

**REQUEST FOR PROPOSAL # SQ # 10274**

**ARCHITECTURAL / ENGINEERING CONSULTING SERVICES**

**CAMPUS FACILITIES AUDIT**

**MIDDLESEX COUNTY COLLEGE  
2600 WOODBRIDGE AVENUE  
EDISON, NEW JERSEY 08818**

**Prepared By:**

**Randolph R. Larate  
Director, Facilities Engineering**

**December 2, 2015**

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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 33 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 50 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 or engineering firm. The consultant will perform a comprehensive facilities audit of the Campus, including its infrastructure and selected buildings. The audit shall include the surveying of systems and components in order to determine condition, to evaluate and recommend repairs and replacements, to provide cost estimates, and to provide priorities and recommend time-frames for the work to be completed.
- B. The results of the audit shall be presented separately to both the MCC Facilities Management staff and the MCC Board of Trustees. It shall be presented in hard copy format and in Microsoft PowerPoint. The final product shall be delivered in hard copy format.
- C. Comprehensive audits were performed by Entech Engineering, Inc. of Reading, PA in 1997 and 2002. The purpose of this new audit is to assess the current conditions and provide MCC with an updated planning tool. The audit report shall describe the condition, repair, and upgrade requirements of the facilities. It shall also establish cost estimates, priorities, and energy saving opportunities for maintenance, project management, and capital planning.

The basic facility data, which is to be included in the audit report, will be provided by MCC from the 2002 report and current records.

- D. A comprehensive roofing survey was completed in 2002 and repairs and replacements have been completed. Roofing inspections will not be required for this audit. The results of the roofing survey and roof replacement information since the audit will be provided by MCC for inclusion in the audit report.

E. A comprehensive elevator survey was completed in 2007. Elevator inspections will not be required for this audit. The results of the elevator survey and elevator replacement information since the audit will be provided by MCC for inclusion in the audit report.

F. Major projects in planning or construction are as follows:

1. The construction of South Hall (SH).
2. The construction of West Hall (WE).
3. Demolition of Mill Gate (MG), Studio Theater (ST old), and West Hall Annex (WH) after the new buildings are completed.
4. HVAC upgrades to Center Buildings (CI-CIV), L'Hommedieu Hall (LH), North Hall (NH) and Performing Arts Center (PA).
5. Security camera installation.
6. Replacement of windows in LH and Chambers Hall (CH).
7. Renovation of Bookstore (BC).
8. Main Hall (MH) Science Wing repurposing.
9. Exterior building improvements.
10. Facilities Management (FM) building high voltage switch.
11. Fire sprinkler installation.
12. Vertical opening remediation.

G. The following projects are or may be funded in the next two years:

1. Science lab alterations.
2. New HCD food lab.
3. L'Hommedieu Hall Biology Lab repurposing.
4. Dental Clinic renovation.

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

**Campus Site Plan**

**Building Space Inventory (1 page)**

I. 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.

**III. PROJECT SCHEDULE**

A. MCC intends to award a contract for the audit at the Board of Trustees meeting of February 24, 2016.

B. The field survey shall start in April 2016 and the final report shall be delivered to MCC by July 29, 2016. Presentations shall be scheduled at the convenience of MCC and the consultant.

**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 similar buildings and systems.
3. Demonstrated knowledge and experience in the successful completion of projects with a scope of work similar to this one.

**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 for completing the audit and the reports. The consultant shall provide all of the technical disciplines required for the inspections, evaluations, cost estimating, and reporting.

B. Visit MCC weekly to review available relevant documents, perform inspections, and meet with staff members to become thoroughly familiar with the site, project scope,

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existing conditions, and planned improvements.

- C. Visually survey the site, infrastructure, selected buildings, and systems outlined in this RFP to evaluate the condition and record the deficiencies. The evaluation shall consider the physical condition, safety, code compliance, and the expected life of systems and components.
1. This is not intended to be an in depth evaluation for ADA, asbestos, lead, mold, IAQ, or energy efficiency. However, if these issues are obvious and casually observed during the survey, they shall be reported. Any projects that may result in energy saving opportunities shall be noted. In 2010, a Campus energy audit was completed by Concord Engineering. A copy of this report will be provided to the consultant.
  2. The scope of this audit does not include operational related equipment such as furniture or other equipment used for offices, maintenance, or instruction.
  3. The scope also does not include inspections of roofing or elevators. The College will provide relative information to include in the report.
  4. The deficiencies shall be recorded by category, cost estimated, prioritized, and placed in a recommended time frame for corrective action.
  5. Single minor deficiencies expected to cost less than \$5,000 shall not be included.
- D. A numerical rating system shall be developed and used to rate the existing condition of each building and infrastructure system.
1. The ratings shall consider the level of repair required; such as minor or major maintenance, minor or major renovation and demolition, and capital improvement or construction.
  2. The ratings shall consider work priorities such as safety/liability, damage/wear-out, codes and regulations, environmental improvements, efficiencies, and aesthetics.
  3. The ratings shall consider the timing required such as immediate or emergency, routine, and capital planning. Also include the estimated life cycles and date of expected replacement.

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E. Benchmarks shall be used as a tool to compare results to other buildings or systems and to prior MCC audits

1. The Facilities Condition Index (FCI) is defined by APPA as the ratio of a building's accumulated deferred maintenance to its current replacement value. The College will provide the current replacement values as determined for insurance purposes.
2. The Sherman-Dergis Annual Maintenance Value represents an estimated annual cost for a given building's maintenance. It is an accepted industry standard based on the assumption that any building will need to have approximately two-thirds of its components replaced at some point within a 50-year cycle. It is calculated as follows:

$$\text{Annual Appropriation} = \frac{2}{3}(BV)(BA \times BR)/1275$$

Where:

BV = current replacement value of the building

BA = current age of the building, not to exceed 50

BR = effective age adjustment to account for recent renovation and calculated as follows:

$$BR = \frac{(100-PR)/(100 \times BA) + (PR/100)(CY-YR)}{BA}$$

Where:

CY = current year

YR = year renovated

PR = percent of building renovated

3. The Deficiency Cost Per Square Foot is a value expressed in dollars per square foot that can be used to compare the cost of repairing a building to the cost of replacing or renovating it. It can also be used to benchmark the condition of one building against another. This value is calculated by dividing the total cost of a building's deferred maintenance by the area of the building.

4. "Get to Good" to determine the funding required over a seven year period to address the deficiencies in each building.
- F. The survey and evaluation of the site infrastructure shall include a description of the systems and an evaluation of the deficiencies for the following:
1. Roadways, walkways, parking lots
  2. Site and roadway lighting
  3. Primary electrical distribution systems
  4. Water distribution system and fire hydrants
  5. Sanitary and storm sewer systems
  6. Storm sewer system
- G. The report shall include the following basic building data for each building. MCC will provide this data for inclusion in the report.
1. Building name and abbreviation
  2. Gross area in square feet
  3. Number of floors, basement and attic spaces
  4. Year constructed and / or renovated
  5. Primary building use
  6. Construction type, structure, foundation, floor and roof structure, perimeter walls, exterior
  7. Elevators
  8. Fire sprinkler and alarm systems
  9. Replacement cost
  10. Type of HVAC system and heating fuel source
  11. Roofing system type
  12. Emergency generator type and size
- H. The survey and evaluation of buildings shall include deficiencies in the following categories. Project numbers shall be assigned to these deficiencies. The numbering system shall be coded to the type of work required such as HVAC, electrical, carpentry, energy saving opportunities, etc.
1. Foundation, structure, and exterior walls
  2. Interior walls, partitions, finishes and doors
  3. Lighting
  4. Windows and exterior doors
  5. Flooring and ceilings
  6. Vertical conveyance (using MCC information)
  7. Sprinkler system
  8. HVAC
  9. Electrical
  10. Plumbing
  11. Fire alarm system
  12. Roofing (using MCC information)

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- I. The following buildings shall be included in this audit. Basic data shall be reported, but inspections are not required for ST (old), MG, and West Hall Annex (WH). The residence houses and garages shall not be included. Since the NB and PA centers are located in spaces shared with others, building shell, utilities services, grounds, etc. shall not be inspected or included in the report. Mechanical systems for NB shall be included, but they should be excluded for PA.

Building	Abbr.	Gross Area (ft <sup>2</sup> )	Year Built / Renovated
Billy Johnson Hall (formerly Technical Services Center)	BH (was TS)	44,024	1990
Blue Colt Bookstore	BC	12,060	2000
Center I	C1	4,316	1932 / 1995
Center II	C2	4,316	1932 / 1995
Center III	C3	4,316	1932 / 1995
Center IV	C4	4,316	1932 / 1995
Chambers Hall	CH	25,880	1974
College Center	CC	77,771	1972 / 2004 (partial)
Crabiel Hall	CB	36,383	2011
East Hall	EA	4,532	1941 / 2014
East Hall Annex	EX	5,038	1941 / 2001
Edison Hall	ED	51,971	1985
Facilities Management	FM	48,000	1941 / 1965
Gateway	GW	5,460	2000
Instructional Resource Center	IR	41,552	1997
Johnson Learning Center	JL	52,930	1974 / 1998
L'Hommedieu Hall	LH	59,300	1970 / 1989
Library	LI	25,310	1967 / 2014
Main Hall	MH	50,300	1966 / 2001
New Brunswick Center	NB	15,493	2001
North Hall	NH	9,335	1931 / 1965
Performing Arts Center	PA	36,600	1975
Perth Amboy Center	PC	14,020	2002
Physical Education Center	PE	107,700	1966 / 1985
Raritan Hall	RH	29,208	1933 / 1986
Studio Theater (new)	ST	12,269	2005
West Hall Annex (formerly West Hall)	WH	15,150	1941 / 1994

NB and PC are off campus locations in New Brunswick and Perth Amboy.

J. Reporting of basic data and deficiencies shall be in accordance with the following requirements.

1. The reporting of basic data and deficiencies are to be provided in hard copy and pdf digital format. A computerized or web-based system is not required.
2. Provide black and white hard report copies as necessary for in-process review and approval.
3. Provide five (5) loose-leaf bound color copies of the final report. Provide one (1) loose-leaf bound color copy of all project outline sheets.
4. Provide one (1) pdf digital copy of the final report and all project outline sheets on CD or flash drive.
5. Provide ten (10) bound color copies of the executive summary of the report for presentation to the Board of Trustees Facilities Committee.
6. Provide an annual update to the audit report for each of the five subsequent years after completion. The cost for each of these updates shall be provided by the consultant in the Form of Proposal. MCC may elect to accept any, all, or none of these updates as it desires. A separate purchase order will be issued for each annual update desired by MCC. The following are the requirements of the annual updates:
  - a. Meet on-site for one full day with MCC Facilities Management personnel to determine what projects were completed during the previous year and what new projects have been added. Consultant inspections are not required.
  - b. Update the report according to the findings.
  - c. Provide two (2) color loose-leaf bound copies of the revised report in the same format as the original report. Individual project outline sheets are not required.
  - d. Provide one (1) pdf digital copy of the revised report.

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K. The report shall contain the following.

1. Table of Contents
2. An introduction which includes an overview, general information about the audit team
3. An executive summary that includes highlights of the findings. Include charts and graphs that convey a summary of the conditions in terms of costs by priority, type of deficiency, etc. Include a plan of action and a cash flow chart.
4. A description of the methodology used in completing the audit including the following.
  - a. Scope of work and limitations
  - b. Methods used
  - c. Buildings and systems
  - d. Information gathering procedures
  - e. Definitions of abbreviations used for ranking priorities, project types, etc.
  - f. Explanation of benchmarks used
  - g. Explanation of cost estimating standards used
5. An analysis summary of the campus condition which includes the following.
  - a. An overview of general findings
  - b. A summary of deficiency costs by building.
  - c. Campus wide profile charts by building and infrastructure element showing deficiency costs, building area, replacement cost, deficiency cost per square foot, Facilities Cost Index (FCI), and Sherman-Dergis Value.
6. Separate detailed building profiles for each building which include the following.
  - a. A color picture of the building
  - b. All basic data previously described
  - c. A summary of deficiency costs including building total, Capital Improvement, Deferred Maintenance, Deficiency Cost Per Square Foot, Facilities Condition Index, the Sherman-Dergis Annual Maintenance and Get to Good Values
  - d. A short summary commentary on the building condition and areas of note.

- e. A summary chart of deficiency costs by priority.
  - f. A summary chart of deficiency projects identified, sorted by Deferred Maintenance and Capital Improvement. The chart is to show Project Number, Project Title, Priority, and Cost.
  - g. Bar and pie charts where appropriate to demonstrate costs by priority and building system.
  - h. Planned capital improvement projects indicated by MCC shall also be included in these reports.
7. A profile of the campus infrastructure which includes the following.
- a. A color picture of the system where possible and appropriate.
  - b. A summary chart of deficiency projects identified, sorted by Deferred Maintenance and Capital Improvement. The chart is to show Project Number, Project Title, Priority and Cost.
  - c. Bar and pie charts where appropriate to demonstrate costs by priority and infrastructure system.
  - d. Planned capital improvement projects indicated by MCC shall also be included in this report.
8. Project outlines for each deficiency or project identified including the following.
- a. A description of the terms used in the outlines.
  - b. A separate outline sheet for each deficiency or project which includes the following.
    - \* Project number
    - \* Project title
    - \* Project description
    - \* Building name or infrastructure system
    - \* Priority
    - \* Schematic building floor plan showing the work location, imported from MCC AutoCAD drawing files
    - \* Color picture of the work area
    - \* Cost estimate breakdown showing material, labor, allowances, overhead and profit, professional design fees, and the total cost

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9. An explanation of the basis of cost estimating
  
- L. Meet with MCC Facilities staff and the College president's cabinet to present the report and to review the findings and recommendations. Provide eight (8) black and white copies for this purpose. Make any necessary modifications as discussed and provide the number of copies outlined in Section V, J - 3 and 4. Present the final report to the Board of Trustees Facilities Committee.

## 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.

Separate costs shall be provided for each of the annual updates as described.

1. In addition to regular correspondence, meeting minutes, preliminary, partially completed report copies, etc., the following reproductions shall be included in the lump sum fee:
  - a. Five (5) loose-leaf bound color copies of the final approved report.
  - b. One loose-leaf bound color copy of all Project Outline sheets.
  - c. Ten (10) bound color copies of the executive summary.
  - d. Eight (8) black and white copies of the draft report for the College president's cabinet.
  - e. Hand-outs for final report presentation to the College's Board of Trustees Facilities Committee.

2. In addition to regular correspondence, meeting minutes, preliminary, partially completed reported copies, etc., the following reproductions shall be included in the annual update cost. All travel costs shall also be included.
  - a. Two (2) loose-leaf bound color copies of the final approved report update.

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

1. A description of the firm, its size, structure, disciplines, experience, and a profile of its philosophy and approach to facilities audits.
2. Copies of professional licensure in the State of New Jersey.
3. 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 and the services provided.
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. An organizational chart of the project team including the names of architects, engineers, landscape architects, 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.
6. An estimated milestone schedule, in weeks, indicating the firm's approach to the project.
7. A detailed hourly fee schedule, by title, of all personnel to be assigned to this project. Provide a cost schedule of allowable reimbursable expenses to be billed.
8. A description of the firm's approach to the facilities audit including steps to be taken, forms used, report formats, etc. Include a sample copy of a typical report for an audit similar in scope to this one.

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## 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. 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 contract amount plus allowable reimbursable expenses per the schedule submitted. An 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.

**IX. SITE VISIT AND ADDITIONAL INFORMATION**

A. Additional information may be obtained from the following:

Facility/site: Randolph Larate  
Director of Facilities Engineering  
732-906-7780  
732-906-4199 fax

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

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