

**REQUEST FOR PROPOSALS
SUPERIOR COURT OF NEW JERSEY – MERCER VICINAGE
UPDATE OF NEEDS ASSESSMENT AND PROGRAM DEVELOPMENT**

ADDENDUM #1

TO: All Potential Respondents

FROM: Allan C. Collins
Deputy Executive Director

DATE: April 10, 2018

As stated in the Request for Proposals for the above project, questions were received by the Due Date for Questions of April 9, 2018. The following responses are provided for each question received. Please consider the responses to these questions and the entire Addendum #1 when preparing your proposal.

The Due Date for Proposals is still **Friday, April 20, 2018 at 11:00 AM** prevailing time. The MCIA looks forward to receiving your proposal.

Question No. 1: The proposal does not specifically mention the need to retain engineering services however the proposal does require a cost estimate. While we can estimate new construction based on courts experience, cost estimating services for renovations is more specific to existing conditions and therefore those services may be required. Similarly, there may be environmental issues within existing buildings that may also require further scrutiny in order to establish relevant costs for remediation.

ANSWER NO. 1: The MCIA is not looking for a detailed engineering assessment to be conducted on the building at this phase of the project. Once the needs assessment and Implementation Plan is finalized, the MCIA will look to assemble a project team of professionals to undertake more detailed engineering analyses in order to ultimately prepare bidding and contract documents. The MCIA does however recognize that preliminary cost estimates are needed in order to effectively budget and begin predevelopment activities for the project.

To that end, the Respondent shall assume that all new systems shall be needed for the old Criminal Courthouse. This includes new mechanical, electrical and plumbing systems, new fire protection, new roof and structural repair and replacement, extensive masonry repairs to historic standards both interior and exterior, as well as a complete asbestos remediation of the building. The building contains approximately 61,000 square feet of space. This assumption is based on the current renovation work ongoing at the Mercer County Courthouse Annex building.

There are currently no existing drawings of the old Criminal Courthouse, however the successful Respondent will be afforded ample opportunity to survey and investigate the building. However, no invasive investigations that would require exposing any asbestos materials in the walls, ceilings or other structures will be allowed without the proper environmental safeguards being implemented.

Question No. 2: How much of the old Criminal Courthouse is occupied, and by whom?

ANSWER NO. 2: The Old Criminal Courthouse is currently unoccupied and will remain so until the future renovation work that results from this study is completed.

Question No. 3: Are there electronic plans and/or elevations of the building available, or will as-built drawings need to be developed?

ANSWER NO. 3: There are currently no electronic plans or elevations, nor are there any as-builts available for the building. The Respondent shall be required to undertake whatever surveys and investigations are necessary in order to develop plans for the Old Criminal Courthouse.

Question No. 4: Will MCIA provide the selected planning team the projected caseload filings for the next 20 years in order for the team to determine the number of judgeships and court-related staff or will the caseload projections be the responsibility of the planning team.

ANSWER NO. 4: The Respondent shall be responsible for interviewing all court and administrative staff in order to develop projected caseloads for the next 20 years. These projections will then be utilized to develop space projections and how to best utilize the Old Criminal Courthouse.

Question No. 5: On page 15 there is a request for the Respondent's Certificate of Employee Information Report. Is that this State form: NJ Division of Purchase & Property Contract Compliance Audit Unit, EEO Monitoring Program, "Employee Information Report"?

ANSWER NO. 5: "Certificate of Employee Information Report" means the certificate issued by the Department of Treasury, Division of Purchase and Property upon the initial receipt of a properly completed employee information report, Form AA302, from a vendor, including professional services contractors.

Question No. 6: What is the anticipated timeframe for the study? Are there any key deadlines the consultant team needs to meet?

ANSWER NO. 6: Although a defined timeline with milestone deadlines has not been established, the MCIA is looking to have the study completed within 180 days from Notice to Proceed.

Question No. 7: Will CAD files for the old Criminal Courthouse be available to the consultant team?

ANSWER NO. 7: There are currently no electronic plans or elevations, nor are there any as-builts available for the building. The Respondent shall be required to undertake whatever surveys and investigations necessary in order to develop plans for the Old Criminal Courthouse.

Question No. 8: Should the Needs Assessment include an assessment of the exterior building envelope to identify any renovation/preservation needs and their associated cost?

ANSWER NO. 8: Yes.

END OF ADDENDUM #1