

*William Paterson University of New Jersey***PROJECT NAME:****Renovations & Addition to Hunziker Hall & Wing****PROJECT NUMBER:****WP-14-14-8/14****SUPPLEMENTAL INSTRUCTIONS FOR BIDDING AND  
COMPLETING PROPOSAL FORMS**

- A) All work defined in the Contract Documents is for the **Renovations & Addition to Hunziker Hall & Wing– WP-14-14-8/14 posted on webpage for the project**. All work is to be completed as noted in the Time for Completion, **Section G** of these Supplemental Instructions. Bidders are to reference the Instructions to Bidders, General Conditions and other posted documents issued as part of this Bid, for further details, requirements, and information.

- B) *All bidders submitting proposals shall have a current Certificate of Registration with the State of New Jersey, Department of Labor prior to award. In addition, all subcontractors must also have a current Certificate of Registration with the State of New Jersey, Department of Labor prior to award.*

**Project Labor Agreement:** The successful bidder is required to execute the attached Project Labor Agreement with the collective bargaining units of the Passaic County Building & Construction Trades Council, AFL-CIO, which will be included as a reference document.

- C) It is William Paterson University's policy to meet the State goal, referenced in N.J.A.C. 17:14-1.1 et seq, of 25% to be awarded to small businesses registered in the category of businesses whose gross revenues do not exceed the applicable annual revenue standards. The Affidavit of Outreach form and Schedule of SBE Participation are required to be submitted with the bid.

**D) Prequalification:**

Bidders for this project are required to be New Jersey DPMC classified at the time of bid. Bidders must be qualified financially with available bonding capacity to have their bids considered.

All required major subcontractors shall be named by each Bidder in the appropriate spaces on the Bid Form. These listed subcontractors must also be DPMC classified at the time of bid. Such named intended major subcontractors shall become the actual subcontractors for the work identified, in the event the Bidder is successful in being awarded a contract. No substitution of a major subcontractor shall be made unless the contractor receives approval in writing by the Contracting Officer.

**E) Provide the following materials for each bid/proposal submitted:**

1. Bid Document Checklist (WPU01)
2. Bid Form (WPU03)
3. Acknowledgment of Addenda/Bulletins on Bid Form-WPU03
4. Alternate Price Proposal on Bid Form - WPU03
5. Unit Price Proposal on Bid Form – WPU03 –
6. DPMC Notice of Classification for contractors and listed subcontractors WPU-DOC-1 – (Sample attached)
7. DPMC Notice of Uncompleted Contracts WPU-DOC-2 – (Sample attached )
8. Subcontractor Information on Bid Form WPU03
9. Subcontractor Licenses (provided by bidder)
10. Schedule of Small Business Enterprise (SBE) Participation (WPU-DOC-4)
11. Small Business Enterprise (SBE) Affidavit of Outreach (WPU-DOC-5)
12. SBE Subcontractor Data Sheet (WPU-DOC-6)
13. Bid Security Form (WPU-DOC-7)
14. Available Bonding Capacity Form (WPU-DOC-8)
15. Surety statement: bidder's maximum bonding & available bonding capacity (provided by bidder)
16. Surety Power of Attorney (provided by bidder)
17. Surety Financial Statement (provided by bidder)
18. Non-Collusion Affidavit (WPU-DOC-9)
19. Employee or Relative Disclosure Requirement (WPU-DOC-10)
20. Two-Year Chapter 51 & Executive Order 117 Instructions (WPU-DOC-11)
21. Public Law 2005, Chapter 51 – Two-Year Vendor Certification & Disclosure of Political Contributions Form (WPU-DOC-12)
22. Public Law 2005 & Chapter 271 - Political Contribution Disclosure Form (WPU-DOC-13)
23. Supplier Information Form (WPU-DOC-14)
24. MacBride Principles Form (WPU-DOC-15)
25. Disclosure of Investment Activities in Iran (WPU-DOC-16)
26. Public Works Contractor Registration Act (WPU-DOC-17 - Sample attached )
27. Initial Project Workforce Report Construction Form AA-201 (WPU-DOC-18)
28. Bidder's Supplemental Information (provided by bidder)

- F)**
1. Forms are to be signed by Principal of the firm where signatures are called for.
  2. Forms are to be notarized where called for.
  3. Forms are to be sealed where called for. (Note – when a corporation, seal locations are in bold)

**G) Time for Completion and Sequence of Operations:**

The anticipated contract award will be prior to 12/14/15. Exterior onsite work can commence after 12/19/15. In order to minimize disruptions to academic activities, the University will not permit rock hammering, exterior brick demolition, and structural demolition of the link between the Hunziker Hall and Wing, except during the timeframes below. The following additional contract milestones apply:

1/15/16	All site fencing and pavement striping in accordance with the Phase A Staging and Logistics Plan. Work in Hunziker Hall Basement can begin
2/8/16	GC Interior work can begin on Hunziker Wing
2/12/16	New electrical power to Hunziker Wing MDF from Hunziker Hall complete. New fiber from Hunziker Wing to Hunziker Hall complete including terminations.
3/13-19/16	Spring Break (rock hammering, exterior brick demo, and link demo permitted)
3/25/16	Good Friday (rock hammering, exterior brick demo, and link demo permitted)
5/6-16/16	Final Exam Period (quiet work only) (assume one week in 2017 too, dates TBD)
5/17 to 8/19/16	Structural Demolition and Rock Hammering Permitted
8/8 to 8/24/16	MDF in Hunziker Wing fiber cable relocated from above ceiling to floor slab.
5/15/2017	Phase A TCO
5/29/2017	Phase B can begin
8/25/2017	Phase A Final Completion
5/18/2018	Phase B TCO
8/24/2018	Phase B Final Completion

**H) Modify General Conditions as follows:**

Article 5.23 Not used,  
 Articles 5.27.7 Not used  
 Article 5.27.14 Not used  
 Article 8.7.1 Modify as follows: Liquidated damages shall be \$2,000.00 per calendar day for TCO dates Phase A and B.

**I)** Award is contingent upon the selected bidder executing the University's standard contract for construction, which has been included as a reference document.

**J) BIDDER'S SUPPLEMENTARY INFORMATION (Upon request only)**

1. Identify projects of similar scope to this project completed in the last 3 years of at least \$20,000,000 in contract value. For each identify the following:
  - A) Contracted Completion Date
  - B) Value of Work in Contract
  - C) Relationship with Property Owner (prime, subcontractor, material supplier)
  - D) Owner Contact
  - E) Location of Project
2. List the type of work normally performed with your own forces.