# Question & Answer: #1
The RFP states that there is one week to complete all survey work. Please confirm this duration and that no other time will be allowed for survey work.

The week identified in the RFP is the week of this semester’s spring break. For the following weeks through graduation, classes are back in session. The classes listed as part of this scope of work are heavily scheduled and the architect will not be able to access these rooms while classes are in session. These classes are scheduled from 8:00 a.m. to 9:00 p.m. daily.

Question & Answer: #2
Please clarify that all rooms listed in Attachment “A” are to be surveyed including a re-survey of the green colored rows which were previously done.

Refer to the Rowan University Classroom and Laboratory List provided on the Rowan University Bid Advertisement Webpage. The List provided identifies whether a rooms are included in this scope of work. See column one and two headings for the scope, and rooms identified by “YES” are included in this scope of work.

Question & Answer: #3
For each classroom/ laboratory listed in Attachment A, is there more than one potential use/option for each space expected?

No.

Question & Answer: #4
Are we able to view drawings prior to the proposal submittal deadline?

The architect may come to the Facilities Office of Planning and Real Estate by appointment only during the following days and times: 2/20/18 from 12:00 p.m. to 1:30 p.m. and 3:30 p.m. to 4:30 p.m., 2/21/18 from 11:00 a.m. to 1:30 p.m., 2/22/18 from 12:00 p.m. to 2:30 p.m., and 2/23/18 from 1:00 p.m. to 4:30 p.m. Appointments can be made with Patrick Gallagher and he can be contacted at gallagherp@rowan.edu.
### Question & Answer: #5
In order to create as-builds, will the architect be required to measure all spaces or identify any changes that have occurred over time?

**Yes to both questions.**

### Question & Answer: #6
Please identify the extent of items to be included in as-builds of existing conditions:
- Built-in items, casework
- Wall mounted items- smart boards, IT equipment, etc.
- Power and data locations
- Ceilings and lighting

For the classrooms and labs identified in the Rowan University Classroom and Laboratory List, the architect will be required to document the existing walls, doors, windows, columns, fixed casework and equipment, markerboards, projectors, projection screens, loose fixtures, furnishings, and equipment, AV equipment. Document any tackboards, teaching equipment, etc... Ceiling plans and lighting plans are not required. The architect is also required to identify for the University any items found to be in a state of disrepair, but this information can be provided in a text or spreadsheet document.

### Question & Answer: #7
Will CADD drawings provided by Rowan University show existing built-in casework installed in each space?

Rowan University CAD drawings have most of the built-in casework, but may not have all the existing built-in casework.

### Question & Answer: #8
Will we need to survey existing toilet rooms to confirm fixture count?

Yes. A survey to count the number of fixtures is required to complete RFP Item II.G.3.d.

### Question & Answer: #9
Will we need to survey existing exit doors and stairs to determine existing exit width capacity?

Yes. A survey to confirm the existing egress capacity is required to complete RFP Item II.G.3.d.
<table>
<thead>
<tr>
<th>Question &amp; Answer: #10</th>
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<tbody>
<tr>
<td>Will we be required to survey existing furniture for use in developing layouts for each space or does Rowan have CADD furniture standards for our use?</td>
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<tr>
<td>The architect will be required to survey and document the existing furniture layouts. Rowan does not have CAD furniture standards.</td>
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<tr>
<th>Question &amp; Answer: #11</th>
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<tbody>
<tr>
<td>Can a site visit be arranged prior to the Bid Due date? If so, what is the date, or dates that a walk-thru could occur?</td>
</tr>
<tr>
<td>If an architect wants to visit the campus in advance of submitting their proposal, the architect must first contact Patrick Gallagher at <a href="mailto:gallagherp@rowan.edu">gallagherp@rowan.edu</a> and notify what day and time they are coming to campus. When arriving at the campus, the architect must first check in with Campus Security located at the Bole Annex. When walking the campus buildings, the architect is NOT permitted to enter classrooms while class is in session.</td>
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</tbody>
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<tr>
<th>Question &amp; Answer: #12</th>
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<tbody>
<tr>
<td>During the Survey scheduled for March 12-17, what are the hours that the buildings will be available?</td>
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<tr>
<td>8 a.m. to 9 p.m.</td>
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<tr>
<th>Question &amp; Answer: #13</th>
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<tbody>
<tr>
<td>Can facilities with shared systems or sources of utilities services be assessed during the field survey work?</td>
</tr>
<tr>
<td>This is not part of the scope of work.</td>
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<tr>
<th>Question &amp; Answer: #14</th>
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<tbody>
<tr>
<td>Will the survey team require a University escort?</td>
</tr>
<tr>
<td>No.</td>
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</tbody>
</table>
### Question & Answer: #15
Can the survey team be split into 2 or 3 groups to cover multiple areas simultaneously? / How many team members can attend the walk-thru?

**The architect can utilize as many teams or people necessary to complete the work.**

### Question & Answer: #16
Besides the kickoff meeting and the potential interim meeting indicated on page 6, are there any additional meeting anticipated for review/presentation of the As-Built drawing deliverable or the final Analysis deliverable?

**No. However, conference calls may be necessary to track progress of the work or other coordination items.**

### Question & Answer: #17
Clarify the term “As-Built” regarding the provision for capturing existing conditions.

The architect will be responsible for providing CAD and PDF drawings of all the rooms identified in the Rowan University Classroom and Laboratory List as provided with the RFP from the Rowan Procurement website. The drawings will include the existing conditions of the walls, doors, windows, columns, fixed casework and equipment, marker boards, projectors, projection screens, loose fixtures, furnishings and equipment, AV equipment. As-builts are only required of the rooms identified in the Rowan University Classroom and Laboratory List.

### Question & Answer: #18
Please provide any Bio-Safety Level designations of any laboratory spaces if greater than BSL-1.

**All of the labs as part of this scope of work are general purpose labs. These are not specialized or research labs.**

### Question & Answer: #19
Are remaining useful life determinations required for equipment and furnishings?

**No.**
## Question & Answer: #20

If existing equipment and furnishing dimensions will not be provided within the CAD files from the University, is there a preference with how the architect captures physical sizes for space and occupancy determinations?

The University has no preference as to the means and methods that the architect completes the work. The University requires that the as-builts completed by the architect be drawn to scale and to reflect the existing conditions identified in the RFP.

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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