

January 10, 2012
ADDENDUM
TO
REQUEST FOR QUALIFICATIONS/PROPOSALS
FOR
SURVEYING SERVICES

Issued by the
FORT MONMOUTH ECONOMIC REVITALIZATION AUTHORITY

Please take notice: Sealed Proposals are due 12:00 Noon on Friday, January 13, 2012 at the offices of the Fort Monmouth Economic Revitalization Authority at 2-12 Corbett Way, Eatontown, NJ 07724

This Addendum includes RFP modifications, the list of attendees at the mandatory January 4, 2012 Pre-proposal Conference and responses to questions submitted via e-mail and presented orally at the Pre-proposal Conference. All attendees of the Pre-proposal Conference will be notified by e-mail of the availability of this Addendum. The Addendum will be made available via email to the attendees of the Pre-proposal Conference and at the Authority's website: www.fortmonmouthredevelopment.com .

The Authority will accept questions related to this Addendum via e-mail only until 5:00 P.M. EST on January 11, 2011. Questions should be directed via e-mail to: rharrison@njeda.com

A. MODIFICATIONS ISSUED BY THE AUTHORITY

1. Refer to Page 2 Section 1.0 second paragraph, third line - change to include E, should read "C, C1, E and F; ..."
2. Refer to Page 18 Section II. a. fourth line - change to include E, should read "Howard Commons; Parcels C, C1, E and F; ..."
3. Refer to Page 7 Section 10.1.C – second line delete "in a manner that demonstrates its capability to operate a golf course, and"

4. Refer to Page 18 Section II a., first paragraph, last sentence change "2005" to "2011"
5. Refer to Page 6 Section 9 - last line change 9.0 to 10.0
6. Refer to Page 49 Fee Schedule table - first row, last column delete "Per Meeting"

**Questions and Answers presented at the Mandatory Pre-proposal Conference
Held on January 4, 2012 or in writing via e-mail**

1. **Question:** The RFP says the surveys must conform to the 2005 ALTA/ACSM Land Title Survey requirements. The 2011 standards took effect on 2/23/11.
Answer: Please use the most recent 2011 standard
2. **Question:** Will any items from the ALTA/ACSM Table "A" Optional Survey Responsibilities and Specifications be required? (Table "A" Attached)
Answer: No, with the exception of #12 of Table A which allows FMERA to make specific requirements that can be negotiated between client and surveyor.
3. **Question:** Do the two surveys provided by the Dept. of the Army, completely cover the project limits?
Answer: Yes
4. **Question:** Item 10.1.C requires a statement about the firm's capability of operating a golf course. Is this a typo?
Answer: Yes
5. **Question:** Under Attachment #2- "Standard Terms and Conditions", would the FMERA consider the following modifications noted in red below?
Answer: No

III.G.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 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 negligent performance of services supplied under this Contract. VI.D. Upon termination of the contract award, the Authority may acquire the services which are the subject of the Contract from another source and may charge the

Consultant whose contract award has been terminated the reasonable difference in price, and the said Consultant shall be liable for same.

6. **Question:** Is topographic and utility surveying intended to be included with the Metes and Bounds Outbound survey of each of the four parcels, or is it considered an additional service?

Answer: No for Tasks A-D, may be an additional task.

7. **Question:** What items in Table A of the ALTA/ACSM requirements are required?

Answer: See Question 2 above & 16 below.

8. **Question:** Is subsurface utility investigation part of scope of services? If so, what level (A-D)?

Answer: See Question 2 above & 16 below.

9. **Question:** On page 6, Section 9.0 states to include supporting documentation in Section 9.0 below. Should this be Section 10 below?

Answer: Yes

10. **Question:** On page 7, Section 10.1.C; is it correct to delete reference to running a golf course?

Answer: See Question 4 above.

11. **Question:** Will the surveyor be required to find and locate easements and elevations on the outbound metes?

Answer: Only easements. Elevations are not required at this time, unless the additional task for topographic work is awarded.

12. **Question:** What is GIS V10CD?

Answer: ESRI – Engineering Software package.

13. **Question:** Is FMERA preparing a title search?

Answer: Title and deed information will be made available.

14. **Question:** Is the title the original source from the Army?

Answer: Yes

15. **Question:** Is the project prevailing wage?

Answer: Yes, FMERA's prevailing wage provision applies to the surveying service sought by this RFP.

16. **Question:** Please add to addendum what surveyor services will be needed on lease vs. sale properties.

Answer: All the minimum standards listed within the latest edition of ALTA/ACSM identify the level of detail required. The only level of detail we don't need to show are the buildings. The only buildings that need to be shown are the ones influencing property line determinations as allowed pursuant to N.J.A.C 13:40-5.1 (2011) and the Clinic Building on Parcel (16 AC).

17. **Question:** Are the professional services qualifications only limited to surveying?
Answer: No, PSQS will be retained for future opportunities.
18. **Question:** Will Authority provide a copy of the "Professional Services Qualification Statement" form in Microsoft Word format?
Answer: The PSQS has been posted to the FMERA website in Word format.
19. **Question:** Is Parcel E included in the surveying services?
Answer: Yes, see Modifications A.1 and A.2 above.
20. **Question:** Are the Main Post parcels part of the tax lot and are they being taken out?
Answer: As Federal property, there are no tax lots assigned to it.
21. **Question:** Regarding Parcel B, is the line acreage dependent or will the surveyor create?
Answer: Line will be acreage dependent but negotiable between the selected bidder and FMERA.
22. **Question:** Is FMERA the authority or will there be any local authorities involved?
Answer: FMERA is the only authority involved.
23. **Question:** Do you want a personnel/hourly breakdown per task of the lump sum cost in the Initial Phase cost proposal?
Answer: Yes
24. **Question:** Will the survey need to label holes, tees, etc. on the Suneagles Golf Course?
Answer: No
25. **Question:** What horizontal and vertical datums are to be established? Is there existing site datum?
Answer: Horizontal – NJ State Plane. Vertical NGVD 1929 or NAVD 1988 at future date, if additional tasks for topographic work is awarded. FMERA is not aware of which existing site datums are available.
26. **Question:** What ALTA/ACSM standards are to be used? The RFP states 2005 standards, but the latest are 2011.
Answer: See Modification A.4 above.
27. **Question:** In Section II a. Topographic and utility Survey is mentioned as part of the Initial Project. Section II b. states the individual Site Topography/Utility Plans if additional tasks are requested. Are Topographic and Utility Surveys required for the Initial Projects? If so what are the level of detail requirements?
Answer: Not Required, as part of initial project, only additional tasks if awarded.

28. **Question:** Are local government subdivisions required?
Answer: No
29. **Question:** Is the Railroad active?
Answer: Yes
30. **Question:** Is there a tax map for the marina and does it show any repairing rights/grants?
Answer: There are no tax maps. Riparian rights are by NJDEP License
31. **Question:** To what extent do you need regarding planimetric detail?
Answer: Minimum ALTA/ACSM will govern except for all buildings to be shown. See Question 16 above.
32. **Question:** Should the surveyor include all above ground materials, i.e., manholes?
Answer: All material items required per the minimum ALTA/ACSM standards shall be shown. The additional items listed in Table A are not required at this time (i.e. manholes).
33. **Question:** Do we have to show Howard Commons?
Answer: No, just the perimeter outbound.
34. **Question:** Will the surveyor require any Government clearance for access?
Answer: No
35. **Question:** Who would pay the CSX costs regarding the railroad?
Answer: CSX does require a right of entry (temporary) access agreement on surveys. All permit and access agreements should be at the sole responsibility of the winning contractor and all fees associated with it. All applicable forms, instructions, and associated costs can be found on the CSX website. The specific application is called the CSX right of entry application/agreement. The web site is CSX.com under information packet.
36. **Question:** Is there any hazardous waste that the surveyor would need to be made aware of?
Answer: No
37. **Question:** Should the proposal include additional tasks?
Answer: The fee schedule for additional tasks should be included.
38. **Question:** Should the proposal include only hourly rates and reimbursable expenses?
Answer: Fee schedule for additional tasks requires hourly rates & expenses and will be done on a time & materials basis.
39. **Question:** What is the deadline for completion dates?
Answer: To be negotiated.
40. **Question:** What is the invoicing policy?
Answer: Monthly with the subcontractor work broken out.

41. **Question:** Will the property corner/markers need to be replaced?
Answer: Yes, if damaged or broken.
42. **Question:** Several types for corner markers are mentioned in Section II a. What types of markers are required?
Answer: Concrete monuments are corners. Iron pins elsewhere.
43. **Question:** Will the surveyor have to provide offsets to corners that cannot be physically installed?
Answer: Yes
44. **Question:** Are elevations required on all found and set outbound corners?
Answer: Not at this time. Additional task may be awarded per additional task fee schedule.
45. **Question:** The ALTS/ACSM 2011 standards indicated that all buildings should be located showing right angle ties to the nearest property line (Section 5 D. Buildings). We understand from the questions and responses that at the pre-bid meeting that interior buildings do not need to be located for the initial projects. Therefore, a waiver of the ALTA/ACSM standards for the initial conveyance portion of the project will be granted.
Answer: See Question 2 and 16 above.
46. **Question:** Can a sub-consultant be on multiple teams?
Answer: Yes
47. **Question:** Can a consultant submitting a response also be a sub-consultant on another team's response?
Answer: Yes
48. **Question:** Please provide clarification to the requirements in which the surveys will be performed. In the RFQ and addressed in the pre-proposal conference, the survey is to be performed following the 2011 ALTA/ACSM standards. These standards require the location of buildings, streets, evidence of physical access, etc. In the pre-proposal conference it was indicated the location of physical features will not be included with the initial survey.
Answer: 2011 ALTA/ACSM minimum standards apply except all buildings explained in Question 16.
49. **Question:** It is my understanding that this project is being funded in whole or in part with Federal dollars. As such, can you tell us what the mandatory DBE Disadvantaged Business Enterprise goal has been set as?
Answer: No, the Authority encourages each firm responding to this RFP that to the extent that there are opportunities for such firm to subcontract services under this procurement, the firm will make good faith efforts to subcontract work to qualified small businesses in accordance with the Set Aside Contracting and Subcontracting Program, N.J.A.C. 17:13-4 et seq.,

Executive Order No. 71 (McGreevey 2003), and Executive Order 151 (Corzine 2009).

50. **Question:** The Davis-Bacon Act requires prevailing wage rates for the construction, alteration and/or repair of public buildings and public works. Since this RFQ/P does not contain that type of work in the Scope-of-Work, are prevailing wages required for this contract?

Answer: See Question 15 above.

51. **Question:** If prevailing wages are required for this contract, which prevailing wage rates apply? Federal or State of New Jersey?

Answer: See Question 15 above.

52. **Question:** Can you identify the level of detail, physical features, improvements, etc., that will be required for the survey of the "lease area" - Paterson Army Health Clinic parcel?

Answer: See Question 16 above.

53. **Question:** Can you identify the level of detail, physical features, improvements, etc., that will be required for the survey of the remaining three areas of survey - Charles Wood Area (Golf Course, Howard Commons, and areas C, C1, E & F), Main Post Marina Parcel, and Parcel "B"?

Answer: All the minimum standards listed within the latest edition of ALTA/ACSM identify the level of detail required. The only level of detail we don't need to show are the buildings. The only buildings that need to be shown are the ones influencing property line determinations as allowed pursuant to N.J.A.C. 13:40-5.1 (2011) and the Clinic Parcel (16 AC)

54. **Question:** Will the Army provide access to their survey records for Fort Monmouth? If access is provided, where are these records kept?

Answer: Yes, FMERA either has the information or has access to it.

55. **Question:** Does the Army or FMERA have construction and/or site plans for the various sites to be surveyed?

Answer: No it is not known what will actually be left, demolished or constructed on these sites.

56. **Question:** Does the Army or FMERA have a listing of easements through the Property-in-Question (PQ)?

Answer: Yes, it will be provided to the winning bidder.

57. **Question:** Does the Army or FMERA have any topographic information for the PQ?

Answer: Not at this time.

58. **Question:** If a title search is performed for the conveyance of the PQ, in fee, lease or easement; will FMERA provide this information to the surveyor?

Answer: Yes

59. **Question:** Are there any surveying standards required by NJEDA for this project?

Answer: No

60. **Question:** Will an escort be required for access to the PQ?

Answer: Arrangements for access will be made and any escorts, if required, will be provided by FMERA. It is anticipated that the surveyor personnel working onsite will be able to work unescorted but an escort may be required to gain entrance or exit to the Fort Property (open and lock the gates/building access).

61. **Question:** What security measures, clearances, background checks, etc., will be required for access to the PQ?

Answer: None, although workers would be expected to have in their possession a government issued photo ID (Driver's license, etc.)

62. **Question:** Who will provide access to the secured, fenced and locked, areas of the PQ?

Answer: FMERA

63. **Question:** Are there any access or work hour restrictions for work on or around the PQ?

Answer: Although special arrangements could be made, it is expected that access will be limited to the hours of 8:00a.m. to 5:00p.m.

64. **Question:** Are there any restricted access, secure, hazardous or exclusion areas within or along the perimeter of the areas to be surveyed?

Answer: None

65. **Question:** Are there any hazardous waste remediation activities within or along the perimeter of the areas to be surveyed?

Answer: There is one active identified remediation area (pump and treat) well within the perimeter that should not pose a problem for the outbound survey tasks A-D.

66. **Question:** Will the location of wetlands be required on the Survey Map and if they are required, will it be from existing sources such as the NJDEP I Maps?

Answer: No, only the following per minimum standards: the location of springs, together with the location of ponds, lakes, streams and rivers bordering on or running through the surveyed property, observed during the process of conducting the survey.

67. **Question:** The preparation of an ALTA/ACSM Land Title Survey requires that the owner supply the most recent Title Report before the Survey can be completed. If a Title Report is not being supplied, we can perform the Survey in accordance with the ALTA/ACSM accuracy standards but would

not be entitled an "ALTA/ACSM Survey" but a "Survey of Property". Will this be acceptable?

Answer: We will provide any title/deed/easement information available from the Army.

68. **Question:** Are the forms, contained in Attachment 3, and the financial statement information, Compilations, required in triplicate

Answer: No

69. **Question:** Can the financial statement information be sent in a sealed envelope, separate from the other forms?

Answer: Yes

70. **Question:** I have received an email from the ACEC of New Jersey, whereby ACEC has asked that FMERA rescind the RFP. Are there any implications at this time to the RFP,

Answer: No, we are in compliance with state and federal law.

71. **Question:** The scope of services, section IIa. (page 18) states "...and coordination with the Authority's title company..." Can you please clarify whether you have retained a title company

Answer: See Question 13 above.

72. **Question:** With regards to a rumor floating around about the possible postponement of the RFP deadline due to a protest from ACECNJ. Please confirm the deadline will remain January 11, 2012

Answer: The deadline has been changed to January 13, 2012.

73. **Question:** At the pre-proposal conference it was stated that a title report would not be provided by the Authority. Item 4 of the 2011 ALTA requirements state that the client is required to provide a copy of the most recent title commitment and the current record description of the property to be surveyed, along with copies of all the record easements or servitudes and covenants burdening the property. Please further clarify how the Authority is handling this requirement.

Answer: See Question 13 above.

74. **Question:** It was also mentioned at the conference that structures to be located should only be shown for the lease parcel and not the others. ALTA requires showing the location of all onsite buildings. Please clarify what the Authority requires in terms of locating site improvements and to what level of detail, in addition to identifying which are lease parcels and what the required level of detail is necessary for each parcel.

Answer: See Questions 2 & 16 above.

75. **Question:** Section 8.0 of the RFP states that payment for all services to be provided is subject to availability and receipt of funds from the United States Department of Defense (DOD). I believe it was also stated at the conference

that the DOD is responsible for 90% of the funds and the State is responsible for 10% of the funds. Please clarify/confirm that the winning bidder will not be asked to perform services until funded has been put in place by both agencies.

Answer: No, contract can be signed without a commitment of Funds by DOD office of Economic Adjustment. The 10% State funding is in place.

Email list of January 4, 2012 Pre-proposal Conference Attendees

| | |
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