

April 24, 2009

**ADDENDUM No. 1**

*To*

**REQUEST FOR PROPOSALS**

*For*

**TOTAL BUILDING COMMISSIONING SERVICES**

*For the*

**SCHOOL CONSTRUCTION PROGRAM**

**ISSUED MARCH 25, 2008**

*By*

**THE NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY**

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**PLEASE TAKE NOTICE:**

**PRICE PROPOSALS ARE DUE AT THE SCHEDULED INTERVIEWS on Wednesday, April 29, 2009, at the Main Office of the New Jersey Schools Development Authority located at 1 West State Street, Trenton, New Jersey 08625, and must be delivered in the manner set forth in the RFP. Interviews will be held on Wednesday, April 29, 2009 at the NJSDA Main Office, 1 West State Street, Trenton, NJ 08625.**

This **ADDENDUM No. 1** includes questions posed at the Mandatory Pre-bid held on Wednesday, April 22, 2009, and answers thereto, RFP clarifications and a list of attendees at the Mandatory Pre-bid. Questions and answers may have been paraphrased in whole or in part. Terms in this Addendum shall have the same meaning as provided in Section 1 of the Agreement, except as otherwise provided herein.

**A. ATTENDEES AT MANDATORY PRE-BID**

Please refer to Attachment A.

**B. MANDATORY PRE-BID QUESTIONS, AND NJSDA ANSWERS**

**B.1 Question:** What is the interview format?

**Answer:** Firms should be prepared to make a 10-15 minute presentation followed by 25-30 minutes of question & answers. Please refer to Attachment B for the Interview Schedule.

**B.2 Question:** Who is on the selection committee?

**Answer:** The selection committee consists of three NJSDA staff members.

**B.3 Question:** How many awards will be made?

**Answer:** Pursuant to the RFQ, NJSDA intends to award to a minimum of three firms.

**B.4 Question:** Will there be any instances where firms will be conflicted out of a project?

**Answer:** Yes, any firm contracted in any other capacity on a particular project will not be considered for providing Total Building Commissioning services on that project.

**B.5 Question:** How many projects require commissioning services?

**Answer:** There are currently 78 projects that the SDA expects to pursue Total Building Commissioning services.

**B.6 Question:** What are the scope phases?

**Answer:** The phases of the projects to be commissioned are: Program/Concept (Pre-Design), Schematic Design, Design Development, Construction Document, and Construction Administration Phases.

**B.7 Question:** How are projects assigned?

**Answer:** The intent is for projects to be assigned on rotational task order basis unless there is a conflict of interest.

**B.8 Question:** How are projects billed? Will firms provide a lump sum based on the hourly rates schedules for assigned task orders?

**Answer:** Yes, firms will be assigned a task order with a scope for the project and will then submit a lump sum fee for the project based on the hourly rate schedule.

**B.9 Question:** Will travel be considered reimbursable?

**Answer:** Travel expenses shall be recoverable, at the rate applicable to Authority personnel, only when such recovery has been prior approved by the Authority in its sole discretion. Travel to and from the school sites, meetings etc. are considered part of the overall scope of services.

**B.10 Question:** Will the awarded firms competitively bid for each task order?

**Answer:** No, projects will be assigned on a rotational basis and firms will submit pricing for the assigned task order.

**B.11 Question:** Where are the projects located?

**Answer:** Task orders will reflect projects throughout the state of New Jersey.

**B.12 Question:** Are total building commissioning services covered under the OCIP program?

**Answer:** Total building commissioning services are **not** covered under the OCIP program. CxA is required to maintain Professional Liability, Commercial General Liability, Worker's Compensation and Business Automobile Liability Insurance at its own cost and expense, insuring CxA, its employees, subconsultants and agents.

**B.13 Question:** Are there any allowances for these services?

**Answer:** Allowances are not anticipated at this stage of the process, but if it becomes apparent that allowances will be required due to some unforeseen reason, they can be discussed at the time of actual project fee proposal request/submission.

**B.14 Question:** Will security clearances be required as indicated in Section 18.14 of the Agreement?

**Answer:** It is not expected that any security clearance requirements beyond those currently in place by the Authority will be required. Although, if it is determined that increased security measures are required, it will be expressed at the time of the fee proposal request.

**B.15 Question:** Will firms have an opportunity to review the systems in the assigned scopes of services?

**Answer:** Yes, it is expected that any projects beyond the Program/Concept Phase will include all current available documents at the time of the fee proposal request. Any system decisions made will be available to the consultant for review. It is expected that a peer review of any existing documents will be performed by the CxA.

**B.16 Question:** What types of school projects are included in these services?

**Answer:** Various projects types including new construction, additions and renovations.

**B.17 Question:** Section 6.2 of the Agreement indicates that extended services documentation should be submitted as monthly invoices; however, Section 8.1.4 indicates that extended services will be the final payment to the firm. Please clarify.

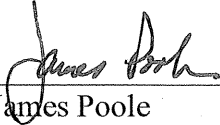
**Answer:** Please refer to clarification C.1 below.

## **C. CLARIFICATIONS TO THE RFP**

**C.1** Please refer to Section 8.1.4 of the Agreement. This section will read as follows:

In the event that the Authority requests the performance by CxA of Extended Services, CxA shall include the cost of Extended Services in its monthly Invoice. Each Invoice shall separately identify the amount requested for Extended Services. CxA will be compensated for Extended Services as provided in Appendix C. Compensation for Extended Services will be capped at 1.6 times actual salary (exclusive of customary payroll burdens and benefits) for CxA staff and cost-plus 5% for CxA subcontracted Extended Services.

***Bidders are instructed that the RFI process has been instituted to provide for a systematic and official method to respond to bidders' requests for information and/or clarification, and thus all inquiries from bidders regarding the Project must be directed to the Authority in the form of an RFI in accordance with the procedure specified by the Authority. Bidders are instructed not to attempt to directly contact Authority personnel, elected or appointed government officials, or representatives of the Project School District with inquiries regarding the Project during the selection process, and bidders may not rely upon any information received outside of the RFI process.***

Issued by:   
James Poole  
Senior Director  
Procurement & Contract Services

Issued: April 24, 2009

**ATTACHMENT A**

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**ATTACHMENT B**

**CxA SERVICES GP-0133-R01  
INTERVIEW SCHEDULE  
WEDNESDAY, APRIL 29, 2009  
NJSDA MAIN OFFICE**

12:00-12:40 – Miller-Remick  
12:45-1:25 – PS&S  
1:30-2:10 – PMK Group  
2:15-2:55 – Concord Facility Services  
3:00-3:40 – Chu & Gassman

\*Interviews will consist of 10-15 minute presentation followed by 25-30 minute question & answer session.

**PRICE PROPOSALS ARE DUE AT YOUR SCHEDULED INTERVIEW.**