

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

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ADDENDUM NO. 1

This **Addendum No. 1** gives additional information in connection with RFP **Contract No. C-759A** 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 **AD1-4** is hereby accepted and agreed that it shall become part of the **RFP, Contract No. C-759A**.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(CONSULTANT'S NAME)

\_\_\_\_\_  
(SIGNATURE)

**ADDENDUM NO. 1**

**A. Modifications to Request for Proposal**

**1. RFP Page 11: 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 11: SUBMISSION REQUIREMENTS**

Revise the third paragraph of Item #1 to read as follows:

Provide a list of PennDOT technical disciplines or NJDOT prequalification categories for which the Prime Consultant and subconsultants is/are prequalified and attach copies of documentation of the same to this Letter of Transmittal.

**3. RFP Page 13: SUBMISSION REQUIREMENTS**

Revise Item #6, 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%.

**4. RFP Page 16: ADMINISTRATIVE AND CONTRACTUAL INFORMATION**

Revise Item #12 to read as follows:

Proposals shall be submitted by **2:00 PM**, local time, on the date indicated in the **Proposal Schedule** and transmitted by email to the Senior Project Manager ([ctharney@drjtbc.org](mailto:ctharney@drjtbc.org)) with copy to the Chief Engineer ([rlittle@drjtbc.org](mailto:rlittle@drjtbc.org)). Due to email attachment size limitations, Proposals may be divided into parts and transmitted by way of multiple emails provided the emails and their corresponding attachments are labeled accordingly. The Commission does not accept emails larger than 35MB in size.

## B. Response to Inquiries

1. **Inquiry:** If [our firm] was providing cost estimating or scheduling services on a project pursuant to this task order agreement, would [our firm] be precluded from providing construction management, construction inspection, or similar services for that same project, either on a direct solicitation or through a task order contract for construction management services?

**Response:** The Commission has no such preclusion, however we generally preclude a firm from providing CM/CI services for a project where they also provided design services.

2. **Inquiry:** For the subject proposal, will electronic submissions suffice due to the current situation of the COVID-19 Pandemic?

**Response:** Proposals are to be submitted electronically only. For additional details, refer to the Modifications to the Request for Proposal appearing above (No's. 1 & 4).

3. **Inquiry:** RFP Page 11, item 1: Provide a list of consultants that are prequalified by NJDOT. Do subconsultants need to be prequalified by NJDOT or will being a certified DBE by NJDOT/PennDOT suffice, such as the listing of prequalified firms on the NJDOT website: [https://www.state.nj.us/transportation/business/procurement/ProfServ/prequal\\_consul\\_dicip.shtm](https://www.state.nj.us/transportation/business/procurement/ProfServ/prequal_consul_dicip.shtm)

**Response:** Being an IBE (MBE, WBE, SBE, DBE, DsBE, and VBE) by NJ or PA will suffice as long as their certifications are current. IBE's can be certified by other states well.

4. **Inquiry:** RFP Page 11, 2.e: Three (3) client references are required for each sub-consultant Project Manager. However, on RFP page 13, item b it also asks for 3 client references. Is it the Commission's intent to have Primes and Subs provide different references in these sections?

**Response:** The client references requested on page 11 are specific to the proposed PM, while those requested on page 13 are specific to the example projects furnished by the proposing firm. Different references are preferable but not mandatory.

5. **Inquiry:** RFP Page 11, item 2.g: Copies of current certifications of all IBE firms shall also be submitted. Is it the intent of the Commission's Compliance Program ("CCP") to only include firms that are Identified Business Enterprise (IBE) registered or do the subconsultant firms need to be registered as an IBE prior to proposal submission?

**Response:** Yes, copies of the current certifications of IBE subconsultants shall also be submitted with the proposal. The Commission does not certify IBE firms and does not accept self-certifications.

6. **Inquiry:** Will there be one firm or multiple firms selected?

**Response:** At the conclusion of the technical evaluations, multiple firms may be selected to participate in an oral presentation. However, once all evaluations are complete, the Commission will award the agreement to a single firm.

7. **Inquiry:** May a Prime firm also submit as a Subconsultant with another team?

**Response:** Yes

8. **Inquiry:** Can the Prime firm serve the IBE participation goal if meets the requirements?

**Response:** Yes

9. **Inquiry:** Are NJDOT approved overhead rates required or are alternate rates acceptable as long as does not exceed 2.75 based on 10% allowance an overhead rate of 150% for office and 110% for field?

**Response:** Either NJDOT or PennDOT approved rates are acceptable. For additional details, refer to the Modifications to the Request for Proposal appearing above (No. 3).

END