

RFP 25-39 Renovations to Administrative Facility (GIS)

Rowan University

Office of Contracting & Procurement

Questions & Answers

1. What is the estimated construction budget? *The GC shall bid the project as required.*
2. Specification 011000-Summary notes NTP 1/23/2026, SC 12/24/2026, and FC 1/23/2027. RFP 25-39-II-C (pg 5) notes SC 7/2/2026 and FC 8/6/2026. Please confirm dates for NTP, SC, FC. *Anticipate issuance of Notice to Award on or about 1/23/2026, Substantial Completion is currently projected for 12/24/2026, and Final Completion is currently projected for 1/23/2027*
3. RFP 25-39-II-D (pg 5) notes LD's at 3,000 per day. The modified AIA A-101 section 3.3.3 notes \$3,000 per day LD's beyond SC and \$3,000 per day on closeout/ punchlist. Please confirm the trigger dates and values for each of the noted damages. *Liquidated Damages accrual will begin on the Substantial Completion date outlined in the Contract.*
4. Should the GC include the cost for trade permits, or will these be included in the permit allowance? *All permitting for the project is included in the allowance and the responsibility of the GC.*
5. Will the GC be required to include Builder's Risk insurance? *No, Rowan will cover Build Risk Costs.*
6. Will the bids be read publicly, or posted publicly? Has an award date been identified? *A notice to award will be sent to the awarded GC via email on 1/23/2026. An additional email will be sent to all bidders.*
7. Are there any work hour restrictions? Are there any days that work will not be allowed? *Please review the Project Manual and draft PLA for restrictions.*
8. Are subcontractor NJ Business Registration certificates required as part of the submission documents? *Must be provided and required prior to award but may be submitted with proposal.*
9. Will a site perimeter fence be required? *There is some site fencing required. Please see site plan on A-001*
10. Are there any areas of the building or campus surrounding the project that are not accessible to contractors? *The awarded contractor will have access to the building and site which is set apart from the main campus.*
11. Will the Draft Project Labor Agreement be in place at the time of the contract execution? Are only union contractors allowed? *Yes, the agreement will be finalized for signatures. The PLA does not require all contractors be part of a union. The PLA requires that all contractors must sign and follow the agreement.*
12. Do any subcontractors need to be DPMC certified? If so, which trades? *No, this is not a requirement.*
13. Please confirm the additional forms linked in the RFP will not be required for submission (Certification of Services to be Performed in the United States, CH271 Vendor Certification Political Contribution Disclosure Form, Macbride Principles, & New Ch51 Form EO333 Form) *These forms are not required.*
14. Please confirm all materials and equipment rentals shall be exempt from NJ Sales & Use Taxes for this project. *Rowan is exempt from NJ state sale & use tax. A tax-exempt letter can be found in Section 1 of the project manual.*
15. Please provide the following forms if they are required for proposal submission: Certification of Non-Debarment pursuant to N.J.S.A. 5232-44.1 & Acknowledgement of Project Labor Agreement. *Rowan University will check the debarment status of the vendor prior to award. No form is required*
16. Will any additional site walks be held for subcontractors? Or can subcontractors get access to the site to review the existing conditions? *There is no second site walk planned at this time.*
17. Detail 9/A-803 indicates that the (6) Men's and Women's restrooms should receive solid surface lavatory tops and aprons, with the sink bowls by plumbing. The plumbing schedule P-401 indicates the P-4 sink type in the restrooms should be a solid surface 2-station sink. Please clarify the design intent for lavatories in the restrooms. *Detail 9/A-803 has been removed from the scope of the project.*
18. "Please confirm if the milestone dates included in specifications are accurate:

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- Notice to Proceed: 1/23/26
- Substantial Completion: 12/24/26
- Final Completion: 1/23/2027

See response to Question #2.

19. Confirm the bid due date & time. *1/20/2026 at 2:00pm*
20. Confirm the expected start date & completion date. *See response to Question #2.*
21. Can work begin at 7 am? *The start time may be reviewed with the Rowan Project Manager during the kick-off.*
22. Please revise the bid form to include the two unit prices. *See revised pricing sheet in RFP.*
23. What is the warranty period one year or two? Same for the Maintenance Bond? *There is a one-year craftsmanship warranty required for the project. There is no Maintenance Bond requirement for this project.*
24. It is our understanding that all known / exposed asbestos has been abated and any haz mat discovered during construction will be treated as a change to the contract. *See sheet A-001 'Items of Work and Requirements' Note D for procedures to be taken by the GC.*
25. Testing noted under section 014000 reads "By Contractor"; however, section 014523 / 2.1.A reads, "Owner to pay for testing". Which is correct? *Owner to pay for testing.*
26. Under temporary Facilities, the utility usage is the contractor's responsibility. Since the utilities are in place, can the "use cost" be paid for by Rowan? If not, can Rowan provide the contractors with a copy of their latest gas, water, and electric utility bills? *The utilities are on in the building under a Rowan account and will continue to be paid by Rowan throughout construction.*
27. Will there be a 3rd party CM on the project? If so, what temporary office and or equipment is required? *No, a Rowan Construction Manager will manage from their Rowan office.*
28. Will CAD files be made available for use with shop drawings? *Cad files may be requested from the architect to the awarded contractor.*
29. Section 017829 requires an "As Built" of the storm system. Since no changes are being made will this be required? *This is not a requirement.*
30. What specific elements will require a video of the training? Section 017829, is a transcript of the training really necessary? *Yes, please provide both.*
31. Is the contractor responsible for maintaining humidity controls in the gym to protect the book storage? Same for the fire alarm system. *HVAC units that serve the Gymnasium and Library need remain operational until after May 2026, when the books are scheduled to be removed.*
32. What items are considered "Delegated Design"? *All Division 21 (Fire Protection) work to be included in the Delegated Design as well as new railings. The Department of Community Affairs may require additional fire pump, building automated systems, and security.*
33. Alternate #1 Site Lighting - Is the deduct for the two lights along Fish Pond Rd or all four in the parking lot? *Alternate is for all 4 parking lot light fixtures shown as new on the drawings. Including all wiring and associated trenching.*
34. Why does the conduit to the site lights run under the generator? *(Dwg C-200) Conduit will not run under the generator pad. GC will coordinate locations of generator pad and wiring.*
35. What traffic signs are to be included in the contractors scope? *Zero signs are required by the project. The GC is required to provide their own signage for pedestrian and vehicular traffic control throughout the site.*
36. Is there a specification for the seal coat to be used? *Specification Section 321216.1 Asphalt Seal Coating included in this addendum.*
37. What is the weight capacity for the elevator? *1,000 lbs.*
38. Will Rowan hire the Commissioning Agent? *Yes*

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39. Since this is not a LEED project, are the waste management reports necessary. Debris will generally be sorted as concrete / masonry or "C&D" *The waste management reports are not necessary.*
40. A "Vapor Permeable Air Barrier Liquid Membrane" is listed in the specifications but was not found on the drawings. Where is the work taking place? *This scope has been removed from the project.*
41. Under "Spray On Fire Resistive Materials" section 078100 / 3.4 it reads the "owner to engage a testing agent" Please confirm. *All required testing will be by the Owner*
42. Is the auto door operator for opening 108 only? *Yes, only door 108 has an operator*
43. Can a list of rooms or windows be provided to identify the windows that need new screen assemblies? *Demo Note D20 identifies windows for new insect screens.*
44. Please confirm that wet beds are not required as part of the toilet room renovations. *No Wet beds are required.*
45. Under 210000/ 1.4.1 Fire Protection Scope of Work, it reads "A new fire service is to be supplied to the new dorm" . It is our understanding that the existing water service is sufficient and that a new fire pump will supply water to the new sprinkler system as shown on the drawing. *Correct, the existing service shall be used with a new pump. The building shall be covered as per contract drawings.*
46. Please provide a cross section of the building through the "Scene Shop". The drawings are a bit misleading as to the extent of the 3 hour wall construction and the extent of painting the structure and deck. *Refer to updated drawings in addendum documents.*
47. Please provide additional details indicating how the 3 hr wall starts and terminates in the crawl space. Refer to updated drawings in addendum documents. *The fire rating scope in the crawl space will be limited to the underside of slab and sprayed with 2-hour fire rating, please see revised bubbled areas on CS-003 and A-205*
48. What reinforcing is needed within the "Sprayed on Concrete" *Reinforcing no longer required. Please see the revised bubbled areas in addendum documents CS-003 and A-205 and specification section 078100.*
49. Metal framing appears to be embedded / suspended from the ceiling above at the 3 hr wall. Is there any issues with dissimilar material? *Metal framing will be steel attached to the steel beam, there will be no dissimilar materials, please see revised bubbled areas on A-205.*
50. Is the ceiling (deck), structure, and ductwork in the Scene Shop going to be one color? *Yes, all exposed ceilings, structure, ducts, etc will be painted one color.*
51. The legend on drawing A300 is difficult to make out on the various drawings. Can the areas be listed or somehow defined to show their locations? *Printing Drawings at full scales will show everything on the drawing clearly. Items are also noted on the elevations in addition to the hatching.*
52. Will there be another opportunity to make a site visit? *See response to Question #16.*
Please clarify the substantial and final completion dates of the project. The RFP says 7/2/26 SC and 8/6/26 FC. The AIA contract says 12/24/26 for SC. *See response to Question #2.*
53. Please clarify who is responsible for all project required third party testing. The "quality control requirements" spec calls for contractor to be responsible under 1.2G and 1.4A and 1.4B. The "testing laboratory services" spec calls for contractor to be responsible under 1.5A. However, The "testing and inspections" spec calls for the owner to pay for testing and inspections services under 2.1A. *Rowan will pay for Chapter 17 required testing and inspections through a third-party entity engaged by the University. The Contractor is responsible for engage independent firms to conduct all other quality control inspections.*
54. Is there a required vendor for the controls scope? *No, Basis of design for controls is Siemens Desigo system.*
55. Is there a required vendor for the security scope? *There is no required vendor for contractor performed security scope.*

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56. Please clarify temp utility requirements for the building. Spec section 015000 clarifies a lot of requirements for temp utilities and controls requirements. At the walkthrough it seemed like the project was able to utilize the existing space and active utilities inside the space for the course of construction. *See response to Question #26.*
57. site staging note 2 on A-001 clarifies to see section 015000 for fence type but there don't appear to be any fence types specified here. Please clarify. *See information on updated drawing A-001*
58. Spec section 011000 says no storage of construction materials inside the building and the plans say there is no more than one storage trailer allowed. Is that accurate? Should trades be accounting for off site storage of materials? Or can we utilize the contractor staging area as needed and store a manageable amount of materials in the building? *The contractor staging area is designated for contractor use.*
59. The drawings clarify work have to happen between 8AM and 5PM. Can work start earlier? *See response to Question #21.*
60. The plans show 1 dumpster location on the site inside the construction fence. Is this a strict requirement? Or can we put as many dumpsters as needed within reason close to the building to be efficient and repair the site as necessary? During bulk demo 1 dumpster would be very inefficient. *Any additional dumpsters would need to be contained within the GC provided fenced in area for dumpsters and supply trailers.*
61. Please confirm all furniture and non demolished items are to be removed by Rowan prior to start of construction per the bid walkthrough. General note 2 on D-100 says the general contractor shall remove all loose furniture, equipment and appliances. *Rowan is currently emptying out all items from the building. If anything is left behind and in the way of construction progress, it will be the GC's responsibility to remove.*
62. How strict is the requirement for recycling waste on this project per 019500.10? Does everything note have to actually be recycled or can all waste just be removed from site and disposed of properly? *This is not a strict requirement. We ask the awarded GC to be mindful of recycling.*
63. Please confirm a construction trailer is not a requirement as shown on A-001? At the walkthrough it sounded like the inside of the building could be occupied. *A trailer is not required. The existing boys' locker room may be used by the GC.*
64. Please confirm all hazmat abatement work has been completed by Rowan with exception to the roof material? And that the pricing should not include interior abatement demo. *Refer to the Asbestos Abatement & LBP Work Plan dated December 2025, which is included in the Project Manual for the scope of work for this project.*
65. Please confirm security scope required for this pricing note 1 on A-002 says "door card access to be furnished and installed by security vendor under separate contract". The chart on E-001 clarifies for contractor to install card access and intercom and security cctv cameras. If security is going to be under a separate contract, please clarify what portion of the door hardware scope would be provided under that security contract. *The Contractor Responsibility Chart (Sheet E-001) shall supersede any other locations describing contractor responsibility concerning security.*
66. Drawings say for all cores to be purchased under this contract. Please confirm that is the case or will Rowan be procuring and installing these? If this contract is to procure them, are we also installing them or would Rowan install them? *GC is responsible for purchasing and installing all cores. Rowan will provide the pin numbers to the door hardware provider, so cores are pinned appropriately.*
67. Please confirm shades are required for all exterior and interior doors. *Provide window shades as noted on drawings.*

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68. General demo note 12 on D-100 (and other demo drawings) says to replace damaged wood flooring substrate with 1/4" plywood. How is the damaged wood flooring substrate supposed to be quantified? Or is that note supposed to be interpreted as remove all wood flooring substrate and replace with 1/4" plywood.
Bidders to include 500 SF of plywood in bid.
69. Please clarify general demo note 15, it says to patch all flooring seams in areas where flooring material remains. Does this just mean at areas where demo'd floor meets existing to remain floor? Or to patch all seams for all flooring to remain? If its the latter how do we quantify the seams for patching? *This is for all new flooring to align with existing flooring to remain finish flooring.*
70. Similar to the above please clarify notes 16 and 17 for the general demo notes. 16 says to remove areas of VCT where VCT is not adhered. 17 says to replace areas of delaminated spongy existing builders grade plywood after demo is complete. How are those notes to be quantified? *All existing VCT in project to be removed as shown on demolition drawings.*
71. Is there a structural design for the concrete work? *Refer to drawings and specifications.*
72. Please confirm masonry walls are non load bearing? *The walls being removed in the basement are non load bearing*
73. Regarding drawing A-205, how is the sprayed concrete beneath the floor supposed to be applied? When you look at the basement plans there doesn't appear to be a way to get into the basement to apply the fireproofing? *Please see the revised bubbled areas in addendum documents CS-003 and A-205 and specification section 078100.*
74. Can the bid RFI date be pushed back? Numerous subs are requesting this. *See response to Question #19.*
75. Can there be another walk through? Numerous subs are requesting this. *See response to Question #16.*
76. If asbestos is encountered what is the plan/procedure from Rowan on the abatement. Will the abatement team work night shift to not slow down demo? *See response to Question #64.*
77. The generator is a very long lead time roughly 20-25+ weeks, is Rowan expecting this to be onsite before turnover or is a temp generator going to be considered? *Yes, the temporary generator shall be on site prior to project turn over. A temporary generator shall be provided at no cost to Owner if the GC fails to have permanent generator in place for final inspections and project turnover.*
78. Please consider having at least one additional pre-bid site visit. *See response to Question #16.*
79. Please confirm Payment and Performance bonding requirements. *Please review the contract documents provided in the RFP.*
80. Is a Maintenance Bond required? If so, what is the warranty period? *No, a maintenance Bond is not required.*
81. Item 21 is missing from the Required Procurement Documents & Proposer Checklist. Please confirm the provided list is accurate. *This is a typo. The list is correct.*
82. Regarding Rowans tax exempt status, do Forms ST4 or ST8 apply to this project? *See response to Question #14.*
83. Please confirm the intent of the details on A-205 for "3HR RATED SPRAYED CONCRETE CEILING AND STRUCTURE THIS AREA, PROVIDE REINFORCING AND FORMWORK AS REQUIRED". Is this a sprayed on fireproofing material or actual concrete? *Please see the revised bubbled areas in addendum documents CS-003 and A-205 and specification section 078100.*
84. Please confirm the extent of the sprayed material. The provided sections on A-205 are partial. Do columns receive this detail? *Please see the revised bubbled areas in addendum documents CS-003 and A-205 and specification section 078100.*

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85. Please provide existing plans or a sketch of the column layout and if there are any integral structural beams under. *Please see the revised bubbled areas in addendum documents CS-003 and A-205 and specification section 078100.*
86. Please provide structural plans for the design intent (rebar size, spacing, anchors to concrete, studs to steel, etc.) if A-205 3HR rated spray is a concrete application. *Reinforcing not required. Please see the revised bubbled areas in addendum documents CS-003 and A-205 and specification section 078100.*
87. There isn't a space on the Proposal & Pricing Page to fill in the requested Unit Prices. How would you like us to provide these? Do we need to submit the Hourly Labor Rate Breakdown Form with our proposal? *See response to Question #22.*
88. Please confirm there aren't any Allowances associated with the two requested Unit Prices. *There are no allowances associated with Unit Prices.*
89. The new ADA ramp is noted to refer to Civil drawings for more details, but nothing is shown on the Civil or Structural plans. Please provide all foundation information (confirming size of footings) and grading details for the new ADA ramp. *Refer to updated Civil drawings for information.*
90. Please provide foundation details for the new non-illuminated sign noted on A-001. Arch. Sheet refers to Civil Dwg's but there is no information on the Civil plans. *The non-illuminated sign has been removed from the project.*
91. Please provide a design for the non-illuminated sign or an Allowance for GC's to carry. *See response to Question #90.*
92. Section 233113.3.4.E.1-3 calls for duct liner on all Supply & Return Air and Supply Fan Plenums. Is this correct? *As per Rowan standards, no interior duct liner is to be used. Exposed ductwork in the scene shop shall be double wall with 1" insulation between walls.*
93. Please confirm the extent of landscaping is limited to re-seeding disturbed areas. *GC to restore all areas damaged by construction including seeding, plants, curbing, asphalt and concrete.*
94. Are there specific patching details to follow where patching at removed walls is required? *Patching should match adjacent surfaces. Finishes should be flat and contiguous. A-730 shows some infill requirements and material detailing.*
95. Please confirm that all loose furniture and materials within the building will be removed by Rowan prior to GC mobilization. *See response to Question #61.*
96. How are the ends of the new W12x26 beams at the underside of the roof being supported? Are they to go in a pocket with a bearing plate in existing masonry walls or will a seat be required? *GC to provide and install new structural seat for beam installation.*
97. Is a rated door or infill required at the hole for crawl space access in Storage Room B13 once the fireproofing is completed? None is shown. *GC to provide a 3 hour rated access door from B13 into the existing crawl space.*
98. Spec 12 32 20 notes to refer to plans for LSI Corporation model numbers, but none are shown. Please provide the model numbers. *Disregard model numbers, casework drawings show the required details.*
99. Given the limited amount of casework, would full custom quotes be accepted in lieu of manufactured due to the lack of model information? *Yes, that is acceptable.*
100. Door D3, Sidelights AL-1 and AL-2, and Frame F2 show WT-1 at the vision panels, however, WT-1 is a tile product. Should this be WS-1? *Correct. This should be WS-1.*
101. Please confirm the extent of refinishing existing interior and exterior metal railings. *All railings throughout project to be refinished – cleaned, prepped, primed and refinished. Interior railings PNT-5*
102. Please confirm if existing roof ladders to remain are to be refinished. *Existing roof ladders to remain-no refinishing required.*

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103. Elevations 3&4/A-804 show millwork extending beyond the furred out wall and returning back. Is that meant to be a normal depth cabinet with an extended end panel with the counter following the wrap around the furred out wall? *Correct.*
104. There are existing transfer grilles at the wall between the kitchen and current cafeteria which will be covered by the new 3-hour rated wall in the scene shop. Do these grilles need to be removed and infilled similarly to the doors that are being removed? *Refer to revised drawings MD-101B & M-101B. Transfer grilles will be removed and replaced with a new fire damper for the new rated wall.*
105. Does the Owner's Builders Risk policy cover the following: Off-Site and In Transit, and Glass Breakage? *The policy generally includes these items.*
106. Please confirm the Owner's Builders Risk policy does not exclude Steam Boiler Explosion, Mechanical Breakdown, Electrical Injury/Arcing or Testing. *The policy generally excludes these categories.*
107. Please provide the Owner's Builders Risk deductible amount. *\$100,000.00*
108. Please confirm that Builders Risk will be the responsibility of Rowan. *Yes, Rowan will cover the Builders Risk Policy.*
109. Use of Premises: 1. Contractor shall restrict work, staff, and debris to the contract premises and as authorized by the University. The Contractor is responsible for coordination of trades to ensure timely completion of work and to minimize disruption of the activities of the University.
RFI: 1 Please confirm the working hours . *See response to Question #21.*
110. In part 1 General ask for BMS Niagara and in Part 2 products , request Honeywell EBI
RFI:
Please confirm is will we Niagara or Honeywell EBI. *See response to Question #54.*
111. "BUY AMERICAN
Pursuant to N.J.S.A. 52:32-1 & N.J.S.A. 52:33-1 et. seq, if manufactured items or farm products will be provided under this contract to be used in a public work, they shall be manufactured or produced in the United States, whenever available, and the Contractor shall be required to so certify
RFI 1. Please confirm if is buy American or is a typo. *This is not a typo, and the Buy America Clause is required in this contract.*
112. "Provide new unitary controls for new HVAC equipment as outlined on drawings and within specifications and integrate existing equipment into controls as documented
RFI 1. Please provide a list with the existing equipment *Existing equipment includes existing exhaust fan for (Unoccupied) W. Toilet 200A & (Unoccupied) M. Toilet 200B.*
113. "By law, the heating system must be operational by October 15th. If the heating system cannot be operational by October 15th, the contractor is responsible for providing temporary heating for the building
RFI 1. Please confirm the due date. *The listed date is not the due date. This is when heating is required for the building by law. Refer to front end specifications for any due dates for the project. Rowan will not be responsible for temporary heat to the building if required.*
114. "A. Communication Interface to Equipment with Integral Controls:DDC system has communication interface with equipment having integral controls and having communication interface for remote monitoring or control.
Equipment to Be Connected:
a. Boilers specified in Section 235216 ""Condensing Boilers.""
b. Air cooled chillers in Section 236423 "Air-Cooled, Scroll Water Chillers."
c. Air-handling units specified in Section 238219 ""Indoor Air-Handling Units.""

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d. Roof-top units & DOAS Units specified in Section 237413 ""Packaged, Outdoor, Central-Station Air Handling Units.""

e. Variable refrigerant flow units specified in Section 238127 ""Variable-Refrigerant-Flow HVAC System

Integration shall include Rooftop Units, DOAS Units, Indoor air handling units, VAV Boxes, VRF Systems, and exhaust fans. Refer to network tree on revised drawing M-502.

116. Please confirm if is request honey well forge analytic or the EBI Analytics for all the VRF systems request thermostat by manufacturer. *See response to Question #54.*

117. Please confirm if include the thermostat low voltage installation for heating control valves request provide and installed by ATC. *Low voltage wiring installation shall be by ATC.*

118. Please confirm if the control valve will be provided and installed by Honeywell. *Refer to revised drawing M-502. There are no hot water control valves as part of the project.*

119. Can you please advise if there will be a scheduled second walk through of the existing building? If so, can it be set up for after the new year? *See response to Question #16.*

120. Are there any drawings or photos of Attic area to confirm construction type and lay-out, weather conditions on site visit day made it unsafe to go on roof and enter attic space. *As-Builts will be shared with the awarded contractor.*

121. As-built drawing of existing structures will assist in a more accurate estimate. Please advise. *As-Builts will be shared with the awarded contractor.*

122. Drawings indicate third floor plaster ceiling to remain, is it safe to assume that access required to structure to hang piping will be cut and patched by General contractor for all trades? Please advise. *GC shall determine means and methods.*

123. Is it safe to assume the steeple will not be protected, no drawings. Please advise. *GC shall determine means and methods.*

124. FP drawings indicate standpipe feed from basement sprinkler main which is not by code, I assume we need to bid what is required by code. Design build. Please confirm. *Yes, bid what is required by code. Refer to revised drawings DFP-100B, FP-100B, & FP-201 which is a delegated design.*

125. Is there a water flow test available or recent existing fire pump test to confirm water available. Please advise. . *No water flow test has been done for the project, as per drawing FP-001 Requirement Notes Part 4, the sprinkler contractor shall provide their own flow test and coordinate information with the local water company prior to performing any sprinkler hydraulic calculations.*