

**NEWARK SYMPHONY
HALL**

**FOURTH FLOOR ARTS &
EDUCATION LAB AND
ELEVATOR**

NOTICE TO BIDDERS

A NON-MANDATORY PRE-BID MEETING WILL BE HELD ON MARCH 20, 2025 AT 2:00 PM. THE MEETING WILL BE LOCATED AT NEWARK SYMPHONY HALL, 1020 BROAD ST, NEWARK, NEW JERSEY 07102. Specific questions regarding the project will be addressed at the pre-bid meeting and provided to all via a post-meeting addenda.

For an electronic copy of the complete contract documents for this project, please contact the architect, Stephen Doyle at sdoyle@cchnj.com and/or Julie Kroon at jkroon@cchnj.com .

Work for this project includes, but is not limited to:

Renovations to the 4th floor of the Newark Symphony Hall facility for use as an Arts and Education Laboratory. The project will transform the currently vacant fourth floor to become a home to numerous arts education programs. The fourth floor renovation includes a central large practice room, two medium-sized practice rooms, small practice rooms, offices, storage, dressing rooms, lounge and pre-function areas, a kitchen, and toilet rooms. Most of the existing partitions and finishes on the fourth floor will be demolished. New mechanical, electrical, plumbing, and fire protection systems will be installed for the space.

The project also includes a new elevator and elevator shaft serving the western portion of the building. A new elevator pit and shaft are to be constructed as part of the project and the elevator will connect the cellar, first floor, mezzanine, second floor, third floor, and fourth floor levels. At the first floor, the project includes renovations for an elevator lobby and entry hall at the southwest corner of the building.

An Alternate is included for the 5th floor office space.

Sealed bids should be delivered or mailed to Clarke Caton Hintz, 100 Barrack Street, 3rd Floor, Trenton, NJ 08608 Attn: Stephen Doyle on April 10th, 2025 at 3 PM Eastern Standard Time.

BID SCHEDULE:

RELEASE DATE: March 13, 2025
PRE-BID MEETING: March 20, 2025, 2 PM
QUESTIONS ARE DUE: March 27, 2025, 3 PM to sdoyle@cchnj.com jkroon@cchnj.com
ADDENDA IS ISSUED: March 31, 2025
BID OPENING DATE: April 10, 2025 AT 3 PM
NOTICE TO PROCEED DATE: April 17, 2025
TIME OF COMPLETION: 8 Months for Substantial Completion
December 17, 2025 Substantial Completion
January 19, 2026 Final Completion

QUESTIONS

Questions **must** be submitted in writing to SDOYLE@CCHNJ.COM and JKROON@CCHNJ.COM.
Deadline date for questions is **March 27, 2025 by 3:00pm.** The Architect is not obligated to answer questions past the deadline date.

ACKNOWLEDGEMENT OF ADDENDA

If changes are made to the Request for Proposal, an Addendum will be sent to all bidders

BID SUBMITTAL INSTRUCTIONS

Provide one (1) full original bid (**with original signature**), labeled “**Original,**” and one (1) identical additional copy of the full bid package in a sealed envelope. Bid **must** be clearly identified on the outside of the sealed envelope with the firm’s name and “Newark Symphony Hall: Fourth Floor Arts & Education Lab and Elevator”.

Sealed bids **must** be submitted to Stephen Doyle, Project Manager, Clarke Caton Hintz, 100 Barrack Street, 3rd Floor, Trenton, NJ 08608 on or before **April 10, 2025 3:00pm.**

Bidders are required to complete, sign (**original signature**), date, and notarize (**as required**) all forms in the Request for Bid.