

Township of Manalapan
Request for Proposals – Construction Management – Recreation Center

Addenda #1:

The Request for Proposals – Construction Management – Recreation Center bid opening has been postponed to Thursday, September 3rd at 11:00 a.m.

1. Has an architect/engineer been hired and if yes, which firm?
 - a. Yes, Michael V. Testa, Architect and Artheon for site design.
2. What is the size (in SF) of the planned building and budget for the project?
 - a. First floor – 124,000 square feet approximately
 - b. Second floor – 17,000 square feet approximately
 - c. Total – 141,000 square feet approximately
 - d. Project will be funded from Open Space Money. Based on last estimate in 2024, we believe the building and site work can range between 30 and 40 million.
3. What design phase is the project in currently and when is design expected to be complete?
 - a. Construction drawings aimed to be completed by the end of the year.
4. Is there a minimum staffing requirement, full time onsite vs. part time onsite?
 - a. No minimum staffing requirement in terms of quantity hours, but Construction Manager needs to effectively manage the project and communicate with Township officials and other stakeholders.
5. Please confirm whether any bid security, performance bond, payment bond, or maintenance bond is actually required for this CM procurement, since the security section says the provisions apply only if indicated by an X, but the form still lists multiple bond requirements.
 - a. No bid security, performance bond, payment bond, or maintenance bond are required for this Construction Management procurement.
6. Please clarify the CMs authority versus the general contractor's responsibility for subcontractors, since the scope says the general contractor is ultimately responsible for subcontractor management, but the CM must coordinate and identify subcontractor-related issues.
 - a. See page 5-6. The Construction Manager will bring any subcontractor issues to the General Contractor to handle.
7. Please confirm the intended project duration and whether the 18-to-24-month estimate governs the work, since the schedule also references completion tied to the time specified for completion and liquidated damages.
 - a. Construction Manager will not be subjected to liquidated damages.
8. Please establish a consistent project duration for each phase: Bidding, Construction and Closeout.
 - a. Bid Phase – timeframe: 4 months, with one-month extensions if approved by Township at hourly rate.
 - b. Construction Phase – timeframe: 24 months
 - c. Post Construction Phase – timeframe: 3 months, with one-month extensions if approved by Township at hourly rate.

9. There is no mention of the CM providing Preconstruction services such as Estimating during various % completions of the CD's along with Constructability Reviews. Please confirm if these services are desired and if so, how many estimates and reviews?
 - a. Yes, pre-construction services are desired in accordance with section A.1, page 6. It's anticipated a minimum of two reviews, but not limited, will be needed during the Bid Phase. Bidders are encouraged to include details in their proposals.
10. Please include any existing plans, elevations or renderings that exist in the addendum.
 - a. See attachment 2 and 3.
11. Can the forms related to Staffing and Experience be supplemented with resumes and Past Project Profiles?
 - a. Yes.
12. Can Past Project experience extend beyond the 5 years stipulated in the RFP?
 - a. Yes.
13. Can Key staffing (PM or Superintendent) be considered based on Experience and not PMP or CCM Certifications.
 - a. Yes.
14. Assuming the Project start will not occur until 2027, should staffing rates submitted be increased to cover 2028-2029?
 - a. Yes, if desired by the Construction Manager. Any escalations should be specified in the proposal.
15. Will CM General Condition's items such as field office, field office supplies, be included separately from Fee or will these items need to be considered in our staffing multiplier?
 - a. Field office and associated expense is the responsibility of the Construction Manager. Municipal fees for the field office will be waived.
16. Please clarify whether the 10% retainage language applies to CM invoice payments, since the general conditions state that ten percent of each invoice shall be retained, which may not align with a professional services payment structure.
 - a. No.
17. How many copies of the submission are required?
 - a. The Township requires one physical copy, sealed, at the time of bid opening, **now Thursday, September 3, 2026 at 11:00 am**. One electronic copy emailed to purchasing@twp.manalapan.nj.us **after 11:30 am on Thursday, September 3, 2026**.
18. Page 5, 2.1 states the CM is responsible for managing the construction site, including the site setup, security, and maintenance. Please confirm whether this is the CM job or GC job.
 - a. The Construction Manager is responsible to oversee General Contractor's compliance.
19. Are drawings available to review?
 - a. Yes, see attachment 2 and 3.
20. Two (2) forms in the RFP in the checklist are generally not required CM forms – page 49 (Prevailing Wage) and page 50 (Certificate of Public Works).
 - a. Yes, this is correct. Please remove Prevailing Wage Law Certification of Compliance, sheet 49, Township of Manalapan Certificate of Public Works Contractor Registration, sheet 50, and Bidders Qualification Statement, sheet 51, from the bid packet.
21. Are cost estimates needed?
 - a. No, cost estimates are not needed.

22. Are pre-construction services needed? The proposal only states Bid, Construction and Post Phase services.
 - a. Pre-construction is included in the Bid Phase.
23. Is the GC responsible for a trailer and will the CM be sharing the trailer or using a space in the municipal building?
 - a. Field office and associated expense is the responsibility of the Construction Manager. Municipal fees for the field office will be waived.
 - b. General Contractor will not be required to share trailer with Construction Manager and there is no space available in the municipal building for the Construction Manager.
24. Please distribute the Sign-In Sheet from the pre-bid meeting.
 - a. See attachment 1.
25. Please confirm if any estimates will be required during the pre-con phase, and if so, how many?
 - a. No, estimates of total project and/or building cost are not required. However, recommendations relative to cost savings, value engineering, etc. are encouraged during Bid Phase.
26. Do we need to submit a preliminary project schedule with the RFP?
 - a. No, but input on project schedule from the Construction Manager will be expected during Bid Phase.
27. If submitting hard copies, is the cover page of the RFP with proposer, address and telephone number meant to be filled out and placed outside of the envelope/package we're submitting the proposal in?
 - a. Yes, please use the revised Cover page attached.
28. Page 5 states the following: "A detailed project timeline, including all key milestones, should be submitted by the CM based on experience and his assessment of the project." Should we submit a timeline with our proposal, or do you require it after a firm is selected?
 - a. A timeline is not required with the proposal, but input on project schedule from the Construction Manager will be expected during Bid Phase.
29. Regarding Prevailing Wage requirements for this assignment, I would like to clarify that the construction management services are considered a professional service, and therefore, does not need to provide the forms related to Prevailing Wage (i.e., Prevailing Wage Law Certification of Compliance, Township of Manalapan Certificate of Public Works Contractor Registration, Bidders Qualification Statement). Please confirm this is correct.
 - a. Yes, this is correct. Please remove Prevailing Wage Law Certification of Compliance, sheet 49, Township of Manalapan Certificate of Public Works Contractor Registration, sheet 50, and Bidders Qualification Statement, sheet 51, from the bid packet.
30. Please clarify that the General Contractor will be contractually responsible for developing and maintaining the project schedule. The Construction Manager does not own the schedule but will be responsible for monitoring, evaluating, and reporting on the schedule. Please confirm that this is correct.
 - a. Yes, this is correct.
31. Can language be incorporated into the General Contractor bid documents stating that the General Contractor will be responsible to provide a trailer on site for Construction

Manager? This should include delivery, setup, utility connections, maintenance, cleaning, security, and removal of the office trailer upon completion of the Project.

- a. Language will not be incorporated into the General Contractor bid documents stating that the General Contractor will be responsible to provide a trailer on site for Construction Manager. Field office and associated expense is the responsibility of the Construction Manager. Municipal fees for the field office will be waived.
32. Regarding the safety requirements, typically the Construction Manager will provide oversight of the General Contractor's safety program and monitor for compliance with their Safety Plan. The General Contractor should develop, maintain, and enforce a comprehensive project-specific Safety Plan and shall be responsible for its implementation throughout the project. The CM will verify that the GC has established and implemented an appropriate Safety Plan, conduct observations and reviews as appropriate, and promptly communicate observed safety deficiencies or concerns to the GC for corrective action. The CM's oversight does not relieve the GC of its contractual responsibility or authority for jobsite safety. Please confirm this is acceptable.
 - a. Yes, this is correct.
33. The RFP requires onsite observation whenever construction activities are underway. Please confirm the anticipated contractor work hours and whether coverage will be required during overtime, nights, weekends, or multiple shifts.
 - a. Details known not at this time. Please provide rates for overtime, nights, weekends, or multiple shifts.
34. If construction extends beyond the anticipated duration for reasons outside the Construction Manager's control, will the Construction Manager continue to be compensated at the proposed monthly rate?
 - a. Yes.
35. Please confirm that the general contractor will remain solely responsible for construction means and methods, site safety, OSHA compliance, and the safety of its employees and subcontractors.
 - a. Yes, the General Contractor will be responsible for construction means and methods. The Construction Manager is responsible for General Contractor oversight.
36. The RFP states that the Construction Manager is responsible for site setup, security, and maintenance. Please clarify whether the Construction Manager is expected to perform these duties or monitor the general contractor's performance.
 - a. The Construction Manager is expected to monitor the General Contractor's performance.
37. Please clarify whether separate lump-sum fees are required for Phases A and C, supported by the hourly rate schedule.
 - a. See updated proposal sheet page 41. The hourly rate sheet will be used to generate a not to exceed amount for the purchase order. Please provide an estimate on the amount of hours expected for Phase A and Phase C. Phase A: Bid Phase – timeframe: 4 months, with one-month extensions if approved by Township at hourly rate. Phase C: Post Construction Phase – timeframe: 3 months, with one-month extensions if approved by Township at hourly rate.
38. Please confirm that the Construction Manager's role regarding shop drawings, submittals, and RFIs is limited to coordination, tracking, and providing construction-related input, with the Architect/Engineer remaining responsible for technical review and approval.

- a. Yes, this is correct.
39. Page 4, Item 4. Safety Management – The three (3) tasks listed are typically performed by the General Contractor, not the Construction Manager, per the AIA General Conditions document that is typically written into the GC specs. As written in the RFP, the responsibility for enforcing safety is being placed in the CM instead of the GC. Please clarify the CM's responsibility regarding Safety Management.
- a. The Construction Manager's responsibility regarding Safety Management is oversight of the General Contractor.
40. Page 5, Item 2. Site Management. Task 1 (site setup, security, and maintenance, etc.) is typically performed by the GC. Please clarify the CM's responsibility.
- a. The Construction Manager's responsibility regarding Site Management is oversight of the General Contractor.
41. What is the project schedule? The RFP states the Construction Phase will be 18-24 months, however, when is it anticipated to be advertised for bids?
- a. Anticipated spring of 2027.
42. Page 29, Item D. Financial Procedures – The RFP states that 10% of the amount of each invoice shall be held by the Township as retainage. This is not typical of professional services contracts such as CM as Owner's Representative. Please confirm whether or not retainage will be held by the Township.
- a. No, retainage will not be held by the Township.
43. Page 29, Item E. Timeliness - Item 3 addresses Liquidated Damages. Liquidated Damages are typically written into the GC's contract, not the CM's contract. Please confirm whether or not there will be a Liquidated Damages clause in the contract between the Township and the CM.
- a. No, there will not be a liquidated damages clause in the contract between the Township and the Construction Manager.