

**CIVIL AND ENVIRONMENTAL ENGINEERING SERVICES;  
ABATEMENT, DEMOLITION AND SITE IMPROVEMENTS PROJECT**

**MYER CENTER, FORT MONMOUTH, TINTON FALLS, NEW JERSEY  
2016-RED-RFQ/P-ENG-060**

**QUESTIONS AND ANSWERS**

Last Update:           SEPTEMBER 8, 2016

---

1.    Q:     We were interested in identifying prime vendors for teaming opportunities for this RFQ/P? Is there a list of pre-qualified engineering vendors that is maintained by the NJEDA that could be provided?

      A:     In order for professional service vendors to be considered, a Professional Services Qualification Statement must be submitted. While the NJEDA retains these PSQS forms on file, vendors are not pre-qualified.

---

2.    Q.     Our firm is interested in responding to the RFQ/P, and I would like to confirm that our qualifications are up-to-date and we are recognized as a qualified vendor with the NJEDA.

      A.     The NJEDA does not pre-qualify firms for professional services. Qualification Statements received from firms interested in providing professional services are valid for a period of two years from the date of submission, and will be reviewed and evaluated when the NJEDA requires professional services in your firm's particular discipline. Please note, it is the responsibility of each firm to update its Qualification Statement biennially, notification will not be provided by the NJEDA. Accordingly, if the PSQS form was submitted in August 2014 or afterward, it remains in effect but requires an update to section 14(b) and to update the PSQS to reflect any changes since submission to the NJEDA.

---

3.    Q.     Regarding Professional Services Qualification Statement; we have not submitted a Qualification Statement to NJEDA, we have submitted 48A to NJDPMC and NJSDA and are Pre-Qualified in many aspects of Architecture and Engineering. My question is, since I have not submitted the PSQS to NJEDA, will I be able to attach a completed form with this submission to be considered for selection for this project?

      A.     Unfortunately, at this time the PSQS forms are not reciprocal with other state agencies. The NJEDA PSQS must be completed and submitted in connection with this RFQ/P.

- 
4. Q. There's a listing of items that we must provide relative to our Representative Projects, does this matrix replace the information you are requesting in item 14(a) of the Qualifications Statement, or are you looking for us to provide this matrix of information in addition to the information requested in 14(a)?
- A. Section 14(a) is for general project information performed by the submitting firm. Section 14(b) is seeking information that specifically applies to the current RFQ/P. Please refer to the RFQ/P for the required information.
- 
5. Q. On Page 2; Number 9 of the Qualifications Statement where it is asking for us to check which discipline the applicant firm is submitting its PSQS for, there is no listing for consulting engineering disciplines such as mechanical, electrical, plumbing and structural. Which item should we check off if we are submitting for one of those categories?
- A. The disciplines in Section 9 of the PSQS are the professional services categories used by the NJEDA for prime firms.
- 
6. Q. On Page 2; Number 10 of the Qualifications Statement where it is asking for a List of Key Personnel, should we list only the key personnel who will work on this project? Or should we list all Key Personnel in our firm?
- A. The PSQS statement should list the key personnel to be assembled for this project.
- 
7. Q. On Page 4; Number 11 of the Qualifications Statement where it is asking for resumes of Principals and Key Personnel, should we list only the key personnel who will work on this project? Or should we list all Key Personnel in our firm?
- A. The resumes being attached should be for all personnel and owners who have been listed under Section 10.
- 
8. Q. As a sub consultant who would provide consulting services to engineers on this submission are we required to complete and submit a Professional Services Qualifications Statement specifically for our firm?
- A. The current RFQ/P is for qualifications of the prime engineering firm. Subconsultants should work with the prime firm regarding their qualification statements.
- 
9. Q. Where should the matrix be inserted for each representative project?
- A. A project comprehensive matrix may be attached to the PSQS. It is not necessary to submit a matrix for each separate project.

- 
10. Q. Where can I download a form that can be completed electronically?
- A. The PSQS form can be found in Adobe as well as Word format on the NJEDA website, under the Bidding Opportunities section, Professional Qualification Statement. See Link below:  
<http://www.njeda.com/bidding/qualification>
- 
11. Q. Question 14 (A+B) of the PSQS, requires us to list “projects over the past five years”, however, page 3 of the RFQ/P requests “projects within the last 10 years”. Please clarify which timeframe is required for this response.
- A. Please provide a list of projects within the last 10 years.
- 
12. Q. As the prime firm submitting on this project, we may include the qualifications of our engineering consultants, but they do not have to supply the information in the PSQS format. Is that correct?
- A. The prime firm’s submission should ensure that enough information is provided about the subcontractor so that the NJEDA can thoroughly evaluate the submittals. The subcontractor may submit a PSQS but it is not required.
- 
13. Q. Need clarification on 14A and 14B as to completion year of project. Does year complete refer to the status of our firm’s work or the overall status of the project? Additionally, if we have commenced a project that would qualify to be listed in 14A and 14B and the project is on-going or pending, how should we list?
- A. The project needs to have been completed within the last TEN years.
- All listed projects must be completed or have reached the construction phase. If the project is not complete, you can list it as “under construction”.
- 
14. Q. Please clarify if the above project is a small business set aside. I noted an advertisement on-line describing it that way.
- A. This project is not restricted to small business set aside. Please carefully review the RFP and Exhibits for requirements.
- 
15. Q. I was just wondering about the Site visit on August 30<sup>th</sup>. In the RFP it states that we can visit the site from 9 am to 4 pm. However it also states we must sign in before 9 am. So my question is do we need to sign in before 9 am at the rear of the Myers Center or can we arrive at a different time during the day to perform the site visit. Thanks.

- A. All parties must be onsite no later than 9:00 a.m. to sign in at the rear of the Myer Center and depart the property and all buildings by 4:00 p.m.
- 

16. Q. Question:  
We are interested in responding to the above referenced RFP and unfortunately we unable to make the walkthrough. Are there any additional plans site walkthroughs? Can we make our own arrangements for a site walk? Is a proposed bidders list available for those who might have attended the walkthrough yesterday?

- A. No additional building interior inspection dates will be scheduled. The site is bounded by public roads, and the site is not fenced and is accessible and/or visible from these public roads at the parties own risk. The Site Maps contained in the RFQ/P identify the site location. NJEDA is not assembling nor publishing a bidders list.
- 

17. Q. Is this RFQ/RFP for the actual demolition activities? Or are we preparing the documents for demolition?

- A. The RFQ/RFP is to procure the environmental and civil engineering services to prepare the demolition documents.
- 

18. Q. Does NJEDA have copies of the original structural construction drawings of the buildings? If so, will they be made available to the consultant? If not, does the NJEDA have any contact information on who to contact to request such drawings?

- A. Available documents are accessible by cutting and pasting the links below into your web browser.

a. <https://njfmera.sharefile.com/d-se10340e764641299>

b. <https://njfmera.sharefile.com/d/72a801b4f5fd46c5>

c. <https://njfmera.sharefile.com/share?#/view/809445c773e94ffc>

19. Q. Can you confirm that there is no demolition services requested at this time. During the walk-through there was a lot of discussion regarding demolition, but the RFP reads as services needed at this time are only for environmental and to prepare for demo work; no demolition services are required at this time.

A. Please see response to question number 17. The RFQ/RFP is to procure the environmental and civil engineering services to prepare the demolition documents.

---

20. Q. Is there any type of application fee associated with the RFP and/or the PSQS?

A. There is no fee to submit a proposal and/or PSQS form.

---

21. Q. What, if any, documentation is required to be submitted for any sub-contractors/consultants that may be used. Is name/phone/address identified in the proposal enough, or do they need their own PSQS, business registrations, etc.?

A. Please see response to question number 12.

---

22. Q. Can bidders rely on provided data (i.e., asbestos database)? If so, why is there are request for additional sampling? (sic)

A. Section 3B of the RFQ/RFP states: The successful firm shall perform a thorough assessment, inspection, representative sampling and laboratory analysis of all building materials and contents associated with Building Nos. 2700 and 2705, and building floor slabs/drains/etc associated with Buildings 2706, 2715, 2718..... **Exhibit H** and **Exhibit I** shall be used as supplemental information, only, as relates to the Scope Of Work to be performed under this Task. The successful firm shall prepare and provide a Report of Findings of the ACM/LBP/PCB, fire materials, MEP fluids and refrigerants, and any other Toxic/Hazardous Materials as relates to this service to be included as part of the Construction Documents to be prepared by the successful firm. Utilizing the above-mentioned Army ACM Assessment and Report as a guide, the Report of Findings will be formatted to identify and provide estimated quantities and locations of all ACM (friable and non-friable)/LBP/PCB, fire materials, MEP fluids and refrigerants, and any other Toxic/Hazardous Materials that are contained within/on Building Nos. 2700 and 2705, and building floor slabs/drains/etc associated with Building Nos. 2706, 2715, 2718 and site features which require remedial action and/or abatement in order to complete demolition and off-site disposal of the building materials, building contents and site features.

23. Q. Under the Scope of Services Section V - 3B Environmental Assessment and Analysis - "The successful firm shall perform a thorough assessment, inspection, representative sampling and laboratory analysis of all building materials.." and 3C Concrete, Masonry, Caulk Analysis - "The successful firm shall collect representative samples of the.."

It is unclear whether or not additional sampling is required or if it is just a review of the previous sampling.

- A. Review of all available information/Reference Documents and additional sampling is required as part of the Scope Of Services/Work subject to the RFQ/RFP.
- 

24. Q. Is there a NJDEP Letter of Interpretation (LOI) regarding wetlands in the project area? If so, can the document be made available to proposing firms?

- A. See Wetlands Delineation Plan posted as Reference Document.
- 

25. Q. The RFQ makes reference to previously removed underground storage tanks (USTs) within the project area. Do UST closure reports exist? If so, can the documents be made available to proposing firms?

- A. Historically, the Army removed seven (7) underground storage tanks (UST) from around the Myer Center (building 2700). determination letters as issued by the NJDEP. There are no other USTs thought to exist at the Myer Center parcel . See UST closure reports and "No Further Action" Letters posted as Reference Documents
- 

26. Q. The RFP documents contain detailed ACM assessments that were performed in building 2700 in 2002. An additional assessment of localized areas was performed in 2013, probably due to changes in regulations which required supplemental testing. Since considerable additional testing will be required throughout the building to comply with current regulations, we are asking if any other 2013 assessment reports are available.

- A. It is NJEDA's understanding that all available information that is in FMERA's possession related to ACM in Building No.'s 2700 and 2705 has been produced and attached as Reference Documents.
- 

27. Q Will the NJ EDA provide a title report for the property on which to base the requested surveys?

A. Yes, NJEDA will provide a copy of a title report for the property.

---

28. Q. On pages 19-20 of the RFQ/RFQ, under 5A, it states that the successful firm shall provide full time construction phase administration and supervision services during and through completion of the abatement activities, and part time construction phase administration and supervision services on site during and through completion of demolition and site improvement activities. How long are you expecting the abatement activities to take? How long are you expecting the demolition and site improvement activities to take?

A. The Project Schedule contains a time line for completion of demolition services, which includes all abatement and site improvement activities, between June 1, 2016 and April 30, 2018.

---

29. Q. During our site visit, evidence of water damaged surfaces and mold growth was identified in large sections of the basement and first floor. As part of the hazmat survey, do you want us to identify these mold affected area and include a mold remediation work plan? Workers will be exposed to the mold during the HazMat inspections/delineations required by your Scope of Work. Additionally, the remediation contractor's personnel will be exposed when they perform their work.

A. Yes, mold is to be included in the Scope Of Services/Work subject to the RFQ/RFP.

---

30. Q. In Exhibit G – Professional Services Contract – Paragraph 6 – Indemnification – We request that the word “negligent” be added right in front of the word “act” on line 5 of this paragraph.

A. NJEDA cannot make that change to the Professional Services Contract.

---

31. Q. Referencing 20160RED-RFZ/P-Eng-060 and the pre-proposal site visit in August, my company provides land surveying services which is a task under the referenced RFP. Can I obtain the list of attendees at the site visit so I may offer my company's land surveying services to the prime firms. GEOD is a registered small business enterprise (SBE) and approved by the EDA to provide Land Surveying services.

A. NJEDA is not assembling nor publishing a bidders list.