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**Addendum #1**

NJSDA  
32 East Front Street  
Trenton, NJ 08625  
Phone: 609-858-2915  
**Fax: 609-656-7258**

**Date: March 10, 2015**

**PROJECT #: WT-0023-A01**

**DESCRIPTION: Pemberton Denbo-Crichton School Facility Project**

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 relevant information in the Bid Documents.

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

**1. Modifications to the Request for Proposals and Associated Forms**

- a. **MODIFY:** In the Request for Proposals, Section 2.3.1, Key Team Member List, the text at subsections a. and b. following the designation "NOTE" shall be modified as follows (deletions shown in *italics and strikethroughs*; additions shown in **bold and underline**):

**NOTE:** Proposing Firms are prohibited from identifying an individual as **Project Manager** or **Project Architect** if that individual:

- a. Is currently performing as a Project Manager or Project Architect in an existing SDA project that has not yet ~~reached Substantial Completion~~ **received N.J. Department of Community Affairs (NJCA) Final Plan Release for all plans/specifications for the Project, along with receipt of all applicable NJCA Final Construction Permits; OR**
- b. Has been identified as a Project Manager or Project Architect in a Proposal in response to any other active SDA procurement for which an award has yet to be made.
- b. **REPLACE:** Replace the original Predesign Phase Fee Proposal Cover Sheet issued with the RFP, with the Revised Predesign Phase Fee Proposal Cover Sheet dated March 10, 2015, included as Attachment 1.1 to this Addendum.
- c. **REPLACE:** Replace the original Detailed Predesign Fee Proposal Form issued with the RFP, with the Revised Detailed Predesign Fee Proposal Form included as Attachment 1.2 to this Addendum.

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

1. Not applicable.

**C. CHANGES TO THE DRAWINGS**

1. Not applicable.

**D. BIDDER'S QUESTIONS AND NJSDA RESPONSES:**

1. **QUESTION:** Can you please clarify if every subcontractors needs to be SBE? The sentence below leads me to believe that if I have a firm we deem worthy to work on the project and state that fact that we can use that subcontractor. The contractor in question is NJSDA approved and has worked with us on several NJSDA projects but does not have SBE Certificate.

"If a firm fails to show that it will meet SBE subcontracting targets, it must document its good faith efforts to meet the targets, in accordance with the provisions of N.J.A.C. 17:13-1.1 et seq."

**ANSWER:** The Design Consultant is obligated to demonstrate a good faith effort to meet the SBE subconsulting targets for this procurement. However, the Design Consultant is not precluded from engaging a non-SBE subconsultant if the Design Consultant can show that it will otherwise meet the SBE target for the project through the engagement of other SBE subconsultants. In other words, not every subconsultant on the Project needs to be SBE qualified to participate in this procurement, as long as the Design Consultant can demonstrate that it has made a good faith effort to meet the SBE targets. See Section 2.9 of the RFP for the SBE requirements and targets.

2. **QUESTION:** The RFP includes Attachment B Detailed Fee Proposal Form. The form includes a column for a Preliminary Assessment and Report however this task is not included under Appendix B- Design Consultant's Predesign Phase. Please confirm if a PA is required under Predesign

**ANSWER:** The Preliminary Assessment is required under Appendix C and is part of the pre-design services.

3. **QUESTION:** Will the NJSDA make AHERA (Asbestos) reports and other records of sampling and/or abatement available prior to award?

**ANSWER:** AHERA Reports and Periodic Surveillance Reports for January 2015 are provided for both school facilities (Crichton and Denbo) and are included as Attachments 1.3 through 1.6 to this Addendum, but interested firms shall not rely upon the results indicated in such reports. During the Design Phase the Design Consultant must conduct its own testing in accordance with applicable requirements of Authorities Having Jurisdiction and NJSDA testing guidelines.

4. **QUESTION:** Pre-Design Services call for a conceptual construction cost estimate. Should the proposing team include a professional cost estimator for this phase?

**ANSWER:** A professional cost estimator is not required for this engagement, but may be engaged at the Design Consultant's option.

5. **QUESTION:** Should the proposing team include the qualifications of engineering disciplines that will be needed for the subsequent design phases of the project, i.e. IT/Audio Visual/Security, Acoustical, Food Service?

**ANSWER:** All sub-consultants anticipated to be engaged to complete the entire design should be identified in the approach to the project.

6. **QUESTION:** In the Summary section of page 3 of the “*Alexander Denbo School Facilities Condition Report June 2014*”, low voltage specialties are mentioned as an area that required evaluation; however, technology for IT, Audiovisual and/or Security design was not listed as a required discipline in the RFP (Package No. WT-0023-A01). Is a Technology Consultant required for this project for IT, Audiovisual and/or Security design services?

**ANSWER:** The Design Consultant is responsible for the entirety of the Project design, and may either engage one or more appropriately qualified and licensed subconsultants to perform the specific design services mentioned above (IT, Audiovisual and Security design), or may self-perform such services if the Design Consultant has the necessary expertise, licenses and qualifications to perform the cited services.

7. **QUESTION:** If no Technology Consultant is required, would any IT, Audiovisual and/or Security design required be the sole responsibility of the Electrical Engineer?

**ANSWER:** As noted above, a Technology Consultant is not specifically required by the RFP. Furthermore, the Design Consultant is responsible for the entirety of the Project design, and may self-perform the identified IT, Audiovisual and Security design services (if such Design Consultant is appropriately qualified and licensed to do so) or may engage one or more subconsultants to perform the specific IT, Audiovisual and Security design services mentioned above. It is possible that an Electrical Engineer engaged by a Design Consultant could perform the identified design services, if the Electrical Engineer had the necessary expertise, licenses and qualifications to perform the cited services. However, because the Design Consultant is contractually responsible for the entirety of the Project Design, regardless of the engagement of any Subconsultant, there would never be a circumstance where the Electrical Engineer would have “sole responsibility” for any portion of the design.

8. **QUESTION:** The RFP requests boundary and topographic survey work. According to Tax Map records, the overall tract of land owned by the school district is comprised of the main lot upon which the two schools sit, plus 4 additional Lots attached to that main Lot, comprising a total of approximately 82 Acres. The main school lot (with the 2 schools) is designated as Lot 2 in Block 849 and contains approximately 38.5 Acres of land. The driveway to the school is located within another tax lot designated as Lot 1.02 in Block 849. The remaining lands behind the school are Block 849, Lot 13, and Block 848, Lots 9 & 10. These remote lands behind the 2 schools total approximately 40 Acres and about ½ of the total area of those lots contain wetlands per NJ DEP records. Is it the intent of the RFP to include all of the lots, or just the main Lot (Lot 2) and the driveway Lot (Lot 1.02) in the scope?

**ANSWER:** All lots listed below are included within the project scope and therefore must be surveyed:

Block	Lot	Property Location	Acres	Owner
848	9	Rancocas LN	21.51	Pemberton BOE
848	10	Rancocas LN	15.88	Pemberton BOE
849	1.02	Junction Rd	2.38	Pemberton BOE
849	2	1412-1414 Junction Rd	38.59	Pemberton BOE
	11.01			Pemberton BOE
	14			Pemberton BOE
	15			Pemberton BOE
849	13	Rancocas LN	3.6	Pemberton BOE
850	15	Mt. Misery Rd	2.86	Pemberton BOE
		Total Acres	84.82	

9. **QUESTION:** As a follow-up to question #1 [reproduced here as Item No. 8, above], please confirm that a freshwater wetlands delineation and survey are not required. This work was not mentioned in the RFP, however, the existence of wetlands must be considered when master planning the entire school campus, if we are to include all 82 Acres in the project. For master planning purposes, would it be adequate to estimate the wetland areas based upon NJ DEP mapping and add this information to the planning documents we prepare?

**ANSWER:** While the RFP does not independently require a wetlands delineation and survey, such delineation and survey may be required as a component of the “Regulatory Review Report” required by the RFP, if wetlands are determined to be present in the area affected by the design and placement of the project, therefore making wetlands regulations and codes applicable to the Project. Interested parties are advised that NJDEP mapping may not be sufficient to adequately define or delineate wetlands areas, and are further advised to consult and consider US Fish and Wildlife National Wetlands Inventory mapping as well.

10. **QUESTION:** In the Detailed Fee Proposal, the 5th column under Proposed Hours needs to be filled out according to 10.8. We need to include Fees for the Preliminary Assessment and Report.

- a. Has a Preliminary Assessment been completed?
- b. If it has and a new report is not necessary, are the Fees proposed then deducted from our costs?

**ANSWER:** No, a Preliminary Assessment report has not been completed. The second portion of the question is therefore moot.

11. **QUESTION:** Please elaborate on the definition of substantial completion of a project as indicated in the key team member section 2.3.1. Specifically, if a key team member is contracted for a design build, design bid build, or bridging documents project, can they be identified on a new project after the design phase? After the design phase is completed and construction has begun, a separate key team member who was identified during the selection process for the construction administration phase takes over the project. The project manager and project architect are only involved on a very limited basis during the construction period.

**ANSWER:** The preclusion language of the RFP has been amended in response to the bidder's question to delete the reference to "Substantial Completion" as the benchmark for functional completion of the bulk of the duties of an individual serving as Project Architect or Project Manager on behalf of a Design Consultant, such that the named individual is no longer subject to preclusion from service on another NJSDA Project in the role of Project Manager or Project Architect. See Item A.1.a for modifications to the RFP to effect this change.

**E. CHANGES TO PREVIOUS ADDENDA:**

1. Not applicable.

**F. ATTACHMENTS**

- |                   |   |
|-------------------|---|
| 1. Attachment 1.1 | Revised Predesign Phase Fee Proposal Cover Sheet      |
| 2. Attachment 1.2 | Revised Detailed Predesign Fee Proposal Form          |
| 3. Attachment 1.3 | Crichton Periodic Surveillance Report dated 2.18.2015 |
| 4. Attachment 1.4 | Denbo Periodic Surveillance Report dated 2.18.2015    |
| 5. Attachment 1.5 | Crichton AHERA Report dated 5.31.2006                 |
| 6. Attachment 1.6 | Denbo AHERA Report dated 5.31.2006                    |

**G. SUPPLEMENTAL INFORMATION**

1. Not Applicable

*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. 1**

/s/Denise Petraglia  
NJSDA Program Officer

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32 East Front Street  
Trenton, NJ 08625  
Phone: 609-858-2915  
**Fax: 609-656-7258**

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**DESCRIPTION: Pemberton Denbo-Crichton School Facility Project**

### Addendum No. 1

Acknowledgement of Receipt of Addendum

Design Consultant must acknowledge the receipt of the Addendum by signing in the space provided below and returning via fax to (609-656-7258) or in an attachment via E-mail to [dkutch@njsda.gov](mailto:dkutch@njsda.gov). Signed acknowledgement must be received prior to the Bid Due Date. Acknowledgement of the Addendum must be made in the Predesign Phase Fee Proposal Cover Sheet.

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Date