



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

**DATE:** January 22, 2020

**PROJECT:** GP-0263-R01 – Design Consultant Services for Limited-Scope Projects

**DESCRIPTION:** Addendum #1

This addendum shall be considered part of the Request for Proposals (“RFP”) issued in connection with the above-referenced project. Should information contained within this Addendum conflict with the RFP, this Addendum shall supersede the relevant information in the RFP.

**A. CHANGES TO THE PROCUREMENT PROCESS:**

1. Not applicable.

**B. CHANGES TO THE PROCUREMENT DOCUMENTS:**

1. Not applicable.

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

1. **Question:** We are a mechanical and electrical engineering firm. Is this solicitation only for architecture firms? If so, will they need to submit a team to include the other disciplines that may be needed for the limited scope projects?

**Answer:** Proposals will only be considered from those firms with a valid prequalification in the Architecture discipline (P001). Any Firm responding to the Request for Proposals (“RFP”) must be prequalified by both the Department of the Treasury, Division of Property Management and Construction (“DPMC”) and the NJSDA in the Architecture discipline with a rating of \$10 million or greater as of the due date for responses to the RFP.

Through this RFP, the NJSDA is seeking the experience of the responding Firm only. The identification of Subconsultants shall not be included in the responding Firm’s submission. During its evaluation process, the Selection Committee will only consider that information required to be submitted by the RFP. At the time of assignment or award of a particular Task Order, the Design Consultant will be required to name DPMC and NJSDA prequalified Subconsultants to whom the Design Consultant will directly subcontract for the furnishing of any of the work required by the Scope of Services for that particular Task Order.

2. **Question:** Please confirm that no subconsultant information is required at this time, other than to list them on the Source Disclosure Certification Form?

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**Answer:** Through this RFP, the NJSDA is seeking the experience of the responding Firm **only**. The identification of Subconsultants shall **not** be included in the responding Firm's submission. During its evaluation process, the Selection Committee will only consider that information required to be submitted by the RFP.

3. **Question:** Please confirm any information pertaining to specific Subconsultants are not to be provided until time of assignment or award of a particular project, and therefore not to be provided within this proposal.

**Answer:** Confirmed. Through this RFP, the NJSDA is seeking the experience of the responding Firm **only**. The identification of Subconsultants shall **not** be included in the responding Firm's submission. During its evaluation process, the Selection Committee will only consider that information required to be submitted by the RFP.

4. **Question:** The "Firm's Key Team Member List" only asks for "Project Architect(s)" – what about Project Engineer for MEP, Environmental, etc.?

**Answer:** A responding Firm shall **only** identify the Principal-in-Charge, Project Architect(s) and Project Manager(s) on the Firm's Key Team Member List. Positions such as Project Engineer for MEP, Environmental, etc. shall **not** be identified in the responding Firm's submission. At the time of assignment or award of a particular Task Order, the Design Consultant will be required to name DPMC and NJSDA prequalified Subconsultants to whom the Design Consultant will directly subcontract for the furnishing of any of the work required by the Scope of Services for that particular Task Order.

5. **Question:** Page 8, Section D – asks for "at least three projects" for each team member on the resume, but the resume form doesn't have a specific location for that – can we just put that on the back/blank section?

**Answer:** Yes, using the Firm's Key Member Resume Form, document the project information on the second page of the form and continue onto additional sheets as needed.

6. **Question:** Within the SDA vendor directory, there are only two DVOBs and one is an architect. Is there a larger list available? DPMC's consultant directory does not have the ability to select just DVOB firms.

**Answer:** The New Jersey Selective Assistance Vendor Information ("NJSAVI") available at [https://www20.state.nj.us/TYTR\\_SAVI/vendorSearch.jsp](https://www20.state.nj.us/TYTR_SAVI/vendorSearch.jsp) is a database that identifies DVOBs that are registered with the State of New Jersey through the Division of Revenue.

The identification of Subconsultants to satisfy the NJSDA's goals for SBE and DVOB participation is required at the time of assignment or award of a specific Task Order under this engagement and, therefore, such information shall **not** be included in the responding Firm's submission.

7. **Question:** Please confirm that the contracts that will be awarded will only be for Architectural firms or architectural led consultant teams?

**Answer:** Confirmed. The NJSDA intends to award a contract and enter into an Agreement with each of the twenty (20) most highly ranked Firms, prequalified in the Architecture discipline (P001), in accordance with the RFP.

8. **Question:** As outlined in the Scope of Work (Section 10.7), the asbestos-related tasks listed are to perform a review of the documents, a visual inspection, recommending additional investigative

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activities, testing, and monitoring. However, the RFP (page 2) lists “Asbestos/Mold Remediation” as the asbestos-related task. There appears to be a conflict between the two. Can you please clarify whether the asbestos-related task is for remediation or inspection, testing and monitoring, etc.?

**Answer:** The reference on Page 2 of the RFP is intended to provide examples of the type of projects which may be undertaken. The bidder is correct that the scope of services included in Appendix C 10.7 is specific to hazardous materials such as asbestos. In the event that a project scope includes mold investigations or other services related to mold, a specific scope of services, consistent with current regulations, will be provided to the Design Consultant at that time.

9. **Question:** Are there designated required NJSDA prequalification categories/codes for this RFP? If so can you please provide them?

**Answer:** Proposals will **only** be considered from those firms with a valid prequalification in the Architecture discipline (P001). Through this RFP, the NJSDA is seeking the experience of the responding Firm **only**. The identification of Subconsultants shall **not** be included in the responding Firm’s submission. At the time of assignment or award of a particular Task Order, the Design Consultant will be required to name DPMC and NJSDA prequalified Subconsultants to whom the Design Consultant will directly subcontract for the furnishing of any of the work required by the Scope of Services for that particular Task Order.

10. **Question:** We understand that 20 firms are expected to be awarded contracts as a result of this RFP. Do you expect that some of the firms selected will be “specialist” consultants, who provide design consultation in one or more of the “Task Orders” as listed on Page 2 of the RFP? Or is the State looking to select 20 “Design Teams” which will be able to provide all of the Task Order services listed?

**Answer:** The NJSDA intends to award a contract and enter into an Agreement with each of the twenty (20) most highly ranked Firms, prequalified in the Architecture discipline (P001), in accordance with the RFP.

11. **Question:** Can we include on-going projects that have not finished construction yet in our case studies and resumes? On page 8, item D says projects “must be completed within the last 7 years”, what is the definition of completed?

**Answer:** No in-progress projects will be considered. Reference completed projects only. “Completed” means when the project has been constructed as designed and the Certificate of Occupancy has issued, and the final payment has been made to the contractor.

12. **Question:** Will there be any consideration for award based on a firm's areas of expertise and/or credentials, such as roofing and exterior building enclosures?

**Answer:** All Proposals will be evaluated and scored in accordance with **SECTION 1.5 Evaluation and Scoring Process** of the RFP.

13. **Question:** Are we required to use the forms included in the RFP for the below information, or can we provide this information in our own format? (a. Firm’s Design Consultant Experience Summary Form, b. Firm’s Design Consultant Experience Case Study Form, c. Firm’s Key Team Member List, d. Firm’s Key Team Member Resume Form, e. Firm’s Approach to Predesign Investigation and Development of Cost-Effective Alternatives Form and f. Firm’s Approach to Control of Budget and Schedule Form)

**Answer:** A responding Firm shall utilize the forms included in the RFP.

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**14. Question:** The Key Team Member List (Form A(c)) lists “Project Architect” and “Project Manager”, and then has space to list up to three individuals for both categories.

- a. Can respondents also include names (and resumes) for Project Engineers?
- b. Can respondents include more than three names in one (or both) of these categories?

**Answer:**

- a. A responding Firm shall **only** provide resumes for and list the names of the Principal-in-Charge, Project Architect(s) and Project Manager(s) on the Firm’s Key Team Member List. During its evaluation process, the Selection Committee will only consider that information required to be submitted by the RFP.
- b. Yes.

**15. Question:** The respondent’s proposal for addressing SBE and DVOB set-aside targets are to be addressed post-award, and are not required to be submitted with the RFP submission.

- a. Should respondents include information on sub-consultants who could potentially be used to satisfy the SBE and DVOB set-aside requirements, or should such information be excluded?
- b. Would including information on a potential SBE / DVOB sub-consultant preclude respondents from involving other SBE / DVOB sub-consultants at the time of award? If so, can respondents include information from multiple SBE / DVOB sub-consultants who might potentially be involved, with the specific sub-consultants selected at the time of award (or at the time when a specific task is assigned)?

**Answer:**

- a. The identification of Subconsultants to satisfy the NJSDA’s goals for SBE and DVOB participation is required at the time of assignment or award of a specific Task Order under this engagement and, therefore, such information shall **not** be included in the responding Firm’s submission.
- b. The identification of Subconsultants to satisfy the NJSDA’s goals for SBE and DVOB participation is required at the time of assignment or award of a specific Task Order under this engagement and, therefore, such information shall **not** be included in the responding Firm’s submission.

**16. Question:** Please clarify if subconsultants need to be included within the RFP at this time. And, if so, what documentation do you need for those subconsultants?

**Answer:** Through this RFP, the NJSDA is seeking the experience of the responding Firm **only**. The identification of Subconsultants shall **not** be included in the responding Firm’s submission. At the time of assignment or award of a particular Task Order, the Design Consultant will be required to name DPMC and NJSDA prequalified Subconsultants to whom the Design Consultant will directly subcontract for the furnishing of any of the work required by the Scope of Services for that particular Task Order.

**17. Question:** In regards to the Firm's Key Team Member list, it only lists Principal-in-Charge, Project Architects and Project Managers. If subconsultants are needed, do we need to list them on this form or include a resume form for them?

**Answer:** A responding Firm shall **only** provide resumes for and list the names of the Principal-in-Charge, Project Architect(s) and Project Manager(s) on the Firm's Key Team Member List. Through this RFP, the NJSDA is seeking the experience of the responding Firm **only**. The identification of Subconsultants shall **not** be included in the responding Firm's submission. At the time of assignment or award of a particular Task Order, the Design Consultant will be required to name DPMC and NJSDA prequalified Subconsultants to whom the Design Consultant will directly subcontract for the furnishing of any of the work required by the Scope of Services for that particular Task Order.

**18. Question:** Can a Consultant Firm respond as a sub-consultant on a team and also as a Prime Consultant for this RFQ?

**Answer:** Through this RFP, the NJSDA is seeking the experience of the responding Firm **only**. The identification of Subconsultants shall **not** be included in the responding Firm's submission.

**19. Question:** Are we limited to naming one Engineer Consultant per specialty?

**Answer:** Through this RFP, the NJSDA is seeking the experience of the responding Firm **only**. The identification of Subconsultants shall **not** be included in the responding Firm's submission.

**20. Question:** Is it required for the named Principal-In-Charge to be a NJ licensed Architect?

**Answer:** No, but at least one Key Team Member identified in the Technical Proposal must be a New Jersey licensed Architect, able to sign and seal design documents as may be required by the scope of services.

**21. Question:** Do you have a pre-approved list of proposed limited-scope projects for 2020-2023? If so, can it be distributed as part of the addendum?

**Answer:** Not at this time.

**D. CHANGES TO PREVIOUS ADDENDA:**

1. Not applicable.

**E. ATTACHMENTS:**

1. Attachment 1.1 Notice of Intent to Participate Contact List

*Refer all questions to NJSDA Procurement Staff. Any bidder attempting to contact government officials (elected or appointed), including NJSDA Board members, NJSDA Staff (except for Procurement), Selection Committee members, NJSDA Consultants, and School District officials for information relating to this project or in an effort to influence the selection process may be immediately disqualified.*

**End of Addendum No. 1**

/s/ Sean Murphy 01/22/2020  
NJSDA Date

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STATE OF NEW JERSEY

# SCHOOLS DEVELOPMENT AUTHORITY

32 E FRONT STREET  
P.O. BOX 991  
TRENTON, NJ 08625-0991  
609-943-5955

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

**DATE:** January 22, 2020

**PROJECT:** GP-0263-R01 - Design Consultant Services for Limited-Scope Projects

**DESCRIPTION:** Addendum #1

### Acknowledgement of Receipt of Addendum

The responding Firm must acknowledge receipt of this Addendum by signing in the space provided below and returning a scanned copy to [dkutch@njsda.gov](mailto:dkutch@njsda.gov). The signed acknowledgement form must be received prior to the bid due date. Additionally, please include a copy of this signed acknowledgement form in the Technical Proposal Submission.

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Date

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# ATTACHMENT 1.1

## Notice of Intent to Participate Contact List

Vendor	First Name	Last Name	Address	City	State	Postal Code	Work Phone
AECOM Architects & Engineers (NJ), Inc.	Kim	Vierheilig	1255 Broad Street	Clifton	NJ	07013	973-883-8500
Becica Associates LLC	Ivan	Becica	500 Kings Highway South	Cherry Hill	NJ	08034	856-795-1180
Brano Design	Betty	Brano		Princeton	NJ	08540	609-651-1006
CDI Architects Gr LLC dba L.R. Kimball-Architect	David	Rispoli, PE	615 West Highland Avenue	Ebensburg	PA	15931	814- 419-7897
Clarke Caton Hintz	George	Hibbs	100 Barrack Street	Trenton	NJ	08608	609-883-8383
CTA Architects, P.C.	Christa	Waring	151 West 26th Street, 8th Floor	New York	NY	10001	212-243-7404
Design Collaborative, Architects And Planners	Louis	DeLosso	1940 North Route 9	Cape May Court House	NJ	08210	609-465-4111
Design Ideas Group Architecture + Planning, LLC	Jeffrey	Venezia	15 Bethany Street	New Brunswick	NJ	08901	732-249-6242
Design Resources Group, Architects, AIA	Hany	Salib	200 Franklin Square Drive, Suite 402	Somerset	NJ	08873	732-560-7900
Di Cara / Rubino Architects	Germano	Rubino	30 Galesi Drive, West Wing	Wayne	NJ	07470	973-256-0202
DMR Architects, PC	Lloyd	Rosenberg	777 Terrace Ave., 6th Floor, Suite 607	Hasbrouck Heights	NJ	07604	201-288-2600
Environetics Group Architects, PC	Charles	Koch	180 Sylvan Avenue	Englewood Cliffs	NJ	07632	201-894-1000
Feitlowitz & Kosten Architects, PA dba FKA Arch	Michael	Bieri	306 Ramapo Valley Road	Oakland	NJ	07436	201-644-0505
Gedeon Engineering, PC, d/b/a Gedeon GRC Consulting	Bridget	Wynne	100 Overlook Center, 2nd Floor	Princeton	NJ	08540	609-375-2038
Gilsanz Murray Steficek, LLP	Anthony J.	Pagnotta	129 West 27th Street, 5th Floor	New York	NY	10001	973-273-0077
HQW Architects, LLC	Frank M.	Warr	124 Main Street	Newton	NJ	07860	973-383-5550
Hubbard Associates dba Settembrino Architects	Kevin M.	Settembrino	25 Bridge Ave., Suite 201	Red Bank	NJ	07701	732-741-4900
John Ciardullo, PC	Charles	Heaphy	575 8th Avenue, 20th Floor	New York	NY	10018	212-245-0010
Lammy & Giorgio, P.A.	Tony	Giorgio	215 Highland Avenue, Suite B	Haddon Township	NJ	08108	856-833-0010
Lan Associates, Engineering, Planning, A	Stephen J.	Secora	445 Godwin Avenue, Suite 9	Midland Park	NJ	07432	201-447-6400
Laurence E. Parisi, P.C. Architect	Laurence E.	Parisi	One Marine Plaza, Suite 303	North Bergen	NJ	07047	201-861-4112
M&E Engineers, Inc.	Drew	Depalma	26 West High Street	Somerville	NJ	08876	908-526-5700
Manders Merighi Portadin Farrell Architects, LLC	Lawrence J.	Merighi	1138 East Chestnut Avenue #4	Vineland	NJ	08360	856-696-9155
Mikesell & Associates	ED	Amato	17 Academy St. Suite 800	Newark	NJ	07102	973-624-3000

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Vendor	First Name	Last Name	Address	City	State	Postal Code	Work Phone
Montoro Architectural Group (The)	John M.	Montoro	150 West Saddle River Road	Saddle River	NJ	07458	201-760-1300
Mount Vernon Group Architects, Inc.	Frank	Tedesco	200 Harvard Mill Square	Wakefield	MA	01880	781-213-5030
Musial Group (The)	Noel S.	Musial	191 Mill Lane	Mountainside	NJ	07092	908-232-2860
Netta Architects, LLC	Nicholas J.	Netta	1084 US Highway 22 West	Mountainside	NJ	07092-2811	973-379-0006
OCA Architects, Inc.	Obiora	Agudosi	211 Warren Street, Suite 218	Newark	NJ	07103	973-732-0656
Parette Somjen Architects LLC	Gregory J.	Somjen	439 Route 46 East	Rockaway	NJ	07866	973-586-2400
Paulus,Sokolowski & Sartor Engineering, PC	Renard E.	Barnes	67B Mountain Blvd. Extension	Warren	NJ	07059	732-560-9700
Princeton Hydro	Dana	Patterson	1200 Liberty Place	Sicklerville	NJ	08083	856-818-9251
Regan Young England Butera, PC	Regan	Young	456 High Street	Mount Holly	NJ	08060	609-265-2652
Remus Architecture, LLC	Paul D.	Remus	900 Haddon Avenue, Suite 412	Collingswood	NJ	08108	856-869-4980
Rodier Ebersberger Architects LLC	Carol A.	Ebersberger	946 South Main Street	Williamstown	NJ	08094	856-875-2792
RSC Architects	John P.	Capazzi	3 University Plaza Dr. Suite 600	Hackensack	NJ	07601	201-941-3040
Solutions Architecture Corp.	Frank A.	Messineo	96 Pompton Avenue Second Floor, Suite 200	Verona	NJ	07044	973-484-4800
SSP Architectural Group, Inc.	Scott	Mihalick	1011 Route 22 West, Suite 203	Bridgewater	NJ	08807-2950	908-725-7800
Suburban Consulting Engineers, Inc.	Leann	Phil	96 U.S. Highway 206, Suite 100	Flanders	NJ	07836	973-398-1776
TBS Services, Inc.	Mark	Magrino	617 Station Avenue	Haddon Heights	NJ	08035	856-547-6250
ThinkForm Design Architect LLC	Russell	DiNardo	38 East Broad Street, Suite 3	Hopewell	NJ	08525	609-644-3120
TMG Engineering, Inc	Charlie	Sarajian	1090 King Georges Post Rd	Edison	NJ	08837	732-738-9670
USA Architects, Planners + Interior Designers, Ltd	Beth	Sherby	20 North Doughty Avenue	Somerville	NJ	08876	908-722-2300
Willdan Energy Solutions	Frank	Evans	3910 Park Ave, Suite 5	Edison	NJ	08820	201-519-0813

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