

**Addendum 1**  
**December 21, 2022**  
**South Jersey Transportation Authority**  
**Request for Bids**

**ATLANTIC CITY EXPRESSWAY**  
**2022 SIGN SHOP REHABILITATION PROJECT**

**NOTICE**

This Addendum is considered part of this Request for Bids and must be acknowledged with your Bid Submission.

---

The following pages contain:

- A. Meeting minutes from the non-mandatory virtual pre-bid conference held on Tuesday, December 20, 2022, at 1:00 p.m.
- 

A. **PRE-BID MEETING MINUTES**

The following individuals attended:

<b>Name</b>	<b>Representing</b>	<b>Phone</b>	<b>E-Mail</b>
Doris McClinton	SJTA - Affirmative Action	609-344-4149 Ext 428	<a href="mailto:dmcclinton@sjta.com">dmcclinton@sjta.com</a>
Ruth Ann Joyce	SJTA - Engineering	609-576-1373	<a href="mailto:rjoyce@sjta.com">rjoyce@sjta.com</a>
Darleen Adamo	SJTA - Purchasing	609-965-6060	<a href="mailto:bids@sjta.com">bids@sjta.com</a>
Shawn Carpenter	SJTA Engineering	609-561-6443	<a href="mailto:scarpenter@sjta.com">scarpenter@sjta.com</a>
Frank Seney	Remington & Vernick	609-645-7110	<a href="mailto:frank.seney@rve.com">frank.seney@rve.com</a>
Josh Levy	Levy Construction	856-547-0707	
Troy Naticchione	R. Maxwell Construction	609-646-6699	
Austin Reich	IEW Construction	609-647-4671	
Jake Sullivan	Hall Construction	732-938-4255	
Jason Zelinka	Shore Building Contractors	609-569-2932	

**I. Opening Remarks/Introduction**

Shawn Carpenter of the South Jersey Transportation Authority opened the non mandatory meeting. He explained the meeting process and generally reviewed the agenda for today’s pre-bid meeting.

**II. Affirmative Action:** Doris McClinton discussed the following:

- Substitution Policy, *ITB-9*. Review and become familiar.
- Mandatory Equal Employment Opportunity “Exhibit B” Language (to be completed on Bid Express). This must be submitted with bid.
- Affirmative Action Evidence for Procurement Form to completed on Bid Express.

AA201 forms must be submitted, prior to the start of work, to SJTA’s Affirmative Action Officer:

Doris McClinton, A.A. Officer  
South Jersey Transportation Authority  
19 South New York Avenue  
Atlantic City, NJ 08401  
Phone: (609) 344 – 4149 ext. 428  
Fax: (609) 344-7409  
Email: [dmccclinton@sjta.com](mailto:dmccclinton@sjta.com)

**III Scope of Work**

Frank Seney of Remington & Vernick Engineers indicated **A ONE-TIME, NON-MANDATORY SITE VISIT** has been established for this project as follows, and **prospective bidders are strongly encouraged to attend.**

**Date: Wednesday, December 21, 2022**  
**Time: 2:00 P.M.**

**SOUTH JERSEY TRANSPORTATION AUTHORITY  
ENGINEERING BUILDING  
100 TROOPER LANE & ROUTE 54  
HAMMONTON, NJ 08037  
(sign shop in rear)**

Frank Seney indicated the scope of work consists of furnishing all labor, equipment, and materials and performing all work required to rehabilitate the Sign Shop Building located at Central Maintenance Yard, Milepost 28 along the Atlantic City Expressway in Hammonton Town, New Jersey. The rehabilitation to the building is detailed within the project manual and contract plans.

**IV Notice to Bidders**

Frank Seney discussed the following:

1. A mandatory Bid Security is required to accompany all bid submissions at 10% of the Total Bid Price but not to exceed \$20,000.00.

2. A Consent of Surety is mandatory from all bidders and is to be completed on Bid Express. All bidders must file one.
3. Bids will only be received via electronic format through BidExpress.com. Electronic bids are due **Tuesday, January 24, 2022 @ 1:00 PM**, and will be read aloud by the Purchasing Department at the **SJTA Administration Building located at Farley Service Plaza**. Bidders and the public may witness the reading of the bids via GoToMeeting at the time and date indicated. GoToMeeting; <https://global.gotomeeting.com/join/735066341>

**Bidders can also dial in using your phone @ [+1 \(646\) 749-3122](tel:+16467493122) Access Code: 735-066-341**

Bidders may also attend the bud opening in person at the address below:

**SOUTH JERSEY TRANSPORTATION AUTHORITY ADMINISTRATION  
BUILDING  
FARLEY SERVICE PLAZA  
ATLANTIC CITY EXPRESSWAY M.P. 21.3  
EL WOOD, NEW JERSEY 08217  
(609) 965-6060**

4. Subcontractor Declaration Form, *to be completed on Bid Express. Declaration of Subcontractors for the protected trade categories of Structural Steel as required by the State of New Jersey.*

In addition to the bidder prequalification, any subcontractor performing work on the project shall be pre-qualified, as applicable, under the following NJDPMC Trade Code(s) at the time of submission:

The Plumbing and Gas Fitting and Kindred Work Subcontractor shall be pre-qualified under the following NJDPMC Trade Code:

- NJDPMC Trade Code C030 Plumbing\*\*

The Heating, Ventilating, and, Air Conditioning, and Kindred Work Subcontractor shall be pre-qualified under the following NJDPMC Trade Code:

- NJDPMC Trade Code CO32 HVACR\*\*

The Electrical Subcontractor shall be pre-qualified under the following NJDPMC Trade Code:

- NJDPMC Trade Code CO47 Electrical\*\*

The Structural Steel Subcontractor! shall be pre-qualified under the following NJDPMC Trade Code:

- NJDPMC Trade Code C029 Structural Steel and Ornamental Iron\*

\*To be declared on Subcontractor Declaration on Bid Express

\*\*To be declared on Subcontractor Declaration on Bid Express including submission of the matching License

The subcontractor shall be pre-qualified at the time of submission.

Any portion of the project that falls under the following work: **Plumbing, HVACR, Electrical, and Structural Steel/Ornamental Iron** shall only be performed by the entity (Bidder or Subcontractor) prequalified to perform the specified work and is to be declared on the Subcontractor Declaration on Bid Express.

5. **PRE-QUALIFICATION: General Contractor Requirements ITB-10**

The bidder shall be pre-qualified under at least one of the following NJDPMC Class Code(s) at the time of submission:

- NJDPMC Trade Code C008 -General Construction
- NJDPMC Trade Code C009 -General Construction/ Alterations & Additions

**The bidder shall be pre-qualified at the time of submission.**

6. The Bid Form is to be completed on Bid Express.

The Authority, according to law, reserves the right to reject any or all bids and also to waive any minor informality or non-material exceptions in any bid or bids so received. There is no guarantee that the Authority will award this bid in any form and in submitting a bid the bidder agrees to this understanding.

7. Contract Insurance Requirements, *GC-83 thru GC-88*. Specific requirements are indicated. Bidders should include this in your bid. After checking with your insurance provider, include the insurance cost in your bid and sign the Insurance Acknowledgement Form which shall be completed on Bid Express.

8. Prevailing Wage Act Compliance Declaration is to be completed on Bid Express. Contractor is responsible for checking with the NJ Department of Labor website. Please be sure to check the current rates before bidding. Also, if you are awarded the project, per the Department of Labor, the rates that are in effect on the date of the award are the rates that must be used for the project.

**V Questions**

Frank Seney discussed the following:

1. All questions about the meaning or intent of the Bid and Contract Documents must be submitted in writing to the Authority's Purchasing Department via email to [bids@sjta.com](mailto:bids@sjta.com). Oral and other interpretations or clarifications will be without legal effect. When submitting a question or request for clarification, the subject line of the email must contain the word "Question" followed by the title of the Bid.
2. Deadline for receipt of Questions is Tuesday, January 10, 2023 at 4:00 P.M. (see ITB – 3) and shall be submitted to [bids@sjta.com](mailto:bids@sjta.com).
3. Addenda, Page ITB-3

ISSUANCE OF ADDENDA: Responses to all questions of substantive nature will be answered in the form of an addendum. The SJTA shall be the sole judge of the question viability. Any informal explanation, clarification, or interpretation will not bind SJTA, oral or written, by whoever made, that is not incorporated into an addendum.

Notice of Addenda will be issued through Bid Express. It is the sole responsibility of the Bidder to be knowledgeable of all addenda related to this procurement. The Bidder must complete the "Acknowledgement of Receipt of Changes To Bid Document" form, which is included in this solicitation as a required document. Failure to acknowledge receipt of all addenda may render a bid as non-responsive.

A bidder's failure to request a clarification, interpretation, correction or amendment will preclude such bidder from, thereafter, claiming any ambiguity, inconsistency or error.

Failure to acknowledge each addendum on the Acknowledgement of Receipt of Addenda is cause for disqualification of the bid. The form shall be completed on Bid Express.

## **VI Award and Notice to Proceed**

Frank Seney discussed the following:

1. Board approval is anticipated to be on February 15, 2023.
2. Governor's Veto Period will occur after the award and runs approximately 15 business days from receipt of the Board Meeting minutes.
3. Estimated Notice to Proceed will be after the veto period around mid to late March 2023.
4. Standard payment application and requirements will be provided at the preconstruction meeting. The 25<sup>th</sup> of each month is the cutoff for payment requests; all estimates are to be received by SJTA on the 25<sup>th</sup> of the month. Certified Payrolls are required with Payment applications.

## **VII General Conditions**

1. TIME TO COMPLETE is indicated on Page ITB-10. The Contractor shall commence the work required by the Contract Documents within seven (7) calendar days after the date of the notice to proceed. The Contractor shall complete all work required by the Contract Documents within the number of calendar days noted below from and including the date of the written notice to proceed unless the period of completion is extended otherwise pursuant to the Contract Documents:

**One Hundred Twenty (120) calendar days.**

The Work Hours for this project shall be: Monday through Friday, 7:00 am to 3:30 pm, excluding any major holidays unless otherwise directed by the Engineer.

2. Liquidated Damages may be assessed at \$1,000.00 per day for each calendar day that the Contractor shall be in default in completing the work to be done under the contract as referenced on page ITB-10.
3. There are no free tolls. Contractors are to pay all tolls.

4. Contractor will be required to submit a project schedule in Primavera. Microsoft Project or other SJTA approved format.
5. Bidders are to refer to the Wage Rates link provided in Appendix 1 of the Project Specifications.
6. Contractor will be required to submit a maintenance bond at the end of the project for 100% of the final contract price for two years.
7. An addendum will be issued following this meeting that includes the minutes from the Pre-Bid meeting, the attendance sheet and any answers to questions posed at the meeting, if applicable.
8. All bidders are hereby advised, the South Jersey Transportation Authority does not release information regarding the project costs and estimates. Therefore, any and all information from any third-party entity such as online bid sourcing companies should be considered invalid. Project information is available to Bidders on the Authority's website at [www.sjta.com](http://www.sjta.com) under "Bids & Contracts."

### **VIII SJTA Purchasing**

Darleen Adamo of the South Jersey Transportation Authority provided the following information:

1. SJTA facilitates all bidding electronically. Bids must be submitted through Bid Express. Bids received by paper, e-mail or facsimile will not be accepted.
2. All bidders must have a valid Public Works Contractor Registration at the time of bid.
3. The following forms must be downloaded from the "Attachment List", completed and uploaded into the "Required List" section of Bid Express.
  - a. Consent of Surety
  - b. Ownership Disclosure Form
  - c. Source Disclosure form
    - i. All Business under a contract with SJTA must disclose the origin and location of the performance of their services. All services performed under a contract or subcontract must be performed within the United States.
  - d. NJ Business Registration Certificate
    - i. If you do not possess a BRC you must obtain one before the time of award. Please visit the Department of Treasury website. (<http://www.nj.gov/treasury/revenue/busregcert.shtml>)
  - e. Chapter 51 Form
  - f. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Form
4. All other forms shall be completed electronically through the Bid Express Portal.
5. If you have not signed up for Bid Express or have any questions regarding the program, please contact the Bid Express team from 7:00 AM – 8:00 PM Eastern Time, excluding legal holidays. They can be reached at (888) 352-BIDX (2439) or [support@bidexpress.com](mailto:support@bidexpress.com).

6. Purchasing is available to answer questions regarding the procurement items via telephone at 609-965-6060 until the bid due date. Please contact Darleen Adamo at ext. 232, Julie Manalang at ext. 260 or Ashlee Mathes at ext. 229. We can also be reached at [bids@sjta.com](mailto:bids@sjta.com)

## **IX Question and Answer Period**

Frank Seney indicated the South Jersey Transportation Authority received two (2) questions from Levy Construction Company, Inc. These questions are as follows with answers provided.

1. 1Q: The drawings do not call for insulation at the foundations. Please confirm that no insulation is required. If insulation is required, please provide a detail.

***1A: There is no insulation required for the concrete foundations.***

2. 2Q: The plans call for (3) 4” thick HVAC pads. Please confirm this is all that is required. Are these pads SOG?

***2A: The plans call for five (5) – 4” thick concrete pads that shall be slabs on grade. They are for support of condensing units located on the exterior perimeter of the building. There are three (3) new units and two (2) existing units that require concrete pads as located on sheet no. M-2.1. The width and length of the pad for the new units shall be per manufacturer requirements for the unit size and verification of the existing unit size by the contractor for the existing units.***

The following question was asked at the pre-bid meeting with the corresponding answer:

3. 3Q: Have the plans been approved by DCA plan review

***3A: Yes, stamped NJDCA approved plans have been received from the NJDCA.***