



WILLIAM PATERSON UNIVERSITY

300 POMPTON ROAD • WAYNE, NEW JERSEY 07470

www.wpunj.edu

REQUEST FOR PROPSAL

Professional Design Services Various Campus Facility Repairs

The response to this Request for Proposal (RFP) is to be submitted by January 22, 2016 **at 2:30pm** to the **Office of Associate Vice President, Administration at William Paterson University of New Jersey**, to the attention of:

Richard Stomber P.E.
Associate Vice President
Division of Administration
William Paterson University of New Jersey
358 Hamburg Turnpike, College Hall Room 331
Wayne, New Jersey 07470

RFP Date of Issue: December 21, 2015

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I. Introduction

This request for proposal (RFP) and program statement contains information and requirements for qualified and experienced architectural and/or engineering firms to submit proposals to William Paterson University for design, construction documents and construction administration services for various repair and renovation projects at William Paterson University. Design services are required in four distinct areas. Design work shall include the surveying necessary to complete an accurate set of construction documents.

1. Repairs are required to the retaining walls and exterior stucco finishes at the Shea Center for Performing Arts main entrance ADA access ramp. The current entry is constructed of concrete block and blue stone. Cracks in the concrete block walls are unsightly and resulting water infiltration is causing additional damages. Refer to plan or photo indicating limits of work area.
2. Repairs are required at the Atrium Building granite staircase. The setting bed beneath the granite steps has deteriorated causing the granite to become uneven and loose. The concrete substructure should be investigated to determine the condition of the reinforced concrete sections below the granite and setting bed. Preparation of plans to remove the granite sections and Aluminum rails, replacing the setting bed and then reinstalling the granite sections. Refer to plan or photo indicating limits of work area.
3. The installation of a new pedestrian sidewalk at WPU Entry 4 at Pompton Rd is desired. A row of parallel parking spaces along the existing curb is to be removed and replaced with a Walkway which extends to the existing sidewalk on Pompton Rd. The route for site modifications extends from Entry 4 to the shuttle bus stop in Lot 5. Refer to plan or photo indicating limits of work area.
4. Pedestrian stairs and sidewalks leading to and from the Parking garage surface lot , adjacent to Parking lot no. 2, are needed Design should include location, concrete stairs, railings, walkways for at least two sets of stairs between Lot 2 and the Science Halls Refer to plan or photo indicating limits of work area.

This RFP is a product of collaboration with inputs from the following units of the University:

- Office of Vice President, Administration and Finance
- Capital Planning, Design and Construction Department
- Physical Plant Operations
- William Paterson University Parking Committee

II. Description of the University

Since its founding in 1855, William Paterson University has evolved from a small college with its origins in teacher education to a public university that offers a challenging, supportive, intellectual environment for more than 11,500 undergraduate and graduate students. The University offers more than 250 academic programs through five colleges: Arts and Communication, Cotsakos College of Business, Education, Humanities and Social Sciences, and Science and Health, in addition to its Continuing Education programs.

The University is located on a 370-acre hilly, wooded campus in suburban Wayne, New Jersey, that adjoins the 1,200-acre High Mountain Preserve of wetlands and woodlands but is just three miles from the Great Falls National Park in Paterson and only 20 miles from the vibrant business, artistic, cultural and financial life of New York City.

Firms should assume that the Design Services for all four project aspects listed above (Shea Ctr. Entry repairs , Site Improvements & pedestrian sidewalk at Entry 4, Atrium Granite stair repairs, and concrete stair installation at Lot 2, will commence at the same time schedules. Construction administration phases for all project aspects should anticipate conclusion by September 2016.

It is anticipated that each project aspect will need to be developed as an independent bid package.

Part 1: Programming and Schematic Services:

1. The services to be provided in the Programming and Schematic Stage will produce, through meetings with University staff, the detailed requirements and features for the all project aspects. A project budget for design and construction purposes will be established by the University at The Program and Schematic work will address the following:

- Preliminary site plan indicating landscaping, grading, pedestrian routes, vehicle circulation, loading, ADA access, and on-site parking within the project boundary.
- Preliminary elevations and sections
- Identify staging area for construction Finishes
- Recommend appropriate finishes and treatments to meet functional and aesthetic requirements.
- Recommendations on appropriate exterior materials and finishes including colored charts of exterior elevations.

2. Attendance at meetings with representatives of the required consultants and WPU stakeholders. Preparation of meeting agenda, documented minutes, which include open items and issues requiring follow up and further discussion.

3. In conjunction with the University develop an overall project schedule indicating major milestones. Milestones include, but are not limited to design development, construction documents, bid/award, DCA review approvals, and cost estimates. The schedule shall also describe estimated time for bidding, mobilization, construction, installation of FFE, and occupancy.

4. Perform a detailed code analysis, considering all applicable codes, licensing requirements, ADA, and regulatory agency recommendations. The schematic design solutions must address all relevant code and regulatory requirements.

5. Optimization features. Recommend location for central mechanical and electrical equipment.

6. Preparation of schematic Construction Cost Estimate (CCE), in CSI format to include site development, infrastructure, construction costs,

overhead and profit, new equipment (including AV) and furniture, and prepared by a qualified, professional estimator. Collaboration with the University to develop overall project budget including all soft costs.

7. The Programming and Schematic Report shall be submitted in an electronic format to the project team for review and comment prior to issuing in final format. All schedules, correspondence, reports, specifications, and budgets shall be in Microsoft Office format (MS Project, Word, Power Point and Excel). All construction documents shall be provided in pdf and the latest edition of AutoCAD for publishing on the University's web page, fundraising or other forum. The Report should include the following information:

- A. Description of required site work and infrastructure requirements/assumptions.
- B. Proposed exterior finishes and materials.
- C. Cost Estimate
- D. Project Schedule

Part 2: Design and Bidding Services

This includes design development, construction documents, DCA Approvals, and bidding services through formal award to a contractor. The Design and Bidding Services phase concludes with the DCA approval of all University requirements for bidding and the receipt, evaluation, and acceptance of bids. Architect/Engineer will file all documents electronically for DCA plan review (as required).

The required services for the Design Development, Construction Document, and Bidding stages of the project include, but are not limited to, the following:

1. Upon review and acceptance of the schematic submission, provide full scope of architectural/engineering services for the project, including design development, finish selections, FFE, equipment planning, site work (including lighting), ADA requirements, landscaping, demolition, construction documents, and DCA correspondence.

2. Specifications shall be edited and modified expressly for this project, and they shall not alter or conflict with the General Conditions provided by the University. The University must review specifications before they can be issued for bid.
3. Develop necessary engineering and architectural details in the construction documents.
4. Develop construction cost estimates, in CSI format at Design Development, 50% and DCA Submission (as required).
5. At completion of construction documents, prepare a revised Project Schedule showing milestones and completion dates for significant activities.
6. Scheduling and attendance at meetings with representatives of the required consultants and faculty involved, including preparation of meeting agenda, documented minutes, which include open items and issues requiring follow up and further discussion. The architect must also attend the mandatory pre-bid walk through for contractors and make a recommendation on the award of the contract. Correspondence, revisions and resubmissions to the DCA as required to gain approval.

7. Formal Reviews and Submissions

- Design Development, 50% and DCA Submission Construction Documents

These submissions are detailed progress reviews by the University and CM and should include specifications. These deliverables should include the list of recommended supplemental general conditions. The University will also provide a final review in conjunction with submittal of documents to the DCA. The contractor bid set may be modified with alternates but is not intended to conflict with the approved DCA documents.

- Construction Documents

This is the full bid set of documents necessary for the public bidding of the project, and for review and code approval by the New Jersey Department of Community Affairs. Work with Wayne Fire Department for site access and fire protection features required for emergency responders. Upon initial submission to the DCA the University will have a final opportunity for review. The University may provide some standard front-end documents for the architect to incorporate. This submission should be accompanied by the pre-bid estimate. If the estimate exceeds the approved budget, the Architect shall make recommendations to bring the project to within the agreed upon construction budget.

- Bid Review, Analysis and Recommendation

This stage will include a review of bidders' information for their compliance with the bidding requirements and a review of the qualifications of the lowest qualified bidder. The bid stage report shall include reference checks that comment on the bidders overall performance, quality of work, adherence to schedule, cost control and change orders, job safety, and their experience with their subcontractors, and a letter of recommendation for award. The architect will also assist in addressing questions raised during the bidding process.

Part 3: Construction Administration and Close Out

1. Provide advice on resolving field conditions. Attend biweekly construction meetings with consultants as required, (minutes and agenda by CM), submit reports, and perform other services required to secure approvals, licenses, and final Certificate of Occupancy from regulatory agencies. All necessary documentation and drawings to respond to RFI's and to detail change orders. Review change order proposals for compliance with contract documents. Review and certify applications for payment and comment on the progress of the work. Prepare monthly site inspection reports.

2. Provide construction administration services in accordance with the terms and conditions of this RFP and the Agreement between the University and Architect. Provide a set of conformed documents for use by the project team during construction.

3. Provide project closeout services after completion of construction. Provide correspondence required by authorities having jurisdiction. Provide space inventory for all facilities in spreadsheet form including room number and gross square feet.

4. Attendance and participation by MEP and AV or other consultants as required by the University.

Provide all submitted drawings, budgets, schedules, room inventory, and documents on CD. The files shall be provided at no additional expense to the University, and the Architect shall not be entitled to any release or waiver as a condition of provision of files. The University requests that the "AIA" Layering Standards for CADD drawings be used in the preparation of all "as-built conditions" floor plans submitted by the Construction Manager. All schedules, correspondence, reports, specifications, and budgets shall be in Microsoft Office format (MS Project, Word, and Excel).

III. Applicable Codes and Standards

All investigation, specifications, design, observations, and services shall be completed consistent with requirements of the New Jersey Uniform Construction Code. The Architect shall identify other Codes and Standards that apply to the work, and shall ensure that any analysis and design undertaken complies with the identified Codes and Standards.

All construction documents will be subject to review and approval by the New Jersey Department of Community Affairs (DCA). The University is not subject to local zoning ordinances, although it does maintain a 'good neighbor' policy and a courtesy submission will be required.

IV. Fees

The fee proposal is inclusive of all professional fees, travel expenses and design documents. The cost proposal should be divided into the phases of consulting services: Programming & Schematic, Design Development, Construction Documents, Bidding, and Construction Administration.

Lump Sum Fees for each phase of the architectural services and format of bid submission should be outlined as follows (please fill out values on separate bid form provided):

Shea Center main entrance ADA access improvements:

Programming/Schematic \$ _____

Design and Bidding: \$ _____

Construction Administration: \$ _____

Entry 4 pedestrian sidewalk Improvements:

Programming/Schematic \$ _____

Design and Bidding: \$ _____

Construction Administration: \$ _____

Atrium Granite stair improvements

Programming/Schematic \$ _____

Design and Bidding: \$ _____

Construction Administration: \$ _____

New Stairway/ paths at the parking garage/ Lot 2

Programming/Schematic	\$ _____
Design and Bidding:	\$ _____
Construction Administration:	\$ _____
Allowance	\$30,000 _____
Total	\$ _____

Include an allowance of \$30,000 for additional services to be used at the discretion of William Paterson University of New Jersey.

In addition, provide a Fee Schedule for Additional Services, for personnel associated with the project.

V. Schedule

By responding to this RFP, the bidder is accepting the scheduling requirements for the design phase. The schedule is as follows:

Programming Schematic Design Approval	Feb 19 2016
Design and Bidding Services Complete	April 22, 2016
Construction	May thru August 2016

This a conceptual schedule, while actual time to complete phases may differ, required architectural and engineering services anticipate the above timeframe

VI. Evaluation Criteria

Consultants' proposals and interviews will be evaluated using the following criteria:

1. Firm's experience with similar colleges' and universities' renovation projects.
2. Qualifications of, Structural, Civil, Landscaping, Cost Estimating and other consultants.
3. Personnel background and relevant experience of the assigned architect and consultants that will be associated with this project.
4. The proposed fees for the project. Use attached proposal form.
5. Commitment to provide a team of skilled, staff, and professionals who reflect the rich diversity and demographics of the William Paterson University community and the State of New Jersey

VII. Submission Requirements

Proposals should include the following information.

1. Proposal form including fee schedule. Identify any assumptions, qualifications or exclusions from the RFP. Identify any exceptions or proposed modifications to the University's Standard Contract with Architect, which has been include as a reference document.
2. List of Project Team firms, members, qualifications, experience and areas of project responsibility.
3. Provide information for at least three reference projects with owner contract information. List of similar college or university renovation projects within the past five (5) years, their construction costs and square footage.
4. List of firm's current projects and stage of completion.

5. Proposers are required to at least one electronic copy or one unbound hard copy of the proposal.
6. All questions should be submitted via email only to capitalplanning@wpunj.edu with a subject heading of *RFP-Various Campus Facility Repairs*. The last day for questions is included in the Public Notice Letter. Responses to questions will be posted on the University's web site with this RFP. The University will not respond to any telephone inquiries.

VIII. Mandatory Pre-Proposal Walkthrough

See Public Notice Letter on website.

IX. Submission Date

See Public Notice Letter on website.

X. Interviews/Presentations

Interviews/presentations for short-listed firms, if deemed necessary by the selection committee, will be scheduled during the four week period after bid due date.