

**REQUEST FOR PROPOSAL # SQ 10415**

**ENGINEERING CONSULTING SERVICES**

**CAMPUS SITE IMPROVEMENTS - 2018**

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

**Prepared By:**

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

**May 16, 2017**

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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 feasibility study for proposed Campus Site Improvements, 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 following Campus areas / items shall be considered for improvement:
  - 1. North Hall (NH) window well replacement / regrading.
  - 2. Parking Lot # 9 (NH) grading / repaving.
  - 3. East Hall (EH) asphalt walkways – evaluate locations- remove / repave.
  - 4. Repave Parking Lot # 17 and add catch basin(s) for drainage (Instructional Resource Center [IR]).

5. Parking Lot # 4 – remove islands. Repave and optimize number of parking spaces.
6. Repair twenty storm water catch basin structures throughout Campus.
7. Alumni Drive – add concrete curbs, catch basins for drainage and repave. Add stamped asphalt pattern to replace current stamped concrete location. Also add stamped asphalt crosswalks.
8. Chambers Drive – add concrete curbs in a section South of Alumni Drive.
9. Repave Parking Lot # 11. Provide electrical conduit for future installation of Emergency Call Boxes and Security Cameras.
10. Parking Lot# 10 - Provide electrical conduit for future installation of Emergency Call Boxes and Security Cameras.
11. Provide Lighting for Parking Lots # 10 & # 11, Chambers Drive North of Alumni Drive and Deiner Drive.
12. Crack filling in Parking Lots # 2, # 5, # 6 and # 7.
13. Repave Mill Road / College Drive East entrance area.
14. Repave College Drive East from location West of Bus Route intersection to and including area intersecting Parking Lot # 2 West entrance / exit along with other selected areas throughout the Campus where a roadway is deteriorating and pot holes are forming.
15. Woodbridge Avenue (Route # 514) entrance – add flush with roadway stamped asphalt lane divider.
16. Close the entrance / exit to Parking Lot # 2 at the intersection of College Drive East and Parkside Drive. Make appropriate improvements to the other two entrance / exits of Parking Lot # 2 to accommodate traffic.
17. Add new 5' wide concrete sidewalk on the West side of the Bus Route from Bookstore to existing Ecological Park walkway.
18. Add new 10' wide concrete sidewalk on the West side of

Parkside Drive.

- 19. Parking Lot # 6 asphalt entrance – excavate and install ground water drainage and repave.
- 20. Asphalt Bus Route – excavate and install ground water drainage to eliminate ground water permeation through asphalt surface and repave.
- 21. Bus concrete parking area on Bus Route – replace deteriorated sections of concrete.
- 22. Widen stamped asphalt vehicle passenger drop-off area adjacent to sidewalk leading to College Center front entrance on Otlowski Drive.

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

Campus Site Plan

- F. The consultant selected for the project will be provided with copies of any available original construction plans and any other drawings and specifications that may be helpful.
- G. The total current funding for all project work, including all contingencies, professional consulting fees, and testing, is \$950,000. No additional funds are available at this time. If the feasibility study determines that this funding is insufficient, MCC will elect to either reduce the project scope of work or identify additional funding.

### III. PROJECT SCHEDULE

- A. MCC intends to award a contract for Phase I at the Board of Trustees meeting of July 19, 2017. 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 third Wednesday of each month.
- C. The Phase I feasibility study is to be completed during the months of

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August and September 2017. Phase II construction documents must be completed and be ready to bid during the months of November and December 2017. Bidding will take place during February and March 2018.

- D. Phase III construction activities will begin on June 4, 2018 and be completed by August 3, 2018 (9 weeks).

#### 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.
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 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 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. 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 weekly with MCC personnel to become thoroughly familiar with the site, project scope, budget, and existing conditions. Prepare and distribute meeting minutes as appropriate.

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2. Aside from the weekly meetings, visit the site as necessary to 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. 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, schematics, and any plans necessary to convey the scope and impact of the options.
4. Provide six (6) copies (one color, five black and white) of the draft report and meet with MCC personnel to review the findings. Revise as required and complete the final report.
5. Provide six (6) 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.
6. All site visits required to complete the scope of work described above shall be included in the lump sum fee.

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. 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. The consultant shall prepare a table of contents for the entire set of specifications. All of these specification sections, along with the design drawings, will form the complete bid document set.
3. The consultant shall provide Division 01 General Requirements to

supplement MCC's General Provisions as part of Section C – Technical Specifications. A page numbering system and table of contents for of Section C – Technical Specifications is required.

The Contractor's Proposal Page shall include provisions for all materials anticipated with quantities for Bid evaluation. Payment to be based on unit cost for actual quantity used.

4. The requirements of this phase are as follows:
  - a. Prepare all design drawings and specifications necessary for bidding, permitting, and construction of the work identified in this project. Include all design disciplines (mechanical, plumbing, electrical, structural, etc.) necessary to complete the scope of work identified. The project will be bid to a single prime contractor. Designs are to be prepared in accordance with the cost estimates established in Phase I. The use of alternates shall be minimized. In the event that all qualified bids exceed the established budget, the consultant will revise the bid documents for re-bidding at no additional cost to MCC.
  - b. Provide copies of preliminary drawings and specifications and meet with MCC personnel weekly for review during design development. Prepare and distribute meeting minutes as appropriate.
  - c. Provide one electronic CAD copy and one PDF copy of all completed final drawings. Provide one unbound set of the completed final specifications for printing and distribution by MCC and one electronic copy of the specifications in Microsoft Word 2010. This will be used for posting on MCC's website for viewing by potential bidders. All design documents will be the property of MCC.
  - d. Provide a list of contractors who may be appropriate to bid on the scope of work specified.
  - e. Conduct a pre-bid site visit and conference with the bidders and MCC personnel and issue any required addenda for distribution by MCC. Assist MCC in reviewing the bids and investigating prior work performed by the apparent low bidder(s). Make a recommendation for the award of the construction contract.
  - f. Assist contractor in obtaining any permits required. (e.g. Mill

Road / College Drive East entrance work - magnetic loops in roadway).

- g. Provide one (1) set of vellum drawings, one (1) electronic CAD copy, and one PDF copy of conformed drawings marked "Bid Set" that include all addendum changes to the drawings. Changes should be clouded. Provide one (1) unbound set of complete conformed specifications marked "Bid Set" and one electronic version in Microsoft Word including all addendum changes to the specifications. Changes should be underlined.
  - h. All site visits required to complete the scope of work described above shall be included in the lump sum fee.
5. Provide copies of preliminary drawings and specifications and meet with MCC personnel 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 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 1. After comments are addressed and revisions are 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.

6. MCC is located on the site of the Former Raritan Arsenal (FRA) which operated from 1918 through 1963. Include the following statement in the specifications:

"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.”

7. The following statement must also be included in the specifications:

“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.”

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. Distribute the conformed permit documents required in Phase II at this time.
3. Prepare coordinated drawings including any revisions, addendum, or permit requirements. Provide MCC and the general contractor with an electronic copy for printing.
4. Review the Schedule of Values (SOV) received from the contractor and make recommendations to MCC for approval.
5. Review all construction schedules submitted by the contractor, make recommendations, and respond to the contractor.
6. 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.
7. Provide construction observation services, including one site visit per week, by Project Engineer, to monitor and inspect the contractor's work and materials used to ensure compliance with the contract documents. The Project Engineer shall conduct bi-weekly job progress meetings with the contractor and MCC representatives. Weekly site visits and progress meetings may be combined. Prepare and distribute meeting minutes and site visit reports.
8. Include daily inspection services to confirm actual material

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quantities used for anticipated 9 week (+/-) construction period.

9. Review and approve material submittals and substitution requests and to 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.
10. Review the contractor's monthly applications for payment, confirm quantities, 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.
11. Provide any drawing or specification changes required by permitting agencies and any additional replacement sets of prints and vellums necessitated by these changes.
12. Maintain a record of any changes made during construction, along with information provided by the contractor, for the preparation of updated as-built drawings.
13. Upon substantial completion, provide MCC with written notice of the project's completion.
14. Upon substantial completion, the consultant 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. A complete set of updated as-built Mylar® drawings.
  - b. An electronic copy of the drawings in AutoCAD 2014 (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. A second electronic copy of the drawings in AutoCAD 2014 (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.

15. Review all warrantee information and other such submittals from the contractor, before transmitting to MCC.
16. Prepare a punch list of items to be completed or corrected by the contractor and coordinate this list with any input received from MCC. Inspect the site for compliance until all punch list work is completed.
17. Review the contractor's remaining outstanding change order requests that may be in dispute for appropriateness and cost, coordinate corrections with the contractor and make recommendations to MCC to resolve these issues. The Final Change Order (3 originals) shall be prepared by the consultant using AIA Document G701 and, if agreed, signed by the contractor, engineer, and MCC. After Board approval, MCC will distribute the three signed original Change Order Documents.
18. Review the contractor's final application for payment and make recommendations to MCC. The final application shall then be certified by the consultant and submitted to MCC for final approval by the Board of Trustees.
19. 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 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 for bidding.
    - e. One final unbound set of specifications for bidding and one electronic copy for 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 submittal.
    - g. Provide one (1) set of vellum drawings, one (1) electronic CAD copy, and one PDF copy of conformed drawings marked "Bid Set" that include all addendum changes to the drawings. Changes should be clouded. Provide one (1) unbound set of complete conformed specifications marked "Bid Set" and one electronic version in Microsoft Word including all addendum changes to the specifications. Changes should be underlined.
    - h. One post-construction unbound set of as-built Mylar® drawings and two electronic AutoCAD 2014 (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. A third electronic file shall be submitted in PDF format including the "X REF's" to allow MCC to make revisions.
- C. The lump sum fee submitted shall include all site visits necessary and as

specified in the scope of work. Any additional site visits required 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.

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 project, for each of the phases including design, bidding, and construction. 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 Monday 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 third 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 R. Larate  
Director, Facilities Engineering  
732-906-7780  
732-906-4199 fax  
[Rlarate@middlesexcc.edu](mailto:Rlarate@middlesexcc.edu)

Proposal: David Fricke  
Director of Purchasing and Inventory  
732-906-2519  
732-906-4236 fax  
[DFricke@Middlesexcc.edu](mailto:DFricke@Middlesexcc.edu)