MIDDLESEX COUNTY COLLEGE
2600 WOODBRIDGE AVENUE
EDISON, NEW JERSEY 08818

REQUEST FOR PROPOSAL # 10101

ARCHITECTURAL/ENGINEERING

L'HOMMEDIEU HALL

NURSING EDUCATION RENOVATION FEASIBILITY STUDY

Prepared By:

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and

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Executive Director, Facilities Management

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I. CLIENT PROFILE

A. Middlesex County College (MCC) is a two year community college with more than **12,000 full and part-time students and over 600 employees**. The main campus is located in Edison, New Jersey on a portion of the former Raritan Arsenal and consists of **35** buildings on 182 acres with over **800,000** square feet of building space.

B. The buildings, grounds and infrastructure systems are a combination of those developed by the U.S. Army from 1918 through 1963 and by MCC over the past 40+ years. In addition, MCC maintains centers in shared spaces in both New Brunswick and Perth Amboy.

II. PROJECT DESCRIPTION

A. MCC has determined that it requires the services of a professional consulting architectural/engineering firm with a nursing simulation/skills lab consultant. The consultants will perform a feasibility study for the renovation of the simulation/skills laboratories, classroom, and all other support areas that comprise the nursing department area in L'Hommedieu Hall (LH), prepare a report of the study results, provide construction cost and schedule estimates.

B. The award of subsequent design and construction observation services will be obtained through a separate RFP process at the discretion of MCC depending upon the results of the feasibility study and adequate project funding. In the event that the feasibility study consultant is not awarded a contract for subsequent services, all information and materials developed during feasibility study shall become the property of MCC. The information and materials shall be turned over to MCC at the conclusion of the feasibility study for possible future use.

C. MCC would like to renovate the existing simulation/skills laboratories, classroom, and all other support areas that comprise the nursing department area on the second floor of the LH building. The existing space was for the most part constructed in 1970 as part of the original building construction. Over the years, equipment has been replaced and room uses have changed. All the original walls remain in place. The existing nursing department area consists of the following spaces:

Room #	Description	Square Feet
LH 202	Simulation/Skills Laboratory	357
LH 206B	Storage Room (shared with other departments)	309
LH 224	Director's Office	210
LH 225	Secretary's Office	188
LH 226	Program Coordinator's Office	161
LH 227	Secretary's Office	161
LH 228	Faculty Office	161
LH 229	Faculty Office	161
LH 230	Faculty Office	161
LH 250	Conference Room	304
LH 257A	Simulation/Skills Laboratory	652
LH 257B	Faculty Office and Simulation/Skills Laboratory	641
LH 258	Simulation/Skills Laboratory/Classroom	646
LH 259	Simulation/Skills Laboratory	1317
	TOTAL	5429

D. The building originally contained asbestos fireproofing on the steel structure. This material was abated in 1989. It is assumed that some asbestos fire proofing could have fallen into the wall cavities prior to the abatement. Any modifications or penetrations to the original walls will require asbestos management activities. The consultant shall attempt to minimize the disturbance to these walls. However if disturbance becomes necessary, the consultant shall only identify the disturbed walls. The college will engage a separate environmental engineering firm to address any asbestos issues.

E. The existing area is to be evaluated in all aspects necessary for updating the nursing department areas to current codes/standards, OSHA and CDC guidelines, accreditation guidelines, teaching methods, and technologies. This includes, but is not limited to, architectural, furniture and equipment, electrical, plumbing (water, sewer, gas, and air), HVAC, and network wiring.

F. The following items are some of those to be considered by the consultant during the feasibility study as well as any other items the consultant recommends based on their expertise and experience to reconfigure all simulation/skills laboratories to maximize

space and equipment:

1. Increase Classroom 258 didactic capacity to 35 (currently at 30) if possible. Having 24" wide portable long rectangular tables would save space as would stackable chairs to be used in a lecture style setup. One room should have 5 "bed stations" which would include a bed, overbed table, night stand, headwall for each. Space is also needed for IV pumps and sharp containers. A sink should be maintained as well as cabinet space for supplies. Additional power is needed to plug in electrical devices such as IV pumps. There should be curtain tracks and curtain tie-backs around each bed area. This room should have a blackboard, and computer with internet access.

2. Storage space is needed somewhere for several stretchers, a wheelchair, walkers, canes, 5 medication carts, cabinets for CPR equipment, laundry bins, a crib, supply carts.

3. All simulation/skills laboratories should have associated utilities including but not limited to water, electric, vacuum, sanitary sewer. All laboratories should have data network wiring to hardwire manikins as well as for videotaping capacity and viewing with SimMan.

4. A storage room for omnicell/pixis (supply room and medications) with the ability to track equipment used.

5. Simulation capacity (monitors and additional equipment) for critical care, medical/surgical, obstetrics, pediatrics, all in different rooms. Currently we have (for med/surg and critical care) SimMan and SimMan 3G and would need space for monitoring, including laptop, compressor, and computer for each. Videotaping capacity is necessary in each area. Control rooms (with two-way mirrors) for each should be directly behind the "patient rooms". There should be a "nurse's station" with access to three working computers for documentation on the outside of each patient room/area (beyond the control room) as well as a telephone. At least two major debriefing rooms with video capacity for 12 observers (faculty and students) to be seated comfortably and watch the simulation in real time are necessary. This video capacity should have the capability of playback of the videotaped simulation. Seating could be at long tables/chairs to maximize space. These activities currently are in Laboratory 257B.

6. Obstetrics – two to three "bed stations" which would include a bed, overbed table, night stand, fetal monitoring, simulation monitoring (laptop, computer, compressor), headwall for each. (Currently we have two Noelle manikins). Space is

also needed for IV pumps and sharps containers. A sink should be maintained as well as cabinet space for supplies. Additional power is needed to plug in needed electrical devices (ie – IV pumps). There should be curtain tracks and curtain tie-backs around each bed area. These activities currently are in Laboratory 257A.

7. Pediatrics – two to three "bed/crib stations" which would include a bed, overbed table, night stand, compressor, simulation monitoring (laptop and computer), headwall for each. At present, we have SimBaby who is in a crib/warmer. Space is also needed for IV pumps and sharps containers. A sink should be present as well as cabinet space for supplies. Additional power is needed to plug in needed electrical devices (ie – IV pumps). These activities currently are in Laboratory 202.

8. Flexibility is needed to accommodate multiple student simulation/skills laboratory sessions occurring at one time or during each semester. For example, currently maternal/child/pediatric simulation/skills activities only occur during the Fall semester. However, moving forward, it is possible that these activities might need to occur during the Fall and Spring semesters.

9. A telephone for internal and external communication during simulation should be present in each control room. Audio visual connections are necessary in each control room, to coordinate with SimView software, link to debriefing software, and projection for viewing in debriefing room. Control rooms are currently located in Rooms 257A, 259, and 202. Control rooms require observation windows.

10. Simulation prep room which includes a sink, cabinets, a refrigerator to prepare simulation materials.

11. Space for each "bed unit" should be large enough for several students to fit as well as the bed/patient/other equipment as mentioned above. This would help simulate family, other disciplines, nursing at the bedside.

12. Community setting space to include a living room set-up (rug, love seat/sofa, chair, end table, dresser for storage, telephone) for home health care training. Power would be needed for a lamp, vital sim, IV pump. This community setting area could be in the same room as a bed (since it is supposed to mimic a home setting). The bed area should include a night stand. Wiring for "telephone service" should be included.

13. The current Dean's Suite consisting of LH 207 to 212 may be available for nursing education use if additional space is necessary. This space if needed should be considered as an alternate to any plans that are developed.

G. A campus site plan and not to scale LH second floor plan are attached for reference.

H. The consultant selected for the project will be provided with copies of any available original construction plans and any other drawings, specifications, and manuals that may be helpful.

I. A budget and funding for this project has not been established. It will be established based on the findings of the Phase I Feasibility Study.

III. PROJECT SCHEDULE

A. MCC intends to award a contract for the feasibility study at the Board of Trustees meeting of May 28, 2014. The award of subsequent design and construction services phases is at MCC's discretion depending on the successful completion of feasibility study and adequate funding to move forward with the project.

B. It is desired that the feasibility study be completed between June 12, 2014 and September 15, 2014.

C. It should be noted that the Nursing Program is scheduled for an accreditation visit during the Fall 2014 semester.

IV. CONSULTANT QUALIFICATIONS

A. The following are the required consultant qualifications:

1. Professional licensure in the State of New Jersey for the Architect and Engineers.

2. Demonstrated knowledge and experience of the architect, engineer, and nursing education simulation/skills laboratory consultant with the design nursing education simulation/skills laboratory facilities.

3. Demonstrated knowledge and experience in the applicable federal, state and local codes, laws, and regulations related to the design and construction of projects with a scope of work similar to this one. Experience with the New Jersey county college contracts law is preferred.

4. Demonstrated knowledge and experience in the successful completion of projects

with a scope of work similar to this one.

5. The capability to generate design drawings in both AutoCAD 2008 and 2014 is required.

B. The capability to prepare the bid specifications in Microsoft Word 2010 is required. Electronic copies of the specifications must be submitted as one file, not multiple files by spec section.

V. SCOPE OF WORK

A. The consultant shall provide all of the labor, materials, and equipment in order to perform all of the professional services required to complete a feasibility study of the nursing education space in L'Hommedieu Hall including but not limited to the following:

1. Conduct on-site reviews of all relevant documents and existing field conditions to become thoroughly familiar with the site, and project scope.

2. Take field measurements and other non-destructive investigative measures as necessary to verify existing conditions. Hire the services of other consultants, testing services, and any other such services required to complete the scope of work.

3. Prepare a schedule for the feasibility study to be completed in a 3 month period.

4. Meet bi-weekly with an MCC planning committee of approximately 6 members to review and discuss the progress of the feasibility study. Prepare and distribute meeting minutes.

5. Prepare a report which includes detailed results of the study and an executive summary. Include in the report options, recommendations, cost estimates, schedule estimates, and any sketches, schematics, and plans necessary to convey the scope and impact of the options.

6. Provide eleven (11) copies of the preliminary report and meet with the MCC planning committee as well as the MCC executive staff to review the findings. Revise as required and complete the final report.

7. Provide one (1) electronic version of the preliminary report in PDF format.

8. Provide eleven (11) copies of the final report and meet with the MCC planning committee as well as the MCC executive staff to review the final report.

9. Provide one (1) electronic version of the full final report in PDF format as well as each of the individual components in their original format such as Word, Excel, AutoCAD, jpg, etc.

VI. FORM OF PROPOSAL

A. Based on the information contained in this RFP, provide the total lump sum fee on the attached Form of Proposal. Include with the proposal, the rate schedules for all of the required fees and additional, reimbursable out-of-pocket expenses.

B. The lump sum fees submitted are to include the hiring of all consulting services required to complete the project. They are not considered reimbursable out-of-pocket expenses. Reimbursable expenses are additional reproductions beyond the specified quantities (see below), postage, and similar costs. Local travel costs such as tolls and mileage allowance will not be considered for payment as a reimbursable expense. Any such travel costs estimated by the consultant shall be included in the lump sum fee.

1. In addition to regular correspondence, meeting minutes, preliminary, partially completed drawing and specification copies, etc., the following reproductions shall be included in the lump sum fee:

   a. One (1) color and ten (10) black and white copies of the draft feasibility study report.

   b. Eleven (11) bound color copies of the final feasibility study report.

C. The lump sum fee submitted shall include all site visits necessary and as specified in the scope of work.

D. Provide the following information in the firm's proposal:

1. A brochure or letter describing the firm, its size, structure, disciplines, experience, and a profile of its philosophy and approach to design, schedule planning, and cost estimation.

2. A description of any consultants including its size, structure, disciplines, experience,

and a profile of its philosophy and approach to design,

3. Copies of professional licensure in the State of New Jersey for Architect and Engineers.

4. Documentation of knowledge and experience in the applicable federal, state and local codes, laws, and regulations related to the design and construction of projects with a scope of work similar to this one. Experience with New Jersey county college contracts law is preferred.

5. Documentation of experience in the completion of three nursing education projects within the last five years with a similar scope of work. Provide the following for each project:

   a. Name and location of project

   b. Owner's name and address along with the name, telephone number, and email address of the person familiar with the project.

   c. Description and size of project

   d. Description of the services provided

   e. Estimated pre-construction versus actual construction costs and time schedules

6. Resumes, of all project team members (including consultants) expected to be assigned to this project, which demonstrate their qualifications and experience in projects with similar scope.

7. An organizational chart of the project team including the names of consultants and other professional or subcontracted services expected to be used on this project. The firm submitting the proposal will be solely responsible for the requested services. Joint ventures with others will not be considered. The lead firm may be an architectural, engineering, or nursing consulting firm.

8. An estimated milestone schedule, in weeks, indicating the firm's approach to the project.

9. A detailed hourly fee schedule, by title, of all personnel to be assigned to this project. A schedule of allowable reimbursable expenses to be billed. These fee schedules shall stay in effect for the duration of all phases of the project.

10. A listing and proof of adequate insurance policies carried by the firm and/or individuals or proof that insurance can be acquired for this project. List types and amounts of coverage for liability, errors and omissions, etc.

VII. SELECTION PROCESS

A. The following is a summary of the selection process:

1. Responses to this RFP will be reviewed by the Facilities Management Division, Nursing Education Department and the Purchasing Department. MCC may require interviews with certain firms including the primary individuals to be involved with the project.

2. A recommendation will be made to the Board of Trustees who will give the final approval of the selected firm at their next scheduled meeting.

B. Proposals will be evaluated on the basis of the most advantageous price and other factors considered. The evaluation will consider the following criteria:

1. Qualifications: The professional and technical expertise and capabilities of the firm's staff and any other consultants used to supplement the firm's staff as related to the requirements of this project.

2. Experience: The history of the successful completion of projects with similar scope and requirements of this project.

3. Staff: Sufficient professional and support staff in place to successfully complete this project in an efficient and timely manner.

4. Cost Control: A demonstrated ability to provide project cost estimates that compare favorably with actual bid costs as well as ensuring that designs are prepared to reflect the financial resources available and that change orders are kept to a minimum.

5. Code Compliance: Knowledge of and experience with applicable codes, regulations, and laws governing public entities with emphasis on the New Jersey County College

Statute 18A:64A-25 et seq.

6. Fee and Proposal: Compliance with all requirements of the RFP and an evaluation of the fees submitted.

VIII. PAYMENT

A. Payment will be made based on the percentage completed of the phase contract amount plus allowable reimbursable expenses per the schedule submitted. A Middlesex County Claim Voucher and itemized invoice shall be submitted monthly to MCC's Executive Director, Facilities Management for review, no later than the second Wednesday of the month. Final approval by MCC's Board of Trustees, who usually meet on the fourth Wednesday of each month, will be required prior to the release of the payment.

IX. SITE VISIT AND ADDITIONAL INFORMATION

A. Additional information may be obtained from the following:

Facility/site:
Donald R. Drost, Jr.
Executive Director of Facilities Management
732-906-2568
732-906-4199 fax
DDrost@Middlesexcc.edu

Proposal:
David Fricke
Director of Purchasing
732-906-2519
732-906-4236 fax
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