

REQUEST FOR PROPOSAL S # 10136

ENGINEERING CONSULTING SERVICES

13.2 KV, Dual Feeder Selector Switch Replacement -
Facilities Management Building

MIDDLESEX COUNTY COLLEGE
2600 WOODBRIDGE AVENUE
EDISON, NEW JERSEY 08818

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Prepared By:

John Mondano
Director of Facilities Maintenance

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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 34 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.

II. PROJECT DESCRIPTION

- A. MCC has determined that it requires the services of a professional engineering firm. The consultant will perform a feasibility study for a replacement of a 15 KV dual feeder selector switch, prepare a report of the study results, provide construction cost and schedule estimates, prepare construction documents, and provide construction observation services.
- B. The work will be performed in three phases. Phase I is the feasibility study, Phase II is the preparation of construction documents for bidding, and Phase III is the construction observation.
- C. The award of subsequent Phases is at the discretion of MCC depending upon the successful completion of previous phases, the results of those phases, and adequate project funding. In the event that the Phase I consultant is not awarded a contract for subsequent phases, all information and materials developed during Phase I shall become the property of MCC. The information and materials shall be turned over to MCC at the conclusion of Phase I for possible future use.
- D. The project will consist of a replacement of a three phase, 13.2 KV, dual feeder electrical selector switch located in the Facilities Management building. The Facilities Management building is on the outer edge of campus and is approximately 48,000square foot in size.

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The project will include removing an existing selector switch and replacing it with a used and /or new selector switch in an adjacent location. The switch will have dual feeder switching capabilities and shall be of a load break design.

E. The following are attached to this RFP for reference:

**Campus Site Plan
13.2KV Single Line Diagram
Electrical Manhole Plan
Facilities Management Floor Plan**

- F. 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.
- G. The total budget for all project work, including all contingencies, professional consulting fees, and testing, is \$100,000. No additional funds are available.

III. PROJECT SCHEDULE

- A. MCC intends to award a contract for Phase I at the Board of Trustees meeting of August 27, 2014. The award of subsequent phases is at MCC's discretion depending on the successful completion of previous phases, the results of those phases, and adequate funding.
- B. MCC requires a minimum of a two month bidding period. This is measured from the date of delivery of all final and corrected bid documents to the monthly Board of Trustees meeting. These meetings are usually held on the fourth Wednesday of each month.
- C. Phase I feasibility study must be completed by October 1, 2014
- D. Phase II and all design drawings must be completed prior to October 30, 2014.
- E. Bids will be solicited during the month of January 2015 and February 2015 and a contract awarded in February 2015.

F. Phase III will start no later than March 30, 2015.

IV. CONSULTANT QUALIFICATIONS

A. The following are the required consultant qualifications:

1. Professional licensure in the State of New Jersey.
2. 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.
3. Demonstrated knowledge and experience in the successful completion of projects with a scope of work similar to this one.
4. The capability to generate design drawings in AutoCAD. MCC uses AutoCAD 2008. The drawings provided by the consultant must be compatible with this version.
5. The capability to prepare the bid specifications in Microsoft Word 2010. 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. The services will be completed in three phases.

B. **The following are the requirements of the Phase I Feasibility Study:**

1. Conduct on-site reviews of all relevant documents and meet periodically with MCC personnel as necessary to become thoroughly familiar with the site, project scope, budget, and existing conditions. Prepare and distribute meeting minutes.

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2. Evaluate both the use of an existing switch from another building on campus and purchasing a new switch.
3. 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.
4. Prepare a report which includes detailed results of the study and an executive summary. Include in the report options, recommendations, cost estimates for each option, schedule estimates, and any sketches, schematics, and any plans necessary to convey the scope and impact of the options.
5. Provide six (6) copies of the preliminary report and meet with MCC personnel to review the findings. Revise as required and complete the final report.
6. Provide six (6) copies of the final report and meet with MCC personnel to review the final report

C. **The following are the requirements of the Phase II Construction Document preparation:**

1. Upon completion of Phase I and subsequent review of the report by MCC, the consultant will be provided with direction as to if or how the project will proceed. This will include a selection of the options presented which meets MCC's available budget for the project.
2. The design/construction document phase will consist of the preparation of design drawings, specifications, and other necessary bid documents for the scope of work selected and budgets established during Phase I.
 - a. MCC will provide the "front end" documents. These consist of Section A - Instructions to Bidders, Section B - General Provisions, and Section D - Required Contract Documents. The consultant will prepare Section C - Technical Specifications and the Contractor's Proposal

pages of Section D. All of these bid sections along with the design drawings will form the complete bid document set.

- b. MCC will require that the contractor use the latest revisions of the AIA Documents for "Application and Certification for Payment" and "Change Order".
3. Provide all design drawings and specifications necessary for bidding, permitting, and construction of the work identified in this project. Include all design disciplines (mechanical, electrical, architectural, structural, etc.) necessary to complete the scope of work identified.
5. Designs are to be prepared in accordance with the cost estimates established in Phase I. Alternates may be used on a limited basis. In the event that all qualified bids exceed this budget, the consultant will revise the bid documents for re-bidding at no additional cost to MCC.
6. The consultant shall include in the specifications the necessary requirements to comply with the requirements of The New Jersey Public Employees Occupational Safety and Health (PEOSH) Program regarding indoor air quality. It shall be noted that notification and protection of employees during construction activities in accordance with the New Jersey Indoor Air Quality Standard will be required and enforced.
7. Provide copies of preliminary drawings and specifications and meet with MCC personnel as required for review during the design development. Prepare and distribute meeting minutes. Construction document sets shall be provided for review by MCC at 80% and 100%.

MCC requires two weeks to review and provide comments for each of the 80% and 100% completed CD's. The A/E shall address the comments provided and make the necessary revisions. The A/E shall also modify the design if the current cost estimate exceeds the budget established in Phase I. After comments are addressed and revisions are

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made, MCC requires an additional two weeks to review the final 100% complete set prior to bidding. This review and revision time must be included in the overall project schedule.

8. Provide one set of paper drawings and one electronic AutoCAD copy of all completed final drawings for printing and distribution to bidders by MCC. Provide one unbound set and one electronic copy of the completed final specifications in Microsoft Word for printing and distribution to bidders by MCC. The specifications must be submitted in a single file. For large multi-section specifications the electronic copy may be submitted in PDF format. This will also be used for posting on MCC's website for viewing by potential bidders.
9. Provide a list of contractors who may be appropriate for the scope of work specified.
10. Conduct a pre-bid site visit and conference with the bidders and MCC personnel, issue any required addenda for distribution by MCC, assist MCC in reviewing the bids and make a recommendation for the award of the construction contract.
11. Provide two (2) sets of signed and sealed sets of drawings and specifications for permit application submittal by the contractor.

D. **The following are the requirements of the Phase III Construction Monitoring:**

1. This phase consists of the services required to observe the construction and implementation of the work specified in the Phase II construction documents.
2. Conduct a pre-construction site visit and conference with the awarded contractor and MCC personnel. Prepare and distribute meeting minutes.
3. Provide construction observation services, including one site visit per week, to monitor and inspect the contractor's work and materials used

to ensure compliance with the contract documents. Conduct bi-weekly job progress meetings with the contractor and MCC representatives. Weekly site visits may be combined with the bi-weekly job meetings. Prepare and distribute meeting minutes and site visit reports.

4. Review and approve material submittals and substitution requests and review and resolve any conflicts, deviations, or changes in the plans or specifications.
5. Review the contractor's monthly applications for payment, coordinate corrections with the contractor, make recommendations to MCC, and certify the applications as agreed. Review the contractor's change order requests for appropriateness and cost, coordinate corrections with the contractor, make recommendations to MCC, and certify the change orders as agreed.
6. Provide any drawing or specification changes required by permitting agencies and any additional replacement sets of prints and vellums necessitated by these changes.
7. Maintain a record of any changes made during construction and, along with information provided by the contractor
 - a. Provide MCC with a complete set of updated as-built mylar drawings.
 - b. Provide MCC with an electronic copy of the drawings in AutoCAD 2008. This shall be used by MCC for its record archives and for printing additional copies as required. It may be restricted by the consultant to prevent revisions.
 - c. Provide MCC with a second electronic copy of the drawings in AutoCAD 2008. It shall be provided in a format that will allow MCC to make revisions in order to update facility drawings. This may be provided with the consultant's name, title, block, logo, and other such information removed in order to protect the consultant from future liability

due to drawing revisions by others.

8. Review all final operating manuals and other such submittals from the contractor for completeness and accuracy before transmittal to MCC.
9. Inspect the work and prepare a punch list of items to be completed or corrected by the contractor and coordinate this list with any input received from the owner and other such sources. Inspect the site for compliance until all punch list work is completed.

VI. FORM OF PROPOSAL

- A. Based on the information contained in this RFP, provide the total lump sum fee and work schedule 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 color and five black and white copies of the draft feasibility study report.
 - b. Six bound color copies of the final feasibility study report.
 - c. One bound set each of drawings and specifications at 80% and 100% completion for review by MCC.

- d. One final unbound set of vellum drawings and an electronic file in AutoCAD 2007 for printing by Middlesex County College of bid sets.
- e. One final unbound, three-hole punched set of specifications and one electronic copy of the specifications for printing by Middlesex County College of bid sets and posting on the MCC website. The electronic copy must be submitted as one file.
- f. Two bound sets of signed and sealed final drawings and specifications for permit application.
- g. One post-construction unbound set of as-built mylar drawings and two electronic AutoCAD copies for MCC's records. One electronic file may be restricted to prevent MCC from making revisions. The second electronic file shall be submitted in such a way as to allow MCC to make revisions.
- C. For the purpose of evaluating consultant proposals, the lump sum fee submitted shall include all site visits necessary and as specified in the scope of work. During Phase III, all site visits specified in the scope of work for the construction duration estimated shall be included. Any additional site visits or hours required, above the cumulative quantity described, and approved by MCC shall be paid based on a unit cost submitted in the proposal. A site visit shall be defined as travel to and from the site and up to two hours on site inclusive of travel costs. Additional time on site in excess of two hours will be paid according to the hourly fee schedule submitted. These approved extra site visits and additional site visit hours shall be invoiced as an additional reimbursable expense.
- 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,

construction monitoring, scheduling, and cost control.

2. Copies of professional licensure in the State of New Jersey.
3. 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.
4. Documentation of experience in the completion of five 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 and the name and contact telephone number 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
5. Resumes, of all project team members expected to be assigned to this project, which demonstrate their qualifications and experience in projects with similar scope.
6. 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.
7. An estimated milestone schedule, in weeks, indicating the firm's approach to the project, for each of the phases including design, bidding, and construction.

8. 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.
9. 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 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 on 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 Director, Facilities Engineering for review, no later than the second Wednesday of the month. Final approval by MCC's Board of Trustees, who usually meets on the fourth Wednesday of each month, will be required prior to the release of the payment.

X. SITE VISIT AND ADDITIONAL INFORMATION

- A. Additional information may be obtained from the following:

Facility/site John Mondano
 Director of Facilities Maintenance
 732-906-2567
 732-906-4199 fax

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

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