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## **Addendum #2**

TO: All Prospective Bidders  
DATE: September 10, 2015  
PROJECT: Professional Design Services – New Residence Halls & Renovations (WP-16-01-99)

This addendum forms a part of the contract bidding documents and answers all questions submitted to date regarding the bidding documents. **The proposals will be due on Tuesday, September 22, 2015 by 2:30pm.**

### Update:

1. Bidders shall include in their bids for Overlook North Demolition, both Options 1 and 2, the Programming/Schematic, Design/Bidding, and Construction Administration to create a Multipurpose Room for the Pavilion Fitness Center. The area included in this scope of work is Rooms 122, 123, and 123A, identified as “Security”, “Hallway-1”, and “Hallway-2” in the drawing at the end of this addendum. Work to adjacent spaces should not be assumed except at the pedestrian bridge connection to Overlook North and a new connecting door to the balance of the Pavilion. Some work may also be required at the H.C. Toilet, Room 116.
2. For Buildings 1 and 2, the University intends to participate in the NJ Office of Clean Energy Pay for Performance Program. See website at <http://www.njcleanenergy.com/commercial-industrial/programs/pay-performance>. The MEP engineer on the design team will be required to support and administrate the Pay for Performance Process to maximize practical rebates. This may require the MEP engineer to become a Pay for Performance Program partner. Program Partner Certification is not required at the time of bid.

Questions and Answers:

Q. Given that your schedule indicates construction of the Renovations to Overlook South to occur from May-August, 2016, we are assuming that you would like construction documents completed during the Programming and Schematic Phase of Building 1. Is this correct?

A. **Construction Documents for bidding the renovations of Overlook South, should be completed by the end of February 2016.**

Q. Do you have a comprehensive facility assessment report for Overlook South or should this be included in our fee?

A. **A facility assessment for Overlook South is included in the Residential Zone Plan. A separate facility assessment is not required.**

Q. Can these projects be performed By Right under current zoning codes, or will variances or enabling ordinances be required? If not By Right, what assistance with the process will be expected from the design team?

A. **These projects can be performed by right. As an instrumentality of the State, there is no public zoning review for University Projects.**

Q. The fee chart asks for a Fee Schedule for Additional Services. Are there any services which are specifically desired?

A. **There are not any specific additional services anticipated at this time.**

Q. Will there be a single committee at the University for meetings, or will there be various user groups or other needs requiring separate meetings?

A. **There is a primary design committee composed of Residence Life and Capital Planning personnel. Engaging the University executive administration is required during the programming and schematic phase. Smaller group sessions will be required with Physical Plant, Information Technology, Campus Police, and Recreation Services throughout the design process.**

Q. The Part 2 scope includes FFE and equipment planning. Does this include selection and specification of products and systems?

A. **FFE is required for Building 1, Building 2 and the Multipurpose Room for the Pavilion Fitness Center (see Update #1 above). FFE is to include specifying furnishings for all habitable spaces and equipment required to actualize use of the spaces such as appliances, audio visual, CCTV, etc. Exercise and networking equipment will be specified and purchased by the University.**

- Q. Does the University have any requirements / expectations regarding specifications, in terms of allowing proprietary selections, allowing “or equals”, requiring 3 options, or requiring performance-based specifications?
- A. **At this time the University only has campus standards for Fire Alarm Systems, HVAC Controls, and Card Access Hardware. The University allows for substitutions that meet design specifications all other cases. Listing three options does not restrict the contractor from substituting additional manufacturers that meet the specifications. Specifications prepared for bidding may use a “basis of design” provided that competition is not unduly restricted.**
- Q. Can you confirm the interpretation of the RFP and shell Contract that MEP services require only a narrative basis of design (no drawings)?
- A. **The RFP and contract require a MEP basis of design narrative and operational overview at Schematic Design. Schematic Floorplans should also identify mechanical, electrical, and IDF rooms and riser locations. There is not a specific requirement for MEP drawings during the schematic design, except for site utilities and building utility connections.**
- Q. Can you confirm that reimbursable expenses are to be included as part of the base fee and do not need to be tracked / submitted separately against an allowance?
- A. **Yes.**
- Q. Can you confirm that the only hard copies of project documentation which need to be provided to the University are the (8) sets of the Design Development Documents listed in the Contract.
- A. **The University does not require hard copies for any design phases. The University will print its own copies. This requirement has been eliminated from the standard architectural contract.**
- Q. In addition to the cost estimates prepared by the design team, will the University have independent estimates which will require a reconciliation process?
- A. **The University’s Construction Manager may also review and comment upon the cost estimate of the design team.**

Q. The RFP mentions design to LEED Gold standard. Are the design services to include energy modeling and daylight modeling?

A. **Energy modeling is a requirement for the NJ Office of Clean Energy Pay for Performance Program. See Update #2 above. Daylighting for views and energy efficiency should be considered during the design process, but formal daylight modelling is not required.**

Q. Is Commissioning to be provided as part of the design services?

A. **No, the University will retain a separate commissioning agent. The commissioning agent will provide a commissioning plan to be included with the Bid Documents.**

Q. Is the LEED certification process to be included in the bid?

A. **No, but the project will be designed towards LEED Gold requirements.**

Q. Does the University have any record drawings of existing Utilities on Campus?

A. **Several campus utility plans were added to the Reference Plans tab on the website. These are all that available at this time.**

Q. Please clarify the scope of the geotechnical engineer?

A. **Costs for geotechnical services should not be included in the bid. Please refer to the last bulleted item on page 9 of 20 in the RFP.**

Q. Does the University have a Central Plant?

A. **The University does not have a central utility plant. Each new building will have its electricity and gas metered to PSEG services. Domestic water, storm water and sanitary connections to campus systems will be required at each new building. Each building will provide its own heating and cooling.**

a. If so, what utilities / services does it provide? (For example, Chilled Water, Condenser Water, Heating Hot Water, High Temperature Heating Hot Water, Low Pressure Steam, Medium Pressure Steam, High Pressure Steam, Domestic Hot Water, etc.)

**Answer: Not applicable.**

b. Where is the Central Plant located? If it is outside the Project Area, does piping for the utilities that it provides pass through the project area, or would piping have to be extended into the project area from the Central Plant?

**Answer: Not Applicable**

c. Does the University have piping standards for the various underground utilities? If so, please provide copies.

**Answer: The University does not have underground piping standards.**

d. Does the Central Plant have spare capacity (or will it have spare capacity once Overlook North is demolished), and if so, what is the approximate spare capacity available for each utility service?

**Answer: Not Applicable.**

e. Where is the nearest electrical substation(s) and/or electrical manhole(s) and/or campus loop that has the spare capacity to feed the new buildings? How much spare capacity does it have?

**Answer: The design team is required to coordinate electricity and gas requirements with PSEG for bid documentation.**

Q. Will the project be Gold LEED certified or utilize a LEED framework for design?

**A. The project will not be certified. The project will use the LEED framework in creating specifications and making design decisions.**

Q. Will the civil permitting take place during the Design/Bid Phase?... (wasn't mentioned on the schedule or scope)

**A. There is no zoning approval for the University. Any required civil permitting for site work will be in conjunction with architectural and engineering submissions to the DCA. Some permitting such as soil conservation or wetlands may be applied for during the design process.**

Q. Should the topographical and utility survey be independent of the RFP due to time constraint?

**A. The selected firm should be prepared to execute the survey to facilitate the overall design schedule.**

Q. Are there any CCTV standards that exist to follow?

**A. Not at this time.**

Q. Are there Access Control Standards?

**A. Yes, these will be provided during the design process.**

- Q. Will Cable TV be designed and installed by the cable company, or is that the Design Consultants responsibility?
- A. **It is the responsibility of the design consultant.**
- Q. Is there an existing AV program for the existing Residence Halls?
- A. **No.**
- Q. Is an IP phone system part of the technology consultant's responsibility?
- A. **The consultant will need to define cabling requirements. The University will specify and provide phone equipment.**
- Q. Does WPU deploy a converged system of Voice & Data?
- A. **The University voice system is operated via the data network (voice over IP).**
- Q. Do any budgets created for this project include technology costs?
- A. **A specific budget has not been established for this project.**
- Q. Will the Technology Design Consultant be creating all new standards? Will the consultant be required to give power point presentations for technology updates?
- A. **Standards will be provided for classrooms at a later date. The last residence hall for the University was designed more than 10 years. Some new standards will need to be developed. A power point may be helpful but is not required.**
- Q. Who will design the LAN?
- A. **The University, but all cabling and equipment requiring a permit is the responsibility of the engineer of record to document on construction plans.**
- Q. Is there any fiber optic cable for outside plant close to the proposed new buildings?
- A. **A fiber optic loop in the Residential Zone is connected to Overlook North, Overlook South, High Mountain East, and High Mountain West. This loop can be extended to the New Buildings.**
- Q. Is there a wireless standard?
- A. **The University will specify and provide wireless equipment. Designer will specify cabling requirements.**

- Q. Are there CAD drawings files available for South Overlook and the Pavilion?  
A. **No.**
- Q. Are there any plumbing drawings (CAD or other format) available for the Overlook South?  
A. **All available drawings have been provided under reference plans.**
- Q. What is the (approximate) number of sanitary risers to be replaced in the Overlook South?  
A. **25**
- Q. Are the laterals under the floors, and/or the branch piping from fixtures, to be replaced as well, or just the sanitary risers?  
A. **At this time most of the branch piping does not need to be replaced. It will need to be inspected when the walls are opened. Allowance and alternates will need to be created for branch piping to the risers that requires replacement. No work is anticipated inside the private bathrooms.**
- Q. Are other piping services (such as domestic water, storm water, etc.) to be replaced in Overlook South, or just the sanitary risers?  
A. **Only sanitary at this time.**
- Q. Are there any Fire Alarm drawings (CAD or other format) available for the Overlook South?  
A. **All available drawings have been provided under Reference Plans on the website.**
- A. What is the (approximate) number of fire doors to be provided with electric release magnets in the Overlook South?  
A. **10**
- Q. Is there any HVAC, Electrical or Fire Protection scope of renovations in the Overlook South?  
A. **No, except for work on the fire doors.**
- Q. What are the requirements for the “soundproof” study spaces?  
A. **Similar to sound isolation between adjacent residential units and hallways.**

- Q. Define what equipment will be required at the Community Kitchen.
- A. **The community kitchen may include an electric range, exhaust hood, microwave, cabinets, furniture, and sink.**
- Q. Define AV requirements at the AV spaces.
- A. **Classroom and lounges will require projection or monitors. The balance of AV requirements will be determined during the design process.**
- Q. Define security requirements for the new dormitories.
- A. **One point of entry/exit at a staffed security station can be assumed. Other security features will be determined during the design process but will include CCTV, card access, and alarm points.**
- Q. Define the allowance amount to be included by each team for optional projects added to the scope by WPU.
- A. **This will be defined after the bidding process.**
- Q. There is no place in the proposal form for the Wetlands Determination and Delineation or the Topographical Survey, where shall we include these fees?
- A. **Assume that the programming/schematic phases for Overlook North, Building 1 and Building 2 will be performed concurrently. The cost for wetlands and surveying can be distributed among these three line items.**
- Q. The Overlook South renovations may occur over successive summers, please indicate how many summers shall be assumed for the sake of pricing.
- A. **No more than two – 2016 and 2017.**
- Q. The fee proposal shall include reimbursable and travel expenses, shall these be built into our fees or shall a separate line item be included for these costs?
- A. **Built into the fees on the proposal form.**
- Q. The RFP states that the new dorms will be “250 to 300 bed” each – who decides how many beds, and when will that decision be made?
- A. **The University will decide by the conclusion of the P3 evaluation period.**



- Q. The RFP states demolish Overlook North and perform interior/exterior renovations to Overlook South, “if housing demand permits” – who decides if housing demand permits, and when?
- A. **The University will make this decision. Currently renovations to Overlook South are planned for the summer of 2016 and possibly 2017. Demolition of Overlook North is assumed to occur prior to August 2020.**
- Q. RFP states that the Overlook South renovations will take place “starting in Spring/Summer 2016”, and elsewhere “between April 2017 and August 2020” – which is correct?
- A. **Currently renovations to Overlook South are planned for the summer of 2016 and possibly 2017.**
- Q. Since the project includes work that will continue through the summer of 2020, how will escalation of A/E fees and rates be addressed in the proposal? For example, should the lump sum fees include projected escalation over the life of the project? Will there be an allowance for escalation of hourly rates provided for additional scope services, over the life of the project?
- A. **Escalation should be included within the lump sum bids for work anticipated in accordance within the project schedule (Section IX of the RFP) and addendums.**
- Q. Is site lighting included in the site improvements?
- A. **Yes.**
- a. If so, can you further define the scope – e.g., street lighting, pedestrian walkways, parking areas, some combination thereof?
- Answer: Parking, vehicle routes, pedestrian routes, and lights for security purposes.**
- Q. Does the University have standards for site lighting (fixture types, pole types, mounting heights, controls methodology, etc.)? If so, please provide copies.
- A. **Yes. It will be provided at a later date.**
- Q. If the existing Central Utility Plant is being used to feed a portion or all of the utilities to the new buildings, how should the A/E address the requirement to “ensure maximum energy efficiency for campus buildings”?
- A. **Not Applicable.**

Q. Is an emergency generator(s) required for the project?

A. **Yes, for Building 1 and 2.**

a. If so, will it be natural gas fired or diesel?

**Answer: Gas**

b. Will air permitting services be required?

**Answer: Yes, for all new equipment requiring a permit.**

c. Where should it be located – at grade adjacent to the building, inside the building, or on the roof?

**Answer: Undecided at this time.**

d. What should the emergency generator be sized to serve – code required life safety loads only, the entire building, or something in between? (If something in between, please provide as much guidance as possible.)

**Answer: The generators will need to serve life safety loads, but may serve network infrastructure, heating, some convenience outlets and other project features. The generator will not serve the entire building.**

e. Does the Overlook North have an emergency generator? (If so, what size?)  
Does it receive emergency power from the Pavilion?

**Answer: Overlook North, South and Pavilion do not have a generator.**

Q. Is a fire pump required for the project?

A. **Assume that one is not required.**

a. If unknown, does the existing Overlook North or South building have a fire pump? Do any of the existing buildings adjacent to the location for the first new dorm have a fire pump?

**Answer: None of the buildings in the residential or adjacent academic zone have fire pumps.**

Q. The RFP states “new structures should not make utility connections within Overlook North or Pavilion”. If the Pavilion is providing utilities to the new structure(s), where should the utility connections be located?

A. **A design criteria is that the Pavilion not be used to supply utility connections to new buildings. The long term plan for the Residential Zone is to remove Overlook North and South. Utility connections for new buildings will occur within the project boundary.**

Q. The RFP states that there may be multiple bid packages for the Overlook South renovations. Can we assume that there will be one technical package for each “type” of work (e.g., plumbing riser replacements, window work, etc.), and that the CM will break out / phase the work as he sees fit in order to accommodate the schedule?

A. **Yes.**

Q. How many meetings will the Architect be required to attend during the design phases?

A. **Undetermined.**

Q. How many must the MEP/FP sub attend?

A. **Undetermined.**

Q. How many meetings will the Architect be required to attend during the construction administration phases?

A. **Undetermined, but construction meetings are typically held once every two weeks.**

Q. How many must the MEP/FP sub attend?

A. **For Construction Administration, as required.**

Q. The RFP calls for “filing all documents electronically for DCA plan review” – please confirm that electronic filing is the only acceptable method.

A. **Yes.**

Q. The RFP calls for the A/E to participate in Value Engineering. At what stage / point in the project schedule will VE take place?

A. **VE will take place in conjunction with each cost estimate.**

Q. If VE is intended to be an ongoing process, how many rounds of VE will there be, and at what point in the project schedule will the last VE session take place?

A. **VE will take place in conjunction with each cost estimate prepared by the design team.**

Q. Will the fire alarm systems for the new buildings be required to tie-into / report back to an existing campus-wide fire alarm system?

A. **Yes to the campus police headquarters via an extended campus fiber loop.**

- a. If so, please provide information on the existing campus-wide system (manufacturer and model). Does the existing system have spare capacity, or will it need to be modified / expanded?

**Answer: The campus wide system is not included in the scope, but is believed to have sufficient capacity.**

- Q. Does the University have standards for the fire alarm system requirements? If so, please provide copies.

**A. A Simplex addressable system has been the standard on the most recent projects, but the fire alarm standard for this project has not been determined.**

- Q. Is an extension / renovation of an existing campus emergency call system required as part of the site work?

**A. Yes.**

- a. If so, please provide information on the existing emergency call system (manufacturer and model). Does the existing system have spare capacity, or will it need to be modified / expanded?

**Answer: University will provide during the design process.**

- Q. Is a lightning hazard assessment required for the new buildings?

**A. Only if required by code.**

- Q. Is a lightning protection system required for the new buildings, even if the results of the hazard assessment indicate that such a system is not required?

**A. No, unless required by code.**

- Q. Does the University have standards for lightning protection system requirements? (E.g., a prevention mast system, or a UL Master Label air terminal system?) If so, please provide copies.

**A. No.**

- Q. Does the University have specific requirements for electrical outlets / receptacles in the dorm rooms, or the loads that they should be designed to serve? (E.g., code required minimum number of outlets only, or additional outlets for charging personal electronics; accommodate power for a refrigerator and a separate microwave in each suite, or accommodate power for a combination micro-fridge in each suite, or no provisions for such appliances; etc.)

**A. No, these requirements will be developed during the design process.**

Q. Is LEED certification required? If so, LEED consultant should be on board. It is confusing to state in the RFP Design LEED Gold Standards and not seek the actual award as an Energy Model will be required to Design for Gold Standards and the fees to do said work will need to be included in this proposal. The only deduct in scope of work from a fee perspective will be filling out the paperwork to submit the project.

A. **Certification is not required.**

Q. Demolition and Abate Environmental concerns should be coordinated between the Architect and the University's Environment consultant. Do we know what level or percentage of responsibility each will take?

A. **The University's Environmental Consultant will provide all specifications and plans for asbestos abatement.**

Q. Is value engineering part of our scope? Or only assist CM?

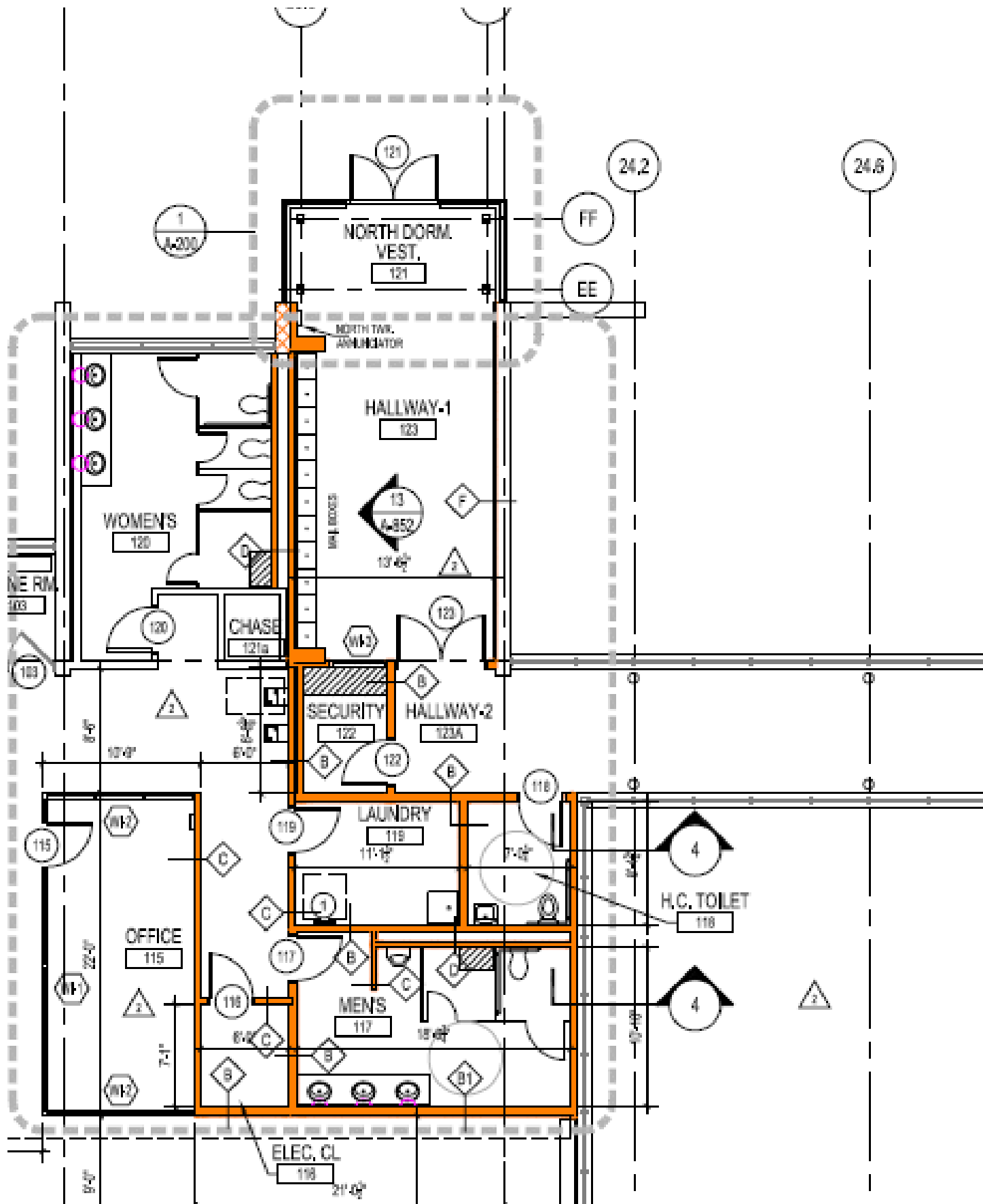
A. **Yes. CM will assist Architect.**

Q. Is AutoCAD a must or we can use Revit?

A. **Revit is fine.**

Q. What is the anticipated gross square footage per bed based upon your semi-Suite configurations? Is it similar to the High Mountain Buildings? They range between 309-319 SF per bed based upon the RFP information provided on page 4.

A. **Not determined at this time.**



Addendum # 2 – September 10, 2015

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