

# Memorandum

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**To:** All Firms in Possession of the ACIA RFP for Cost Estimating and Value  
Engineering/Constructability Review of Services

**Project:** Expansion of the Atlantic County Institute of Technology Campus

**From:** Jerome P. Cormier, Director of Projects

**Date:** 10/22/2008

**Subject:** Summary plus Statement Relative to Question Received by 10/14/08 and Deadlines for RFP  
Responses

**Re:** Summary of Pre Proposal Meeting; 10/9/08 at Offices of the ACIA with Attendance Sheet  
Attached

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The ACIA hereby transmits the summary of the above mentioned pre-proposal meeting. In addition, all RFP holders should be advised that the ACIA hereby suspends the RFP process and schedule pending the result of an on-going discussions with the ACIT and its design firm, The Design Collaborative.

Answers to the questions received on or before 10/14/08 from potential respondents will be addressed by a subsequent addendum. That addendum shall also amend the deadline date for RFP submissions.

Summary of Pre-Proposal Conference  
ACIA RFP – Cost Estimating, Value Engineering/Constructability Review Services

Project: Expansion of Atlantic County Institute of Technology Campus

(This is a summary of the conference and is not intended to be a verbatim account of the meeting.)

Attendee sign – in sheet is attached hereto. (conference held on 10/9/08 at 2:00 pm in ACIA OFFICE, 1<sup>st</sup> Floor)

Potential respondents are to use the contact information in the RFP with Mr. John C. Lamey, Jr., Executive Director of the ACIA as the point of contact.

In attendance for the ACIA were Mr. Jerry Cormier (Director of Projects) and Ms. Chrisy Torti (Administrative Assistant).

An overview of the rationale for the expansion of the Atlantic County of Technology (ACIT) into a full – time high school was given by the ACIA personnel.

The design professional for the expansion is The Design Collaborative of Cape May Court House (TDC). TDC is contracted with ACIT and is presently at about 10% to 15% of Design Development.

The ACIA is presently a project management consultant to the ACIT and may assume the role of construction manager in the near future. Since the ACIA staff is small, some C. M. related services will be retained by the ACIA through the RFP process (thus the present document has been advertised).

Page 3 of 11 in the RFP presents a project description of the expansion and rehabilitation project as the ACIT campus evolves into a full – time high school (i.e. three separate buildings and in – fill new construction become one plant). The description is edited from TDC materials and coordinates with the four TDC drawings which are Appendix #6 to the RFP.

Appendix #7 is the TDC budget that was part of the NJDOE submission which achieved a State share in the project funding. A funding commitment by the Atlantic County Board of Freeholders has made the expansion possible at this time.

The target date for response submissions is 10/21/08. (Paragraph 3.2 of RFP should read 10/21/08!) The ACIA staff hopes to present a recommendation for consulting contract award to the ACIA Board of Commissioners on 11/5/08. Short listing and interviews will take place if they are deemed necessary by the ACIT and the ACIA.

(POST SCRIPT = THE TARGET DATE OF 10/21/08 MAY BE REVISED BY ADDENDUM)  
Changes to page 5 are as follows:

- A) Cost estimate frequency =
  - 50% Design Development Documents
  - 100% Design Documents
  - 70% Construction Documents
  - 100% Construction Documents

(POST SCRIPT = THIS FREQUENCY MAY BE REVISED BY ADDENDUM)

- B) Proposals to be received by 4:00pm (not 2:00pm) on Tuesday, 10/21/08 (not 10/27/08 date of paragraph 3.2)
- C) Requests for clarifications are to be at the ACIA by Tuesday, 10/14/08.

Potential respondents should pay particular attention to the insurance requirements of Page 8 (subparagraphs 5.8.6) and the “additional insureds” language of that page.

Page 9 (Paragraph 5.10) delineates the indemnification requirements of any consultant – ACIA contract.

Section 7 – FEE – Any respondents fee proposal must include, at minimum, the information requested in this section.

(NOTE – this project will have the services of a Commissioning Agent/Authority and will probably involve multiple prime contractors rather than a single (g.c.) prime and subcontractors).

The project will be governed by a Project Labor Agreement.

A review of the seven appendices was given by the ACIA staff. Appendices 1 through 5 must be adhered to strictly to any responding firm.

Construction target dates = substantial completion – early summer, 2011

#### QUESTIONS AND ANSWERS

- Q. Kim Toscano (Toscano, Clements, & Taylor) – Are the renovations deemed to be moderate or gut?
- A. The complexity of additions and alterations with the school in session would not bring a “moderate” description.
  
- Q. Toscano – Was TDC’s budget done by a subconsultant or “in house”?
- A. ACIA believes that it was an “in house” product.
  
- Q. Toscano – What if the cost estimates conflict with TDC’s budget numbers?
- A. ACIA’s consultant will have to work with ACIA, ACIT, and TDC to evaluate any differences so that actions will be taken to maintain the budget since the funding has no opportunity to be increased.
  
- Q. Toscano – Can a respondent qualify their fee quote as to value engineering if the consultant must work with TDC to alter the project design scope?
- A. Any qualifying statements as to fee must be included with the respondent’s submission.
  
- Q. Lori Cronin (Cronin Development – not on sign in sheet) – Can we call for clarifications during the proposal submission period?
- A. Questions will be entertained until “end of business”, 10/14/08
  
- Q. Charles Caramanna (Greyhawk) – When is start of construction envisioned?
- A. Fall of 2009

Q. Caramanna – will project receive local code review or N.J.D.C.A.?

A. Local code review – Township of Hamilton – is expected.

Q. Caramanna – Will the ACIA act as the construction manager for the project?

A. Yes. The ACIA will issue RFP's for subconsultant services relative to CM functions which it can not provide with its present staff.

Q. Yvette Strehle (Promatech) – Will the ACIA outsource the CPM scheduling?

A. That is an open issue at this time. At first the ACIA envisioned doing so. This is now being re-evaluated.

Q. Toscano – Do you expect any early bid packages going out? Who are the leads at TDC?

A. Latest word from TDC is no as to early packages. TDC principal is Louis Delosso, Drew Dingler is the project architect.

Q. Toscano – What is expected from the constructability reviews?

A. The ACIA and ACIA expect the reviews to establish a degree of assurance that the expansion will be executed on time and within budget.

Q. Toscano – Would the ACIA consider waiving the Professional Liability Insurance requirement?

A. No.

Q. Steve DiBartolo (Hill International) – What is the frequency of cost estimates (noting a changed referenced earlier)?

A. 50% D.D., 100% D.D., 70% C.D., 100% C.D. (Post Script – this frequency may change via an addendum.)

Q. Frank Francisco (Becker and Frondorf) – Who is responsible for field change orders which may come out of constructability reviews?

A. Services provided by this RFP proceed to the point of 100% Construction Documents.

Q. Caramanna – Are you looking for a lump sum number from the respondents?

A. Yes, as per Section 7 of the RFP (with reimburseables).

END OF SUMMARY