

REQUEST FOR PROPOSAL

For

CONSTRUCTION MANAGER

For the

**William Paterson University Recreation and Health Sciences Center
Renovations and Addition**

**WILLIAM PATERSON UNIVERSITY OF NEW JERSEY
300 POMPTON ROAD
WAYNE, NEW JERSEY**

The response to this Request for Proposal is to be submitted by February 27, 2025 by 3:00pm to the **Office of Vice President, Administration and Finance at William Paterson University of New Jersey**, to the attention of:

Mr. James Shelley, P.E.
Associate Vice President, Administration
William Paterson University of New Jersey
358 Hamburg Turnpike, Room
Wayne, New Jersey 07470

RFP Date of Issue: February 4, 2025

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**THE WILLIAM PATERSON UNIVERSITY OF NEW JERSEY
WAYNE, NEW JERSEY
OFFICE OF CAPITAL PLANNING, DESIGN & CONSTRUCTION**

REQUEST FOR PROPOSAL

**William Paterson University Recreation and Health Sciences Center
Renovations and Addition**

1. Introduction

This request for proposal has been issued to obtain bids for Construction Management Services as Agent for the Recreation and Health Sciences Center Renovations and Addition project at William Paterson University. The project is currently in the Construction Document Phase.

RFP Timeline

Mandatory Pre-Proposal Conference and Site Inspection is scheduled for February 12, 2025 at 12:30 in The William Paterson University College Hall Board Room #202 at 358 Hamburg Turnpike, Wayne, NJ. If due to inclement weather or for any other reason the University is closed on the day of the conference, the conference will be held the next business day that the University is open.

Last Day to submit questions in writing is February 19, 2025 by 3:00 PM. All questions must be submitted via email only to capitalplanning@wpunj.edu with a subject heading of Construction Management Services – William Paterson University Recreation and Health Sciences Center Renovations and Addition. All questions received and the answers will be posted on the Office of Capital Planning, Design and Construction webpage: www.wpunj.edu/capital-planning/rfp.html.

RFP Due Date and Time: All RFP submissions are to be received no later than 3:00 PM on February 27, 2025 at the Office of Mr. James Shelley, P.E., Associate Vice President for Administration, William Paterson University 358 Hamburg Turnpike, College Hall Room 110, Wayne, New Jersey 07470.

2. Overview

The University has been working with the architectural firm of Clarke Caton Hintz to develop the plans and specifications for the construction for a new

Recreation and health sciences building with a natatorium, gymnasium, classroom, office and lounge spaces. The proposed building is a major addition to the existing University Recreation center to be constructed within the adjacent stepped parking lot. The project will be constructed within a single phase while occupancy remains within the existing building. The project budget is approximately \$40 million with occupancy to be achieved end of 2026.

Formal award is contingent upon executing the University's standard contract for construction management, which is included as a reference document.

3. Project Team Roles and Responsibilities

University Team – The Administration and Finance Division is responsible for oversight of all design and construction related activities. Kirsten Loewigkeit, CPA, is the Vice President. James Shelley, PE, Associate Vice President, is serving as project manager. The project's design, construction and administration is supported by other departments including Residence Life, Student Development, Capital Planning, Information Technology, and Public Safety.

Design Team – Clarke Caton Hintz (CCH) is the Architect/Engineer of Record and has been retained by the University to provide the design and construction administration services required for this project and reports to the Project Director. Clarke Caton Hintz is supported by OECIS (Structural), Vanderweil Engineers (MEP), Langan (Site/Civil), Bala Engineers (IT/AV/Security) and Counsilman Hunsaker (Pool). The Design Reports, Drawings and the 100% Construction Document Set has been included as Reference Documents.

Construction Manager – The firm responsible for construction management services is to provide an overall framework and systematic approach for scheduling, ongoing operations, engagement of campus community, consultative administration of bidding and award processes, coordinating DCA approvals/permits/inspections along with other required public approvals, on-site construction management and field supervision, the administration of construction contracts; and coordination of consultants and contractors retained by the University.

4. Scope of Services

The Construction Managers (CM) "Basic Services" shall, at a minimum, consist of performing the duties enumerated as follows:

Basic Services – Preconstruction Phase

1. The CM shall not be bidder on any phase of construction on the Project, nor shall the CM have any joint business interests with any bidder, such that such mutual business interest may in any way be construed as representing a potential conflict of interest. The CM shall develop a bidders list for the Project and develop interest in the Project with all bidders, by providing bid schedules and other timely information to prospective bidders. The CM will conduct pre-bid meetings to familiarize bidders with the bidding documents, the management of the Project, special Project systems, materials or methods. The CM will assist the Architect/Engineer with the receipt and response to questions from prospective bidders and with the issuance of addenda.
2. The CM will coordinate with the University and the Architect the solicitation for public bidding, including the advertisement for bidding with the University's bid proposal forms, instructions for bidders and general conditions.

The CM shall, under the direction of the University and with the Architect's assistance, review bids, prepare a bid summary and prepare a recommendation for award or rejection to the University and to conduct a pre-award conference with the successful bidders.

3. The CM shall, under the direction of the University and with the Architect's assistance, facilitate Preconstruction Meeting to convene all stakeholders, including the project owner, contractors, and design team, to discuss project timelines, site logistics, roles, and expectations.
4. The CM shall, under the direction of the University and with the Architect's assistance, finalize construction schedules that establish clear timelines for project execution and deliverables.

Basic Services – Construction Phase

1. The CM shall, under the direction of the University and in cooperation with the Architect/Engineer's, provide administration of the construction contract(s) for the project.
2. The CM will provide administrative, management, coordination, and related services as required to coordinate work of the contractors with the activities and responsibilities of the CM, the University,

Architect/Engineer, other consultants, and DCA inspections / approvals, to complete the Project in accordance with the University's objectives for quality, cost and schedule. The CM shall provide sufficient organization, personnel and management to carry out the requirements of the Construction Management Agreement.

3. The CM shall schedule, conduct and document all construction meetings including bi-weekly (or more frequent if required) construction progress meetings at the University. The CM shall coordinate safety meetings, coordinate testing/lab requirements and schedule all Building Sub-Code inspections. The CM shall prepare and promptly distribute minutes of the meetings and schedules. The CM shall provide monthly detailed reports to the University on progress, delays, costs, changes, incidents and any other significant details occurring on the Project.
4. The CM will review, comment upon, approve and monitor the contractor's schedule for adherence to project milestones. The CM shall review and comment upon the monthly project CPM schedule provided by the contractor, and coordinate with the University, the Architect/Engineer, and other retained professionals and contractors. The schedule prepared by the contractor is to include all trades construction activities, all shop drawing submittals and approvals, all product submittals and approvals and the University's occupancy requirements. The schedule is to show the relationship between the actual schedule and the baseline schedule. The CM shall, as required, shall develop a recovery schedule with the assistance of the contractor. Such a recovery schedule shall reflect the corrective action required and the extraordinary efforts required by the contractor to recapture the lost time. The CM will distribute the schedule to the University, the Architect/Engineer and the contractor(s). The CM shall also post and maintain current, the schedule prepared in large format that is easy to view and read.
5. The CM shall implement a process to achieve satisfactory performance from the contractor(s). The CM shall recommend the course of action to the University when the requirements of the construction contract(s) are not being fulfilled and the contractor(s) will not take satisfactory action.
6. The CM shall provide regular monitoring of the approved estimate of Construction Cost and Project Cost, showing actual costs for activities completed, activities in progress and estimates for uncompleted activities. The CM will identify the variances between actual costs and budgeted estimated costs. The CM will advise the University and the Architect/Engineer whenever the Project costs or projected Project costs

exceed budgets or estimates.

7. The CM shall maintain cost accounting records on work performed under contract work or work by change order based upon the actual costs of labor, materials and equipment. The CM will verify and sign time and material tickets provided by the contractor.
8. The CM shall recommend necessary or desirable changes to the University and the Architect/Engineer and provide advice regarding such changes, implementing change order procedures, reviewing request for changes, assisting negotiating contractor's proposals, submitting recommendations to the University for settlement and if accepted, preparing for signature change orders that are routed for acceptance to the contractor and the Architect/Engineer and to the University for authorization. The CM shall prepare a monthly report on change orders, possible change orders and claims on the Project and their effect on the Construction Cost and the Project Schedule. The CM will negotiate the cost for changes in work with the contractor on behalf of William Paterson.
9. The CM shall promptly analyze claims for extension of time and prepare a recommendation based upon the claimed cause of such delays and if applicable demonstrate and document how the extension of time can be avoided.
10. The CM shall develop and implement procedures for review, recommending and processing the schedule of values, applications for progress payments and for final payment.
11. The CM shall review and verify the contractors' safety programs and that they are submitted promptly to the University. The CM shall take the necessary precautions for the safety of its employees, all construction contractors and others on the Project and to comply with all applicable safety laws and building Codes.
12. As required, the CM shall assist the University in the selection, retaining, and coordination of professional services including, but not limited to, surveyors, special consultants, and material testing laboratories and to coordinate their services during construction.
13. The CM shall prepare written recommendations regarding defects and deficiencies in the contractors' work
14. The CM shall consult with and advise the Architect/Engineer and the University if the contractor requests an interpretation of the meaning

and/or intent of the drawings and/or the specifications for the Project. The CM shall assist in the resolution of questions that might arise.

15. The CM shall obtain the contractor's certificates of insurance and bonds prior to any work being performed on the Project and to forward same to the University.
16. The CM shall maintain logs, files and other necessary records and documentation for the University for change orders, request for information, submittals, RFI's, shop drawings, samples, etc. The CM shall track all the aforementioned items for timely submission by the contractor, prompt review/approval by the Architect/Engineer and issue bi-weekly reports on outstanding items. The CM shall maintain, in a central location on site, all required samples for the duration of the project. The CM shall maintain an up-to-date record set of full size contract plans that are marked "Record Set".
17. The CM shall obtain with each application of payment the required certified payroll reports and monthly project photographs in digital format. The CM shall insure that the contractor has submitted the required labor forms to the State of New Jersey.
18. The CM shall be responsible for supporting the University in the contract close-out procedures including organizing the receipt of as-built documents, warranties, guarantees and O&M manuals from the contractors. The CM shall, with the University, the Architect/Engineer and the Commissioning Agent (if needed), coordinate all required operation training. The CM shall facilitate prompt completion of punch list work and the contract close-out.
19. The CM shall observe and record the progress of the project and submit monthly progress reports to the University and to the Architect/Engineer that show the information on the contractor's work with the percentages of completion and the dollar amounts of change orders. The CM shall maintain a daily log on the Project and make it available to the University and the Architect/Engineer. The CM shall use due diligence to discover work performance by the contractor that is not in compliance with the contract documents.
20. The CM shall perform additional services only upon written authorization from the University.

5. Selection Criteria

The following criteria will be used to evaluate the submissions:

- a. Firm's demonstrated experience with pre-construction and construction management services for new academic facilities at higher education or similar institutions. Experience at four-year public higher education facilities in New Jersey is most desirable.
- b. The firm must have assigned staff with experience with new construction available to work on the project.
- c. The firm is to be conversant with the State of New Jersey Uniform Construction Code, the referenced sub codes, and permitting process with the Department of Community Affairs.
- d. The firm must have demonstrated and documented processes in Project Control and Contract Administration of single prime contracts including estimating, cost control, document management/control, change order management, and quality control reviews.
- e. The firm must have knowledge of the local construction market and workforce as it applies to this project.
- f. The CM's commitment to provide a team of skilled, staff, and professionals who reflect the rich diversity and demographics of the William Paterson University community and the State of New Jersey
- g. The firm must demonstrate effective means of communication with the University's project team, the Steering Committee, stakeholders and the University Community as a whole.
- h. The consultant(s) fee proposal.

6. Fee

The fee proposal for the firm to perform the Construction Management services for the Recreation and Health Sciences Center Renovations and Addition is inclusive of all professional fees, sub-consultants, reimbursable and travel expenses.

The fee proposal shall be broken into two (2) components – Preconstruction Services (DCA Code permitting & public bidding); and Construction Services

(construction administration and close-out).

Construction services has two (2) options. Option 1 covers the services of one (1) full time on-site Project Manager. Option 2 covers the services of one (1) part time* on-site Project Manager and one (1) full time on-site Site Superintendent. *Part Time is defined as two (2) eight (8) hour days on-site each week.

Pricing shall be provided as a monthly rate extended by the number of months. One (1) month for preconstruction services and twenty-four (24) months for construction management services.

Bidders shall use proposal form under Reference Documents to record pricing.

7. Contents of Bid Proposal and Confidentiality: Subsequent to bid opening, all information submitted by bidders in response to the RFP is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and common law.

8. Staffing Plan: Include a staffing plan for the months above and identify personnel that will be assigned to the project. Attach an hourly, weekly and monthly rate sheet for additional personnel that may be used to staff this project not included in the above amounts.

9. Submission Instructions

Along with the proposal form and staffing plan, the submissions shall address the aforementioned selection criteria and include resumes of key proposed project personnel. Bidders should submit a qualification package with applicable projects and contact information for owner references. All submission must be in paper with a copy on a USB thumb drive.

10. Reference Documents

- a. CCH 100% Construction Documents
- b. CCH Project Specifications
- c. Contract for Construction Management

11. The following forms shall be completed and submitted with the proposal.

- 1. Proposal Form

2. Conflicts of Interest Form
3. Non-Collusion Affidavit Form
4. Employee or Relative Disclosure Form
5. Ownership Disclosure Form

12. Contract Award

In accordance with N.J.S.A. 18A:64-70, the University will award a contract as a result of this request for proposal to the responsible bidder whose bid, conforming to the invitation to bid is most advantageous to the University, price and all other factors considered.

13. Conditions of Contract

Companies doing business with William Paterson University are required to comply with the following and submit the associated documents when requested by The University, post bid submission and prior to contract award.

1. Business Registration – Businesses are required to register with the Department of Treasury, Division of Revenue pursuant to P.L. 2001 Chapter 134.
2. Anti-Discrimination / Equal Employment Opportunity / Affirmative Action – Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. Exhibit A Form.
3. Insurance - The successful bidder shall secure and maintain in force for the term of the contract liability insurance as provided herein. The successful bidder shall provide the University with current certificates of insurance for all coverage and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty days written notice to the University. The insurance to be provided by the successful bidder shall be as follows:
 - Comprehensive General Liability policy as broad as the standard coverage form currently in use in the State of New Jersey which shall not be circumscribed by any endorsements limiting the breadth of coverage. The policy shall include an endorsement (broad form) for contractual liability and products liability (completed operations). Limits of liability shall not be less than \$1,000,000.00 per occurrence for property damage liability.
 - Comprehensive General Automobile Liability policy covering owned, non-owned, and hired vehicles with minimum limits of \$1,000,000.00 combined single limits.

- Worker's Compensation Insurance applicable to laws of the State of New Jersey and Employers' Liability insurance with a limit of not less than \$1,000,000.00. Upon request, the successful contractor will provide certificates of insurance to the University prior to the Start of the contract and periodically during the course of a multi-year contract.
4. Disclosure of Investment Activities in Iran
 5. Disclosure of Prohibited Activities In Russia and Belarus
 6. Diane B. Allen Equal Pay Act Instructions (MW-564) and Annual Pay