

SPECIAL QUOTE # 10334

ENGINEERING CONSULTING SERVICES

CAMPUS TRAFFIC STUDY

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

Prepared By:

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Executive Director, Facilities Management**

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I. CLIENT PROFILE

- A. Middlesex County College (MCC) is a two year community college with more than 12,000 full and part-time students and over 600 employees. The main campus is located in Edison, New Jersey on a portion of the former Raritan Arsenal and consists of 35 buildings on 182 acres with over 800,000 square feet of building space.
- B. The buildings, grounds and infrastructure systems are a combination of those developed by the U.S. Army from 1918 through 1963 and by MCC over the past 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 engineering firm. The consultant will perform a traffic study for the campus, prepare a report of the study results, and provide construction cost and schedule estimates.
- B. The purpose of the traffic study is to first establish the existing traffic conditions throughout the campus. Secondly, the consultant will determine the impacts of closing Chambers Drive between Alumni Drive and Otlowski Drive to vehicles and the effects of rerouting the Chambers Drive traffic to the other interior campus roadways. The exact locations for the closure of Chambers Drive will have to be determined as part of the study as there are several options between Alumni Drive and Parkside Drive to achieve this. The consultant is to provide recommendations for improvements elsewhere on campus to accommodate the revised circulation as a result the closure of Chambers Drive based on the results of the traffic study. Specific attention should be given to Parkside Drive and the access points to Lot 1 as the new West Hall building will increase pedestrian and vehicle traffic in this area when it opens in October 2016.
- C. Parking and off campus traffic flow is not to be included in this study.
- D. The following are attached to this RFP for reference:

Campus Site Plan

- E. 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.

- F. The total budget for this project has not been established as the traffic study will determine the estimated project costs.
- G. MCC is located on the site of the Former Raritan Arsenal (FRA) which operated from 1918 through 1963. The Army Corps of Engineers (ACE) has completed investigations and remediation activities related to unexploded ordnance (UXO) materials on the Campus. While there are no known UXO's at this time, there remains a possibility that they can be discovered when excavating on Campus. The ACE has provided an information safety sheet which advises anyone excavating on the FRA to practice the "3R's". They are **Recognize, Retreat and Report**. If any material is discovered that appears to be ordnance, the contractor shall immediately stop work, leave the area and notify the College Police Department at 732-906-2500. A procedure has been established for emergency responders and military personnel to safely address such a situation.
- H. Middlesex County College is a smoke-free campus. Smoking is only permitted inside a person's personal vehicle. Smoking is not permitted anywhere else on Campus or in any construction equipment. The College Police will issue summonses with fines to anyone found in violation of this policy.

III. PROJECT SCHEDULE

- A. MCC intends to award a contract at the Board of Trustees meeting of September 28, 2016.
- B. The traffic flow measurements shall be completed during the month of October following the opening of the new West Hall building. However, the peak flow of traffic is actually in September. Therefore traffic projections will have to be adjusted accordingly.
- C. The final report shall be delivered prior to December 31, 2016.

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 roadway systems.

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 2014. The drawings provided by the consultant must be compatible with this version.
5. The capability to prepare the report in Microsoft Word.

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 consultant shall provide all of the technical disciplines required for the inspections, evaluations, cost estimating and reporting.

B. **The following are the requirements of the Traffic 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. The meetings shall include:
 - a. Kickoff Meeting
 - b. Three (3) progress meetings
 - c. Review of draft report with facilities staff
 - d. Review of draft report with executive staff
 - e. Presentation of final report with the Board of Trustees
2. Take field measurements and other steps as necessary to verify existing conditions. Hire the services of other consultants, testing services, and any other such services required to complete the scope of work.
3. Automatic traffic recorders (ATRs) shall be installed at the following locations on campus for a period of 5 days (Monday through Friday) to establish the peak periods of traffic on the campus
 - College Drive East (between Mill Road and Parkside Drive)
 - College Drive East (near the entrance to Lot 6)

- College Drive East (between Woodbridge Avenue and Alumni Drive)
- Parkside Drive (between College Drive East and Otlowski Drive)
- Otlowski Drive (between Diener Drive and Parkside Drive)
- Chambers Drive (between Alumni Drive and Otlowski Drive)
- Alumni Drive (between Chambers Drive and College Drive East)
- Diener Drive (north of Otlowski Drive)

4. Based on the results of the ATR traffic counts, Manual Turning Movement Counts shall be conducted at the following intersections during the weekday morning, midday, and evening peak periods (2 hours for each period).

- College Drive East and Parkside Drive
- College Drive East and Alumni Drive
- Otlowski Drive and Diener Drive
- Otlowski Drive and Parkside Drive
- Otlowski Drive and Chambers Drive
- Chambers Drive and Alumni Drive

Note that “day classes” begin at 8:00 am and change every 1-1/2 hours until 3:30 pm. There are periods of peak traffic during these class change time periods. “Evening classes” generally begin at 6:00 pm and end at various times until 11:00 pm.

5. Once the peak hour traffic volumes are established, a capacity analysis shall be prepared utilizing Synchro software (or equivalent) to establish existing Levels of Service, delays, and queuing for the intersections within the study area.

6. An analysis for the closure of Chambers Drive between Otlowski Drive and Alumni Drive should also be prepared, determining the amount of traffic that will be rerouted throughout due to the closure of Chambers Drive. This analysis should also be prepared utilizing Synchro software (or equivalent) and provide Levels of Service, delays, and queuing for the intersections within the study area. If it is determined mitigation is required at any intersection due to the rerouting of traffic, an analysis should be provided with the recommended mitigation for the impacted intersections.

7. Prepare a report which includes detailed results of the study and an executive summary. Include in the report options,

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recommendations, cost estimates, schedule estimates, and any concept plans necessary to convey the scope and impact of the options. Concept plans may be prepared using aerial photography as a base map or MCC can provide electronic plans to the consultant in AutoCAD or PDF format.

8. Provide eight (8) copies (one color, seven black and white) of the draft report and meet with MCC personnel to review the findings. Revise as required and complete the final report.
9. Provide eight (8) color copies and one (1) electronic version of the completed final report and meet with MCC personnel to review it. The report and its contents will be the property of MCC.
10. All site visits required to complete the scope of work described above shall be included in the lump sum fee.

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., that are included in the lump sum fees, the following reproductions shall be included in the lump sum fee as well:

- a. One color and seven black and white copies of the draft feasibility study report
- b. Eight bound color copies of the final feasibility study report
- c. Drawings for each copy of the draft and final report

- C. The lump sum fee submitted shall include all site visits necessary to complete the scope of work. The lump sum fee shall be adjusted if more or less meetings are held than is identified in the scope of work.
- D. Provide the following information in the firm's proposal:
1. Qualifications: 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. Copies of professional licensure in the State of New Jersey.
 2. Experience: Documentation of knowledge and experience in the applicable federal, state and local codes, laws, and regulations related to the design and construction of similar county college educational facilities.
 3. Staffing: Resumes of all project team members anticipated to be assigned to this project, which demonstrate their qualifications and experience in projects with similar scope. An organizational chart of the project team including the names of engineers and other professional or subcontracted services anticipated 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.
 4. Relevant Projects and County College Experience: 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, address and contact telephone number
 - c. Description and size of project
 - d. Description of the services provided
 - e. Initial, pre-construction and final construction costs and time schedules
 5. Fee and Schedule: An estimated milestone schedule, in weeks, indicating the firm's approach to the study. 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.

6. Insurance: 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 selection process is described as follows:
 1. Responses to this RFP will be reviewed by the Facilities Management Division and the Purchasing Department. 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 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 five county college facility projects within the last five years with similar scope, codes, laws and regulation requirements of this project.
 3. Staffing: Sufficient professional and support staff in place with demonstrated qualifications and experience to successfully complete this project in an efficient and timely manner.
 4. Relevant Projects and County College Experience: 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. Knowledge of applicable codes, regulations,

and laws governing public entities with emphasis on the New Jersey County College Statute 18A:64A-25 et seq.

5. Fee, Proposal and Schedule: 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. An itemized invoice shall be submitted monthly, for review, no later than the first Wednesday of the month to the MCC Project Manager responsible for the project. Final approval by MCC's Board of Trustees, who usually meet on the fourth Wednesday of each month, will be required prior to the release of the payment.

IX. SITE VISIT AND ADDITIONAL INFORMATION

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

Facility / Site: Donald R. Frost, Jr.
Executive Director, Facilities Management
732-906-2568
732-906-4199 fax
DFrost@Middlesexcc.edu

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

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