

January 7, 2013

# ADDENDUM No. 1

*To*

**REQUEST FOR PROPOSALS**

*For*

**ESTIMATING/COST ANALYSIS AND CPM SCHEDULING SERVICES**

*For the*

**SCHOOL CONSTRUCTION PROGRAM**

**ISSUED December 18, 2012**

*By*

**THE NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY**

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## **PLEASE TAKE NOTICE:**

**PROPOSAL PACKAGES ARE DUE NO LATER THAN 5:00 PM on Wednesday, January 16, 2013**, at the offices of the New Jersey Schools Development Authority located at 1 West State Street (the Wells Fargo Bank Building), 1st Floor, Trenton, New Jersey 08625-0991, 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 31, 2012, and answers thereto, and a list of the intended proposing firms. Questions and answers may have been paraphrased in whole or in part.

### **A. FIRMS INTENDING TO PROPOSE**

**See Attachment A to this Addendum No. 1.**

### **B. TIMELY SUBMITTED ELECTRONIC QUESTIONS, AND NJSDA ANSWERS**

**B.1 Question:** Does pursuit of this RFP preclude a firm from potentially being awarded any further work with SDA in the Construction Management, Design-Build, Construction, etc. areas?

**Answer:** A firm selected as a Consultant under this procurement will not be precluded from being awarded future NJSDA contracts for design, construction management, construction work or other services, except to the extent that the work actually assigned and performed pursuant to this procurement places the firm in a position of advantage over other bidders or adversely impacts the integrity of the competitive bidding process.

For Design-Build projects, N.J.A.C. 19:36-3.5 prohibits professional consultants who have assisted in the preparation of an RFP or RFQ from being a bidder on or being a member of a team responding to the same RFP or RFQ. Accordingly, if a firm selected as a Consultant under this procurement is assigned work relating to the preparation of an RFP or RFQ for a particular Design-Build project, the firm would be prohibited from submitting a bid or participating on a team responding to an RFP or RFQ for that Design-Build project.

A firm selected as a Consultant under this procurement that has been tasked with preparing a pre-bid Construction Cost Estimate or Schedule analysis relating to a particular contract would be precluded from bidding on and being awarded that contract.

Prospective bidders are reminded that the Scope of Work for this procurement requires that upon a firm's receiving a task order assignment, it must submit a Conflict of Interest Disclosure form pursuant to which the firm will be required to disclose any interest or involvement the firm may have in the project that is the subject matter of the task order. The NJSDA, in its discretion, may withdraw the task order assignment if it determines that there may be a present or future conflict of interest or if the task order assignment could place the firm in a position of advantage over other prospective bidders on a contract or could adversely impact the integrity of the competitive bidding process. Accordingly, firms are advised that they should alert the Authority regarding potential conflicts if they are assigned a task order for a project that the firm is interested in bidding on or participating in in another capacity. Firms may also reject task orders under this procurement for work on a particular project or projects if the firm intends to later participate in a procurement for such project or projects.

**B.2 Question:** Is it necessary to identify proposed SBE firms in the proposal response?

**Answer:** No, SBE compliance is a post-award requirement, which must be fulfilled at the time of assignment of a specific task order under this engagement.

**B.3 Question:** In order to fulfill the Specific Responsibilities for Schedule Analysis Services described in the Scope of Services and the Job Description requirements for a Program Scheduler outlined in the Consultant Agreement, an experienced scheduler will be required for the schedule analysis work effort. Can the \$100/hour rate cap be a combination of an experienced scheduler and an entry level scheduler in order to

achieve this rate?

**Answer:** No. The established rate of \$100/hour is for a single professional. The consultant needs to satisfy the job description requirements and responsibilities as provided and described in the RFP.

**B.4 Question:** Section 1.5 “Evaluation and Scoring Process” describes the RFP Evaluation Criteria that totals to a score of 100 points. It also mentions that at the discretion of NJSDA interviews may be carried out and they will be scored based on the same evaluation criteria and weighting factors as the RFP Evaluation Criteria. Should we understand that the “RFP Evaluation Criteria” and “Interviews” will have equal weight in arriving at the total score?

**Answer:** Yes, if the SDA elects to conduct interviews, the Proposal Score and the Interview Score will carry equal weighting. The Proposal Score and the Interview Score assigned to each short-listed firm will be added together to obtain the firm’s Final Combined Score. Firms will be ranked in accordance with their Final Combined Score.

**B.5 Question:** Section 2.3 “Key Team Member Experience and Qualifications” states that at a minimum the following Key Team Members must be addressed: Program Scheduler, Cost Estimator and Estimating Coordinator. Can you define the role and responsibilities of the Estimating Coordinator?

**Answer:** Job descriptions for Program Scheduler, Cost Estimator and Estimating Coordinator can be found in Exhibit 1 to Appendix B of the Agreement (Attachment A to the RFP).

**B.6 Question:** Section 5.1 “Firm’s Proposal for SBE Set-Aside Targets” specifies targets to be met under Categories 1, 2 and 3. If a firm in one of these three categories proposes as a Prime, will it be obligated to meet the targets in the other 2 categories?

**Answer:** Generally, yes. However, in those instances when it is impracticable for the SBE Prime Firm to subcontract a portion of the work, the SDA may elect to waive the requirement to engage SBE sub-consultants for that particular task order. If subcontracting opportunities are available on future task order assignments, the SDA would expect a “good-faith effort” to provide opportunities to SBE sub-consultants in order to attain the remaining 15% SBE utilization requirement (the SBE Prime Firm would receive the balance of 10% of the de minimus 25%).

***Any bidder attempting to contact government officials (elected or appointed), including NJSDA Board members, NJSDA Staff, and Selection Committee members in an effort to influence the selection process may be immediately disqualified.***

Issued by: /s/ Sean Murphy  
Sean Murphy  
Director-Procurement

Issued: January 7, 2013

<Addendum #1>

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E-mail: [jmcelhenny@njsda.gov](mailto:jmcelhenny@njsda.gov)

**DATE:** January 7, 2013

**PROJECT #:** GP-0192-R01

**DESCRIPTION:** Estimating/Cost Analysis and CPM Scheduling Services

Addendum No. 1

**Acknowledgement of Receipt of Addendum**

Firm 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](mailto:jmcelhenny@njsda.gov)). Signed acknowledgement must be received prior to the Bid Due Date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

**ATTACHMENT A  
FIRMS INTENDING TO PROPOSE**

**Building Evaluations, Inc.**

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**Cambridge Construction Management**

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**Toscano Clements Taylor Cost Estimators,  
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