

**ARCHITECTURAL & ENGINEERING SERVICES;
HEALTH / AGRICULTURE & TAXATION BUILDINGS
TRENTON, NEW JERSEY
2016-RED-RFQ-AE-055**

FINAL QUESTIONS AND ANSWERS

Last Update: October 21, 2016

PLEASE SEE ADDENDUM NUMBER 1 REGARDING DPMC PREQUALIFICATION. ACKNOWLEDGEMENT OF THE ADDENDUM IS MANDATORY ON EXHIBIT B "ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA/Q/A FORM"

The DPM&C professional services prequalification form (DPMC 48A) is available at:
<http://www.nj.gov/treasury/dPMC/forms.shtml>

1. Q: For the PSQS, #11, can our standard employee resumes be attached in lieu of filling in the boxes a through e?

A: Yes, the standard employee resumes may be attached in lieu of filling in the boxes for #11 a through e provided the resumes contain the information required in #11 a through e. Please also refer to resumes in this Section 11.

2. Q. For the PSQS #10, can I simply attach a list or do I need to insert onto form?"

A. #10 on the PSQS form requires completion on the PSQS form.

3. Q. Do example projects need to be only new office work that is under construction or finished? Or will projects of similar complexity and or size be considered?

A. Please see Item #5 in the RFQ Submittal Requirements section.

4. Q. Are renovation projects OK? Will projects that are in the Construction Document Phase be considered?

A. Please see Item #5 in the RFQ Submittal Requirements section.

5. Q. Is each sub required to submit a PSQS?

A. Please see Item #5 in the RFQ Submittal Requirements section.

6. Q. Are subcontractor's required to submit a full PSQS form for inclusion with their primes package?

A. Please see Item #5 in the RFQ Submittal Requirements section

7. Q. If Subcontracts are required to submit a PSQS form are subcontractors required to respond to 15, 16 and 18.

A. Please see Item #5 in the RFQ Submittal Requirements section

8. Q. The RFQ say that Insurance and Compliance Requirements are both for Reference Only and therefore not required, should financial information also be for Reference Only since this information should only be used to evaluating the hourly rates of the selected team.

A. Financials required with the PSQS are not being used to measure the hourly rate for the subject project. Firms should submit financial statements as outlined in Section 15 and 16 of the PSQS from.

9. Q. There are several consultants on our team. The RFQ states "If the Mechanical-Electrical-Plumbing (MEP) engineer, or other key disciplines are a sub-consultant, each sub-consultant must provide a separate PSQS." Does this mean every consultant on our team must fill out a PSQS, or only key consultants? Can you define key consultants?

A. It is only required that the Architect and their MEP subconsultants each submit a PSQS. However, please feel free to submit a PSQS for any other consultants on your team if you feel it will benefit the evaluation.

10. Q. Will the CM be a part of the A/E selection committee for the NJEDA RFQ shortlist and RFP selection?

A. No

11. Q. Will the CM be chosen before or after the A/E selection has been made?

A. CM selection is at the same time as A/E

12. Q. Please confirm that SBE participation of 25% for this particular project is set aside for SBE only – does this exclude W/MBE participation?

- A. The SBE percentages are outlined in Section E. of the compliance documents F-1 through F-12, in Section F-8 of the compliance, as well as the Set Aside Compliance Certificate in Section F-8 of the compliance documents and also on the Set Aside Certificate. With regard to WMBE participation please also refer to Set Aside for Small Business wherein NJEDA encourages the use of WMBEs, but this is not a specific goal requirement. Please see Section D of Compliance documents F-1 through F-12.
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13. Q. Our firm can be considered an SBE based on the number of employees and yearly revenue, but the firm is not currently certified by the State. Can our firm apply for the SBE certification from the Department of the Treasury Division of Revenue & Enterprise Services and be considered as part of this 25% set aside SBE participation in addition to our sub-consultants? Or does the Architecture firm set aside the 25% SBE because it will hold the A/E Contract, thus excluding our firm from making up a percentage of SBE set aside goals.

Will the CM @ risk delivery method make our firm eligible as part of the SBE goals?

- A. Firms may apply for SBE certification any time. The SBE Certificate should be valid at the time of the response of the Request for Qualifications. If the winning proposer is a certified SBE, all fees paid to the winning proposer are counted toward NJEDA's set aside goals. However, for evaluation purposes, a firm cannot be considered an SBE unless it has SBE certification at the time of the Qualification submittal. Please note that if the prime firm is not a certified SBE at the time of Qualification submittal, then the prime firm should identify their SBE subs with their Qualification submittal.

Furthermore, the CM set aside goal is separate from the AE set aside goal.

14. Q. The Insurance section of the RFQ letter (page 3) states that the Insurance Section is included for informational purposes only, but in the PSQS it is listed as a line item (section # 18) to identify insurance and limits - do teams need to identify that information?

- A. Insurance coverage and additional insured requirements specific to this Project were included as information only. A Certificate of Insurance evidencing those project related coverages is not required to be submitted. Current insurance information and limits should be included on the PSQS.
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15. Q. Item #5 in the RFQ Submittal Requirements section states that all respondents, including sub-consultants, should provide a PSQS. Could you provide more specifics on how/where to submit these PSQS?

- A. Please see response to question #5 and #6 above.

16. Q. The PSQS form states that “if submitting in response to a public advertisement, electronic submission is not acceptable.” Does this mean that we should include the PSQS of the firm and all sub-consultants in hard copy as part of the RFQ?

A. Yes, hard copies are required. Please see language for Qualification Submittals under “Deadline” section of RFQ.

17. Q. Our firm as of [April 2016] and the subs connected to RFQ 0055 have all recently been qualified as EDA Consultant. **There are no changes to financial information.** Is it necessary to submit financials again with this package?

A. Please note that NJEDA does not pre-qualify any PSQS forms. If the subs you mention are pre-qualified with DPMC, the NJEDA PSQS should still be submitted. If, however, the subs have valid PSQS forms on file with NJEDA, the 14b supplement would be acceptable. With regard to financial information, If there are no changes to a current PSQS submittal to NJEDA regarding a company’s financial information, then it is not necessary to submit financials again.

18. Q. Item #5 is telling respondents to complete Item 19, which seems more geared for any additional information or awards listing. Are you referring to Items 14a & b that must be completed in the PSQS?

A. Applicants should complete the entire PSQS, plus submit a matrix with the columns as outlined.

19. Q. For Item #3, page 4, it looks like you want relevant experience for each individual person such as a resume. And for the matrix listed in Item #5, this is geared more towards the company and not the specific individuals. Can you please confirm if that is accurate?

A. NJEDA is looking for information on all the firms/consultants, not individuals.

20. Q. I see the PSQS requires a S/M/WBE certificate if applicable, business registration form and financial statements. Besides those forms and the Receipt of Addenda, it doesn’t look like there are any more forms required at this time. Please verify.

A. Please refer to the SUBMITTAL REQUIREMENTS section of the RFQ as well as EXHIBIT D – CHECKLIST for any information / documents required with the RFQ submission.

21. Q. We have been asked to join a team as a consultant in their response to 20160RED-RFQ-A/E-055.

They seem to be under the impression that we can submit our PSQS separately from the response to the RFQ, and still be eligible for the RFQ.

A. A firm can submit a PSQS at any time. However, if the PSQS is being submitted by a subconsultant as part of a team response to a specific RFQ, the PSQS form for the subconsultant should be included with the prime firm's submission.

In addition, please see responses to Questions 5, 6, 7 and 9.

22. Q. Has a Boundary and Topographic Survey or Geotechnical Report been completed on the two sites in question?

A. While not completed at this time, a boundary survey will be provided for the sites in question.

23. Q. Has an Environmental Study been completed on the two sites in question?

A. No. These services will be defined in the later RFP.

24. Q. Please confirm that Forms F-1 to F-12 do not have to be completed for this RFQ, but will be required of those firms shortlisted to receive the subsequent RFP.

A. As noted in the RFQ the compliance documents are for informational purposes only. Firms receiving the subsequent RFP will be required to submit compliance as outlined in the compliance exhibit.

25. Q. Please confirm on Page 4 last paragraph it states "a listing of representative projects within the last ten (10) years which most closely resemble the size, scope and complexity of the project must be included". However, in Item 14(B) of the PSQS it states "List project examples which best illustrate the applicant's firm current qualifications relevant to the advertised project over the past five years." Please confirm if it is 5 or 10 years.

A. The additional matrix can show projects within the last ten (10) years.

26. Q. Please define what constitutes a "key discipline"?

A. Please see response to Question #9.

27. Q. We have been asked by several architects to be a part of their teams for upcoming

EDA projects. Since they will be the Prime lead and we will be sub-contractor do we need to be registered? If yes then can we team with them while we are completing our registration?

- A. NJEDA does not prequalify or pre-register firms for work. Please see response to Question # 9.
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28. Q. Do you have a list of qualified engineering firms readily available somewhere?

- A. NJEDA does not prequalify firms. However, you may find firms prequalified by DPMC on their website: <http://www.nj.gov/treasury/dpmc/>
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29. Q. Within the RFQ (page 4 section 5) it requests similar experience within the last 10 years. On the PSQS (page 20 item 19) it says the last 5 years. Which amount of time is accurate for this RFQ?

- A. Please see response to Question #25.
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30. Q. Do we need to provide information on consultants/sub-consultants not listed within the RFQ and do they need to fill out a PSQS as well?

- A. Please see response to Question #9.
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31. Q. (Page 4 of the RFQ – last sentence) “Please do not submit projects by your former firm name or by employees while at another firm.” In May of 2016 FIRM A merged with FIRM B, now operates as FIRM B and is structured do business in all 50 states including New Jersey. FIRM B team in Philadelphia (principals and many staff members) has been working together for over 10 years and continues without disruption under the new Ownership structure. All intellectual property (portfolio) of FIRM A. legally belongs to FIRM B. FIRM B’s Philadelphia office intends to pursue this project. Please confirm FIRM B will be able to submit projects which were produced previously under the FIRM A brand.

- A. Since FIRM A merged with FIRM B and all of its intellectual property is now owned by FIRM B, FIRM B may include the projects from FIRM A in its submission.
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32. Q. Are we required to submit our method for fulfilling the 25% “small business” participation or do we just simply commit to meeting that requirement at this phase of the submittal process?

A. Since 25% of the work should be subcontracted by SBEs, firms are encouraged to submit information on all subconsultants they intend to use as the submittal information on the entire team will be reviewed and scored as part of the evaluation process

33. Q. Page 5, Column 11: Identify each *key project team member/sub-consultant* which was retained by the firm and a description of the sub-consultant(s) services provided.

Please clarify if italicized text above = individuals' names/titles or simply firm names.

A. Providing sub consultant firm names is sufficient.