DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION 110 WOOD AND GROVE STREETS MORRISVILLE, PA 19067

REQUEST FOR PROPOSALS INSURANCE BROKERAGE AND PROGRAM ADMINISTRATION SERVICES FOR AN OWNER-CONTROLLED INSURANCE PROGRAM (OCIP)

ADDENDUM No. 2

This Addendum No. 2 responds to inquiries made in connection with the above-referenced Request for Proposal, and, is hereby made a part of the Request for Proposal. This addendum is to be signed by the Respondent and Page 9 is to be attached to the Respondent's proposal submission.

1) What is the schedule for the various projects?

A: There is only one project, and the estimated timeline is as follows:

ESTIMATED PROJECT MILESTONE DATES				
Receipt of Bids	January 10, 2017			
Anticipated Notice of Award and Limited Notice to Proceed Date:	February 1, 2017			
I-295 Signing Implementation	April 2, 2018			
Bridge Monitor/All Electronic Tolling (BM/AET) Building Completion:	February 1, 2019			
Interim Completion – Stage 1 Milestone Date:	April 30, 2019			
Completion –Stage 1 Date:	May 31, 2019			
Substantial Completion Date:	June 15, 2021			
Final Completion Date:	August 31, 2021			

More specific information can be found in Attachment A, or on our website at: https://www.drjtbc.org/default.aspx?pageid=967

2) What is the construction value for the projects? What is the ballpark estimate of the hard construction costs? What is the total construction value (CV) of the project contemplated for inclusion in the OCIP?

A: There is only one project. The Engineer's analysis places the ballpark estimate of the hard construction costs at approximately \$325 Million.

3) How are we to submit our responses, and how many copies of responses are required? /// In what format should the proposal be submitted?

A: Please mail six (6) hardcopies of responses to Chief Administrative Officer Arnold Conoline at the Delaware River Joint Toll Bridge Commission, 110 Wood & Grove Streets, Morrisville, Pennsylvania, 19067 by 2:00 p.m. EST on the revised deadline date of January 11, 2017, as outlined in Addendum 1. A flash drive copy with an electronic PDF in addition to the hardcopies also would be welcome.

4) Is there a maximum page length you are requiring for responses?

A: Although the DRJTBC is not prescribing a proposal length maximum, schedule demands for the Scudder Falls Bridge Replacement Project have placed an accelerated schedule on this RFP, so the Commission asks that Proposers provide reasonably succinct proposals.

5) Is this a bid net or bid gross project? /// Please confirm that this is a net bid approach.

A. The DRJTBC has instructed contractor Bidders on the Scudder Falls Bridge Replacement Project to remove costs associated with acquiring workers' compensation, employer's liability, commercial general liability, and excess liability coverage from their respective bids.

6) When are you going out to bid /award scheduling?

A: The bid for construction has been out since September, 2016, but for further details, please visit: https://www.drjtbc.org/default.aspx?pageid=967

7) What is the current risk management structure of the Delaware River Joint Toll Bridge Commission?

A: On an annual basis, the Commission purchases various property and liability insurance coverage at the levels of coverage recommended by the Commission's insurance broker as reported through our Insurance Administrator, who reports the Delaware Joint River Toll Bridge Commission's Chief Administrative Officer. Our business insurance coverages include the following policies:

- Bridge Property including Flood
- Buildings, Contents and Contractors Equipment
- Boiler and Machinery
- General Liability
- Commercial Auto Liability and Physical Damage
- Umbrella and Excess Liability
- Directors and Officers Liability (Primary and Excess)
- Fiduciary Liability
- Crime
- Professional Liability
- Business Travel Accident

In addition, the Commission routinely requires the contractors it engages to supply proof of adequate workers compensation, employer's liability, commercial general liability, and excess liability coverages. Those minimum coverage requirements for contractors are provided in Attachment B.

8) Has the Delaware River Joint Toll Bridge Commission done any previous OCIPs?

A: No.

9) Is there an existing Safety and Construction team? If so, how are they structured? /// Does the Commission or Hill have an existing Safety program in place?

A: There is not currently a team in place, as the Commission is still in the procurement phase for construction. However, there are specific project health and safety plans set forth for this project, as outlined in Attachment C.

10) Please provide a sample contract?

A: Please see Attachment D.

11) Is a full-time safety representative to be provided by the broker? If so, what hours of operation is the full-time person required to be onsite? Will there be any weekend work? /// Is it the DRJTBC's intention to have full-time risk control provided by the OCIP Administrator on the project?

A: The RFP does not require that the OCIP Administrator provide a full-time onsite safety or risk-control representative. Proposers should present their industry experience providing safety/risk-control services and/or working with construction managers and owners to develop effective safety/risk-control programs. The Commission welcomes different approaches to developing and accomplishing safety/risk-control requirements.

12) For each project, is the following information available: a. Construction Schedule noting anticipated start and completion dates; b. Estimated Construction Values; and c. Anticipated number of general contractors and subcontractors.

A: There's only one project, available for viewing at: https://www.drjtbc.org/default.aspx?pageid=967. The Engineer's analysis estimates the hard construction costs at about \$325 Million. There will be one Prime Contractor; the number of subcontractors will not be known until after award of construction contract.

13) Following the timeline in the Procurement calendar/process, responses to proposed questions will be available by December 21, 2016. The proposal submission is due December 28, 2016. In recognition of the coming holidays, can the submission due date be extended to the 2nd week of January, 2017?

A: As outlined in Addendum No. 1, proposal submissions are due on Wednesday, January 11, 2017.

14) Within Section 3.2, Scope of Services, Paragraph A mentions the selected broker will be asked to secure pricing for the identified coverages in sufficient detail to permit Owner to cause to be performed a feasibility study prior to issuing a Notice to Proceed. It further states "upon determination by Owner to proceed with the OCIP, the selected broker will market and procure the requisite insurance." These statements seem to contradict one another in that the selected broker is asked to secure pricing to perform the feasibility study and then asked to market the program. Please clarify.

A: The Commission anticipates issuing an authorization to negotiate with the selected primary respondent by January 30, 2017, after which the primary respondent will be

authorized to immediately commence marketing of the program and present the feasibility study. Thereafter, by February 27, 2017, the Commission anticipates issuing a final contract and authorization to proceed with the OCIP, if appropriate. The selected broker will then conduct any additional marketing that may be necessary and procure the requisite insurance.

15) Regarding Section 4.2, Paragraph C, Pricing Response, found on page 13, the proposer is asked to provide a pro forma financial analysis of likely total cost including such things as premium taxes, assessments, required Collateral, cost of insurance coverage and estimated bid credits and deducts. Without marketing the required coverages, these costs will be unknown and if provided, simply a guess. Also, without knowing the estimated construction costs of each of the work phases, it will be difficult to estimate bid credits and deductions. /// Is it reasonable to expect a meaningful response without the proper marketing of coverage or additional data regarding each respective project?

A: It is understood that Pricing Responses will be estimates based on the information available to all Proposers. Proposers should feel free to provide specifics when possible and estimated ranges with explanation where appropriate.

16) Section 4.2 entitled Required Components for Response Submissions found on page 11 mentions "completed required forms". Please identify the exact forms which must be completed and made a part of the RFP response.

A: Exhibit A, with an attached 'not to exceed' budget, and signed addenda are required "form" documents to be submitted along with the other requested information.

17) Addendum No. 6 mentions the contractors will be providing bids net of OCIP Insurance Costs. Please verify that during the enrollment process the administrator will not be required to collect and verify policy and rating data from each contractor to verify insurance costs have been eliminated from their bid. //// Since contractors are being asked to bid net of insurance cost, we assume that there will not be a reconciliation of the projected insurance deductions versus the actual insurance deductions. Can you confirm that this is the case?

A: It is not anticipated that the Administrator would be required to collect and verify policy and rating data from each contractor during the enrollment process to verify that insurance costs have been eliminated from their bid or to perform reconciliation of contractors' projected and actual insurance deductions.

18) It looks like the construction schedule is 4.5 years of construction. Is that correct? Will fees be extended if the schedule goes longer?

A: Please see the answer to Question No. 1. Proposers are to assume the estimated schedule in preparation of their responses; fees for extensions that are unanticipated will be negotiated at that time.

19) Will this be a one bid GC contract or multiple primes? If multiple primes, how many?

A: One Prime contract.

20) Will all phases of construction be included in the OCIP? Sound walls, landscaping etc.

A: Only the contract contemplated for the major construction (please obtain references for the project from our website). These separate phases are excluded from the OCIP: (a) Noise Wall Contract No. 666A (PKF-Mark III); (b) Tree Clearing Contract No. 667A (A.P. Construction); (c) any further soil boring services; or (d) any contract related to the installation of Electronic Toll Collection equipment.

21) Will hourly rates be required for billing of fees or is the schedule only for use if the scope of services are expanded?

A: The Pricing Response anticipates that hourly rates would be used when additional work is requested by Owner.

22) If the broker is given the green light to pursue the marketing of the program and brings alternatives but the owner decides [not] to proceed with the OCIP, will the broker be entitled to a marketing fee?

A: A separate marketing fee is not contemplated at this time, however, pricing proposals may contain such fees in the event an OCIP is not pursued.

23) Please confirm that there are no MBE/WBE type requirements for this specific project.

A: Although the DRJTBC welcomes and encourages minority-, women-, disabled-, disadvantaged-, small- and veteran-owned business participation as respondents to or

otherwise in connection with this RFP, it has not set requirements for this procurement, and it is not part of the evaluation criteria.

24) Are there any "Named" prime contractors or subcontractors who will be given awards?

A: No, receipt of construction bids is scheduled for January 10, 2017.

25) Are contractors providing alternates for insurance for cost comparison?

A: No.

26) Is the January 4th date for "oral interviews" flexible?

A: Oral interviews are currently rescheduled for January 18, 2017 as outlined in the revised timeline contained in Addendum 1.

27) When will we be advised of the format for the Oral Interviews – before or after January 11, 2017?

A: Respondents to the RFP will be notified of the format for Oral Interviews after the date of submission of proposals on January 11, 2017.

28) What percentage of the total construction value (CV) will be performed from the river?

A: The estimated construction cost of the actual main river bridge is \$135 million.

29) Will the demolition of the existing Scudder Falls Bridge be included in the OCIP?

A: Yes, the demolition of the existing main river bridge will be included in the OCIP; it is part of the Contract for Construction.

30) What is the anticipated payroll for the project?

A: The total contract cost estimate is \$325 million. Payroll is not broken out. Please see the Labor Quantification report from Hill International, contained in Attachment E.

31) Has a General Contractor been selected? If yes, can you provide the name of the General Contractor?

A: No. Receipt of bids is set for January 10, 2017, with the anticipated award of the single Prime Contract on January 30, 2017.

32) Is there estimate of the number of subcontractors to use?

A: No, there is not an estimate of the number of subcontractors. Proposers should utilize their own experience in OCIP administration to estimate the number of subcontractors for a project of this scope and magnitude.

33) Is a Drug and Alcohol Testing Program to be a part of the OCIP Administration?

A: No, drug and alcohol testing is not part of the OCIP Administration scope.

34) Will OCIP Risk Control be responsible for providing the Master Project Safety Plans to use?

A: See response to Question No. 11. See also, Attachment C, the Project Site and Safety Plan requirements.

35) Would office space be provided for risk control?

A: It is not currently contemplated that office space would be provided for risk control.

36) Is an Experience Modification Rating Limit being used for Contractors

A: No.

This Addendum, including pages 1 through 9, is hereby acknowledged, accepted and understood to be a part of this Request for Proposals for "INSURANCE BROKERAGE AND PROGRAM ADMINISTRATION SERVICES FOR AN OWNER-CONTROLLED INSURANCE PROGRAM (OCIP)."

SIGNED:		DATE:	
	CONSULTANT/RESPONDENT		