



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

**REQUEST FOR PROPOSAL
for
WPU FIELD HOUSE UPGRADE
DESIGN SERVICES
Project # WP-22-01-27**

The response to this Request for Proposal (RFP) is to be submitted by **May 13, 2022 no later than 12:00 pm** to the **Associate Vice President for Administration Office** located at **William Paterson University of New Jersey, College Hall**, to the attention of:

Kevin Garvey
Associate Vice President
Division of Administration
William Paterson University of New Jersey
358 Hamburg Turnpike, College Hall Room 331
Wayne, New Jersey 07470

Proposals will be also accepted electronically via email to: capitalplanning@wpunj.edu.

RFP Date of Issue: **April 4, 2022**

New Jersey Is an Equal Opportunity Employer

I. Introduction

This request for proposal (RFP) contains information and requirements for qualified and experienced architecture firms to submit a proposal to William Paterson University for renovations of and addition to the University Field House.

II. Background of the Project

The existing Field House Locker Room was built as an addition to the Concessions Building next to the University's Track & Field venue 1995. In 2021, William Paterson engaged a professional architectural firm to provide Schematic Design Documents for the proposed renovation and addition project.

1. New Addition: the proposed project is to build a one-story 4,000sf addition with 8" CMU walls on the western end of the existing Locker Room building. It will provide space for a new Fitness/Weight room and an Athletic Trainer's Room. All new construction must take into account an existing 20'-0" wide PSE&G easement that occurs in front of the locker room building.
 - a. Fitness /Weight Room: because this program element may function when the Locker Room is locked, a separate entrance from the exterior to the weight room is required. The new weight room will contain the following equipment for Cardio and Strength Training:
 - (1) Seven (7) full "free weight" racks, benches, floor pads, etc.;
 - (2) Four (4) Treadmills;
 - (3) Four (4) elliptical machines;
 - (4) Three (3) stationary bikes;
 - (5) One (1) rack for loose handheld weights, medicine balls;
 - (6) Two (2) standing weight racks;
 - (7) Two (2) unisex single user restrooms;
 - (8) A desk and chair for check-in, etc.
 - b. Training Room: the existing small scale training room in the existing Locker Room Building, a new Training Room will be created in the new Addition. This room shall contain the following:
 - (1) Seven (7) full size training tables;
 - (2) Four (4) ½ size "seated position" training tables with associated stools, cabinetry, for each table, and wall mounted storage above the tables for the length of the wall;
 - (3) One (1) commercial grade ice machine;

- (4) One (1) residential grade refrigerator;
- (5) One (1) hand sink;
- (6) Two (2) full body immersion tanks;
- (7) One (1) extremity (ankles/elbows) tank;
- (8) Upper and lower lockable cabinetry;
- (9) Office space with desks to support (2) full time employees, (2) graduate assistants, filing cabinet, computer access, power/data II.

2. Existing Building Renovations (8,070sf):

- a. Two (2) of the Women's program spaces (Soccer with [30] lockers, and Softball with [27] lockers) will shift to the current Men's Baseball locker;
- b. The third Women's program (Field Hockey with [25] lockers) will shift to the current Training Room;
- c. The Men's Baseball (which is also Visiting Football) will shift to occupy the current Women's Locker Rooms (40 lockers total is sufficient);
- d. Existing Football Locker Room(s): there are (100) lockers divided into two distinct areas, each with its own restroom area, shower area, and drying area. While the locker count will remain the same, athletics would like to review ideas to make the football locker area feel like one overall cohesive space. The (2) drying areas are currently being used for storage and could offer valuable square footage. The shower areas consist of "pole" gang-type showers, which should be converted to wall showers. The restrooms contain large diameter industrial sinks, which should be removed and converted to standard wall sinks;
- e. Locker material: request was made for open lockers, wood if possible, with a small lockable area for valuables, ie wallet, phone;
- f. Coach's office & single restroom: converted to storage (keep plumbing fixtures in place and construct shelving;
- g. The existing Training Room will be relocated to the new addition;
- f. The mechanical system has been recently upgraded, however the two (2) units occupy valuable interior space. The units will be relocated externally to free up a substantial amount interior space. The unit will be enclosed to be protected against the elements.

III. Scope of Services

Part 1: Design Development and Construction Cost Estimate:

The services provided during Part 1 will include working meetings with University staff, and being responsive to the detailed for all project aspects. The Part 1 Services will address the following:

1. Attendance at meetings with representatives of the required consultants and University stakeholders. Preparation of meeting agenda, and documenting minutes that include open items and issues requiring follow up and further discussion;
2. Identification of all life safety, fire code, and building occupancy codes that need to be complied with by the design. 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.
3. Design Development documents will be subject to review and approval by the New Jersey Department of Community Affairs (DCA).
4. Determination of the modifications to the existing mechanical, electrical and plumbing systems required to properly serve the new program and space requirements;
6. Determination of the modifications to the existing fire protection system required to properly protect the new spaces;
7. Final layout for all new spaces including floor plans and reflected ceiling plans;
8. Outline Specifications for all improvements proposed;
9. In conjunction with the University, develop an overall project schedule indicating major milestones. Milestones include, but are not limited to design development completion, a preliminary construction cost estimate, construction documents completion, and bid/award completion dates;
10. The Architect will provide a preliminary construction cost estimate at the conclusion of this phase. With the Design Development construction estimate in hand, a project budget for final design and construction will be established by the University.

Part 2: Construction Documents, and Bidding Services:

This phase includes Construction Documents, DCA approvals, and bidding services through formal award to a contractor.

1. Construction Documents are 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.
2. The University will conduct a formal review of the Construction Documents (including specifications) at the 75% document completion stage. 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. 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.
3. The existing Field House will likely need to remain in use during the regular academic year. However, the new addition can be constructed during the regular academic year and summer months. Therefore, the Architect will be responsible for developing a construction phasing plan and schedule during Phase 2 that receives the University's approval.
4. 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.

The Construction Document and Bidding Services phase concludes with the approval by the DCA of all University requirements for bidding, coinciding University review, and the receipt, evaluation, and acceptance of bids, which

includes participating in a pre-bid and site inspection meeting, assisting with answering all bidder questions, and creating addenda drafts.

Part 3: Construction Administration and Close Out

The Project construction schedule will be in conformance with the construction plan and schedule agreed upon with the University in Phase 2. In general, the Part 3 Construction Administration services will be as follows:

1. 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.
2. Provide advice on resolving field conditions. Attend bi-weekly jobsite meetings, and meetings with stakeholders and vendors as required.
3. Provide 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 approve, and certify Contractor Applications for Payment, and comment on the progress of the work. Prepare and submit periodic site inspection reports as requested.
4. Perform other services required to secure approvals, licenses, and final Certificate of Occupancy from regulatory agencies.
5. Provide project closeout services after completion of construction.

IV. 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.

V. Fees

The fee proposal for the renovation and addition design services is inclusive of all professional fees, sub-consultants, reimbursables, travel expenses, documents, tests, and supporting studies. The cost proposal should be divided into the three (3) phases of consulting services: Phase I – Design Development & Construction Cost Estimate, Phase II - Construction Documents, DCA Permits & Bidding, and Phase III - Construction Administration.

Lump Sum Fees for each phase of the architectural services and format of proposal submission should be as follows:

Proposal Fees:

Phase I – Design Development & Cost Estimate	\$ _____
Phase II - Construction Documents & Bidding	\$ _____
Phase III - Construction Administration	\$ _____
Total Proposal Fee	\$ _____

VI. Schedule

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

Proposal due date	May 13, 2022
Interviews	May 23, 2022
Contract Award	June 3, 2022
Complete Design Development Phase	July 29, 2022
Complete Construction Documents, Bidding/Award/DCA Review	TBD
Complete Construction	TBD

This is a conceptual schedule, while actual time to complete phases may differ.

VII. Evaluation Criteria

Proposals and interviews will be evaluated using the following criteria:

1. Experience with similar college and university projects.
2. Personnel background and relevant experience of the assigned designers and consultants that will be associated with this project.
3. Overall quality of proposal and/or presentation.
4. The proposed fees for the project. Use attached Proposal Form (Attachment 4).
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
6. Assurance that the design team will be on site when necessary to facilitate interaction and communication with representatives of the University.
7. Confidence in on-time/on-budget completion.
8. Experience with New Jersey regulatory agencies, especially the DCA.

VIII. Supporting Documents

1. The RBA Group 1994 Locker Facility Addition Drawing (Attachment 1);
2. Architectural Schematic Design Documents (Attachment 2);
3. Draft Agreement between Owner and Architect (Attachment 3).

IX. Submission Requirements

Proposals should include the following information:

1. Proposal form with fee schedule. Identify any assumptions, qualifications or exclusions from the RFP.
2. List of Project Team members, qualifications, experience and areas of project responsibility.
3. Provide information for at least three reference projects with owner contract information.

4. List of similar college or university renovation projects within the past five (5) years, including construction costs and square footage.
5. Refer to Public Notice Letter for submission instructions and other requirements.
6. All questions should be submitted via email only to capitalplanning@wpunj.edu with a subject heading of WPU Field House Upgrade Design Services. Responses to questions will be posted on the University's Capital Planning, Design & Construction web site with this RFP. The University will not respond to any telephone inquiries.
7. Contents of Bid Proposal and Confidentiality: subsequent to bid opening, all information submitted by bidders in response to the RFP is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and common law.

X. Mandatory Pre-Proposal Walkthrough: April 14, 2022 @ 10:00am

Interested parties are requested to meet at the Athletic Locker Facility, Building #27 on the Campus Map for a facility walk-through. A pre-proposal walk through is mandatory for proposals to be considered. See Public Notice Letter on website.

Last Day of Questions: Friday, April 22, 2022

XI. Submission Date: Friday, May 13, 2022

XII. Interviews/Presentations

Following receipt of proposals, interviews with invited firms will be scheduled by the University.

XIII. Contract Award

In accordance with N.J.S.A. 18A:64-70, the University will award a contract as a result of this request for proposal to the responsible bidder whose bid, conforming to the invitation to bid is most advantageous to the University, price and all other factors considered.

Award of the contract is contingent on approval of the William Paterson University Board of Trustees.

XIV. Conditions of Contract

Companies doing business with William Paterson University are required to comply with the following:

1. Business Registration – Businesses are required to register with the Department of Treasury, Division of Revenue pursuant to P.L. 2001 Chapter 134.
2. Equal Employment Opportunity / Affirmative Action – Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.
3. Limits on Political Contributions (P.L. 2005 Chapter 51) – Disclosure of political contributions is required for contract values of \$17,500 or above.
4. Insurance - The successful bidder shall secure and maintain in force for the term of the contract liability insurance as provided herein. The successful bidder shall provide the University with current certificates of insurance for all coverage and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty days written notice to the University. The insurance to be provided by the successful bidder shall be as follows:
 - a. Comprehensive General Liability policy as broad as the standard coverage form currently in use in the State of New Jersey which shall not be circumscribed by any endorsements limiting the breadth of coverage. The policy shall include an endorsement (broad form) for contractual liability and products liability (completed operations). Limits of liability shall not be less than \$3,000,000.00 per occurrence for property damage liability.
 - b. Comprehensive General Automobile Liability policy covering owned, non-owned, and hired vehicles with minimum limits of \$1,000,000.00 combined single limits.
 - c. Worker's Compensation Insurance applicable to laws of the State of New Jersey and Employers' Liability insurance with a limit of not less than \$1,000,000.00. Upon request, the successful contractor will provide certificates of insurance to the University prior to the Start of the contract and periodically during the course of a multi-year contract.

- d. Professional Liability Insurance - The Architect/Engineer shall carry Errors and Omissions, Professional Liability Insurance and/or Professional Liability Malpractice Insurance sufficient to protect the Architect/Engineer from any liability arising out of professional obligations performed pursuant to the requirements of this Agreement. This insurance shall be in the amount not less than \$2,000,000.

XV. Attachments

1. Attachment 1: The RBA Group 1994 Locker Facility Addition Drawings.
2. Attachment 2: March 16, 2002 Schematic Design Documents:
 - a. Drawing 1 – Proposed Site Plan;
 - b. Drawing 2 – Proposed Renovation Plan;
 - c. Drawing 3 – Proposed Addition Plan.
3. Attachment 3: Draft Agreement between Owner and Architect
4. Attachment 4: Proposal Form.