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Addendum #1

TO: All Prospective Bidders
DATE: March 5, 2018
PROJECT: RFP Wayne Dining Hall Facility Interior Design Services
(WP-18-07-16)

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 Friday, March 23, 2018 by 2:30pm.**

Questions & Answers:

Q1: Will the University provide a copy of the sign in sheets from today's Mandatory Pre-Proposal Conference?

A1: **Attendance list is posted on WPU Capital Planning website:**

<https://www.wpunj.edu/capital-planning/rfp.html>

Q2: Approximately how many meals are being served from the existing dining hall per day / per meal?

A2: **October 2017: Daily Average 1,282; Avg. Breakfast 248; Avg. Lunch 351; Avg. Diner 475; Avg. Late Night 351; High Counts: Breakfast 455; Lunch 444; Diner 674; Late Night 510.**

Q3: How many staff currently work in the dining facility?

A3: **135 Total Dining Service Staff.**

Q4: Are there any planned changes to the food service offerings requiring specialized equipment or independent stations?

A4: The purpose of the project is for the Design Team to explore current dining and food service trends and offerings with the University. The decisions made during the Programming and Schematic Design Phase may require that specialized equipment or independent stations become part of the design solution.

Q5: Is there any available documentation of the existing food service equipment, or can the University provide a list of current equipment?

A5: There isn't a running list of current equipment. Most of the equipment in the serving line is 20-25 years old. There have been updates to fryers, pizza ovens and dishwasher in last 10 years. Design firms are welcome to schedule a site visit to inventory the existing food service equipment.

Q6: Structural concerns were noted as a part of today's walk thru, but the scope of structural work within the building remains unclear. Would the University entertain a separate allowance for structural services?

A6: The design team should consider that the building's structural system is sound. If heavy equipment is relocated during the course of design, structural issues should be studied. A separate allowance for structural work is not required.

Q7: Does the University have a vendor for IT services related to Point of Sale services, or does the design team need to include these services?

A7: The design team is to make provisions in the design (including data/electric) to accommodate/locate the POS terminals.

Q8: Does the University have a vendor for A/V services related to the dining areas or does the design team need to include these services?

A8: The University does not have a vendor for A/V services.

Q9: Are there any LEED or other Sustainability requirements for the project?

A9: The design team should design to current Energy Codes and ASHRAE Standards & Guidelines, as well as specify energy efficient equipment.

Q10: Has an initial budget been established for this work?

A10: No. A goal for the Programming, Schematic Design, and Construction Cost Estimate Phase is to establish the project budget.

Q11: Is it anticipated that the work be phased to allow for continuous use of the dining facility during construction, or is the University anticipating providing temporary dining facilities during construction?

A11: Project phasing and alternatives will be determined during the Programming, Schematic Design and Construction Cost Estimate Phase.

Q12: Are there any times of year when the dining facility is not in use? If so, when and for how long?

A12: Yes. 3 weeks in December/January during winter break, 5 weeks from end of May through June. There is limited use of the dining facility in July and the first three weeks of August. During July & August, food service schedules are flexible, and arrangements can be made to adjust the schedule.