
Addendum #2

New Jersey Schools Development Authority
Office of Procurement
32 East Front Street
Trenton, NJ 08625
Phone: 609-858-2915
Fax: 609-656-7258

DATE: February 2, 2017

PROJECT #: GP-0238-R01
Design Consultant Services for Limited-Scope Projects

DESCRIPTION: Addendum #2

This addendum shall be considered part of the Bid Documents issued in connection with the referenced project. Should information conflict with the Bid Documents, this Addendum shall supersede the conflicting information in the Bid Documents.

A. CHANGES TO THE PROCUREMENT PROCESS:

1. Not applicable.

B. CHANGES TO THE PROCUREMENT DOCUMENTS:

1. Changes to the Request for Proposals

a. Not applicable.

2. Changes to the RFP Forms

a. REPLACE the *NJSDA Form 201, Key Team Member Form*, as issued with Addendum #1, with the *NJSDA Form 201, Key Team Member Form*, included as Attachment 2.1 hereto.

3. Changes to the Agreement

a. Not applicable.

C. BIDDER'S QUESTIONS, REQUESTS FOR INFORMATION AND RESPONSES:

Addendum: 2
Project: GP-0238-R01
Project Name: Design Consultant Services for Limited-Scope Projects

1. Question: Form 201 – Key Team Member List: In the “Project Architect” Box it states “Individual(s) responsible for.....” I assume we can list more than one architect but the line in the Interactive PDF does not extend. Are we to continue our list of architects even though they are not visible on the form? The concern I have is that this information will not be visible on the hard copies. Do you prefer that we photocopy this form in order to add additional names?

Answer: Responding firms are permitted to name (and submit resumes for) **up to three** individuals as potential Project Architects. The forms are amended to permit expansion of the list. See Attachment 2.1 to this Addendum.

2. Question: Form 201 – Key Team Member List: The list of Key Team Member Positions consists of 9 disciplines. Are these the only disciplines you would like us to submit resumes for? or again, should we photocopy the sheet in order to list more people?

Answer: Responding firms are required to identify a firm (or indicate self-performance) for each of the required disciplines, and can name (and submit resumes for) **up to three** individuals for each required discipline. Responding Firms are discouraged from submitting resumes relating to additional disciplines. The forms are amended to permit expansion of the list. See Attachment 2.1 to this Addendum

3. Question: Form 201 – Key Team Member List: We typically propose more than one individual for each discipline to illustrate our depth of staff and breadth of project experience of our personnel. Should we only submit one resume per discipline or include resumes for additional qualified staff that will most likely be involved in tasks assigned on this project?

Answer: See response to Question 2, above.

4. Question: Is it acceptable to include photos and graphics? It seems as though the interactive PDF does not facilitate formatting text or inserting images. Is your intent to keep the form strictly narrative in format?

Answer: No, photos and graphics are not to be submitted. Please keep the form strictly narrative.

5. Question: We have already prepared most of the required forms in a different format. Because of the addendum we will need to reformat our sections which will be time consuming. We humbly request an extension to the due date.

Answer: No, an extension will not be granted.

6. Question: The new Key Member List in the addendum has rows for only a Project Manager and Project Architect, does that mean you do not want us to list the Principal in Charge and other staff such as Interior designer?

Answer: While not required, Responding Firms may identify an individual fulfilling the role of Principal in Charge. However, identification and submission of resumes for staff in additional disciplines not required by the RFP (e.g., Interior Design) is discouraged.

7. Question: Should we limit our resumes only to Project Manager and Project Architect for architecture?

Answer: See response to Question 6, above.

8. Question: Is it alright to add a cover letter?

Answer: It is not required; however it is acceptable to submit a cover letter.

9. Question: Is it alright to ha[ve] cover and section dividers?

Answer: Yes.

10. Question: Is spiral bind OK?

Answer: The firm must submit one (1) unbound original, four (4) bound copies, and one (1) full cover-to-cover copy in PDF format on electronic media (CD or comparable) of the submission in response to the RFP. The one (1) unbound original copy shall be unbound. The four (4) bound copies may be spiral bound or alternatively bound. The one (1) electronic copy shall be on CD, flash drive, or comparable media.

D. CHANGES TO PREVIOUS ADDENDA:

1. Not applicable.

E. ATTACHMENTS:

1. Attachment 2.1 Key Team Member List

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.

End of Addendum No. 2

 2/2/17

NJSDA Date

Addendum: 2
Project: GP-0238-R01
Project Name: Design Consultant Services for Limited-Scope Projects

Page 3 of 5



Addendum #2

New Jersey Schools Development Authority
Office of Procurement
32 East Front Street
Trenton, NJ 08625
Phone: 609-858-2915
Fax: 609-656-7258

DATE: February 2, 2017
PROJECT #: GP-0238-R01
Design Consultant Services for Limited-Scope Projects
DESCRIPTION: Addendum #2

Acknowledgement of Receipt of Addendum

Consultant must acknowledge the receipt of the Addendum by signing in the space provided below and returning via scanned copy (Dkutch@njsda.gov) or fax (609-656-7258). Signed acknowledgement must be received prior to the Bid Due Date. Please include a copy of this signed acknowledgement form in the Technical Proposal Submission.

Signature

Print Name

Company Name

Date

Addendum: 2
Project: GP-0238-R01
Project Name: Design Consultant Services for Limited-Scope Projects

ATTACHMENT 2.1

NJSDA Form 201, Key Team Member Form

Addendum: 2
Project: GP-0238-R01
Project Name: Design Consultant Services for Limited-Scope Projects

NJSDA FORM 201
KEY TEAM MEMBER LIST

KEY TEAM MEMBER POSITION	KEY TEAM MEMBER NAME	FIRM NAME
Project Manager – Individual with overall responsibility for managing and coordinating the work of the Design Consultant Team		
Project Architect – Individual(s) responsible for leading architectural planning and design		
Civil Engineer		
HVAC Engineer		
Electrical Engineer		
Plumbing Engineer		
Structural Engineer		
Asbestos Design		
Asbestos Safety Control Monitoring		