



Chris Christie  
Governor

Kim Guadagno  
Lt. Governor

## State of New Jersey

THE PINELANDS COMMISSION

PO Box 359

NEW LISBON, NJ 08064

(609) 894-7300

[www.nj.gov/pinelands](http://www.nj.gov/pinelands)

General Information: [Info@njpines.state.nj.us](mailto:Info@njpines.state.nj.us)  
Application Specific Information: [AppInfo@njpines.state.nj.us](mailto:AppInfo@njpines.state.nj.us)



Mark S. Lohbauer  
Chairman

Nancy Wittenberg  
Executive Director

September 30, 2015

To: All Interested Bidders

Re: Solicitation # 16-101  
Interpretive Exhibit Fabrication and Installation for the Pinelands Visitor Center

Addendum #4

### Answers to questions raised by potential bidders (RFP #16 – 101):

1. The initial intent was for fabrication and installation of the exhibits - but looking at this RFP work such as a General Contractor (i.e. electrical and a series of enhancements to the space) – is this a typo?

**Answer:** The intent of this RFP is to award a contract to a qualified firm that will undertake all of the work necessary to fabricate and install interpretive exhibits and complete all associated building improvements needed to convert the existing space in the Richard J. Sullivan Center into a Pinelands Visitors Center, as identified in the Final Exhibit Design Plan and as identified throughout the project. We are requiring the firm to provide a Designated Project Manager who will oversee all aspects of construction, permitting and completion of the project.

2. If the electrical track falls under our scope = we would need additional == AS BUILT drawings of the space to see what is in place and what the final electrical scope would be.

**Answer:** Yes, all electrical enhancements fall under the scope of the RFP. The “as built” drawings of the space can be provided to prospective bidders.

3. The RFP notes = "as well as other architectural improvements - such as the removal and relocation of the receptionist's area" - this additional scope needs to be defined further - as the RFP is noting a Total Lump Sum (Not to Exceed) = but the scope is not defined.

**Answer:** In addition to carrying out all elements of the Exhibit Design Plan, the Contractor must complete all architectural improvements needed to convert the space into a Pinelands Visitor Center.

Please see the Addendum #2 for specific details about these architectural improvements.

4. We suggest taking out the electrical work (wall boxes, track lighting) and any additional space prep work - Painting/flooring/relocation of walls -out of the exhibit fabrication/installation scope as this is not typically in our scope of services.

**Answer:** All electrical enhancements and associated work to complete the conversion of the space into a Visitor Center falls under this RFP.

5. To confirm-the exhibit space is 316 square feet?

**Answer:** No. The RFP calls for exhibits to be created and installed in a 316-square-foot room **and throughout the building's lobby**, as detailed in the Exhibit Design Plan. The building's lobby is approximately 880 square feet.

6. Please clarify scope of work with regard to lighting. It appears that the exhibit fabricator is providing fixtures only. Is there any scope for track procurement, installation, or electrical wiring?

**Answer:** Firms must complete **all electric work**, including track procurement, installation and wiring.

7. On drawing 0.3 the Exhibit Wall Specifications note reads that exhibit walls are "typical plywood and MDF construction." On drawing 2.1 note #1 in detail #3 reads "translucent wall." Please clarify what is required.

**Answer:** There will be no translucent wall. The area shown on drawing 2.1 is the upper portion of the exhibit wall.

8. On drawing 0.3 the Exhibit Wall Specifications note reads that exhibit walls should be painted on the back side. Is this a primer coat for sealing or is it a finish color coat? And, do the backs of the walls need to have a finished appearance, or are exposed ribs acceptable as long as they are painted?

**Answer:** The exhibit walls should receive a primer coat for sealing.

9. In Content Package Book 3 a note at the bottom of page 9 reads, "The images contained on these disks are for use by the NJ Pinelands Commission Richard J. Sullivan Center Exhibit exclusively. Any other additional usage requires permission from the image copyright owner." Are all hi-res images already procured and the exhibit fabricator is only placing images supplied by others in final production files, or should our pricing include sourcing and procurement?

**Answer:** The Commission has received permission to use all images and graphics shown in the Exhibit Design Plan. The Contractor will need permission to use "The Pine Barrens" video.

10. For any other media, such as the "The Pine Barrens" video noted on page 10, the Red Headed Woodpecker, the Ovenbird, or the Red Fox on page 18, etc., of Content Package Book 3, does the exhibit fabricator have any scope with regard to media procurement, rights, and/or editing?

**Answer:** The Commission has received permission to use all images and graphics shown in the Design Plan. The Contractor will need permission to use "The Pine Barrens" video.

11. You note a tentative award date of February 2016. What are the targeted installation and completion dates for the project? Is this driven exclusively by the fabricator's production schedule?

**Answer:** The Commission would like construction to begin in 2016, and we anticipate the job to be completed in 2016. Bids will be evaluated based on the personnel credentials/qualification, cost and approach, and the contractor must provide an approximate time schedule for completion of the project.

12. Due to the hardware specifications being created in 2010, several items, particularly related to AV hardware and/or lighting may no longer be available. Please confirm an equivalent substitute (with specification approval after award) will be acceptable.

**Answer:** An equivalent substitute is acceptable.

13. Does this project fall under the Prevailing Wage Act as noted in section 2.3 of the Pinelands Commission document noted on page 10 of the RFP?

**Answer:** Yes. The project is subject to the Prevailing Wage Act.

14. Several replica objects are noted to be procured from Steve Binasiewicz of Kitchen Sink Productions. Kitchen Sink is no longer in business. Please confirm that an equivalent product/fabricator may be substituted, or please specify another preferred scenic fabricator.

**Answer:** An equivalent substitute is acceptable.

15. For Panel 3, 3.2 Case in the Content Package Book 3, page 10, you note specimens for "pitch pine bark," "pitch pine branch," and "pine cones" both open and closed. Are you seeking actual, preserved specimens or scenic replicas?

**Answer:** The Commission would like preserved specimens to be used. However, should this be infeasible or impractical, scenic replicas may be used.

16. Please confirm that local/state/federal taxes should be excluded from our pricing.

**Answer:** Yes, local, state and federal taxes should be excluded. The Commission can provide documentation of its tax-exempt status.

17. Have funds been appropriated to the Pinelands Commission for this project?

**Answer:** Yes, the Commission has appropriated funding for this project.

18. Is a specific species of duck for the duck decoy (item 6.0.18) required? If yes, what species?

**Answer:** Yes, please use an American Black Duck made out of white cedar in the traditional Barnegat Bay style.

19. On Sheet 0.2 of the Exhibit Gallery Plan, on the left side of the page there is a note: Changes to the wall, window removal and door installation are completed by the General Contractor. We need additional information on the doors, such as the manufacturer, model #, glass type, & hardware to be used.

**Answer:** Please see the Addendum #2 for further details about the wall, window removal and doors.

20. Will the designer be providing output ready graphic files?

**Answer:** Yes.

21. What is the output for all photo murals?

**Answer:** The graphic designs were created using Adobe InDesign software.

22. Is there a graphic schedule with all graphics called out for size and output method other than the graphic location plan?

**Answer:** Yes. The Commission will provide the winning Contractor with multiple discs that include all graphics and text files.

23. Please clarify which props and artifacts the exhibit fabricator will provide and which the client will provide. Will the client ship any props and artifacts to the chosen exhibit fabricator?

**Answer:** Regarding props and artifacts, the Contractor/exhibit fabricator will provide and/or procure:

- Preserved specimens of the pitch pine branch, pitch pine bark, pitch pine cones (or, if not feasible or practical, scenic replicas of each);
- A reproduction of an Indian Ann basket;
- A touchable, fiberglass replica of a Northern Pine Snake;
- A bog ore specimen;
- An iron tombstone replica (or a real one, if it can be sourced);
- Section of iron pipe;

- An iron fire back;
- Sand pile (replicate actual sand pipe matching the fine sand used in glassmaking)
- Replica 19<sup>th</sup> century Mason jar;
- Glass paper weight;
- Slag;
- Jersey glass;
- Charcoal (using pine segments, per the Exhibit Design Plan);
- Charcoal (inner), using “lump charcoal available for purchase), creating a glowing ember effect within the pile;
- Cedar tree replica
- Cedar planks (made of real cedar);
- Cedar shingles (real);
- Duck decoys (made from real, Atlantic White Cedar, in stages and finished decoy, per the Exhibit Design Plan);
- Sphagnum moss (replica);
- Cranberry scoop;
- The Jersey Devil replica;
- The sneak box;

The Pinelands Commission will provide the iron ingot or sprue, as well as the cranberry crates to the exhibit fabricator. The Commission may be able to help the exhibit fabricator to locate some of the items above. There is a potential that some of these items may be loaned or donated for display.

24. Will the installation crew be able to work 12 hour days 7 days per week?

**Answer:** The Contractor must provide a work schedule that outlines its plans for installation. This will be considered as part of the review process.

25. Will the LSI lights be provided and installed by the chosen GC?

**Answer:** Yes.

26. Is there a pricing bid form to fill out?

**Answer:** No. Contractors must provide this information as part of their bid.

27. What is the output for the graphic on the front of the 30 map cabinet?

**Answer:** The graphic designs were created using Adobe InDesign.

28. Will the client provide the soil for the containers?

**Answer:** No. The Contractor will provide the soil for the containers in the aquifer model.

29. On page 3.0 of the design book, it calls out that the continuous loop video and ambient audio are provided by the exhibit contractor and that the specs could be found in the graphic package. The graphic package has AV hardware specified but not software specifications. Please provide a description of what we are supposed to provide.

**Answer:** The Contractor will obtain the video. There is no software, except for the playback of the video.

30. Are all four sides of the terrarium clear? If the sides and back are clear, is there a graphic image on those sides? Who is responsible for what is in the terrarium?

**Answer:** The Contractor is responsible for providing a material that conceals the sides and backing of the terrarium. The Pinelands Commission will obtain the live species (ie., the Pine Barrens treefrog).

31. Is the aquarium fresh water or salt water? Who is responsible for what is in the aquarium? How does the aquarium access door lock?

**Answer:** The aquarium is fresh water. The Commission will be responsible for acquiring the live species (ie., the fish). The Contractor will provide all other items, including the pump, filter, gravel and lighting. The appropriate locking mechanism for the aquarium access door will be determined by the Contractor.

32. Will the client provide any of the props for the island? Will a 1" = 1' model be sufficient?

**Answer:** Please see question No. 23. Yes, a 1" = 1' model is sufficient.

33. Drawings call out that the exhibit contractor fabricates the decorative frame out of the existing reception desk. Will we be able to dismantle the reception counter to ship to our shop for frame fabrication?

**Answer:** Please see the addendum for further details.

34. Who is responsible for what is playing on the video monitor?

**Answer:** The Commission is responsible for determining what is played on the video monitor in the lobby.

35. I see that you have provided a cut sheet on the spotlights. How are they controlled? One switch, a lighting controller, multiple switches?

**Answer:** The lighting switches and controls will be determined by the Contractor, in consultation with the Commission.

36. The recessed lights depicted on the drawing, are they new and how are they controlled?

**Answer:** The drawing depicts existing recessed lights, which are controlled by wall switches.

37. Where are you going to need service outlets?

**Answer:** The Exhibit Design Plan calls for using existing service outlets. The need for any additional service outlets may be determined by the Contractor.

38. Where is the electrical panel that will be used to power the exhibits/project?

**Answer:** The main breaker panel is located on the lower level of the RJS building.

39. Are there power or data requirements for the new receptionist's desk?

**Answer:** No. The space has sufficient, existing power and data to accommodate the new receptionist's desk.

40. Budget Cap for entire project?

**Answer:** Not available

41. Are there individual budget caps for each area of work to be performed?

**Answer:** Not available

42. Are there Union and Non Union bidders competing?

**Answer:** Not available

43. How many bidders are registered and submitting proposals?

**Answer:** Not available

44. Will the flooring for the entire area be replaced?

**Answer:** Please see the Addenda for specific details about these architectural improvements. However, if you propose and justify a different treatment in the proposal, it will be considered.

45. Can we use our General Contractor for demolition and build out?

**Answer:** Yes

46. Use of 100% Phenolic graphics or can we also utilize high resolution Inkjet?

**Answer:** 100% Phenolic graphics are required.

47. Is the topography map to be just the Pinelands region or include the rest of NJ?

**Answer:** Yes. The topography map should show the difference in the topography between the New Jersey Coastal plain where the Pinelands area is located and the rest of the region.

48. Will the library require new double doors or can we relocate the single door?

**Answer:** The current design calls for a new double French door. However, if you propose and justify a different treatment in the proposal, it will be considered.

49. Will the three windows in the exhibit area remain, be removed or be blocked out from the interior?

**Answer:** The windows will not be removed. However, they will be blocked by a baffle that will be installed behind the exhibit walls. Please see the exhibit design drawings.

50. Will the exhibition designers provide "print-ready" composite graphic files with linked images? If not, please clarify what our role will be with regard to preparing print ready artwork.

**Answer: Yes.** The Commission will provide the winning Contractor with multiple discs that include all graphics and linked files.

a. I see a list of images for your project as part of the content package. Who is responsible for securing the images for the project?

**Answer:** The images are already secured.

b. Are we supposed to negotiate with the sources for each of the images for reproduction rights or is the commission paying for this separately?



**Answer:** Please see the answer above.

- c. If the exhibit fabricator is responsible for paying image rights for the project, has the exhibition designer made an allowance for what these images may cost? If so, please share.

**Answer:** Please see the answer above.

- d. Many of the sources for the images come from the New Jersey Pinelands Commission. Shall we assume there are no image reproduction fees for these? If this is an incorrect assumption, let us know how much to allocate for these images.

**Answer:** Please see the answer above.

- e. Will the exhibit designer or the exhibit fabricator be responsible for high-resolution scans of images not provided digitally?

**Answer:** Please see the answer above.

51. When will the graphics be ready?

**Answer:** The files are ready now.

52. Is there anything we need to do to the floor?

**Answer:** Yes please see Addendum #2.

53. When I completed the site visit, the existing conditions were nothing like what was shown on the ground plan in the ground plan, Instead of the exhibit space being entered through a large opening, there was just a small door and the tenant improvement work to make the larger opening had not yet happened. Obviously we'll need a larger entrance to the exhibit space in order to fit this in. Existing walls will need to be torn down and remodeled to make room for the exhibit. Additionally electrical conduit and outlets in the walls will also have to be removed. Is this in the exhibit fabricator's scope, or is the commission handling this work themselves?

**Answer:** Please see RFP 16-101 and Addendum #2.

54. When we remove the receptionist's desk, are we responsible for putting in new baseboard to match the existing baseboard?

**Answer:** Yes.

55. What are we to do with the desk once it's been removed?

**Answer:** If possible, the desk and decorative tiles may be reused. If not possible, it should be

discarded.

56. Is there any way you want us to break down the pricing for you other than a lump sum price shown on the first page of your RFP?

**Answer:** Please see RFP 16-101

57. Shall we assume all applicable taxes should be incorporated into our bid?

**Answer:** No, local, state and federal taxes should be excluded. The Commission can provide documentation of its tax-exempt status.

58. What is your budget for the project? If you can't share the exact budget may we please ask for a range?

**Answer:** Not available.

59. Is there a "not to exceed" budget number for this project?

**Answer:** Not available.

60. May we use your dumpster?

**Answer:** No. A separate dumpster will be needed for the project.

61. Who is responsible for bringing power to the exhibits? Has the exhibition designer done a power study on the existing building to see if it will handle the new lights shown?

**Answer:** The Exhibit Design Plan calls for using existing service outlets. The need for any additional service outlets may be determined by the Contractor.

62. Is this work subject to prevailing wage requirements at installation?

**Answer:** Yes. The project is subject to the Prevailing Wage Act.

63. What is the time frame for fabrication of this project?

**Answer:** The Commission would like construction to begin in 2016, and we anticipate the job to be completed in 2016. Bids will be evaluated based on the personnel credentials/qualification, cost and approach, and the contractor must provide an approximate time schedule for completion of the project.

64. Do materials in this exhibit need to be treated with flame retardant?

**Answer:** Only if required by code.

65. Who is doing construction administration?

**Answer:** Please see RFP 16-101

66. What is the exhibition designer's role in the project after it has been awarded to the fabricator?

**Answer:** The exhibit designer does not have a designated role for the fabrication and installation phase.

67. What happens to the existing lights in the exhibit room when the new lights are put in place? Are they to be removed and the ceiling refurbished? If the answer to the second question is yes, is this in the Commission's scope or the exhibit fabricator's scope?

**Answer:** All electrical enhancements and associated work to complete the conversion of the space into a Visitor Center falls under this RFP.

68. Is the exhibit fabricator required to provide the circulation pump shown in drawing 2.4?

**Answer:** Yes.

69. Is there any way you want us to break down the pricing for you other than a lump sum price shown on the first page of your RFP?

**Answer:** Please see RFP 16-101

70. Shall we assume all applicable taxes should be incorporated into our bid?

**Answer:** No. Local, state and federal taxes should be excluded. The Commission can provide documentation of its tax-exempt status.

71. What happens to the existing lights in the exhibit room when the new lights are put in place? Are they to be removed and the ceiling refurbished? If the answer to the second question is yes, is this in the Commission's scope or the exhibit fabricator's scope?

**Answer:** All electrical enhancements and associated work to complete the conversion of the space into a Visitor Center falls under this RFP.

72. Is the exhibit fabricator required to provide the circulation pump shown in drawing 2.4?

**Answer:** Yes

73. Should we include some sort of an access panel for maintaining the pump?

**Answer:** Yes, if it is needed to maintain the exhibit

74. Many of the notes in the drawings appear to not have printed in the PDFs we downloaded. Can you check your files and perhaps repost?

**Answer:** Please check to see if you have the most current version of Adobe Acrobat.

75. Your RFP mentions we are responsible for the a/v multimedia programs, but we don't see a spec for this. Please provide media treatment guideline. For example, section 3.0 states the contractor is to provide a continuous loop video and ambient audio, yet no media treatment exists. Does this media already exist? If not please provide a detailed description of what you'd like us to produce.

**Answer:** The video to be used is (The Pine Barrens: Up Close & Natural) Please see Book 3 (Content Package) page 10 of the Production Documents for the video's reference. The looped portion of the video is the section that deals with fire in the Pine Barrens and may need to be edited by the Exhibit Contractor.