

**Addendum No. 1**

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

**Date:** December 8, 2015

**PROJECT #:** ET-0098-A01

**DESCRIPTION:** Keansburg Port Monmouth Road School Facility Project

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:**

**NOTE:** for the following items, additions to existing language shall be denoted in **bold and underlined** text; deletions in *strikethrough and italics*.

**1. Revisions to the Advertisement**

- a. **MODIFY:** Numbered Subsection 1 of the Section of the Advertisement captioned "To Participate in the Selection Process" shall be modified as follows to indicate that firms with a prequalification rating in excess of \$25 million may participate in this procurement :

1. Prequalification Requirements for Responding Firm and/or Subconsultants in Required Disciplines. Any firm responding to this RFP must be prequalified by the Department of Treasury, Division of Property Management and Construction ("DPMC) and the NJSDA in the Architecture (P001) discipline with a rating of \$25,000,000 **or greater** as of the due date for responses to the RFP.

**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 "Design Consultant's Technical Proposal Certification" form, as follows:

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 Pre-design 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;
  - k. Disclosure of Investment Activities in Iran (NJSDA Form DIAI); *and*
  - l. Ownership Disclosure Form; **and**
  - m. Design Consultant's 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 to add a new "Design Consultant's Technical Proposal Certification" form, as follows:

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 Pre-design 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;
- 13. Design Consultant's Technical Proposal Certification; and**
- ~~14~~3. NJ Business Registration Certificate; and
- ~~15~~4. Ownership Disclosure Form

- c. **MODIFY:** The "NOTE" language at the end of Section 2.3.1 of the Request for Proposals ("RFP"), at page 12, shall be modified as follows:

**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 subsequent sections 2.11 and 2.12, as follows (additions in bold and underlined text; deletions in *strikethrough and italics*):

**2.11 Technical Proposal Certification (No Points – Required Submittal)**

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 SDA projects.

~~2.12-11~~ Business Registration Certification (No Points – Required Submittal)

[text of section omitted]

~~2.13-12~~ Ownership Disclosure Form (~~No~~ 0 Points – Required Submittal)

[text of section omitted]

- e. **ADD:** Add, as part of the Technical Proposal Response package, a new Design Consultant's Technical Proposal Certification Form, included as Attachment 1.1 to this Addendum.
- f. **REPLACE:** Replace the original Key Team Member List (NJSDA Form 201) issued with the RFP, with the revised Key Team Member List (NJSDA Form 201) revised December 7, 2015, included as Attachment 1.2 to this Addendum.

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

1. **Question:** In comparing NJDOE's FES Model for Pre-K to the Model for Port Monmouth Road School, the NJDOE Model includes two (2) Pre-K Spec. Ed Classrooms for an enrollment of 294 students (equates to 8% of the population). The Port Monmouth Road School does not have any Pre-K Spec. Ed. Clrms. Please confirm that Pre-K Spec. Ed. Clrms are not required.

**Answer:** It is not clear what the relevance of this question is to preparing a responsive proposal. That said, it is no longer SDA's practice to identify Self-Contained Special Education (SCSE) classrooms in PK facilities as these are typically identical to PK General Classrooms except for the number of students and associated furnishings. A determination regarding the number and location of PK SCSE Classrooms is made by the District on a year to year basis based on actual enrollments.

2. **Question:** The YU & Associates letter, dated May 22, 2014 references the following: Under the Flood Hazard Area Control Act activities within Special Flood Hazard Areas are regulated. The rules implementing the Act are found at New Jersey Administrative Code (N.J.A.C.) 7:13. After consultation with the New Jersey Department of Environmental Protection (NJDEP) which administers the Rules, we believe that the replacement of the existing northern one-story wing of the school with a two-story wing of the same footprint is permitted under one or more of the "Permits by Rule" found at N.J.A.C. 7:13-7.2. Please confirm the scope of work as outlined in Appendix A (renovations, system upgrades and repairs, as necessary) is the correct SOW.

**Answer:** The Project Scope, as described in Appendix A, shall be used for purposes of completing Predesign Phase Services.

3. **Question:** In Section 2.2.2, item 2 indicates that a flood wall will be constructed. We anticipate that a geotechnical investigation will be needed in order to determine soil parameters for wall design. The plan does not show the flood wall. Are we to assume that the location and extent of the wall has

not been determined. Please clarify the extent of the sea wall construction (total linear feet & height/elevation).

**Answer:** **As indicated in Section 2.2.2.2 of Appendix A, construction of a flood wall to address flood hazard zone requirements is anticipated as part of the Project Scope. Identification and evaluation of alternatives for addressing this condition is part and parcel of the required Predesign Phase Services to be provided by the Design Consultant.**

4. Question: Please confirm the project schedule. Appendix A, paragraph 2.2.4 references that the area will be vacated during the summer of 2016 and that trailers would not be anticipated. In paragraph 3.0 - Schedule, the cumulative time period for the A/E Team is 161 calendar days (23 weeks). If the NTP for the A/E Team is not until Mid-March 2016, 23 weeks from Mid-March would be the end of July 2016. Realistically, the project would need to be advertised for bid in January 2016 for award in Feb. or early March so the order for all long lead items could be placed by the GC and his subcontractors immediately after the shop drawing is approved so that all materials would be ready for the Summer of 2016. Additionally, the time period for the constructability review needs to be factored into the schedule.

**Answer:** **It is anticipated that the existing Port Monmouth Road school will be vacated during the Summer of 2016. The schedule included in Section 3.0 of Appendix A is for the Predesign Phase only. In accordance with Article 2.14 of the Agreement, a schedule for remaining design and construction of the Project will be established at the conclusion of the Predesign Phase.**

5. Question: Appendix A, paragraph 2.2.4 refers to the removal of temporary classrooms currently utilized to educate District Pre-K students, however at the Mandatory site visit on 11/23 the SDA explained that the removal of trailers is not a requirement. Please clarify.

**Answer:** **In accordance with Section 2.2.4 of Appendix A, the Project Scope may include work related to the removal of temporary classroom units which are currently being utilized to educate District Pre-Kindergarten students. A determination regarding the need for and scope of work related to existing temporary facilities will be made at the conclusion of the Predesign Phase.**

6. Question: Please confirm that the programmed square footage provided in the 'Port Monmouth Road School Target Space Program', dated November 4, 2014 and included in the Appendix A attachments is comparable to the existing building square footage.

**Answer:** **Confirmed.**

7. Question: Appendix A, paragraph 2.2.2 refers to the FEMA Flood Wall report prepared by YU and Associates, Inc. which concludes that the inclusion of a flood wall would not be beneficial enough to be included in the scope of work. Is the flood wall design part of the scope of work? Please clarify the NJSDA's position.

**Answer: See response to Bidder Question No. 3 in this addendum.**

8. Question: Will the NJSDA confirm that the Food Service equipment, serving line and related facilities are to be evaluated for suitability and condition toward the PRE-K Program as part of this investigation? The NJSDA Facilities Condition Report dated June 6, 2011, offered as an attachment to Appendix A, describes the kitchen and cafeteria as Full-Service, noting that the dishwasher is in need of repair and that currently the dish room is used for storage. The Proposed Target Space Program describes the Food Service Facility as a 'Warming/Staging Kitchen'. Please elaborate on Food Service Program as it relates to the new Pre-K program.

**Answer: In accordance with Section 3.9.7 of Appendix B (as modified by Appendix A, "Special Conditions," Item 5) the Preliminary Facilities Condition Assessment and Report shall include the entire existing Port Monmouth Road School facility. It is intended that this include an evaluation of existing food service facilities and equipment and recommendations regarding their suitability for reuse.**

9. Question: The 'Draft Geotechnical Engineering Report', prepared by YU and Associates, Inc., page 1, paragraph 3 included in the attachments, states that 'The site is level and occupied by the existing school wing which we understand is to be demolished and replace as part of this project'. However, the Concept Plan and scope of work do not indicate or refer to selective building demolition. Please clarify.

**Answer: The Project Scope described in Appendix A shall be used as the basis for required Predesign Services.**

10. Question: Appendix B, paragraph 3.9.5 describes the requirement of the Facility Condition Assessment Report to identify and discuss options for each building deficiency. However, at the Mandatory Site Visit Meeting it was stated that 3 options for each deficiency must be provided. Please clarify this item.

**Answer: Appendix B Section 3.9.5 requires that, for each identified condition deficiency, the Preliminary Facilities Condition Assessment Report shall also identify and discuss options for addressing the deficiency. In accordance with Section 5 of Appendix B, as part of the Conceptual Options Development, Evaluation and Selection, the Design**

**Consultant shall develop, evaluate, and compare up to three conceptual options for addressing project requirements, which are anticipated to include options for addressing both programmatic requirements and facility condition deficiencies.**

11. Question: Appendix A, paragraph 2.2.2.1: Site requirements states: New-Pre-K Play Area and Equipment. The Facilities Condition Report notes that fencing is not provided for the playground area adjacent to the kitchen walk-in freezers. Additionally, the area between Wing A and Wing C is also used as a play area which has no equipment or fence. Is the design intent to provide one large secure playground, and which area is preferred?

**Answer: It is not clear what the relevance of this question is to preparing a responsive proposal. Identification and evaluation of alternatives to address Project outdoor play area requirements is part and parcel of the required Predesign Phase Services to be provided by the Design Consultant.**

12. Question: Paragraph 2.9, page 15 of the RFP, indicates that the 25% target for Small Business Enterprises (SBEs) shall be divided to include certain percentages for each of Categories 1, 2 and 3. Yet at the Mandatory Site Visit Meeting it was verbally indicated that the 25% target could apply to any category. Please clarify this requirement.

**Answer: It is correct that Section 2.9 of the RFP indicates that the 25% target for Small Business Enterprises (SBEs) shall be divided to target specific percentages for each of Categories 1, 2 and 3 (5%, 5%, and 10%, respectively). Firms are required to demonstrate good faith efforts to meet these SBE goals, though results short of the targeted goals may be accepted if supported by documented "good faith efforts," as indicated in the Section 2.9 statement that "If a firms fails to show that it will meet SBE subcontracting targets, it must document its good faith efforts to meet the targets, in accordance with the provisions of N.J.A.C. 17:13-1.1 et seq."**

13. Question: The Facility Assessment Report references that Wing A, Wing B and Wing C each have a separate electrical service. The electrical feed for Wing C is from the High School while two separate services from JCP&L feed Wings A and B. Is it the intention of the NJSDA to consolidate the electrical services into one independent service?

**Answer: It is not clear what the relevance of this question is to preparing a responsive proposal. Identification and evaluation of alternatives for addressing this condition is part and parcel of the required Predesign Phase Services to be provided by the Design Consultant.**

14. Question: The Facility Assessment Report references that Wing C has a separate hydronic heating supply and return piping from the High School heating plant. Is it the intention of the NJSDA to disconnect the Wing C hydronic heating from the High School heating plant?

**Answer: It is not clear what the relevance of this question is to preparing a responsive proposal. Identification and evaluation of alternatives for addressing this condition is part and parcel of the required Predesign Phase Services to be provided by the Design Consultant.**

15. Question: The RFP states that the project shall incorporate radon mitigation techniques consistent with the Radon Hazard Subcode. Radon mitigation is difficult to implement in existing slab-on-grade construction without excessive damage to the slab. Is it the intention of the NJSDA to follow the SubCode Section N.J.C.A. 5:23-10.1 (c) 4 and omit the installation of radon mitigation for the Wing B and Wing C slab construction?

**Answer: As part of the Regulatory Review Report (Appendix B, Section 4.1) the Design Consultant shall determine all applicable codes and regulatory reviews applicable to the project. Identification of applicable Radon Hazard Subcode Requirements and evaluation of alternatives for addressing these requirements is part and parcel of the required Predesign Phase Services to be provided by the Design Consultant. Notwithstanding the requirements of Article 2.23 of the Agreement, a final determination regarding inclusion of work as part of the Project Scope to address these requirements will be made at the conclusion of the Predesign Phase.**

16. Question: It appears that the Lead Paint Evaluation included in the Hazmat Survey Report was not prepared by a NJ licensed Company as required. Please confirm that the Lead Paint Evaluation must be included in the scope of work or confirm proper licensing for the testing completed.

**Answer: Performance of a Lead Paint Evaluation is not required as part of the Predesign Phase Services. As part of the Preliminary Environmental Review and Report (Appendix B, Section 3.7) the Design Consultant shall review existing records including AHERA reports and other environmental documentation and shall recommend additional investigative activities which may be required in order to confirm existing conditions to the extent necessary to inform the development and evaluation of conceptual options. In the event that a Lead Paint Evaluation is determined to be necessary, such services would be performed as Allowance Services in accordance with Appendix B Section 3.7.3.**

17. Question: Please confirm that both Radon Testing and Radon Mitigation Design is required.



**Answer:** See response to Bidder Question No. 15 in this addendum.

18. Question: I noticed in the advertisement for the Keansburg project that the design consultant is to have a rating of \$25M. It doesn't say \$25M or higher. Can a firm with a higher rating also participate? Don't want to attend the pre-bid on Monday and find out that we cannot submit a proposal because we have an 'Unlimited' rating.

**Answer:** See Item A.1.a in this addendum.

19. Question: In Section 2.3.1 Key Team Member List, a LEED Specialist is listed as one of the positions required as a Key Team Member. The corresponding form to be completed for the rfp, Attachment A - NJSDA Form 201 - Key Team Member List, does not include this particular position. Should we add it to Form 201?

**Answer:** See Item A.2.f in this addendum.

20. Question: \$20 million was offered as the project budget at the walk-thru. Is this the true project budget? If not, what is the project budget?

**Answer:** No Construction Cost Estimate or Project Budget has been established at this time. See Section 2.13 of the Agreement.

21. Question: Where will the students be housed?

**Answer:** As indicated in Section 2.2.4 of Appendix A, the existing facility is anticipated to be vacated in summer 2016. Separate from the scope of this Project, SDA is constructing a new school facility which will permanently house the students currently being educated at the existing Port Monmouth Road School facility. PK students who will be educated in the renovated Port Monmouth Road School are currently being educated in temporary classroom units as is also indicated in Section 2.2.4 of Appendix A.

22. Question: Is the building's current crawlspace designed to accept flood waters?

**Answer:** Although it is unclear what the nature or relevance of this question is, See response to Bidder Question No. 3 in this addendum.

23. Question: Is there sufficient water service at the street to supply proposed fire suppression? If not, how far away is adequate service?

**Answer:** A determination in regard to these questions is part and parcel of the required Pre-design Phase Services to be provided by the Design

**Consultant. See Appendix B Section 3.4. – Utility Verification and Report.**

24. Question: Other than cost, are there any conditions which would preclude demolition of the existing 44,000 sf school and replacement with new? If so, what are those conditions?

**Answer: Consideration of new construction in lieu of renovation is not a part of the Design Consultant's Predesign Phase Services.**

25. Question: If minor consultants are to be utilized to meet the SBE targets, are their qualifications required as part of this submission?

**Answer: All subconsultants proposed to satisfy Project SBE targets should be identified in the Approach to SBE Participation Form. If such subconsultants, proposed by the Design Consultant to satisfy SBE requirements, are not also proposed to fulfill other requirements of the RFP, such as satisfaction of Key Team Member requirements, or satisfaction of "Required Disciplines" requirements, the qualifications of such subconsultants need not be additionally submitted, except as required by the SBE Participation Form.**

26. Question: The area in the back of the classroom wings that is enclosed by fencing was suggested to be a wetland area in one of the reports. Is there a wetland study available for this site?

**Answer: To the best of the Authority's knowledge, no such study has been performed. As part of the Preliminary Environmental Review (Appendix B, Section 3.7) the Design Consultant shall identify conditions that must be taken into account in the course of development and evaluation of conceptual options. Relatedly, as part of the Regulatory Review Report (Appendix B, Section 4.1) the Design Consultant shall determine all applicable codes and regulatory reviews applicable to the project. Identification of potential wetlands and an understanding of potential design implications is part and parcel of the required Predesign Phase Services to be provided by the Design Consultant. In the event that a wetlands study is determined to be necessary, such services would be performed as Allowance Services in accordance with Appendix B Section 3.7.3.**

27. Question: Is there a concrete slab under the existing structure i.e. rat slab? We could not verify this from the existing photographs.

**Answer: Although it is unclear what the relevance of this information is to preparing a responsive proposal, there is no such slab in the crawl space.**

28. Question: Is a Radon Mitigation System part of the scope of work?

**Answer: See response to Bidder Question No. 15 in this addendum.**

29. Question: Are there AS-built drawings of the existing school? If so can they be posted on the FTP site?

**Answer: All available drawings have been posted to the FTP site. The SDA has prepared basic CAD drawings of the existing facility which will be provided to the successful bidder. In accordance with Appendix B, Section 3.8 "Preliminary Facilities Survey", the Design Consultant shall be responsible for verification and documentation of existing conditions in sufficient detail for purposes of completing the required Predesign Phase Services. Detailed survey and documentation of existing conditions beyond that shall be included as part of the services to be negotiated following completion of Predesign Phase Services.**

30. Question: Is the renovation to the cafeteria for a full service cafeteria or a warming kitchen?

**Answer: See response to Bidder Question No. 8 in this addendum.**

31. Question: What is the cost estimate for the project?

**Answer: See response to Bidder Question No. 20 in this addendum.**

32. Question: What is the scope of work for the exterior of the building? New Roof? New Windows?

**Answer: It is not clear what the relevance of this question is to preparing a responsive proposal. Identification and evaluation of alternatives for addressing these conditions is part and parcel of the required Predesign Phase Services to be provided by the Design Consultant.**

**C. CHANGES TO PREVIOUS ADDENDA:**

1. Not applicable.

**D. ATTACHMENTS**

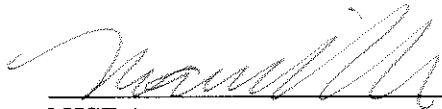
1. Attachment 1.1 Design Consultant's Technical Proposal Certification Form
2. Attachment 1.2 Revised Key Team Member List (NJSDA Form 201) revised December 7, 2015.

**E. SUPPLEMENTAL INFORMATION**

I. Not applicable.

*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

12/8/2015  
Date



**Addendum No. 1**

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

**Date:** December 8, 2015

**PROJECT #:** ET-0098-A01

**DESCRIPTION:** Keansburg Port Monmouth Road School Facility Project

**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 email to [dkutch@njsda.gov](mailto:dkutch@njsda.gov) or fax to (609-656-7258). Signed acknowledgement must be received prior to the Bid Due Date. Acknowledgement of the Addendum must also be made in the Predesign Phase Fee Proposal Cover Sheet

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Date