

REQUEST FOR PROPOSAL SQ # 10168

ARCHITECTURAL/ENGINEERING CONSULTING SERVICES

INTERIOR RENOVATION OF THE EXISTING BLUE COLT BOOKSTORE

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

Prepared By:

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NOTE: THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT AN OFFICIAL BID DOCUMENT.

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 architectural/engineering (A/E) firm for the interior renovation and selected site work of the existing Blue Colt Bookstore located on campus. The A/E will perform a feasibility study including surveying, schematic design, a report of the study results with construction cost and schedule estimates, prepare construction documents, provide construction observation services, and post construction services as described elsewhere in this RFP.
- B. The work will be performed in three phases. Phase 1 is the feasibility study and schematic design, Phase 2 is the design development and preparation of construction documents for bidding, and Phase 3 is construction observation services.
- 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 renovate the existing Blue Colt Bookstore located on Otlowski Drive, adjacent to College Center. The Blue Colt Bookstore was constructed in 2000 as a single-story retail building with an area of approximately 12,000 square feet. The bookstore will remain in operation while the renovation is in progress. The renovation must be phased during

construction to allow for retail services to continue without a long period of closing to the public.

- E. The interior renovation will include providing all fit, finish, utility, and interior design for a new retail layout provided by College Store Design, a retail service consultant commissioned by the MCC's Retail Services Corporation (RSC). Layout drawings of furniture, displays, racks, etc. will be designed by College Store Design, all other components of the design will be provided by the A/E. This includes interior partitions, flooring, wall finishes, utilities, and coordination of power and data with the display/fixture locations. A copy of the schematic layout by College Store Design is included in this RFP. The A/E shall review the schematic layout and provide input and suggestions for consideration.
- F. The project will include the design of a new café which will be incorporated within the existing building envelope. The café will serve beverages, hot and cold, as well as consumable items to go. Outside of brewing hot beverages, there will not be any cooking, baking, or food preparation performed at the café. The A/E shall provide a food service design incorporated into the new café stand, including all electrical, data, water, and sanitary. Existing electric and water utilities are located within the existing building. A new sanitary line for the café must be run to the exterior, and connect to the existing manhole located in front of the bookstore along Oltowski Drive.
- G. MCC prefers the new café to have its own entry as to not interfere with the retail/book service area. An existing fire exit located in an isolated corner of the building may be used. A new vestibule with automatic sliding entrance doors will be required at the café entrance. Pending the design of the new vestibule, a controlled climate within the vestibule will be required.
- H. The interior renovation of the existing bookstore will only pertain to the existing vestibule, retail space, new café, and new vestibule only. The existing ceiling and lighting in the retail space will remain. The existing finishes for the offices, restrooms, storage rooms, and ancillary spaces will remain as is, and is not part of this contract.

In addition to the renovation, a phasing/logistics plan and schedule will be required to keep the bookstore in operation during construction. The final transition and re-opening of the bookstore must be performed in a maximum of seven (7) days that the store is closed to the public.

- J. The A/E 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.

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

1. **Campus Site Plan**
2. **BC-1 Blue Colt Bookstore First Floor Plan**
3. **FFP.1 Blue Colt Bookstore Fixture Floor Plan**

L. The total budget for all project work, including construction, equipment, all contingencies and professional consulting fees has not been determined. Pending the successful completion of Phase 1, a budget will be established. Furniture and display fixtures are not included in this budget.

III. PROJECT SCHEDULE

- A. MCC intends to award a contract for Phase 1 at the Board of Trustees meeting of December 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. 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 March 2015. Phase 2 shall be completed, with 100% construction documents delivered, by September 2015. For the purpose of this RFP, it is expected that a contract would be awarded for construction at the end of December, 2015 with actual construction during the March 1, 2016 to May 1, 2016 period.

IV. CONSULTANT QUALIFICATIONS

- A. The following are the required A/E 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. Demonstrated knowledge and experience in the successful completion of

retail and convenience store 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 A/E must be compatible with this version.
5. 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 A/E 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. Phase 1 - Feasibility Study:

1. Conduct on-site reviews of all relevant documents and meet weekly with the MCC project committee, as necessary, to become thoroughly familiar with the site, project scope, budget, and existing conditions. A meeting will also be required with the President's Cabinet to present the building concept and review the progress. Prepare and distribute meeting minutes.
2. Take field measurements 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 floor plans to accommodate the new program and its components. Revise as necessary until the college approves of the layout and concept.
4. Investigate various floor finishes appropriate for retail space. Compare the pros/cons and costs of each product.
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 or schematics including floor plans, necessary to convey the scope and impact of the

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options.

6. Provide six (6) copies and one (1) electronic copy of the preliminary report and meet separately with MCC personnel, and the President's Cabinet to review the findings. Revise as required and complete the final report.
7. 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 subsequent review of the report by MCC, the A/E 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 available 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 (architectural, structural, mechanical, electrical, civil, etc.) necessary to complete the scope of work identified. Construction will be provided by a single-prime general contractor (GC).
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 A/E 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 bi-weekly 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 require 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. After these changes are made, MCC require an additional two weeks to review the final 100% complete set prior to bidding. Make any post 100% revisions as required. This review time must be included in the overall project schedule.

5. Provide one set of drawings and one electronic AutoCAD 2008 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.

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 GC.

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

1. Attend a pre-construction site visit and conference with the awarded contractor and MCC personnel. Address 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 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 A/E 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 A/E 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 A/E 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 and the contractor with written notice of the project's completion and readiness for occupancy.

12. Upon substantial completion, the A/E 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 PDF 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 A/E 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 A/E 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 A/E 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 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 (2) 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 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 REG's" to allow MCC to make revisions. The third electronic file shall be submitted in PDF format including the "X REG's" to allow MCC to make revisions.

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

1. Copies of professional licensure in the State of New Jersey.
2. 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 preferred.
3. 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
4. Resumes, of all project team members expected to be assigned to this project, which demonstrate their qualifications and experience in projects with similar scope.
5. 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.

6. 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, Retail Services Corporation, 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 Executive Director, Facilities Management 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

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