

## **- ADDENDUM No. 3 -**

**ADDENDUM No. 3 – 11 Pages**  
**March 16, 2023**

### **ON-CALL ARCHITECTURE & ENGINEERING DESIGN CONSULTING SERVICES FOR MULTIPLE FACILITIES / LOCATIONS OPERATED AND MAINTAINED BY NJSEA**

This Addendum is used for the purpose of amending the February 28, 2023 Request for Qualifications (RFQ) as identified below and is hereby made part of said RFQ to the same extent as though it were originally included therein. This Addendum makes the following changes and clarifications to the RFQ Documents:

#### **I. RFQ Section**

- 1) **RFQ Important Dates,  
NJSEA Response to Questions,  
Page 2**

**Delete:** "March 18, 2023"

**Add:** "March 20, 2023"

- 2) **RFQ Important Dates,  
Respondent Interviews,  
Page 2**

**Delete:** "April 2023"

**Add:** "April / May 2023"

- 3) **RFQ Table of Contents  
Pages 3-4**

**Delete:**

Table of Contents issued with the March 13, 2023 RFQ Addendum No. 2.

**Add:**

Table of Contents issued with the March 16, 2023 RFQ Addendum No. 3.

- 4) **RFQ Section IV,  
Article 3.1.11,  
Minimum Qualifications Documents  
Page 22**

**Delete:**

"Respondents submitting Responses for more than one Design Service Category must submit multiple responses for each Design Service Category."

**Add:**

"Respondents submitting Responses for more than one Design Service Category must submit multiple independent RFQ Responses for each Design Service Category. If separate Responses are submitted by a

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Respondent for different Design Service Categories, each RFQ Response must be a complete Response and may not reference other Responses or documents."

- 5) **RFQ Section IV,  
Article 4.1.1.5  
Page 23**

**Delete:**

~~"4.1.1.5 New Jersey Professional Engineering and/or Registered Architecture practice registrations from the NJ Board of Engineering Examiners."~~

**Add:**

"4.1.1.5 Attach New Jersey Professional Engineering and/or Registered Architecture practice registrations from the NJ Board of Engineering Examiners."

- 6) **RFQ Section IV,  
Article 4.1.10,  
Case Studies  
Page 27**

**Delete:**

~~"4.1.10 Respondent Team Member Case Studies"~~

**Add:**

"4.1.10 Case Studies"

- 7) **RFQ Section IV,  
Article 4.1.4.1.1,  
Respondent Team Identification  
Page 24**

**Delete:**

~~"4.1.4.1.1 The Respondent must be able to meet all licensing, insurance, authorization, and surety requirements attendant to the delivering of the RFQ General Scope of Services for Future Task Orders."~~

**Add:**

"4.1.4.1.1 The Respondent must be able to meet all licensing, insurance, authorization, and other requirements attendant to the delivering of the RFQ General Scope of Services for Future Task Orders."

- 8) **RFQ Section V,  
RFQ Response Submission Checklist,  
Page 34-35**

**Delete:**

RFQ Response Submission Checklist Issued with the March 13, 2023 RFQ Addendum No. 2.

**Add:**

RFQ Submission Checklist Issued with the March 16, 2023 RFQ Addendum No. 3

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- 9) **RFQ Section V,  
Required Forms and Acknowledgements,  
NJSEA Case Study Form  
Page 41-42**

**Delete:**

NJSEA Case Study Form – Prior Experience Details and References

## II. RESPONDENT QUESTIONS & NJSEA RESPONSES

<b><u>No.</u></b>	<b><u>Question</u></b>	<b><u>Responses</u></b>
1	Are Accountants Compilation Reports acceptable In lieu of Audited Financial Statements?	See the March 10, 2023 Addendum No. 1, Question and Response No. 14.
2	If a consultant submits as a sub with Architect led firms, can the consultant also submit as a prime for its own specified services (i.e., civil engineering)?	See RFQ Section IV, Article 2.2  See also Addendum No. 1, I.5) for related subject matter.
3	If a consultant chooses to submit as a prime firm, can the consultant only submit for the categories in which it provides services, or should the consultant submit a full-service team?	See RFQ Section II, Article 2.  See also Addendum No. 1, I.5) for related subject matter.
4	Are we choosing one Design Service Category to respond to, or are all three categories to be addressed in our submission?  If we are choosing only one:  2. Article 3 General Scope of Services for Future Task Orders lists both architectural and engineering services. It's unclear if architecture firms need to include all engineering subconsultants if we only intend to submit for Comprehensive Architectural Design Services.  Our question is, if we intend on submitting a response for only Comprehensive Architectural Design Services, are we required to also include information for our engineering subconsultants?	See RFQ Section II, Article 2.  See also Addendum No. 1, I.5) for related subject matter.
5	The RFP calls for separate responses when responding to all three design categories. Are these to be three completely separate/whole packages, or can one set of forms and financial statements be used as it is the same company?	Separate / comprehensive RFQ Responses are required for each respective Design Service Category.

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<u>No.</u>	<u>Question</u>	<u>Responses</u>
6	Section V includes the NJSEA Case Study Form and the Experience Affidavit. The Experience Affidavit asks for at least three (3) projects similar to this contract. Can the Case Study Form be referenced and used for the Affidavit? – they appear to ask for the same information.	The NJSEA Case Study Form has been deleted pursuant to this Addendum.
7	<p>Definition 2.16 “Respondent Team Member” means each proposed subconsultant entity identified by Respondent in a Response to perform all or any portion of the Scope of Services.</p> <p>We are a full-service A/E firm who will not have any consultants so we will not have any Respondent Team Members. Sections 4.1.4, 4.1.6, 4.1.7, 4.1.8, 4.1.9, 4.1.10 all refer to Team Members – are these all not applicable to us?</p> <p>In particular:</p> <ul style="list-style-type: none"> <li>- 4.1.8 Respondent Team Information Form: Does this need to be filled out by all respondents or just those with a “Team”?</li> <li>-</li> <li>4.1.10 Respondent Team Member Case Studies: This seems to only apply to Teams with subconsultants – correct? It asks for many (min 24 up to max 59) case studies.</li> </ul> <p>The Experience Affidavit asks for “at least three (3) projects.” Our interpretation of this is that as a Prime Consultant offering all services in-house we should submit at least 3 case studies for each of the three Design Services subject of this RFP – Is that correct? Or should we submit 24 – 59 case studies? Please clarify how many Case Studies are required.</p>	<p>Respondent Team Members are permitted pursuant to the RFQ but not required.</p> <p>The Respondent Team Information Form includes information for the Respondent and Respondent Team Members, as applicable.</p> <p>The correct number of case studies required and permitted for each respective Design Service Category is specified pursuant to RFQ Section IV. Respondents are reminded that separate RFQ Responses are required for each respective Design Service Category.</p> <p>See also the RFQ Section IV. 4.1.10 text modifications identified within this Addendum above.</p> <p>The Experience Affidavit is a separate RFQ Response deliverable distinct from the case study Response deliverables specified in RFQ Section IV.</p>
8	<p>Section 3.1.11 Minimum Qualifications Documents states (bold and underlined): Respondents submitting Responses for more than one Design Service Category must submit multiple responses for each Design Service Category.</p> <p>What does this mean? It states elsewhere that separate responses are required; what is meant by multiple responses?</p>	See RFQ Section IV. 3.1.11 text modifications identified within this Addendum above.
9	Section 4.1.13 References asks for 7 references for architectural Services, 3 references for Civil Services and 4 references for MEP Services for a total of 14 references. Please confirm that 14 references are required.	There are no changes to RFQ Section IV. 4.1.13. Respondents are reminded that separate RFQ Responses are required for each respective Design Service Category.

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<u>No.</u>	<u>Question</u>	<u>Responses</u>
10	4.1.4.1.1 The Respondent must be able to meet all licensing, insurance, authorization, and surety requirements attendant to the delivering of the RFQ General Scope of Services for Future Task Orders. Surety requirements do not apply to professional services. Can this be modified appropriately?	See the RFQ Section IV. 4.1.4.1.1 text modifications identified within this Addendum above.
11	Please confirm the intent of section 4.1.1.5 regarding professional registrations. This is in the cover letter requirements. Are they to be referenced? Attached? Placed in the letter?	See the RFQ Section IV. 4.1.1.5 text modifications identified within this Addendum above.
12	Are there small business requirements or minority business requirements or the intention of NJSEA to procure good-faith efforts to reach specific percentage goals for subconsultant participation?	See Addendum No. 2.
13	Is there an anticipated list of projects that have been identified or made a priority for the NJSEA over the four years that they would be willing to share at this time, outside of the Typical Future Projects noted in the RFP?	No.
14	Up to how many firms are you anticipating in each category to be selected during this RFQ phase to then move to the approved vendors list that will then bid based on Mini-RFP task orders.	This has not been determined.
15	We are aware of page limits to specific sections of the submission. Is there a total page limit for the entire qualification submission?	No.
16	The RFQ provides "Case Study Forms" to identify prior experience, details and references. Are all our relevant experience case study information to be incorporated into these forms? We have standard Project Pages (case studies) describing our experience – can we use our Project Pages or does everything, including project photos, need to be adapted to your form?	<p>The NJSEA Case Study Form has been deleted pursuant to this Addendum.</p> <p>The correct number of case studies required and permitted for each respective Design Service Category is specified pursuant to RFQ Section IV. Respondents are reminded that separate RFQ Responses are required for each respective Design Service Category.</p> <p>See also the RFQ Section IV. 4.1.10 text modifications identified within this Addendum above.</p>
17	Re: 4.1.7.4 re: Resumes, are we to utilize NJSEA "Respondent Team Information Form" (pages 38 and 39 of RFQ) or provide our company standard 1-page resume for project team members?	Resumes and the Respondent Team Information Form are separate RFQ Response deliverables.

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<u>No.</u>	<u>Question</u>	<u>Responses</u>
18	Can you clarify 4.1.9 re: Team Experience. Are we to utilize NJSEA "Respondent Team Information Form" (pages 38 and 39 of RFQ) to describe this?	RFQ Section IV. 4.1.9 Team Experience, if applicable to a Respondent, and the Respondent Team Information Form (applicable to all Respondents) are separate RFQ Response deliverables.
19	Re: 4.1.10 "Respondent Team Member Case Studies", are we to utilize "NJSEA Case Study Form – Prior Experience Details & References" (pages 40 and 41 of RFQ) to describe this?	The NJSEA Case Study Form has been deleted pursuant to this Addendum.
20	Re: 4.1.10 re: page limits of 15 projects, 3 pages each (max), if we submit the minimum for all architectural and engineering categories, we estimate a total of 24 projects based on the "minimum" requirements described on pages 27 and 28. Please clarify.	See the response to Question No. 16 above.
21	Re: RFQ Response Submission Checklist, please clarify the following: a. What is the difference between "Team Member Case Studies" and "Case Study Forms" b. "NJSEA Case Study Form" includes a section for references. The Checklist appears to list References separately. Please clarify.	See the response to Question No. 16 above.
22	Do you require a copy of our DPMC Prequalification Certification with our submission?	No.
23	Do all proposed subconsultants also need to provide the forms indicated on the Checklist?	No.
24	On page 14 the RFQ requests a "Certificate from the office of the Secretary of State of New Jersey". Is this considered our Business Registration Form?	The State of New Jersey Business Registration Certificate is acceptable.

### III. ADDENDUM DOCUMENT SUMMARY

- 1) RFQ Important Dates and Table of Contents – 3 pages
- 2) RFQ Response Submission Checklist – 2 pages

-----**END of ADDENDUM NO. 3**-----

**- REQUEST FOR QUALIFICATIONS -**

**- IMPORTANT DATES -**

<b>Date</b>	<b>Time</b>	<b>Event</b>
February 28, 2023	9:00 AM	RFQ Public Advertisement Begins
March 7, 2023	2:00 PM	RFQ Video Conference Meeting
March 14, 2023	2:00 PM	RFQ Question Deadline
March 20, 2023 <b>PER ADDENDUM NO. 3</b>	4:00 PM	NJSEA Response to Questions
April 6, 2023	12:00 PM	RFQ Response Submission Deadline
April / May 2023 <b>PER ADDENDUM NO. 3</b>	TBD	Respondent Interviews
April/May 2023	TBD	Anticipated Shortlist Selection

**The tabulated dates and times above is a partial list of required RFQ Dates and deadlines.**

**See all RFQ Documents and Addenda for all required dates and deadlines.**

# - REQUEST FOR QUALIFICATIONS -

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## **RFQ Response Submission Checklist**

<b>The Following items are to be included with the Respondents submission:</b> <i>See Request For Qualifications Process Section IV.3 for envelope identification requirements</i>	
<input type="checkbox"/>	Cover Letter
<input type="checkbox"/>	Respondent Identification
<input type="checkbox"/>	Respondent Authorized Person
<input type="checkbox"/>	Respondent Team Identification
<input type="checkbox"/>	Team Experience
<input type="checkbox"/>	Team Member Case Studies
<input type="checkbox"/>	Financial Capabilities
<input type="checkbox"/>	Legal Matters
<input type="checkbox"/>	References
<input type="checkbox"/>	Acknowledgement of Addenda
<input type="checkbox"/>	Statement of Understanding
<input type="checkbox"/>	Respondent Team Information Form
<input type="checkbox"/>	Minimum Qualifications Form
<input type="checkbox"/>	<del>Case Study Forms</del> – Deleted via Addendum No. 3
<input type="checkbox"/>	Experience Affidavit
<input type="checkbox"/>	State of New Jersey Business Registration Certificate
<input type="checkbox"/>	Vendor Certification and Disclosure of Political Contributions Form
<input type="checkbox"/>	Moral Integrity Affidavit
<input type="checkbox"/>	Corporate Resolution Form
<input type="checkbox"/>	Ownership Disclosure Form
<input type="checkbox"/>	Non-Collusion Affidavit

<input type="checkbox"/>	Acknowledgment of Set-Off For State Tax
<input type="checkbox"/>	Respondent's Affidavit of Authorization
<input type="checkbox"/>	Disclosure of Investigations and Other Actions Involving The Vendor Form
<input type="checkbox"/>	MacBride Principles Form
<input type="checkbox"/>	Disclosure of Investment Activities in Iran Form
<input type="checkbox"/>	Affirmative Action EEO Documents
<input type="checkbox"/>	Potential Participation Plan Form (and Respondent Business Certification if applicable) – <b>Added via Addendum No. 2</b>
<input type="checkbox"/>	RFQ Submission Checklist