



**To: All Vendors Bidding on The College of New Jersey
On-Call Consultant**

**From: Anup Kapur
Finance & Business Services**

Date: June 3, 2021

ADDENDUM NO. 1

ISSUE DATE: June 7, 2021

REFERENCE: The College of New Jersey
On-Call Consultant
Project No. AB210025

Date of Original Bidding Documents: May 24, 2021

INTENT: This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents and Prior Addenda if any, as identified above. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

TCNJ Clarification:

- Firms can submit a proposal for one, some, or all of the disciplines listed in Appendix D, and can add disciplines not listed.
- Proposals can include multiple sub-consultants for one discipline.
- Sub-consultants do NOT need to be identified in the proposal. Sub-consultants can be selected when the firm receives an RFP for a project. However, Appendix D should indicate the services that you would hire sub-consultants for.
- A firm can submit a proposal and be included as a sub-consultant in another proposal. For example, an engineering firm may submit an on-call proposal as the prime. That engineering firm can also be a sub-consultant to an architectural firm for a renovation project.

Vendor Questions:

1. **Question:** The RFP is titled *On-Call Consulting Services* though it also is titled RFP for Professional Design Services and the contract template is for "Architect Services". Are you looking for one firm that can fill all the services displayed on the Appendix D Fee sheet or can we just submit our qualifications and fees for Commissioning Services? Can we add Construction Management to the Appendix E section "Area of Expertise"?

TCNJ Response: You can submit the qualifications and fees for just the services that you provide. You do not need to provide all of the services displayed on the Appendix D Fee sheet.

2. **Question:** We wanted to clarify if you were looking for individual firms to respond and provide qualifications for their services alone or if you are looking for full teams including subconsultants to be created for this response. For example, we provide services for structural, mechanical, plumbing, tel/data, security, and cost estimating in house but would need a subconsultant for architecture, media services, fire protection, and commissioning. Are you looking for us to include subconsultants in this package or provide qualifications for only what we can perform in-house?

TCNJ Response: You can submit for services that you provide in-house only, or you can include subconsultants.

3. **Question:** Can a firm submit a proposal as the Prime for the specific disciplines that they provide in-house and also be a subconsultant to multiple firms that are submitting as Prime?

TCNJ Response: Yes.

4. **Question:** We are planning to submit a proposal in response to your On-Call Consulting services RFP for the College of New Jersey. We notice on page 11 of the RFP that it states that we can "respond with pricing for any one or any combination of the services described". We interpret that to mean we can simply submit credentials for the qualifications of our firm (architectural, interior design) and do not need to submit credentials for an entire team (additional disciplines). Can you please confirm that our interpretation is correct?

TCNJ Response: You can submit qualifications for your firm only or you can include sub-consultants. If you would plan to use sub-consultants, indicate the services they would provide in Appendix D.

5. **Question:** Page 1 # 18 "Original Signature" For the Digital Copy what is accepted as an original signature for the electronic copy. (Digital Photo Copy of Signature or Digital Signature).

TCNJ Response: The College will accept digital copy (scan) of hard copy proposal or digital signature for pdf documents.

6. **Question:** I would like to confirm the Digital Copy is to be provided via a physical device "flash drive". Is this a USB-A thumb drive? Should the flash drive be included within the sealed envelope of the hard copy?

TCNJ Response: USB drive should be included within the sealed envelope with the hard copy.

7. **Question:** Appendix C (Contractual not Requirements for Media Services Team Member as identified in the Index) – Includes a contract specific to an architect. The expectations are not clear if we are responding to the proposal as a Mechanical Engineering Firm what we should comment on a very specific contract for an Architect?

TCNJ Response: Based on the variety of projects that the college expects to contract for using these on-call consultants, there could be a variety of contract templates that may be used (architect, engineer, feasibility study, cost estimator, commissioning agent, etc.). The contract will be modified for each project, but generally Articles 4 through 9 will not be revised.

8. **Question:** When providing hourly rates should we provide rates for proposed individuals or by category/role?

TCNJ Response: By category/role

9. Question: Can you explain what the Payment Discount Terms means for Line 8 and what is required to respond to that?

TCNJ Response: If your firm offers any payment discount, please list it on line 8. Example, term of 2% 10 net 30. Write N/A if no payment discount is offered.

10. Question: We are pursuing the College of New Jersey On-Call Consulting Proposal and had a question for Page 1 – Mandatory To Be Completed By The Vendor. Can you explain what the Payment Discount Terms means for Line 8 and what is required to respond to that?

TCNJ Response: See response to #9.

11. Question: Page 1, Item #8, What are Payment Discount Terms?

TCNJ Response: See response to #9.

12. Question: Page 6, Some of the documents that must be provided before contract award are included in the required documents. Would you like them included with this proposal submission?

TCNJ Response: Documents that must be provided before the contract is awarded are not required with the bid submission.

13. Question: Page 12, What type of commissioning would TCNJ expect?

TCNJ Response: The commissioning scope of work will be determined by the project, but the systems might include HVAC and Controls, Lighting and Controls, Domestic Hot Water Systems, Renewable Energy Systems, and Building Envelope.

14. Question: Page 12, Is a Building Envelope consultant needed?

TCNJ Response: Projects could include scope of work that requires a building envelope consultant.

15. Question: Page 56-57, Are we able to edit Appendix D Fee Sheet to include appropriate Position Titles?

TCNJ Response: As noted in Appendix D of the RFP, “You may add position names and/or alter the existing position names, but we prefer that you use the positions listed below as much as possible.”

16. Question: Page 73 – 77, Please confirm that Architectural Firm is the only one required to fill out the Vendor qualification Sheet?

TCNJ Response: Each firm submitting a proposal shall complete vendor qualification sheet. Sub-consultants are not required to fill out the vendor qualification sheet.

17. Question: Does TCNJ have a list of preferred vendors/consultants?

TCNJ Response: No.

18. Question: Is TCNJ requiring a full sub-consultant team to be submitted with on-call proposal, or may we select consultants post award based on project requirements?

TCNJ Response: You are not required to submit a full sub-consultant team. You can identify consultants based on project requirements, but should indicate in Appendix D the services you would provide by a sub-consultant.

- 19. Question:** If sub consultants are required with proposal, please list required sub consultant disciplines sought.
TCNJ Response: See response to #2 & 4.
- 20. Question:** If sub consultants are required with proposal, may we suggest multiple consultants, per discipline, in order to best pair consultant expertise with varied project requirements.
TCNJ Response: Yes.
- 21. Question:** Can you please confirm the maximum estimated construction cost / budget applicable to the on-call program?
TCNJ Response: There is no minimum or maximum, but expected project construction costs range from \$100,000 to \$5,000,000.
- 22. Question:** Will preference be given to NJ-based subconsultants over out-of-state based subconsultants?
TCNJ Response: No.
- 23. Question:** Appendix D – Is it the College’s intent or preference for each respondent to provide, either in-house or thru consultants, all the services listed?
TCNJ Response: Each respondent shall provide the services that they provide and indicate if they are provided in-house or through a sub-consultant. Each respondent is not required to provide all the services listed.
- 24. Question:** Article 3 – Multiple Proposals are not allowed – can consultants be listed on separate vendor teams?
TCNJ Response: Yes.
- 25. Question:** The RFP states, “The College seeks to limit exposure/spread of the Coronavirus (COVID19) by limiting external visitors to campus.” With this in mind, is a hard copy of the proposal required to be submitted or will a digital copy be acceptable in an effort to limit in-person interactions/exposure to the virus?
TCNJ Response: A hard copy is required to be submitted. The hard copy can be hand delivered or delivered via Federal Express, UPS, or other delivery service. If submitting by a delivery service, please be aware that deliveries are made to the Mail Room in Decker Hall and may not be received at the Office of Finance & Business Services by the due date/time. Proposals not received by the due date/time by the Office of Finance & Business Services will not be accepted.
- 26. Question:** Will proof of COVID-19 vaccination be required for any staff that visits campus?
TCNJ Response: No.
- 27. Question:** To whom should the proposal be addressed to?
TCNJ Response: Office of Finance & Business Services, Purchasing Department
- 28. Question:** The sample Professional Service Contract is clearly for an Architect. We are Professional Engineers. Will this contract be amended for engineering consultants as the lead/prime professional? There are services described herein that are not those of a professional engineer – please clarify.

TCNJ Response: The college uses several contract templates, depending on the prime professional. The contract template will be amended for the specific scope of work and services required for each project.

29. Question: Please confirm if all projects performed at TCNJ must be LEED certified? Please also clarify if there are any other building certifications/parameters that designs must adhere to and be submitted for (WELL, Green Globes, etc.)?

TCNJ Response: The college has not LEED certified any buildings/projects. Specific requirements are determined for each project, but all projects must consider sustainable design and materials.

30. Question: Appendices A and B of the sample Professional Service Contract refer to services for Tel/Data and Audio/Visual Equipment Specialties. While other incidental services are required for Tel/Data and A/V projects, will the On-Call services under this project specifically be for A/V and Tel/Data projects or will the On-Call services be for other types of projects, e.g. HVAC equipment, plumbing equipment, and/or electrical equipment replacement and/or upgrades.

TCNJ Response: As noted in the RFP, projects may include interior alterations and renovations, underground utility replacement, building envelope, central plant equipment replacements, mechanical and electrical equipment replacements, and others. Some projects may require Tel/Data or Audio/Visual Equipment consultants, and others may not. You do not need to provide Tel/Data or Audio/Visual Equipment services.

31. Question: The sample Professional Service Contract Appendix D omits the electrical discipline – please advise if these services are in fact requested as part of this RFP.

TCNJ Response: The omission of the electrical discipline was not intentional. These services are requested as part of this RFP.

32. Question: The sample Professional Service Contract Appendix E requests any sub-consultants that may be needed for a project – should we include these sub-consultants that we may use now or is this project-specific?

TCNJ Response: See response to #28

33. Question: Can an engineering firm submit as a prime? Can we submit for only our services or do we need a team?

TCNJ Response: An engineering firm, or a firm providing any professional service, can submit as a prime.

END OF ADDENDUM NO. 1