

RFP 25-17 Owner's Representative Services for the CHSS Building

Rowan University
Office of Contracting & Procurement

Questions & Answers

1. In an attempt to develop a comprehensive proposal response for this RFP, and the project's stated aggressive design and construction schedules, we'd like to ask for consideration of an extension to the bid due date. The holiday weeks ahead and typical personnel vacation schedules will make it somewhat difficult to complete a review and determination of the project's necessary manpower and services throughout the design and construction phases outlined in the RFP in the current timeframe. *No time extension will be provided.*
2. Can Rowan University offer a more detailed schedule of the Design Development Phase and when to expect release of the CM-at-Risk RFP? *This is not known at this time. The RFP for Design Services has been cancelled but the University would like to retain an Owner's Representative to be included from the start of project programming.*
3. For the Construction Phase, can Rowan University advise what presence is expected on-site by the Project Manager responding to this RFP? Or does Rowan University request the Project Manager to advise anticipated on-site presence per week? *As an Owner's Representative, you determine the amount of site visits required to manage the project.*
4. What is the expected construction duration? *This is not known at this time.*
5. Does financial oversight include hard cost construction estimates? At what phases of documentation are estimates required to be provided? *Yes, hard cost construction estimates will be expected during each design phase: programming, schematic design and design development. A construction documentation estimate may also be required.*
6. Does program refinement during early design include schematic design phase? *Yes*
7. Is there a preliminary budget for hard costs and/or total project budget? *No*
8. What is Rowan's chosen construction management software system? *eBuilder. Access will be provided.*
9. Should we consider cost estimating as a consultant or include in lump sum pricing? *Include 3 estimates in lump sum pricing, but also note the cost under additional services if more estimates are required.*
10. Please confirm a schedule for each phase being listed in the pricing section on page 21. Is there an anticipated total number of site visits expected by Rowan during this period? Can an overall project schedule be shared to support the development of fees? *There is no schedule at this time. As an Owner's Representative, you determine the amount of site visits required to manage the project.*
11. For the Pricing Section on page 21, is there an associated timeline for each of these phases which Rowan would like to base these fees on? *There is no schedule at this time.*
12. In section V-E, can you clarify what "specific devices" mean? *Please disregard this section.*
13. Under Professional Qualifications, #3 – "the firm shall be prepared to prepare multiple design packages for bid" Can you clarify is this is meant for the design team, not an owners rep? *Correct, this applies to the design team, but the OA must be prepared to keep up.*
14. Is there a current signed off Program defined for the project which includes program space type and general square footage? *No*
15. Is there a Design Team / Consultant engaged for Programmatic Studies or program confirmation? *Not at this time.*
16. Please confirm that the Schematic Design Package delivery is due 03/25/25, not 03/35/25 and that our engagement will start on 01/25/25. *The RFP for Design Services has been cancelled but the University would*

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like to retain an Owner's Representative to be included from the start of project programming. The dates listed in this RFP will be changing as the project develops.

17. Page 6 Section II – Scope of Work - The selected firm will provide comprehensive project management services from project initiation through the Schematic Design Package delivery. The University may elect to extend the contract as deemed necessary to contract through documentation, construction administration and project close-out and move-in.
Based upon this, we believe our proposal should include Owners Representative Services from Project Initiation through Schematic Design Package delivery. Please confirm that we should assume a two month duration for Programming and Schematic Design. *Please see the pricing sheet. We are asking for a breakdown in price for all phases. At a minimum we plan to keep the OA on the project through DD. There is no schedule in place at this time.*
18. Please confirm contract will be between Owner and Consultant for Owner's Representative services and not a General Contractor as noted in Section IV. *Confirming the contract will be between Owner and Consultant.*
19. Will PM / Owner's Representative be responsible for Architect / Engineer RFP? *No, not responsible, but included in the process.*
20. Is a Civil Engineer already engaged in the project? If so, who? *No*
21. Has a construction budget been established for the Facility? *No*