

REQUEST FOR PROPOSALS
FOR
SURVEYING SERVICES

Issued by the
FORT MONMOUTH ECONOMIC REVITALIZATION AUTHORITY

Date Issued: March 15, 2024

Responses due by 12:00 P.M. on April 23, 2024

This ADDENDUM #1 is being issued to respond to Questions received via email.

- Question: If there are no Task Orders initiated in the initial 12-month term, will the term be extended?
- Answer: FMERA may extend, at FMERA's sole discretion, the term of the contract if there are no Task Orders in the initial 12-month term.
Per Section 1.0 of the RFP, the consultant will be engaged for an initial term of twelve (12) months, commencing with the date of appointment, which is expected to be on or about June 1, 2024, with the Authority having the ability to extend the term of the contract, at the Authority's sole discretion, for an additional four (4) twelve (12) month periods.
- Question: In Section 1.1, Additional Services, does the Authority anticipate services other than Professional Land Surveying?
- Answer: No, this RFP is for Surveying Services. The services as anticipated under this RFP are within the Scope of Services.
- Question: Does the Authority anticipate that construction related surveying layout will be required, thus the possibility of the Prevailing Wage requirement?
- Answer: No, FMERA does not anticipate any construction related surveying layouts. Construction related activities would be subject to a separate RFP.
- Question: Will Prevailing Wages be required for field personnel engaged in routine field surveying and mapping tasks along with ALTA surveys?
- Answer: Please refer to Section 16.5: Prevailing Wage Requirement.
"As required by the New Jersey State Building Service Contracts Act (N.J.S.A. 34:11-56.58 et seq.), each worker employed to provide services under this contract shall be paid not less than the prevailing wage rate for that particular trade, skill level and locality of the work being performed as determined by the Commissioner of the New Jersey Department of Labor and Workforce Development pursuant to the New Jersey Prevailing Wage Act (N.J.S.A. 34:11-56.25 et seq.)."
- Question: Does the Authority anticipate that this work will also include the preparation of subdivision mapping.
- Answer: Please see Section II of the Scope of Work.
- Question: Will these on call task orders necessitate NJ Prevailing wages as stipulated in the RFP per item 16.5?
- Answer: Yes. Please refer to Section 16.5: Prevailing Wage Requirement
- Question: Will we be required to supplied covid 19 vaccination certifications as per item 16.8?
- Answer: Certification for EO 271 – COVID 19 Vaccine: This form is no longer required.
- Question: Our firm has existing approved qualifications on file with New Jersey Economic Development Authority (NJEDA) for the following designation(s): Boundary/Topographic Survey Services, Civil Engineering and Geotech Services, Construction Inspection Services, Environmental Engineering & Site Investigation Services, Asbestos Inventory, and Abatement/ASCM Services valid through January 17, 2025. For this submission, should the Professional Services Qualification Statement (PSQS) reflect all of our capabilities for the firm or strictly limited to surveying services?
- Answer: Yes. Per Section 13.0: In addition to submitting a Technical Proposal and completed and signed Fee Schedule Forms, to be considered for award of this contract, a Firm must submit a **completed Professional Services Qualification Statement** using the form attached to this RFP as ATTACHMENT #6 and providing the requested supporting data.

Question: In Attachment #2 – Standard Terms and Conditions, would FMERA allow the following revision to the language? (Page 23 of the RFP)

G. Indemnity/Liability to Third Parties:

1. The Consultant shall assume all risk of and responsibility for, and agrees to indemnify, defend and save harmless the Authority, its officers, employees and attorneys from and against any and all claims, demands, suits, actions, recoveries, judgments, liabilities and costs and expenses which may arise out of the breach of any term of the Contract or the default thereunder by the Consultant, its employees, servants or agents and on account of **negligence on the part of the Consultant resulting in** the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the services supplied under this Contract.

Answer: FMERA will not agree to amend the Standard Terms and Conditions as requested.

Question: Are the Prevailing Wage Rates applicable to this professional services contract?

Answer: Yes. See Section 16.5: Prevailing Wage Requirement

Question: In the PSQS, by Parts 9 & 12 we are checking off the staff and specialties /disciplines that we have and offer. Should we only be including the ones under surveying, as that is what the RFP is specified for, or should we check off the engineering specialties that our company offers as well?

Answer: Yes. Per Section 13.0: In addition to submitting a Technical Proposal and completed and signed Fee Schedule Forms, to be considered for award of this contract, a Firm must submit a **completed Professional Services Qualification Statement** using the form attached to this RFP as ATTACHMENT #6 and providing the requested supporting data.

Question: Does submitting one copy of the signed and completed Fee proposal in a separate sealed envelope meet the RFP requirements?

Answer: The original and copies of the Fee Proposal are to be submitted in a separate sealed envelope.

Question: Does submitting one copy of the PSQS in a separate sealed envelope meet the RFP requirements?

Answer: Per Section 5.0: **Three (3) copies** of the Proposal (one (1) unbound, original; one (1) bound copies; one (1) copy in PDF format on a CD or USB drive) must be submitted marked "Surveying Services"
Per Section 9.0: The Proposal to be submitted consists of a completed Professional Services Qualification Statement, a Technical Proposal, and a Fee Proposal.

Question: How many copies of the PSQS is needed?

Answer: Per Section 5.0: **Three (3) copies** of the Proposal (one (1) unbound, original; one (1) bound copies; one (1) copy in PDF format on a CD or USB drive) must be submitted marked "Surveying Services".
Per Section 9.0: The Proposal to be submitted consists of a completed Professional Services Qualification Statement, a Technical Proposal, and a Fee Proposal.

Question: Does the PSQS need to be submitted separately from the Technical proposal?

Answer: Per Section 5.0: **Three (3) copies** of the Proposal (one (1) unbound, original; one (1) bound copies; one (1) copy in PDF format on a CD or USB drive) must be submitted marked "Surveying Services"
Per Section 9.0: The Proposal to be submitted consists of a completed Professional Services Qualification Statement, a Technical Proposal, and a Fee Proposal.

Question: Are copies of both the Technical proposal and the PSQS to be on the USB drive?

Answer: Per Section 5.0: **Three (3) copies** of the Proposal (one (1) unbound, original; one (1) bound copies; one (1) copy in PDF format on a CD or USB drive) must be submitted marked "Surveying Services"
Per Section 9.0: The Proposal to be submitted consists of a completed Professional Services Qualification Statement, a Technical Proposal, and a Fee Proposal.

Question: What should be on the USB drive?

Answer: Per Section 5.0: **Three (3) copies** of the Proposal (one (1) unbound, original; one (1) bound copies; one (1) copy in PDF format on a CD or USB drive) must be submitted marked "Surveying Services"
Per Section 9.0: The Proposal to be submitted consists of a completed Professional Services Qualification Statement, a Technical Proposal, and a Fee Proposal.

Question: Along with the ALTA requests are you supplying title binders and a filled out Table A checklist?

Answer: Details regarding specific tasks will be supplied under each Task Order Request form (TOR) as required. However, surveying services must comply with the MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS (Effective February 23, 2021).

Question: What specific properties need to be surveyed?

Answer: FMERA will issue a Task Order Request (TOR) as set forth in the scope of services for surveying tasks as needed. Per the Scope of Services: The Surveyor shall provide Surveying Services to facilitate transfer of the former Fort Monmouth property from the Authority to interested purchasers. The Fort Monmouth property is currently owned by the Authority with exception of some Environmental Carve-outs, and spans two distinct areas, the Charles Wood Area (CWA) and the Main Post (MP) that fall within the boundaries of Tinton Falls, Eatontown, and Oceanport Boroughs. The Authority will select one Firm to provide these services.

Question: What exactly constitutes key personnel

Answer: Identify the Key Team Members, as defined in Section 11.5, which are primarily responsible for carrying the task provided in the Scope of Services.

In addition to above Q&A, we are hereby amending Section 11.5 of the RFP, the following sentence and requirement is deleted: "The responding Firm must list each key team member and the percentage of time each key team member will spend on this engagement, based upon a forty (40) hour work week."