

**New Jersey Turnpike Authority
Engineering Department**

**Order for Professional Services No. A3902
Supervision of Construction Services for Contract Nos. T500.620, Generator Replacement at Interchange 13,
Northern Division Headquarters and Interchange 15W
And T200.637, Lighting Improvements and Standby Generator Replacement at Turnpike Interchange 17E
And A500.642, 2022, HVAC Upgrades at Various Locations**

**Responses to Inquiries
Request for Technical & Fee Proposals**

- 1. Part A Inquiry:** Page 10 states, in part “Technical Proposals will be limited to a total of twelve (12) single-sided pages, not including transmittal letters, staffing estimates, charts, schedules, resumes, required forms, dividers, etc.” This entry suggests the resumes are not included in the 12 pages.

Response: Page 10: The page count should be changed from twelve (12) to ten (10) pages and resumes are excluded from the page count.

Part B Inquiry: Page 11: RFP Page 11 provides a list of documents not included in the 12-page limit. This list does not include resume’s; thus, based on this entry technical write up + resumes = 12 pages.

Response: Resumes are excluded from the page limit. See above response for revised page limit.
- 2. Inquiry:** Page 10: Please clarify what is included in the 12-page limit. Is it just the technical proposal? Is it the technical proposal plus resumes? How many resumes does the Authority want included?

Response: Page 10: The twelve (12)-page limit has been reduced to ten (10) pages for the technical proposal. This limit does not include resumes. The Authority is requesting four (4) one-page resumes. Resumes should be included for the PM and 3 full time positions.
- 3. Inquiry:** Page 4 Consultant Selection: RFP Page 4 includes a rating factors table. The “Weight %” column does not add to 100%. Please clarify.

Response: Page 4 The “Key Personnel’s Qualifications and Relevant Experience, Weight %” should be changed from 15 to 20.
- 4. Inquiry:** Page 21 Staffing Estimate: It is noted that the 6,000 hours for the IR Contract Services – Inspector (NICET III) (Full Time) is now listed as “Unanticipated/If and Where Directed”. This one entry is almost a third of the total hours and if it is truly “if and where”, it makes confirming our SBE and DVOB % almost impossible. If the Consultant does not clearly know that the hours will be allowed to be used, how do we define roles and responsibilities and confirm participation %? Please reconsider this and clarify.

Response: The 6,000 hours for the IR Contract Services in the Staffing Estimate supports tasks that are individually funded and therefore these hours can not be guaranteed. SBE and DVOB Participation are goals and not a requirement.

5. **Inquiry:** Form for Disclosure of Prohibited Activities in Russia or Belarus:

On May 3, Karyn Kempson of the Authority issued an email regarding this form being included in EOI. Clearly the EOI for this project came out before this email. Does the Authority want this form included in the RFP response? Does this form only come from the Prime, or from each subconsultant as well?

Response: The Form for Disclosure of Prohibited Activities in Russia or Belarus is required for this RFP and must also be included for Subconsultants as well.

6. **Inquiry:** On 5/6/22 the NJTA issued more than 150 new documents related to these contracts across 10 separate emails from fileshare@njta.com. This is a significant amount of new information to absorb, would the Authority consider providing another week for preparation of this response?

Response: The documents issued on/about 5/6/22 are not entirely new documents and many documents are simply updates of drawings included as reference material in the RFEI. Design Phase Submissions on two contracts have been received after the RFEI was posted but came in prior to the RFP being issued and therefore were included as Reference Material. There are also DCA Plan Review Release drawings included in these documents, which are essentially duplicates of the design drawings. The Authority does not wish to delay the schedule.

7. **Inquiry:** The Request for Proposal Letter for the A3902 Technical and Fee Proposal states that proposals should be emailed to you (technical) and Samantha Sims (fee). However, page 3 of the full RFP document states that proposals should be uploaded to Kiteworks, and four (4) hard copies should be delivered to Authority Headquarters. Could you please confirm how the proposals should be submitted?

Response: Technical proposals should not be emailed to Womelsdorf@njta.com. For Technical Proposals only, five (5) total copies are required. One (1) PDF copy is to be uploaded to Kiteworks. Four (4) hard copies are to be handled/addressed as shown in the RFP for delivery via U.S. Mail and Hand/Overnight Delivery. For Fee Proposals Only, email ssims@njta.com. No hard copies of Fee Proposals are required.

8. **Inquiry:** On Page 10 of the Technical/Fee request, it states Foldouts are permissible for schedules, org charts, and other similar graphics. However, on page 11, Fold out sheets for project schedule (2 page maximum) are not permitted. Please verify if foldouts are permitted.

Response: Foldouts are permitted for graphics, including the Project Schedule.

9. **Inquiry:** During the EOI process, questions were provided and answers issued by NJTA. One of the questions was related to whether CADD Drafting needed to be added to the scope. NJTA response was - "The RE will be required to turn over redline "as-built" drawings to the designers for CADD Drafting and submission to the Authority." However, in reviewing the RFP, page 17 item 6, indicates that the as-builts will be required on Mylars. Please clarify this scope of work.

Response: Section 6, Page 17 of the RFP reads – Maintain and furnish accurate "as-built" construction drawings to the Authority within thirty (30) calendar days of the Final Inspection. Mylars will be provided by the Authority. The phrase "As-Built" in this section is intended to mean "redline" drawings. The phrase "mylars will be provided by the Authority" means, redline drawings provided by the CM Team will be converted to As-Built Mylars by the designer.

10. **Inquiry:** Could you please confirm if subconsultants need to provide the NJTA - Form for Disclosure of Prohibited Activities in Russia Belarus form for the OPS A3902 Technical Proposal?

Response: The Form for Disclosure of Prohibited Activities in Russia or Belarus is required for this RFP and must also be included for Subconsultants as well.

11. **Inquiry:** On page 10 of the Technical/Fee request, we are to submit a total of twelve (12) single-sided pages not including transmittal letters, staffing estimate, charts, schedules, resumes, required forms, dividers, etc. However, on page 11 resumes are not excluded from the listing of items. Are resumes included in the 12-page count?

Response: Resumes are excluded from the page limit. See above response for revised page limit.

12. **Inquiry:** Submittal Requirements: Additionally, the RFP Letter issued by the Authority dated May 3 states our response is to be submitted electronically to yourself (technical) and Ms. Sims (fee) with no hard copies required however, this does not match the requirements listed on page 3 of the RFP .Please confirm how the Consultant is to submit the technical and fee proposals for this project.

Response: Technical proposals should not be emailed to Womelsdorf@njta.com. For Technical Proposals only, five (5) total copies are required. One (1) PDF copy is to be uploaded to Kiteworks. Four (4) hard copies are to be handled/addressed as shown in the RFP for delivery via U.S. Mail and Hand/Overnight Delivery. For Fee Proposals Only, email ssims@njta.com. No hard copies of Fee Proposals are required.