

Form: **Addendum #1**
Project Title: **RFP 26-13 Architectural Services**
Issued Date: **February 25, 2026**

#	Item	Description
1	Questions & Answers	Questions & Answers have been posted as part of this Addendum.

The information contained herein clarifies, revises, supplements and/or supersedes the specific parts of the documents referred to and shall be attached to and become part of those documents as if originally forming a part thereof. Except herein as modified, all other provisions of the documents shall remain in full force and, unless otherwise described in this Addendum, shall comply with the requirements originally specified. All other conditions of this project will remain in effect.

- Office of Procurement & Contracting: <https://stockton.edu/procurement-contracting/index.html>
- Please direct any questions to: RFP-Purchasing@stockton.edu

ADDENDUM ACKNOWLEDGMENT

I acknowledge that I have received and reviewed this Addendum

Company Name (please print)

Name (please print)

Signature

Date

THIS ACKNOWLEDGMENT PAGE MUST BE INCLUDED WITH SUBMISSION OR THE BID/PROPOSAL WILL BE REJECTED.

Questions & Answers

Question & Answer 1

Please confirm that only firms that have been approved as a 'Small Business Enterprise' are eligible to respond to the above referenced RFP, as noted on Page 7, Item B, and again on Page 12, Item XIV Vendor Qualifications and Requirements.

Correct.

Question & Answer 2

Are we required to include consultants in our proposal, with the names of their firms, disciplines, resumes, hourly rates etc. Or do you only need information from the architecture firm submitting the proposal?

Consultant information is not required at the time of RFP submission. As each project may involve different consultants, they will be evaluated on a project-by-project basis. The University reserves the right to review the proposed consultants and request substitutions if deemed necessary.

Question & Answer 3

Do all consultants need to be pre-qualified with the NJ DPMC?

All consultants must be prequalified with the NJ DPMC and must be identified at the time of submission of each project specific proposal.

Question & Answer 4

Are there examples of project types for each of the fee ranges that are required?

There is no specific project type(s) associated with a particular fee range. Projects will be placed in the appropriate tier based on the collectively established estimated project construction cost at the time the project-specific proposal is requested.

Question & Answer 5

If the contract is extended to an additional one or two years, will we be able to submit new hourly rates and percentage fees based on construction cost?

The contract will be for one-year term with an option to renew for two additional one-year terms. The percentages and hourly rates are fixed for the duration of the contract and cannot be increased if the renewal(s) are exercised.

Question & Answer 6

Regarding section II. SCOPE OF SERVICES, item E.: Can we get clarification on the level of detail to provide about consultants? For example, if we require a consultant to provide acoustical services, should we include detail including names and descriptions of consultants we have hired?

Consultant information is not required at the time of RFP submission. As each project may involve different consultants, they will be evaluated on a project-by-project basis. The University reserves the right to review the proposed consultants and request substitutions if deemed necessary. Additionally, all consultants must be prequalified with the NJ DPMC and must be identified at the time of submission of each project specific proposal.

Question & Answer 7

Regarding Section XVI Pricing and Payments: Are percentage fees requested based on architecture work only, without other possible services or consultants?

The percentage fees shall be inclusive of the necessary engineering consultants listed under the scope of services on pages 8 & 9 of the RFP. However, if a specialty consultant beyond those listed is deemed necessary, it will be addressed on a project-by-project basis and identified separately within the project-specific proposal.

Question & Answer 8

Please confirm whether the lead design professional must identify all proposed engineering and specialty consultants (found on pg. 8-9 of the RFP) at this stage. If required, please clarify the extent of information to be submitted for each consultant.

Consultant information is not required at the time of RFP submission. As each project may involve different consultants, they will be evaluated on a project-by-project basis. The University reserves the right to review the proposed consultants and request substitutions if deemed necessary.

Question & Answer 9

Does the Bidder need to provide Proposal Pages/Pricing for consultants?

Consultant information is not required at the time of RFP submission. As each project may involve different consultants, they will be evaluated on a project-by-project basis. The University reserves the right to review the proposed consultants and request substitutions if deemed necessary.

Question & Answer 10

Does the Bidder need to provide Key Personnel Experience, Qualifications, and/or References for consultants?

Consultant information is not required at the time of RFP submission. As each project may involve different consultants, they will be evaluated on a project-by-project basis. The University reserves the right to review the proposed consultants and request substitutions if deemed necessary.

Question & Answer 11

Are firms required to name subconsultants in their proposal response for the disciplines listed on Pages 8-9?

Consultant information is not required at the time of RFP submission. As each project may involve different consultants, they will be evaluated on a project-by-project basis. The University reserves the right to review the proposed consultants and request substitutions if deemed necessary.

Question & Answer 12

Page 20 - Proposal Page - Percentage Fee Based On Project Construction Cost:
Please clarify that the percentage fees to be entered in the table shall be representative of Architectural Services Only. Please clarify that the percentage fees are not requested to factor engineering and specialty consultant fees.

The percentage fees shall be inclusive of the necessary engineering consultants listed under the scope of services on pages 8&9 of the RFP. However, if a specialty consultant beyond those listed is deemed necessary, it will be addressed on a project-by-project basis and identified separately within the project-specific proposal.

Question & Answer 13

Page 8 – II. Scope of Services, Item E:
This passage itemizes some of the engineering and specialty consultants that the lead design professional shall include in the scope of services.
Please clarify that fees for such consultants shall be in addition to the Fee Tier Architectural Percentage and will be presented to Stockton for consideration as projects are identified.

The percentage fees shall be inclusive of the necessary engineering consultants listed under the scope of services on pages 8&9 of the RFP. However, if a specialty consultant beyond those listed is deemed necessary, it will be addressed on a project-by-project basis and identified separately within the project-specific proposal.

Question & Answer 14

Page 17, Section XIX. Submission Requirements, Item E. Submission Format, the referenced table of contents does not include a Section 3. Could you please confirm whether this omission is a typographical error, or if an additional Section 3 is required as part of the proposal submission? If the latter, kindly provide the title and required contents for that section.

This omission is a typographical error; please disregard.

Question & Answer 15

We currently maintain a valid New Jersey Business Certificate, however, we have not yet obtained a New Jersey Small Business Certificate. We are presently certified as a Small Business in Pennsylvania. Would our Pennsylvania Small Business Certification be acceptable for submission, or would it be permissible to proceed with submission while our New Jersey Small Business Certificate is pending?

At the time of submission, Bidder must be registered as a Small Business by the State of New Jersey Department of the Treasury, Division of Revenue.

Question & Answer 16

Regarding XIX. SUBMISSION REQUIREMENTS: For Section 2, is key personnel considered leadership only?

Key personnel also includes primary individuals working on University projects.

Question & Answer 17

Regarding Required Procurement Documents: For #11 - Exhibit A: Mandatory EEO Language for Goods, Professional Services and General Service Contracts, is the only required action for this submission to include a copy of the exhibit?

One of the following forms is required as evidence of Exhibit 'A' EEO Language:

- Letter of Federal Affirmative Action Plan
- Certificate of Employee Information Report
- Employee Information Report Form AA-302

Question & Answer 18

Can you provide the names of the prime A/E firms for this RFP so that we can contact them to join their team for cost estimating services which is included in the scope of services.

If any bidders would like to obtain this information, you'll be required to follow the University's policy for the Open Public Records Act (OPRA). For information and instructions, please visit the OPRA website under the Office of General Counsel: <https://stockton.edu/general-counsel/open-public-records-act.html>

If you submitted questions to RFP-Purchasing@stockton.edu by the due date indicated in the project document, but they were not received and answered here, please contact:

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