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

ADDENDUM NO. 1

This **Addendum No. 1** gives additional information in connection with **Contract No. C-827A** 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 Technical Proposal.

This Addendum including pages **AD1-1** through **AD1-3** is hereby accepted and agreed that it shall become part of the **RFP** for **Contract No. C-827A**.

DATE: _____ _____
(CONSULTANT'S NAME)

_____
(SIGNATURE)

ADDENDUM NO. 1

A. Response to Inquiries

1. **Inquiry**: IBE forms. The RFP asks for Compliance Plan I, Forms A and B. We looked under Doing Business on www.drjtbc.org and could not locate either form. Could you send them, or tell us the page where they are posted.

   Response: Below are links to the Contract Compliance homepage and the IBE Compliance Forms, which can be accessed, downloaded, or printed as needed.

   Contract Compliance Webpage: https://www.drjtbc.org/compliance-2/

   IBE Compliance Forms: (Professional Services Forms)

   A. Consultant Certification & Summary - https://www.drjtbc.org/wp-content/uploads/Prof-Svcs__IBE-Program__Form__A__07252019.pdf

   B. Letter of Intent (IBE Firms) - https://www.drjtbc.org/wp-content/uploads/Prof-Svcs__IBE-Program__Form__B__07252019.pdf

   C. Disclosure Lower-Tier Subconsultants - https://www.drjtbc.org/wp-content/uploads/Prof-Svcs__IBE-Program__Form__C__07252019.pdf

   D. IBE Compliance Plan Checklist - https://www.drjtbc.org/wp-content/uploads/Prof-Svcs__IBE-Program__Form__D__07252019.pdf

   E. Letter to Potential Subconsultants - https://www.drjtbc.org/wp-content/uploads/Prof-Svcs__IBE-Program__Form__E__07252019.pdf

   F. IBE Unavailability Certification (Good-Faith Effort) - https://www.drjtbc.org/wp-content/uploads/Prof-Svcs__IBE-Program__Form__F__07252019.pdf

2. **Inquiry**: Prequalification. Our firm is a New Jersey-certified MBE and SBE. We are already prequalified and registered with the New Jersey Division of Property Management and Construction (DPMC), and we are also approved by the New Jersey Department of Transportation (NJDOT, Cost Basis Approved). We do not hold a Pennsylvania prequalification. Please confirm that our New Jersey DPMC prequalification and NJDOT approval satisfy the RFP's prequalification requirement, or tell us what the Commission requires of a firm in our position.

   Response: As stated in the RFP, the Prime Consultant must provide documentation verifying that it is prequalified to do business with both the Commonwealth of Pennsylvania and the State of New Jersey as of the proposal submission date.

   However, the RFP specifically states that consultants are not required to hold PennDOT or NJDOT technical prequalification in the listed disciplines. Current technical-discipline prequalification certificates are requested only if available.

   Regarding IBE status, prequalification status as described in the question is verified and based on these certifications, the firm qualifies as an Identified Business Enterprise (IBE) for purposes of the Commission's Contract Compliance Program, subject to the applicable program requirements.

Your NJDOT approval may address the New Jersey portion of the business prequalification requirement. However, it does not, by itself, establish that your firm meets the separate requirement to be prequalified to do business with Pennsylvania. Please ensure that your proposal includes the appropriate documentation demonstrating compliance with both state requirements.

3. **Inquiry**: In reviewing the proposal requirements, it states that the Project Manager for both Civil/Structural & Buildings/Facilities are required to be an employee of the prime consultant. If the prime consultant can demonstrate an overall PM capable of managing the Civil task discipline and coordinating appropriate staff with subconsultant team, will the Commission allow the Facilities PM to be an employee of the subconsultant to provide the most experienced and quality teaming arrangement?

   Response: The Project Managers for both disciplines must meet the requirements outlined in the RFP.

4. **Inquiry**: In reviewing the proposal requirements, it does not state that the Resident Engineer Civil/Structural must be an employee of the prime, but the Resident Engineer for Buildings/Facilities is required to be an employee of the prime consultant. Will the Commission consider allowing the Resident Engineer for Building/Facilities to be an employee of the subconsultant to provide the most experienced and quality teaming arrangement?
5. **Response**: The Commission will allow Resident Engineers to be employees of a subconsultant.

B. Modifications to Request for Proposal

1. Page 6, Paragraph 1 of the Request for Proposals, delete the sentence "The lead RE must be an employee of the prime consultant."

END OF ADDENDUM NO. 1