



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

DATE: February 3, 2020
PROJECT: ET-0099-M01 – Perth Amboy High School – Construction Management Services
DESCRIPTION: Addendum #1

This addendum shall be considered part of the Request for Proposals (“RFP”) issued in connection with the above-referenced project. Should information contained within this Addendum conflict with the RFP, this Addendum shall supersede the relevant information in the RFP.

A. CHANGES TO THE PROCUREMENT PROCESS:

1. Not applicable.

B. CHANGES TO THE PROCUREMENT DOCUMENTS:

NOTE: Additions are shown in **bold and underline** text; deletions are shown in ~~*strikethrough and italics*~~.

1. Modifications to the RFQ/RFP

- a. **MODIFY:** In the Introduction, modify Item 2.b as follows:
 - 2. Attachment A: (Response Forms):
 - a. Firm’s Construction Management Experience Form;
 - b. Identification of Construction Manager’s ~~Required~~ Key Team Members Form;
- b. **MODIFY:** In Section 1.3 modify the second bulleted item as follows:
 - o Identification of Construction Manager’s ~~Required~~ Key Team Members Form
- c. **ADD:** In Section 2.2.A, insert the following Section 1 heading after the first paragraph, as follows:

A. Overview

In this procurement, the Authority has determined to require a minimum threshold for CM staffing for the Project, defining a roster of required CM Staff members identified by title and responsibilities, and defining a required time commitment for such staff member that varies over the duration of the Project. This is a minimum requirement, and Responding Firms may propose staffing that exceeds this minimum standard.

Addendum: 1
Project #: ET-0099-M01
Project Name: Perth Amboy High School – Construction Management Services

1. Required Key Team Members.

- d. **ADD:** Add the following language at the end of Section 2.2.A.1, as follows:

Furthermore, the Agreement requires that CM employ or engage a CPM Schedule Reviewer with the experience and qualifications noted in Section 4.3.10.5 of the Agreement. The CPM Schedule Reviewer does not need to be identified or named in the Technical Proposal.

NOTE: Bidders shall not include a separate Monthly Rate on the Price Proposal for the CPM Scheduler or other scheduling staff/resources. All scheduling services shall be compensated through the Monthly Schedule Review Amount (Item A4 on Price Proposal), the Initial Schedule Review Amount (Item C on Price Proposal) and the Schedule Cost/Resource Review Amount (Item D on Price Proposal).

- e. **ADD:** Add the following new Section 2.2.A.2, as follows:

2. Additional Key Team Members

While the Authority believes that a Staffing Proposal comprised of only the Required Key Team Members is sufficient for the Project, a Responding firm may opt to identify up to two (2) additional Key Team Members, in addition to the Required Key Team Members identified in Section A.1, above.

If a Responding Firm intends to include an additional Key Team Member in its Staffing Proposal, and intends to include Monthly Rates for such additional Key Team Member in the Price Proposal, then the Responding Firm must utilize the Staffing Proposal for the Project Form to identify the additional Key Team Members by role and title, indicate the time commitment for the additional Key Team Member (full or half time) and the duration of the additional Key Team Member's participation in the Construction Phase and/or Closeout Phase of the Project (measured in months, which may coincide with project milestones).

For example:

Additional Office Engineer – Full time, from Substantial Completion to Project Closeout, 6 Months.

A Responding Firm shall not include additional Project Executives or Project Managers in its Staffing Proposal. Due to the unique contractual responsibilities and functions of the Project Executive as the CM Contact and the Project Manager as the on-site liaison with SDA, SDA requires that there be only one (1) singular Project Executive, and one (1) singular Project Manager for the Project.

- f. **MODIFY:** Modify the reference to the Form in the first paragraph of Section 2.2 B (“Components of a Staffing Proposal”) as follows:

Utilizing the *Identification of Construction Manager's Required Key Team Members Form* and the Firm's *Staffing Proposal for the Project Form* provided by the Authority, Responding Firms shall provide a Project-specific Staffing Proposal that identifies the CM's Team, including a roster of Key Team Members to fulfill the primary obligations of the engagement and the CM Agreement, and any subcontractors or subconsultants necessary to fulfill the remaining obligations of the CM Agreement.

- g. **ADD:** Add the following language after the first paragraph of Section 2.2 B (“Components of a Staffing Proposal”) as follows:

If the Responding Firm intends to identify Additional Key Team Members in addition to the Required Key Team Members listed in A.1, above, the Responding Firm must identify such Additional Key Team Members by name, title and role on the Identification of Construction Manager’s Key Team Members Form. Additionally, the Responding Firm must describe the roles and functions of each Additional Key Team Member, using the Staffing Proposal for the Project Form, and provide the intended duration of their participation in the Project (i.e. from project milestone to project milestone, if applicable).

If the additional Key Team Member is intended to duplicate or augment the role of a Required Key Team Member (i.e., an Additional Assistant Project Manager or Additional Office Engineer), the Responding Firm’s Staffing Proposal for the Project Form shall describe how such duplication or redundancy is beneficial or necessary to the Project, and justify why duplication of roles is warranted.

If the additional Key Team Member is intended to fulfill a role different from that of any Required Key Team Member, the Responding Firm shall describe in detail the proposed Additional Key Team Member’s role and function, and shall explain why this Project warrants the addition of a Key Team Member in this new role.

- h. **ADD:** Add the following language before the existing text of Subsection 2.2.C “Prohibitions and Limitations on Staffing Proposal,” as follows:

NOTE: A Responding Firm’s Staffing Proposal shall include only one (1) Project Executive, and only one (1) Project Manager.

- i. **ADD:** Add the following language after the first paragraph of Section 2.7.A “Form of Price Proposal,” as follows:

Utilizing the Price Proposal Form provided by the Authority, the Responding Firm must submit its Price Proposal specifying a Total Compensation Amount based upon Monthly Rates for Key Team Members performing the Services of the engagement, plus several Specified Sum Amounts for certain Basic Services not compensated through the Monthly Fee, as well as Insurance costs and certain Allowance Amounts, which shall compensate CM for all labor and other direct costs associated with the required services. The Total Compensation Amount must include all required onsite and offsite labor, including home office support, and all other direct costs, for the entire Team.

If a Responding Firm chooses to include an Additional Key Team Member in its Staffing Proposal and seeks to include Monthly Rates for such Additional Key Team Member in its Price Proposal, the Responding Firm shall indicate such Additional Key Team Member by title or role, shall provide a duration, measured in months, for such Additional Key Team Member’s participation in the Project, and shall provide the Monthly Rate for such Additional Key Team Member in the spaces provided in the Price Proposal.

NOTE: A Responding Firm shall not include in its Price Proposal a separate Monthly Rate for an individual CPM Schedule Reviewer or other scheduling staff, as all scheduling

services shall be compensated by the Monthly Schedule Review Amount, the Initial Schedule Review Amount and the Schedule/Cost Resource Review Amount.

- j. **MODIFY:** Modify the second item in the list at Attachment A, "Response forms" as follows:

- b. IDENTIFICATION OF CONSTRUCTION MANAGER'S *REQUIRED* KEY TEAM MEMBERS FORM

2. Modifications to the RFQ/RFP Response Forms.

- a. **REPLACE:** The *Identification of Construction Manager's Required Key Team Members Form* originally issued shall be deleted and replaced with the *Identification of Construction Manager's Key Team Members Form* dated February 3, 2020 and included herewith as Attachment 1.01
- b. **REPLACE:** The *Firm's Staffing Proposal for the Project Form* originally issued shall be deleted and replaced with the revised *Firm's Staffing Proposal for the Project Form* dated February 3, 2020 and included herewith as Attachment 1.02.
- c. **REPLACE:** The *NJSDA Price Proposal Form* originally issued shall be deleted and replaced with the revised *NJSDA Price Proposal Form* dated February 3, 2020 and included herewith as Attachment 1.03.

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

1. **Question:** If bidder needs additional personnel above and beyond the positions listed on bid form, how would you like these additional personnel shown on bid document?

Answer: The New Jersey Schools Development Authority ("NJSDA") has determined a minimum threshold for CM staffing for the Project, defining a roster of required CM Staff members identified by title and responsibilities, and defining a required time commitment for such staff member that varies over the duration of the Project. The NJSDA believes that a Staffing Proposal comprised of only the Required Key Team Members is sufficient for the Project; however, a Responding Firm may opt to identify up to two (2) additional Key Team Members, in addition to the Required Key Team Members. Refer to Section B. above, for changes to the RFQ/RFP and associated Response Forms, to facilitate the optional identification of Additional Key Team Members.

2. **Question:** How would you like to show project expenses such as, office equipment described in Section 3.13, to be shown on your bid document?

Answer: Office supplies and equipment that is reasonably necessary to manage the Project shall be provided by the Construction Manager as described in Section 3.13. A Responding Firm shall include these costs in the Monthly Rates for each Staffing Member as described in Section 1.62 of the Agreement.

3. **Question:** Is it permissible to request your consideration in reducing or removing some of the insurance liability amounts?

Answer: The NJSDA has carefully determined the Insurance requirements as noted in Section 10.1 of the Agreement. There will be no modification of these requirements in response to this request.

D. CHANGES TO PREVIOUS ADDENDA:

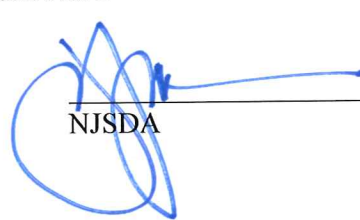
1. Not applicable.

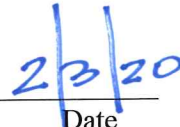
E. ATTACHMENTS:

- Attachment 1.01 *Identification of Construction Manager's Key Team Members Form*, dated February 3, 2020
- Attachment 1.02 *Revised Firm's Staffing Proposal for the Project Form*, dated February 3, 2020.
- Attachment 1.03 *Revised NJSDA Price Proposal Form*, dated February 3, 2020.

Refer all questions to NJSDA Procurement Staff. Any bidder attempting to contact government officials (elected or appointed), including NJSDA Board members, NJSDA Staff (except for Procurement), Selection Committee members, NJSDA Consultants, and School District officials for information relating to this project or in an effort to influence the selection process may be immediately disqualified.

End of Addendum No. 1


NJSDA


Date



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

32 E FRONT STREET
P.O. BOX 991
TRENTON, NJ 08625-0991
609-943-5955

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

DATE: February 3, 2020
PROJECT: ET-0099-M01 – Perth Amboy High School – Construction Management Services
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Acknowledgement of Receipt of Addendum

Consultant must acknowledge the receipt of the Addendum by signing in the space provided below and returning via scanned copy (Dkutch@njsda.gov). Signed acknowledgement must be received prior to the Bid Due Date. Acknowledgement of the Addendum must be made on the NJSDA Price Proposal Form. Please include a copy of this signed acknowledgement form in the Technical Proposal Submission.

Signature

Print Name

Company Name

Date

Addendum: 1
Project #: ET-0099-M01
Project Name: Perth Amboy High School – Construction Management Services

IDENTIFICATION OF CONSTRUCTION MANAGER'S KEY TEAM MEMBERS

FOR REQUIRED KEY TEAM MEMBERS: Identify by NAME as indicated in section 2.2 of the RFP ("Staffing Proposal For the Project").

FOR OPTIONAL ADDITIONAL KEY TEAM MEMBERS: Identify by NAME, TITLE and ROLE.

Refer to Section 2.2 for details.

Project Executive:

NAME: _____

Project Manager:

NAME: _____

Assistant Project Manager:

NAME: _____

Office Engineer:

NAME: _____

MEP Manager:

NAME: _____

OPTIONAL Additional Key Team Member:

NAME: _____

TITLE: _____

ROLE: _____

OPTIONAL Additional Key Team Member:

NAME: _____

TITLE: _____

ROLE: _____

FIRM'S STAFFING PROPOSAL FOR THE PROJECT

FIRM NAME: _____

Describe your Staffing Proposal for the Project by identifying the Key Team Members who will have primary responsibility for the Project, describing the roles of such Key Team Members.

If your Staffing Proposal includes optional Additional Key Team Members (limit 2), in excess of the Required Key Team Members listed in the RFP, then identify each Additional Key Team Member by title and describe the role of each such additional Key Team Member, and the duration of participation in the Project (e.g. "from Substantial Completion to Project Closeout", etc.).

If the additional Key Team Member is intended to duplicate or augment the role of a Required Key Team Member (i.e., an Additional Assistant Project Manager or Additional Office Engineer), the Responding Firm shall describe how such duplication or redundancy is beneficial or necessary to the Project, and justify why duplication of roles is warranted.

If the additional Key Team Member is intended to fulfill a role different from that of any Required Key Team Member, the Responding Firm shall describe in detail the proposed Additional Key Team Member's role and function, and shall explain why this Project warrants the addition of a Key Team Member in this new role

Identify other employees or resources that are proposed to participate in the performance of CM Services on an as-needed basis, though without the regularity or frequency of a Key Team Member. In particular, identify those individuals responsible for performing Submittal Review Services.

Provide an Organizational Chart showing the Key Team Members identified for the Project, any other employees or resources that may participate in the performance of CM Services, and any named Subconsultants included in the Proposal. The Organizational Chart shall show the responsibilities, structure, and lines of authority for the persons or entities identified.

Refer to Section 2.2 of the RFP for details. Attach additional sheets as necessary.

NJSDA PRICE PROPOSAL FORM

DESIGN-BUILD CONSTRUCTION MANAGEMENT SERVICES

Contract No.: ET-0099-M01

The Price Proposal submitted by (Name of Vendor) _____

This Price Proposal provides for a Total Compensation Amount as follows:

A) Staffing Costs, Construction Phase
(estimated 52 Months Duration):

Note: The durations specified below are for bidding purposes only, and the actual project durations may vary. For non-Specified Sum Services, CM will be compensated based on the Monthly Rates for designated staff actually performing during the project duration.

1. Project Executive (As supporting commitment (not required as a full-time requirement, but shall be on an as-needed basis and as per the CM proposal) from Construction NTP to Substantial Completion.)

Rate per Month \$ _____ x 52 Months = \$ _____

2. Full-Time Project Manager (from the first Construction NTP to Substantial Completion)

Rate per Month \$ _____ x 52 Months = \$ _____

3. Office Engineer (full time commitment from NJSDA Acceptance of Design-Builder's Final Design Documents for the first Partial Plan Release Package to Substantial Completion)

Rate per Month \$ _____ x 50 Months = \$ _____

4. Monthly Schedule Review (Monthly Cost to review Design-Builder's Schedule Updates, and provide recommendations on schedule, as well as cost and resource loading. Includes delay analysis, recovery schedule analysis and recommendations, and schedule improvement recommendations under Section 4.3.10.4 of the Agreement, and the CPM Schedule Reviewer obligations under Section 4.3.10.5 of Agreement.)

Rate per Month \$ _____ x 50 Months = \$ _____

5. MEP Manager (full time commitment from NJSDA Acceptance of Design-Builder's Final Design Documents for the first Partial Plan Release Package to Substantial Completion)

Rate per Month \$ _____ x 50 Months = \$ _____

NJSDA PRICE PROPOSAL FORM

DESIGN-BUILD CONSTRUCTION MANAGEMENT SERVICES

Contract No.: ET-0099-M01

6. Assistant Project Manager (full time commitment from NJSDA Acceptance of Design-Builder's Final Design Documents for the first Partial Plan Release Package to Substantial Completion)

Rate per Month \$ _____ x 50 Months = \$ _____

7. Additional Key Team Member:

Name: _____

Title: _____

Role: _____

Rate per Month \$ _____ x _____ Months = \$ _____

8. Additional Key Team Member:

Name: _____

Title: _____

Role: _____

Rate per Month \$ _____ x _____ Months = \$ _____

TOTAL SUBSECTION A (Sum of A.1 through A.8): \$ _____

B)

Staffing Costs, Close-Out Phase

(Substantial Completion to Project Closeout, estimated 6 Months Duration, Full Time):

Note: The durations specified below are for bidding purposes only, and the actual project durations may vary. For non-Specified Sum Services, CM will be compensated based on the Monthly Rates for designated staff actually performing during the project duration.

1. Project Manager

Rate per Month \$ _____ x 6 Months = \$ _____

NJSDA PRICE PROPOSAL FORM

DESIGN-BUILD CONSTRUCTION MANAGEMENT SERVICES

Contract No.: ET-0099-M01

2. Office Engineer

Rate per Month \$ _____ x 6 Months = \$ _____

3. MEP Manager

Rate per Month \$ _____ x 6 Months = \$ _____

4. Additional Key Team Member:

Name: _____

Title: _____

Role: _____

Rate per Month \$ _____ x _____ Months = \$ _____

5. Additional Key Team Member:

Name: _____

Title: _____

Role: _____

Rate per Month \$ _____ x _____ Months = \$ _____

TOTAL SUBSECTION B (Sum of B.1 through B.5): \$ _____

C) **Initial Schedule Review Amount:** \$ _____

Initial Schedule Review Services are described in Section 4.3.10.1, 4.3.10.2 and 4.3.10.3 of the Agreement. This review shall include review of the Design-Builder's Initial Construction Schedule for compliance with contract requirements, review of schedule logic, including links between predecessor and successor activities, and preparation of recommendations for approval, rejection and/or modifications required for approval.

D) **Schedule Cost/Resource Review Amount:** \$ _____

NJSDA PRICE PROPOSAL FORM

DESIGN-BUILD CONSTRUCTION MANAGEMENT SERVICES

Contract No.: ET-0099-M01

Schedule Cost/Resource Review Services are described in Section 4.3.10.3 of the Agreement. This review shall include review of the Design-Builder's proposed Cost- and Resource-loaded Schedule for compliance with contract requirements, and for cost and resource loading information, as well as preparation of recommendations for approval, rejection and/or modifications required for approval of the proposed Cost and Resource-loaded Schedule.

E) **Procurement of Special Inspectors Amount:** \$ _____

CM will be required to procure and engage special inspectors, and this may be called for prior to the issuance of a Notice to Proceed to the Design-Builder, and prior to the performance of any of CM's Construction Phase Services. This Amount is intended to compensate CM for the costs of procurement of special inspection services pursuant to Section 4.11.3 of the Agreement, whether such procurement occurs prior to issuance of a CM NTP for Construction Phase Services, or concurrent with any of CM's Construction Phase Services under the Agreement. This amount is NOT intended to compensate for the costs of Special Inspections themselves, which shall be compensated as Allowance Services under a separate Allowance Amount.

F) **FFTE Coordination Services Amount:** \$ _____

FFTE Coordination Services are described in Section 4.10 of the Agreement. This procurement assumes that the CM will perform such FFTE Coordination Services, but NJSDA may choose to self-perform such services, and deduct the value of such services from the CM's Compensation. Accordingly, interested firms are required to provide a lump sum price for the FFTE Coordination Scope of Work as defined in Section 4.10 of the Agreement, in the event NJSDA chooses to self-perform such services and deduct such amount from CM's compensation.

G) **Insurance Amount:** \$ _____

The Authority requires CM and its Subconsultants to secure and maintain the insurance coverage detailed in Section 10.1 of the Agreement. The Authority shall compensate CM and its Subconsultants for the cost of such required Insurance. CM's Price Proposal shall reflect CM's costs for Insurance for the Basic Services and any Contingent Additional Services identified at contract execution.

H) **Allowance for Testing and Inspection Services:** \$ 800,000

I) **Allowance for Cleaning Services:** \$ 40,000

NJSDA PRICE PROPOSAL FORM

DESIGN-BUILD CONSTRUCTION MANAGEMENT SERVICES

Contract No.: ET-0099-M01

**Total Compensation Amount
(Sum of Subsections A through I):**

\$ _____

Addenda:

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

Number: _____

Dated: _____

I am duly authorized to sign this Price Proposal on behalf of the named firm.

Signature: _____

Print Name: _____

Title: _____

Date: _____