

December 14, 2011

## **ADDENDUM No. 1**

*To*

**REQUEST FOR PROPOSALS**

*For*

**CLAIMS ASSISTANCE SERVICES  
GP-0182-R01**

*For the*

**SCHOOL CONSTRUCTION PROGRAM**

**ISSUED NOVEMBER 29, 2011**

*By*

**THE NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY**

---

### **PLEASE TAKE NOTICE:**

**PROPOSALS ARE DUE on Wednesday, January 4, 2012 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 questions submitted electronically by 5 PM on Monday December 12, 2011, and answers thereto, and a list of the intended proposing firms. 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. FIRMS INTENDING TO PROPOSE**

See Attachment A to this Addendum No. 1.

**B. QUESTIONS & NJSDA ANSWERS**

**B.1 Question:** What companies were awarded the contract the last time the RFP was requested?

**Answer:** In 2009, awards were made to the following three firms:

- Capital Project Management, Inc.
- Resolution Management Consultants, Inc.
- Secretariat International LLC

**B.2 Question:** How much did each company earn during the contract period?

**Answer:** Utilization of Consultants under previous Claims Assistance Services Agreements is not indicative of prospective utilization of Consultants under this RFP. No specific Task Order assignments have been identified in this RFP. The NJSDA shall have no obligation to issue any particular number of Task Orders to a Consultant or to issue Task Orders at any particular frequency.

**B.3 Question:** We did not see any reference to a D/W/MBE goal. Please confirm that there is no stated goal.

**Answer:** There is no stated goal for this package.

**B.4 Question:** In Section 1.2 – Firm Experience – Case Studies of the RFP, the RFP asks for “a sampling of material utilized and generated should accompany each case study...” Would it be acceptable to include this material under a separate cover? If so, will you require five copies of this material as well?

**Answer:** Such material may be provided under separate cover, but care should be exercised that its relationship to case studies is clear. One (1) original and four (4) copies are required.

**B.5 Question:** With reference to RFP Section 1.7, what qualifies as valid proof of the NJ business registration – is the printable version from the website acceptable?

**Answer:** Yes, the printable version from the Division of Revenue website is acceptable.

**B.6 Question:** With reference to the second paragraph in RFP Section 1.7, do subcontracted firms need to provide valid NJ Business Registration Certificates with the proposal?

**Answer:** It is not a requirement that the Proposal include copies of NJ Business

Registration Certificates for prospective subcontracted firms. However, any Firm selected by the NJSDA to be a Consultant may not enter into any subcontract with a firm that has not provided proof of valid business registration.

---

**B.7 Question:** With reference to RFP Section 1.2 Firm Experience – Case Studies, how concise in length is the desired case study? Please provide a preferable page length for an acceptable case study?

**Answer:** Case Studies submitted must show the Firm's analytical capabilities and its ability to present concise detailed analysis and comprehensive solutions to complex claims. Firms may choose to submit lengthy reports in their entirety as examples, or Firms may present excerpts of reports, as long as those excerpts identify the issues presented, the Firm's analysis of the facts, and the conclusions reached.

**B.8 Question:** Our representative expert reports that would accompany our chosen case studies are 46, 292 and 644 pages respectively. Do you want only portions of these reports or would you prefer that we attach our entire reports?

**Answer:** Case Studies or exemplar reports may be any length the Firm feels is appropriate to demonstrate the factors described in the RFP. Firms may choose not to include large exhibits and attachments to the reports, especially plans and drawings, unless the Firm feels that those exhibits or attachments demonstrate the Firm's unique capabilities in presenting its analysis. Inclusion of Firm-created charts or graphs which summarize analyses or support conclusions is recommended.

**B.9 Question:** Are we allowed to redact content in our expert reports such as the names of the owners and/or contractors involved?

**Answer:** Yes, redaction or changing of names is allowed, as long as it does not impair the readability of the reports.

**B.10 Question:** With reference to the RFP introduction, do all "Senior Claims Consultants" need to attend the interview? Is it acceptable to have our firm's two testifying Directors, who will be actively managing each NJSDA assignment, attend the interview instead of including any or all of our multidiscipline technical-experts (non-scheduling Experts), who may only be needed if the assignment warrants a certain technical expertise?

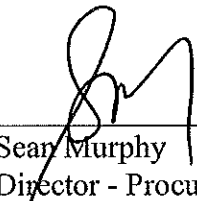
**Answer:** It is recommended that all Key Team Members identified in the Firm's Proposal attend the interview. Testifying experts, and those who will be

signing final reports are Key Team Members. Employees who are not expected to testify or render final opinions are not required to be present at interviews, unless they have specialized and unique experience that would assist NJSDA's evaluators in determining the Firm's overall capabilities and experience.

---

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

. Issued by:

  
\_\_\_\_\_  
Sean Murphy  
Director - Procurement

Issued: December 14, 2011

<Addendum #1>

NJSDA  
1 West State Street  
P.O. Box 991  
Trenton, NJ 08625  
Phone: 609-341-5980  
**Fax:** 609-656-4608

**Date:** December 14, 2011

**PROJECT #:** GP-0182-R01

**DESCRIPTION:** CLAIMS ASSISTANCE 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 (jmcclhenny@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**

**Arcadis U.S., Inc.**

Chrystal Adams  
860-704-6306  
Chrystal.adams@arcadis-us.com

**Currie & Brown, Inc.**

Brian Torres  
Brian.torres@curriebrown.com

**Armand Corporation**

Dawn Ashley  
856-489-8200, x37  
dashley@armandcorp.com

**G.R. Murray Insurance**

David L. Balken  
609-924-5000  
dbalken@ogy-grmurray.com

**Barba Consulting**

Lisa Aman  
856-985-0500  
laman@barbaconsulting.com

**Hill International**

Tracy M. Doyle  
856-810-5872  
tracydoyle@hillintl.com

**Berkeley Research Group**

Mark D. Steele  
610-620-4632  
msteele@brg-expert.com

**JCMS, Inc.**

Jayanta Dutta  
609-631-0700  
jdutta@jcms.com

**Cannon Cochran Management Services, Inc.**

Jessie Ehler  
217-444-1238  
jehler@ccmsi.com

**Marsh**

Robert Mores  
973-401-5230  
Robert.Mores@marsh.com

**Capital Project Management, Inc.**

Stephen Weathers  
267-464-1534  
sweathers@cpmiteam.com

**McDonough Bolyard Peck**

Catherine DeWitt  
410-715-9462  
cdewitt@mbpce.com

**MDC Systems**  
Chris Capone  
610-640-9600, x10  
capone@mdcsystems.com

**URS Corporation**  
Ed Vella  
215-940-9239  
Ed.vella@urs.com

**Nautilus Consulting, LLC**  
Ian Street  
631-891-3040  
istreet@nautcon.com

**Vertex Construction Services**  
Jeffrey Katz  
646-417-5330  
jkatz@vertexeng.com

**QWIC, Inc.**  
Elizabeth Fest  
856-829-7942  
elizabethfest@qwicinc.com

**Resolution Management Consultants, Inc.**  
Susan Furst  
856-985-5000  
s.furst@resmgt.com

**Smolin, Lupin & Co., P.A.**  
Rachel Anevski  
973-461-7323  
ranevski@smolin.com

**Strategy, LLC**  
Barbara Boulanger  
305-261-2650, x113  
bboulanger@strategyllc.net