

**STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
Disaster Recovery & Mitigation**

Governor Philip Murphy

Lt. Governor Tahesha Way, Esq.

**AGENCY REQUEST FOR
QUOTE**
**Request for Quote (RFQ) for Ida
Design and Engineering Services**
ADDENDUM NO. 01



November 16, 2023

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Quote (RFQ) for Ida Design and Engineering Services is modified as set forth in this Addendum. The original RFQ Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFQ. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

1. Delete Section 4.1.1 in its entirety and replace with revised section 4.1.1 below:

4.1.1 PRICE/RATE PROPOSALS

The Bidder shall submit a complete price/rate proposal on the form provided in the RFQ. This form is entitled, "IDA DESIGN AND ENGINEERING SERVICES Rate Schedule" and includes all-inclusive, "loaded" rates for various project scope Types/Disciplines that may be required during the term of the contract. These loaded rates should include all costs required to complete the project type, including, all direct costs, overhead costs, fringe benefits, supplies, equipment, administrative costs, insurance, in-State travel, meals and lodging, professional fees and profit. The rates listed by the contractor and accepted at contract award will be the rates that will be used as the basis for pricing future work orders issued under this contract. Price increases will not be granted for any alleged omissions or miscalculations of contract pricing. The base year and each option period are to be separately priced based on the IDA DESIGN AND ENGINEERING SERVICES Rate Schedule provided by the contractor.

The State will competitively solicit the majority of the work orders to be placed under the contract among the successful awardees meeting the necessary prequalification requirements. Services will be procured as Firm Fixed Price tasks (FFP). The fee for the work order along with a technical proposal will be requested for each competitive assignment. The fee for each work order shall include all management, supervision, direct costs, materials, supplies and equipment (except as otherwise provided). The technical proposal shall provide all information to assure effective performance of all services described in the respective work order.

However, as outlined in Section 4.2.4 of this RFQ, there may be instances when the State determines that it is not in the best interest of the State to request proposals for a work order from all approved Contractors. In such an instance, the State shall have the option to negotiate with one contractor for that assignment. In these instances, the rates provided by the Contractor for the contract periods (base and option years) and accepted (via negotiation, if necessary, prior to contract award) will be used by the State to unilaterally place the work order for the services required.

2. Delete Section 4.2.2 in its entirety and replace with revised section 4.2.2 below:

4.2.2 ORDERING OF SERVICES

The contractor shall not perform any service except as authorized by a work order issued in accordance with the Contractor's contract. Work orders will be issued when deemed necessary. The Contractor shall furnish to the State, when and if ordered, the services and general conditions items

specified, up to and including the maximum amount.

Except for the work order limitations outlined in this section, there is no limit on the number of work orders that may be issued. The State may issue a work order requiring the performance of services at multiple locations. The state may elect to award a single work order or to award multiple work orders to two or more firms if necessary.

Any work order issued during the effective period of the contract and not completed within that period shall be completed within the time specified in the work order. The contract shall govern the contractor's and State's rights and obligations with respect to that work order to the same extent as if the work order were completed during the contract's effective period, provided that the Contractor will not be required to provide services after the established completion date of the final work order.

Each work order shall include all the services and the cost of the services required to meet the obligations of the task(s) requiring delivery or performance. The work order shall be supplemented by a proposal prepared by the Contractor that includes the team organization, staffing, subconsultants included, approach to the project tasks, experience of the firm/team, and other necessary information.

The Contractor's rates shall be used for pricing the level of effort in each work order. If specialty consultants are required to complete a work order task and were not included in the initial term contract, they will be included in the work order as an allowance. All rates and costs for these specialty consultants will be evaluated for cost reasonableness prior to approval. All work orders are subject to the terms and conditions of the contract. The contractor's fees for each work order shall be based on the rates established in the contract, the negotiated level of effort for each discipline, travel (if authorized), miscellaneous items, allowances for specialty consultant costs, reproduction costs, deliverables and other terms agreed by the parties. In the event of conflict between a work order and the contract, the contract shall control.

A work order is considered "issued" when the SCO emails, mails or faxes the approved work order to the contractor along with a Notice to Proceed ("NTP") for the specific work order. When urgencies occur, the SCO may unilaterally issue work orders on a not-to-exceed price basis and the contractor shall immediately proceed with performing all such work. Final pricing for such work orders shall be resolved as quickly as possible after the work order is issued through negotiations between the parties.

The State reserves the right to perform work of the same type covered in this contract, with its own forces or by contract.

3. Delete Section 4.2.5 (H) and replace with revised section 4.2.5 (H) below:

4.2.5 PROCESSING WORK ORDERS

- H. The applicable rates and costs in effect at the time of request for a proposal for the services and items included in the work order provided as a lump sum fee for all services requested within the work order.

4. Delete Section 4.10 in its entirety and replace with revised section 4.10 below:

**4.10 IDA DESIGN AND ENGINEERING SERVICES TERM CONTRACT RATE
SCHEDULE - INSTRUCTIONS AND GUIDELINES**

4.10.1 SERVICES AND PRICES/COSTS

A. Contract Rates

- (a) The State has specified certain service deliverable categories for contract performance, (see attached, Deliverable Description/Examples Sheet). These deliverables are indicated on the IDA DESIGN AND ENGINEERING SERVICES Rate Schedule for the base period and two (2) option years at the end of Section (c)The contractor is to propose rates for each deliverable Category in the Rate Schedules. The rates for each deliverable will be used as the basis for pricing work orders in each of the respective performance periods. Note the state estimated project descriptions are solely for evaluation of the rates contained in each contractor's proposal and do not guarantee the actual work to be performed for each category.
- (b) The rates of each deliverable shall be based on scopes of work within a work order being limited to specific unrelated tasks. The fee for the work order will be determined by adjusting the fee basis for each task deliverable in the scope of the project and adding the individual task deliverable fees together to arrive at the total fee for the work order. When the scope of work contains deliverables that require multiple similar tasks or when work required to provide the deliverables overlap within the same work order, the total work order fee shall be prorated to account for the duplicative nature of certain portions of the work involved. For example, if a project requires a Lot Survey and an Elevation Certificate, the cost of the Elevation Certificate shall be considered as an incremental increase over the cost of the Survey, since the field work for both tasks can be performed simultaneously. In this case the total fee shall reflect a reduced cost for the Elevation Certificate or Survey relative to the individual line item rates in the rate schedule.
- (c) The rates proposed by the Contractor and accepted at contract award for each respective performance period, i.e., the base period or one of the two (2) option years, are to be fixed for the duration of that period, including any extensions for the last option. Rates are to be listed in whole numbers, no cents please.
- (d) In developing the required all inclusive, "loaded" rates for the various deliverables, the Contractor should include all costs required for each deliverable type, including, all direct labor costs, overhead costs, fringe benefits, supplies, equipment, communication services, administrative costs, insurance, in-State travel, meals and lodging, professional fees and profit associated with this contract as defined in Section

4.1.1 of this RFQ. Price increases will not be granted for any alleged omissions or miscalculations of contract pricing.

- (e) The rates listed by the contractor and accepted at contract award will be the rates that will be used as the basis for pricing future task orders issued under this contract. The base period and each option year period are to be separately priced based on the IDA DESIGN AND ENGINEERING SERVICES Rate Schedule provided by the contractor.

B. Additional Instructions

- (a) Firms are cautioned that any proposal/offer may be rejected as non-responsive if it is materially unbalanced as to prices for the base and/or the four (4) optional contract periods. An offer is unbalanced when it is based on prices/rates that are significantly understated for some service levels and prices/rates that are significantly overstated for other service levels.
- (b) Firms must propose prices/rates for all deliverables/ services in order to be considered for award. Contractors may not use pricing alternatives, which differ from these instructions.
- (c) The Contractor is required to provide its own computer equipment and software adequate to fully satisfy all operational requirements of this contract and work orders requiring field office operation requirements. This should be considered in developing the price proposal as no reimbursement is authorized for such equipment after award of the contract. This contract requires computerized capabilities of the Contractor.

C. Evaluated Prices

- (a) The State estimated fee basis for each deliverable/ service are solely for evaluation of the contractors' proposals under this Term Contract and do not guarantee a specific level of effort to be purchased by the State.
- (b) The evaluation of the rates of each deliverable shall be based on the performance of each as a standalone work request for the purpose of comparison of the contractors' proposals. When applied to work orders the rates shall be the basis for contractors' proposing a comprehensive lump sum fee for each work order's entire scope of work.

5. Delete PERSONNEL LEVEL – DESCRIPTIONS/ EXAMPLES and replace with the attached DELIVERABLE DESCRIPTION/EXAMPLES SHEET.

6. Delete all IDA DESIGN AND ENGINEERING SERVICES RATE SCHEDULES and replace with the attached revised IDA DESIGN AND ENGINEERING SERVICES RATE SCHEDULES.

END OF ADDENDUM NO. 01

DELIVERABLE DESCRIPTION / EXAMPLES SHEET

| Basic Service Deliverables | | |
|--|--|---|
| Fixed Price Service Category | Fee Basis | Adjustment Factors |
| Lot Survey (including property identification, legal description, boundaries, topography, utility locations, major site characteristics) | typical suburban 1/4 acre parcel with existing structures | increase / decrease based on \$ per square foot |
| Elevation Certificate | typical suburban 1/4 acre parcel with existing structures | increase / decrease based on \$ per square foot |
| Foundation Design | 35' x 50 foot existing building footprint to be elevated on new CMU foundation W/ concrete footing | increase / decrease based on foundation type (i.e. deep foundation vs. standard shallow footing) |
| Geotechnical Analysis (include 2 soil samples w/ testing) | typical suburban 1/4 acre parcel with existing structures | increase / decrease based on \$ per square foot & increase / decrease based on number of soil borings |
| Plot Plan | for building elevation including stairs, walkway, relocated site utilities, etc. | n/a |
| Zoning Application (Submit Zoning Permit) | typical zoning submission including zoning analysis and compliance verification | |
| Foundation Location Survey | existing foundation / footing investigation, analysis and documentation of existing conditions | |
| Soil Erosion Plan & application | submittal to soils control commission, including paying application fees (either waiver request or full sediment control plans & application) | |
| Cribbing design for building Elevation | cribbing plans including the placement of cribs, temporary supports, shoring, & lifting beams to elevate rectangular structure. | |
| Wind Storm Engineering Assessment & Retrofit | including investigation, and documentation for building permit application | |
| Building utility modification & relocation plans | including building utilities and appliances, e.g. water heater, furnace, electrical panels, etc. & associated piping, ductwork, and wiring. | |
| Design Plans for Rehabilitation | two story home with full basement in need of moderate repairs on all levels, including roof. | |
| New Home Design Plans | new home on existing lot within existing footprint for a 2,000 square foot home | increase / decrease based on \$ per 500 sq.ft. |
| Site Drainage Design | including re-routing existing storm water runoff, by re-grading, introduction of storm water management structures, (drywell, yard drain, swale, etc.) as required to mitigate water intrusion to the building | |

| Additional Services | | |
|-------------------------------------|--|---------------------------|
| Fixed Price Service Category | Fee Basis | Adjustment Factors |
| Zoning Variance | making variance request submission, including notices, filing fees, application, & expert witness testimony at public hearing. | |
| Final As-Built (post construction) | As required by municipal code official to document field changes that occurred during construction. | |
| unspecified additional services | Provide the basis for any additional services that may be requested and not listed in any of the above deliverables. | |

IDA DESIGN AND ENGINEERING SERVICES RATE SCHEDULE

Base Period (EST. 1/1/2024 – 12/31/2024)

Name of Firm: _____.

Instructions:

Give a rate (in whole dollars no cents please) below for each of the years listed. Please refer to the RFP for a description of each of the deliverable types. Your proposal may be considered unresponsive if you leave blanks. Provide a rate for ALL deliverables even though you may not at the present time perform the service in-house.

| FIXED PRICE DELIVERABLE CATEGORY | PROPOSED RATE | ADJUSTMENT FACTOR |
|---|---------------|-------------------|
| Lot Survey | | |
| Elevation Certificate | | |
| Foundation Design | | |
| Geotechnical Analysis (include 2 soil samples w/ testing) | | |
| Plot Plan | | |
| Zoning Application (Submit Zoning Permit) | | |
| Foundation Location Survey | | |
| Soil Erosion Plan & application | | |
| Cribbing design for building Elevation | | |
| Windstorm Engineering Assessment & Retrofit | | |
| Building utility modification & relocation plans | | |
| Design Plans for Rehabilitation | | |
| New Home Design Plans | | |
| Site Drainage Design | | |
| Zoning Variance | | |
| Final As-Built (post construction) | | |
| unspecified additional services | | |

IDA DESIGN AND ENGINEERING SERVICES RATE SCHEDULE

Base Period (EST. 1/1/2025 – 12/31/2025)

Name of Firm: _____.

Instructions:

Give a rate (in whole dollars no cents please) below for each of the years listed. Please refer to the RFP for a description of each of the deliverable types. Your proposal may be considered unresponsive if you leave blanks. Provide a rate for ALL deliverables even though you may not at the present time perform the service in-house.

| FIXED PRICE DELIVERABLE CATEGORY | PROPOSED RATE | ADJUSTMENT FACTOR |
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| Windstorm Engineering Assessment & Retrofit | | |
| Building utility modification & relocation plans | | |
| Design Plans for Rehabilitation | | |
| New Home Design Plans | | |
| Site Drainage Design | | |
| Zoning Variance | | |
| Final As-Built (post construction) | | |
| unspecified additional services | | |

IDA DESIGN AND ENGINEERING SERVICES RATE SCHEDULE

Base Period (EST. 1/1/2026 – 12/31/2026)

Name of Firm: _____.

Instructions:

Give a rate (in whole dollars no cents please) below for each of the years listed. Please refer to the RFP for a description of each of the deliverable types. Your proposal may be considered unresponsive if you leave blanks. Provide a rate for ALL deliverables even though you may not at the present time perform the service in-house.

| FIXED PRICE DELIVERABLE CATEGORY | PROPOSED RATE | ADJUSTMENT FACTOR |
|---|---------------|-------------------|
| Lot Survey | | |
| Elevation Certificate | | |
| Foundation Design | | |
| Geotechnical Analysis (include 2 soil samples w/ testing) | | |
| Plot Plan | | |
| Zoning Application (Submit Zoning Permit) | | |
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| Soil Erosion Plan & application | | |
| Cribbing design for building Elevation | | |
| Windstorm Engineering Assessment & Retrofit | | |
| Building utility modification & relocation plans | | |
| Design Plans for Rehabilitation | | |
| New Home Design Plans | | |
| Site Drainage Design | | |
| Zoning Variance | | |
| Final As-Built (post construction) | | |
| unspecified additional services | | |