



WILLIAM PATERSON UNIVERSITY

300 POMPTON ROAD • WAYNE, NEW JERSEY 07470

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REQUEST FOR PROPOSAL SPEERT HALL, WAYNE DINING HALL FACILITY INTERIOR DESIGN SERVICES

Project Title WP-18-07-16

The response to this Request for Proposal (RFP) is to be submitted by **March 23, 2018 at 2:30 pm** to the **Office of Associate Vice President, Administration** at **William Paterson University of New Jersey**, to the attention of:

Kevin Garvey
Associate Vice President
Division of Administration
William Paterson University of New Jersey
358 Hamburg Turnpike, College Hall Room 331
Wayne, New Jersey 07470

RFP Date of Issue: **2/20/18**

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I. Introduction

This request for proposal (RFP) contains information and requirements for qualified and experienced Interior Design Firms to submit proposals to William Paterson University for programming, design, construction documents, and construction phase services for the interior renovation of the Wayne Dining Hall in Speert Hall.

Floor plans indicating the limit of areas to be addressed are provided in Attachment #1.

Most of the kitchen, servery, and dishwash room spaces were expanded and renovated during 1994-1997. Finishes and furniture provided during this time are largely unaltered and are in need of refreshment and replacement. The dining room folding partition work was done in 2000-2001. Therefore, the spaces are in need of improvement to accommodate changes in dining trends and campus population.

In order to evaluate the campus dining program, the University commissioned Envision Strategies to provide a Dining Program Assessment during the summer of 2017. The scope of services for this RFP will focus on renovating the Wayne Dining Hall spaces, its Servery, Commercial Kitchen, and related spaces including the Dish Wash Room, Catering Kitchen, Storage, and Faculty & Staff Dining Room.

Considerations for the renovation work should include the following topics:

1. Dining Hall entry and exit (flow of traffic and bottle necking);
2. The 2nd floor restrooms are currently remote (distant) from the 2nd floor kitchen and dining room – restroom access needs to be part of the design;
3. Kitchen storage is undersized (dry goods and supplies are presently stored in the 2nd floor electrical room, and 1st floor mechanical room);
4. The freight lift from the 1st floor to 2nd floor needs to be put back into operation;
5. Consider how the catering prep and cooking areas be expanded, or made more efficient;
6. Consider how the catering warming kitchen be expanded or made more efficient;
7. The present location of the 2nd floor roof access-hatch creates restrictions – can modifications be made that improve programmatic space utilization;
8. Kitchen ceiling – leaks;
9. Kitchen floor – leaks;
10. Investigate structural problems in 2nd floor Kitchen area over the 1st floor Mechanical room;
11. Appropriate size and functionality of grease trap;

12. Steam and gas limitations need to be looked at;
13. HVAC exhaust and air flow balancing needs to be evaluated;
14. Green initiatives – kitchen (e.g. garbage disposal, organic waste disposal) need to be suggested.

Envision Strategies’ Program Assessment made recommendations for reorganizing existing spaces and making updates to better reflect current and emerging customer expectations and operating models. The resulting increases in student satisfaction and use will drive greater demand. Thus, renovating the facility in will effectively right-size it for the programmed volume of business.

The Interior Design Firm’s design recommendations will most likely affect the floor, wall and ceiling finishes, furniture, lighting, and the kitchen and **servery** layout and equipment. Other items to be part of the design solution would include tack-boards, plants, artwork, graphics, and digital and non-digital signage.



Wayne Dining Hall Servery

- Long, narrow configuration not functional and does not facilitate visual shopping for food choices
- Very limited final prep / cooking out in front of customer
- Stairwells impede traffic flows
- Redevelopment of salad bar a significant improvement
- Excess dining space could be converted to additional service points and spread out traffic; would not require modifications to kitchen.

SECOND FLOOR PLAN
WAYNE HALL

The dining space should be **reconfigured** more along the lines of a large restaurant with different types of seating and lighting that create a mix of dining environments within the same space. An excellent example of a successful conversion of a traditional dining “hall” to a popular campus restaurant at Michigan State University is shown below.



Key points of service should be moved out from behind the wall of serving lines to be more distributed and engaging with customers.

Below is an example of a renovation of another dining hall at Michigan State that successfully improved students' interaction with dining staff, their perception of freshness, and their ability to have food customized to their individual needs. The distributed model also facilitates better flows during peak demand times, reducing service lines and improving overall throughput.



The Interior Design Team is expected to include mechanical, electrical, and plumbing engineers, as well as a qualified professional commercial kitchen and dining area design consultant with experience in higher education dining facilities.

A University draft Agreement between Owner and Architect is provided as Attachment #2.

II. Scope of Services

Part 1: Programming and Schematic Design Services:

The services provided in the Programming and Schematic Design phase will include working meetings with University staff, and be responsive to the detailed requirements and features for all project aspects. The Program and Schematic work will address the following:

1. Identify program recommendations for each individual space or space type. Consider wall/floor/ceiling finishes, circulation requirements, ADA, FF&E, seating capacities, lighting levels, security requirements, acoustical treatments, MEP requirements, and furniture layouts. The Design Firm is to determine and address all essential design conditions and considerations at the schematic level. Verification of the functional space program shall be done with the University. Make note of existing finishes that have failed or have not worn well over time, and consider maintenance and repair costs when specifying new finishes and furnishings.
2. Attendance at meetings with representatives of the required consultants and University stakeholders. Preparation of meeting agenda, and documenting minutes that include open items and issues requiring follow up and further discussion.
3. In conjunction with the University, develop an overall project schedule indicating major milestones. Milestones include, but are not limited to the preliminary construction cost estimate, design development completion, construction documents completion, and bid/award completion dates.

4. The Design Firm will provide a preliminary construction cost estimate at the conclusion of this phase. With the preliminary construction estimate in hand, a project budget for design and construction will be established by the University at the conclusion of this phase.

Part 2: Design Development, Construction Documents, and Bidding Services

This phase includes Design Development, Construction Documents, DCA approvals, and bidding services through formal award to a contractor. The Design and Bidding Services phase concludes with the approval of all University requirements for bidding by the DCA, University reviews, and the receipt, evaluation, and acceptance of bids. The Design Firm will file all documents electronically for DCA plan review.

1. Correspondence, revisions and resubmissions to the DCA as required to gain approvals.

Part 3: Construction Phase Services and Close Out

Provide advice on resolving field conditions. Attend bi-weekly jobsite meetings, and meetings with stakeholders and vendors as required. Provide all necessary documentation and drawings to respond to RFI's and to detail change orders. Review change order proposals for compliance with contract documents. Review and approve Contractor Applications for Payment, and comment on the progress of the work. Prepare and submit periodic site inspection reports as requested.

III. Fees

The fee proposal for the interior design services is inclusive of all professional fees, sub-consultants, reimbursables, travel expenses, documents, tests, and supporting studies. The fee proposal **should be** divided into three broad phases of the Design Firm's services: 1) Programming & Schematic Design; 2) Design, Construction Documents & Bidding; and 3) Construction Phase Services.

Lump Sum Fees for each phase of services should be inserted on the separate bid form provided at the end of this RFP. In addition, provide a Fee Schedule for Additional Services, for personnel associated with the project.

Please note that the University currently has funding in place for the Part 1 Programming/Schematic Design phase of this project only. At the conclusion of Part 1, the University will determine the funding availability for Parts 2 & 3 of the project.

IV. Schedule

By responding to this RFP, the bidder is accepting the scheduling requirements for the design phase. The schedule is as follows:

Proposal Due Date	3/23/2018
Evaluation of Proposals Complete	4/6/2018
Contract Award	4/9/2018
Programming and Schematic Phase	7/27/2018
Design/Approval/Bid/Award	TBD
Completion	TBD

This a conceptual schedule; therefore, actual time to complete phases may differ.

V. Evaluation Criteria

Design Firm’s proposals and interviews will be evaluated using the following criteria:

1. Firm’s experience with similar college and university projects;
2. Personal background and relevant experience of the assigned designers and consultants that will be associated with this project;
3. Overall quality of proposal and/or presentation;
4. The proposed fees for the project; and
5. 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.

VI. Supporting Documents

1. Attachment #1: Wayne Dining Center Photos & Drawings;
2. Attachment #2: William Paterson sample Owner-Architect Agreement;
3. Attachment #3: William Paterson Campus Map.

VII. Submission Requirements

Proposals should include the following information:

1. Proposal form including fee schedule. Identify any assumptions, qualifications or exclusions from the RFP. Identify any exceptions or proposed modifications to the attached University's Standard Owner-Architect Agreement.
2. List of Design Team firms, members, qualifications, experience and areas of project responsibility.
3. Information for at least three similar projects with owner contact information.
4. List of similar college or university renovation projects within the past five (5) years, their construction costs and square footage.

Submit your proposal electronically via email to:

capitalplanning@wpunj.edu no later than the date and time specified. A limit of 25MB exists for attachments to email submissions.

All questions should be submitted via email only to

capitalplanning@wpunj.edu with a subject heading of Wayne Dining Hall Interior Design Services. The last day for questions is **March 12, 2018**.

VIII. Mandatory Pre-Proposal Walkthrough: February 28, 2018 @ 10:00am

Interested parties are requested to meet in Conference Room 171B located on the first floor of the University Commons (Building #49 on the Campus Map) at 10:00am for a walk through of the Wayne Dining Hall with University Representatives. The pre-proposal walkthrough is mandatory for proposers who want their proposal to be considered.

IX. Interviews/Presentations

Interviews/presentations for short-listed firms, if deemed necessary by the selection committee, will be scheduled during the four week period after bid due date.

The Wayne Dining Hall Proposal Form follows this page.

WAYNE DINING HALL PROPOSAL FORM:

Lump Sum Fees for each phase of services should be inserted below:

Programming/Schematic Design & Cost Estimate: \$ _____

Design Development, Construction Docs & Bidding: \$ _____

Construction Phase Services: \$ _____

In addition, provide a Fee Schedule for Additional Services for personnel associated with the project.