

ADDENDUM #1
ARCHITECTURAL DESIGN SERVICES
HAMILTON TOWNSHIP MUNICIPAL COMPLEX PROJECT

TO: All Potential Respondents

FROM: Allan C. Collins
Deputy Executive Director

DATE: October 3, 2022

The following questions were received in reference to the Request for Proposals (“RFP”) for Professional Architectural Design Services for the above Project. This comment/response document shall provide answers to these questions. This Addendum shall be considered in preparing a response.

Please be advised that the Due Date for Proposals remains October 18, 2022 at 2:00 P.M. Proposals are due at the MCIA Offices located at 80 Hamilton Avenue, Trenton, New Jersey 08611.

QUESTION: Section 2.10 of the RFP states to provide a separate fee for LEED services but this is not listed on the Pricing Sheet. Please clarify if these services are to be included in the percentage fee schedule.

ANSWER: Services for LEED Certification are to be included in the percentage fee schedule, not broken out as a separate fee.

QUESTION: Please clarify if geotechnical services are required to be provided for the building foundation; or will the MCIA be proving this information.

ANSWER: Geotechnical services will be provided by the MCIA through a geotechnical engineer that will be a separate and apart procurement by the MCIA.

QUESTION: It was stated at the pre-proposal site meeting that Cost Estimates during the Phase 2 design phase are to be provided by the MCIA’s retained CM Firm. However, 2.4 of the RFP states that the Architect shall provide a Probable Construction Cost Estimate. Please clarify.

ANSWER: The budget shall be initially established in the Phase I services by the Architect as part of the overall Schematic Design Report. Please disregard the requirements in 2.4 for a Probable Construction Cost Estimate. There will be two additional detailed cost estimates that will be provided by the Construction Manager at the 60% and 90% construction documents phase.

QUESTION: It is understood, as stated in 2.2.2, that the Architect shall provide an overall Project Cost Estimate during the Phase 1 design phase. Please advise if an outside cost consultant firm is required as stated in 2.0.

ANSWER: The MCIA is requesting a cost consultant to provide the cost estimate referenced in Section 2.0 and as required in 2.2.2.

QUESTION: Please advise if it is anticipated that a Cafeteria with a commercial kitchen will be required that would result in a Food Service consultant being required on the team.

ANSWER: The Township will seek to have a vendor for coffee, donuts, bagels and other breakfast items and perhaps beverages and some small lunch items. We do not anticipate a full-fledged commercial kitchen as part of this project.

QUESTION: Please confirm that design of all FFE will be provided by the MCIA's selected furniture vendor; and that the Architect will provide full coordination with implementation into the building design (i.e., power and data feeds).

ANSWER: The MCIA shall select a furniture vendor that shall prepare furniture layout drawings. The Architect shall be responsible for coordinating those drawings into the overall building design by providing the necessary power, data, floor boxes, etc. that is needed to make the furniture system functional.

QUESTION: Are there any special public meetings required for approvals during the design and construction phases that the architect should plan for?

ANSWER: The Township of Hamilton, in conjunction with the MCIA, plan to hold several public input meetings during the design phase of the project to present to the public and receive public feedback. These meetings are typically held after work hours and in a public setting with presentation materials made available.

QUESTION: Does the MCIA have a form of contract that it uses or will it be using the standard AIA Form of Contract?

ANSWER: The MCIA shall utilize the Standard AIA Form of Agreement B101.

QUESTION: Will the sign-in sheet from the site visit be made available?

ANSWER: Yes, attached to this addendum is the sign in sheet from the September 22, 2022 site visit.

QUESTION: Does MCIA plan on working with just one (1) furniture vendor and procuring FFE items under state contract pricing, or will we need to develop a competitive FFE bid package to be distributed to multiple dealers/manufacturers?

ANSWER: The MCIA will choose a particular furniture vendor to supply all loose and systems furniture. FFE Items will be purchased through State Contract when available or the MCIA will seek competitive proposals.

QUESTION: What level of LEED Certification is required?

ANSWER: No decision has been made to the actual level of LEED certification. That will depend on the many factors involved with the LEED certification requirements and the amount of available and possible points. The MCIA and the Township of Hamilton will be looking to maximize to the extent possible the highest LEED certification.

QUESTION: How many meetings should be included for the Project Advisory Committee sessions?

ANSWER: The actual number of meetings will depend on the size and complexity of the needs assessment effort. However, there should be a minimum of one initial kick-off meeting and three subsequent meetings to present the findings as the study progresses.

QUESTION: How many meetings should be budgeted for the Stakeholder Interviews? We are assuming an initial meeting to review the questionnaire information and then a second one, per department, to make sure we get the programming data right. Please confirm.

ANSWER: The number of meetings required will be solely up to the architect as to how many meetings are needed to gather data and develop the report. The MCIA is relying on the expertise of the architect to provide sufficient resources in order to develop and present a comprehensive report.

QUESTION: Does the Township have current Space Standards for any of the groups going into the new complex?

ANSWER: The Township does not have any space standards available.

QUESTION: Please confirm the preliminary budget of \$25 million is for the total project, inclusive of construction costs, FFE, AE fees, CM fees, permitting costs, etc.

ANSWER: The preliminary budget mentioned in the RFP of \$25 Million is for hard construction costs only. It does not include soft costs, FFE or any other professional fees.

QUESTION: Please confirm the following schedule, which was discussed at the site visit:

Phase 1 design – 6 months

Phase 2 design – 6 months

Bidding – 2 months

Construction – 24 months

ANSWER: Please refer to Section 2.8 of the RFP which details the schedule. The above timeframes are correct.

QUESTION: Confirm that the following design disciplines will be contracted directly by the MCIA:

Environmental

Site/Civil

Geotechnical

ANSWER: Correct. Environmental, Site/Civil and Geotechnical engineering services will be contracted separately by the MCIA. The architect shall coordinate the results of those disciplines into the overall building design.

QUESTION: Will the project be pursuing any energy incentives thru the NJ Clean Energy program such as the Smart Start Program and the incentives associated with HVAC equipment and lighting?

ANSWER: The MCIA is looking to take advantage of any and all programs available that will yield a capital or operating life cycle cost savings to the project. If the architect feels there are incentives out there that the project can utilize to its advantage, then yes, the MCIA would be interested in pursuing those incentives.

HAMILTON TOWNSHIP MUNICIPAL COMPLEX PROJECT

SITE VISIT - RFP FOR ARCHITECTURAL DESIGN SERVICES

THURSDAY, SEPTEMBER 22, 2022

10:00 AM

SIGN-IN SHEET

NAME

NOEL MUSIAL
 LARRY OHER
 Michael P. Nowski
 Saffron BIPS
 ROB PIVONIK
 Joe Kans
 SCOTT DOBUNLO
 BRICK COLLINS
 MARK COAN
 JAMES A SULLIVAN
 JIM NICHOLLE
 JUNA TALKIVANAY
 MICHAEL FAREWELL
 DREW SILVESTER
 RASA GOLDSTEIN
 JEFF SCHLECHT

FIRM

THE MUSIAL GROUP
 NETTA ARCHITECTS
 DMR Architects
 AXIOM, INC.
 MICHAEL GRAVES
 T&M Associates
 MICHELLE GRUMP
 RUMMEL BUDGETTE
 HELIX GROUP
 JEFF STAFF
 USA ARCHITECTS
 DAN
 FAREWELL ARCHITECTS
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 GOLDSTEIN PARTNERSHIP
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