WILLIAM PATERSON UNIVERSITY
300 POMPTON ROAD • WAYNE, NEW JERSEY 07470
www.wpunj.edu

REQUEST FOR PROPOSAL

Professional Design Services
HVAC, Lighting and Solar Design at Academic Buildings

Project Title	Project #
College Hall HVAC and Lighting	WP-16-05-35
Hobart Hall HVAC and Lighting	WP-16-06-03
Speert Hall Roof Top Units	WP-16-07-16
1600 Valley Road Chiller	WP-16-08-46
Solar Feasibility and Design at several buildings	TBD

The response to this Request for Proposal (RFP) is to be submitted by December 16, 2015, no later than 2:30 pm to **the Associate Vice President for Administration Office located at William Paterson University of New Jersey, College Hall Room 331, 358 Hamburg Turnpike, Wayne, NJ 07470** to the attention of:

Mr. Richard Stomber
Associate Vice President, Administration
William Paterson University of New Jersey
300 Pompton Road
Wayne, New Jersey 07470

RFP Date of Issue: 11/9/15
Revised: 12/3/15

I. Introduction

This request for proposal (RFP) and program statement contains information and requirements for qualified and experienced engineers to submit proposals to William Paterson University for programming, design, and construction administration services for HVAC at four Academic Buildings - College Hall, Hobart Hall, Speert Hall (previously Wayne Hall) and 1600 Valley Road. Hobart and College Hall also includes a scope for lighting retrofits.

The RFP also requests services for the successful bidder to develop design documents for solar panels on the roofs of Ben Shahn, Wightman Gym, and Cheng Library, Hobart Hall, Science Halls, Atrium, Hunziker, and College Hall. The RFP will require sufficient technical detail for general contractors to bid on the project.

The above referenced buildings are identified on the campus map, which is available at http://www.wpunj.edu/directories/assets/WPUNJmap.pdf .

II. Background of the Project

Descriptions of each buildings' existing HVAC and lighting systems can be found in the 2012 Facility Energy Reports for Hobart Hall, Speert Hall (previously Wayne Hall), College Hall, and 1600 Valley Road, which have been included as reference documents. Available construction documents for the four buildings have been included as well. These drawings may not reflect as-built conditions. It is the successful bidder's responsibility to document existing conditions that have an effect on the required designs.

III. Project Goals:

1. Reduce deferred maintenance by replacing failing equipment beyond its expected life.
2. Reduce energy consumption and cost by installing new equipment and controls.
3. Reduce operating costs by installing more efficient lighting systems and equipment that require less maintenance.
4. Improve occupant comfort and work environment.
5. Increase the University's cost effective utilization of renewable energy.
6. Maximize available rebates and incentives including Pay for Performance through NJ Clean Energy.
7. Preserve existing roofing and eliminate leaks.

IV. Project Objectives:

College Hall:

A. Replace existing four rooftop units and boilers. Evaluate pumps and starters for replacement. Revalidate building cooling and heating loads.

B. Upgrade HVAC controls for the entire building including all central equipment, heating pumps/loops, VAV's, Data Room system, and existing emergency generator status monitoring. Control system needs to be changed to Automated Logic (currently Andover).

C. Waterproof or replace exposed roof ductwork, which is the source of several leaks.

D. Provide lighting retrofit throughout building for appropriate light levels using LEDs. Provide new lighting controls through ALC BMS.

E. Replace roof at conclusion of mechanical work. Roof dunnage and work platforms are required.

Hobart Hall:

A. Replace existing DX RTU's that have electric heating with new gas fired RTU's. Revalidate building cooling and heating loads.

B. Provide new natural gas service to support RTU and Domestic Hot Water.

C. Provide new Automated Logic Controls (ALC) for all building HVAC components.

D. Provide lighting retrofit throughout building to provide appropriate light levels using LEDs. Provide new lighting controls through ALC BMS.

E. Maintain integrity and warranty for three year old roof. Roof dunnage and work platforms required.

Speert Hall:

A. Replacement of two rooftop HVAC Units, providing new HVAC controls for this equipment connected to the existing Automated Logic BMS. These units are designated as RTUs 1 and 2 (existing) on reference drawing M-203. Revalidate building cooling load demand prior to specifying equipment.

1600 Valley Road:

A. Replace three rooftop chillers, which includes temporary and permanent structural engineering. Revalidate building cooling load demand prior to specifying equipment. Acoustical issues for new rooftop equipment need to

be considered. Equipment is designated as ACC-1,2,3 on reference drawing H-14.

B. Tie new chiller controls into existing ALC BMS system at Valley Road.
C. Provide ALC controls and monitoring to existing exhaust fans, emergency generator, and kitchen hood.
D. Provide lighting retrofit throughout building to provide appropriate light levels using LEDs. Provide new lighting controls through Automated Logic BMS.
E. Maintain integrity and warranty for three year old roof. Roof dunnage and work platforms required.

General:

A. All HVAC work will be commissioned by a 3rd party.
B. HVAC and lighting designers will provide the University with required technical assistance to take maximum advantage of available rebates and air permitting requirements.
C. Revalidate building or area cooling/heating load demand prior to specifying new equipment.
D. University record drawings cannot be fully relied upon. Firms are expected to fully document existing conditions.
E. Structural support and maintenance access of new equipment shall be provided in conjunction with roof loading limitations.

V. Scope of Services

Firms will be required to provide design documents for required approvals and public bidding in response to the Project Goals and Project Objectives for each building.

Part 1: Programming and Schematic Services:

The services to be provided in the Programming and Schematic Stage will produce, through meetings with the University, the detailed requirements and features for the Academic Buildings. In this phase for the solar scope of work a financial feasibility exercise is required for each building to determine if solar is cost effective for the University. A project budget for design purposes will be established by the University at the conclusion of this phase. The Program and Schematic work will address the following:

1. Location and Documentation of existing and new physical features on a site plan document. Destructive testing such as test pits or proves can be directed by the design team but will be performed by others.

2. Establish LEED and sustainability goals.

3. Physical Analysis
    - Investigate and document existing conditions.
    - Determine applicable codes required for compliance.
    - Develop space requirements for new elements

4. Layouts
    - Determine layouts, dimensions and required clearances.
    - Identify staging area for construction

5. Infrastructure
    - Conduct an infrastructure study to determine the capacity and life-expectancy of utility systems to be utilized, and whether they can support the loading and longevity of the new equipment.

6. Furnishings and Equipment
    - Provide Equipment Lists

7. Attendance at design 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.

8. 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, and construction, installation of furniture and equipment, and occupancy.

9. 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.

10. Preparation of schematic Construction Cost Estimate (CCE), in CSI format to include site development, infrastructure, construction costs, overhead and profit, new equipment, and prepared by a qualified, professional estimator.

11. Along with the University, work in conjunction with University retained consultants for project duration.

Part 2: Design and Bidding Services

This includes design development, construction documents, and bidding services through formal award to a contractor. The Design and Bidding Services phase concludes with the approval of all University requirements for bidding by the DCA, coinciding University review, and the receipt, evaluation, and acceptance of bids. Work is expected to procure in separate packages: HVAC Equipment and Controls, Lighting Retrofits, College Hall Roof, and Solar. DCA will require distinct submissions for each package and for each building.

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, equipment planning, demolition, structural engineering, construction documents, and DCA correspondence.

2. If necessary, construction documents shall identify temporary means of maintaining equipment operation, business operations, vehicle and pedestrian access to surrounding facilities. Provide specifications and recommendations for maintaining appropriate site appearance during construction.

3. 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.

4. Develop necessary engineering and architectural details in the construction documents.

5. Develop a construction cost estimate at 50% documents and DCA submission documents, in CSI format.
6. Assist University with Value Engineering efforts.

7. At completion of construction documents, prepare a revised Project Schedule showing milestones and completion dates for significant activities.

8. 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 engineer 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.

9. Formal Reviews and Submissions

- Schematic, 50% and DCA submittal Documents
  These submissions are progress reviews by the University and should include draft specifications, progress plans, project schedule and cost estimate. This deliverable should include the list of recommended supplemental general conditions. The University will 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 The University shall provide standard front-end documents. If the estimate or bids exceeds the approved budget, the Architect shall make recommendations to bring the project to within the agreed upon construction budget. See contract for further information.

  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).
- 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 orders 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.

3. Provide project closeout services after completion of construction.

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

VI. 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.

VII. Fees

The fee proposal for the HVAC Design at Academic Buildings is inclusive of all professional fees, sub-consultants, reimbursables, travel expenses, documents, tests, and supporting studies as defined in the goals, objectives and scope of services above and in the standard architectural agreement with the University.

Lump Sum Fees for each phase of the architectural services and format of proposal form submission should be outlined as follows on the Proposal Form provided separately:

College Hall HVAC, Lighting and Roof:

Programming/Schematic Phase: **$** _____

Design/Bidding Phase: **$** _____

Construction Administration Phase: **$** _____

College Hall Total: **$** _____

Hobart Hall HVAC, Lighting:

Programming/Schematic Phase: **$** _____

Design/Bidding Phase: **$** _____

Construction Administration Phase: **$** _____

Hobart Hall Total: **$** _____

Speert Hall Roof Top Units:

Programming/Schematic Phase: **$** _____

Design/Bidding Phase: **$** _____

Construction Administration Phase: **$** _____

Speert Hall Total: **$** _____

1600 Valley Road Chillers:

Programming/Schematic Phase: **$** _____

Design/Bidding Phase: **$** _____

Construction Administration Phase: **$** _____

Valley Road Total: **$** _____

College Hall, Hobart Hall, Ben Shahn, Library, Science Hall East and West, Wightman Gym, Atrium and Hunziker Solar:

Programming/Financial Feasibility: **$** _____

PPA RFP Generation **$** _____

Solar Design/Bidding **$** _____

Construction Administration **$** _____

Allowance for additional services: **$30,000.00**

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

VIII. Schedule:

The Project timetable reflects the need to obtain information from the academic departments during the semester. By responding to this RFP, the bidder is accepting the scheduling requirements for the design phase. Services can be expected to be completed for the baseball and football fields by August 2018.

The schedule is as follows:

Solicitation	November 2015
Evaluation of Proposals	December 2015
Contract Award	January 2016
Valley Road (except lighting) and Speert Hall:	
Programming and Schematic Phase	January 2016
Design Phase	Feb- March 2016
Bidding/Award/DCA Review	April - May 2016
Construction	June -Sept. 2016
College Hall, Hobart Hall, and Solar:	
Programming and Schematic Phase	Jan - March 2016
Design Phase	April - July 2016
Bidding/Award/DCA Review	Aug - Sept 2016
Construction	Oct 2016 - Aug 2017

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

IX. Evaluation Criteria

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

1. Proposed design team's experience with similar colleges' and universities' projects.
2. Qualifications of design team's proposed personnel.

3. Personnel background and experience of the architect and consultants that will be associated with this project.

4. Overall quality of proposal and/or presentation.

5. The proposed fees for the project including assumptions and exclusions. Using the proposal form, provide **(**a lump sum fee that includes all programming, design, bidding and construction administration services and all associated expenses

X. Reference Documents

1. 2012 Energy Facility Reports for Wayne Hall (now Speert Hall), College Hall, 1600 Valley Road, and Hobart Hall performed by Concorde Engineering.
2. Record construction plans for each Speert Hall, Valley Road, College Hall and Hobart Hall.
3. Lighting inventory report for Valley Road, College Hall, and Hobart Hall.
4. Standard Contract Form with Architect/Engineer (http://www.wpunj.edu/capital-planning/contracts-and-forms.dot)

XI. Submission Requirements

Proposals should include the following information.

1. Completed 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 an architect/engineer.

2. Credentials of Project Team firms, members, qualifications, experience and areas of project responsibility. Team members should specifically include engineers that will serve as the primary contact for HVAC, lighting, structural, cost estimating, and solar (if using a separate consultant).

3. Provide information for similar reference projects with owner contract information. Projects should list the date of completion, cost, scope of work performed by the team, and owner contact information

4. List of firm's current and completed HVAC, lighting, and solar installation projects.

5. Refer to public notice for submission instructions and other requirements.

6. All questions should be submitted via email only to capitalplanning@wpunj.edu with a subject heading of ***RFP: HVAC Design at Academic Buildings***. Responses to questions will be posted on the University's web site with this RFP. The University will not respond to any telephone inquiries.

XII. Mandatory Pre-Proposal Walkthrough

See Public Notice Letter on website.

XIII. Submission Date

See Public Notice Letter on website.

XIV. Interviews/Presentations

Interviews/presentations for short-listed firms, if required by the selection committee, will be scheduled.