

## Questions & Answers

1. Survey and Initial Recommendations: 3. Coordination of any shutdowns required for circuit tracing with Rowan facilities & project manager. Question: Which circuits need to be traced? – **This would refer to panel feeder and branch circuits tracing if required. Generally the intent is not to make changes to branch circuit panels, so circuit tracing of branch circuits to lighting and convenience receptacles and similar on the floors is not expected to be required.**
2. 8. Cost Estimating: Provide a proposal, included in your base fee from an independent cost estimator approved by the University, for cost estimating services at conclusion of this initial phase for proposed scope of electrical work. Anticipate review of cost estimate with Rowan project team for purpose of evaluating options to help assure alignment with project budget / funding. Question: Can we obtain a list of the approved cost estimators? – **Delete “approved by the University”**
3. On Page 10 of the RFP, there appears to be an incidental duplication of language. Item 5 - Project Schedule, Item 6 – Approach and Item 7 – Fee Proposal have the same text. Can you please provide clarification for the requirements of each of these items? – **This section is revised as follows:**

### **5. Project Approach**

- a. Provide an overall proposed preliminary design schedule
- b. Provide a description of your project approach, inclusive of tasks during each phase.
- c. Specifically address how you would tackle the initial exploratory phase with a focus on providing the owner a deliverable upon which decisions can be made and direction can be set for subsequent phases.

### **5. Project Schedule**

- ~~d.—Provide an overall design schedule based on the preliminary project schedule in Exhibit 3 as well as taking the required scope of services into account. Please note, the attached concept schedule is for your use to development your manpower and fee to support the durations as outlined in the attached. Note we are aggressively working to better this schedule as evidenced by this early RFP, and plan to start design this summer. Please provide your proposal to be consistent with the RFP durations, and highlight any significant risk areas or opportunities for improvement.~~

### **6. Approach**

- ~~e.—Provide an overall design schedule based on the preliminary project schedule in Exhibit 3 as well as taking the required scope of services into account. Please note, the attached concept schedule is for your use to development your manpower and fee to support the durations as outlined in the attached. Note we are aggressively working to better this schedule as evidenced by this early RFP, and plan to start design this summer. Please provide your proposal to be consistent with the RFP durations, and highlight any significant risk areas or opportunities for improvement.~~

### **7. Fee Proposal**

- ~~f.—Provide an overall design schedule based on the preliminary project schedule in Exhibit 3 as well as taking the required scope of services into account. Please note, the attached concept schedule is for your use to development your manpower and fee to support the durations as outlined~~

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in the attached.—Note we are aggressively working to better this schedule as evidenced by this early RFP, and plan to start design this summer. Please provide your proposal to be consistent with the RFP durations, and highlight any significant risk areas or opportunities for improvement.

4. On Page 5 of the RFP, the Project Goals section Part A indicates the intention to perform and Assessment and Implementation of upgrades between the incoming service and branch panels. Can you please clarify if the assessment scope is to include evaluation and potential upgrade of the existing branch circuit panels as well? **Assessment of existing branch circuit panels is addressed in the next item in the RFP. To supplement branch circuit counts, strategy of replacement of panel interiors with more modern interiors should be considered.**
5. During the walkthrough, the existing Emergency Generator was noted as an area of concern. Please confirm that the project scope of work shall include an assessment of the existing Emergency Generator and associated Emergency Distribution equipment. **Yes, this should be included.**
6. On Page 5 of the RFP, the Project Goals section Part B indicates requirement to supplement existing branch circuit panels for current and anticipated future renovations. Does the University currently have projected loads and/or conceptual plans that describe the scope of anticipated future renovations this project will need to support? **We do not. The goal is to add circuit diversity (spaces and spares) for ongoing needs and anticipated future renovations.**
7. Can the University please provide a list of approved Independent Cost Estimators? **Refer to question 2**
8. Item 6.A on page 10 references a sample schedule in Exhibit 3. Will this Exhibit 3 be provided? **Refer to question #3**
9. Is the building to remain active during construction? **The extent of building occupancy during construction is TBD. This will be further evaluated as part of the initial assessment report, recommendations and discussions.**
10. Are there any systems that must remain operational during an outage? - **No**
11. Is the existing emergency generator to be replaced? – **Replacement of the generator should NOT be included in the design scope.**
12. Are electrical as built drawings available? – **Available documents were included in addendum #1 and additional historical documents are included with the addendum accompanying these RFI responses. Others may become available, but all proposers should assume a full survey is required as part of the initial assessment.**
13. Are existing CAD files or Revit model of the building available? – **No.**
14. Are there known issues with overloaded panels, nuisance tripping, or reliability? **No.**
15. Are there hazardous materials present (e.g., asbestos in walls/ceilings) that could affect demolition? – **ACM is expected to be limited to Transite Panels and possible PCBs**
16. Are existing connected and demand loads available? – **Not at this time**
17. Are there new loads are driving the upgrade (IT, EV chargers, HVAC, research equipment)? - **No**
18. What future growth allowance is required? – **The goal is to add circuit diversity (spaces and spares) for ongoing needs and anticipated future renovations.**
19. Will a facility electrician be available to open panels during the field survey, or should the bid carry fee for an electrician? – **All proposers should provide an allowance for electrician support for feeder tracing and blink testing. Assume 40 hours of union electrician support.**

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20. Please clarify if design proposal is to include fee for a cost estimator, or if cost estimating will be contracted separately? **See page 14 of RFP. This is listed as alternate 1**
21. What is the target construction budget? **This is TBD. Available (total) project funding is \$7MM+/-**
22. Please provide a list of the Rowan approved cost estimators. **Refer to question 2**
23. Please provide the preliminary project schedule referenced in Exhibit 3. **Refer to question 3**
24. Please clarify III. PRICING item F. Is this to be an hourly project or lump sum? **Refer to question 3**
25. Please verify that the contract agreement will be the B101-2017 modified (provided with the documents) and that the terms and conditions in the B101 document override anything conflicting in the Rowan University Standard Terms & Conditions (t's& c's). The AIA contract is appropriately aligned with the engineering services we provide, is more thorough than the t's & c's, and should override the t's & c's. – **The contract overrides the Terms & Conditions.**
26. Please verify that Pollution and Cyber Insurance is not required as it appears to be not applicable to the work of this project. – **This will be required only if needed based on the scope of work that is developed for the project.**
27. Please confirm that the RFP Submission Portal link takes you to a Google Forms sign-in page. – **Correct. A Google account is required to submit your proposal.**
28. Please verify that Rowan University electricians will be available to open panels, will be tracing feeders, and provide their availability. **Refer to question 19**
29. Are drawings available for the site electrical upgrades done post 69KV substation installation? – **Not at this time.**
30. Are structural drawings available? – **Refer to historical drawings included with this addendum. These are the extent of available documents at this time.**
31. Is a short circuit arc flash report available? – **Not at this time.**
32. Please clarify that the scope of the project is to replace the equipment in the Penthouse and everything downstream up to and including existing panels. New panels should provide adequate spares/spaces to allow for growth, and panels added if required. - **Branch circuit panel upgrades or replacements will be only as needed to provide additional circuit (not load) capacity. Correct**
33. Should existing feeders be replaced as part of the scope? – **This is TBD, but we can assume that existing feeders are acceptable as is, and only equipment replacement is to be included.**
34. Are any changes to the equipment outside the building to be included in the scope? - **No**
35. Is the replacement of feeders from the equipment outside the building to the equipment in the penthouse to be included in the scope? **This is TBD, but we can assume that existing feeders are acceptable as is, and only equipment replacement is to be included.**
36. Can historic electric demand be provided for the building? – **Not at this time. This may be available to the successful design team, but our understanding is that the building service capacity is adequate.**
37. Does the University have temporary power requirements to keep the building energized during the substation replacement to minimize downtime? - **This is TBD. For purpose of this proposal we should assume the building can be taken out of service for occupancy during the summer months and during portions of the construction. Temporary power for construction phase will be needed and we would be seeking the successful firm to advise on means and methods accordingly. Temporary power may be needed to some extent to avoid temperature and humidity concerns in event the building is out of services for a long time (more than 1-2 days depending upon weather and temperature conditions).**

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38. Have there been any power issues at the building which the project should address? (If so, please provide as much information as possible.) – **Concerns reported are limited to inadequate circuits for request for additional device connections**
39. Does the current electrical system have any capacity issues? (If so, please provide as much information as possible.) – **Not power capacity, only circuit availability.**
40. If major electrical equipment will need to be replaced, would there be a need to plan for temporary power and include it as part of the design? **Refer to Question 37.**
  - a. What equipment would need to be placed on temporary power? **Refer to Question 37**
  - b. Would the preparation of the phasing plan be part of the AE consultant's scope of work? **Refer to Question 37.**
41. How much more spare capacity should be planned for future renovations / expansion? – **This is TBD and will vary by location. If it is helpful you can assume 25% spare capacity as an average.**
42. Does the scope of the evaluation and the project include the current emergency generator? **Refer to Question 5**
  - a. If so, please elaborate on the requested scope related to the emergency generator.
  - b. At the pre-proposal meeting it was mentioned that the existing emergency generator capacity is anticipated to be adequate; please confirm. **Refer to Question 5.**
43. At what specific piece of incoming service equipment should the evaluation / project scope begin? (For example, is the building service transformer to be included in the evaluation / project scope, or is it anticipated to remain in place?) **Existing service transformer is assumed to be ETR and excluded from the scope. Feeders from that transformer to the building are also assumed to be ETR.**
44. Does the University have available the latest Arc Flash, Short Circuit and/or Load Study? (If so, what software package(s) was used to complete these studies?) **Not at this time**
45. Are there other electrical drawings / single-line drawings available (beyond what was shared in Addendum #1)? (If so, please provide at this time, if possible.) **See the attached As Builts.**
46. Are the electrical drawings that were shared with Addendum #1 available in AutoCAD or similar format(s)? (If so, what program(s), including specific release version(s)?) **Assume not available.**
47. At the pre-proposal meeting it was mentioned that the project may not be bid / constructed until sometime after the design is completed, based on availability of funding. What provisions are there for adjusting the AE consultant's contract amount should there be a significant period of time between completion of the design and start of the bidding (or between the bidding and the start of construction) administration), if such a period of time leads to increased costs for the AE consultant? **Billing rates for CA can be adjusted on an annual basis. Proposers are to include billing rates and proposed annual increase percentages in your proposal.**
48. Please confirm that the project scope does not include evaluation or replacement of terminal devices, branch circuits, etc., and that the project scope only extends as far as the existing panelboards. **See answer to #4 and others**
49. Are general floor plans / background drawings available for the building in AutoCAD or similar format(s)? (If so, what program(s), including specific release version(s)?) **Assume not available**
50. RFP item II.A.2 calls for "Assessment of existing equipment to determine any possible reuse."
  - a. Are there any specific criteria that the University is looking for the AE consultant to use in determining possible reuse (and if so, what are they)? (Are you looking for things such as availability of replacement parts, etc.) **Extent of reuse is likely subject to budget constraints. No specific criteria have been defined at this time.**

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- b. Is it the intent of the RFP to require thermal imaging as part of this assessment, or is the use of thermal imaging at the discretion of the AE consultant?

**Thermal imaging has not been considered by Rowan at this time.**

51. RFP item II.A.3 calls for “Coordination of any shutdowns required for circuit tracing...”

- a. Is circuit tracing required by the RFP, or at the discretion of the AE consultant? **Refer to answer to question #1.**
- b. If circuit tracing is required, please provide direction on the level of circuit tracing required. (For example, panel feeders only, or would any branch circuits need to be traced?)

**Refer to answer to question #1**

52. 14. Is there a project schedule available? **A project schedule has not been developed. We would anticipate starting the initial phases of the scope of this engagement in Summer 2026. From there, we would anticipate continuing through design and coordinating the construction with the academic calendar.**

53. On page 11 of the RFP; Section 4.c. states that a minimum of three firms should be considered for MEP engineering and structural engineering. Are we required to consider other firms if our firm intends to perform these services in-house? **Refer to question #3**