



ROWAN UNIVERSITY/RUTGERS- CAMDEN BOARD OF GOVERNORS

November 17, 2016
RFP NO. 2016 # 09

**REQUEST FOR PROPOSALS
FOR
PRE-DESIGN CONSULTANT SERVICES FOR A CENTER FOR SCIENCES
BUILDING IN CAMDEN, NEW JERSEY**

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INTRODUCTION

The Rowan University/Rutgers-Camden Board of Governors (“Board”) is seeking to procure Pre-Design Consultant Services (“Pre-Design Services”) that will provide viable, cost-effective design solutions to develop a new center for sciences building in Camden, New Jersey. This Request for Proposals (“RFP”) is issued pursuant to Board Resolution No. 2016.10.08.

The Board intends to award a contract and enter into a Design Consultant Services Agreement (the “Agreement”) with the selected consultant (“Consultant”) and, upon satisfactory completion of all specified pre-award requirements, the Consultant will be issued a Notice to Proceed with Pre-Design Services. Following completion and acceptance of Pre-Design Services, the Board may, at its sole discretion, negotiate fees for remaining Design Consultant Services with the successful firm. For purposes of this RFP, the proposers are expected to only submit a fee schedule for the pre-design phase.

Background:

The Board is in the process of developing a health sciences campus in Camden New Jersey. It is already advancing the development of Phase I & II of the campus, with construction set to start in 2017.

The Board is advancing Phase III of the campus plan, which involves the development of a 100,000 square foot, \$65 million facility. This facility will include a unified health sciences library, allied health spaces (class rooms and labs) where Rutgers University, Rowan University, Camden County College and Rowan College at Gloucester will collaborate. It will also accommodate a research incubator, healthcare related retail, office spaces and research space to advance privately funded research. It is anticipated that Phase III will be developed through a combination of private and public funding sources as it is permitted under the Act.

Phase III will be located on Block 1400, located at the intersection of Broadway and Martin Luther King Boulevard, directly across the street from the Phase I and Phase II project. The Board is seeking proposals from firms interested in developing pre-design concept plans for the Phase III building.

Questions from Interested Firms.

Any questions regarding this RFP must be made in writing to the Board at 200 Federal Street, Suite 300, Camden, New Jersey, 08103 by **November 23, 2016 at 10:00 am**. Questions may be submitted to the Board by sending them by e-mail to Mr. Dean D'Astuto at ddastuto@rurcbog.com. Answers to the questions will be aggregated and posted on the Board's website, www.rurcbog.com. Deadline for the RFP is **10:00 AM on December 2, 2016**. Addenda/revisions to this RFP shall be made available through the Board's Website. (RURCBOG.COM)

Procurement Overview:

1.1 General. This is a solicitation pursuant to the Board's Procurement Policy. The Board is seeking a Consultant to provide Pre-Design Services for the development of a Center for Sciences building in Camden, New Jersey. Responsive firms are required to submit a Technical Proposal. The scope of Pre-Design Services will include: (1) site analysis; (2) feasibility assessment; (3) programming assessment; (4) schedule and budget reviews; (5) stakeholder meeting participation; and (6) concept development. The objective is to complete Pre-Design Services by December 2016.

1.2 Selection Process. Respondents will be evaluated and scored by a committee ("the Procurement Committee") on the basis of their written Technical Proposal submissions ("Technical Proposals" or "Proposals") in response to this RFP. Respondents will be ranked by the Procurement Committee; a final combined score of will be developed. The successful firm may be asked to participate in an interview with the Procurement Committee.

The Board will enter into negotiations with the firm receiving the highest final combined score to arrive at a lump-sum fee for the Pre-Design Services. Should the Board be unable to negotiate a satisfactory lump-sum fee with the firm that received the highest final combined score, the Board shall terminate negotiations and shall then undertake negotiations with the firm that received the second-highest final combined score. In the event that the Board is unable to reach a satisfactory accord with any of the firms that received the three highest final combined scores, the Board may undertake negotiations with other responsive firms in order of their final combined score ranking and continue negotiations until an accord is reached; or, at its option, the Board may reject all responsive firms.

Following negotiation of a lump-sum fee, the Board will award the contract to will award the contract to the successful firm at its public meeting. A Notice of Award for Pre-Design Consultant Services will be issued and an Agreement with the Consultant will be memorialized. Following completion and acceptance of Pre- Design Consultant Services, the Board may, at its sole discretion, negotiate fees for remaining design services with the Consultant.

The Board has no obligation to award a contract and reserves the right to waive any non-material defects, reject any or all responses for any reason in accordance with law, and/or terminate the selection process at any time.

- 1.3 Components of Response.** Respondents to the RFP shall provide the following information:
1. Experience specific to the engagement
 - Projects of similar size;
 - Projects of similar scope and complexity related to health services facilities; and
 2. Experience performing engagements for public entities in the State of New Jersey and the City and County of Camden
 3. Understanding the requirements of the engagement and presentation of a plan to fulfill the requirements within the time parameters
 4. Financial and human resources to perform the engagement
 - The respondent's key team member list; and
 - Key team member resumes.
 - A brief summary of team's relevant design consultant experience within the last five (5) years; and
 - At least three (3), but not more than five (5), specific case studies illustrating the Team's experience providing similar services on similar projects.
 5. Cost to perform the engagement
 - Respondents shall submit a lump sum fee proposal for the Pre-Design Services.

1.4 Evaluation Criteria and Scoring. Each respondent's Technical Proposal will be evaluated to determine responsiveness. Technical Proposals will be evaluated by the Procurement Committee, established for the purpose of evaluating such responses. The evaluation will be based upon the information provided by a respondent in response to this RFP, and any necessary verification thereof.

1.5 Forms. The Board requires all Respondents to this RFP to fill out the forms provided on the website. Specifically, the Respondents must fill out all the forms attached below the RFP.

1.6 DELIVERY AND MAILING REQUIREMENTS

The firm must deliver Proposals in response to this RFP no later than **10:00 AM Eastern Time on December 2, 2016** (the "Deadline") as follows:

If submitting by hand or overnight delivery, at the:

ROWAN UNIVERSITY/RUTGERS- CAMDEN BOARD OF GOVERNORS
Waterfront Technology Center
200 Federal Street
Suite 300
Camden, NJ 08103
Attention: Kris
Kolluri

Subject: Pre-Design Consultant Services

Submissions received after the Deadline, where by mail or otherwise, will be deemed not to have met the requirements of this RFP and will not be forwarded to the Procurement Committee for review. Proposals should be provided in a sealed envelope with the title RFP clearly marked on the outside. It is recommended that each proposal package be hand-delivered. The Board assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the Proposal to be received after the Deadline.

Faxed or e-mailed Proposals will not be accepted for review.

1.7 PRE-AWARD REQUIREMENTS

After completion of the RFP process and selection of the Consultant, the Board shall require the following additional information prior to the award of the Agreement:

Insurance and Indemnification. The Consultant shall be required to provide evidence of the insurance coverage. This is a pre-award requirement. Do not submit with your Technical Proposal. The Consultant must have and maintain insurance for the entire term of its agreement with the Board. Specifically, the Consultant must have and maintain the following insurance coverage:

| | Per Occurrence |
|---|----------------|
| General Comprehensive and Liability..... | \$2,000,000 |
| Automobile Liability..... | \$1,000,000 |
| Professional Liability (per claim) | \$2,000,000 |
| Professional Liability (aggregate)..... | \$3,000,000 |
| Excess Umbrella..... | \$4,000,000 |
| Workers' Compensation..... | Statutory |
| Employer Liability (each accident) | \$ 500,000 |

Prior to the commencement of the project, the Consultant shall furnish certificates of insurance from an insurance company licensed to do business in the State of New Jersey to the Board establishing that it has personal and professional liability, property damage and workers' compensation insurance coverage as set forth above, for all services in connection with work it will do for the Board. Full coverage must be provided for the Consultant, its agents and employees, the Board, its agents and employees, any sub-consultant and any member of the public who may be injured or suffer damage from any act of the Architect and its employees and agents. All policies must incorporate a provision requiring the giving of notice to the Board by certified mail, return receipt requested, at least sixty (60) days prior to

the cancellation or non-renewal of any insurance policy required herein. In addition, the Board shall be named as a named insured on all required insurance policies outlined above. Professional liability insurance shall be maintained for a period of five (5) years after the date of final payment to the Consultant, or for such term as is commercially available.

1.8 Additional Information. Board may request additional information as required under the Agreement, or pursuant to applicable policies, procedures or law.

1.9 Additional Requirements

- a. The Board will not be responsible for any expense incurred by a respondent in preparing or submitting its Proposal. All Proposals shall provide a straightforward, concise delineation of the respondent's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.
- b. The contents of the Proposal and this RFP may become part of the Agreement. The successful Consultant will be required to execute the Agreement prepared by the Board.
- c. The resulting drawings, specifications, architectural plans, instruments of service, and other design documents of the Consultant related to the Pre-Design Services shall be deemed to be the property of the Board.
- d. Proposals shall be signed in ink by the individual or authorized principal of the respondent. Proposals submitted shall be irrevocable for a minimum of sixty (60) days from the Deadline.
- e. The Board reserved the right to reject any and all Proposals received by reason of this RFP, or to negotiate separately in any manner necessary to serve the best interest of the Board.
- f. Respondents are prohibited from assigned, transferring, conveying, delegating, sub-contracting or otherwise disposing of their Proposal to any other person or entity not identified in the Proposal without the prior written consent of the Chief Executive Officer of the Board. Similarly, any Agreement resulting from the Proposal may not be assigned, transferred, conveyed, delegated, sub-contracted or otherwise disposed of to any other person or entity not identified in the Proposal without the prior written consent of the Chief Executive Officer of the Board.
- g. All responses to this RFP shall be subject to public scrutiny in accordance with New Jersey statutes, rules, and regulations.

- h. The Agreement shall be subject to the annual appropriation and availability of sufficient funds for the Board to perform the Agreement.
- i. The Agreement may be amended to provide for closely-related services, the need for which may arise or become apparent after the Agreement is awarded. Any Agreement amendment for closely-related services must be in writing and approved by resolution of the Board.
- j. The Consultant shall be prohibited during the term of the Agreement from representing any individual or entity in any matter in which an adverse party is the Board, or any officers, employees, departments or subdivisions of the Board, in any matter which, in the sole discretion of the Board, constitutes a conflict of interest or has the appearance of impropriety.
- k. Authorization for payment of periodic billing, final payments or retainage monies requires approval and certification by formal resolution of the Board. All invoices for services performed under the Agreement and all required purchasing documents must be received at least ten (10) days in advance of the next scheduled public meeting of Board for the month in which payment is requested. Approved and certified amounts due will be paid during the Board's subsequent payment cycle.
- l. Regardless of any language to the contrary, the Board shall not be responsible for the payment of any interest or late fees.