#1 - Question & Answer
With the complexity of this project, strategic planning at an early stage will be a paramount issue. At what stage of design will the construction manager be brought in to the project to begin to coordinate with the architect and University on design and overall logistics?

The CM will need to be at the table and involved through all phases of Design & Construction in various capacities, starting from the CM’s Contract start date, e.g., Project Executive, Project Manager, Field Engineer, Estimator, Scheduler, etc. See Revised Section IV. - Scope of Services.

#2 - Question & Answer
Will Oak Hall and Laurel Hall be added to the RFP?

Oak & Laurel have since been included in the RFP.

#3 - Question & Answer
Given that the budget, schedule and scope of work hasn’t been fully conceived at this point it may be difficult to provide an accurate lump sum fee. Has or would the University consider having proposals based on a monthly fee?

No. We have provided Instructions – See added Fee Schedule @ Appendix.

#4 - Question & Answer
Can you confirm or clarify a preliminary schedule for the work, the overall budget and the construction budget?

See DRAFT Schedule, final schedule to be determined by the CM in coordination with Rowan Project Manager and the Architect.

#5 - Question & Answer
Can you confirm that the University is seeking full-time project management services?

Contract will be for the amount of time necessary to complete all the requirements of this RFP as determined by the documents and contract provided by the Rowan University Facilities Planning & Construction Department.
#6 - Question & Answer
Please verify if Small Business Enterprise Goals are part of the RFP 18-40 Response.

Vendors are required to comply with all local, state and federal laws, and regulations applicable to this contract and to the work to be done hereunder. Including, but not limited to:
Each contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or

- A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or

- A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

See Item X – Compliance Laws

#7 - Question & Answer
Page 3 of 24, item No. 2 of documents list “Contractor Certification and Disclosure of Political Contributions Public Law 2005”. At the Pre-Bid meeting, a reference was made to Chapter Form 51, Executive Order 117. Please verify if correct form is that referenced on Page 12 of 24, item X.C.

Yes, it is also referenced on Under “Compliance Laws.”

#8 - Question & Answer
Page 7 of 24, item 6e, the time period is listed as TBD; please advise expected construction duration if lump fee is to include the services listed.

See DRAFT Schedule, final schedule to be determined by the CM in coordination with Rowan Project Manager and the Architect.
### #9 - Question & Answer
Page 7 of 24, item 6d references to “advise and assist the University Project Manager to ensure all work is being completed in accordance with the contract documents, Safety Program...” Please advise if the CM’S Safety Program is to be included in the Contract Documents, or does this statement refer to Rowan’s Safety Program and or the Contractor’s Safety Program?

Rowan’s Safety Program. CM will be responsible for developing a site specific Safety Plan.

### #10 - Question & Answer
Page 10, item VI Part A, and Page 20 of the Proposal form requests a Lump Sum Fee. However, on page 7 of 24, item 6e requests an hourly rate for on-site supervision (not to exceed 20 hours a week during the construction phase which can be used at the owner request). Please clarify if the lump sum proposal intended to include 20 hours per week for the construction phase?

See DRAFT Schedule (Appendix 3). The final schedule to be determined by the CM in coordination with Rowan Project Manager and the Architect. This RFP seeks a lump sum proposal.

### #11 - Question & Answer
Page 10 of 24, item V.A. advises that the total construction project budget is $7 million. Please verify if the Project Budget is $7 Million or if the Construction Budget is $7 Million.

Answer ... “The total construction project budget is $13M.” Total construction budget is $10M.

### #12 - Question & Answer
Page 11 of 24, please verify if items C.7 and C.8 are applicable insurances to this RFP 18-40. (In terms of Pollution Legal Liability Insurance and Professional Errors and Omissions Liability Insurance)

The Insurance Requirements have been updated in the RFP document.

### #13 - Question & Answer
Please verify if Rowan University will provide temporary office space and utilities for the CM Scope of the Construction Phase, or if lump sum fee is to include temporary office space and utility cost?

Office space will be provided at the University when it becomes necessary.
### #14 - Question & Answer

If materials testing and inspection is required as part of the contract, is this service provided by Rowan, Construction Contractors, or the Construction Manager?

**Should material testing & inspections be required, Rowan will procure, and rely on CM to coordinate, review and advise.**

### #15 - Question & Answer

Regarding the Fee Pricing: Page 10, Part VI.A – Calls for a “Lump Sum Fixed Fee” for the services. Under Section IV Scope of Services, the Preconstruction and bidding Phases each have durations of 9 months and 2 months respectively. The construction closeout phase has a duration of TBD, but it further outlines on page 7, part e. to include “an hourly rate for onsite construction supervision, not to exceed 20 hours a week during the construction phase”.

On the proposal page, there is only a line item for the Lump-Sum Fixed Fee.

1. Does the Lump-Sum fixed Fee only include the 9 month preconstruction phase and the 2 month bidding Phase? If so, shall we just write in the hourly rate for the construction closeout phase?

2. If the Lump-Sum Fixed Fee is to include the 20 hours per week during construction, can you provide a construction duration for us to base the fee on?

**The Proposal Page has been modified. See DRAFT Schedule (Appendix #3). The final schedule to be determined by the CM in coordination with Rowan Project Manager and the Architect. This RFP seeks a lump sum proposal.**

### #16 - Question & Answer

Will the sign-in sheet from the site visit be published in an addendum?

**The Sign-In-Sheet is published on the Office of Contracting & Procurement website with the bid documents.**

### #17 - Question & Answer

Under IV. Scope of Services: Is there any planned renovation at Robinson Hall to backfill vacant space?

**No, Robinson is only mentioned because of the relocation of the College of Humanities and Social Sciences (CHSS) from Bunce and Robinson Halls into Savitz Hall. See Section III. - Project Description.**
<table>
<thead>
<tr>
<th>#18 - Question &amp; Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should we anticipate developing (3) cost estimates at the end of Schematic Design, Design Development, and Construction Documents?</td>
</tr>
</tbody>
</table>

Please see revised Section IV. - Scope of Services.

<table>
<thead>
<tr>
<th>#19 - Question &amp; Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should we anticipate performing (3) constructability reviews at the end of Schematic Design, Design Development, and Construction Documents?</td>
</tr>
</tbody>
</table>

Please see Revised Section IV. - Scope of Services.

<table>
<thead>
<tr>
<th>#20 - Question &amp; Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under IV. Scope of Services, 6) Construction / Closeout Phase - What is the anticipated duration of the construction / closeout phase?</td>
</tr>
</tbody>
</table>

See DRAFT Schedule (Appendix #3). The final schedule to be determined by the CM in coordination with Rowan Project Manager and the Architect.

<table>
<thead>
<tr>
<th>#21 - Question &amp; Answer</th>
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</thead>
<tbody>
<tr>
<td>Under IV. Scope of Services, 6) Construction / Closeout Phase e) states in summary that the CM will include onsite construction supervision not to exceed 20 hours a week. Based on the scope of services and deliverables required under the construction phase, the 20 hours / week may not be sufficient to complete daily reports, monthly reports, meetings, meeting minutes, etc. Please confirm the 20 hours per week is the maximum required for onsite supervision.</td>
</tr>
</tbody>
</table>

This RFP seeks a lump sum proposal. See DRAFT Schedule (Appendix #3). The final schedule to be determined by the CM in coordination with Rowan Project Manager and the Architect. Also see Revised Scope of Services.

<table>
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<tr>
<th>#22 - Question &amp; Answer</th>
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</thead>
<tbody>
<tr>
<td>Under VI. Pricing: Are you requiring only one lump sum fixed fee for all phases (Preconstruction/ Bid/award, Construction / Closeout)?</td>
</tr>
</tbody>
</table>

Yes.
#23 - Question & Answer
Proposal Page states that the fee structure is lump sum payable based on percent complete. Typically, due to the fact the CMs cannot control means and methods and/or the schedule, CM services fee is earned based a regular monthly fee independent of % complete. Can the basis of payment be changed to regular monthly fee?

No.

#24 - Question & Answer
On page 6, Section 4.e, Item 2, Develop a Project Cost Estimate...“The Cost Estimate will be presented at the completion of this phase of work to the University”. Section 4 refers to Schematic Design, Design Development, and Construction Documentation Phases. Do you want an estimate prepared for each of the three (3) design phases, or just at the end of the Construction Document Phase?

Please see revised Section IV. - Scope of Services.

#25 - Question & Answer
On page 6, Section 4.e, Item 5, Perform a constructability and quality assurance... Are we to provide progress reviews or just a final review of the CD’s? If there are progress reviews required is it one for various percentages complete of the CD’s, if so how many does the University want?

Yes, Please see revised Section IV. - Scope of Services.

#26 - Question & Answer
On Page 6, Construction Closeout Phase, these are two distinct phases, not one combined phase typically. Can the University amend this so it is clear what you want in each phase, and break out these items separately for pricing purposes?

See DRAFT Schedule (Appendix #3). The final schedule to be determined by the CM in coordination with Rowan Project Manager and the Architect. Please see Item IV - Revised Scope of Services.

#27 - Question & Answer
On page 7, Section 6, the duration of construction is TBD. In order to provide an accurate price to the University we will need the duration or will you change the Price Proposal sheet to allow for an hourly rate and a monthly lump sum price to be billed?

See DRAFT Schedule (Appendix #3). The final schedule to be determined by the CM in coordination with Rowan Project Manager and the Architect.
### #28 - Question & Answer

On page 7, Section 6.e, the RFP identifies 20 hours of onsite supervision. Are we to assume that all the services being requested by the CM are on top of this 20 hours? Meaning that you are looking for a fulltime person, 20 hours of which will be onsite and the remaining time will be performing the administrative functions identified?

The CM contract will be for the amount of time necessary to complete all the requirements of this RFP as determined by the documents and contract provided by the Rowan University Facilities Planning & Construction Department. This RFP seeks a lump sum proposal.

See DRAFT Schedule (Appendix #3). The final schedule to be determined by the CM in coordination with Rowan Project Manager and the Architect. Please also see Item IV - Revised Scope of Services.

### #29 - Question & Answer

On page 8, Section 6.n, Makes reference to ensuring SBE compliance with the contractor. What about the CM firms having SBE participation for out submission to this RFP?

(All) Vendors are required to comply with all local, state and federal laws, and regulations applicable to this contract and to the work to be done hereunder. Including, but not limited to:

Each contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or
- A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
- A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

See Item X – Compliance Laws

### #30 - Question & Answer

At the onsite meeting, reference was made to the University utilizing Oak & Laurel Halls as additional space for the project. Will this be accounted for in the project budget and duration? Will the design duration of 9 months change as a result of this?

Laurel & Oak have since been included in the RFP. See DRAFT Schedule (Appendix #3). The final schedule to be determined by the CM in coordination with Rowan Project Manager and the Architect.
**#31 - Question & Answer**

Please clarify the "not to exceed 20 hour per week" on site construction supervision. Is this to be included in the monthly cost that we provide during construction for all the required work to complete other deliverables?

"Contract will be for the amount of time necessary to complete all the requirements of this RFP as determined by the documents and contract provided by the Rowan University Facilities Planning & Construction Department.” See Revised section IV. - Scope of Services.

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**#32 - Question & Answer**

It is my understanding that the cost proposal form is going to be revised. Will we be providing:

- lump sum cost for 9 months of "preconstruction"
- lump sum cost for 2 months of "bidding permitting"
- monthly rate for each month of "construction"
- monthly rate for each month of "closeout"

The Proposal Page has been edited, but remains a request for a Lump-Sum Fixed Fee. See DRAFT Schedule (Appendix #3). The final schedule to be determined by the CM in coordination with Rowan Project Manager and the Architect. Please also see revised section IV. - Scope of Services.

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**#33 - Question & Answer**

Please confirm the number of months estimated for "construction" and "closeout."

See DRAFT Schedule (Appendix #3). The final schedule to be determined by the CM in coordination with Rowan Project Manager and the Architect.

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**#34 - Question & Answer**

Unless specifically noted within this RFP, Rowan’s Standard Terms and Conditions take precedence over any special terms and conditions contained in this RFP. Please confirm that the Terms and Conditions document located on your website is in fact the correct document for us to review.

The Terms & Conditions can be found on the following Office of Contracting & Procurement page: [http://www.rowan.edu/adminfinance/controller/purchasing/faqs/PoliciesProcedures.htm](http://www.rowan.edu/adminfinance/controller/purchasing/faqs/PoliciesProcedures.htm)
<table>
<thead>
<tr>
<th>#35 - Question &amp; Answer</th>
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<tbody>
<tr>
<td>Will the university use its current vendors for materials testing or will the CM be responsible for contracting a materials testing firm as a sub-consultant to their contract?</td>
</tr>
<tr>
<td>Should material testing &amp; inspections be required, Rowan will procure, and rely on CM to coordinate, review and advise.</td>
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<tbody>
<tr>
<td>In the RFP on page 7 of 24, paragraph e., it states to include an hourly rate for onsite construction supervision, not to exceed 20 hours a week during the construction phase, which can be utilized at the owner request. Since in Section VI. PRICING, paragraph A. (page 10 of 24) it asks for a lump sum fixed fee, does this mean that the Construction Supervision will not be included in the lump sum, but rather be an allowance (based on the hourly rate proposed) to be utilized at the owner’s request if/when needed?</td>
</tr>
<tr>
<td>“Contract will be for the amount of time necessary to complete all the requirements of this RFP as determined by the documents and contract provided by the Rowan University Facilities Planning &amp; Construction Department.” See DRAFT Schedule (Appendix #3). The final schedule to be determined by the CM in coordination with Rowan Project Manager and the Architect. Please also see Item IV - Revised Scope of Services.</td>
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<tbody>
<tr>
<td>A duration for the pre-con phase of 9 months has been provided along with a 2 month phase for bid assistance/permitting. A construction phase duration does not appear to be given. Is there a construction duration that can be provided upon which all proposers can base their fees for construction phase services?</td>
</tr>
<tr>
<td>See DRAFT Schedule (Appendix #3). The final schedule to be determined by the CM in coordination with Rowan Project Manager and the Architect. Please also see Item IV - Revised Scope of Services.</td>
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<tbody>
<tr>
<td>Under Submission Requirements on p. 16, paragraph 5a asks for 3 projects that best assist in assessing if your firm is the most suitable to provide design services for this project. We assume that this is a typo and should have read, most suitable to provide Construction Management services. Please confirm.</td>
</tr>
<tr>
<td>Yes.</td>
</tr>
</tbody>
</table>
#39 - Question & Answer
The Proposal Page on p. 20 appears to be a cost proposal page for design services. Can this be replaced with a proposal page for CM services?

See revised Proposal Page, any reference to design professional(s) has been removed.

#40 - Question & Answer
Will we be involved in managing the fit out work at the Oak and Laurel swing spaces?

Laurel & Oak have since been included in the RFP.

#41 - Question & Answer
Please confirm that there will be as many as three detailed cost estimates provided and reconciled with the architects estimate at various phases of the design.

Yes - Please see revised Section IV. - Scope of Services.

#42 - Question & Answer
Please provide the hard and soft budget costs for the project.

The Total Project Budget is $13M. The total construction project budget is $10M.

#43 - Question & Answer
Please provide the building area for each of the buildings involved in the project.

Please see corresponding floor plans; the total SF is not relevant.

If you submitted questions to bids@rowan.edu by the due date indicated in the bid document, but they were not received and answered here, please contact:

Robert Yufer
Office of Contracting & Procurement
Yufer@rowan.edu
856.256.4196