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Addendum No. 1

TO: All Prospective Bidders
DATE: March 12, 2018
PROJECT: RFP Independent Commissioning Services – New Residence Hall (WP-16-01-99CS)

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 Wednesday, March 21, 2018 by 4:30pm.**

Clarifications & Updates

1. Plans & Specs are posted on CPDC website: <https://www.wpunj.edu/capital-planning/rfp.html>. Notification was emailed to Pre-proposal Conference attendees on 3/1/18.
2. **RFP submissions are to be submitted electronically via e-mail to: capitalplanning@wpunj.edu** no later than the date and time specified. A limit of 25Mb exists for attachments to e-mailed submissions. It is the responsibility of the vendor to confirm receipt of the RFP by WPU.
3. Insurance requirements are included in Article 19 of the Contract Shell – Professional Consulting Design Services under Reference Documents folder.

Questions & Answers

Q1: Will you accept NEBB certification for the principal CxA?

A1. The firm would be required to be Building System's Commissioning Certified, As well as the principals in all aspects of HVAC, electrical, Mechanical and plumbing systems per the RFP.

Q2: If there are any drawings available related to the Commissioning Agent – New Residence Hall project WP-16-01-99CS?

A2. See Answer #1 under Clarification & Updates.

Q3: Will there be a last day for questions? The RFP states up to the due date inquiries should be made. Will all Questions and Answers be emailed/posted?

A3. All questions are to be submitted by Thursday, March 8, 2018 which is stated in the Public Notice Letter of the Project. All questions and answers will be posted on WPU Capital Planning website: <https://www.wpunj.edu/capital-planning/rfp.html>

Q4: If a value add service may be of particular interest and will dovetail into your CX needs would you be open to having a line item add and scope discussion in the proposal?

A4. No.

Q5: On page 12, it states "Limit the proposal to not more than fifteen (40) single-sided pages or 20 double sided, including graphics." Can you please clarify exactly how many pages the university wants?

A5. Keep proposal to a limit size as (40) single-sided pages or 20 double sided, including graphics.

Q6: On page 13, item #10, the RFP states that the respondent must submit five (5) copies of the proposal each signed by an authorized representative of the firm. However, on page 14 under "Submission Instructions" it states that respondents are to submit the proposal electronically via email.

Please clarify how we are to submit the proposal. Do you want both hard copy submissions and electronic submissions?

A6. See Answer No. 2 under Clarification & Updates.

Q7: On page 13, it states "Insurance requirements are included in Article 16 of the standard form of agreement included in the proposal documents." However, there is no Article 16. Is there a document we're missing?

A7. See Answer No. 3 under Clarification & Updates.

Q8: On page 13, it states "Provide both an hourly rate for each team member to be utilized for additional services if required. All fees (travel, tolls, copying, meetings, communications, mailing, etc.) are to be included in the lump sum line items on the proposal form." However, the Fee structure on Page 14 only shows places for lump sum fees. Can you clarify if you want hourly rates or are you just seeking lump sums? I expect that the hourly rates would mostly be applicable to the on-going services.

A8. Please provide hourly rates on a separate sheet.

Q9: As indicated during the preproposal conference and since the project is already in the construction phase, please confirm that the Cx will not be responsible for predesign, design or procurement phase services on the New Residence Hall ("NRH").

A9. Correct, construction and warranty for the New Residence Hall only.

Q10: Is the Cx responsible for verifying and documenting compliance of the design intent with the construction documents on the NRH (page 3, Objectives).

A10. No, the Engineer/Architect of record for New Residence Hall will provide the service.

Q11: Page 3, Objectives indicates the Cx is responsible for training the building operators. Page 9, item #30 indicates the CX will oversee and approve the training. Which is correct since it is typical that the installing contractors would provide training with oversight and verification by the Cx agent?

A11. The Cx will oversee and verify the training.

Q12: Please confirm the removal of the design phase services also includes the removal of the drafting of Cx specifications.

A12. Design phase services only included on future renovation project and would be included in the \$75,000.- allowance.

Q13: Construction Phase services, item #1 on Page 7. Please clarify reference to Section 6.2.1.

A13. Item #1 of Page 7 (Section 6.2.1) is not applicable.

Q14: Construction Phase services, item #7 on Page 7. Since the project is already in the construction phase, please verify if the Cx Agent will be responsible for providing a concurrent review of additional projects and any review of submittals already processed or if submittals will be provided to the Cx agent for their use without review.

A14. Review and provide comment on contractor submittals applicable to systems being commissioned for compliance with commissioning needs, concurrent with the A/E reviews.

Q15: Construction Phase services, item #8 on Page 7. Please identify Cx responsibility for RFIs already processed.

A15. There is no responsibility for RFI already processed.

Q16: Construction Phase services, item #12 on Page 8, please clarify if the University has a minimum expectation for the number of site visits to be provided by the Cx agent for bidding purposes or if the number of visits should be proposed per the Cx agent's discretion.

A16. Number of site visits should be proposed per the Cx Agent's discretion with a minimum of 16 site visits.

Q17: Construction Phase services item #13 on Page 8, please clarify the number of anticipated planning and job-site meetings that the Cx agent will be required to attend during the project.

A17. Number of job-site meetings should be proposed per the Cx Agent's discretion with a minimum of 12 meetings.

Q18: Construction Phase services items #18 and #19 on Page 8, please confirm that any independent electrical system testing will be performed by a third party testing agency and/or the construction contractor for observation only by the Cx agent.

A18. Yes

Q19: Construction Phase services item #22 on Page 8, please clarify if there is a minimum sampling rate for the Cx agent to use for the spot sampling of the TAB report or if a sampling percentage should be proposed per the Cx agent's discretion.

A19. At the Cx Agent's discretion using current industry standards.

Q20: Construction Phase services items #25 and #26 on Page 9, please clarify if there is a minimum sampling rate for the Cx agent to use for the completion of functional performance testing of repetitive terminal equipment or if a sampling percentage should be proposed per the Cx agent's discretion.

A20. At the Cx discretion using current industry standards.

Q21: Desired Qualifications item #10, will a PE license in state other than NJ have the same preference as a NJ PE license for the proposed Cx agent?

A21. The Principal is required to be a Building System's Commissioning Certified.

Q22: Page limit. Proposal item #1 on page 12 indicates not more than fifteen (40) pages. Please identify the correct number of pages.

A22. See Answer on Question 5.

Q23: Estimated Hours. Proposal Item #7, page 13, requests estimated hours. Is this total estimated hours or estimated hours for each team member?

A23. Estimated hours for each team member.

Q24: Submission. Proposal item #10, page 13, requires five copies of the proposal, each signed by an authorized representative of the firm. Submission instructions, page 14, requires submission electronically via e-mail to capitalplanning@wpunj.edu. Please confirm if this is an electronic submission only.

A24. See Answer No. 2 under Clarification & Updates.

Q25: If the five hard copy proposals are required, is it permissible to submit the hard copies on 3/22/2018 after the electronic submission has been submitted on 3/21?

A25. Hard copy proposal is not required. See Answer No. 2 under Clarification & Updates.

Q26: On page 14 there is no line item for Design Phase Fee but there are design phase requirements under Scope of Services. Also, during the mandatory prebid meeting it was stated that the project is in the construction phase. What Design Phase work is still required? Recommend control integration meeting move into construction phase to include ATC contractor.

A26. Future renovation work which would be included in the \$75,000.- allowance. All control integration is to be included in construction phase.

Q27: Define quantity of Cx meetings over and beyond site observation and witnessing of startups. Recommend 10(ten) meetings in conjunction with regular project meetings and 5(five) startup meetings starting before manufacturer equipment startups which include all parties at this crucial stage.

A27. See answer on question # 17.

End of Addendum No. 1