

ADDENDUM 1

ANSWERS TO SUBMITTED QUESTIONS

1. **Regarding the RFP, I was wondering if you desire as a part of the study that a building code analysis also be performed for all the buildings noted in the document. This would include but not be limited to current IBC regulations and ADA compliance.**

Yes.

2. **What is the schedule for the project, and what will the report be used for?**

Per the RFP, the Borough desires a completed plan within 90 days of commencement of the project. The primary purpose of the study is to provide budgetary guidance related to investments toward capital improvements. The Borough intends to use this study as a "living document" that will be maintained and updated as needed.

3. **What is the budget for the Property and Grounds Assessment, Maintenance Plan, and Capital Improvement Plan?**

\$15,000 to \$25,000 including add alternates

4. **Confirm that no As-Builts or measured drawings need to be created by the consulting team.**

None required.

5. **Describe the 201 Sabine Property. What are the extents and what portions of the project that are to be included in the project?**

This property is a former school that has been re-purposed into a commercial space. There are currently 6 tenants occupying the building. The building is currently owned by the Borough, and is managed by a property management firm, Yentis. The Borough will provide recent studies completed on the building from a variety of resources and years of work. (see question 13)

6. **Describe the scope of Task 5 (Management Database).**

See Question 10.

7. **Is assessing storm water management needs part of the Grounds assessment?**

No.

8. **Please describe the scope of Task 6 (Post -Report Assistance)?**

See Question 12.

9. **Would you please define the detail you are looking for in regards to the Mechanical, Electrical, Plumbing, Fire Protection (where applicable) of the existing facilities?**

The Borough needs a level of detail that will allow us to make sound financial and facilities planning decisions. We are not experts in details of MEP so will require guidance as to what are appropriate metrics to consider.

10. **What is the Borough's expectation of form and content of the database referenced in add alternate Task 5?**

The Borough would like to entertain a prebuilt solution to managing facility and grounds maintenance post- evaluation. We think the Borough's assets are not complicated enough to warrant a proprietary or custom-built software product. Borough management is fluent in Microsoft Office spreadsheet and database applications and would like to work within a familiar and simple environment. The system should have reporting and analysis capabilities and be easy to use and allow management to plan for maintenance expenses on a multi-year horizon.

11. Is there anything immediately concerning about the condition of any of the Borough's assets?

All Borough-owned buildings suffer from some form of deferred maintenance related issues. The roof, for instance, at 100 Conway Avenue, was recently replaced. Water damaged areas have yet to be repaired.

One of the questions the Borough wishes to answer in the evaluation is which repairs and routine maintenance need to be performed when and how important are they in the overall scope of maintenance and capital planning.

It's also worth noting that much of the Borough owned property and municipal building is in or adjacent to a 100-year floodplain.

12. Please describe in more detail the needs for Task 6, assistance with capital planning?

The Borough would like to learn from the evaluation and work towards completing its first ever capital plan in late 2017. The Borough would like the evaluation to inform the 2018 budget process. We would like to entertain an add alternate proposal to extend the engagement to include financial planning assistance. The persons involved in this task should be familiar with capital planning and municipal budgeting processes. We included this task as an add alternate because we weren't sure that firms that could do the analysis may or may not have the expertise to assist with financial planning and didn't want to discourage them from applying as the Borough could seek this assistance from elsewhere or use in-house resources.

13. Are there documents such as floor plans and analysis already completed?

Yes, there is a great deal of documentation of Borough buildings and facilities. The Borough will work with the consultant team to identify important information; however, the record is incomplete and unreliable. For instance, review of the Borough owned property at 201 Sabine Avenue should start with an extensive review of our existing analysis so that the consultant team can avoid duplicating work. It would also be helpful to the Borough if the team could comment on or correct any of the previous analysis.

14. What are the general organizational needs and changes anticipated?

The Borough is undergoing a watershed transformation of management and administration after the departure of a long-time Manager of more than 30 years. The spaces and Borough administration functions will change as staff expands and occupies new parts of the building while creating a custom-service interface in its existing public office. The municipal building at 100 Conway Ave also hosts public meetings of elected and appointed officials and the manner and location of those meetings within the building will change. Other departments- Fire, Police, and Public Works will require less of a strategic shift in space utilization.