



**WILLIAM PATERSON UNIVERSITY**

300 POMPTON ROAD • WAYNE, NEW JERSEY 07470

**[www.wpunj.edu](http://www.wpunj.edu)**

**REQUEST FOR PROPOSAL  
UNIVERSITY COMMONS PHASE 2 & PHASE 3  
INTERIOR DESIGN SERVICES  
(WP-21-01-16/18 P2 & P3)**

The response to this Request for Proposal (RFP) is to be submitted by **July 14th, 2021 at 12:00 pm** to the **Office of Associate Vice President, Administration at William Paterson University of New Jersey**, 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

RFP Date of Issue: **June 7th, 2021**

**New Jersey Is an Equal Opportunity Employer**

## I. Introduction

This request for proposal (RFP) contains information and requirements for qualified and experienced interior design firms to submit a proposal to William Paterson University for Phase 2 & Phase 3 interior renovations and construction administration services for University Commons. Floor plans indicating the limit of areas to be addressed are provided in Attachment #1.

In 2019, the University completed a master plan for the renovation of the interconnected University Commons Building, (Machuga Student Center, Ballroom, and Speert Hall [Wayne Hall]). The Master Plan identified three phases of work. The A/E services for Schematic Design, Construction Documents, and Bidding for Phase 1 have been completed and a contractor has been selected to do the Phase 1 renovation work.

The Architectural Schematic Design Services for the Phase 2 and Phase 3 renovation services have also been completed. The Schematic Design for these areas addressed floor, wall and ceiling finishes, furniture, lighting, digital and non-digital signage, and other items including but not limited to tack-boards, and graphic design. The University approved the Phase 2 and Phase 3 Schematic Design Documents in August 2020.

This Request for Proposal is for A/E services for the Phase 2 & Phase 3 Design Development, Costing Estimating, Construction Documents, Bidding and Construction Phase Services. The services are also to include furniture selection and specifications for the renovated areas. The spaces targeted for the Phase 2 & Phase 3 renovation work were last improved in 2005; and therefore, the finishes and furniture provided at that time are largely unaltered and in need of refreshment and replacement.

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

- Office of the Vice President, Student Development
- Office of Hospitality Services
- Capital Planning, Design and Construction Department

## II. Scope of Services

### Part 1: Programming, Schematic Services, and Construction Cost Estimating:

(COMPLETED)

### Part 2: Design, Construction Documents and Bidding Services

This includes design development documents, construction documents, and DCA (New Jersey Department of Community Affairs) approvals. The Architect shall provide a project cost estimate at the end of the Design Development Phase.

The Construction Documents will be completed, and the Design and Bidding Services phase will require approval by the DCA of all University requirements for bidding, coinciding University review, and the receipt, evaluation, and acceptance of bids. Bidding services will include participating in pre-bid meeting and site inspection, assisting with answering all bidder questions, and creating addendum draft. The Architect will file all documents electronically for DCA plan review, and provide correspondence, revisions and resubmissions to the DCA as required to gain approvals.

### Part 3: Construction Administration and Close Out

The Construction Administration Services will be provided for two Project Phases. The Phase 2 Construction will be done from May 2022 through August 2022. The Phase 3 Construction will be done at a future date following the Phase 2 Construction work.

During Part 3, the Architect will provide advice on resolving field conditions, and attend meetings with stakeholders and vendors as required. The Architect will provide all necessary documentation and drawings to respond to RFI's, detail change orders, and review change order proposals for compliance with contract documents. The Architect will review and approve Applications for Payment, comment on the progress of the work, and prepare and submit periodic site inspection reports as requested.

### 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 may be required.

### IV. Fees

The fee proposal for the interior design services is inclusive of all professional fees, sub-consultants, reimbursables, travel expenses, documents, tests, and supporting studies. The cost proposal for the Phase 2 and Phase 3 work should be divided into the following consulting services: 1) Design, Construction Documents & Bidding, and 2) Construction Administration.

Lump Sum Fees for services should be identified for: 1) the Design, Construction Documents and Bidding Phase; and 2) the Construction Administration Phase. Please fill out values on the Bid Form at the end of this Request for Proposal, along with 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:

<b>Proposal due date</b>	<b>July 14, 2021</b>
Evaluation of Proposals	Week of 7/19/21
Contract Award	TBD
DD, CD and Cost Estimate	7/26/21-10/15/21
Contractor Bid/Award	TBD
Completion	TBD

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

## **VI. 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.
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.

## **VII. Supporting Information**

1. Schematic Design Documents for Phase 2 and Phase 3 – Attachment #1
2. The following renovation work is to be included in the project.
  - a. Renovation of the Speert Hall First Floor Conference Rooms, Metro Lounge, and Speert Hall Promenade; new finishes, carpet, furniture and graphics for these areas;
  - b. Renovation of the Speert Hall Second Floor Ballroom, new finishes, carpet, and new Ballroom Furniture;
  - c. Renovation of University Commons Ground Floor and First Floor Common Spaces; new finishes, furniture and graphics for these areas;
  - d. Renovation of the University Commons Ground Floor Game Room finishes and furniture & equipment for the Game Room;

- e. Renovation of the University Commons Ground Floor Student Café finishes and furniture & equipment for the Café.
- f. Renovation of University Commons First Floor Multipurpose Room finishes and new furniture;
- g. Renovation of University Commons Second Floor Conference Room 202, and Second Floor Corridor - new finishes, carpet, furniture and graphics.
- h. Renovation of University Commons Third Floor Corridor – new finishes, and graphics.

### **VIII. Submission Requirements**

Proposals should include the following information:

1. Proposal form including 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](mailto:capitalplanning@wpunj.edu) with a subject heading of University Commons Phase 2 & Phase 3 Interior 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.

## **IX. Pre-Proposal Walkthrough**

See Public Notice Letter on website.

## **X. Submission Date**

See Public Notice Letter on website.

## **XI. Interviews/Presentations**

Following receipt of proposals, interviews/presentations of concepts by invited firms will be scheduled by the University.

## **XII. 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 \$1,000,000.00 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.

### **XIII. Attachment 1**

#### **Floor Plans**

- 1. Wayne Hall (Speert) #016 / First Floor Plan
- 2. Wayne Hall (Speert) #016 / Second Floor Plan
- 3. Student Center Ground Floor Plan
- 4. Student Center First Floor Plan
- 5. Student Center Second Floor Plan
- 6. Student Center Third Floor Plan

#### **Schematic Design Concept Plans**

- 1. Phase 2 Projects 1, 2, 3, 4, 5, 6, 7 & 8
- 2. Phase 3 Projects 1, 2, 3, 4, 5, 6, & 7



**WPU STUDENT COMMONS FEE PROPOSAL FORM:**

Lump Sum Fees for each phase of services should be inserted below. Note that the lump sum fees should include the costs of architect's overhead, printing, travel, etc. expenses:

**Phase 2 Projects**

Part 2: Design Development, Construction Docs & Bidding:

\$ \_\_\_\_\_

Part 3: Construction Phase Services:

\$ \_\_\_\_\_

**Phase 3 Projects**

Part 2: Design Development, Construction Docs & Bidding:

\$ \_\_\_\_\_

Part 3: Construction Phase Services:

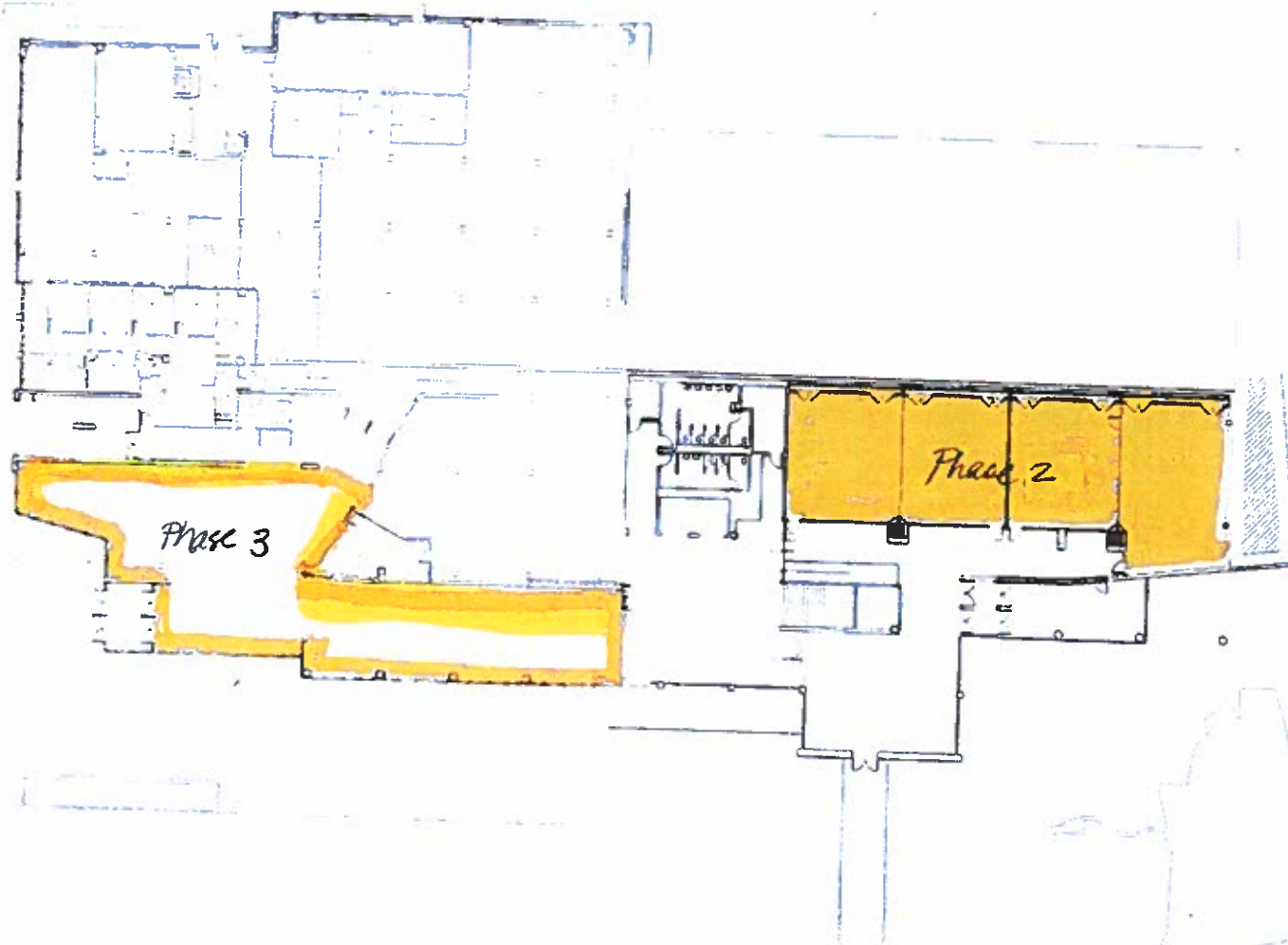
\$ \_\_\_\_\_

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

**REQUEST FOR PROPOSAL  
UNIVERSITY COMMONS PHASE 2 & PHASE 3  
INTERIOR DESIGN SERVICES**

**ATTACHEMENT 1**

**Floor Plans & Concept Plans**



# KEY

- ☐ ACADEMIC SPACE
- ☐ PUBLIC SERVICE & OUTREACH
- ☐ LIBRARY
- ☐ ASSEMBLY & EXHIBITION
- ☐ PHYSICAL EDUCATION
- ☐ STUDENT ACTIVITY
- ☒ STUDENT SERVICES
- ☐ CHILDREN'S CENTER
- ☐ ADMINISTRATION
- ☐ TECHNOLOGY
- ☐ BUILDING SERVICES
- ☐ CENTRAL SERVICES
- ☐ CIRCULATION
- ☐ INACTIVE SPACE

## Wayne Hall #016

### First Floor - Addition Existing Space Use

FACILITIES MASTER PLAN  
FEBRUARY 2001

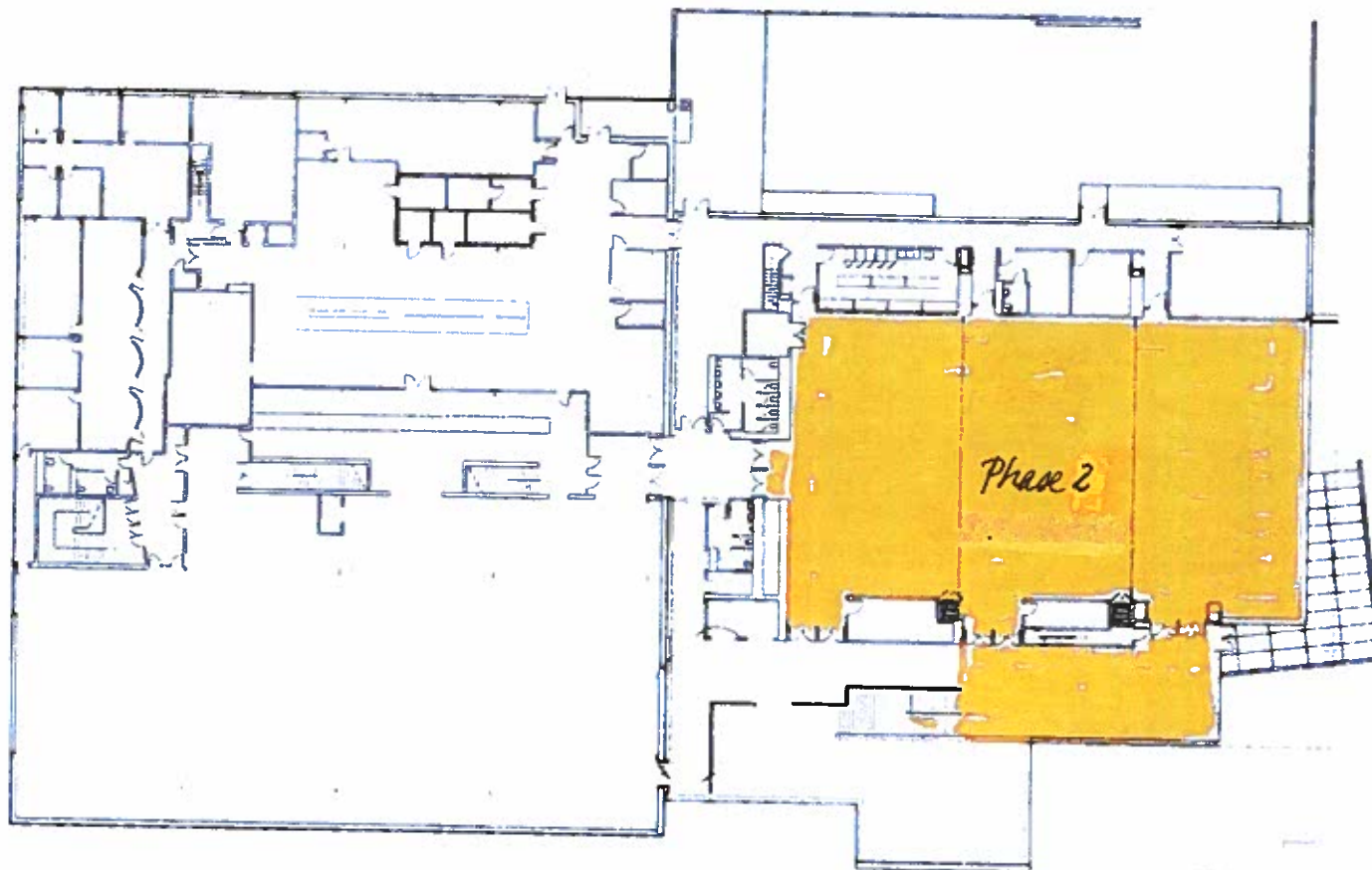
THE SARATOGA ASSOCIATES

LANDSCAPE ARCHITECTS ARCHITECTS ENGINEERS AND PLANNERS P.C.  
SARATOGA SPRINGS, NY • BOSTON, MA • NEW YORK CITY, NY

WILLIAM  
PATRICKSON  
UNIVERSITY

Campus Key Map





# KEY

- ☐ ACADEMIC SPACE
- ☐ PUBLIC SERVICE & OUTREACH
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**Wayne Hall  
#016**

**Second Floor - Addition  
Existing Space Use**

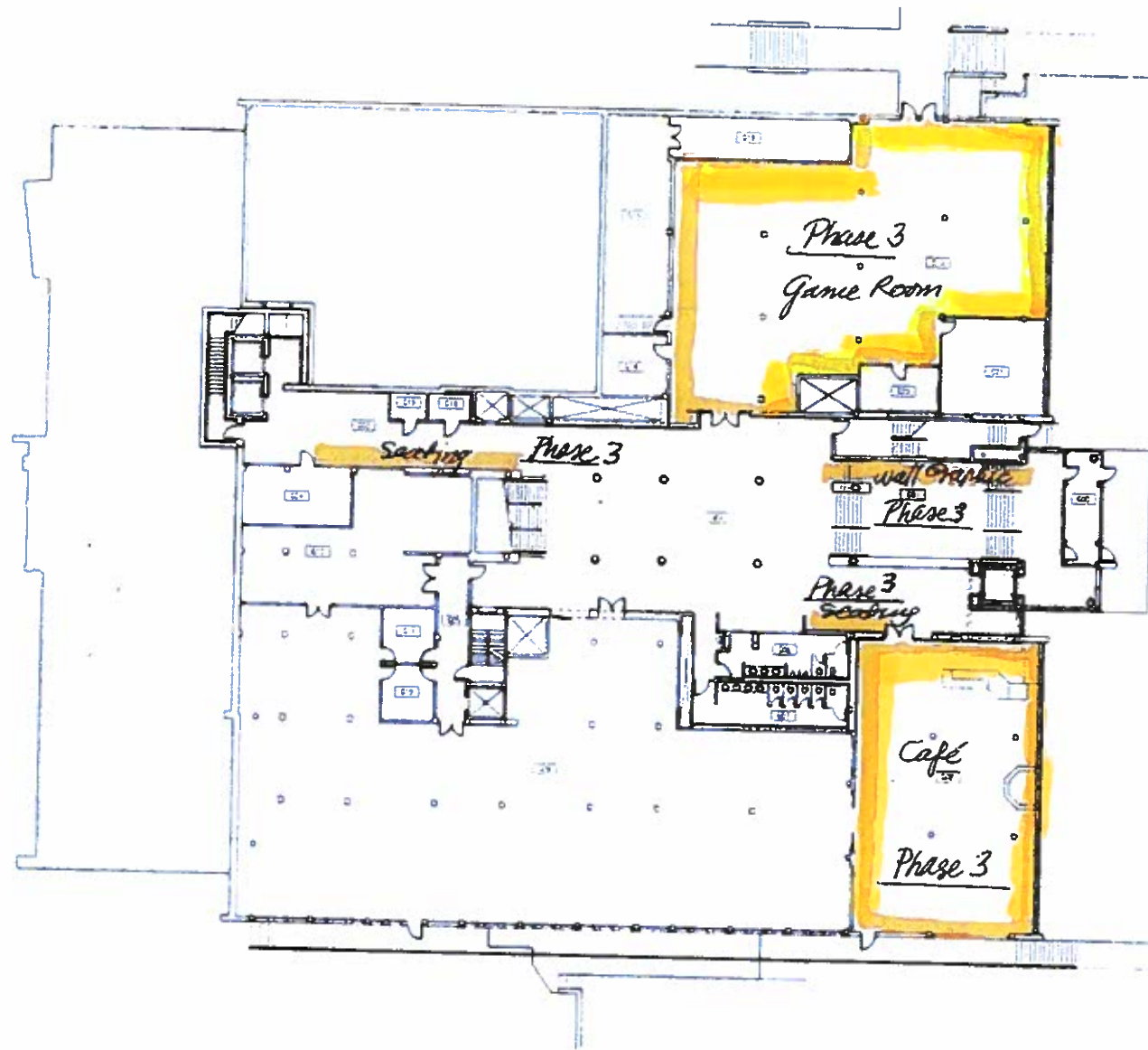
**FACILITIES MASTER PLAN  
FEBRUARY 2003**

**THE SARATOGA ASSOCIATES**

LANDSCAPE ARCHITECTS ARCHITECTS ENGINEERS AND PLANNERS P.C.  
SARATOGA SPRINGS NY • BOSTON MA • NEW YORK CITY NY

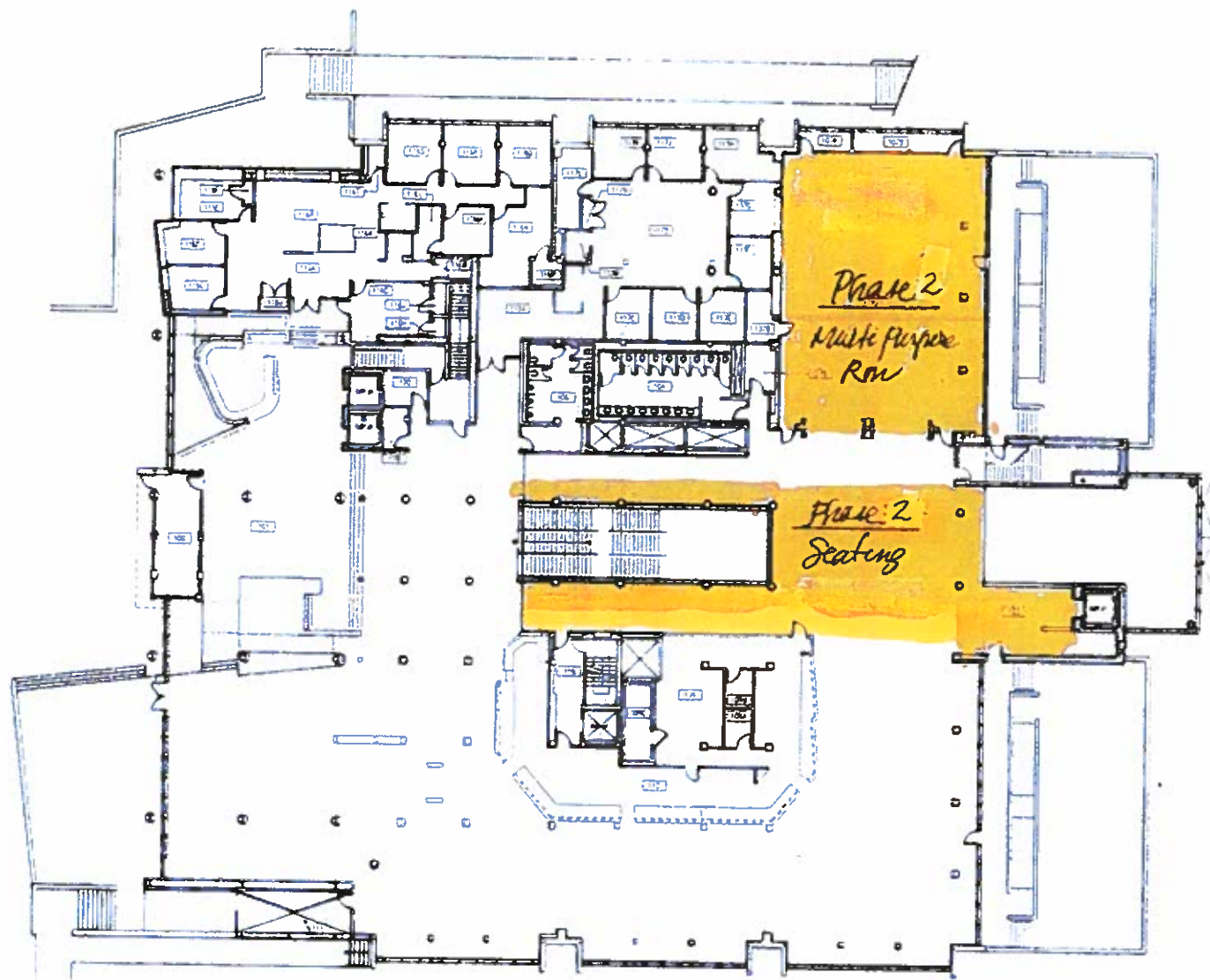
**WILLIAM  
FAIRBANKS  
UNIVERSITY**

Campus Key Map:

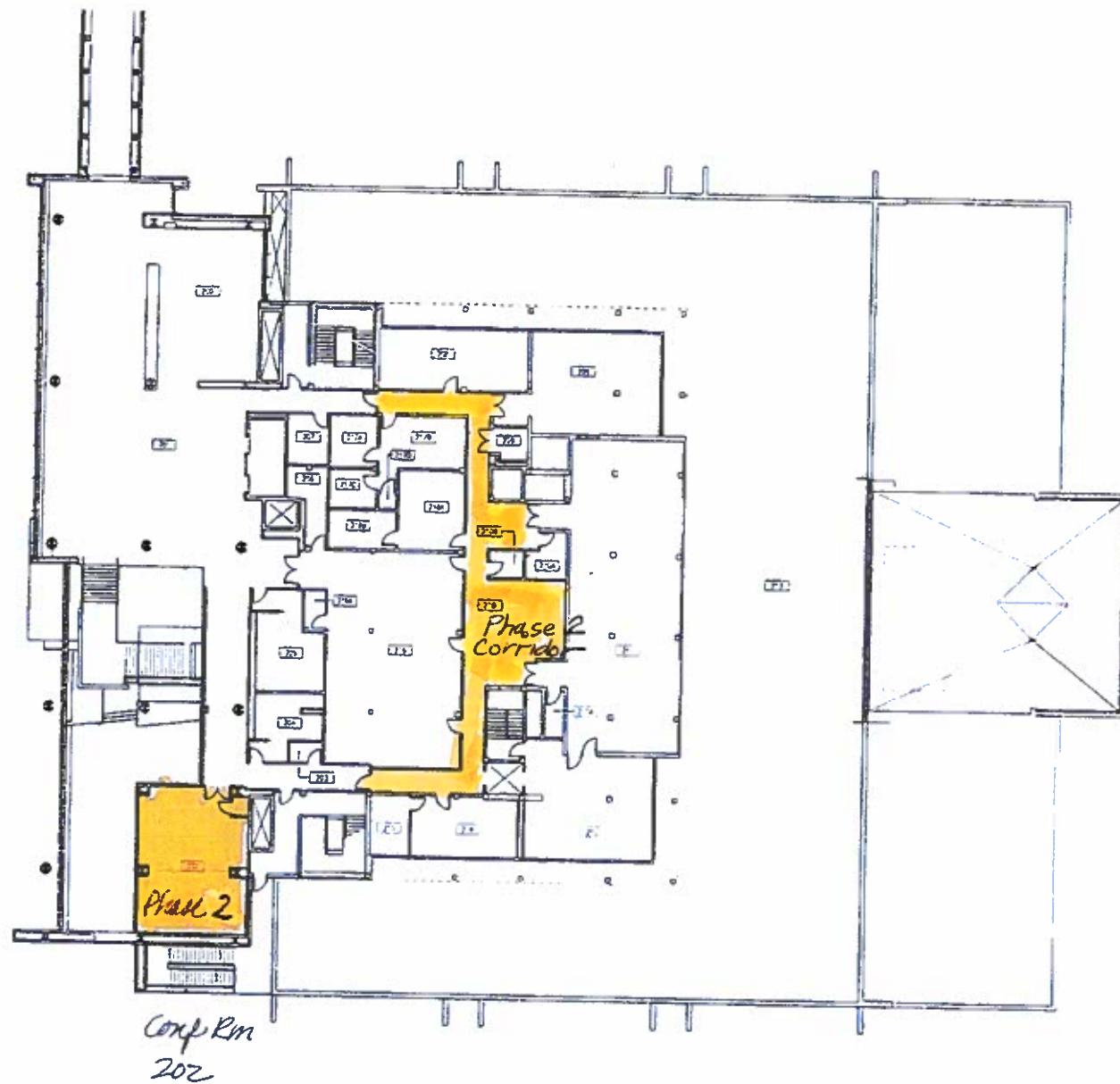


**GROUND FLOOR PLAN**  
**STUDENT CENTER**





**FIRST FLOOR PLAN**  
**STUDENT CENTER**



**SECOND FLOOR PLAN**  
**STUDENT CENTER**



*Corridors / Phase 3*

### THIRD FLOOR PLAN

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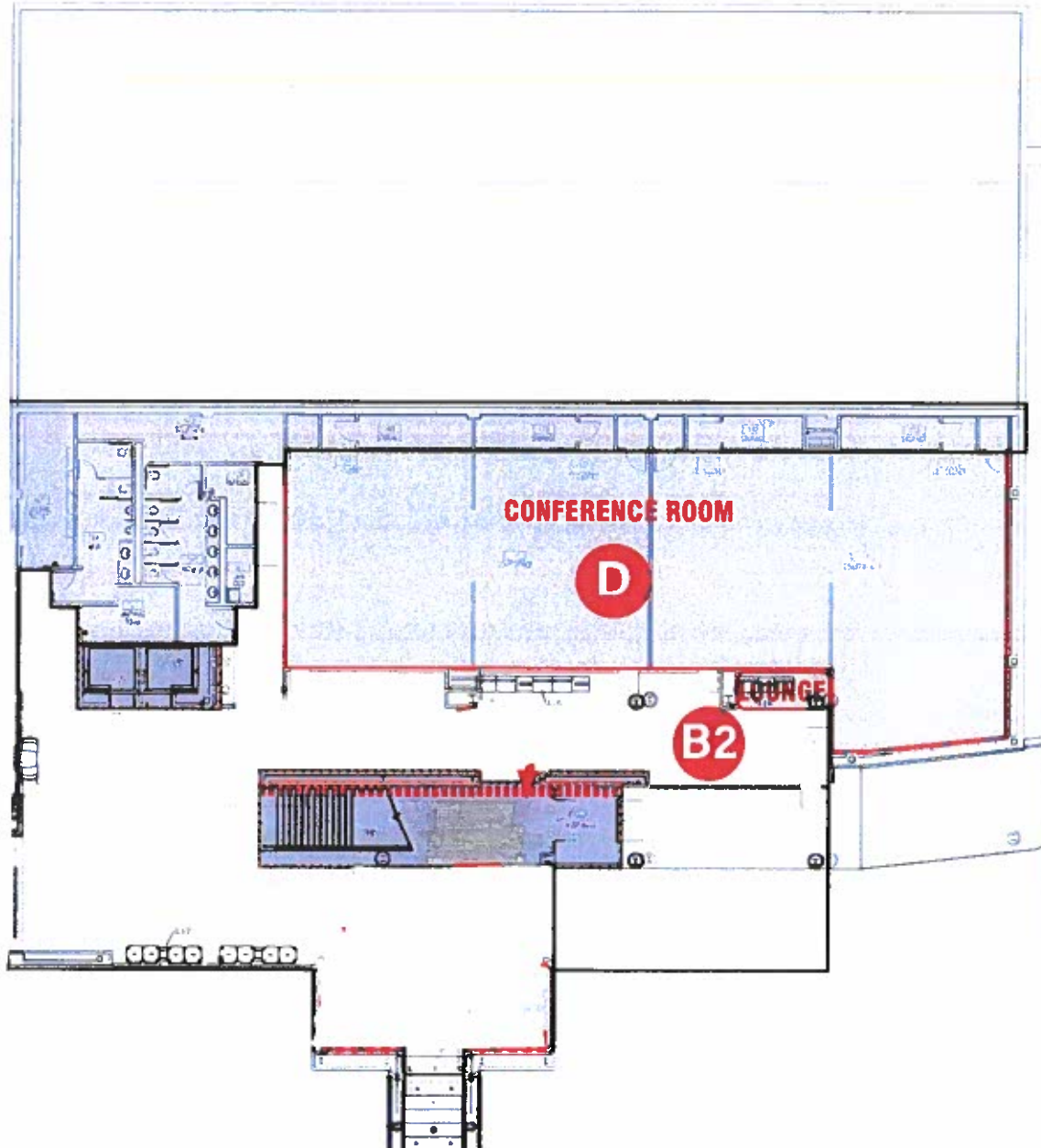
### STUDENT CENTER



## Phase 2 Improvements

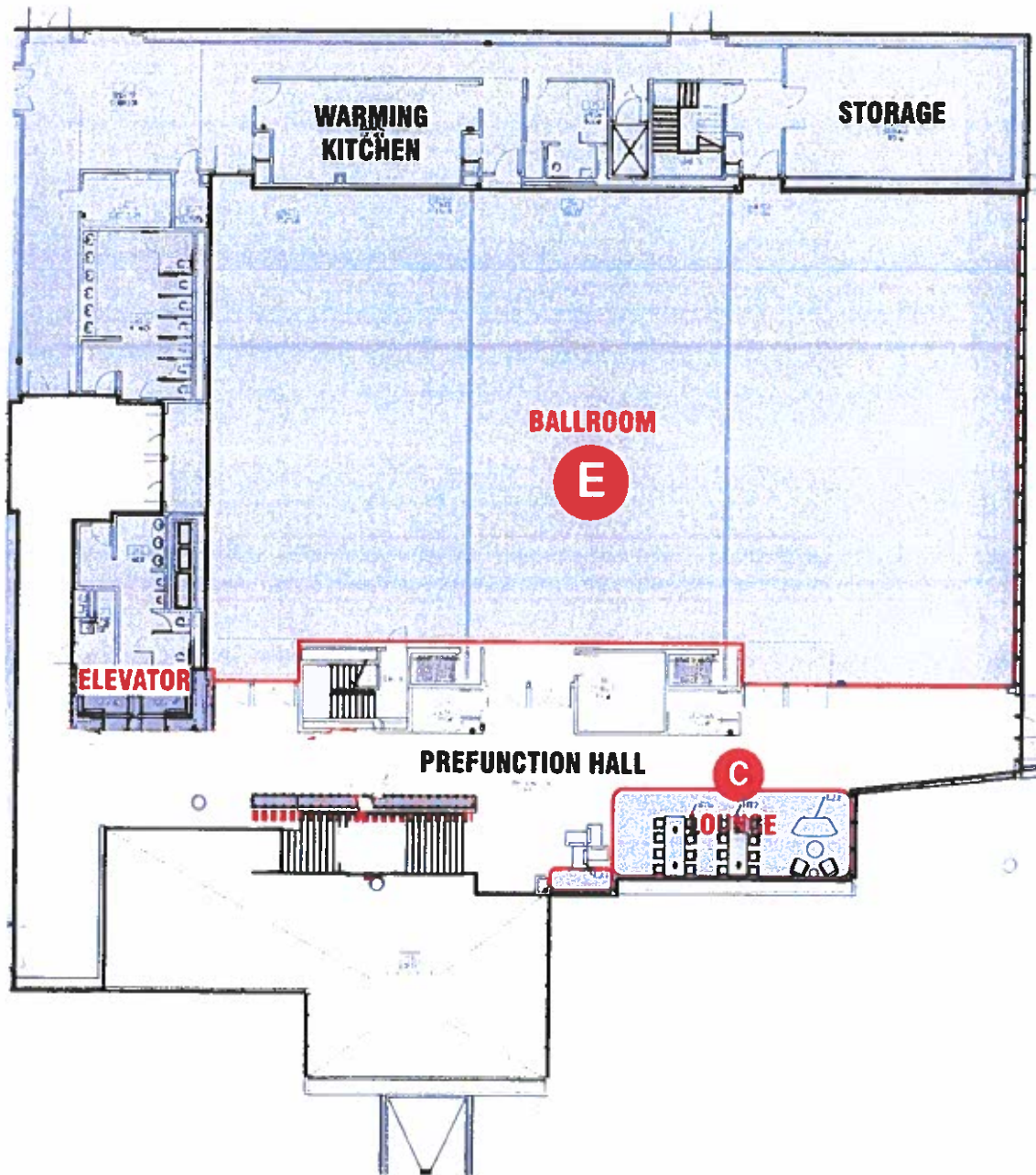
### 1. Phase 2 / Projects 1 & 2 – Speert Hall (Wayne) Conference Rooms (D), Lounge (B2)

New finishes, carpet, furniture



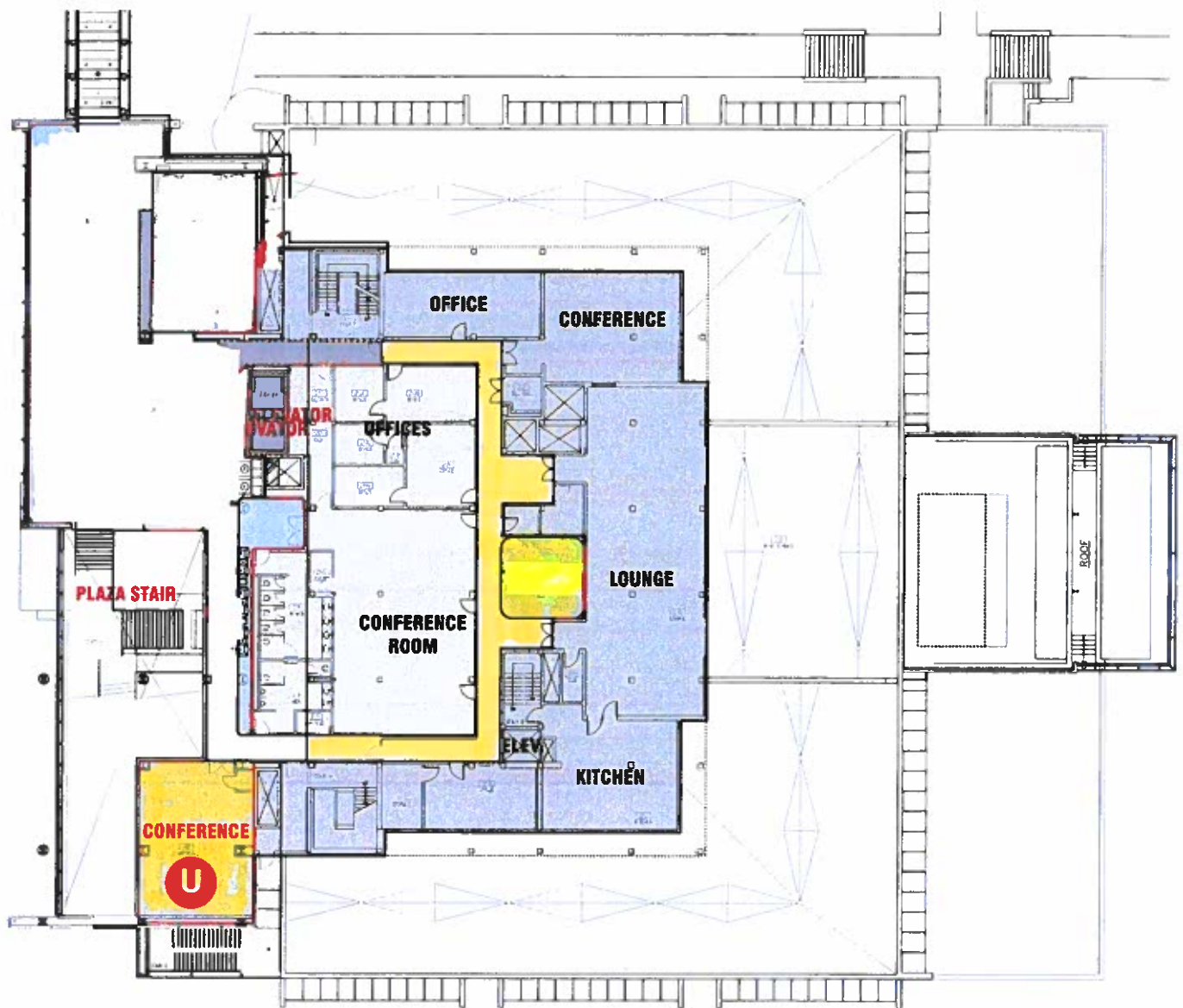
2. Phase 2 / Projects 3 & 4 – Speert Hall (Wayne) Ballroom (E) & Prefunction Lounge (C)

New finishes, carpet, furniture



### 3. Phase 2 / Projects 5 & 6 – Student Commons Conference Room 202 & Corridor

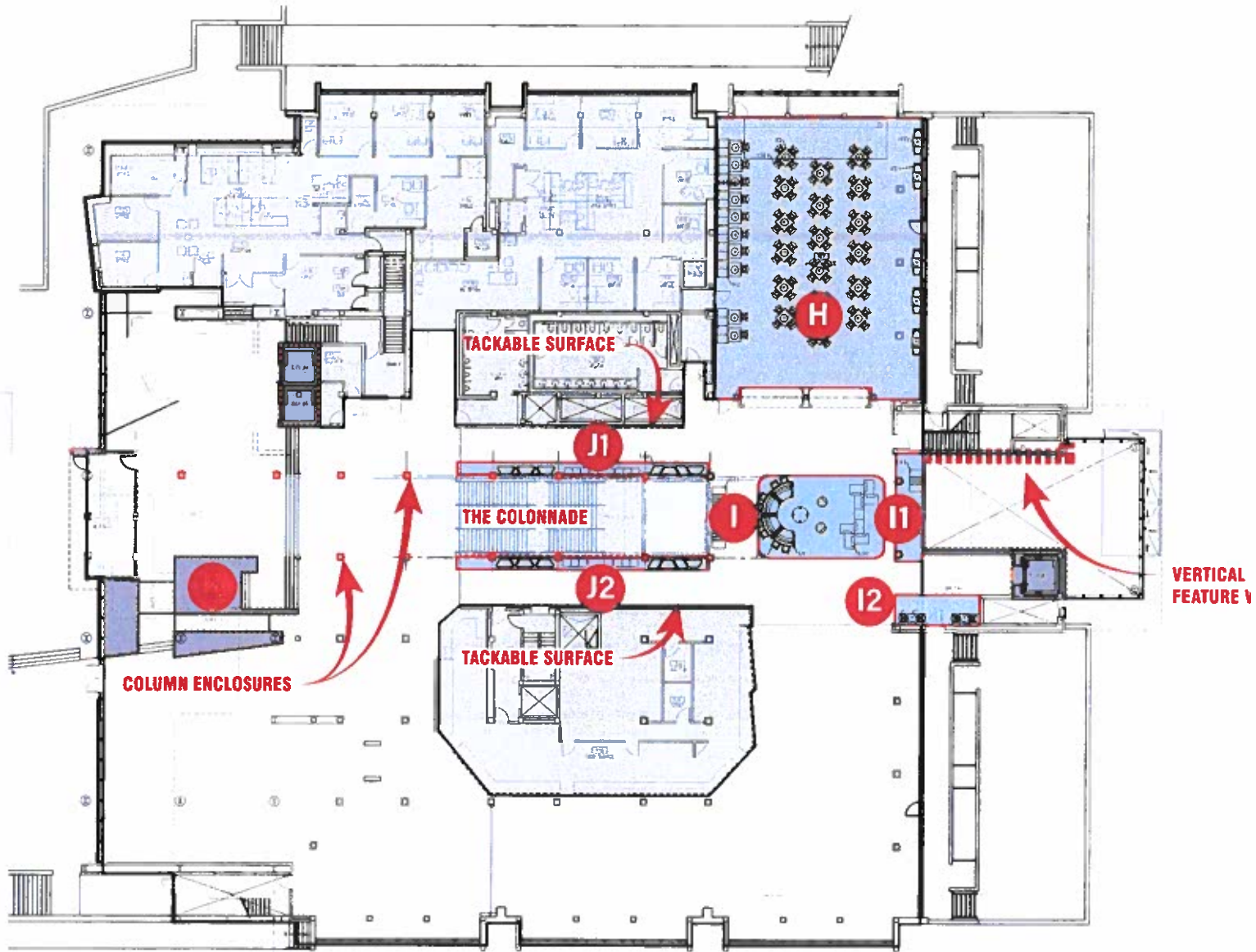
New finishes, carpet, furniture





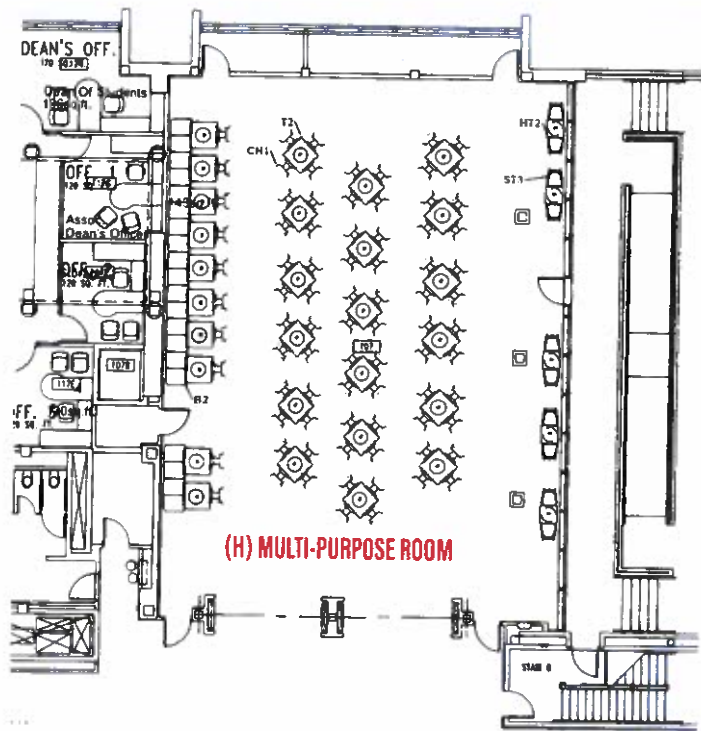
**Phase 2 / Project 7 & 8 – Student Commons First Floor Multi-Purpose Room (H) and First Floor Colonnade Seating (I), (I1), (I2), (J1), (J2)**

New finishes, column enclosures, tackable surfaces, furniture



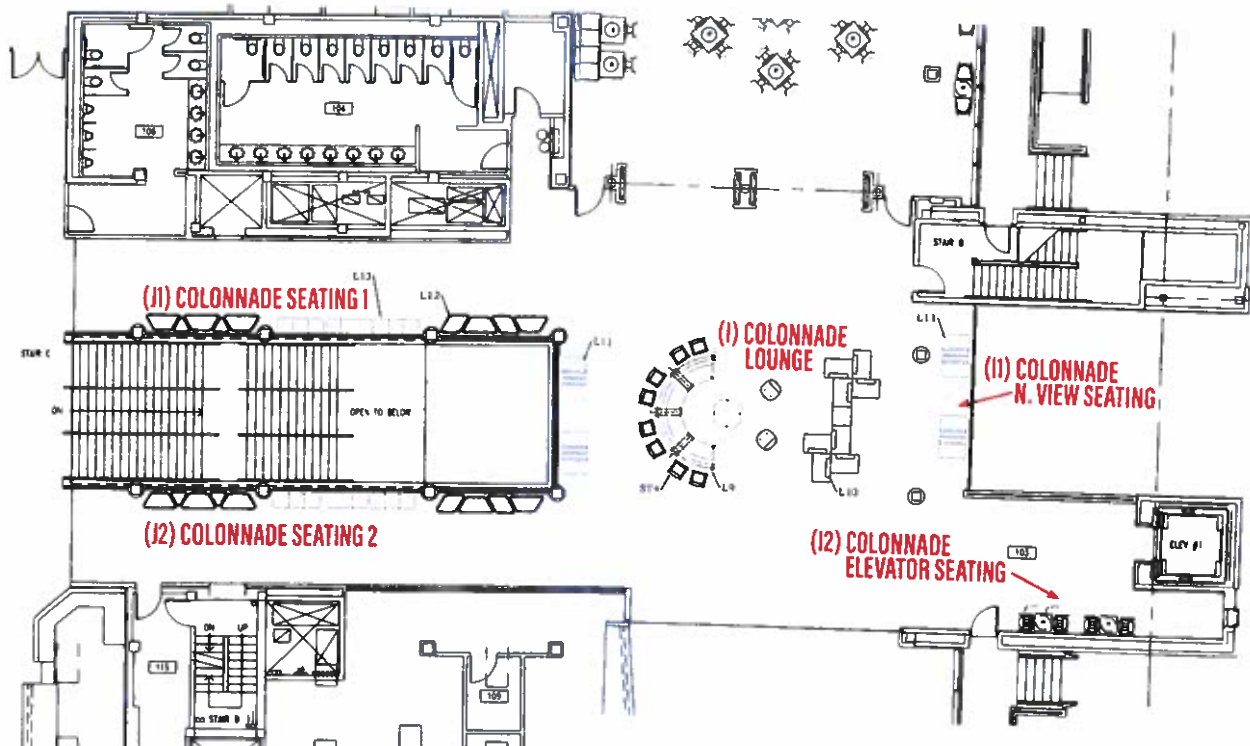
#### 4. Phase 2 / Project 7 – Student Commons First Floor Multi-Purpose Room (H)

**New finishes, carpet, furniture**



**5. Phase 2 / Project 8 – Student Commons First Floor Colonnade Seating (I), (I1), (I2), (J1), (J2)**

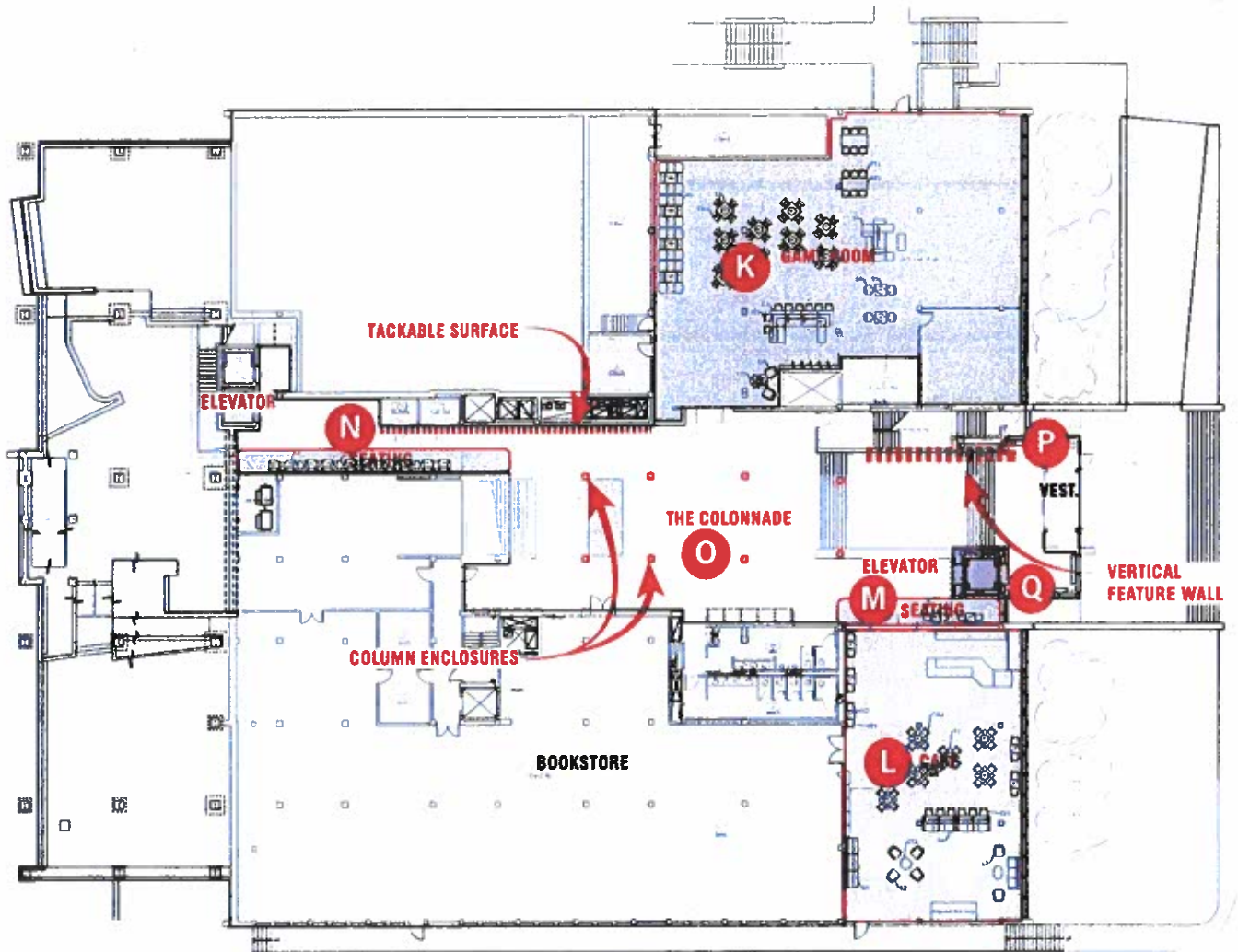
## New furniture



### Phase 3 Improvements

Phase 3 / Projects 1, 2, 3 & 4 – Student Commons Ground Floor Game Room (K), Student Café (L), Colonnade Seating (N) & (M), and Vertical Feature Wall (P)

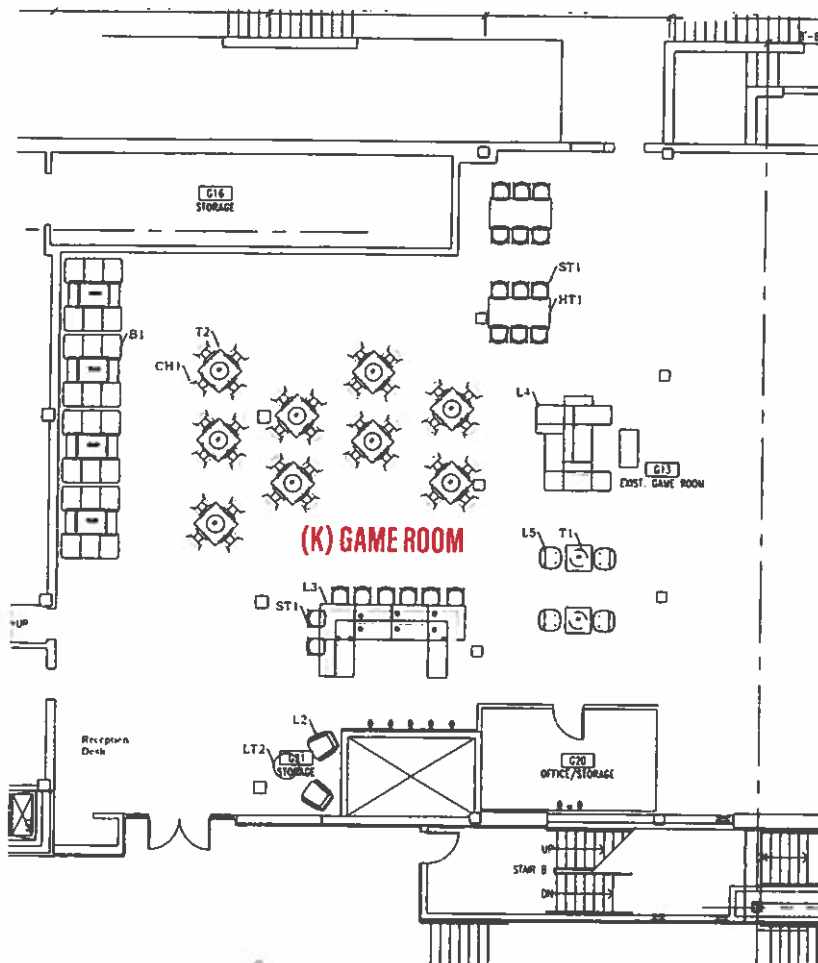
New lighting, finishes, carpet, vertical feature wall, tackable surfaces, column enclosures, furniture





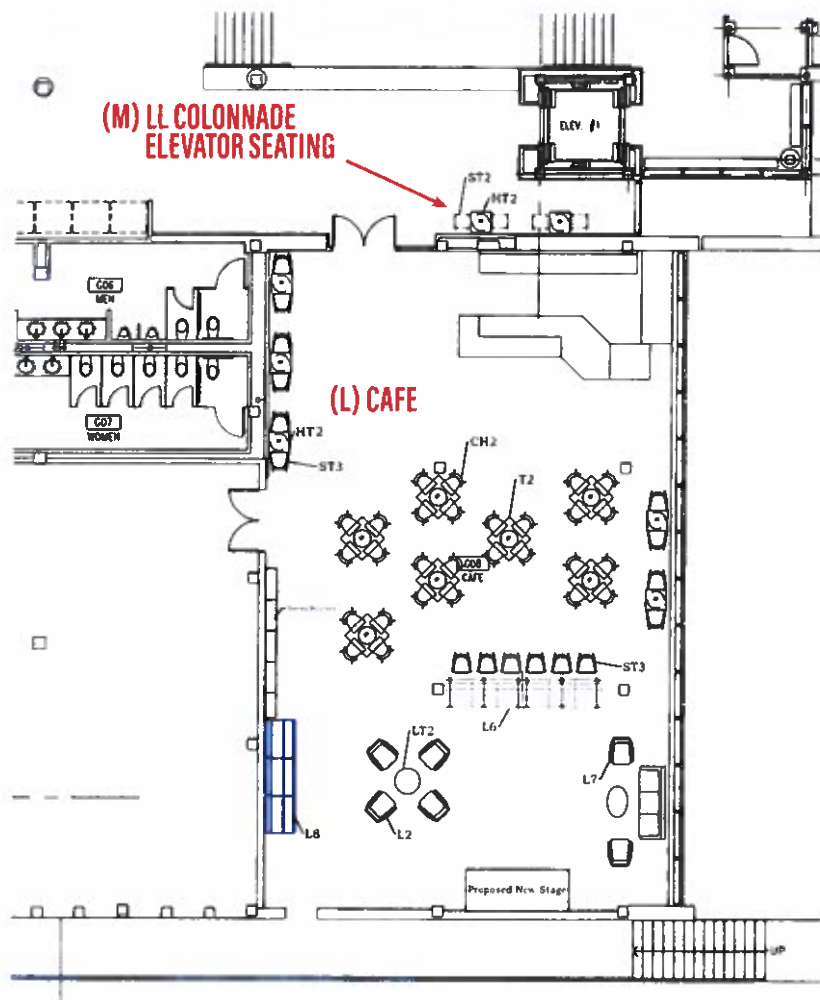
## 1. Phase 3 / Project 1 – Student Commons Ground Floor Game Room (K)

New lighting, finishes, carpet, furniture



## 2. Phase 3 / Project 2 – Student Commons Ground Floor Student Café (L)

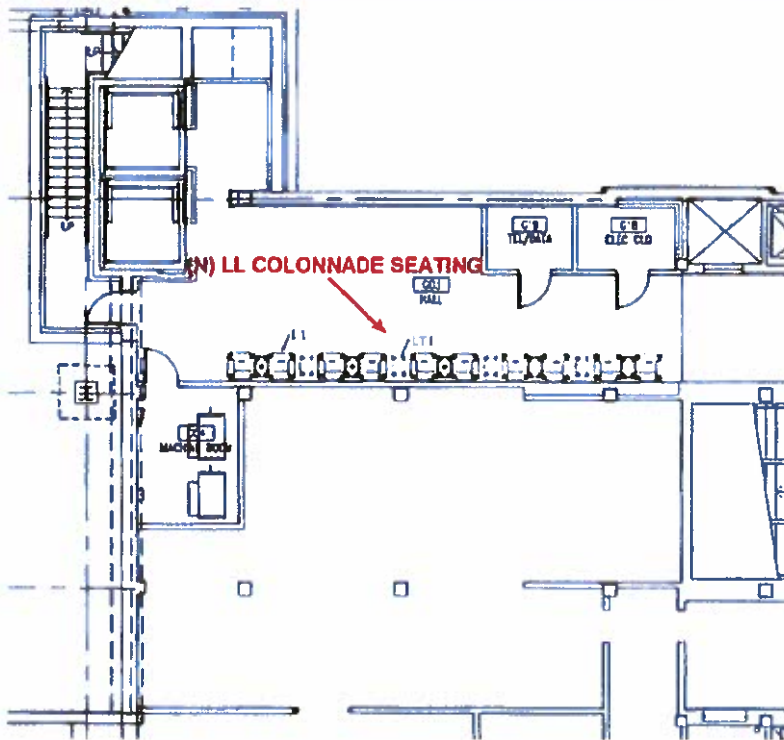
New lighting, finishes, carpet, furniture



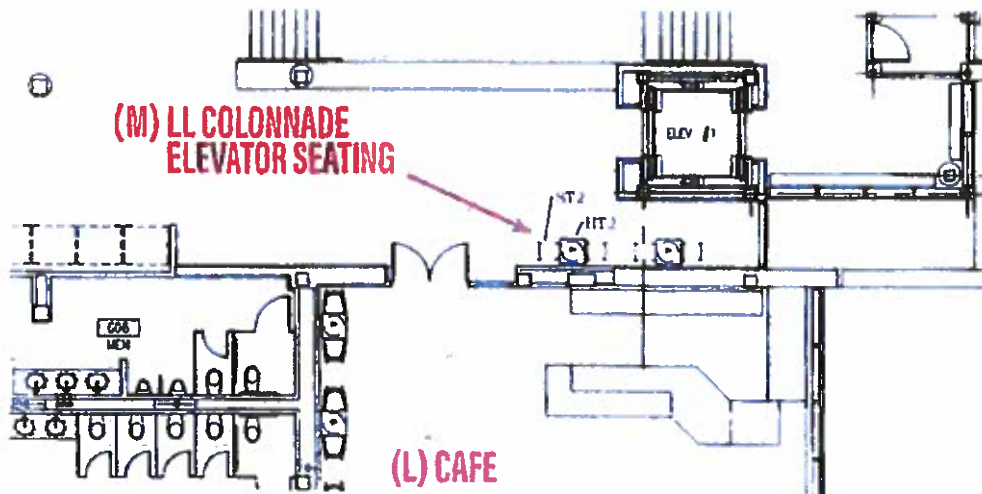


### 3. Phase 3 / Projects 3 & 4 – Student Commons Ground Floor Colonnade Seating (N), (M), Vertical Wall Feature (P)

New furniture, finishes and vertical wall feature



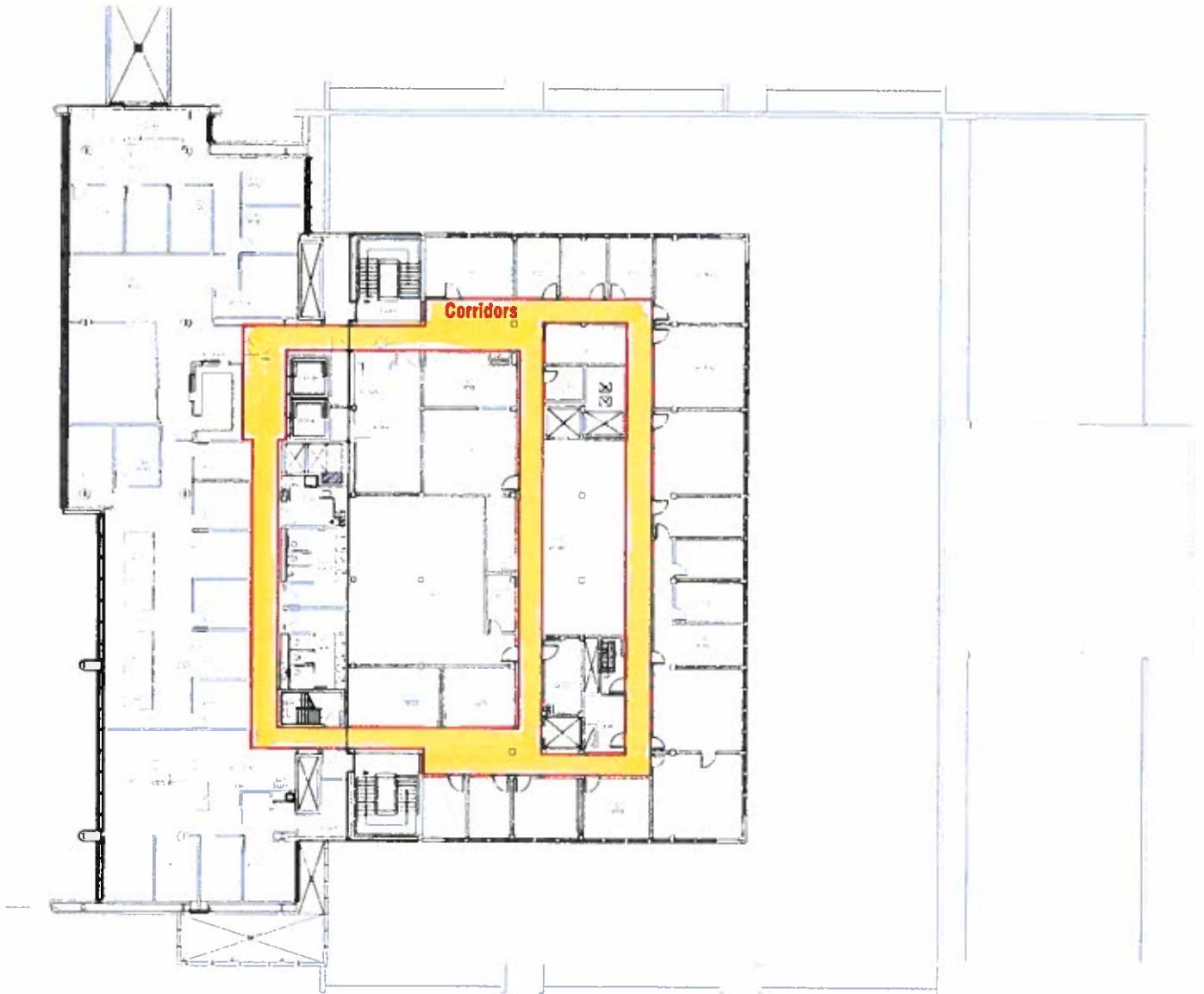
(N) Colonnade Seating / Elevator Lounge



(M) Colonnade Elevator Seating / Elevator Lounge

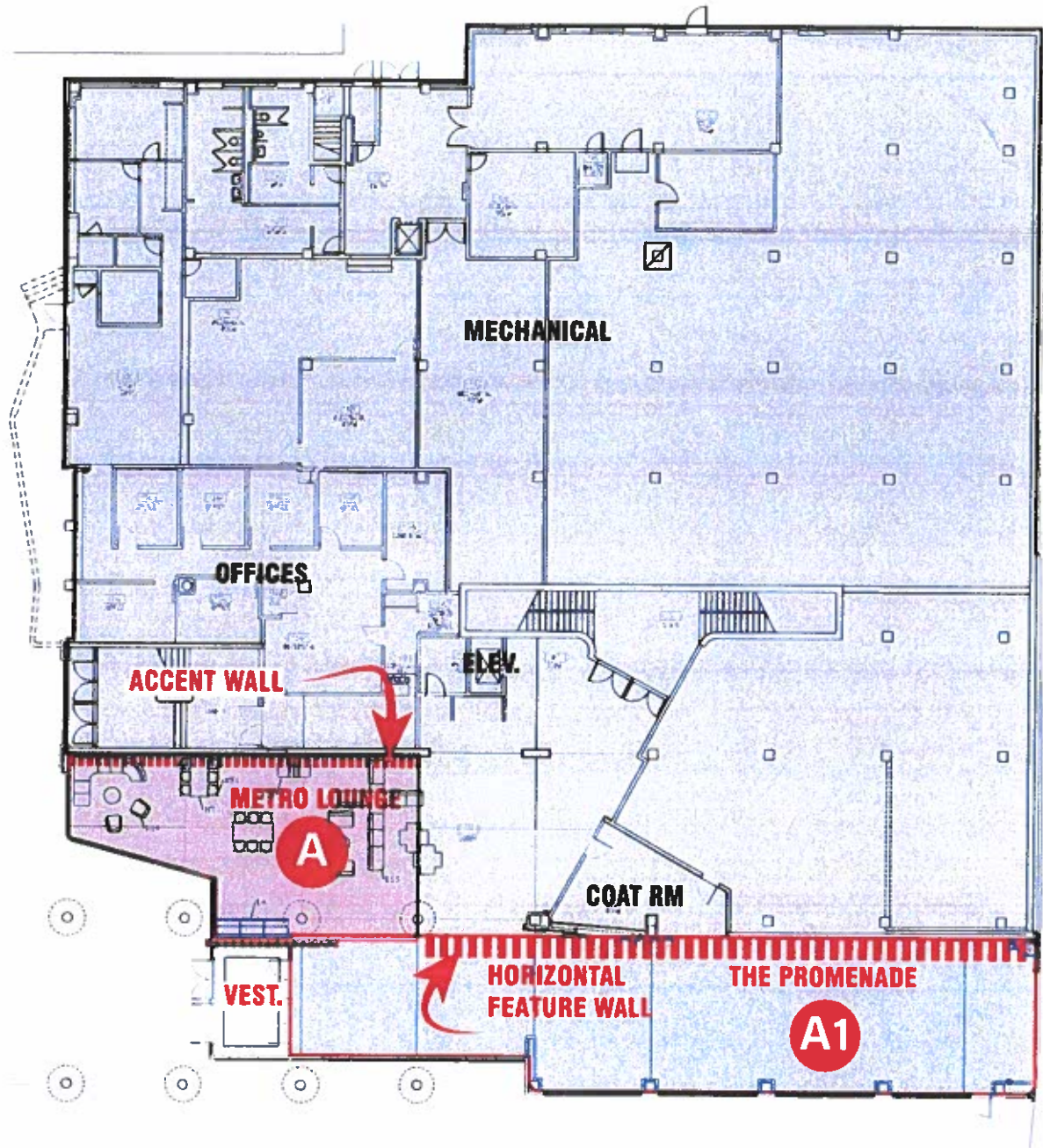
#### 4. Phase 3 / Project 5 – Student Commons Third Floor Corridor

New finishes



**Phase 3 / Projects 6 & 7– Speert Hall (Wayne) First Floor Metro Lounge (A), and First Floor Promenade (A1)**

New furniture, finishes, architectural ceiling, accent lighting, and horizontal graphic feature wall



### 5. Phase 3 / Project 6 – Speert Hall (Wayne) First Floor Metro Lounge (A)

New furniture, finishes, architectural ceiling, accent lighting, and horizontal graphic feature wall

