements under the Rehab Subcode or other prevailing codes such as the Barrier-Free Subcode. It is not the intent to bring the entire existing facility or any area of the existing facility

into full compliance with current code except as may be required by such codes governing renovation/rehabilitation work.

3. Question: Appendix A, 5.0 calls out work to be covered by allowances which may (or may not) be required for this project, including Geotechnical engineering, Storm water Review and Report, Geophysical Survey, and Additional Investigative Activities (such as structural verification, infrared scans, moisture probes, hazardous materials testing, sample collection, lab analysis, other specialty testing, etc.). Do the bidders need to identify what firm(s) would be performing this work (be it the bidder or a sub-consultant) at the time of the bid, or can this be resolved with the NJSDA at the time that such services become necessary?

Answer: Interested firms are not required to identify in the Technical Proposal subconsultants that will perform allowance services simply because such firms will be performing allowance services. Interested firms are only required to identify in the Technical Proposal the subconsultants engaged to satisfy the requirement for possession or engagement of Required Disciplines identified on Page 3 of the RFP. The Required Disciplines requirement may be satisfied by the responding Design Consultant firm itself, (if the firm possesses the requisite prequalification status) or may be satisfied by engagement of properly prequalified subconsultants. The Required Disciplines are identified on page 3 of the RFP as follows:

REQUIRED DISCIPLINES:

P002 Electrical Engineering
P003 HVAC Engineering
P004 Plumbing Engineering
P005 Civil Engineering
P007 Structural Engineering
P011 Environmental Engineering

4. Question: Can sub-consultant firms performing allowance fee tasks be counted toward total SBE subcontracting targets? Does the 25% SBE target apply for the \$900,000 allowance portion of the total proposed fee?

Answer: Yes, allowance fee tasks can be counted toward the consultant's good faith effort to achieve the 25% SBE participation target, and thus the 25% SBE target also applies to the allowance services compensated through allowance amounts.

5. Question: Appendix A, 7.0 calls for an initial Construction Cost Estimate at the conclusion of the Predesign Phase. What format and level of detail is required for this initial Construction Cost Estimate?

Answer: As indicated in Appendix A (Project Description and Special Conditions), Section 7.0 (Initial Order of Magnitude Estimate

Provided by Authority), the Initial Construction Cost Estimate will be provided by the Authority. See also Sections 1.58, 2.13 and 6.4 of the Design Consultant Agreement, defining the Initial Construction Cost Estimate.

6. Question: Appendix B, 3.1.2 gives Boundary Survey requirements to be followed “If the site is owned or to be acquired by the Authority”, and 3.1.3 2 gives requirements “If the site is owned by the Project School District”. Please confirm which is applicable to this project.

Answer: This site is owned by the Camden Board of Education, therefore, 3.1.3 is applicable.

7. Question: Appendix B item 3.4.2 calls for a water flow/hydrant test for the site. Hydrant flow tests are usually performed by the local water utility company, the city water department, or a contractor hired by one of these. Please confirm whether one of these agencies will perform the hydrant flow test, or the consultant will need to perform their own hydrant flow test.

Answer: The Design Consultant is responsible to order, schedule, and otherwise coordinate the required water flow/hydrant test, to pay any fees or associated costs for such test, and to provide the resulting report to the Authority.

8. Question: Appendix B, 5.2.1 states that “Potential options shall include those identified and illustrated in Appendix A (if any).…” Please provide the potential options, or confirm that there are none provided.

Answer: No such options have been identified at this time.

9. Question: Appendix B, 5.2.2 states that the Consultant shall present options to the Authority and the District “in one or more workshop settings”. For estimating purposes, how many such workshops should we include in the fee proposal?

Answer: No more than two such workshop sessions are anticipated for this engagement.

10. Question: Appendix B, 5.3.2.5 requires a conceptual construction cost estimate based upon types and extent of proposed construction “and agreed-upon unit costs”. Agreed upon by whom, and at what point in the project timeline?

Answer: The unit costs to be utilized to develop the conceptual construction costs estimate shall be agreed upon between the Design Consultant and the Authority prior to finalization of the Conceptual Options Report.

11. Question: What is the LEED Certification goal for the project?
- Answer: **The LEED Certification goal for the project shall be established at the end of Predesign based upon the approved Project Scope.**
12. Question: Are survey services required of the design team?
- Answer: **The extent of survey services required as part of Predesign Phase Services is detailed in Appendix B (Scope of Predesign Services).**
13. Question: What is the scope of work for environmental engineering / hazardous material investigation?
- Answer: **The scope of environmental/hazardous materials investigation required as part of Predesign Phase Services is detailed in Appendix B (Scope of Predesign Services), Section 3.7 (Preliminary Environmental Review and Report). Per Appendix B, Section 3.7.3, additional investigative activities may be recommended and would be performed, if approved by the Authority, as Allowance Services.**
14. Question: Is an environmental Phase 1 required?
- Answer: **See response to Question 13.**
15. Question: The increase in student population will require a traffic study and parking analysis. Are these services to be included?
- Answer: **Neither a traffic study nor a parking analysis are required as part of Predesign Phase Services.**
16. Question: Are there any specific site improvements desired by the school?
- Answer: **Refer to Appendix A (Project Description and Special Conditions), Section 2.2 (Project Requirements), Subsection 2. (Site Requirements).**
17. Question: 10.9: Site Investigation Activities and Report - Are we only providing a cost estimate to prepare the Site Investigation Work Plan or are we being asked to estimate a cost for site investigation that may be needed per 10.9.1
- Answer: **It is assumed that this question makes reference to Appendix C (Design Consultant's Design and Construction Phase Services), Section 10.9 (Site Investigation Activities and Report). Except as may be indicated otherwise in Appendix A Special Conditions, the services identified in Appendix C are not a part of the Predesign Phase Scope of Services.**

18. Question: Indicate the extend/limits of the geophysical study.

Answer: Refer to Appendix B (Predesign Scope of Services), Section 3.6.4
(added via Appendix A, Special Conditions).

C. CHANGES TO PREVIOUS ADDENDA:

1. Not applicable.

D. ATTACHMENTS

1. Attachment 1.1 Revised Predesign Phase Fee Proposal Cover Sheet
2. Attachment 1.2 Technical Proposal Certification Form

E. SUPPLEMENTAL INFORMATION

1. Bidders are advised that there is no controlled-access File Transfer Protocol (FTP) website established for this procurement, as all relevant information has been distributed as part of the RFP package.

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.

End of Addendum No. 1



NJSDA

Manuel Da Silva, Program Director

6/1/2015

Date

**Addendum # 1**

New Jersey Schools Development Authority
Office of Procurement
32 East Front Street
P.O. Box 991
Trenton, NJ 08625
Phone: 609-858-2915
Fax: 609-656-7258

Date: June 1, 2015
PROJECT #: CA-0022-A01
DESCRIPTION: Camden High School Design Services

Addendum No. 1**Acknowledgement of Receipt of Addendum**

Consultant must acknowledge the receipt of the Addendum by signing in the space provided below and returning via fax to (609-656-7258). Signed acknowledgement must be received prior to the Bid Due Date. Acknowledgement of the Addendum must be made in the Predesign Phase Fee Proposal Cover Sheet.

Signature

Print Name

Company Name

Date

PREDESIGN PHASE FEE PROPOSAL COVER SHEET

**CAMDEN HIGH SCHOOL FACILITY PROJECT
PACKAGE NO. CA-0022-A01**

THIS FEE PROPOSAL MUST BE RETURNED IN A SEPARATELY SEALED ENVELOPE TO:

**New Jersey Schools Development Authority
32 East Front Street
P.O. Box 991
Trenton, NJ 08625-0991**

ATTENTION: David Kutch

FIRM NAME: _____

THE UNDERSIGNED PROPOSES TO PROVIDE ALL PROFESSIONAL SERVICES AS REQUESTED IN THE
RFP DATED MAY 4, 2015

TOTAL PREDESIGN COMPENSATION – \$ _____

TOTAL PREDESIGN COMPENSATION \$ _____

ALLOWANCE FOR WORK SPECIFIED IN SOW \$ _____ 900,000
(Predesign Phase)

TOTAL ALLOWANCE FEE \$ _____ 900,000

TOTAL PROPOSED FEE

\$

PROPOSAL TO HOLD GOOD THROUGH 60 DAYS AFTER THE DUE DATE.

Addenda:

The Bidder acknowledges receipt and incorporated into this bid of the following Addenda:

Number: _____

Dated: _____

(Print Name)

(Signature)

(Date)

(Title)

(Phone Number)

DESIGN CONSULTANT'S TECHNICAL PROPOSAL CERTIFICATION

I SWEAR AND AFFIRM that all statements and information contained in the Technical Proposal submitted by _____ are true and correct; and all such statements are made with full knowledge that the NJSDA relies upon the truth of the statements contained in the Proposal.

I SWEAR AND AFFIRM that the individuals named as:

Design Consultant Project Manager: _____ and

Design Consultant Project Architect: _____

are or will be available to perform their designated functions on this Project, without any conflicts or overlap with other projects, if the contract is awarded to the above-named firm.

Signature of Principal

Print or Type Name

Title

Sworn and subscribed to before me

this _____ day of _____, 20__.

Notary Public of _____

My commission expires: _____, 20__.

Signature of Notary Public