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New Jersey Schools Development Authority  
32 East Front Street  
Trenton, NJ 08625

Phone: 609-858-2915

**DATE: June 19, 2020**

**PROJECT: GP-0270-L01 - Site Consultant Services for School Facilities 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.

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

**1. Not applicable**

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

**1. Modifications to the Advertisement, Request for Proposals and Associated Documents**

- a. MODIFY:** All references in the RFP to the Technical Proposals submission requirements shall be modified to revise the submission dates and times. Submissions will **only** be accepted from 9 AM - 11 AM by overnight or hand delivery on Monday, July 6, 2020, or Wednesday, July 8, 2020 or Friday, July 10, 2020 at the following address:

NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
32 East Front Street  
Trenton, New Jersey 08625-0991  
Attention: Dave Kutch, Senior Procurement Analyst  
Subject: Site Consultant Services – GP-0270-L01

- b. REPLACE:** Delete the Firm’s Approach to Managing the Contract Form included as Attachment A(f) to the RFP issued on May 29, 2020 and replace with the Firm’s Approach to Managing the Contract Form dated June 19, 2020 and included as Attachment 1.2 to this Addendum.

**2. Modifications to the Agreement for Site Consultant Services**

- a. ADD:** Add the following Section 3.2.6:

3.2.6 The Consultant shall be required to provide, on a monthly and cumulative basis, information regarding the share of total contract dollars that Consultant has paid to subconsultants, and identifying such subconsultants as any of the following, if applicable:

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small businesses, minority-owned businesses, women-owned businesses, veteran-owned businesses, and disabled veteran-owned businesses. This information shall be provided in the form and manner required by the Authority.

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

1. Question: Is it acceptable to use a subconsultant to fill the NJ Licensed Site Remediation Professional role or does it need to be provided by the prime firm?
- Answer: The NJ LSRP may be employed by the responding firm or by a subconsultant firm. If employed by a subconsultant firm, the individual fulfilling the LSRP role must be identified by name in the Technical Proposal. Note that if the LSRP is employed by a subconsultant, the Consultant is not entitled to subconsultant markup on the services of the LSRP, pursuant to Section 3.1.9 of the Agreement.
2. Question: Is a firm allowed to submit as a Prime as well as a Sub-consultant?
- Answer: Yes.
3. Question: Can a team member fulfill the following requirements for the Site Consultant Experience Case Study Form or must be the Prime?
- One must be within a regulated flood hazard area, and included a verification and acquisition of an individual permit from NJDEP
  - One must be brownfield land development project in New Jersey that included a comprehensive review of site environmental quality, development of technical plans and bid specifications for site demolition and/or environmental remediation, and oversight of site demolition and environmental remediation activities
  - One must be project in New Jersey that included the performance of conceptual site planning services, development of schematic site plans, conceptual design of required site improvements and infrastructure, development of design documents for purposes of obtaining proposals from a contractor; and construction administrative services
- Answer: No, the projects identified on the Firm's Site Consultant Experience Case Study Form must be projects of the responding firm, to demonstrate the experience of the Firm. The Experience of the Key Team Members shall be documented in the Firm's Key Team Member Resume Form, and may include the experience of such Key Team Members working for their current and/or prior employers.
4. Question: Due to COVID-19, will the NJSDA accept electronic submissions (email) in place of a hard copy original?
- Answer: Responding firms must submit one (1) unbound original and one (1) cover-to-cover copy in PDF format on USB flash drive as set forth in RFP Section 3.0 SUBMISSION REQUIREMENTS AND DELIVERY INFORMATION and as modified by B.1.a., above.
5. Question: Should the NJSDA not accept electronic submissions (email), will you accept electronic signatures?

Answer: Electronic signatures are permitted, but original signatures are preferred. NJSDA reserves the right to require the selected firm to provide original signatures on all necessary documents prior to the award of the contract

**6.** Question: Do Subconsultants need to be identified at the time of submission of our response to the RFP or at the time of contract award/task order.

Answer: At the time of submission of the Technical Proposal, the responding firms must identify the required Key Team Members using the *Firm's Key Team Member List* form included in Attachment A to the RFP. At the time of assignment or award of a particular Task Order, the Site Consultant will be required to name DPMC and NJSDA prequalified Subconsultants to whom the Site Consultant will directly subcontract for the furnishing of any of the work required by the Scope of Services for that particular Task Order.

**7.** Question: Should all Subconsultants be SDA certified to perform any work – For example, do laboratories and specialized testing companies need to be SDA certified?

Answer: NJSDA requires that the following disciplines be prequalified, such that any subconsultants in these disciplines must be prequalified at the time of submission of the Technical Proposal, if such subconsultants are named in the Technical Proposal, or if not named in the Technical Proposal, must be prequalified before performing any work under Task Orders issued pursuant to this procurement: Architecture, Engineering (Electrical, HVAC, Plumbing, Civil, Structural, and Environmental), Land Surveying, Asbestos Safety Control Monitoring, Materials Testing Laboratories, and Construction Management. NOTE that not all the disciplines included in this list are relevant to the Task Orders to be assigned under this Procurement.

**8.** Question: Are the standardized salary rates fixed for all 3 years of the contract?

Answer: Yes. As per Section 3.1.6 of the Agreement, Attachment B to the RFP, “Unless otherwise set forth in writing by the Authority, the Hourly Rates shall be firm and not subject to increase during the Term.”

**9.** Question: Certain specialties (e.g. Acoustic Design Services) are on an “As Needed” basis. Do we need to provide the names of such consultants as part of the RFP, or only upon award?

Answer: See answer to Question #6.

**10.** Question: The RFP states in the Introduction on page 1 that limited architectural services may be required with structural engineering. If we have licensed structural engineers on our project team, are licensed architects required to also be on the team? Or are architectural consultants involved through a separate pool of consultants with SDA?

Answer: Licensed architects are NOT required to be named in the Technical Proposal as part of the Key Team. However, in the event that a particular Task Order requires the performance of incidental architectural services, the Consultant will be required to engage an appropriately-licensed architect to be identified at the time of assignment of the Task Order.

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- 11.** Question: The RFP notes that SBE and DVOB firms and subconsultants are encouraged to be include in the project teams and set aside goal amounts have been established. Is it required that the names of SBE and DVOB firms and subconsultants be identified in this qualification submittal? Or can the SBE and DVOB firms as subconsultants be identified when individual project proposals are submitted?
- Answer: The identification of SBE and DVOB firms to satisfy the NJSDA’s set-aside goals is a post-award requirement, which must be fulfilled at the time of assignment of an award of a specific Task Order under this engagement. See Section 5.1 of the RFP for additional details.
- 12.** Question: As part of this opportunity, we plan to propose as the prime consultant and team with one key subconsultant. Can the prime firm include in its proposal the experience of a subconsultant which would be a major part of its team? We have a written commitment from our proposed key subconsultant to be part of our team if we are selected for this contract. In responding to the RFP, can we use the experience, qualifications, and staff of our key subconsultant in the “Firm’s Site Consultant Experience Form”, “Firm’s Site Consultant Experience Case Study Form”, “Firm’s Key Team Member List”, and “Key Team Member Resume Form”?
- Answer: No. Only the responding firm’s Experience should be described in the Firm’s Site Consultant Experience Summary Form and the Firm’s Site Consultant Experience Case Study Form. Subconsultant experience shall be documented in the Firm’s Key Team Member Resume Form. See answer to Question #3.
- 13.** Question: In the 2017 RFP for Site Consultant Services for School Facilities Projects (GP-0243-L01), the bid listed disciplines in addition to Environmental and Civil Engineering for which the bidder and/or subconsultants must be prequalified (Architecture, Electrical Engineering, HVAC Engineering, Plumbing Engineering, Structural Engineering, Land Surveying, Construction Management, Asbestos Safety Control Monitoring and Materials Testing Laboratories). In reviewing the 2020 RFP, we only see Civil Engineering and Environmental Engineering disciplines listed with the notation that “at the time of assignment or award of a particular Task Order, the Site Consultant will be required to name DPMC and NJSDA prequalified Subconsultants whom the Site Consultant will directly subcontract for the furnishing of any of the work required by the Scope of Services for that particular Task Order”. Can you please confirm that the subconsultants who would perform additional disciplines such as Architecture, Land Surveying, etc. do not need to be identified and included in this year’s bid submission?
- Answer: Confirmed. See answer to Question #6.
- 14.** Question: Does the LSRP have to be employed by the Prime? Or can that service and others that we do not have in house, be supplied by Qualified sub consultants?
- Answer: The LSRP need not be employed by the responding firm. That service can be supplied by a qualified individual employed by a subconsultant of the responding firm. However, note that a LSRP is a Key Team Member and as a Key Team Member will not be considered a subconsultant in terms of entitling

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the Consultant to subconsultant markup on the LSRP's services, in accordance with section 3.1.9 of the Agreement for Site Consultant Services.

- 15.** Question: Question about the Site Consultant Agreement: Will task orders awarded under this contract only be awarded as time and material or will there also be lump sum contracts for certain task orders as well?
- Answer: Services shall be compensated on a time and materials not-to-exceed basis as specified in the Task Order, and at standardized hourly rates as set by the NJSDA. Standardized hourly rates are listed in Attachment C to the RFP.
- 16.** Question: Question about the Site Consultant Agreement: Are subconsultant required to carry the same types insurance as the Site Consultant?
- Answer: See Section 5.1.1 of the Agreement: "The Consultant shall require sub-consultants to maintain the same types of insurance as required of the Consultant."
- 17.** Question: Page 3. RFP States: In addition, at the time of assignment or award of a particular Task Order, the Site Consultant will be required to name DPMC and NJSDA prequalified Subconsultants. Does that statement apply to all firms that would be engaged with the Site Consultant, whether a Key Team Member or Sub Consultant?
- Answer: See answer to Question #7.
- 18.** Question: Page 6 - Key Team Member resumes: RFP States The cited projects must be completed within the last 7 years. a. Does this mean project was completed within the last 7 years? And if so, b. Does "Completed" mean: when our portion of a project was completed, when the project was design Completed or when it was Construction complete?
- Answer: Key Team Member Resumes may only include projects for which construction was completed in the past seven years.
- 19.** Question: Pages 7-9 section 2.4-2.7 Required Submittals: Do sub consultant firms need to fill out any these forms for the proposal submission? Attachment D: Disclosure of Investment Activities in Iran Form, Attachment F: Ownership Disclosure Form, Attachment G: Certification of Non-Debarment Form
- Answer: At the same time as a Technical Proposal is submitted, only the responding firm is required to submit completed versions of the following forms: Attachment D: Disclosure of Investment Activities in Iran Form; Attachment E: Source Disclosure Certification Form; Attachment F: Ownership Disclosure Form; and Attachment G: Certification of Non-Debarment Form.
- 20.** Question: Work Count limitations: Can you confirm for us which of these sections have a 1,000 Word Limit? Key Team Member Resumes, Experience Summary section, Firm's Approach to Providing Quality Deliverables, in its entirety, Firm's Approach to Managing the Contract (does not appear to have any limit)

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Answer: All Technical Proposal Response Narratives are limited to 1000 words. See revised form for Firm's Approach to Managing the Contract, Attachment 1.2 to this Addendum.

21. Question: Page 9 RFP States: Accordingly, the proposing Firm must submit a Source Disclosure Certification Form (Attachment E to this RFP) filled out with the sourcing information required for itself and any proposed subconsultant. Do all team firms and subs need to fill out this form?

Answer: See answer to Question #19.

22. Question: Utilization of Previous Contracts: For the contracts awarded in 2017, can you tell us a percent of utilization of the selected firms (of the 12 selected, how many were utilized?) and a percentage of contract funds utilized over the same period?

Answer: 11 of the 12 task order consultants agreed to undertake assignments under the previous contract. The value of the assignments ranged from \$3,654.00 to \$187,902.00.

23. Question: Will the SDA accept exact replicas of the forms reformatted in alternate platforms, such as Microsoft Word or InDesign, or must we use the electronic PDF forms that were issued with the RFP?

Answer: Responses are to be provided on the NJSDA forms in the editable fields. If additional space is needed beyond that provided on a given NJSDA form, the responding firm may utilize additional pages consistent with the format of the NJSDA form.

**D. CHANGES TO PREVIOUS ADDENDA:**

1. Not applicable.

**E. ATTACHMENTS:**

1. Attachment 1.1 "Notice of Intent to Participate" Contact List
2. Attachment 1.2 Firm's Approach to Managing the Contract Form dated June 19, 2020

***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**

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

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  
32 East Front Street  
Trenton, NJ 08625

Phone: 609-858-2915

**DATE:** June 19, 2020

**PROJECT:** GP-0270-L01 – Site Consultant Services for School Facilities Projects

**DESCRIPTION:** Addendum #1

### Acknowledgement of Receipt of Addendum

Consultant must acknowledge the receipt of the Addendum by signing in the space provided below and returning an electronic copy via email to Dave Kutch ([Dkutch@njsda.gov](mailto:Dkutch@njsda.gov)). 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: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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## Attachment 1.1

### “Notice of Intent to Participate” Contact List

Adams, Rehmann & Heggan Associates, Inc.  
Aptim Environmental & Infrastructure, LLC  
Bohler Engineering NJ, LLC  
Boswell Engineering, Inc.  
Bowman Consulting  
Brinkerhoff Environmental Services, Inc.  
CDI-Infrastructure, LLC dba L.R. Kimball  
CHA Consulting, Inc.  
CME Associates  
Dewberry Engineers, Inc.  
Dresdner Robin Environmental Management, Inc.  
E2 Project Management LLC  
Enovate Engineering  
French & Parrello Associates, P.A.  
Gedeon Engineering, PC  
GZA GeoEnvironmental, Inc.  
Harbor Consultants, Inc.  
Jarmel Kizel Architects and Engineers, Inc.  
Lan Associates, Engineering, Planning, A  
LiRo Engineers, Inc.  
Maser Consulting P.A.  
Matrix New World Eng, Land Survey & Landscape Arch  
Mott MacDonald, LLC  
Najarian Associates, Inc.  
Neglia Engineering Associates  
NV5, Inc.  
Paulus, Sokolowski and Sartor, LLC  
Remington & Vernick Engineers  
Sadat Associates, Inc.  
Schaeffer Nassar Scheidegg Consult Engineers, LLC  
SESI Consulting Engineers  
Soils Engineering Services, Inc. t/a SESI Consult  
STV Incorporated  
Suburban Consulting Engineers, Inc.  
T & M Associates  
Tectonic Engineering & Surveying Consultants  
TRC Environmental Corporation  
Van Note-Harvey Associates, Inc.  
Whitman  
WSP USA  
Yu & Associates, Inc.

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**Attachment 1.2**

Firm's Approach to Managing the Contract Form

*{Please see attached}*

## FIRM'S APPROACH TO MANAGING THE CONTRACT FORM

- The Firm shall submit a written statement indicating the Firm's approach to managing the contract, including the following:
- Describe how your Firm will effectively manage the administration of the contract from a financial perspective including, but not limited to, timely invoicing, preparation of detailed invoice cover letters that summarize the work performed during the billing period, weekly progress reports, identifies significant changes to the scope that may require future authorizations, and schedule management.
  - Describe the Firm's understanding of the scope and challenges of the potential project assignments.
  - Describe the Firm's approach to the effective management of its multidisciplinary staff and subconsultants to meet the requirements of the Scope of Services.
  - Describe the Firm's understanding of the importance of project employee safety.
  - Describe the Firm's approach to coordination and interaction with regulatory agencies that may have jurisdiction over NJSDA school facilities projects.
  - Describe how your Firm's designated LSRP will strike a balance between NJDEP requirements and client advocacy.  
(The narrative should not exceed 1,000 words)

**FIRM'S APPROACH TO MANAGING THE CONTRACT FORM (cont'd)**