**NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY**

**REQUEST FOR PROPOSALS**

**FOR**

**ARCHITECTURAL & ENGINEERING SERVICES (A/E)**

**MATERNAL AND INFANT HEALTH INNOVATION CENTER (the “CENTER”)**

**(Reference 0000059)**

**ADDENDUM #1**

The following constitutes an Addendum, which can be a Clarification and/or Modification to the above-referenced solicitation. This Addendum is divided as follows:

* Part 1: Answers to Questions Submitted

|  |
| --- |
| **Part 1: Answers to Questions Submitted** |
| No. | Question | Answer |
| 1. | Section C - Eligibility Requirements, Item #2 states: “Architectural joint ventures Qualification Submittal are not eligible for submission.” Please confirm that a team consisting of two separate architectural entities an Architect of Record (servicing as the prime and contract holder) and a Design Architect (as consultant), are allowed to submit as a team. | Confirmed. Contract will be awarded to the Architect of Record. The Awarded firm may engage a Design Architect as a subcontractor/consultant. |
| 2. | Is there a sample Contract for our review?  | No. The short-listed firms will be provided the contract as an exhibit to the subsequent RFP. The contract is expected to be a modified version on AIA B133-2019. |
| 3. | Who is responsible for providing the following services: Signage & Wayfinding, Artwork Consulting, Cost Estimating? | Some of this to be further defined in RFP which will be provided to the short-listed respondents form this RFQ. The RFP will define the full scope of services required of the selected respondent to the RFP. However, A/E will be responsible for providing cost estimating in tandem with the CM. |
| 4. | We came to know about this RFP for A/E services. We are a subconsultant providing cost estimating services and a certified SBE and prequalified by NJDPMC and would like to participate in this RFP as a subconsultant by joining any prime team. Is it possible to get a list of prime A/E firms so that we can contact them to join their team for cost estimating services. | There is currently no “bidders” list. The vendors that qualify under this RFQ based upon submission, will result in a subsequent “bidders” listThe list of qualified firms selected from the RFQ process will be allowed to submit proposal in response to the RFP which will be posted to EDA’s website once Qualification Submittals have been reviewed and ranked. |
| 5. | The first paragraph states that QS submission should be in a sealed envelope or carton and that ‘unsealed, faxed or emailed submissions will not be accepted’.  The next 2 paragraphs go on to discuss electronic submissions and states that either hard copy or electronic should be submitted. Please clarify requirement for submission and if electronic only is acceptable. | Electronic submissions, without hard copy submissions, are acceptable and preferred by EDA. See Page 8 under heading ELECTRONIC QUALIFICATION SUBMISSION (STRONGLY PREFERRED) for instructions for electronic submissions. |
| 6. | Can you clarify the project schedule.  RFQ indicates that Phase I completed in 4 months for Schematic Design, followed by a 2 month review/budget period.  Also indicates that Phase II (DD/CD) is expected in 6 months, followed immediately by CA and Commissioning.  Is DOH/DCA approval required and how does this fit within the schedule.  Has there been any site plan approvals completed and how does this fit into the overall schedule. | The schedule will be defined further in the subsequently released RFP. |
| 7. | Is there a list of pre-approved eligible disabled veterans’ businesses? | EDA does not maintain a list of preapproved businesses. As a source of information only, firms are encouraged to check the following online directories of MWVOBs, including, but not limited to:New Jersey Selective Assistance Vendor Information (NJSAVI) <https://www20.state.nj.us/TYTR_SAVI/vendorSearch.jsp> Veteran Owned Business Directory <https://www.veteranownedbusiness.com/>New Jersey Unified Certification Program (NJUCP)<https://njucp.dbesystem.com/default.asp>  |
| 8. | Has the site been selected and acquired? What is the approximate size/area or the project site?  Is it currently developed, and to what extent? | Site selection is currently pending, and final site information will be provided with the subsequent RFP. |
| 9. | Section C4 in the RFQ states that “NJEDA will retain firms for survey and environmental services under separate contract.”  Is there any environmental permitting anticipated for the project, including any NJDEP land use permitting of any kind? | EDA is currently performing environmental due diligence, but there is the potential for further environmental work. |
| 10. | Are there expected to be contaminated soils on the project site? | EDA is currently performing environmental due diligence, but there is the potential for further environmental work. |
| 11. | The ranking criteria (Item #6) references “experience with NJ Planning Board submissions for site plan approval.”  Is Planning Board approval anticipated to be required from the City of Trenton?  The proposed timing described in the RFQ doesn’t seem to allow for enough time for a site plan approval from the City’s Planning Board. | Yes, the project is expected to be presenting to the Trenton Planning Board. |
| 12. | Has public utility capacity been confirmed for the proposed project? | This will be defined further in the subsequent RFP. |
| 13. | Page 12-14 of PSQS Exhibit A – Section 14 (A) & 14 (B): Please confirm if we are required to fill out both the Exhibit B *Firm Project Matrix* and the Project examples requested in Section 14 (A) & 14 (B) on page 12-14 of the PSQS. If yes, can we use the same projects for all or do the projects have to be different in each section? | Both are required submittals. The projects can be the same in 14(A) & (B) on pages 12-14 and in Exhibit B Firm Project Matrix.  |
| 14. | It is understood that MEP, Civil & Structural Subconsultants must fill out Exhibit A & B. If other subconsultants are required, where do we include included their information (key personnel, write-ups, and project experience)? Are they required to fill out any forms to meet these requirements? Please clarify where this information should be provided. | These exhibits can be used for all key sub consultants. |
| 15. | Page 4-5 of the PSQS Exhibit A Page 4 of RFQ – Submittal Requirements 2&3: Is it required that we separately attach our team’s organizational chart and key personnel (write-ups/resumes) with our submission or are we only required to fill out pages 4-5 of the PSQS Exhibit A with an attached organizational chart? Please clarify where this information should be provided. | Yes, it required that bidders separately attach their team’s organizational chart and key personnel (write-ups/resumes), etc. The submittal requirements are in addition to what is in the PSQS. |
| 16. | Page 4 of RFQ – Submittal Requirements 4: Should the narrative describing our understanding/approach of Project Scope and the firms approach be an additional attachment? Please clarify where this information should be provided. | This should be part of your primary response to the RFQ. It can be included in the PSQS also. |
| 17. | Is there a page limit for this submission? | No. |
| 18. | Are section dividers necessary for this electronic submission to organize requirements? For example: Project Understanding/Approach, Required Exhibit Forms, Key Personnel, Experience Tearsheets, SBE/DOV Certifications, etc. | This is not a requirement, but anything you can do to provide clarity for the reviewers is appreciated. |
| 19. | Per Item #3, please clarify if subs resumes should be included or just firm experience | This is for all key subconsultant firm's experience. Not all minor consultants are required to provide a PSQS. |
| 20. | If responding to only this specific advertisement, does 14(a) also need to be completed in addition to 14(b)? | Both are required.  |
| 21. | Has a project location in the City of Trenton been determined? | Please refer to question 8 above.  |
| 22. | Has a site been selected? | Please refer to question 8 above. |
| 23. | Is this expectation to be a campus of buildings or one building? | This procurement is for one building. |
| 24. | What level of commissioning is anticipated? | Enhanced Commissioning per Leadership in Energy and Environmental Design (LEED). |
| 25. | Are all DVOB, VOB and SBE required to be certified through the State of NJ or do federally certified businesses qualify? | NJEDA strongly suggests firms be certified by the State of New Jersey. If firms have federal certifications, they should still seek to be certified by the State of New Jersey. Firms may check the following online directory. Additionally, more information regarding these requirements will be forthcoming in the RFP. New Jersey Selective Assistance Vendor Information (NJSAVI) <https://www20.state.nj.us/TYTR_SAVI/vendorSearch.jsp> |
| 26. | Confirm if Geotech and environmental engineering should be included as part of the Design Team. | Yes. To be further defined in the subsequent RFP |
| 27. | Confirm if cost estimates are part of the Design Team’s scope, and if a cost estimator should be included as part of the Design Team. | Yes, the A/E will be responsible for providing cost estimating in tandem with the CM. |
| 28. | Are there any requirements regarding the number of files to be uploaded as part of the full submission? | No. There is no requirement regarding the number of files to be uploaded. Please refer to Section C “Submittal Requirements” for what is required with your submission.  |
| 29. | Refer to Submittal Requirements, Item 1, PSQS: Please confirm if a PSQS must be submitted for each subconsultant firm in its entirety (i.e., including attachments such as Financial Statements, Business Registration Certificate, and Insurance). | Yes, a PSQS for each key subconsultant must be submitted. The Subconsultant’s Firm information, only. Individual staff information is not needed.  |
| 30. | Refer to Submittal Requirements, Item 2, Organization Chart: Please clarify if the organization chart should convey specific team member names from the Prime firm only, with Subconsultant firms only indicated; or if the organization chart should contain all specific team member names from all prime and subconsultant firms. | This should only include Firm names as part of the RFQ. No individual staff names required now. |
| 31. | Refer to Submittal Requirements, Item 3: Please confirm this item refers only to relevant project experience of the prime firm and all subconsultant firms, and that no resumes for specific staff (prime firm or subconsultant) should be included at this time. | Correct. Firm experience (including subconsultants) for the RFQ. Not specific staff members. |
| 32. | Please provide CA schedule. | To be defined in the subsequent RFP. |
| 33. | Has a project site been identified? Please advise on the size of the lot. | Please refer to question 8 above.Please refer to the RFQ, “to provide complete architectural and engineering services for a new 60,000+ square foot healthcare facility (“Center”) and associated parking/site work in the City of Trenton.” |
| 34. | Please advise if all parking to be assumed surface parking. | That is the current expectation. |
| 35. | Can you please confirm (a) that only MEP, Civil, and Structural subconsultants need to complete the PSQS and Matrix, and (b) that **no** subconsultants need to complete exhibits D-G? | This is correct.  |
| 36. | Page 8, Section “Deadline” 1. Will submittals be accepted electronically or via hard copy? Or are either option acceptable? Is there a preferred option?
 | See response to Question number 5. Electronic submissions without hard copy submittals are acceptable. See Page 8 under heading ELECTRONIC QUALIFICATION SUBMISSION (STRONGLY PREFERRED) for instructions for electronic submissions. |
| 37. | Page 4, Section C. “Eligibility Requirements”1. Are the Set-Aside Goals of 25% SBE and 3% DVOB a mandatory requirement or recommended?
 | The Set-Aside Goals are not a mandatory requirement, but a goal of the Authority as indicated in Exhibit F of the RFQ. |
| 38. | Page 4 & 5, Section “Submittal Requirements”1. Does the organizational chart need to include individual team members or only firms/subconsultant company names?
2. Are resumes expected as part of the submission at all?
 | Please refer to question 30 above.  |
| 39. | Page 4, Section “Submittal Requirements”1. Item Number 1 – is the PSQS expected to be part of the Qualifications Submittal? Or to be submitted as a separate document? Or both?
2. Does each subconsultant need to submit a PSQS?
 | 1. It is expected to be part of the overall submittal but can be submitted as an individual file.
2. Key subconsultant firms should submit a PSQS.
 |
| 40. | Page 4, Section “Submittal Requirements” – Item 2 and 61. Can you elaborate on the expectation of how the relevant experience will be submitted between Item 2 and 6?
 | Please refer back to the RFQ Section “Submittal Requirements” for what is required. Assuming this question is asking what should be submitted in response to Item 2 and 6, when preparing your firm’s Qualifications Submittal in response to this solicitation, keep in mind that, in the RFQ, the word “shall” or “must” denotes submittal items which are mandatory for a Qualifications Submittal to be complete; the words “should” or “may” denotes submittal items which are recommended, but not mandatory.Item #2 is a mandatory submission. Item #6 is not a mandatory submission requirement. |
| 41. | Page 8, Electronic Qualification Submission Section 1. EACH electronically uploaded file (PSQS, Attachment Submittals, etc.) submission, should follow the following format: “(Proposer’s Company Name) – Qualification Submittal-RERFQ-0000059– MIHI - A/E Services and the (file/document title)” – This file naming convention is not acceptable due to the “/”. Is simply changing the file name to “AE” acceptable?
 | That is an acceptable edit to the file name. It is also acceptable to edit to “A-E”. |
| 42. | Does each subconsultant need to be prequalified with NJEDA and NJSDA? | There is no requirement at this time for subconsultants to be prequalified by NJEDA or any other State Agency or Authority. |
| 43. | Is a Trenton site identified/selected? | Please refer to question 8 above. |
| 44. | We understand there is a functional program that exists. Has a real estate market study assessment and catchment area assessment for the county or state been completed (and also be released) that may have impact to inform and validate the program and future design? | The A/E will be responsible for full space programming. No market study or catchment area assessment exists.  |
| 45. | Is there a health system pre-selected to receive patient referrals from this proposed Maternal and Infant Health Innovation Center for maternity deliveries? | No there is not a health system that has been pre-selected for the MIHI Center |
| 46. | What level of facility programming is anticipated for the A/E RFQ (RERFQ-0000059), will the A/E be responsible for developing a facility space program based on input form the selected CSP [Clinical Services Provider (2023-RFQ-169)] or will the CSP generate the space requirements? | The selected respondent from the RFP will be responsible for developing a full space program based on the input from all the occupants of the building. |
| 47. | We are an energy/sustainability consulting firm and is not currently prequalified under the NJ EDA. However, we would like to partner with an AE firm on an upcoming proposal and understand we need to be prequalified. That said, in reviewing the PSQS form it appears that this prequalification does not cover our services (LEED/sustainability consulting, Commissioning, Energy Audits, etc.).Can you please clarify if we are required to be prequalified under this under the form or if this is only intended for the services listed in Section/Question 6 of the attached? | Firms are not required to be prequalified. NJEDA does not prequalify firms or issue prequalification certificates.NJEDA does not track the tier of discipline noted in your inquiry.The list of qualified firms selected from the RFQ process will be posted to EDA’s website once Qualification Submittals have been reviewed and ranked. Consultants may reach out to firms directly.  |