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**Addendum #1**

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

**DATE:**                    **March 19, 2018**

**PROJECT #:**            **WT-0023-M01**  
                                 **Construction Management Services**  
                                 **Pemberton – Denbo/Crichton Elementary School**

**DESCRIPTION:**      **Addendum #1**

This addendum shall be considered part of the Construction Management Services Request for Qualifications and Proposals (“RFQ/RFP”) issued in connection with the referenced project. Should information contained in this Addendum conflict with the Construction Management Services RFQ/RFP this Addendum shall supersede the relevant information in the Construction Management Services RFQ/RFP.

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

1. Not applicable.

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

NOTE that modifications to the following items will be shown as follows: additions in **bold and underlined** text; deletions in *strikethrough and italics*.

- 1. Changes to the RFQ/RFP**

- a. Not applicable.

- 2. Changes to the RFQ/RFP Forms**

- a. Not applicable.

### 3. Changes to the Construction Management Services Agreement

- a. Not applicable.

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

1. Question: Are there Union requirements for this contract?

Answer: The underlying Project is subject to a Project Labor Agreement (PLA) between the Authority, the New Jersey Building Trades Council and the Local Unions, which incorporates by reference certain collective bargaining agreements. The PLA is executed by the Design-Builder and its Subcontractors through Contractor Signature Pages and Letters of Assent, and is administered by the CM. Refer to the CM Agreement, Section 4.13.11 pertaining to Labor Relations.

2. Question: We are submitting resumes for Key Personnel. Are resumes required for non-key personnel (Other Personnel)?

Answer: No, the Responding Firm is not required to submit resumes of non-key personnel, but may do so at its option.

3. Question: Do subcontractors need to be DPMC Pre-Qualified?

Answer: To participate in the procurement, Responding Firms must be prequalified by both the Department of Treasury-Division of Property Management and Construction ("DPMC") and the NJSDA in the Construction Management (P029) discipline as of the due date for Responses to this RFQ/RFP.

Furthermore, if, over the course of the engagement, the CM should find it necessary to engage one or more subconsultants in any of the DPMC disciplines below, the NJSDA also requires NJSDA prequalification for any and all such subconsultants, of any tier, whose contract is in an amount which is equal to or greater than \$500,000. (Note that this list is informational only, and does not represent a requirement that CM must engage subconsultants in all or any of the following disciplines.)

Relevant Disciplines:  
P001 Architecture  
P002 Electrical Engineering  
P003 HVAC Engineering  
P004 Plumbing Engineering  
P005 Civil Engineering  
P007 Structural Engineering

P011 Environmental Engineering  
P015 Land Surveying  
P029 Construction Management  
P038 Asbestos Safety Control Monitoring  
P066 - P103 Materials Testing Laboratories

4. Question: On the NJSDA Price Proposal Forms, Units are in Rates Per Month. Should we assume a normal 40 hour work for 4 weeks per month for Key Personnel?
- Answer: The individual monthly rate units should reflect the CM's cost of providing personnel to complete the project, inclusive of any overtime, weekend or holiday hours that may be required for completion of the Project.
5. Question: On the NJSDA Price Proposal Form (Item E) Procurement of Special Inspectors Amounts, does the NJSDA have an average number of "services" that would require procurement? The cost would be dependent on this amount, which we can't currently predict.
- Answer: No, NJSDA has not developed an average number of "services" for determination of this Specified Sum Amount. Responding Firms must rely on their experience with Special Inspections on other projects to make appropriate estimates and develop an appropriate amount.
6. Question: The NJSDA Price Proposal Form (Item I) has an Allowance for Cleaning Services: of \$20,000. Is this allowance for the cleaning of the site trailer or post school construction?
- Answer: The Cleaning Services Allowance Amount is reserved for potential use if CM is tasked with procuring cleaning services for the project school facility after Substantial Completion is achieved, and FFTE installation contractors, engaged directly by NJSDA, have completed their FFTE installation work.
7. Question: In Section 2.2 (Staffing Proposal for the Project), a CPM Schedule Reviewer is identified at the end of the section. Can NJSDA clarify if this individual should be considered a Key Individual or Other Personnel? If this individual is listed under Other Personnel, is a resume required?
- Answer: The requirement to identify an appropriately-qualified CPM Schedule Reviewer is a post-award contractual requirement (see CM Agreement, Section 4.3.10.5 for detailed qualifications requirements), and the Schedule Reviewer need not be named at this time as a Key Individual or Other Personnel in response to this RFP, and no resume is required.

8. Question: Are subcontractors required to complete the Disclosure of Investment Activities in Iran Form and/or the Ownership Disclosure Form?
- Answer: No. Only the Responding Firm is required to complete the Disclosure of Investment Activities in Iran Form and the Ownership Disclosure Form.
9. Question: Do we need to complete the OCIP Insurance Work Sheet presented in the NJSDA Owners Controlled Insurance Program (OCIP III) Insurance Procedures and Enrollment Manual?
- Answer: No, the awardee will participate in NJSDA's recently procured OCIP IV Program, and will be required to fill out the appropriate OCIP Insurance Work Sheet upon award.
10. Question: What is the current target schedule for design builder issuance of Design Package #2?
- Answer: NTP for Design Package # 2 is expected in the 4<sup>th</sup> Quarter 2018.

**D. CHANGES TO PREVIOUS ADDENDA:**

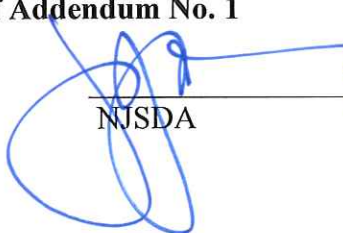
1. Not applicable.

**E. ATTACHMENTS:**

1. Not applicable.

***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**

  
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NJSDA

3/19/18  
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Date



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

**DATE:** March 19, 2018  
**PROJECT #:** ES-0021-M01  
**Construction Management Services**  
**Pemberton – Denbo/Crichton Elementary School**  
**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 via scanned copy ([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 on the NJSDA CM4DB Price Proposal Form. Please include a copy of this signed acknowledgement form in the Technical Proposal Submission.

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Date