

REQUEST FOR PROPOSAL

Professional Architectural and Engineering Services

1600 VALLEY ROAD BUILDING

REROOFING

PROJECT NUMBER - (WP-09-08-46)

**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 5, 2009 to the **Office of Capital Planning, Design and Construction at William Paterson University of New Jersey**, to the attention of:

Robert A. Bennett, AIA
Associate Vice President
Capital Planning, Design & Construction
William Paterson University of New Jersey
300 Pompton Road
Wayne, New Jersey 07470

RFP Date of Issue: January 12, 2009

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

REQUEST FOR PROPOSAL (RFP)

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1. Introduction

The intent of this Request for Proposal (RFP) is to obtain the professional services of an experienced architectural / engineering firm for the reroofing of the existing 1600 Valley Road Building.

2. Goal

It is the University's goal to complete this project as soon as possible to ensure a watertight envelope for the building.

3. Overview

Built in 1970 as the corporate offices for Union Camp Corporation, the 5-story 157,000 square foot building at 1600 Valley Road was acquired by the University in 2000. The structure was fully renovated to house the Colleges of Education and Business. At that time, the roof was considered to be in good condition and was not included in the renovation project. The EDPM roof of approximately 32,000 square feet is now believed to be nearly 20-years old and to cover the original roofing membrane. Its condition is questionable with leakage at various locations.

Without taking core samples, the exact composition of the existing roof is unknown. Pavers cover the entire roof area except for the roof over the penthouse for the air handling equipment. Air condition equipment is situated on the east side of the building surrounded by a sound attenuation wall

4. Scope of Professional Consultant Services

This project requires a complete set of architectural plans for public bidding for the removal of the existing roofing membrane, and for the installation of a new roofing system. An independent cost consultant must be part of the consulting team.

5. Project Budget

The total project budget is estimated to be \$750,000 including all soft costs. The budget will be reviewed along with the design submission estimates.

6. Project Schedule

The project schedule will be developed with the consultant.

7. Site Visit

A mandatory site visit will be conducted on Thursday, January 29, 2009 at 10:00 a.m. Interested parties are requested to meet at 1600 Valley Road (Building # 46, on the campus map). Last day for questions will be January 30, 2009.

8. Selection Criteria

The following criteria will be used to evaluate this RFP:

- a. similar roofing projects
- b. firm's availability to perform the work within the time frame required
- c. quality of submission
- d. roofing projects designed within the past 10-years
- e. projects that have been constructed in the State of New Jersey
- f. experience of assigned personnel
- g. a record of successful completion of projects on time and within budget
- h. proposal fee for the project

9. Submission Instructions

The submission is to be received by not later than 5:00 pm on February 5, 2009 at the office of Capital Planning, Design and Construction (Building # 15 on the campus map) and should be five (5) complete sets and each set limited to five (5) pages in

length (single sided) with the subject heading **Architect RFP – Roofing – 1600 Valley Road (WP-09-08-46)** and include the following information:

- a. firm's name, mailing address, contact person and e-mail address
- b. firm's schedule to perform the project
- c. fee proposal (to include **all expenses** in the lump sum proposal)
- d. names of all consulting firms that are to be part of the project
- e. names of lead Engineer and other assigned personnel
- f. names of related projects
- g. location and client contact of related projects
- h. date (or anticipated date) of completed design related projects
- i. date (or anticipated date) of completed construction related projects
- j. total construction cost including cost of changes

All questions should be directed to capitalplanning@wpunj.edu with a subject heading of **Architect RFP – Roofing – 1600 Valley Road (WP-09-08-46)**.

Telephone inquiries will not be responded to.