



**State of New Jersey**  
**DEPARTMENT OF COMMUNITY AFFAIRS**  
**DISASTER RECOVERY AND MITIGATION**

**PHILIP D. MURPHY**  
*Governor*

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**LT. GOVERNOR SHEILA Y. OLIVER**  
*Commissioner*

June 29, 2022

**To: All Interested Vendors {Bidders}**

**Re: Request for Quote ("RFQ") Mitigation Assistance Program ("MAP") –  
Design Services**

**Bid Amendment {Addendum} #1**

The following constitutes Bid Amendment {Addendum} #1 to the above referenced RFQ:

- This Bid Amendment {Addendum} includes answers to questions.

It is the sole responsibility of the Vendor {Bidder} to be knowledgeable of all additions, deletions, clarifications, and modifications to the RFQ and/or the New Jersey Standard Terms and Conditions relative to this RFQ as set forth in all Bid Amendments {Addenda}.

All other instructions, terms, and conditions of the RFQ shall remain the same.

Section 3.2 Design Firm Scope of Service **RFQ: Mitigation Assistance Program (MAP) Design Services**

**Answers to Questions**

Each question is referenced by the appropriate RFQ page number(s) and section where applicable.

#	Page #	RFQ Section Reference	Question (Bolded) and Answer
1	NA	NA	<p><b>Were these homes flooded by Ida? If yes, was a Substantial Damage assessment performed?</b></p> <p>Three (3) homeowners self-reported material damage from Ida and three (3) self-reported minimal damage from Ida. DCA does not have Substantial Damage information.</p>
2	6	Section 3.0 Scope of Work	<p><b>Are these homes currently occupied?</b></p> <p>Yes.</p>
3	3	Section 1.2 Background	<p><b>Is the homeowner responsible for any cost share related to this project or is it 100% funded by DCA?</b></p> <p>The homeowner is not responsible for design costs or eligible elevation costs as per FEMA and/or MAP. See Exhibit B for details as to ineligibility.</p>
4	NA	NA	<p><b>Does the homeowner need to pay out-of-pocket for living accommodations during the time the house is being lifted?</b></p> <p>While the homeowner is required to vacate the property during elevation, the MAP will pay the FEMA per diem rate.</p>
5	9	Section 4.1 Contract Deliverables	<p><b>As a part of the Design Firm Scope identified under the</b></p>

			<p><b>Design Phase, it states that the Design Firm will develop a design solution and shall include a Site Plan. Is the intention for the Site Plan to be an Illustrative Site Plan produced by the Architect/Design Firm (R.A.), or are technical Topographic Surveys / Site Plans / Plot Plans / Grading Plans or similar documents to be produced by a Professional Land Surveyor (P.L.S.) and/or Civil Engineer (P.E.) to be provided as a part price provided by the Design Firm Scope?</b></p> <p>Surveys, and engineered site plans shall be required for the construction document phase as necessary for the submission of permit drawings per the New Jersey Uniform Construction Code. A diagrammatic design site plan for the purposes of understanding the design solution is only required for the design phase of the project.</p>
6	8	Section 3.2 Design Firm Scope of Services	<p><b>Please clarify the responsibility of the Design Firm, specific to documents typically required for municipal review as well as quality control during the course of home elevation project such as Elevation Certificates (RE: Elevation Certificate: C1 *Construction Drawings, *Building Under Construction, *Finished Construction), Foundation Location / Top of Block Surveys at the completion of the foundation scope to ensure that the foundation is</b></p>

			<p><b>constructed to the proper placement on the property as well as the correct datum elevation prior to lowering the home onto the extended foundation and Topographic As-Built Surveys typically required at the completion of the project for zoning and engineering conformity as well as permit close-out. Are these documents to be produced by a Professional Land Surveyor (P.L.S.) and/or Civil Engineer (P.E.) to be provided as a part price provided by the Design Firm Scope?</b></p> <p>The design firm shall not be required to provide shop drawings or other drawings that are generally provided by the elevation contractor or general contractor. The design firm shall NOT be required to review contractor provided submittals during the construction phase of the project unless they are directly related to a change order request being reviewed per the construction administration portion of the design services agreement.</p>
7	7	Section 3.2 Design Firm Scope of Services	<p><b>Please clarify if existing property surveys will be provided to the Design Firm for each property to identify existing survey data such as metes and bounds and existing built components at the property? We understand that these surveys may be “old” and may not accurately depict actual conditions at the site.</b></p> <p>DCA will not provide existing</p>

			property surveys. Property surveys shall be a part of the design firm's scope of work as required for the completion of the design and construction document services for the project.
8	6	Section 3.1 Design Objectives	<p><b>We assume that zoning analysis will be required for each property to determine if the proposed components such as additional stairs, landings/porches, elevated air conditioning equipment platforms, decks, etc. complies with the local zoning ordinance. In the event that there is no design solution deemed "zoning compliant", without relocating entrances, redesigning the interior of the home to relocate doors, etc.; is there an understanding that elevating the structures identified under this program is a necessity, and that a zoning approval must be granted under the NJ Assembly Bill No. A3890 to accommodate the raised structure without redesigning the home's primary parts and its current ingress/egress elements?</b></p> <p>The design firm shall anticipate zoning analysis as part of the general scope of work to provide a solution that complies with local ordinances, to the degree possible, given existing site conditions. The scope of the design shall be limited to necessary accommodations for ingress and egress from the elevated structure.</p>
9	N/A	N/A	<b>In the extenuating</b>

			<p><b>circumstance that it is deemed that Planning Board/Zoning Board approval and representation services are required, and no design solution exists to avoid the local regulatory board approval, can we assume that those services shall be considered additional services?</b></p> <p>If it becomes necessary for the project to go through zoning or planning board approval, design services associated with such approval shall be considered additional services.</p>
10	N/A	N/A	<p><b>Does the Program intend on testing and assessing each home for mold, pre-existing wood rot, termite infestation, lead or asbestos?</b></p> <p>The Program will provide lead paint reports to the design firm to be used in guiding the design and construction documentation. Other pre-existing conditions shall be addressed only as required based on visual inspection of the property by the design team, or as brought to the attention of the program by the homeowner.</p>
11	N/A	N/A	<p><b>In the event that mold, pre-existing wood rot, termite damage, lead or asbestos is encountered in any of the homes, who is responsible to assess and remediate? If it is the Design Firm, can we assume that those services shall be considered additional services?</b></p> <p>It is not the design firm's</p>

			responsibility to perform special investigations for mold, or termites. Nor shall asbestos testing be required by the design firm.
12	N/A	N/A	<p><b>Does the Program intend on the construction work be completed as prevailing wage or non-prevailing wage?</b></p> <p>The construction work is anticipated to be non-prevailing wage.</p>
13	7	Section 3.2 Design Firm Scope of Services	<p><b>As part of the design process, revisions are expected following the presentation of schematic drawings to each homeowner. Will there be a limit on how many revisions an Owner can request during the design phase?</b></p> <p>There is no specific limit to the number of revisions, but there are limits to what solutions the Program deems appropriate according to the Program design guidelines. The Program is providing construction funding and homeowner paid enhancements are not permitted. Deference to homeowner choice shall be given when multiple choices will meet program guidelines.</p>
14	7	Section 3.2 Design Firm Scope of Services	<p><b>Can we assume that once the design phase is complete and the design approval is granted, that any design changes during the construction document phase influenced by the homeowner will be deemed additional services?</b></p>

			<p>After design approval is granted, any changes that substantially change the design direction, or effect the construction documents, will be considered additional services.</p>
15	8	Section 3.2 Design Firm Scope of Services	<p><b>The RFQ identifies meetings with the State Contract Manager and Construction Manager. Will these meetings be in person or via video conference? If in person, where will they be conducted?</b></p> <p>Meetings with the Program can be via video conference if suitable for review of drawings. If in person meetings are required to review the design drawings, they can be held at a location convenient to the design firm.</p>
16	10	Section 4.2 Contract Term/Extensions/Transition	<p><b>The RFQ identifies a kick-off meeting. Will there be a single kick-off meeting for the entire project, or will they be conducted per group of 5-7 homes? Will the meeting(s) be in person or via video conference?</b></p> <p>The Program anticipates a single kick-off meeting for the entire project. We anticipate the meeting to be via video conference.</p>
17	7	Section 3.2 Design Firm Scope of Service	<p><b>As a part of the permitting process and to ensure quality control of the home elevation process, documents are typically required by the local municipality having jurisdiction that indicate the design and engineering associated with the layout and</b></p>



			<p>sizing of temporary house lifting equipment such as cribbing, steel beams and calibrated/unified hydraulic lifting jacks in order to elevate the home as well as notices to local neighbors identifying these activities. It is standard practice that the required drawings and documents are to be submitted by the registered HEC (Home Elevation Contractor) utilized to raise the home as each home elevation contractor has unique equipment and components to their respective company. Please clarify the Program's stance on who is responsible for providing these required drawings, calculations and documents?</p> <p>See Answer to Question 7.</p>
18	8	Section 3.2 Design Firm Scope of Service	<p>The RFQ identifies that municipal permit submissions are to be filed by the Design Firm. Please clarify who will be responsible to complete the permit jacket application / tech cards? If it is the Design Firm, please identify which UCC Forms are required to be filled out for this submission.</p> <p>The design firm shall provide drawings for municipal plan review. Permit applications shall be submitted by the contractor responsible for the work.</p>
19	N/A	N/A	<p>Please further elaborate on the communication process between the State Contract Manager, Construction Manager, Design Firm, and</p>

			<p><b>each Homeowner. Will all communication go through the State Contract Manager / Construction Manager or will the Homeowner be permitted to communicate directly with the Design Firm?</b></p> <p>All homeowner communications shall be through the state Construction Manager unless it is necessary for scheduling on-site investigations.</p>
20	9	Section 3.3 Additional Services	<p><b>Please clarify who is responsible for coordinating all utility disconnection and reconnection with the respective utility companies?</b></p> <p>The contractor shall be responsible.</p>
21	9	Section 3.2 Design Firm Scope of Services	<p><b>In certain circumstances, it can be uncovered during the work (either in design, construction documents or in construction after uncovering concealed conditions) that the underground/overhead utilities servicing the homes are either not adequately sized, or are in need of repair and/or replacement. Typically, this is not due to elevating the structure, but rather pre-existing conditions. If it is deemed that utility work is required, can we assume that those services shall be considered additional services?</b></p> <p>Existing utility design shall be limited to utility disconnect, relocation related to the elevation of the structure, and reconnect. If new utility systems are required due to pre-existing conditions, associated design services shall</p>

			be considered additional services.
22	8	Section 3.2 Design Firm Scope of Service	<p><b>Please elaborate on the required construction document deliverables. Will a project manual and/or book specifications be required or is specifications / general notes on drawings acceptable?</b></p> <p>Specifications and written documentation required to properly identify the scope for municipal approval and construction may be placed directly on the drawings.</p>
23	8	Section 3.2 Design Firm Scope of Service	<p><b>Regarding project deliverables, please elaborate what deliverables will be required at the end of the project (CD/DVD, PDFs, mylars, hard copies, etc.).</b></p> <p>See Page 8 of the RFQ.</p>
24	3	Section 1.2 Background	<p><b>Is it known the general condition of these (20) homes - do all of these houses have functioning HVAC equipment, plumbing systems, electrical systems and satisfactory interior/exterior finishes or have some of them been previously damaged by flooded conditions and require additional repairs / replacement requiring permits as a part of this scope of work?</b></p> <p>All information presently known about the existing conditions is provided in the Geotech / structural reports attached to the RFQ. The design firm is responsible for identifying all</p>

			existing conditions prevalent at the time design services are undertaken. The scope of the project is limited to elevation, utility/ equipment relocation, and structural modifications required to facilitate the elevation of the home.
25	3	Section 3.2 Design Firm Scope of Services	<p><b>Will previous damage which may have been remediated be identified / disclosed prior to commencement of design for each home?</b></p> <p>See Answer to Question 24.</p>
26	7	Section 3.2 Design Firm Scope of Services	<p><b>Is it the responsibility of the Design Firm to confirm compliance of the home? For example, if an existing space is considered an illegal use of space, is it the responsibility of the Design Firm to identify?</b></p> <p>The project scope does not include renovations or alterations to bring existing non-conforming spaces otherwise unaffected by the elevation project into compliance.</p>
27	6	Section 3.1 Design Objectives	<p><b>Are there any specific Program requirements with regard to energy compliance (LEED Accreditation, Energy Star, etc.? If so, is it limited to only “new construction” components?</b></p> <p>New or altered construction shall be compliant with the energy code in accordance with the New Jersey Uniform Construction Code.</p>
28	8	Section 3.2 Design Firm Scope of Services	<p><b>With regard to construction, are monthly or bi-monthly construction meetings</b></p>

			<p><b>expected and is the Design Firm expected to attend? If so, will the meeting(s) be in person or via video conference?</b></p> <p>The design firm's involvement during the construction phase shall be limited to review of contractor generated construction change orders when requested by the program, or other additional service requests per the RFQ.</p>
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