REQUEST FOR PROPOSAL SQ # 10142

ENGINEERING CONSULTING SERVICES

SPRINKLER SYSTEM DESIGN FOR EXISTING BUILDINGS

COLLEGE CENTER, LIBRARY, JOHNSON LEARNING CENETER, AND CHAMBERS HALL

MIDDLESEX COUNTY COLLEGE
2600 Woodbridge Avenue
Edison, New Jersey 08818-3050

Prepared By:

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Manager, Facilities Projects

August 6, 2014

I. CLIENT PROFILE

A. Middlesex County College (MCC) is a two year community college with more than 13,000 full and part-time students and over 600 full-time 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 about 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 engineering firm for the design of a new sprinkler system(s) for installation in four (4) existing buildings on campus. The engineer will perform a feasibility study including surveying, system options, a report of the study results with construction cost and schedule estimates, prepare construction documents, and provide construction observation services as described elsewhere in this RFP.

B. The work will be performed in three phases. Phase 1 is the feasibility study and programming, Phase 2 is the design development and preparation of construction documents for bidding, and Phase 3 is 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 1 consultant is not awarded a contract for subsequent phases, all information and materials developed during Phase 1 shall become the property of MCC. The information and materials shall be turned over to MCC at the conclusion of Phase 1 for possible future use.

D. The purpose of this project is to retrofit four (4) existing buildings on campus; College Center, Johnson Learning Center, Chambers Hall, and the Library, with a new sprinkler system. The existing buildings do not contain an existing fire suppression system that can be altered, the buildings must have a new system designed and installed. The college was cited by the Middlesex County Fire Marshall for violations of vertical openings and stairwells N.J.A.C. 5:70-4.13(c)2 for all four (4) buildings. Additionally the Johnson Learning center was cited for a windowless basement N.J.A.C. 5:70-4.7(h). The installation of these sprinkler

systems shall abate these violations.

E. College Center (CC) is a three-story building with an area of approximately 80,000 square feet. It was constructed in 1970 and is the main building on campus for student activities, including classrooms, offices, the kitchen, cafeteria, assembly and gallery space.

F. Johnson Learning Center (JLC) is a two-story building with an area of approximately 53,000 square feet. It was constructed in 1974 and consists of classrooms, computer labs, and offices space.

G. Chambers Hall (CH) is a two-story building with an area of approximately 25,000 square feet, including a partial basement. It was constructed in 1975 and consists of office space.

H. Library (LI) is a two-story building with an area of approximately 25,000 square feet. It was constructed in 1967 and consists of book stacks, computer labs, and small office space.

I. The new suppression design for each building must be fully furnished as an unobtrusive sprinkler system; with above ceiling piping runs, sprinkler head drops, and vertical stacks located out of common and/or public spaces. If shaft space is unavailable in the existing building, it will be the responsibility of the consultant to design new finished enclosures to keep piping out of public view.

J. The new sprinkler system must be designed with an alarm and light, a fire department connection at the curb, with required signage, as well as communication tied back to the campus police. Campus police is located in Gateway, the first building upon entering campus from Woodbridge Avenue.

K. It will be the responsibility of the Engineer to survey each building and verify the existing conditions of mechanical, above ceiling space, ceiling material and condition, usable shaft space, partition locations, etc. as required to design an unobtrusive sprinkler system.

L. It will be the responsibility of the Engineer to survey the existing site around each building, including water utilities and fire department connections. New fire department connections are required at the curb of the existing building, they must be designed with new Storz connections to match the existing on campus as required by the Edison Township Fire Department. A new fire service water main and tap will be required from the street (or nearest water main) to the building.

M. It is the responsibility of the Engineer to conduct a fire hydrant field test and confirm that the flow and pressure in the water system servicing the buildings is adequate to support a new sprinkler system in each of the existing four (4) buildings.

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

1. **Campus Site Plan**
2. **CC-1 College Center First Floor Plan**
3. **CC-2 College Center Second Floor Plan**
4. **CC-3 College Center Third Floor Plan**
5. **JLC-1 Johnson Learning Center Lower Level Floor Plan**
6. **JLC-2 Johnson Learning Center Upper Level Floor Plan**
7. **CH-1 Chambers Hall First Floor Plan**
8. **CH-2 Chambers Hall Second Floor Plan**
9. **CH-B Chambers Hall Basement Plan**
10. **LI-1 Library Lower Level Floor Plan**
11. **LI-2 Library Upper Level Floor Plan**

O. MCC is currently in possession of partial funding; at the conclusion of Phase 1 based on the estimates in the feasibility report, MCC will seek additional funds for Phase 2 and 3, including construction, all contingencies, surveys, and testing.

III. PROJECT SCHEDULE

A. MCC intends to award a contract for Phase 1 at the Board of Trustees meeting of September 24, 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. The buildings involved will remain in use during the installation of the system. All interior installation work on campus must be performed during the overnight shift (3rd shift). The consultant shall prepare a phasing schedule as part of the Phase 2 construction documents.

C. Phase 1 shall be completed, with feasibility report delivered, by November 25, 2014. Phase 2 shall be completed, with 100% construction documents delivered, by January 30, 2015. For the purpose of this RFP, it is expected that a contract would be awarded for construction at the end of April, 2015 with actual construction starting the end of May, 2015.

IV. CONSULTANT QUALIFICATIONS

A. The following are the required Engineering firm 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 at New Jersey county colleges. Experience with the New Jersey county college contracts law is required.

3. The capability to generate design drawings in AutoCAD. MCC uses AutoCAD 2008. The drawings provided by the A/E must be compatible with this version.

4. The capability to prepare and submit the bid specifications in Microsoft Word. Electronic copies of the specifications must be submitted as one file, not multiple files by spec section.

V. SCOPE OF WORK

A. The Engineer 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 (3) phases.

B. **Phase 1 - 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.

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

3. Prepare a report which includes detailed results of the study and an executive summary. Include in the report flow/pressure results,

recommendations, cost estimates, estimated project schedule, and any sketches or schematics including floor and site plans necessary to convey the scope of the options.

4. Provide six (6) copies and one (1) electronic copy of the preliminary report and meet with MCC personnel to review the findings. Revise as required and complete the final report.

5. Provide eight (8) printed color copies and one (1) electronic copy of the final report.

C. **Phase 2 - Design Development and Construction Documents:**

1. Upon completion of Phase 1 and review of the report by MCC, the Engineer will be provided with direction as to if or how the project will proceed. This will include a selection of the options presented in Phase 1 which meets MCC's budget for the project.

2. 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, etc.) necessary to complete the scope of work identified.

3. Designs are to be prepared in accordance with the cost estimates established in Phase 1. Alternates may be used on a limited basis. In the event that all qualified bids exceed this budget, the Engineer will revise the bid documents for re-bidding at no additional cost to MCC.

4. 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.

5. Provide one set of Mylar drawings and one electronic AutoCAD 2008 (or previous version) 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. This will also be used for posting on MCC's website for viewing by potential bidders.

6. Provide to MCC a list of contractors who may be appropriate for the scope of work specified.

7. 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.

8. Review any questions received from the bidders and prepare addendum(s) as required. The addendum(s) will include any revisions to the specifications and/or drawings. Each addendum will be provided to MCC electronically in a single Word document. MCC will issue the addendum(s) electronically to the bidders.

9. Prepare a complete set of conformed drawings and specifications incorporating all addendum revisions. All changes from what was on the bid drawings are to be bubbled and labeled with the appropriate addendum number.

10. Provide two (2) sets of signed and sealed sets of conformed drawings and specifications for permit application submittal by the Contractor.

D. **Phase 3 - Construction Monitoring:**

1. Conduct a pre-construction site visit and conference with the awarded contractor and MCC personnel. Addressing any design issues/questions.

2. Review the Schedule of Values (SOV) received from the contractor and make recommendations to MCC for approval.

3. Review all construction schedules submitted by the contractor, make recommendations, and respond to the contractor.

4. Review all Requests for Information (RFI) received from the contractor, make recommendations to MCC, and submit formal responses to the contractor within 5 business days.

5. 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. All parties are expected to respond to open issues prior to the next scheduled meeting. Weekly site visits may be combined with the bi-weekly job meetings. Prepare and distribute all meeting minutes for this phase.

6. Review and approve material submittals and substitution requests and review and resolve any conflicts, deviations, or changes in the plans or specifications. Advise MCC as to the best course of action. Maintain a submittal log, obtain responses from other consultants, submit responses, review and approve submittals, and distribute approved submittals to the contractor. Prepare and issue Change Directives as required. Visit the site as required for review and resolution.

7. Review pencil copies of the contractor's monthly applications for payment, coordinate corrections with the contractor, make recommendations to MCC. Certify the finalized applications and submit to MCC for final approval by the Board of Trustees.

8. Review the contractor's change order requests for appropriateness and cost, coordinate corrections with the contractor, and make recommendations to MCC. The Change Orders (3 originals) shall be prepared by the Engineer and signed by the contractor, engineer, and MCC if agreed. After Board approval, MCC will distribute them. Visit the site as required for review and coordination.

9. Provide any drawing or specification changes required by permitting agencies and any additional replacement sets of prints and vellums necessitated by these changes.

10. Upon substantial completion and prior to final acceptance, the Engineer and MCC shall each conduct independent inspections of the work and prepare punch lists of the work to be completed or corrected by the contractor. The Engineer shall coordinate all of these and combine them into one master punch list and submit it to the contractor.

11. Upon substantial completion, provide MCC with written notice of the project's completion and readiness for occupancy.

12. Upon substantial completion, the Engineer shall revise all affected design drawings to reflect all design changes made after bidding. These revisions shall include all design changes made through addenda, bulletins, change orders, field clarifications, and any other such methods. Provide the following:

    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 (or previous version). 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 (or previous version). It shall be provided with unlocked layers including the "X REF's" 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.

d. Provide MCC with a third electronic copy of the drawings in PFD format that will allow MCC to make revisions in order to file these as record archive 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.

13. Review all warrantee information and other such submittals from the contractor, before transmitting to MCC.

14. Review all final operating manuals and other such submittals from the contractor, before transmitting to MCC.

15. Review the contractor's remaining outstanding change order requests that may be in dispute for appropriateness and cost, coordinate corrections with the contractor, make recommendations to MCC to resolve these issues. The Final Change Order (3 originals) shall be prepared by the Engineer and signed by the contractor, engineer, and MCC if agreed. After Board approval, MCC will distribute them.

16. Review the contractor's final applications for payment and make recommendations to MCC. The finalized applications shall then be certified by the Engineer and submitted to MCC for final approval by the Board of Trustees.

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 firm shall be included in the lump sum fee.

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

   a. Six (6) copies of the draft feasibility study report.

   b. Eight (8) bound color copies of the final feasibility study report.

   c. Three (3) bound sets each of drawings and specifications at 80% and 100% completion for review by MCC personnel.

   d. One final unbound set of Mylar drawings and an electronic file in AutoCAD 2008 (or previous version) for printing of bid sets.

   e. One final unbound, three-hole punched set of specifications and one electronic copy in MS Word 2010 of the specifications for printing 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 building permit application.

   g. One post-construction unbound set of as-built Mylar drawings and two electronic AutoCAD 2008 (or previous version) copies for MCC's records. One electronic file may be restricted to prevent MCC from making revisions. The second electronic file shall be submitted with unlocked layers along with the "X REF's" to allow MCC to make revisions. The third electronic file shall be submitted in PDF format including the "X REF's" to allow MCC to make revisions.

C. 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 at New Jersey county colleges. Experience with the New Jersey County College Statute 18A:64A-25 et seq. contract law is required.

4. Documentation of experience in the completion of three 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 programming,

design, bidding, construction and post construction.

8. A detailed hourly fee schedule, by title, of all personnel to be assigned to this project and 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 will short list and interview certain firms including the primary individuals to be involved with the project to determine the finalists. Interviews may be conducted as necessary.

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 fee 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, 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 Manager, Facilities Projects for review, no later than the first Wednesday of the month for services provided the prior month. Do not send invoices to MCC's Accounts Payable Department. 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.

IX. SITE VISIT AND ADDITIONAL INFORMATION

A. Additional information may be obtained from the following:

Facility/site:
Dennis Vliet
Manager, Facilities Projects
732-906-2611
732-906-4199 fax
DVliet@Middlesexcc.edu

Proposal:
David Fricke
Director of Purchasing & Inventory
732-906-2519
732-906-4236 fax
DFricke@Middlesexcc.edu