

October 12, 2011

ADDENDUM No. 1

To

REQUEST FOR PROPOSALS

For

**STATE-WIDE PROPERTY MANAGEMENT AND MAINTENANCE SERVICES
GP-0175-R01**

For the

SCHOOL CONSTRUCTION PROGRAM

ISSUED SEPTEMBER 20, 2011

By

THE NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

PLEASE TAKE NOTICE:

PROPOSALS ARE DUE on Tuesday, October 18, 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 October 4, 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: Where are proposals received by NJSDA?

Answer: Proposals are to be submitted as specified by the RFP. Proposals are received in the 1st Floor Reception area of the NJSDA office at 1 West State Street in Trenton.

B.2 Question: If a firm submitting a proposal as a prime consultant is also a Small Business Enterprise (SBE), how much credit will it receive toward the SBE participation goal of 25%?

Answer: Generally, a proposing SBE firm will receive 10% credit toward attaining the 25% SBE participation goal.

B.3 Question: Which disciplines/trades will be included in the technical evaluation of Support Consultants' qualifications and relevant experience?

Answer: Upon review, the NJSDA has decided to not evaluate Support Consultants' qualifications and experience. Accordingly, the table of evaluation criteria on page 8 of the RFP is deleted and replaced with the following table.

EVALUATION CRITERIA	MAXIMUM POINTS
Firm Relevant Experience Providing Property Management & Maintenance Services (Case Studies)	40
Qualifications & Relevant Experience of Key Team Members	20
Approach to Providing Scope of Services	20
Approach to Budget and Scheduling	20
TOTAL:	100

On Page 4 of the RFP, Number 6 "Proposed Subconsultants" is deleted.

On Page 5 of the RFP, under "Firm Experience – Case Studies", in the first line, the words "and of the proposed subcontracted firms" is deleted.

On Page 6 of the RFP, the section entitled "Proposed Subcontractors" is deleted and replaced with the following:

Approach to Budget and Schedule

Without providing any specific information regarding its proposed fees in the Technical Proposal, the proposing firm must describe its approach, upon receipt of a Project Assignment, to estimating the requirements for and costs of providing the required property management and maintenance services. The proposing firm must also describe its approach to scheduling and the techniques the firm plans on using to meet schedule requirements such as boarding, fencing, preventive maintenance, etc.

B.4 Question: Will Price Proposals form a part of the technical proposal?

Answer: No, Price Proposals do not form a part of the technical proposal. Price Proposals will be opened only after Technical Proposal evaluations have been completed and technical scores tabulated. NJSDA staff will review the Price Proposals and will negotiate the price with the top ranked firm to arrive at a fair and reasonable amount. If the parties fail to reach agreement, the Authority will terminate negotiations and review its options which may include entering negotiations with the second ranked firm. The Authority may also reject all Proposals at any time.

B.5 Question: Will the Consultant be required to hold a Real Estate Broker's license?

Answer: The services called for in the RFP do not fall within the definition of those provided by a real estate broker as per R.S.45.15-1 et seq. Accordingly, a Real Estate Broker's license is not a requirement for the Property Management and Maintenance Services Consultant.

B.6 Question: Will Professional Liability Insurance described in 5.1.2.1 of the Agreement be required?

Answer: The Consultant shall maintain Professional Liability Insurance with coverage retroactive to the Effective Date, sufficient to protect the Consultant from any liability arising from the Services and professional obligations performed pursuant to the Agreement in an amount not less than \$1,000,000 per claim and \$1,000,000 in the aggregate for all operations conducted. The Consultant warrants it will notify the Authority in writing of any reduction in the aggregate coverage within thirty (30) days. The Consultant warrants that coverage shall not be circumscribed by any endorsements excluding coverage arising out of services performed pursuant to the Agreement.

B.7 Question: Will Pollution Liability Insurance described in 5.1.2.4 of the Agreement be required?

Answer: The Authority will not require the Consultant to obtain Pollution Liability Insurance as a condition of executing the Agreement. However should it be determined that a project assignment entails a Pollution Liability exposure, then the Consultant will be required to obtain Pollution Liability coverage as set forth in 5.1.2.4 either for itself if the assignment is being self-performed or evidence of such coverage from the subconsultant or subcontractor that is performing the assignment.

B.8 Question: Will any Additional Insurance described in 5.1.6 of the Agreement be required?

The Authority is not contemplating any Additional Insurance described in 5.1.6. Any future requirement for Additional Insurance should be addressed at that time.

B.9 Question: When will the Authority reimburse the Consultant for services rendered by subconsultants and subcontractors, and will the Consultant be allowed a mark-up?

Answer: The Authority will reimburse the Consultant for properly invoiced services rendered by subconsultants and subcontractors, generally after the services have been completed. No mark-up for the Consultant will be allowed.

B.10 Question: The SBE Form B with the RFP is for Relocation Services Consultant. Is this correct?

Answer: No, the SBE Form B with the RFP is incorrect. The correct SBE Form B is included as Attachment B to this addendum.

B.11 Question: Will the listing of Proposed Subconsultants and related narratives be included within the 40 page limitation specified in the RFP?

Answer: The requirement to list proposed subconsultants has been deleted.

B.12 Question: On page 7 of the RFP under Instructions for Submitting a Price Proposal, is 36 equal installments correct?

Answer: No, the correct number of equal installments is 24. In addition, the following paragraph is added to the end of the existing narrative on Page 7. "The Consultant will be required to include with its first invoice an attachment which will assign percentages to each Project Assignment (totaling 100%) of the amount of time the Consultant will dedicate to each project assignment per month. Consultant will be required to update the percentage information upon changes in Project Assignments.

The Consultant will also be required to submit each Monday a detailed weekly project log for the previous week, outlining each site, the dates said sites were visited, work performed at each site, etc. All weekly project logs must be submitted for the month prior to the submission of an invoice for said month.

B.13 Question: On the Price Proposal Form (RFP Attachment D), can you confirm that the requirement is for two full-time Project Managers and one full-time Administrative Assistant?

Answer: Yes, the requirement is for two full-time Project Managers and one full-time Administrative Assistant.

B.14 Question: What type of software does the NJSDA Relocation Database employ?

Answer: The NJSDA Relocation Database employs custom software.

B.15 Question: Do vendors need to be NJSDA pre-qualified?

Answer: No, vendors need not be NJSDA pre-qualified, but must be otherwise properly licensed and/or registered as needed to perform services in the jurisdiction where the services are to be performed.

B.16 Question: Are subcontracted services subject to the NJSDA public bidding threshold (currently \$29,000)?

Answer: Yes, procurement of subcontracted services is subject to all NJSDA regulations, including those pertaining to the public bidding threshold.

B.17 Question: If it desires to self-perform any services, must the Consultant obtain other bids as required by the Scope of Services (Appendix B to the Agreement)?

Answer: Yes, the Consultant must obtain three other bids for any Work Order, in addition to its own bid on the work.

B.18 Question: Are Work Orders subject to Prevailing Wage requirements?

Answer: Yes, Work Orders are subject to Prevailing Wage requirements.

B.19 Question: Will the Consultant be permitted to bill separately for mileage, tolls, copying and other such costs?

Answer: No, pricing submitted on the Price Proposal Form (Attachment D to the RFP) is to be inclusive of all costs.

B.20 Question: What liabilities will be incurred by the Consultant in connection with project assignments?

Answer: Consultant liabilities are as addressed by the Agreement.

B.21 Question: Will the Consultant be responsible for performance by its subconsultants and/or vendors?

Answer: Yes, the Consultant will be responsible for the performance by subcontractors in accordance with the Agreement.

B.22 Question: What information in the NJSDA Relocation Database will the Consultant be responsible for maintaining?

Answer: The Consultant will be responsible for maintaining information that will be identified during initial training in use of the Database.

B.23 Question: What expectations does the Authority have for Consultant performance?

Answer: Generally, the Consultant is to visit and report on properties on a weekly basis and otherwise coordinate its activities with NJSDA staff. Also see the Answer to B12.

B.24 Question: Will there be retainage?

Answer: The Agreement does not contemplate retainage. However, the Authority may withhold funds from the Consultant in the event that work for which the Consultant is responsible should not comply with requirements of the Project Assignment.

B.25 Question: Will the Consultant be responsible to account for hours spent on a Project Assignment?

Answer: Yes, the Consultant will be responsible to account for hours spent on all Project Assignments as part of its reporting duties to the Authority.

B.26 Question: What hours of coverage are contemplated by the Authority?

Answer: The Authority requires that the Consultant will provide 24-hour, seven days per week coverage. The Consultant must be available as needed by local authorities or otherwise. If coverage must be reassigned such as for vacations, the Authority must be notified of any reassignment. All reassignments are subject to approval by the Authority.

B.27 Question: Will the Authority provide office space?

Answer: No, the Authority will not provide office space. Any and all accommodations

required by the Consultant are to be included in the Price Proposal.

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

Issued by:



Sean Murphy
Procurement Director

Issued: October 12, 2011

<Addendum #1>

NJSDA
1 West State Street
Trenton, NJ 08625
Phone: 609-341-5980
Fax: 609-656-4608

Date: October 12, 2011

PROJECT #: GP-0175-R01

**DESCRIPTION: STATE-WIDE PROPERTY MANAGEMENT AND
MAINTENANCE SERVICES**

Addendum No. 1

Acknowledgement of Receipt of Addendum

Contractor must acknowledge the receipt of the Addendum by signing in the space provided below and returning via fax (609-656-4608) or E-mail (jmcelhenny@njsda.gov). **Signed acknowledgement must be received prior to the Bid Due Date. Acknowledgement of the Addendum must also be made in the Proposal Submission.**

Signature

Print Name

Company Name

Date

ATTACHMENT A

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