

DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION
ADMINISTRATION BUILDING
YARDLEY, PA 19067

ADDENDUM NO. 1

This **Addendum No. 1** gives additional information in connection with RFP **Contract No. C-751A** and is hereby made a part of the RFP. This Addendum is to be signed by the Consultant and this **Page AD1-1** is to be attached to the Proposal.

This Addendum including pages **AD1-1** through **AD1-3** is hereby accepted and agreed that it shall become part of the **RFP, Contract No. C-751A**.

DATE: _____

(CONSULTANT'S NAME)

(SIGNATURE)

ADDENDUM NO. 1

A. Modifications to Request for Proposal

1. RFP Page 15: SUBMISSION REQUIREMENTS

Revise the first paragraph to read as follows:

The Prime Consultant shall submit one (1) electronic copy of their Proposal including the Rate Schedule. The electronic copy is to be in PDF format, include 'bookmarks' for various sections, be searchable, and include the following:

2. RFP Page 18: SUBMISSION REQUIREMENTS

Revise Item #8, Paragraph e) to read as follows:

The Prime Consultant, and all sub-consultants, must submit documentation in the proposal of their "approved overhead rate" for both office and field rates with either NJDOT or PennDOT; however and in the event that they have "approved overhead rates" from both NJDOT and PennDOT, documentation for both sets of "approved overhead rates" must be submitted in the proposal. The lower of these rates shall remain in effect for the duration of this Agreement subject to the maximum allowable rates listed below. The maximum overhead for field work will be the approved *field* overhead rate or 110% whichever is lower. The maximum overhead for office work will be the approved *office* overhead rate or 150% whichever is lower. The maximum staff augmentation overhead for this Agreement will be 110%.

B. Response to Inquiries

1. **Inquiry:** In reviewing the RFP, we would like to confirm that the design type tasks listed under 3. Other Work (beginning on page 11) and 4. Staff Augmentation are intended to be included for this CI Task Order. I believe this may also affect the inclusion of Scope Item C. Technical Documents and Plan Preparation (starting on page 14).

Response: The Commission has potential need for these types of services through the CI task order contract and confirms the inclusion of the RFP tasks that are referenced in the inquiry.

2. **Inquiry:** The DRJTBC Contract No. C-751A Construction Inspection Services Task Order Agreement RFP states that Proposers shall submit six hard copies and one copy on a USB of the proposal to DRJTBC. Due to the current circumstances surrounding COVID-19, many offices are still closed and employees are working from home. As such, can you please confirm whether DRJTBC will accept electronic copies of the proposals sent via email in lieu of the hard copies?

Response: Proposals are to be submitted electronically. The Prime Consultant shall submit one (1) electronic copy of their Proposal including the Rate Schedule. The electronic copy is to be in PDF format, searchable and include 'bookmarks' for various sections. Due to email attachment size limitations, Proposals may be divided into parts and transmitted by way of multiple emails (no larger than 35MB) provided the emails and their corresponding attachments are labeled accordingly.

3. **Inquiry:** The solicitation does not have a state designation assigned to it but the submission requirement #8e (Rate Schedule- page 18) requires Prime and sub-consultants to submit NJDOT approved overhead rate documentation. Please confirm that PennDOT OH documentation is acceptable in lieu of NJDOT documentation.

Response: Refer to **Modifications to Request for Proposal - Item No. 2** as contained herewith.

4. **Inquiry:** Due to COVID-19, is the Commission still accepting hand deliveries or will you be accepting email submissions?

Response: See Inquiry Response No. 2.