

June 8, 2011

**ADDENDUM No. 1**

*To*

**REQUEST FOR PROPOSALS**

*For*

**RELOCATION CONSULTANT SERVICES  
GP-0148-R01**

*For the*

**SCHOOL CONSTRUCTION PROGRAM**

**ISSUED MAY 12, 2011**

*By*

**THE NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY**

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**PLEASE TAKE NOTICE:**

**PROPOSALS ARE DUE on Tuesday, June 21, 2011 by 5 PM**, 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.

This **ADDENDUM No. 1** includes a list of attendees at the Mandatory Pre-Proposal Conference held on Thursday, June 2, 2011 and questions posed at the Mandatory Pre-Proposal Conference, and answers thereto. 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 THE MANDATORY PRE-PROPOSAL CONFERENCE**

Please see Attachment A.

**B. QUESTIONS & NJSDA ANSWERS**

- B.1 Question:** Please clarify the NJSDA's intention with respect to the number of concurrent projects the consultant will handle.

**Answer:** At any time during the term of the Agreement, the Authority may issue, at its sole option, a Project Assignment to the Consultant to perform relocation services relating to properties that may be located anywhere in the State. The Authority shall have no obligation to issue any particular number of Project Assignments to the Consultant or to issue Project Assignments at any particular frequency. At this time, the Authority does not know the number of Project Assignments or number of actual relocations associated with each Project; however, it will be the Consultant's responsibility to provide the relocation services specified in the Agreement with respect to all Project Assignments until they are completed.

- B.2 Question:** What is the anticipated number of displacees and the potential impact on the community?

**Answer:** At this time, the Authority does not know the number of Project Assignments or number of actual relocations associated with each Project or the impact it would have on the community.

- B.3 Question:** Why aren't sustainable services required in the RFP?

**Answer:** Sustainable services are not covered under the NJ Relocation Statutes and therefore not applicable under this RFP.

- B.4 Question:** What is the typical lead time to relocate businesses in New Jersey?

**Answer:** The Authority will set the schedule requirements, milestones and deadlines in coordination with the Consultant.

- B.5 Question:** Who is responsible for showing residential properties? If the showings are the Consultant's responsibility, is the cost also the Consultant's responsibility? Are weekend hours expected?

**Answer:** The Consultant will be responsible to provide to the Authority three (3)

comparable replacement sites for each displace. The Authority will not reimburse the Consultant for broker fees.

If the Consultant deems it necessary to work weekend hours to meet a required deadline, payment will be made at the approved hourly rate. The Authority will not pay overtime rates. Please refer to Attachment C of the RFP, Fee Proposal.

**B.6 Question:** Should per diem be included in the loaded hourly rate?

**Answer:** Yes. Please refer to Attachment C of the RFP, Fee Proposal.

**B.7 Question:** Does the NJSDA handle the relocation negotiations?

**Answer:** Yes. The Authority will handle the actual relocation negotiations.

**B.8 Question:** If prevailing wage rates change after the contract is executed, can the Consultant's rates be renegotiated since the Consultant must comply with prevailing wage rates?

**Answer:** The Consultant's proposed Loaded Hourly Rates should take into account any prospective changes in prevailing wage rates during the Term of the Agreement. The Loaded Hourly Rates shall apply during the Term and are not subject to renegotiation.

**B.9 Question:** Is the previous Relocation RFP and Agreement available for review?

**Answer:** Firms may complete an Open Public Records Act (OPRA) request form. The form can be downloaded from the Authority's website at <http://www.njsda.gov/opra/index.html>. Please submit completed OPRA forms to: Custodian of Public Records, New Jersey Schools Development Authority, One West State Street, P.O. Box 991, Trenton, New Jersey 08625-0991.

**B.10 Question:** Which languages are required for bi-lingual staff?

**Answer:** The Consultant shall provide multilingual assistance to Displacees where language communication barriers are encountered on any Project Assignment, when the Authority and the Consultant, by mutual agreement, identify that such a requirement exists. Spanish is the other language that would most likely be encountered during a Project Assignment.

**B.11 Question:** Is a certification required for displacees?

**Answer:** The Consultant shall process requests for relocation expense payments for Displacees using forms supplied by the Authority which will require various certifications by the Displacee and the Consultant. After obtaining the certifications and signatures, the

Consultant will then transmit these forms to the Real Estate Services Director or his/her designee for processing and approval.

**B.12 Question:** When will the Consultant receive database training?

**Answer:** The successful bidder will be required to have all staff attend a mandatory training session to be given by Authority to be held at a location determined by the Authority.

**B.13 Question:** Is the database concentrated on the displacee?

**Answer:** Yes, on a project assignment level. Please refer to Scope of Services, C.8 Real Estate Services Database.

**B.14 Question:** To what extent does New Jersey rent stabilization law mirror New York's law?

**Answer:** Rent stabilization requirements are not covered under the NJ Relocation Statutes and therefore not applicable under this RFP.

**B.15 Question:** Should reimbursements costs and expenses be included in the loaded hourly rate?

**Answer:** No. Please refer to Section 3.0 of the Agreement for additional information regarding "Limited Reimbursement for Costs and Expenses".

**B.16 Question:** Should satellite office expenses be included in the loaded hourly rate?

**Answer:** The Consultant will be reimbursed in the same manner for a satellite office as it would for its main office as outlined in Section 3.0 of the Agreement for additional information regarding "Limited Reimbursement for Costs and Expenses".

**B.17 Question:** How should the Consultant handle relocating businesses in LEED buildings?

**Answer:** LEED requirements are not covered under the NJ Relocation Statutes and therefore not applicable under this RFP.

**B.18 Question:** Who is responsible for issues that require legal counsel?

**Answer:** To the extent that a dispute should arise as to the Consultant's obligations under the Agreement, the Consultant should consult with its own legal counsel. To the extent that an issue should arise involving interpretation of the Relocation Assistance Act or other relocation law, statutes and regulations, such interpretation shall be made by the NJSDA, in consultation with its legal counsel.

**B.19 Question:** Is there a limitation on the number of subconsultants the Consultant may have?

**Answer:** No.

**B.20 Question:** If the prime Consultant is an SBE firm, does that cover the 25% SBE requirement?

**Answer:** Yes.

**B.21 Question:** Will there be more than one awardee?


**Answer:** No.

**B.22 Question:** Please clarify how many case studies should be submitted by the prime Consultant and/or any subconsultants.

**Answer:** The Prime Consultant should submit up to five (5) case studies. Subconsultant experience can be included in those five (5) case studies. Please refer to Section 4.3 of the RFP.

***Please, there shall be absolutely no contact between our staff and you.***

Issued by:

  
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Sean Murphy  
Procurement Manager

Issued: June 8, 2011

## ATTACHMENT A

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