

REQUEST FOR PROPOSAL

For

CONSTRUCTION MANAGER

For the

New Residence Hall WPU Project # WP-16-01-99

**WILLIAM PATERSON UNIVERSITY OF NEW JERSEY
300 POMPTON ROAD
WAYNE, NEW JERSEY**

The response to this Request for Proposal is to be submitted by April 18, 2017 by 4:30pm to the **Office of Vice President, Administration and Finance at William Paterson University of New Jersey**, to the attention of:

Mr. Richard Stomber
Associate Vice President, Administration
William Paterson University of New Jersey
358 Hamburg Turnpike, Room 331
Wayne, New Jersey 07470

RFP Date of Issue: March 20, 2017

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**THE WILLIAM PATERSON UNIVERSITY OF NEW JERSEY
WAYNE, NEW JERSEY
OFFICE OF CAPITAL PLANNING, DESIGN & CONSTRUCTION**

REQUEST FOR PROPOSAL

New Academic Building Project

1. Introduction

This request for proposal has been issued to obtain bids for Construction Management Services as Agent for the New Residence Hall project at William Paterson University. The project is currently in the Construction Document Phase.

Aspects of the project that require construction management services include but are not limited to: project team coordination, cost estimating, scheduling, budgeting, construction administration, defining site staging, general contractor supervision, bid administration, utility coordination, and coordinating with other University departments, consultants and vendors required to complete the project including commissioning services, air balancing, FFE, Audio Visual, and code approvals.

2. Overview

The University has been working with the architectural firm of Clarke Caton Hintz to develop the plans and specifications for the construction for a new 288 bed residence with lounges, a classroom and other support spaces. The proposed residence hall is within the University's Residential Zone on a previously undeveloped site. A single construction phase may be preceded by a site clearing and preparation phase beginning as early as May 2017. The site clearing and preparation phase is not anticipated to require a site presence of the construction manager. The project budget is \$40 million and the residence hall must be available for occupancy August 2019.

Formal award is contingent upon executing the University's standard contract for construction management, which is included as a reference document.

3. Project Team Roles and Responsibilities

University Team – The Administration and Finance Division is responsible for oversight of all design and construction related activities. Stephen Bolyai is the Vice President. Richard Stomber, Associate Vice President, is serving as project manager. The project's design, construction and administration is

supported by other departments including Residence Life, Student Development, Capital Planning, Information Technology, and Public Safety,

Design Team – Clarke Caton Hintz (CCH) has been retained by the University to provide the design and construction administration services required for this project and reports to the Project Director. Clarke Caton Hintz is supported by Harrison-Hamnett (Structural), Partner Engineering (MEP), Langan (Site/Civil) and Vanderweil Engineers (IT/AV/Security). The Schematic Design Report and Drawings and the Design Development Progress Set has been included as Reference Documents.

Construction Manager – The firm responsible for pre-construction and construction management services to provide an overall framework and systematic approach for design, budgeting, scheduling, consideration of ongoing operations, engagement of campus community, administration of bidding and award processes, coordinating DCA approvals/permits/inspections along with other required public approvals, on-site construction management and field supervision, the administration of construction contracts; and coordination of consultants and contractors retained by the University.

4. Scope of Services

The Construction Managers “Basic Services” shall, at a minimum, consist of performing the duties enumerated as follows:

Basic Services – Preconstruction Phase

1. The Construction Manager (CM) will lead University stakeholders and the design team in achieving established project goals. The CM will provide communications, leadership and guidance in coordinating the project team to facilitate progress. This design team includes stakeholders from the University including academic and operating support departments along with the architect’s team and other professionals retained by the University.
2. The Construction Manager (CM) will provide evaluation and recommendations of the Project program, budget, logistical, and schedule requirements in conjunction with ongoing operations. The CM will review, evaluate and comment on the Architect’s design in all design phases commencing with final review of the programming phase and concluding with the award to the contractor for the main building construction. The CM will propose and provide cost evaluations of alternative materials and systems at all design milestones. The CM will prepare a Construction Management Plan for the Project, which will establish the general basis for the sequence of demolition, site work, contractor staging, erection, and general construction, while defining

operating adjustments for the University during the construction of the Project.

3. The CM will review the Project plans and specifications during all design phases through approval of permits. The CM will advise on the site use and improvements, the selection of materials, the building systems and equipment. The CM will provide recommendations on the relative feasibility of construction methods, availability of materials and labor, the time requirements for procurement, installation and construction of the project, and factors relating to cost including, but not limited to, costs of alternate designs of materials, preliminary budgets and possible economics that could be achieved through alternate methods or substitutions.
4. The CM will provide for the Architect/Engineer's and University's review, acceptance and periodically update, a project schedule, which fully considers the University's operating requirements, that coordinates the CM's services, the Architect/Engineer's services, contractors' work, the services of other consultants and the University's responsibilities with anticipated construction durations and key milestones comprising the project schedule.
5. The CM will evaluate the independent detailed estimate Construction Cost Estimate (CCE) developed by the Architect's team during the 50% and 90% CD phase. The CM will use the CCE in all design phases combined with all other project soft costs to complete for review and approval by the University a Project Construction Cost (PCC) estimate. The CM will advise the University and the Architect/Engineer if it appears that the PCC or CCE may exceed the allocated funding established by the University and make recommendations for corrective action. The CM will also provide input to the University and the Architect/Engineer relative to the value of construction, means and methods of construction, duration of construction of various building methods and constructability.
6. The CM will coordinate and record transmittals of all documents pertaining to the construction of the project, including but not limited to, plans and specifications, bid documents, DCA submissions, construction contracts and general, permit applications, supplementary and special conditions, by consulting with the University and the Architect/Engineer regarding plans and specifications that are being prepared, and recommend alternative solutions whenever design details affect construction feasibility or the ability to keep costs within the Project budget or Schedule. The University has been using Newforma Project Cloud for document management.

7. The CM will provide recommendations and information to the University and the Architect/Engineer regarding the assignment of responsibilities for safety precautions and programs; temporary facilities and equipment, materials and services for common use of contractors.
8. The CM will review the drawings and specifications to ensure that the work of all construction trades is coordinated.
9. The CM will develop a Project Construction Schedule, which fully considers the University's operating requirements, to include all major elements such as phasing of construction times for the prime contractor, important milestone dates, environmental issues, public utilities, the installation of temporary facilities and relocation services. The schedule must consider the University's academic calendar.
10. The CM will coordinate with the University, the Architect/Engineer and the Department of Community Affairs (DCA) a preliminary Code review and for the required final plan review and approvals. Upon award of the construction contract, The CM shall ensure that the contractor promptly submits the required documents for all required building permits and that the DCA promptly issues the permits.
11. The CM shall not be bidder on any phase of construction on the Project, nor shall the CM have any joint business interests with any bidder, such that such mutual business interest may in any way be construed as representing a potential conflict of interest. The CM shall develop a bidders list for the Project and develop interest in the Project with all bidders, by providing bid schedules and other timely information to prospective bidders. The CM will conduct pre-bid meetings to familiarize bidders with the bidding documents, the management of the Project, special Project systems, materials or methods. The CM will assist the Architect/Engineer with the receipt and response to questions from prospective bidders and with the issuance of addenda.
12. The CM will coordinate with the University and the Architect/Engineer the solicitation for public bidding, including the advertisement for bidding with the University's bid proposal forms, instructions for bidders and general conditions. The CM will develop supplementary instructions for bidders, respond to bidder questions, and obtain the technical specifications and plans required for public bidding from the Architect/Engineer.
13. The CM shall, under the direction of the University and with the Architect/Engineer's assistance, receive construction bids, review bids, prepare a bid summary and prepare a recommendation for award or

rejection to the University and to conduct a pre-award conference with the successful bidders.

14. During the pre-construction phase, the construction manager will engage all University representatives that have interests in the design process, construction process, or the continuation of necessary services or functions affected by the project.
15. The CM will review, evaluate and comment on the University's general conditions, proposal form, and construction contracts prior to commencing the bid process.

Basic Services – Construction Phase

1. The CM shall, under the direction of the University and in cooperation with the Architect/Engineer's, provide administration of the construction contract(s) for the project.
2. The CM will provide administrative, management, coordination, and related services as required to coordinate work of the contractors with the activities and responsibilities of the CM, the University, Architect/Engineer, other consultants, and DCA inspections / approvals, to complete the Project in accordance with the University's objectives for quality, cost and schedule. The CM shall provide sufficient organization, personnel and management to carry out the requirements of the Construction Management Agreement.
3. The CM shall schedule, conduct and document all construction meetings including bi-weekly (or more frequent if required) construction progress meetings at the University. The CM shall coordinate safety meetings, coordinate testing/lab requirements and schedule all Building Sub-Code inspections. The CM shall prepare and promptly distribute minutes of the meetings and schedules. The CM shall provide monthly detailed reports to the University on progress, delays, costs, changes, incidents and any other significant details occurring on the Project.
4. The CM will review, comment upon, approve and monitor the contractor's schedule for adherence to project milestones. The CM shall review and comment upon the monthly project CPM schedule provided by the contractor, and coordinate with the University, the Architect/Engineer, and other retained professionals and contractors. The schedule prepared by the contractor is to include all trades construction activities, all shop drawing submittals and approvals, all product submittals and approvals and the University's occupancy requirements. The schedule is to show the relationship between the actual schedule and the baseline schedule. The CM shall, as required,

shall develop a recovery schedule with the assistance of the contractor. Such a recovery schedule shall reflect the corrective action required and the extraordinary efforts required by the contractor to recapture the lost time. The CM will distribute the schedule to the University, the Architect/Engineer and the contractor(s). The CM shall also post and maintain current, the schedule prepared in large format that is easy to view and read.

5. The CM shall implement a process to achieve satisfactory performance from the contractor(s). The CM shall recommend the course of action to the University when the requirements of the construction contract(s) are not being fulfilled and the contractor(s) will not take satisfactory action.
6. The CM shall provide regular monitoring of the approved estimate of Construction Cost and Project Cost, showing actual costs for activities completed, activities in progress and estimates for uncompleted activities. The CM will identify the variances between actual costs and budgeted estimated costs. The CM will advise the University and the Architect/Engineer whenever the Project costs or projected Project costs exceed budgets or estimates.
7. The CM shall maintain cost accounting records on work performed under contract work or work by change order based upon the actual costs of labor, materials and equipment. The CM will verify and sign time and material tickets provided by the contractor.
8. The CM shall recommend necessary or desirable changes to the University and the Architect/Engineer and provide advice regarding such changes, implementing change order procedures, reviewing request for changes, assisting negotiating contractor's proposals, submitting recommendations to the University for settlement and if accepted, preparing for signature change orders that are routed for acceptance to the contractor and the Architect/Engineer and to the University for authorization. The CM shall prepare a monthly report on change orders, possible change orders and claims on the Project and their effect on the Construction Cost and the Project Schedule. The CM will negotiate the cost for changes in work with the contractor on behalf of William Paterson.
9. The CM shall promptly analyze claims for extension of time and prepare a recommendation based upon the claimed cause of such delays and if applicable demonstrate and document how the extension of time can be avoided.

10. The CM shall develop and implement procedures for review, recommending and processing the schedule of values, applications for progress payments and for final payment.
11. The CM shall review and verify the contractors' safety programs and that they are submitted promptly to the University. The CM shall take the necessary precautions for the safety of its employees, all construction contractors and others on the Project and to comply with all applicable safety laws and building Codes.
12. As required, the CM shall assist the University in the selection, retaining, and coordination of professional services including, but not limited to, surveyors, special consultants, and material testing laboratories and to coordinate their services during construction.
13. The CM shall prepare written recommendations regarding defects and deficiencies in the contractors' work
14. The CM shall consult with and advise the Architect/Engineer and the University if the contractor requests an interpretation of the meaning and/or intent of the drawings and/or the specifications for the Project. The CM shall assist in the resolution of questions that might arise.
15. The CM shall obtain the contractor's certificates of insurance and bonds prior to any work being performed on the Project and to forward same to the University.
16. The CM shall maintain logs, files and other necessary records and documentation for the University for change orders, request for information, submittals, RFI's, shop drawings, samples, etc. The CM shall track all the aforementioned items for timely submission by the contractor, prompt review/approval by the Architect/Engineer and issue bi-weekly reports on outstanding items. The CM shall maintain, in a central location on site, all required samples for the duration of the project. The CM shall maintain an up-to-date record set of full size contract plans that are marked "Record Set".
17. The CM shall obtain with each application of payment the required certified payroll reports and monthly project photographs in digital format. The CM shall insure that the contractor has submitted the required labor forms to the State of New Jersey.
18. The CM shall be responsible for supporting the University in the contract close-out procedures including organizing the receipt of as-built documents, warranties, guarantees and O&M manuals from the contractors. The CM shall, with the University, the Architect/Engineer

and the Commissioning Agent (if needed), coordinate all required operation training. The CM shall facilitate prompt completion of punch list work and the contract close-out.

19. The CM shall observe and record the progress of the project and submit monthly progress reports to the University and to the Architect/Engineer that show the information on the contractor's work with the percentages of completion and the dollar amounts of change orders. The CM shall maintain a daily log on the Project and make it available to the University and the Architect/Engineer. The CM shall use due diligence to discover work performance by the contractor that is not in compliance with the contract documents.
20. The CM shall perform additional services only upon written authorization from the University.

5. Selection Criteria

The following criteria will be used to evaluate the submissions:

- a. Firm's demonstrated experience with pre-construction and construction management services for new academic facilities at higher education or similar institutions. Experience at four-year public higher education facilities in New Jersey is most desirable.
- b. The firm must have assigned staff with experience with new construction available to work on the project.
- c. The firm is to be conversant with the State of New Jersey Uniform Construction Code, the referenced sub codes, and permitting process with the Department of Community Affairs.
- d. The firm must have demonstrated and documented processes in Project Control and Contract Administration of single prime contracts including estimating, cost control, document management/control, change order management, and quality control reviews.
- e. The firm must have knowledge of the local construction market and workforce as it applies to this project.
- f. The CM's 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

- g. The firm must demonstrate effective means of communication with the University’s project team, the Steering Committee, stakeholders and the University Community as a whole.
- h. The consultant(s) fee proposal.

6. Fee

The fee proposal for the firm to perform the Construction Management services for the New Residence Hall is inclusive of all professional fees, sub-consultants, reimbursable and travel expenses. The fee proposal shall be broken into two (2) components – Preconstruction Services (design development, construction documents, DCA Code review & public bidding); and Construction Services (construction administration and close-out). The fee proposal is to itemize any exclusions. Please use proposal form under Reference Documents with bid submission in lieu of below.

Preconstruction Services:

- 1. May 2017 through September 2017: \$ _____ per month
- 2. X 5 months = \$ _____ Subtotal

Construction Management Services (1 full time Project Manager):

- 3. October 2017 through August 2019: \$ _____ per month
- 4. X 23 months \$ _____ Subtotal

Construction Management Services (1 full time Project Manager and 1 full time Site Superintendent):

- 5. October 2017 through August 2019: \$ _____ per month
- 6. X 23 months \$ _____ Subtotal

Include a staffing plan for the months above and identify personnel that will be assigned to the project. Attach an hourly, weekly and monthly rate sheet for additional personnel that may be used to staff this project not included in the above amounts.

7. Submission Instructions

Along with the proposal form and staffing plan, the submissions should address the aforementioned selection criteria and include resumes of key proposed project personnel. Bidders should submit a qualification package with applicable projects and contact information for owner references. All inquiries should be emailed to capitalplanning@wpunj.edu prior to the due date with a subject heading of New Residence Hall Construction Management RFP. Telephone inquiries will not be entertained.

8. Reference Documents

- a. CCH Schematic Design Report.
- b. CCH Schematic Design Drawings
- c. CCH Design Development Drawings
- d. CCH Design Schedule
- e. Contract Template for Construction Management
- f. Proposal Form