

**NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**ARCHITECTURAL AND ENGINEERING SERVICES ON AN AS NEEDED BASIS**

(Reference 2023-RFP-196)

**ADDENDUM #2**

**October 8, 2024**

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 2: Additions, Deletions, Clarifications and Modifications to the RFP

<b>Part 1: Answers to Questions Submitted</b>		
No.	Question	Answer
1.	<p>There are different coverage minimums among these two documents:</p> <ul style="list-style-type: none"> <li>• Exhibit F – Insurance Requirements</li> <li>• Exhibit G – Contract for Professional Services</li> </ul> <p>Please advise which insurance requirements we should consider.</p>	<p>Please see Exhibit F – Architect’s Insurance Requirements, which has been posted to replace Exhibit F – Insurance Requirements (has been removed).</p>
2.	<p>Exhibit F states that Umbrella/Excess Liability with limits no less than \$25,000,000 each occurrence and in the aggregate is required in addition to Employer’s Liability, Commercial General Liability, and Automobile Liability.</p> <ul style="list-style-type: none"> <li>a. Please confirm this is correct and not that the Umbrella coverage needs to be over the Professional Liability/Errors and Omissions Policy.</li> <li>b. If the language in Exhibit F is correct at presented, what is the reason for requiring this level of coverage over those insurance types?</li> </ul>	<p>Please see Exhibit F – Architect’s Insurance Requirements, which has been posted to replace Exhibit F – Insurance Requirements (has been removed).</p>

3.	<p>The Exhibit F Insurance Requirements document appears to be for Construction Managers. Can you please provide the insurance requirements for Architect/Engineer firms?</p>	<p>Please see Exhibit F – Architect’s Insurance Requirements, which has been posted to replace Exhibit F – Insurance Requirements (has been removed).</p>
4.	<p>Please note that Exhibit F – Insurance Requirements “Rider D” is for “Owner/Construction Manager.” Please advise if this is the applicable contract for this RFQ.</p>	<p>Please see answer to Question 3.</p>
5.	<p>Exhibit F, Insurance requirements; please confirm that construction related items are not applicable, such as pollution, equipment, etc.</p>	<p>Please see answer to Question 3.</p>
6.	<p>Our planning firm primarily coordinates community and stakeholder engagement efforts for large-scale planning projects. We generally provide these services as a sub-consultant to another planning or architecture firm that conducts the technical work of the project.</p> <p>Would you prefer that we submit qualifications on our own as a planning firm specializing in community and stakeholder engagement, or partner as a sub-consultant with another firm(s) that provides the full range of planning and/or architectural services?</p>	<p>Firms must submit based on the requirements in the RFQ (Request for Qualifications).</p>

7.	Can you tell me what firms were selected for the most recent solicitation for As-Needed A/E Services?	This is the first RFQ for these types of services.
8.	Please furnish a bid package to my client via email.	Please see the posted RFQ and accompanying documents at this link: <a href="https://www.njeda.gov/bidding/">https://www.njeda.gov/bidding/</a>
9.	Do responding firms need to be able to provide all the requested services (Architectural/Engineering Services; Architectural Design and Programming Services; Planning Services; and Construction Inspection Services), or can a responding firm submit for only some of these services?	No. A responding firm may provide a Qualifications Submittal for as many services as it deems applicable.
10.	Can you please clarify if it is required for individual firms or teams to cover all services referenced in the RFQ?	Please see answer to Question 9.

11.	Can a team provide Qualifications only for select disciplines?	Please see answer to Question 9.
12.	Do we need to include engineering and specialty design subconsultants in this submission?	Those services can be provided in the future if a specific task order requires.
13.	What is the total contract maximum value and what are the maximum fees per each task order?	These factors will vary depending on the project issued via Task Order Request (TOR).
14.	Is there a not-to-exceed amount for the sum of the compensation for all of the task orders issued under this contract for as-needed services?	Please see answer to Question 13.
15.	Within Exhibit-A Professional-Services-Qualification-Statements (PSQS), sections 14b and 16 indicate they are only to be provided if responding to a specific advertisement. Are these sections required for 2023-RFQ-196?	No. These sections are not required.

16.	<p>The selection of firms for services lists 2 options – area of discipline or all qualified firms.</p> <p>In either condition will multiple firms be required to submit a competitive fee proposal for final award?</p>	<p>Fee proposals will be part of future Task Order Requests from Qualified Firms. Please see RFQ Section 5.2 for more information.</p>
17.	<p>Does the As-Needed Basis firm selection establish the only list of approved AE firms and apply to all potential NJEDA projects, regardless of size, scope, or budget?</p>	<p>Other NJEDA projects may have a separate solicitation depending upon the project.</p>
18.	<p>If an architectural firm without in-house engineering wants to submit for this contract, and be eligible for Architectural/Engineering projects, do we need to include engineering subconsultants in our submission OR, could we still be considered for Architectural/Engineering projects and be allowed to hire engineering subconsultants based on the scope of work for each TOR?</p>	<p>Firms are ranked based upon, amongst other criteria, the team in their submission and will be expected to use those firms, unless additional specialty engineering disciplines are requested in a TOR.</p>
19.	<p>If an architectural firm without in-house engineering wants to submit for this contract and be eligible for Architectural/Engineering projects, please advise if both “Architectural Engineering Services” and “Architectural Design and Programming Services” should be marked on our PSQS?</p> <p>Please advise on any other necessary requirements for an architectural firm to be eligible in this situation.</p>	<p>Yes, please check both on the PSQS.</p>
20.	<p>Pg 12 mentions that any subconsultants should each fill out a separate Firm Matrix.</p> <p>Should subconsultants also fill out a separate PSQS, in full or in part?</p> <p>If in part, which sections should subconsultants submit?</p>	<p>Subconsultants should complete their own PSQS.</p>

21.	What are the estimated budgets for TOR?	The Authority is unable to provide estimated budgets at this time, as the estimated budgets cannot be determined until the time the TOR is issued.
22.	Will you provide an estimated contract value and the anticipated size of Task Orders for the various project types outlined in the RFQ?	Please see answer to Question 21.
23.	Is there a capped value to this contract?	Please see answer to Question 21.
24.	Is there a maximum contract value or fee limit for projects associated with contracts awarded through this RFQ?	Please see answer to Question 21.
25.	Does NJEDA have a cap on project budgets to be procured via this call-in program?	Please see answer to Question 21.
26.	Please note that Exhibit G – Contract for Services is for an Employee Stock Ownership Plan Assistance Program. Please advise if this is the applicable contract for this RFQ.	An updated Exhibit G – Contract for Services has been posted with this Addendum. Please see document titled Exhibit G – Contract for Services 10.8.24, posted on the Authority’s website at the following address:  <a href="https://www.njeda.gov/bidding/">https://www.njeda.gov/bidding/</a>

<p>27.</p>	<p>Please confirm that NONE of the following forms listed on the NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY SOLICITATION CHECKLIST need to be included in our proposal submission:</p> <p>A Ownership Disclosure Form</p> <p>B Disclosure of Investment Activities in Iran Form (must be signed)</p> <p>C Disclosure of Investigations and Other Actions Involving the Vendor Form (must be signed)</p> <p>D New Jersey Business Registration Certificate (NJ BRC)</p> <p>E Source Disclosure Form (must be signed)</p> <p>F Certificate of Affirmative Action/Equal Employment Opportunity</p> <p>G Contractor Information Set-Aside/Demographic Form</p> <p>H Internal Revenue Service W-9 Form (must be signed)</p> <p>I Insurance Certificate(s)</p> <p>J Subcontractor Utilization Form (must be signed)</p> <p>K Russia and Belarus Certification - P.L. 2022, c.3 (must be signed)</p> <p>L Licenses, Permits, and Authorizations</p>	<p>Confirming that none of the forms listed in letters A through L on the New Jersey Economic Development Authority Checklist need to be included in the proposal submission. Documents A through L will be required if chosen as a Qualified Firm and submitting a proposal for a Task Order Request (TOR).</p>
<p>28.</p>	<p>Commercial General Liability: Can the \$5 million be including the umbrella to total \$5 million, i.e. \$4 m CGL plus \$1 m Umbrella = \$5 million?</p>	<p>Please see Exhibit F – Architect’s Insurance Requirements, which has been posted to replace Exhibit F – Insurance Requirements (has been removed).</p>

29.	Is the \$25 million Umbrella/Excess Liability only for CM/GC's or is it required for Architects as well?	Please see Exhibit F – Architect's Insurance Requirements, which has been posted to replace Exhibit F – Insurance Requirements (has been removed).
30.	Contractor's pollution liability policy. Is this required for Architects?	Please see Exhibit F – Architect's Insurance Requirements, which has been posted to replace Exhibit F – Insurance Requirements (has been removed).
31.	Under the Construction Inspection Services Category – what exact services fall under this category?	This is traditional Construction Administration services, including detailed inspections to ensure construction is completed in conformance with the approved plans and specifications. Preparing and maintaining detailed field inspection records; including reports, forms, job diary, photographs, detailed procedures, etc.
32.	<p>What is the definition of the following disciplines:</p> <ul style="list-style-type: none"> <li>a. Construction Inspection Services</li> <li>b. Planning Services</li> </ul>	<p>a: See response to #31</p> <p>b. Professional Planner services related to the administration, advising, consultation or performance of professional work in the development of master plans, projects, and land use; and other professional planning services intended to guide NJEDA for orderly and coordinated development of proposed projects.</p>
33.	What are the submission requirements for Planning (ie. Years of experience, licensure, professional qualifications, recommendations, resumes, insurance requirements, etc.)?	Submission requirements will be detailed when projects are issued via TOR.



34.	Since the provided list of disciplines identified within the RFP are not exhaustive, should we include all planning services offered by the firm?	Yes. Firms are encouraged to identify and submit services they offer.
35.	What is the maximum amount of anticipated Planning contracts that will be awarded?	At this time, the Authority is unable to assess how many TORS will be issued for Planning services.
36.	How many contracts are expected to be awarded through this RFQ?	The Authority is unable to assess at this time.
37.	How many contracts will be awarded?	Please see answer to Question 36.
38.	How many firms are you expecting to award for this contract?	Please see answer to Question 36.
39.	Are you able to share how many firms will be selected?	Please see answer to Question 36.

40.	Please provide more detail on the project type and respective scope of work for professional planners.	These services could include site planning, Planning Board reviews, or other planning services. However, EDA is not seeking responses only from a Professional Planning firm. These services are supplemental to the primary Architect.
41.	What are the minimum/maximum timelines for Planning work?	See contract term in RFQ.
42.	What are the planning areas being solicited (ie. Economic development, transportation, redevelopment, sustainability, etc.)?	The Authority is unable to provide that information at this time.
43.	Is there priority for DBE/MBE/MWBEs?	No. Those designations are not a priority with this RFQ.
44.	<p>The Final RFQ Documents, Section 3.0 Scope of Services (page 10) lists specific services: Architectural/Engineering Services; Architectural Design and Programming Services; Planning Services; Construction Inspection Services. However, Exhibit A, Item 9, in addition, lists Boundary/Topographic Survey Services, Civil Engineering and Geotech Services, Construction Management.</p> <p>Can you please confirm/clarify requested services?</p>	The Authority is unable to provide that information at this time.

45.	Are the respondents required to submit for all disciplines or can the respondent submit for only select disciplines within the categories listed?	Bidders may submit for select disciplines within the categories listed.
46.	Are team submissions permitted?	Yes, firms may submit a Qualification Submittal as a Joint Venture. Please RFQ Section 1.9 for more information.
47.	Can a firm submit as part of more than one team?	Yes.
48.	Can a firm submit as a prime on one team and a sub-consultant on another team?	Yes
49.	<p>The solicitation checklists list items to be submitted with the response and items required prior to purchase order/contract award. Can the latter items be submitted with the RFQ response?</p> <p>If yes, can the Subcontractor Utilization Form and any other forms not included in the RFQ be provided?</p>	<p>Yes, the additional items may be included with the RFQ response.</p> <p>Yes, the Subcontractor Utilization Form and any other forms not included in the RFQ can be provided.</p>

50.	<p>We would like to submit qualifications to be a Qualified Firm for three of the four listed disciplines: Architectural/Engineering Services, Architectural Design and Programming Services, and Planning Services, but not Construction Inspection Services. Under <b>2.0 Definitions 2.2 Scope of Services Specific Definitions</b> “Construction Inspection Services” is listed as a component of “Architectural/Engineering Services.” Are we permitted to be a Qualified Firm for only three services, or are we required to include a subconsultant that can provide Construction Inspection Services?</p>	<p>Yes, if selected, it is possible your firm would be permitted to be a Qualified Firm for only three services.</p>
51.	<p><b>4.1 Submittal Requirements 1.a.</b> requests firms submit or update a PSQS. Is it sufficient to include our PSQS with the qualifications submission, or must it already be on file with NJEDA?</p>	<p>Yes. It is sufficient to provide the PSQS with your firm’s qualifications submission. The PSQS is posted on the Authority’s website at: <a href="https://www.njeda.gov/bidding/#forms">https://www.njeda.gov/bidding/#forms</a></p>
52.	<p><b>4.1 Submittal Requirements 1.b.</b> requests qualifications of the firm, not specific staff. <b>4.2 Ranking Criteria A</b> indicates that bidders will be evaluated based on the background of project team members.  Please confirm that proposed team member resumes should be included in the submission.</p>	<p>Yes. Proposed team member resumes should be included in the submission. Please see additional language added in Section 4.1, part 2a of the RFQ.</p>
53.	<p>Are feasibility studies and master plan projects acceptable project examples to include for any or all project types in Exhibit J spreadsheet?</p>	<p>Yes. These types of projects are acceptable examples.</p>

54.	Are firms expected to provide project examples for each project type in Exhibit J spreadsheet?	Firms are encouraged to submit as much information as possible for the review.
55.	Can we reformat the required forms (eg. PSQS) to conform with our layout or are we required to maintain the PDF format provided by the agency?	No. Bidders must use the PSQS attachment that is posted with the bid documents on the Authority's Bidding Opportunities page: <a href="https://www.njeda.gov/bidding/">https://www.njeda.gov/bidding/</a>
56.	If the expectations include teaming, should we include subconsultants' qualifications in the proposal?	Yes
57.	Since we only provide architectural services, do you want us to provide recommendations for engineering firms in our qualification with the subcontractor's form, encourage our recommended engineering firms to submit their qualifications separately, or neither/either?	Only submit firms you intend to partner with for the duration of this scope.
58.	Are we limited to 3 subcontractors?	No. The Authority is not limiting the amount of subcontractors that may be used.

59.	Since this is qualifications versus a specific project, are you looking for standard/typical scope narratives, tiers of scope, or specific/detailed scope descriptions?	Firms are encouraged to submit as much information as possible for the review.
60.	Should we include annual staff rate increases over the 3-year term or will rates remain the same throughout the contract term?	Pricing is submitted by Qualified Firms as part of their TOR submittal.
61.	Regarding the “mini-evaluation”, should we anticipate an interview to review our submission or will there just be a short list of firms selected?	There will be no interview. Rather, Qualified Firms will be selected based on the evaluation of their response to this RFQ.
62.	Are you able to share how many firms were notified of this procurement?	No. The Authority is unable to provide that information, as RFQ was advertisement in numerous places.
63.	Is there any requirement to include SBE's, VOB's and DVOB's as subcontractors if the primary respondent is not in one of these categories?	No. There is not a requirement.

64.	<p>Is the inclusion of SBE's, DBE's(MWBE's) , VOB's and DVOB's as subcontractors a factor in the evaluation of respondents' SOQs?</p>	<p>No. Inclusion of these groups will not factor into the evaluation.</p>
65.	<p>Our firm has capabilities to provide limited M/E/P and Structural Engineering services in-house, however there are also times where we choose to utilize consulting engineers for this work. We have a pool of engineering firms we utilize depending on the project specific needs. This RFQ states that when subconsultants are utilized, a firm matrix is required.</p> <p>A. Should we provide a firm matrix for each individual subconsultant we are considering, even if this results in multiple matrices for engineering services?</p> <p>B. Alternately, will not listing a particular subconsultant preclude us from utilizing their services if we find them to be a good fit for a future project?</p>	<p>A. Yes B. Future consultants may be supplemented based upon a specific TOR.</p>
66.	<p>For documents / attachments provided that were strictly informational in purposes, should we submit these as part of the RFQ paperwork and provide individual acknowledgement on each document – or alternately can we provide a summary blanket statement of acknowledgment – or is neither required and we can leave these docs out of the submission altogether?</p>	<p>Documents/attachments that are supplied only for informational purposes do not require acknowledgement.</p>

67.	Under Exhibit C, Proposer's Checklist – Item L – Licenses, Permits, and Authorizations, although we understand this Item is for informational purposes only, can you provide some clarify as to what this item can encompass for an architectural services project?	Any professional licenses that may be requested of individuals when firms submit for projects issued via TOR.
68.	Are projects associated with this RFQ to fall under the Stranded Assets Repositioning Investment?	No specific projects have been identified at this time.
69.	Are projects associated with this RFQ to assist in fit outs at the NJ Bioscience Center and Incubator?	See answer to question 68.
70.	Are projects associated with this RFQ to fall under the Historic Property Reinvestment Program?	See answer to question 68.
71.	Are projects associated with this RFQ limited to NJEDA owned & operated resources are other agencies and departments part of the program?	This is an EDA specific RFQ.



72.	<p>A. Are TORs expected to be fee AND qualification competitive between Qualified Firms?</p> <p>B. If so, is NJEDA bound to accept the lowest cost proposal?</p>	<p>A. Yes</p> <p>B. Please see the Method of Operation in RFQ Section 5.0.</p>
73.	<p>Can you describe what “mixed use” projects may entail in more detail?</p>	<p>Please see definition in Section 2.2 of the RFQ.</p>
74.	<p>Exhibit G, Please confirm the agreement is for a 3-year term.</p>	<p>Firms selected as “Qualified Firms” under this RFQ will be designated for a term of three (3) years. In addition, there will also be two (2), one (1) year extension options.</p>
75.	<p>Does NJEDA anticipate hazardous material surveys, testing and abatement scope determination as part of any TORs?</p>	<p>If these services are needed, they will be identified in a TOR.</p>
76.	<p>Does NJEDA anticipate LEED, WELL or other sustainability services to be needed for future TORs?</p>	<p>Please see answer to Question 75.</p>

77.	Has NJEDA developed a design standard, standard specifications or other framework documentation that would govern the Tasks under this agreement?	No.
78.	The Exhibit G Contract for Services document appears to be for an Employee Stock Ownership Plan. Can you please provide the Contract for Architecture/Engineering Services?	An updated Exhibit G – Contract for Services has been posted with this Addendum. Please see document titled Exhibit G – Contract for Services 10.8.24, posted on the Authority’s website at the following address: <a href="https://www.njeda.gov/bidding/">https://www.njeda.gov/bidding/</a>
79.	On the PSQS form, there are references to the “Office Submitting”. The PSQS form asks for our headquarters address and then branch office location addresses. Can you please clarify where the “Office Submitting” is identified?	The primary office location that will hold the contract and be responsible to execute the majority of the work if selected.
80.	On the PSQS form, items #14 and #16 state they are “To Be Completed Only if Responding to a Specific Advertisement”. Is this RFQ considered a specific advertisement or is that referencing an advertisement for a specific project?	Yes, this is the specific advertisement.

81.	When a Qualified Firm is selected for a project, can they decline if it doesn't align with their expertise, or must they perform the work?	Firms can decline to submit in response to a TOR.
82.	<p>In supplying information for sub-consultants:</p> <ul style="list-style-type: none"> <li>a. Can the prime firm include multiple subconsultants providing the same services in order to provide best options to EDA for specific TORs? I.e.: two MEP engineering with specializations in different project types that may come up in any TOR?</li> <li>b. At the time of a TOR can the prime firm add consultant firms that are not included in this qualifications submission? (either for identified services or specific TOR required services)</li> <li>c. Are subconsultant firms able to have their own subconsultants? i.e.: a civil engineering firm that subcontracts out survey work?</li> </ul>	<ul style="list-style-type: none"> <li>A. No. You must select one firm with which to be ranked.</li> <li>B. Please see RFQ language about supplemental consultants.</li> <li>C. Yes. That is acceptable.</li> </ul>
83.	Do subconsultants consultants need to be pre-qualified with the State of NJ through DPMC?	No.

84.	<p>For a multidisciplinary engineering firm, is the expectation for this submission to include 5 projects for each project type/discipline?</p> <p>For example, if we are submitting for lab planning and building systems, should we submit 10 projects or can additional projects be included with the firm brochure?</p>	<p>Firms are encouraged to submit as much information as possible for the review.</p>
85.	<p>Will the task orders be assigned with a prime consultant or will NJEDC match teams to the project?</p>	<p>The prime Architectural firm is responsible to submit based upon their complete team. NJEDA will not be matching other firms.</p>
86.	<p>[SPECIFIC VENDOR] will be submitting qualifications for Architectural/Engineering Services and Architectural Design and Programming Services. We would like to clarify if qualified firms are being selected for their individual area of expertise and not all services outlined below:</p> <ul style="list-style-type: none"> <li>• Architectural/Engineering Services</li> <li>• Architectural Design and Programming Services</li> <li>• Planning Services</li> <li>• Construction Inspection Services</li> </ul>	<p>Correct.</p>
87.	<p>Does this solicitation require Civil Engineering services?</p>	<p>If services are required by a TOR, they would be provided within the TOR's response.</p>

88.	Item 4.1.2.a on page 11 of the RFQ states “List only projects which have been performed in entirety by the office submitting.” We are a multi-discipline firm with disciplines operating out of multiple locations working on the same projects.	Projects by the primary office location that held the contract and was responsible to execute the majority of the work can be listed.
89.	<p>A. Is possible to clarify the project example requirements in the firm Matrix (Exhibit I) and in the PSQS? <b>Section 2.a “Professional Firm Experience”</b> of the RFP asks for projects which “most closely resemble” the scope of services, which include feasibility studies, basis of design, and site planning, and facility assessments - these project types are not necessarily constructible. This section also notes to “not list feasibility work or any projects that did not reach the construction stage.”</p> <p>B. This section also states to “list only projects that have been performed in its entirety” by the office submitting the PSQS – does this requirement apply only to PSQS, the firm matrix, or both?</p> <p>C. For firms with multiple regional offices, how should this requirement be interpreted?</p>	<p>A. The sentence “Do not list feasibility work or any projects which did not reach the construction stage.” has been deleted from RFQ Section 4.1, part 2a.</p> <p>B. Both</p> <p>C. The primary office location that will hold the contract and be responsible to execute the majority of the work if selected.</p>

**Part 2: Additions, Deletions, Clarifications & Modifications to the RFP**

No.	Description	Clarification/Modification
1.	Exhibit G – Contract for Services	Exhibit G – Contract for Services has been replaced with Exhibit G – Contract for Services 10.8.24. The title of the document has been corrected.

2.	Exhibit F – Architect’s Insurance Requirements	Exhibit F – Architect’s Insurance Requirements has been posted to replace Exhibit F – Insurance Requirements (which has been removed).
	Exhibit A – Professional Services Qualification Statement (PSQS)	<p>Exhibit A – Professional Services Qualification Statement (same version as posted on NJEDA website) has been posted to replace originally posted Exhibit A – Professional Services Qualification Statement (PSQS).</p> <p>It can be found at the following link:  <a href="https://www.njeda.com/bidding/#forms">https://www.njeda.com/bidding/#forms</a></p>
3.	Modification to Section 2.2	Definitions for Construction Inspection Services and Planning Services have been added.
4.	Modification to Section 4.1	In Section 4.1, part 1b, added the sentence, “Resumés of all key project team members should be provided.”
5.	Modification to Section 4.1	In RFQ Section 4.1, part 2a, the sentence, “Do not list feasibility work or any projects which did not reach the construction stage” has been deleted.