



University of Medicine & Dentistry of New Jersey

Facilities Planning & Construction
Phone: (973) 972-7945/7946
Fax: (973) 972-4540

301 Administration Complex
30 Bergen Street
University Heights
Newark, NJ 07107-3000

ADDENDUM NO. ONE

**Request for Proposals for Professional Architectural/Engineering Services
Addition to I-Level
University Hospital
Newark Campus
Newark, New Jersey**

RFP # P04-007

TO: John Belkewitch, Jr.
Purchasing Services

FROM: David C. Schulz, AIA
Director of Construction
Facilities Planning & Construction

SUBJECT: **Addition to I-Level
University Hospital
FPC 03005-N**

DATE: September 15, 2003

1. Following are responses to questions submitted by The Prisco Group:

Q: Please confirm that “as-builts” are indeed required at the end of the project from the design team?

A: “As-builts” are required; please see Paragraph 1.7.8 of Agreement as well as Section 6.3.6 of the RFP.

Q: Please elaborate and/or describe the CAFM (facilities management) system and drawing requirement that will be needed at the end of the project?

A: Facilities Planning & Construction uses Archibus for CAFM. See Section 6.3.6 of the RFP for information on drawing requirements for CAFM.

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Q: Please elaborate on the “extant archival system” mentioned?

A: Facilities Planning & Construction maintains original construction documents and “as-builts” of all University buildings in the Archive Room, on the Newark campus. The selected A/E shall sign-in to the Archive Room, examine available documents, and pull out documents that the A/E desires to have copied. The University will provide one (1) copy of each selected sheet at no cost to the A/E.

Q: Should ALL forms in Attachment C be filled out and returned with the proposal?

A: All forms in Attachment C must be completed and submitted as part of the Technical Proposals (do not include with Fee Proposal).

Q: Should the top portion of Attachment C, form C-4 (Sub-Contractor Utilization Report) be filled out in the proposal by the Prime Vendor (Architect)? Should our intended consultants fill this out as well?

A: Form C-4 should be completed by the Architect. Architect should list information on subcontractors (consultants) as requested by the Form.

Q: Insurance Provisions in Attachment C appear to be for construction contractors, please confirm the correct Architectural Service Insurance Requirements.

A: As explicitly described at the Pre-Bid Site Conference, the Insurance Provisions contained within Attachment B supersede those in Attachment C. See Article 16 of Attachment B for insurance requirements.

2. The due date is changed as follows:

From: Wednesday, September 17, 2003 @ 2:00 P.M.

To: Friday, September 19, 2003 @ 2:00 P.M.

END OF ADDENDUM NO. 1

c: Mark Tufaro
Margaret Riefling
Chron File/Central File