



**ROWAN UNIVERSITY /RUTGERS CAMDEN
BOARD OF GOVERNORS**

**REQUEST FOR QUALIFICATIONS
#2022-02**

**FACILITY MANAGER
FOR THE
JOINT HEALTH SCIENCES CENTER**

PROSPECTIVE BIDDERS GENERAL INFORMATION

RFQ Issued:	Tuesday, May 24, 2022
Vendor Questions Due:	Friday, June 3, 2022
Responses Due:	Tuesday, June 14, 2022

ISSUED BY:
Rowan University/ Rutgers-Camden Board of Governors

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INTRODUCTION

The Rowan University/Rutgers-Camden Board of Governors (the “Board” or “Joint Board”) constructed and operates the \$70 million, four-story Joint Health Sciences Center for use by Rowan University (“Rowan”), Rutgers University-Camden (“Rutgers”) and Camden County College (“CCC”) at 201 South Broadway (Broadway and Martin Luther King Boulevard) in Camden, New Jersey (the “Facility”). The 100,000-square-foot Facility is a research and education building incorporating, among other things, dedicated laboratory facilities and equipment. Because of the specialized nature of the Facility, the Facility Manager must possess appropriate background, experience, and capabilities to fulfill the management and operational needs of the Facility.

The Facility Manager will be a qualified business engaged by the Board as an independent contractor to perform the services described in this document.

The Board requires that Prospective Bidders for the position of Facility Manager submit financial and experience information as part of any submission of qualifications and/or proposals for the position of Facility Manager.

In order to determine if a Prospective Bidder is qualified to serve as Facility Manager, the Board has established qualification materials to be prepared and submitted by Prospective Bidders.

I. DEFINITIONS

The following words and terms, when used in this document, will have the following meanings unless the context clearly indicates otherwise:

Affiliate - Shall mean any company with whom the Prospective Bidder shares more than five (5.0%) percent common ownership.

Application - Shall mean the Prequalification Statement.

Contract - The contract between the Board and the Facility Manager.

Prequalification Officer - The employee of the Board who will administer the procedures set forth in this document.

Prequalification Process - The process by which candidates for the Contract will be selected from among the Prospective Bidders.

Prequalification Statement - A fully completed response to this RFQ submitted by a Prospective Bidder.

Prospective Bidder - Any individual, partnership, corporation, limited liability company, limited liability partnership, limited partnership subchapter S

corporation or joint venture submitting a Prequalification Statement.

Request for Qualifications (RFQ) - The Board' Solicitation for prequalification of Prospective Bidders.

Review Committee - This Committee will consist of five (5) members: two (2) members of the Board; two (2) employees of the Board; and the Board's Legal Counsel.

II. PURPOSE

The provisions of this document are intended to describe the Prequalification Process.

III. PREQUALIFICATION PROCESS

- A. Scope of Services: See Exhibit "A" attached hereto and made a part hereof.
- B. Policy Objectives: The following policy objectives will govern the prequalification and selection of Prospective Bidders:
 - 1. To institute a system that will permit an efficient operation and award of the Contract.
 - 2. To minimize delays in awarding the Contract after selection of candidates from among the Prospective Bidders.
 - 3. To evaluate the integrity and competence of all Prospective Bidders.
 - 4. To assure fairness in the Prequalification Process.
- C. The Prequalification Process shall consist of the following steps:
 - 1. The Board will publicly advertise the RFQ.
 - 2. The Prequalification Officer will distribute copies of the RFQ to bidders who have requested distribution.
 - 3. **All questions regarding this RFQ shall be submitted no later than 3:30 PM (Eastern Time) on Friday, June 3, 2022 to Sandy McAndrew.** No telephonic questions or contacts are permitted. All questions must be submitted in writing via email addressed to Sandy McAndrew at smcandrew@rurcbog.com.
 - 4. If you wish to be considered for the position of Facility Manager, (1)

one original and four (4) copies of the Prequalification Statement, along with a PDF copy on flash drive, consisting of:

- (a) the Prospective Bidder's Organization and Experience Statement,
 - (b) the Prospective Bidder's Financial Statement and
 - (c) the Prospective Bidder's Anti-Discrimination Policy, as described herein, must be completed, notarized and delivered to the Rowan University/ Rutgers- Camden Board of Governors, 201 South Broadway, Suite 440, Camden, NJ 08103, no later than **3:30 PM (Eastern Time) on Tuesday, June 14, 2022 (Submission Deadline)** to be eligible for review. Time is of the essence. No facsimile or electronic transmission will be accepted. No submissions will be accepted after the Submission Deadline.
5. The Prequalification Officer will receive in sealed packages, envelopes and/or containers the required number of copies of the completed Prequalification Statement from the Prospective Bidders marked on the outside as "Facility Manager RFQ Response." The date and time shall be stamped upon receipt, shall remain sealed and shall be distributed to the Review Committee.
 6. The members of the Review Committee shall review and evaluate each Prequalification Statement pursuant to a standardized scoring sheet and methodology. A meeting of the Review Committee shall be held to determine the Prospective Bidders who will be prequalified.
 7. Not more than eight (8) days after the Submission Deadline, the Prequalification Officer shall notify all Prospective Bidders who have been prequalified to submit bids for the Facility. Prospective Bidders determined not to be qualified shall also be notified.
 8. Prospective Bidders who are not prequalified shall have seven (7) calendar days after notification to file a written appeal with the Prequalification Officer for a hearing before the Review Committee. The appeal request letter must be submitted no later than 3:30 PM on or before the due date to The Rowan University/Rutgers-Camden Board of Governors, 201 South Broadway, Suite 440, Camden, NJ 08103. Time is of the essence. No telephonic, fax or e-mail appeals or contacts are permitted.
 9. Only Prospective Bidders who are prequalified will receive an invitation to bid on the Contract. However, if the Board is not able to prequalify a sufficient number of Prospective Bidders, the Board reserves the right to eliminate the Prequalification Process as a

prerequisite for bidding this position.

10. The Board reserves the right to suspend the Prequalification Process based on information that comes to the attention of the Board after submission of the Prequalification Statements.
11. While it is the intent of the RFQ process to assist the Board in determining bidder responsibility prior to bid, neither the fact of prequalification nor any prequalification rating will preclude the Board from a post-bid consideration and determination of whether a bidder is qualified (i.e. has the competency, capacity and experience to satisfactorily perform the Scope of Services).
12. The Board reserves the right to waive immaterial irregularities and omissions in the information contained in a Prequalification Statement.
13. After review, and based upon all aspects of the Prequalification Statement, Prospective Bidders who, in the sole discretion of the Review Committee, have been deemed qualified to perform the Scope of Services, shall be invited to submit bids for the Contract.

IV. GENERAL REQUIREMENTS

- A. **Proof of Competence and Responsibility.** Each Prospective Bidder proposing to perform the Contract for the Facility will be required to establish proof of competence and responsibility, as provided in this RFQ, before the Prospective Bidder is deemed prequalified to submit a bid.
- B. **Submitting Statements.** Each Prospective Bidder will submit information in the format prescribed by this RFQ, which sets forth the financial ability, organization, experience, legal compliance, and other relevant information necessary to establish competency and responsibility.
- C. **Duration of Prequalification.** The prequalification of a Prospective Bidder applies only for the Contract.
- D. **Contracting Entities and Individuals.**
 1. Prospective Bidders chartered in a state other than the State of New Jersey will register with and obtain a Business Registration Certificate from the New Jersey Division of Revenue authorizing them to do business in this State prior to an award of the Contract. An individual or a firm doing business under a fictitious name different than the formal legal name shall provide documentation of the fictitious name's registration.

2. Prospective Bidders must satisfy the Bonding and Insurance Requirements set forth in **Exhibit “B.”**
- E. **Additional Information.** The Prequalification Officer may require that all Prospective Bidders provide additional documents and information in connection with the Prequalification Statement. Prospective Bidders shall provide all such documents and information within the prescribed time period.
- F. **Request for Prequalification Expenses.** The Board is not responsible for expenses incurred by the Prospective Bidder in preparing or submitting the Prequalification Statement. All documents submitted in response to this RFQ will become the property of the Board and will not be returned.
- G. **Bidder Qualification Criteria.** The criteria contained in the Prospective Bidder’s Organization and Experience Statement will be utilized to evaluate the Prospective Bidders.

V. STATEMENTS TO BE FURNISHED

- A. **General** - Each Prospective Bidder shall:
 1. Read this RFQ’s General Requirements.
 2. Complete and submit (a) the Prospective Bidder’s Organization and Experience Statement; (b) the Prospective Bidder’s Financial Statement; and (c) the Prospective Bidder’s Anti-Discrimination Policy.
 3. From the information provided, the Review Committee will determine whether the Prospective Bidder is entitled to be prequalified to receive the bid documents.
 4. All questions will be answered fully and the information requested shall be properly presented on forms supplied. The Prospective Bidder shall fill in all blank spaces on all forms with a response.
 5. Unless specifically referenced in the responses, any information submitted on forms other than those supplied will not be reviewed and/or evaluated. If additional space is needed, submit additional copies of the form and attach it to the appropriate page. The Review Committee reserves the right to request completion or correction of incomplete forms. However, the submission of incomplete or incorrect forms could result in the Prospective Bidder’s Prequalification Statement being rejected.
 6. One (1) original and four (4) copies of the Prospective Bidder’s

Prequalification Statement, along with a PDF copy on flash drive, will be returned to the Board on or before **3:30 PM (Eastern Time) on Tuesday, June 14, 2022.**

7. It is the Prospective Bidder's sole responsibility to ensure their submissions are delivered and received on time on the date designated herein. The Board is not responsible for Prospective Bidder's use of delivery services that do not obtain signatures confirming delivery and reserves the right to reject any submission received after the due date and time.
8. Applications may be obtained from: Rowan University/Rutgers-Camden Board of Governors, 201 South Broadway, Suite 440, Camden, New Jersey 08103. Any Amendments to this RFQ shall be communicated to the Prospective Bidder via e-mail, fax, or by posting it on the Board's website.
9. Applications will be verified and sworn to in accordance with the directions provided.

B. Prospective Bidder's Organization and Experience Statement - The following procedures will be followed in completing the Prospective Bidder's Organization and Experience Statement:

1. Each Prospective Bidder shall submit, under oath, the information and data required by the Prospective Bidder's Organization and Experience Statement. Each Prospective Bidder will be reviewed for its eligibility to bid, based in part upon past experience.
2. Prospective Bidders may supplement the organization and experience information requested with additional information supporting the Prospective Bidder's request for qualification. Prospective Bidders can reference and attach any additional information that the Prospective Bidder believes will assist the Review Committee in evaluating Prospective Bidder's qualifications.

C. Prospective Bidder's Financial Statement - The following procedures will be followed in completing the Prospective Bidder's Financial Statement:

1. Each Prospective Bidder shall submit, under oath, either a completed Prospective Bidder's Financial Statement or submit their most recent audited financial statement as part of the Prequalification Statement.
2. No financial statement will be accepted which has been prepared by a person or entity employed by or has a financial interest in the business of the Prospective Bidder submitting the statement.

3. The financial statement provided will be the most current available. Financial statements received more than six months after the balance sheet date must include an assurance by the Prospective Bidder that there are no material changes in the financial condition of the Prospective Bidder since the balance sheet date.
4. Financial statements will be prepared in accordance with current accounting concepts as published by the American Institute of Certified Public Accountants.

D. **Prospective Bidder's Anti-Discrimination Policy** - Each Prospective Bidder shall submit its Anti-Discrimination Policy.

VI. PAST PERFORMANCE INFORMATION

In evaluating the past performance of the Prospective Bidder for this Contract, the Board may use reports and information received from, or prepared by, outside entities. A poor or unsatisfactory performance record shall constitute justification for not prequalifying the Prospective Bidder. All reports and information will be maintained on a confidential basis by the Board.

VII. DISQUALIFICATION

- A. In addition to any other statutory or common law reason, the Board shall disqualify any Prospective Bidder from being prequalified to bid on the Contract for any of the following reasons, as determined by the Board in its reasonable discretion:
1. The Prospective Bidder submits a materially false statement in the Prequalification Statement;
 2. The Prospective Bidder fails to materially comply with the Prequalification Process;
 3. The Prospective Bidder fails to materially complete each applicable item of the Prequalification Statement;
 4. The Prequalification Statement reveals lack of competency, experience, resources and/or personnel;
 5. The Prospective Bidder submitted materially misleading information on previous bid proposals;
 6. The Prospective Bidder has misapplied or misappropriated funds;
 7. The Prospective Bidder has offered or given gratuities to Board

employees or consultants;

8. The Prospective Bidder has engaged in other unlawful or improper activities that make Prospective Bidder a non-responsible contractor under applicable law;
 9. The Prospective Bidder has, within the last five years, been suspended, debarred or otherwise declared ineligible by other Federal or State departments, agencies or other authorities from bidding or contracting;
or
 10. The Prospective Bidder otherwise fails to demonstrate the qualifications necessary to perform the Scope of Services.
- B. The Board may subsequently disqualify any pre-qualified Prospective Bidder from bidding on the Contract:
1. If there have been developments subsequent to the Prequalification Process which adversely affect the Prospective Bidder; or
 2. If a material adverse change occurs in the ownership or management of the Prospective Bidder's firm.

VIII. NOTIFICATION

A Prospective Bidder seeking to be prequalified for the Contract will be required to promptly notify the Board in writing of any changes affecting its ability to perform the Scope of Services as well as changes in any of information submitted as a part of its Application. Failure to make such notification shall be cause for suspension from the prequalification and for disqualification from participating in the bid process for the Contract.

**END OF PROSPECTIVE BIDDERS GENERAL
INFORMATION**

REQUEST FOR QUALIFICATIONS

Facility Manager

for the

JOINT HEALTH SCIENCES CENTER

EXHIBIT A

SCOPE OF SERVICES

ISSUED BY:

Rowan University/Rutgers-Camden Board of Governors

Exhibit A

JOINT HEALTH SCIENCES CENTER FACILITY MANAGEMENT RFQ

SCOPE OF SERVICES

The Scope of Services for this Engagement consists of the following:

1. Operation and management of the Joint Health Sciences Center located at 201 South Broadway, Camden, New Jersey as a first-class education and research facility (the “Facility”). Manager will discharge its responsibilities on behalf of the Board.
2. The Board will make reasonable accommodations at a single location for supplies and equipment at the Facility with dedicated office space for the Contractor’s On-Site Manager(s) and employees.
3. Manager will provide the following on-site personnel: Building Manager and Assistant Building Manager.
4. Manager shall perform or cause to be performed all actions necessary for the successful operation of the Facility, which, without limiting the generality of the foregoing, shall include the following:
 - (a) Recommend and negotiate service and maintenance contracts required in the ordinary course of operating and maintaining the Facility, including, without limitation, contracts for public utility services, security, cleaning and janitorial service, waste removal, maintenance and repair of all mechanical systems (including plumbing, electric, sprinkler, audio-visual, information technology, alarm, elevator and HVAC), pest control, landscaping and exterior maintenance, parking management and other services deemed necessary or advisable by Manager and approved by the Board for the operation of the Facility
 - (b) Hold and pay all service and maintenance contracts – maintenance, inspection, landscaping, snow removal, etc. – without mark-up. Any mark-up required should be included in the Manager’s yearly fee. Service contracts total value is approximately \$365,000.00. Properly prepared invoices for these services will be paid within 30 days by the Board.

In connection with the foregoing, the Manager shall obtain all necessary receipts, releases, waivers, discharges and assurances necessary to keep the Facility free from mechanics' and materialmen's liens and other claims, and the Manager shall confirm that all service providers are properly insured.

Manager shall provide the Board copies of any contracts, invoices, billing history and backup as the Board may request.

5. Manager shall supervise and inspect the performance under all contracts and agreements for the maintenance and operations of the Facility.
6. Manager shall demonstrate knowledge of the following systems:
 - Radius Building Automation system controls
 - AccuSpec Laboratory Building Automation system controls
 - Hubbell NX Distributed Intelligence lighting control system
 - Security systems including access control & cameras
 - Operation of Crestron AV systems and the ability to troubleshoot issues.
7. Manager shall assist subcontractors with necessary tests on generator, fire alarm system, fire sprinkler system, elevators, etc.
8. Manager shall change filters and perform minor maintenance on Laboratory DI water filters.
9. Manager shall change filters and perform minor maintenance on corridor drinking fountains.
10. Manager shall track stock of paper products, soap, trash liners, etc. Order when required.
11. Manager shall perform necessary minor repairs, including but not limited to replace ceiling tiles, door hardware, light fixtures, plumbing fixtures.
12. Manager shall configure furniture in multi-purpose rooms to meet occupant's requests on a daily basis.
13. Manager shall have personnel available 24/7 if a building emergency arises. Manager shall Ensure compliance with all applicable safety, fire and building codes and establish 24-hour emergency coverage. Provide cell phone number and a home phone number for any and all essential personnel, including an emergency number for the business office, in the event of an emergency.
14. Manager shall prepare and submit to the Board a proposed Annual Operating Budget of anticipated expenditures for the Facility for each fiscal year. The Annual Budget will serve as the basis for apportioning the Facility operating expenses among the occupants.
15. Manager shall maintain proper accounting books and journals of receipts and expenses, vendors' certificates of insurance, correspondence, receipted bills and vouchers, and all other documents and papers pertaining to the operation and management of the Facility. The originals of the foregoing documents shall be the sole property of the Board. Manager shall, upon the written request of the Board, deliver any or all such original documents (or if such originals are not in Manager's possession, then exact copies of such originals) to the Joint Board or a representative designated by the Board.

16. Manager shall provide skilled personnel to perform the Manager's duties. Such personnel shall, in every instance, be deemed employees of Manager and not of the Joint Board.
17. Manager shall recommend and assist the Board in implementing policies for work requests, control procedures, energy management, space use, furniture standards, vehicle parking and administration and control of all site contractors.
18. Manager shall notify the Board promptly after receiving notice or knowledge of any bodily injury or property damage occurring at the Facility that is reasonably likely to give rise to a claim by any tenant or third party and forward to the Joint Board, promptly following receipt, any summons, subpoena, or other legal document served upon the Manager relating to actual or alleged potential liability arising in connection with the Facility.
19. Manager shall furnish to the Board promptly upon receipt any and all legal, violation, issuance and other notices received by Manager affecting or in connection with the Facility, whether from a tenant, governmental agency, insurance body or other entity.
20. Manager shall recommend and assist the Joint Board in implementing building security and safety programs and schedules, standards and procedures for all maintenance and services.
21. Manager shall provide on-site personnel during normal business hours and, upon the request of the Joint Board, for events occurring outside of normal business hours.
22. Manager shall handle all complaints and requests from tenants, concessionaires, licensees or other third parties.
23. Manager shall maintain or cause to be maintained the Facility in good order, repair and condition.

REQUEST FOR QUALIFICATIONS

Facility Manager

for the

JOINT HEALTH SCIENCES CENTER

EXHIBIT B

Bonding and Insurance Requirements

ISSUED BY:

Rowan University/Rutgers Camden Board of Governors

JOINT HEALTH SCIENCES CENTER FACILITY MANAGEMENT RFQ

BONDING AND INSURANCE REQUIREMENTS

The Prospective Bidder shall have and maintain the following minimum requirements:

Fidelity Bond in the amount of \$ _____.

Commercial General Liability insurance insuring against claims on account of loss of life, bodily injury or property damage arising during the Contract and having a combined single limit of coverage for bodily injury and property damage in the amount of \$3,000,000. Each such policy shall further provide for blanket contractual liability, broad-form property damage and personal liability coverage.

Business Automobile Policy (any auto), with a limit of \$1,000,000 each accident.

Worker's Compensation insurance with statutory limits and Employer's Liability coverage with limits of \$500,000 each accident.

The limits for the Commercial General Liability, Business Automobile and Worker's Compensation/Employer's Liability coverages required above, respectively, may be provided as a single limit or as a single limit and an umbrella provided that the umbrella policy meets all the terms and conditions contained herein, and is provided on a follow-form basis.

All such insurance shall be provided by an insurance company or companies qualified to do business in the State of New Jersey financially capable of fulfilling the requirements of such policies and rated "A" and "IX" to the extent reasonably obtainable but, in no event, less than "A-" and "VIII" by A.M. Best or in one of the two highest rating categories by Moody's and S&P. Each policy shall be of such form and contain such provisions as are generally considered standard for the type of insurance involved.