



Facilities Planning and Construction

**Request for Qualifications
For
Bosshart Hall Demolition**

June 11, 2007

Rowan University Bosshart Hall Demolition RFQ

Table of Contents

Administrative Information	2
<i>Institution Contacts</i>	
<i>Attachments</i>	
<i>Due Date</i>	
<i>Schedule of RFQ Events</i>	
Project Overview	3
<i>Services Requested</i>	
<i>Project Requirements</i>	
Services & Scope of Work	4
<i>Meetings</i>	
<i>Consultants</i>	
Contract Deliverables	4
<i>Contract Deliverables and Requirements</i>	
Qualification Submission Requirements	6
<i>Content</i>	
<i>Instructions</i>	
<i>Evaluation Criteria</i>	

Rowan University Bosshart Hall Demolition RFQ

Administrative Information

Institution Contacts:

For RFQ and facility related questions please contact:

Mary O. Acciani, P.E.
Director, Facilities Planning & Construction
Telephone - (856) 256-4826
Fax – (856) 256-5636
Email – Acciani@Rowan.edu

All questions should be submitted via email with the subject heading: Rowan Bosshart Hall Demolition RFQ

Attachments:

- Key Team Member Experience Data Sheet

Due Date:

Qualifications must be received no later than 4:00 P.M. Monday July 2, 2007. Refer to the Submissions Requirements section of this document for details.

Schedule of RFQ Events:

- | | |
|---|-------------------|
| • Request for Qualifications Issued | June 11, 2007 |
| • Qualifications Due | July 2, 2007 |
| • Notification of Short List Candidates | W/O July 16, 2007 |

Consultant Qualifications:

The successful consultant will be a licensed engineering or architectural firm with authorization to practice in the State of New Jersey.

Rowan University Bosshart Hall Demolition RFQ

Project Overview

Services Requested:

Rowan University is seeking qualifications from engineering or architectural firms to provide complete construction documents and construction administration services for the demolition of Bosshart Hall and site restoration.

Project Requirements:

The successful firm, working in conjunction with Rowan University Facilities Planning and Construction, will thoroughly investigate the existing conditions including the existing utilities, storm sewers and storm water management in the area and for the building and provide a complete set of construction documents, drawings and specifications for bidding in the public sector. An estimate of total project budget costs including probable construction costs will also be required.

The project includes site restoration and must be designed to preclude impact on the adjacent Science Hall from the demolition and subsequent site restoration.

It is expected that the consultant will coordinate closely with Rowan University Facilities Planning and Construction and Landscape Management and incorporate their input into the design.

- The design shall meet or exceed all requirements of all regulating agencies, including the NJ Uniform Construction Code, NJDEP and The Gloucester County Soil Conservation District.

Services and Scope of Work

The following requirements supplement the requirements stated above in the Project Overview.

Meetings:

The consultant team will meet with Rowan University personnel as often as required to determine the goals of the project but at a minimum shall facilitate the separate meetings below. The consultant may, as part of the qualification package, suggest additional meetings if warranted:

Consultants:

The design firm shall engage the services of qualified consultants for civil engineering, landscape architecture, structural and/or MEP engineering if required and cost estimating. The qualifications of all proposed consultants shall be included in the Architect's response to this RFQ.

Contract Deliverables and Requirements

The following is a list of contract deliverables and requirements that will be required at the completion of each phase of this project.

PROGRAM AND SCHEMATIC DESIGN PHASE

- Design Document time schedule
- Progress Reports
- Diagrammatic Sketches/Drawing
- Outline Specifications
- Current Working Estimates/Cost Analysis
- Bar Chart for Design and Construction
- Presentation of this Submission
- Booklet(s) Containing this Submission
- Meeting Minutes from Coordination meeting with Commissioning Agent

DESIGN DEVELOPMENT PHASE

- A/E Statement of Site Visit
- Special Features Description
- Site Evaluation
- Regulatory Agency Approvals
- UCC Permit for Building Construction
- Drawings:
 - Coversheet

Rowan University Bosshart Hall Demolition RFQ

Plans
Elevations
Sections/Details
Site

- Specifications
- Current Working Estimate / Cost Analysis
- Bar Chart Construction Schedule
- Formal Presentation of this Submission
- Meeting Minutes from Design Development coordination meeting

CONSTRUCTION DOCUMENTS (FINAL REVIEW PHASE)

- A/e Statement of Site Visit
- Regulatory Agency Approvals (A/E to include an itemized list Specific to this project)
- Drawings (1 set signed and sealed for submission to DCA) (2 sets for Rowan U review)
- Specifications (1 set signed and sealed for submission to DCA) (2 sets for Rowan U review)
- Current Working Estimate
- Bar Chart For Construction
- Presentation of this Submission
- DCA Permit and Fee Calculation Sheet
- DCA Submission Checklist
- Meeting Minutes from Construction Document coordination meeting

CONSTRUCTION DOCUMENTS (BID PHASE)

- DCA Drawing Review/Plan Release
- Electronic Copies of Plans and Specifications
- Signed and Sealed Plans
- Signed and Sealed Specifications
- Confirmation of Bar Charts

BIDDING AND CONTRACT AWARD PHASE

- Attend Pre Bid meeting and prepare minutes to be included in Addendum 1
- Prepare addenda
- Review and Answer All Questions
- Cost analysis
- Letter of Recommendation of Contract Award

CONSTRUCTION PHASE

- Schedule and Chair Project Meetings (minimum bi-monthly, every other week)
- Prepare and distribute minutes

Rowan University Bosshart Hall Demolition RFQ

- Respond to all Requests for Information and other contractor questions
- Prepare and Deliver Conformed Drawings
- Review and Approve Contractors Unit Schedule Breakdown
- Review and Approve Contractors Request for Payment
- Review and Approve Contractors Submittals
- Review and Approve Test Reports
- Review and Approve Shop Drawings
- Review and Approve Contractors Progress Schedule
- Review and Approve Change Orders
- Submit Field Evaluation Reports

PROJECT CLOSE OUT PHASE

- Develop Punch-line list
- Verify Correction of Punch List Items
- Prepare Record Set of Contract as-built Drawings, Provide Electronic Copy
- Review and Approve Maintenance and Operating Manuals
- Review and Approve Guarantees
- Review and Approve Shop Drawings
- Review and Approve Contractor's Invoice For Final Payment and closeout documents

Submission Requirements

Content:

- The qualifications submission shall include -
- Table of Contents
- Location of Office serving this project
- Firm background information
- Project Key Personnel List Sheet
- Key Team Member Experience Sheet
- List of Relevant experience in designing projects of this type. Include reference names and telephone numbers
- A resume for each team member
- Provide all the above information for each sub-consultant proposed

Instructions:

- Submit six (6) copies of the proposal no later than 4:00 P.M of the due date to the office of Facilities Planning, Second Floor, Linden Hall.
- Provide tabs to separate each item.

Rowan University Bosshart Hall Demolition RFQ

- **Do NOT provide a Fee Proposal at this time.**

Evaluation and Selection Criteria:

Firms will be evaluated initially by a committee of construction professionals from the Rowan University Department of Planning and Construction. The evaluation will be based on experience with similar projects, experience with the applicable regulatory agencies, and proximity to Rowan University. A short list will be developed by the initial evaluating committee and the short listed firms will be asked to submit a proposal and make a presentation to the evaluation committee and the User group selection committee if applicable. The short listed firms will be required to attend a pre-proposal meeting where the procurement requirements will be explained and the detailed requirements of the project delineated.

As part of the qualifications submission, firms should provide references and documentation so that all claims can be verified.

Heavily weighted criteria include:

- Number of successful projects designed which were reviewed by DCA and built in New Jersey in the public sector.
- History of highly functional buildings constructed with few change-orders in the public sector.
- Experience with the demolition of large structures in close proximity to other buildings.
- Experience in the design of storm-water management, and landscape design.

Less important, little weight:

- Experience with higher education facilities completed for private or out of state colleges and universities

KEY TEAM MEMBER PROJECT EXPERIENCE DATA SHEET

NAME:

TITLE:

FIRM:

Project Title/ Location and Total Cost Of Construction	A/E Of Record for this Reference Project	Specific Type of Work Experience (Study, Schematic, construction documents, Construction Administration)	Team Members Specific Role or Title on the Referenced Project	Dates of The Team Members involvement in the Referenced Project	Client Name, Contact person and phone Number

Provide one sheet for each proposed key team member