**Bidders Meeting questions**

Feb 19, 2019

**Attendees – prospective bidders**

* Patricia Madrigal – Hunter Research
* Richard Hunter – Hunter Research
* Beth Sherby – USA Architects
* Carrie Streahle – Promatech, Inc.
* Joseph Perello – Suburban Consulting Engineers, Inc.
* Peter Primavera – P3 LLC
* John Hatch – Clarke Caton Hintz/Riggs Ward

**Additional participants included:**

* Janice Selinger (Executive Director, Crossroads of the American Revolution)
* Sara Cureton (Executive Director, New Jersey Historical Commission)
* Margaret Westfield (Vice-Chair, NJ Historical Commission)
* Susan Kaufmann (Communications Director, Crossroads of the American Revolution)
* Mark Texel (Assistant Director, NJ Department of Environmental Protection, Division of Parks and Forestry)
* Sally Lane (Trustee, Crossroads)
* Kate Brindle (Program Manager, Crossroads)

**Q: Is there a requirement that the prime consultant be a licensed architect in New Jersey? Or can the prime consultant be a historic preservation specialist with a licensed architect as a sub-consultant (keeping in mind that there would be other sub-consultants on the team as well, e.g., archaeology, heritage tourism, etc.)?**

A: We believe that the prime can be someone other than an architect as long as the architect is an historic architect meeting the requisite minimum disciplinary qualifications defined in the U.S. Secretary of Interior’s “Professional Qualifications Standards” (36 CFR Part 61) and is evaluating the structures.

**Q: The RFP states that there are "approximately 140 sites, statewide," and also that there are "approximately 250 Revolutionary-era sites..." It appears that the spreadsheet total is closer to 140. Is the 250 figure a typographical error?**

A: The 250 includes sites that don’t have structures for evaluation, such as landscapes, battlefield/skirmish sites, etc. By including the 250 in the RFP, we are acknowledging those structureless sites, but those sites are not included in the scope of this bid.

**Q: When will the winning bidder be notified, and when can that bidder expect to start work?**

A: We anticipate notifying the successful bidder by March 29 and conducting the initial meeting with them in Trenton during the week of April 8. This will provide enough time for us to review bids and contact bidders’ references before awarding the contract.

**Q: Is there a budget range or recommended approach?**

A: We are looking to the bidders to tell us what they think it will take.

**Q: The RFP mentions a group of 140 sites among 250 Revolutionary-era sites in New Jersey. Which number is appropriate to the project? Won’t all of the sites require signage or interpretation?**

A: For the purposes of this project, bidders should start with the State-owned and National Historic Landmark (NHL) sites (approximately 35 sites), along with adjacent sites. There is a tab on the spreadsheet that is posted with the RFP, which designates those 35 core sites. We will look to the bidders to provide their best assessment of how to approach the project, such as including sites from among the 140 that are adjacent to the State and NHL sites, or working on a county-by-county basis. Some state-owned sites may already have information on capital needs and may not take as much work to assess as other sites.

The type and quality of information on the state-owned sites will vary from site to site. NJ DEP is a key partner on this project and will provide access to needed information to the successful bidder. Some privately-owned sites have similar information from studies and we are working to secure that, as well.

Overall, this contract is the start of a long-term project, and additional sites will be part of other contracts in coming years as we move toward 2026. We are not expecting to finish them all this year.

We will add that information to the spreadsheet on the website within 48 hours of the end of this meeting.

**Q: Is the contract with Crossroads or the state? Who is the point of contact?**

A: Crossroads is awarding the contract as a private not-for-profit. Crossroads Executive Director Janice Selinger is the contact, as noted in the RFP.

**Q: The RFP states that the contractor will be expected to make a monthly report in person or by phone. Does that mean that we can do progress billings as we go along?**

A: Yes.

**Q: The RFP requests that the bid should be a certain file size. Is there any reason for that? Can we submit via Dropbox?**

A: Yes, bidders are welcome to submit via Dropbox. The size was originally specified to assure it would make it through the email system.

**Q: Is there a strategic plan or any other available and relevant studies that Crossroads has done that bidders should consult?**

A: No. Crossroads has a Management Plan that’s available on the National Park Service website. Crossroads and NJ Historical Commission also recently conducted an update on 250th planning, which bidders may find helpful. It is available on YouTube at this URL: https://youtu.be/afhIP-C6h-g

**Q: The RFP states that the successful bidder will make a final presentation in March 2020. Do you anticipate that you will ask for any other presentations?**

A: The March 2020 presentation will be made at Crossroads’ Annual Meeting, to which the NJ Historical Commission will be invited. We anticipate that the monthly reports stipulated in the RFP will be sufficient communications during the project time period.

**Q: When would you want the successful bidder to submit a draft report for review before it is determined to be final?**

A: We’ll work with the consultant to determine an exact date, understanding that the monthly reports will also help guide the process. We agree that it is very important to get a draft report for content and comments before the final report is submitted to us. This draft report should be submitted along with a list of items still to be completed. The completion date for the project is December 2019, and bidders are encouraged to include milestones in their proposals.

**Q: Will other agencies be reviewing the draft report?**

A: Crossroads will share the draft report with a select group of agencies for feedback, including the New Jersey Historical Commission, New Jersey Historic Preservation Office and the NJ Department of Environmental Protection, Division of Parks and Forestry.

**Q: What is a reasonable turnaround for the successful bidder’s draft report to become the final report?**

A: We anticipate a month, which is typical for projects of this type. The interim monthly reports will help indicate what the final report will look like.

**Q: We contacted the National Park Service to see if any similar projects had been done by other National Heritage Areas. They said there were none. Has Crossroads referred to any other NPS projects in putting together the RFP?**

A: No. We have not looked at NPS projects or NPS requests for proposals in formulating our RFP. Crossroads is conducting this project outside of our relationship with the National Park Service.

**Q: Are there any thoughts yet on the planning and siting of the visitor center or centers? Has any other research or consideration been made on where the center would be located? Would you prefer we create criteria for the ones we selected?**

A: There are many different ideas about how to approach the visitor center(s) concept. Over the years, several locations have been mentioned repeatedly. Specific to this RFP, part of the process will include working with the successful bidder to refine the list of possible sites to a reasonable number to be reviewed in more detail for feasibility during the next project.

We expect that working on the criteria and siting the visitor center or centers will take much more work, which is why it will be a separate and distinct RFP. The successful bidder for the current RFP should make recommendations based on what they see as they complete the work, and what makes sense. We hope for a short list of possible sites that can be explored for feasibility next year.

Some sites are already working on new visitor centers to tell the story of their site. However, the visitor center(s) envisioned for the 250th will give the broader statewide vision to help visitors see the full breadth of New Jersey’s Revolutionary story, and help them plan their visits to Revolution-related sites and events statewide.

**Q: Is there a vision that the visitors center(s) will also be museums?**

A: The primary purpose of the visitor center(s) will be to connect New Jersey’s Revolutionary War sites and stories, and make them more accessible for visitors. We are not looking to duplicate what already exists in Philadelphia at the Museum of the American Revolution.

**Q: What is the deadline for questions on the RFP?**

A: February 26. Responses will be available on the same page of the Crossroads website as the RFP.