

**DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION  
ADMINISTRATION BUILDING  
1199 WOODSIDE ROAD  
YARDLEY, PA 19067**

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ADDENDUM NO. 1

This **Addendum No. 1** gives additional information in connection with the Request for Proposal (RFP) for **Contract No. CM-590A, Capital Project 1043A, Northampton Street Toll-Supported Bridge Rehabilitation, Construction Management/Construction Inspection Services** and is hereby made a part of that RFP. This Addendum is to be signed and dated by the Consultant below and this **Page AD1-1** subsequently included within the Proposal.

This Addendum including pages **AD1-1** through **AD1-5** is hereby accepted and agreed that it shall become part of the **RFP for Contract No. CM-590A, Capital Project 1043A**.

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

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

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

**ADDENDUM NO. 1**

**A. Response to Inquiries**

Question #1 – Can the independent Safety Review Inspection be performed with the Prime Consultant’s in-house staff?

Answer #1 - It is acceptable to perform the independent safety review with qualified in-house staff. The team performing the review must be independent of the CM/CI staff and the independent reviews do not relieve the CM/CI team from their responsibility to monitor safety on a daily basis.

Question #2 - The RFP says the inspections have to be performed by a Certified Safety Professional. Is this a professional that they deem qualified based on skills, knowledge, experience and education or do they actually mean a Board Certified Safety Professional (CSP)? Please confirm which safety certification is required, as there are a number of options.

Answer #2 - We require a Board Certified Safety Professional (CSP).

Question #3 – Does the Technical Proposal require GSA 330 Forms? (i.e., Part I & II Forms, organization chart, 1-page resumes, 10 projects, and Sections G, H & I). It does not specify in the RFP, but the RFP does mention the 1-page resume requirement which is typical of 330 submissions. If so, please confirm that all of the forms included in the GSA 330, do not count against the 8-page technical proposal page count limit.

Answer #3 - SF 330’s are not a requirement of the RFP. However, Consultants are permitted to include an appendix section, similar to that provided through SF330, that could include specific, relevant information associated with proposed individuals and team members. The appendix can provide supporting documentation to the proposal, and not act to replace or minimize the required information in the Technical Proposal (8-page max).

Question #4 - Are we only to provide 1-page resumes for the “key staff” listed on page 21, #5 of the RFP, or can we include additional resumes for staff beyond what is stated in #5?

Answer #4 - The intent is to have the project staffed with the “key staff”. It is assumed that the “key staff” will be qualified to perform the services requested. Additional staff/resumes are permitted. However, individuals identified, and resumes

provided in the proposal shall only be those individuals that will be assigned to the project and will bring value to the project.

Question #5 - At the bottom of page 19 of the RFP it says, “Copies of all current licenses and certifications must be included in the proposal.” Please confirm that we are only required to include licenses and certifications for the “key staff?” This would include the: (1) PM, (1) RE, (2) Construction Inspectors with (1) of these Inspectors serving a dual role as (I/OE), (1) Paint Inspector, and (1) Scheduler.

Answer #5 - Staff that is proposed for the project must have the appropriate certifications as listed in the RFP.

Question #6 - Can we email the final Technical Proposal & Fee Proposal together in 1 email, but as separate files? Or would you prefer them to be submitted as 2 separate emails (1 email containing the Technical Proposal and 1 email containing the Fee Proposal?)

Answer #6 - Technical and fee proposals are to be transmitted as separate files but can be sent in one email.

Question #7 – For the Testing firm and Safety Firm subs will they also need to provide 3 similar projects and references?

Answer #7 - References and similar projects are required for subconsultants. We do not require the same for vendors.

Question #8 – Assuming all other criteria is met or exceeded, will a bachelor degree in a relevant field be acceptable for the position of Office Engineer?

Answer #8 - Yes.

Question #9 – Can we use 330 format for the org chart, matrix, and resumes?

Answer #9 - See Answer #3 above.

Question #10 – Do you want us to include 330 projects sheets as well (since we are required to submit a matrix?)

Answer #10 - See Answer #3 above.

Question #11 – Will a “Field Visit” Prior to Proposal submissions be allowed?

Answer #11 - A field visit is permitted. It is required that you notify Michael McCandless at [mmccandless@drjtbc.org](mailto:mmccandless@drjtbc.org) two business days prior to the visit with the names of the individuals that will be on site. Visitors must have appropriate PPE as well as company identification. Visitors must report the bridge officer upon arrival. The site visit will be restricted to public areas such as sidewalks and walkways.

Question #12 – Can the PDA items of work for Material Testing & Safety (if IBE firms are selected) be used towards the 25% IBE target?

Answer #12 - Yes.

Question #13 –If the answer to Question #12 is yes, can the requirement to use competitive bids to select the Material Testing firm be waived?

Answer #13 - No. The testing requirements are substantially defined by the construction items and the specification covering those work items. Quantities have not been prescribed at this time in order to allow for some flexibility within the PDA. It is therefore anticipated that the competitive bid process will include soliciting unit pricing from a few potential vendors in order to assure reasonably competitive pricing.

Question #14 – If an IBE target greater than 25% is achieved in the proposal will the higher IBE target become the new target for the contract?

Answer #14 - Yes. The Consultant’s proposal commitment will become part of the contract.

Question #15 – Should unforeseen circumstances occur that would prevent the IBE target from being met, can an IBE subconsultant be added during the project to achieve the required target?

Answer #15 - Yes. The Commission is committed to meeting the IBE targets and commitments, and will work with Consultants to achieve those target and commitments.

**B. RFP Modifications**

1. On Page 15 of the RFP: Under **Task B. Independent Safety Reviews**, add the following paragraph to the end of the section:

It is acceptable to perform the independent safety review with qualified in-house staff. The team performing the review must be independent of the CM/CI staff and the independent reviews do not relieve the CM/CI team from their responsibility to monitor safety on a daily basis.

2. On Page 15 of the RFP: Under **Task B. Independent Safety Reviews**, revise the first sentence of the second paragraph to read:

The Safety Subconsultant will provide an on-site bi-weekly OSHA/Safety Compliance Review performed by a Board Certified Safety Professional (CSP).

3. On Page 18 of the RFP: Under **Construction Inspectors**, revise the second sentence of the third paragraph to read:

In addition to the qualifications noted above for the Construction Inspector, the I/OE must possess a Bachelor's degree in a relevant field of study or an Associate's Degree in Civil Engineering Technology, and also have a minimum of three (3) years of practical experience providing CM/CI services.

END OF ADDENDUM NO. 1