

September 14, 2011

ADDENDUM No. 1

To

REQUEST FOR PROPOSALS

For

RELOCATION CONSULTANT SERVICES

GP-0177-R01

For the

SCHOOL CONSTRUCTION PROGRAM

ISSUED August 24, 2011

By

THE NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

PLEASE TAKE NOTICE:

PROPOSALS ARE DUE on Wednesday, September 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 Wednesday, September 7, 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:** If a proposing firm's job titles differ from those listed on the Fee Proposal Form, how should titles be entered?

Answer: Job titles as listed on the Fee Proposal form should be employed to the maximum extent possible. Enter additional titles if needed, but please list specific titles.

- B.2 Question:** How will Fee Proposals be evaluated?

Answer: All Fee Proposals will be opened and used as discussed in Section 8.0 of the RFP.

- B.3 Question:** With regard to the Owner Replacement Housing Supplement Estimate form included with the Scope of Services (Agreement Appendix B, Exhibit 1), will the NJSDA provide property data to the Relocation Consultant?

Answer: Property data will be provided to the Relocation Consultant, however the Relocation Consultant will have no responsibility with regard to negotiations. The Relocation Consultant will complete the Owner Replacement Housing Supplement Estimate as required, and the NJSDA will calculate the relocation benefit based on that estimate.

- B.4 Question:** Can a subcontractor be named in more than one Relocation Consultant proposal?

Answer: Yes. However, a Relocation Consultant submitting a proposal as a prime may not be named in any other proposal.

- B.5 Question:** With regard to minimizing Displacees' hardship (Scope of Services, Section 4.6), what level of service does the NJSDA expect the Relocation Consultant to provide?

Answer: All relocation advisory services offered to Displacees are to be provided by the Relocation Consultant. The NJSDA will not pay for any third-party counseling services. The Relocation Consultant should use its best judgment to determine a level of service that is reasonable and appropriate.

B.6 Question: Who is responsible to supply the Relocation Brochure referred to in the Scope of Services, Section D.5)?

Answer: The NJSDA is responsible to supply the Relocation Brochure to the Relocation Consultant who, in turn, will present the Relocation Brochure to the Displacee at the time of their initial meeting.

B.7 Question: Does the NJSDA have eminent domain authority?

Answer: Yes. The Authority also has business rules for handling real estate transactions that will guide related relocation actions. For example, Displacees are not obligated to move until 30 days after the issuance of a 30-day letter. The 30-day letter is not issued to Displacees until an agreement has been executed between the property owner and the NJSDA or, in the case of condemnation, until there has been a deposit into court of the funds for the appraised value of the property.

B.8 Question: Do you have any idea of the maximum number of displacees that would need to be managed within a 30-day period?


Answer: The NJSDA cannot determine an exact maximum number of displacees at any given point in time.

B.9 Question: How important is SBE Compliance for the RE Consulting services contract?

Answer: NJSDA Contractor Compliance standards continue to apply to SBE participation.

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

Issued by:


Sean Murphy
Procurement Manager

Issued: September 14, 2011

<Addendum #1>

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

Date: September 14, 2011

PROJECT #: GP-0177-R01

DESCRIPTION: STATE-WIDE RELOCATION CONSULTANT 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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