

Addendum 1
November 4, 2025
South Jersey Port Corporation
Request for Proposals
SJPC-25-E26 GIS Services
Balzano and Broadway Marine Terminal

NOTICE

This Addendum is considered part of this Request for Proposals and must be acknowledged with your submission.

Note: The deadline for submissions is extended to Thursday, November 13th, at 11:00 AM.

ANSWERS TO FORMALLY SUBMITTED QUESTIONS

Question 1. Under the Scope of Work section: “1. Stakeholder Engagement and Interviews”, can SJPC provide an approximate amount of legacy systems, existing drawings, and current workflows?

Answer 1. There are no legacy systems. Most drawings are in PDF format, with a few dozen old paper sets. Some newer projects have CAD files. Maybe a dozen.

As for workflows, a two and a half person engineering department manages outside design consultants, around 10 at a time.

Question 2. Under the Scope of Work section: “2. Current Data Inventory and Quality Review”, can SJPC provide an approximate amount of AutoCAD files, as-builts, PDFs, GIS shapefiles, spreadsheets, and imagery?

Answer 2. See Answer No 1. Not many drawings are considered as-builts. No GIS shapefiles. Some data is in spreadsheets, primarily electrical, fire alarm, and water service account data. No ortho rectified imagery available.

Question 3. Please reference, Q5 “Non-Collusion Affidavit”

How should out of state firms fill out this section? Should we edit the pdf, by replacing “New Jersey” with our state?

Note, being out of state we will be mailing our proposal in. The answer to this question could modify the completion of our final proposal. Since we intend to mail our proposal by 4 November to meet the 7 November deadline, would it be possible to get an expedited answer to this question?

Answer 3. Yes, you can edit the pdf by removing “New Jersey” and adding the name of the state or commonwealth you are signing the Affidavit.

Question 4. Please reference Q7 Form AA-201 and AA-202, since this is not a construction project, are these forms required for the submittal?

Answer 4. These forms should be submitted with your Proposal/Bid. If they do not apply, then simply write N/A. All Q documents on the checklist must be submitted with your Proposal/Bid. Indicating N/A is appropriate.

Question 5. Please reference Q7 “Certificate of Employee Information Report Request.” Are out of state firms required to submit this form?

The form notes a 15-day processing timeline for this form if required. This will fall outside the window of the proposal due date.

Answer 5. See answer to Question 4 above.

Question 6. How many stakeholders or departments do you anticipate participating in interviews?

Answer 6. Representatives from Engineering, Maintenance, Operations, Finance, and Security. Approximately 8 - 10 employees.

Question 7. Do you prefer individual or group interview sessions?

Answer 7. A mix. Group interviews are acceptable.

Question 8. Will interviews be conducted on-site, remotely, or a mix of both?

Answer 8. A mix. Online Teams meetings are acceptable.

Question 9. Are there existing documents or org charts identifying key contacts and roles (i.e. stakeholder roster)?

Answer 9. Yes. See Answer No 6. Most interviewees are peers.

Question 10. Approximately how much existing data do you have (number of files, size, or storage locations)?

Answer 10. There are an unknown number of stored paper files stored on-site, some of which might be useful. Most current information is stored in PDF drawing files and Excel spreadsheets.

This project is intended to be less about gathering historical data and more about establishing systems to use going forward. It is not a digitization project.

Question 11. Will SJPC staff assist in collecting and organizing existing data, or is the consultant responsible for locating it?

Answer 11. SJPC staff will identify, collect, and provide most data.

Question 12. Will SJPC consider extending the deadline?

Answer 12. Yes, See the note at the top of this addendum. The deadline for submissions is extended to Thursday, November 13th, at 11:00 AM

Question 13. What ESRI products are currently licensed (ArcGIS Pro, ArcGIS Online, Enterprise, Field Maps, etc.)?

Answer 13. Only ArcGIS Pro.

Question 14. Are there other geospatial or asset management systems (e.g., Cityworks, Cartegraph, Maximo) in use?

Answer 14. No.

Question 15. What is your desired timeline for completing this assessment?

Answer 15. Substantial completion by March 2025.

Question 16. Are there key milestone dates or board meetings where progress or findings need to be presented?

Answer 16. No.

Question 17. Do you have a target or not-to-exceed budget range in mind for this phase?

Answer 17. The not-to-exceed budget for this project is \$17,500.

Question 18. Should the budget include travel for on-site interviews and data reviews?

Answer 18. Include all costs in the budget. There will not be any reimbursement for expenses in addition to the fee.

Question 19. What level of visual polish or interactivity do you expect in the final report and presentation (e.g., static PDF, StoryMap, PowerPoint)?

Answer 19. Text, PowerPoint, and PDF are all acceptable.

Question 20. Should the readiness scorecard and plan be formatted to align with existing SJPC planning templates or performance metrics?

Answer 20. Not necessary.

Question 21. Exhibit Q13 (Executive Order #117 Two Year Chapter 51 / Vendor Certification & Disclosure of Political Contributions) is listed as a required form but is not included in the RFP document. Can you please share a copy of that form?

Answer 21. See attached Chapter 51 Forms (with instructions).

Question 22. Will South Jersey Port Corporation be awarding a single contractor or multiple contractors for this RFP?

Answer 22. A single contract will be awarded.

Question 23. Could SJPC clarify the SBE proposal requirements? Pg 7-9 speaks of small business participation and good faith effort requirements, Q19 includes a DBE/ESBE requirements, Q1 speaks to SBE requirements as well but also states this is not a set-aside bid. If SBE goals and Good Faith Efforts are required can SJPC let us know if these efforts are required and how they will be evaluated?

Answer 23. This is not a set-aside project bid. SBE goals and a description of “good faith efforts” are set out and described in the RFP pages 7 through 9. There are no set criteria to judge what qualifies as a “good faith effort”. Such efforts will be evaluated in the context of the Proposer’s entire proposal by the SJPC’s Evaluation Committee.

Question 24. Given the question deadline of 11/3 (today) and the hardcopy submission deadline of 11/6, we will have a difficult time adjusting our proposal to any question responses provided. Would SJPC consider an extension on the RFP to allow us appropriate time to respond to the Q&A?

Answer 24. Yes. See the Note in the heading and Answer No. 12.

Question 25. Is this RFP through the GIS State Contract, or the SJPC Engineering pre-quals?

Answer 25. This is not through the NJ State GIS contract, nor is it through the SJPC prequalification lists. This is an open solicitation, publicly advertised on the SJPC website.

Question 26. If through the GIS State Contract, I am assuming that we should use our approved hourly rates for Year 4, please clarify.

Answer 26. Not applicable. See Answer 25.
