



Request for Proposals

**Architectural & Engineering Services
College of Business Building Project
for
Rowan University**

RFP 14-33



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Administrative Information

Rowan University Contacts:

All questions must be submitted via email with the subject heading:

“RFP 14-33 A/E Services – College of Business”

Inquiries will not be accepted by telephone. All questions submitted will be answered on the Contracting & Procurement Department website on the date indicated below:

[The Office of Contracting and Procurement Website](#)

Questions or inquiries should be sent to **bids@rowan.edu**.

Questions regarding opening any documents or accessing items on the website should be sent to:

Lori Morro
E-mail: **morro@rowan.edu**

Due Date:

Proposals must be received no later than January 3, 2014 at 2:00p.m. in the ***Contracting and Procurement Office***, located at Rowan University, 201 Mullica Hill Road, 136 Linden Hall, Glassboro, NJ 08028.

In order to be considered for the award, all packages must be received at the appropriate location by the required time. Any package not received on time at the noted location will be rejected.

Refer to the Submissions Requirements section of this document for details.

Schedule of RFP Events:

• Request for Proposals Issued	12/13/13
• Information Meeting	12/17/13* 3:00 p.m.
• Questions Due	12/18/13 by 4:00 p.m.
• Answers Posted to Website	12/20/13
• Proposals Due	1/3/14 by 2:00 p.m.

*A meeting will be held on Tuesday, December 17th, 2013. Interested parties will meet at 3:00 p.m. in the Linden Hall HR Training Room (Room #112). The pre-proposal meeting is not mandatory; however the University will not grant concessions for errors in the proposals due to incorrect assumptions that would have been clarified at the walk-through.

All proposed firms shall block out January 10, 2014 for an additional interview and presentation, if requested by the project review committee.

Project Overview

I. PROJECT OVERVIEW

Rowan University is soliciting Requests for Proposals (RFP) from shortlisted design teams to provide site planning, program integration and comprehensive pre-design, design and construction administration and closeout services for the Rohrer College of Business project located on the main campus in Glassboro, NJ. Programming studies to date have determined a need for approximately 110,000 gross square feet of space to accommodate the University's business programs, business centers study/meeting spaces, student support, teaching, business support spaces and entrepreneurship areas. The Project will require a well-planned process that builds on the assessment and findings completed-to-date, establishes a clear project vision, and involves a highly qualified and experienced team of design consultants working with representatives of Rowan University and the College of Business to deliver a project that meets the needs of today and of the future.

The proposed timeframe to design and construct the new Rohrer College of Business (RCOB) Facility is in anticipation of occupancy for the winter of 2016.

The anticipated schedule for the project is as follows:

- Programming is planned to start **immediately** and conclude by February 2014.
- Design will start in February 2014 and be complete by November 2014 with early footing and foundation packages by October 2014.
- Construction is anticipated to start immediately after and conclude by winter 2016.

Background

Rowan University has evolved from its beginnings in 1923 as a "Normal School", with a mission to train teachers for South Jersey classrooms, to a comprehensive public research university with a strong regional reputation.

The University's fourth president, Dr. Mark Chamberlain, guided the college through a phase of growth as enrollment doubled and the college became a multi-purpose institution. As new majors and a Business Administration Division were added, the four divisions grew into schools and a board of trustees was formed. In 1969, the University opened a campus in Camden to expand its educational services.

In July 1992, industrialist Henry Rowan and his wife, Betty, donated \$100 million to the institution, then the largest gift ever given to a public college or university in the history of higher education. Later that year, the school changed its name to Rowan College of New Jersey to recognize its benefactors' generosity. The Rowans' only request was that a College of Engineering be created with a curriculum that would address the shortcomings of engineering education at that time. The college achieved University status in 1997 and changed its name to Rowan University.

In 2011, Cooper Medical School of Rowan University—the first new medical school in New Jersey in more than 35 years and the first-ever M.D.-granting four-year program in South Jersey— was developed in partnership with Cooper University Health Care. The medical school welcomed its first

class in the summer of 2012 into a new, six-story building adjacent to Cooper University Hospital in Camden. Close to 3,000 students applied for 50 spots in the medical school's charter class.

In 2012, several of the colleges were restructured and schools were created—Colleges of Business, Communication & Creative Arts, Education, Engineering, Humanities & Social Sciences, Performing Arts, Science & Mathematics, the School of Biomedical Sciences, and Cooper Medical School of Rowan University.

On July 1, 2013, Rowan again changed dramatically when the New Jersey Medical and Health Sciences Education Restructuring Act went into effect. The Restructuring Act designated Rowan as New Jersey's second comprehensive public research institution, transferred the School of Osteopathic Medicine (SOM) of the University of Medicine and Dentistry of New Jersey to Rowan and partnered Rowan with Rutgers-Camden to create a College of Health Sciences in the City of Camden. Rowan became the second institution in the nation to have both a D.O.-granting medical school (Rowan SOM) and an M.D.-granting medical school (Cooper Medical School of Rowan University). The transfer of programs also led to the creation of the Graduate School of Biomedical Sciences and gave Rowan its fourth campus in Stratford, N.J.

Today, Rowan's nearly 14,000 students can select from 57 bachelors, 46 masters, and four doctoral degree programs in colleges and schools across four campuses. The University is one of only 56 institutions in the country with accredited programs in business, education, engineering and medicine.

From the modest normal school begun 90 years ago, Rowan University has become an extraordinary comprehensive institution that has improved the quality of life for the citizens of New Jersey and the surrounding states.

II. DEFINITION OF ROLES

A. **Role of the University**

1. It is understood that Rowan University is the customer and, as such, the decisions of the University shall be incorporated into the designs. Building an architectural monument is not the desires of this institution. However, Rowan does not want to suppress the free exchange of ideas and concepts.
2. No performance specifications are to be a part of this design as a substitution of a completed design. In other words, the University does not want to general contractor to engage any engineers, etc. to complete the architect's/engineer's signed and sealed schematic design.
3. Rowan has recently completed the utility standards for the University and is in the process of finalizing the space standards. Although not totally complete, a link is attached as O:\cap_projects\Standard Documents\Design Standards and Info\Standards - Start Fall 2013\Standards Manual - Capital Construction\01 - General\010020 - General Requirements - Engineering clean.docx. It is expected that the successful firm will utilize these standards as a part of their design.
4. **The University will provide the architect/engineer with all available information such as drawings and personal knowledge. However, the University assumes no responsibility as to the accuracy of the drawings or information. All information must be field verified.**

B. Role of the Architectural/Engineering Firm During the Bid Process

It is incumbent on the shortlisted firms to thoroughly review and read the Request for Proposal (RFP) and address all information.

1. The shortlisted firms will study the programmatic and site information provided and develop diagrammatic presentations indicating their conceptual solution to the building's design criteria.
2. Such proposed concepts shall also consider information provided within the environmental study performed by Pennoni Associates, site map, (Exhibit C), topo and utility map, and documents available through the links below:

[RCOB\V-0401_COB_2.pdf](#)

[RCOB\Flood Limit Comparison COB.pdf](#)

[RCOB\V-0402_COB_2.pdf](#)

[RCOB\COB-CS0404.pdf](#)

3. The firms shall quickly develop three (3), alternative building concepts, and be prepared to make recommendations regarding a strategically integrated redevelopment of the western campus.
4. The conceptual design will identify the new Business building as a complex with its own identity of interconnectedness.
5. The new building shall maintain its own identity while being integrated into the larger campus and will consider the relationship railroad, Mullica Hill Road (Route #322) streetscape, Westby Hasll and the other campus buildings to the configuration, placement and fenestration of the new building.
6. The conceptual designs will be evaluated for their placement, innovation, creativity and intuition and a selection shall be made for three to five firms to present their final solutions.
7. From the finalists, an award shall be made to the firm most responsive to the design intent.

C. Role of the Architect/Engineer Firm After Selection

After selection from the Request for Proposals, and working with both the Office of Facilities and Operations and the College of Engineering, the selected A/E firm will quickly study and validate the program, expand upon the three conceptual designs presented and develop a finalized scheme which will become the basis for project design.

III. PROJECT DESCRIPTION

The project consists of the design and construction of approximately 110,000 square feet of academic facilities to support the growth of the Rohrer College of Business (RCOB). The facility will include lecture halls, classrooms, seminar rooms, computer labs, study areas, a financial trading room. Breakout rooms, student business hatchery spaces, a student lounge and other spaces will be designed to support project-based learning and collaboration. In addition, there will be dedicated MBA classrooms and collaborative spaces. The building will house a Center for Professional Development and a Center for Project-Based Learning. In addition, the facility will feature spaces dedicated for outreach to the business community.

The Project will provide a dedicated facility for the RCOB. This facility will enhance the quality of business education, allow for significant growth in the number of New Jersey citizens with access to higher education, and facilitate partnerships with the regional business community. RCOB is the only college of business in South Jersey that is accredited by the Association for Advance Collegiate Schools of Business (AACSB) and ranked by the Princeton Review. Rowan University is the primary educational partner for the seven South Jersey county colleges and serves as a regional hub to support entrepreneurship and small business operations' and administration.

With an institutional environment that includes the School of Osteopathic Medicine, Cooper Medical School, a College of Engineering and programs in biomedical sciences in development at the undergraduate and graduate levels, RCOB is poised to play a key role in the commercialization of innovations and research discoveries through the establishment of a Center for Innovation and Commercialization.

The Rohrer College of Business is also a leading undergraduate institution in entrepreneurship. The college offers entrepreneurship classes to students across all academic disciplines. The college annually supports two elevator pitch competitions in which over 30 teams of students compete for trips to a national competition.

Impacting the regional economy has been part of the RCOB mission for many years. The ability of new businesses in an incubator to interact as well as collaborate with the faculty and students of an academic college of business vastly improves the effectiveness of the incubator. The project will allow the RCOB to expand their impact on the regional economy in South Jersey.

A separate Parking Study RFP which will address both temporary parking during construction and displaced parking upon building completion is under solicitation at this time. The selected firm must work with the designer for parking to coordinate all efforts.

A separate RFP to upgrade the Central Utility Plant has recently been awarded to Trefz Engineering. The awarded A/E firm shall design the building to integrate with the University's existing electric, steam and chilled water loop. The awarded firm shall work closely with Trefz Engineering to coordinate all efforts in expansion of the utility plant.

An RFP for Landscape/Storm Water Master Planning is currently being solicited for the campus. As the timeline for this project precedes completion of this study, designs for the building must address storm water management independently of the master plan. The design solution of the storm water management for the building must be designed in such a manner to be bid as an add alternate to the bid package. The awarded firm shall work closely with coordinating efforts with regards to submissions to regulatory authorities.

IV. SUPPORTING INFORMATION

The University recently engaged the engineering firm Pennoni Associates to perform a thorough site and geotechnical (Phase I) investigation to explore the anticipated site for the building. This report provides insight on the site development program that should be considered by the A/E as part of the proposed College of Business Facility Project. Certain key components have been identified herein that will need to be considered throughout each phase of this project, including Programmatic Design, Schematic Design, Design Documents, Construction Documents and Construction. The following topics have been discussed as part of this report:

A. Site Development

1. Bulk Zoning Standards, Design Standards and Land Use Permitting.
 - a. Rowan University is located in Zoning District P – “Public” pursuant to the Borough of Glassboro Zoning Map. Based on our evaluation, it appears that the Campus does not meet the bulk zoning standard for Floor Area Ratio (FAR). The permitted FAR in this zone is 0.20 and the existing FAR is approximately 0.22. The new College of Business Facility would increase this ratio to approximately 0.23. The Site Plans for this project will be

- reviewed by the Department of Community Affairs (DCA) in accordance with N.J.A.C. 5:23-1.4. as a courtesy with the town of Glassboro.
2. Service utilities including but not limited to potable water, wastewater, storm sewers, electric, gas, chilled water and steam.
 - a. Rowan University receives potable water and discharges wastewater by Agreement with the Borough of Glassboro Water and Sewer Department. These utilities exist within the Campus and connections are proximate to the projected location of the new building. Based upon our discussions with the Glassboro Water and Sewer Department, adequate capacity exists in the existing system for connection of the proposed building.
 - a. The Main Campus of Rowan University is served by a Central Utility Plant (CUP), which distributes 125 lb. high pressure steam and chilled water for a majority of buildings via a network of underground piping. This project will utilize the campus high pressure steam and chilled water services, therefore eliminating the need for a major boiler or chiller plant within the new building.
 - b. Natural gas is not readily available on site, possibly due to the presence of central chilled water and steam utilities. If the design of the new addition requires natural gas, an application for new service would be required. The University is within the South Jersey Gas franchise area.
 - c. Rowan University is within the franchise area of Atlantic City Electric (ACE), and as such purchases power from this utility along with our Cogenerations Plant.
 - d. Presently, the area designated for the construction of the new building is a comprised of both paved surfaces (impervious) and natural/grass areas (pervious). Runoff from these areas presently sheet flows into catch basins where it is discharged into the Chestnut Branch tributary. This tributary is regulated by NJDEP and has an associated Flood Hazard Area Limit and Riparian Buffer. As part of the construction of the new building, several catch basins and storm water conveyance piping will be removed and/or relocated. The areas contributing to this system will need to be evaluated as part of the re-design effort in order to ensure adequate capacity of the system is retained. Also, a new storm water outfall to the Chestnut Branch may be required as part of this project. Permitting for this new outfall structure will need to be included in the design development process.
 3. Regulated environmental constraints such as Freshwater Wetlands and Flood Hazard Area.
 - a. Freshwater Wetlands exist to the north of the project area and have been delineated by NJDEP through a Letter of Interpretation (LOI) Line Verification issued September 7, 2005. NJDEP has confirmed that this LOI Permit is extended to June 30, 2015 under the Permit Extension Act.
 - b. The Chestnut Branch tributary is regulated by NJDEP and has an associated Flood Hazard Area Limit and Riparian Buffer. Based on our research, it appears that verification of the Flood Hazard Area Limit line ["FHA Line"] has not been issued by NJDEP for the Chestnut Branch. Consequently, constraints associated with the Chestnut Branch tributary FHA Line can only be estimated at this time. Additional studies will be required to establish the FHA Line and to determine if permitting will be required from NJDEP Land Use Regulation as part of this project. The NJDEP has confirmed, however, that the riparian buffer associated with the Chestnut Branch tributary is 50-feet as measured from top-of-bank.
 4. Permits – the following jurisdictional agencies may need to review and issue permits and/or approvals as part of this project:
 - a. Borough of Glassboro Planning Board
 - b. County of Gloucester Planning Board

- c. NJDEP Land Use Regulation
- d. NJDOT Highway Access Permit with Planning
- e. Borough of Glassboro Water & Sewer Department
- f. Gloucester County Utilities Authority (GCUA)
- g. NJDEP Bureau of Construction and Connection Permits
- h. NJDEP Division of Water Supply and Geoscience
- i. Gloucester County Soil Conservation District
- j. New Jersey Department of Community Affairs (DCA)

A Preliminary overall project schedule has been prepared based on our experience with the jurisdictional agencies noted above (See Exhibit D).

5. Phase I Environmental Site Assessment (Phase I ESA)

- a. The purpose of the Phase I ESA is to identify recognized environmental conditions (RECs). Pennoni did not discover any RECs within the project area during our environmental site assessment.

6. Traffic Analysis

- a. Based on our traffic analysis and evaluation, the intersection of Bowe Boulevard and North Campus Drive warrants the construction of a new signalized intersection.

7. Geotechnical Investigation

- a. The soil profile generally consists of fine to medium to coarse sands with varying amounts of silts and fine gravel. The groundwater was observed during drilling and sampling at an approximate depth of 6-8 feet below existing ground surface. Based on our understanding of the project at this time as well as the results of the preliminary test borings, it is our opinion that shallow foundations with ground improvement (e.g., rammed aggregate piers) or a deep foundation system consisting of driven or auger cast in place piles are feasible options for support of the proposed structure. Additional geotechnical investigations will be required once the location, size, dimensions and ultimate loading (number of stories) of the building have been determined.

8. Budget

The total project budget is \$63 million, based on a project size of approximately 110,000 gross square feet. The construction budget for the building is approximately \$48.6 million. The selected firm shall routinely update and validate the budget for the project.

A total budget includes all construction costs, and soft costs; A/E and Sub consultant fees, permitting fees, (DCA, DOT, DEP, etc.), FFT&E, A/V Costs, IT Costs, Commissioning Agent Fees (procured by the University), Design & Construction contingency (minimum 10%) each, alternate costs, affirmative action set asides, and all other fees/costs that pertain to this project.

V. SCOPE OF SERVICES

This RFP is soliciting design services from professional architectural/engineering firms. The scope of the services shall include the following:

A. Site Work

- 1. Prepare detailed site drawings which shall indicate the fit, placement, stability, landscape and gradation for the structure on the project site.
- 2. Provide drawings which will provide storm water management for the new building. The buildings storm water management plans shall provide sufficient detail to construct necessary

facilities to detain water as well as obtain permits from all New Jersey regulating agencies. The University will pay for all application and permit fees.

3. The architect/engineer shall obtain soil borings, monitoring wells and open pits to determine the design parameters for the soil conditions encountered. The architect/engineer shall make an in-depth site survey sufficient in scope so that no errors or omissions exist with respect to underground utilities and other underground obstacles and conditions.
4. The site utility plans shall indicate tie-in points to water, sewer, electric and other sub-grade utilities as necessary to support the structure.
5. A plan indicating the landscape, lighting and pedestrian circulation shall be developed within the project's extents. All materials shall coordinate with the University Facilities Project Manager.

B. Building Plans

1. In conjunction with University Facilities and the user group, review, validate and modify the building program developed by Sasaki Associates.
2. Provide a comprehensive set of Construction Documents and Specifications which describe the fit, placement, shape, size, material and finish of the building. Documents shall include, Schematic Design, Design Development, Construction Documents, Bidding and Award, Permitting Sets, Construction Administration and Project Closeout for the Rowan College of Business Facility. Proposed fees shall include all necessary sub-consultants identified by the proposer. In addition, to the services, the selected design firm will be required to:
 - a. Identify and confirm the schedule, design, bid and award and construction schedule.
 - b. A cost estimate prepared by the design team is required at the end of each phase; Programming, (P), Schematic Design, (SD), Design Development, (DD), and Construction Documents, (CD). The design teams cost estimates for SD must be reconciled to within a 5% differential of the cost for construction budget prior to proceeding with subsequent design phases. The lead design professional shall lead any reconciliation or value engineering effort in conjunction with the University Facilities liaison to ensure the project is on track to meet the construction budget. The University reserves the right to require that it may secure contracts for the completion of the project, which together with other costs, enable it to complete the project within the approved program cost and approved projected schedule. If the amounts of the lowest acceptable bids exceed the approved construction budget, the Architect/Engineer shall perform any necessary redesign work and make all appropriate changes in the plans required to construct the project within the program costs or approved final construction cost estimate, or to establish approved alternates to aid in securing bids compatible with the approved construction budget estimate. The University shall identify the areas to be redesigned, and/or deleted. Any such redesign work and changes shall be undertaken by the Architect/Engineer at no additional cost to the University. The University shall have the right to reject the design documents if the lowest bids thereon exceed the final construction cost statement by ten percent (10%), and, in that event, the Architect/Engineer shall be entitled to no further compensation.
3. Included in the design shall be all communications/data wiring within the building. It is expected that the architect/engineer or their consultant shall work with the University Representative to coordinate locations, equipment and placement. As in communications, certain areas: such as classrooms; may need specialized technology. The design firm working with the University shall develop and design the appropriate pieces of technology and the infrastructure to support them.
4. Include all design services by firms that have knowledge of and experience with New Jersey codes and permitting processes. All design firms shall be licensed in the State of New Jersey.
5. The University retains the right to directly engage other consultants or firms as it deems

necessary or desirable to develop the project and property. The selected design firm and its consultants shall cooperate and participate with University consultants. A commissioning agent will be brought into the team early in the design process. The role of the commissioning agent will be to provide a third-party review and collaboration of all building systems and their relative integration into the overall building design, with the goal being enhanced performance, quality, efficiency and economy.

6. Include in this proposal time and fee for coordination and collaboration with such consultants. Proposers also shall include the services of a balancer to conduct pre-balance readings of all HVAC equipment to be replaced and its distribution of end diffusers.
7. The lead design professional shall include the services of necessary engineering consultants as well as specialty consultants including but not limited to the following:
 - a. Acoustical
 - b. Interior Design
 - c. Lighting
 - d. MPE
 - e. Fire Protection
 - f. Structural
 - g. Audio Visual
 - h. Tele/Data/Security
 - i. Civil / Geotechnical
 - j. Landscape
 - k. FF&E
 - l. Lab Planner
 - m. Energy Engineer
 - n. Roofing Consultant
 - o. Lighting
 - p. Environmental
 - q. Hardware
 - r. Other Specialty Consultants (as necessary)

C. Meetings

1. In the initial stages of the project and during the final stages, the University anticipates that weekly meeting will occur with the Universities designees. During the design and documentation phases of the project, meetings will occur every two weeks. All meetings will occur on the main campus in Glassboro, NJ. In addition to the aforementioned, the following shall apply;
2. It is anticipated that there will be a minimum of two (2) but not more than four (4) presentations to the University's senior staff/board and donors
3. During permitting, the University anticipated a minimum of two review meetings for each permit.
4. During the bid phase, a minimum of two meetings; and during construction administration, 1 pre-construction meeting, bi-weekly progress meetings, monthly end-user meetings and a minimum of one day per week of on-site representation by a primary member of the design team; one punch list inspection and one final inspection for completed punchlist.

D. Deliverables

1. It is anticipated that the deliverables will be drawings, specifications, samples, presentations and cost estimates in hard copy. Electronic versions of the deliverables are required with text in MS Word and drawings provided in both PDF and the latest AutoCAD formats. The drawings are to be submitted electronically in a form that the University can view and reproduce but not necessarily modify.

2. All designs must comply with the Utility and Space Design Standards.
 3. A full dimensional survey of all existing dimensions will be required to be submitted with the Schematic Design Submission.
 4. Schematic Submission Requirements:
 - b. Brief written or graphic description of the project intent, design conditions, space requirements and purpose and definition of submittal intent.
 - c. Statement of probable costs and conceptual budget
 - d. Bar Chart Schedule for all phases of design, permitting, bidding and construction
 - e. Diagrammatic Sketches
 - f. Outline Specification indicating material and type of systems proposed, Include a description of each including design parameters of equipment and utilities, (e.g., mechanical, electrical system design concepts)
 - g. Submission drawings should be progress prints made from partially finished contract drawings
 - h. Points on interconnection to existing utility infrastructure systems.
 - i. Systems Analysis (mechanical and electrical) addressing the following for alternative systems:
 - Code impact
 - Operating costs (including utility costs)
 - Maintenance Costs
 - Construction costs
 - System life expectations
 - Impact on existing utility infrastructures. Must investigate existing support systems to ensure capacity is available.
 - Meeting Minutes from all Programming Meetings with University stakeholders.
 - Energy Use Index
- E. Design Development Submission Requirements:**
1. Brief written description of the project intent and purpose and definition of submittal intent
 2. Revised Statement of probable cost, (revised budget)
 3. Revised project schedule, (same format as schematic design)
 4. 50% complete technical specifications including a detailed sequence of operation of all mechanical and electrical equipment.
 5. 50% BIM Diagram in a format readable to the University without benefit of proprietary software.
 6. 50% complete contract drawings including:
 - a. Cover Sheet including all required code information
 - b. Site/Civil Plans
 - c. Structural / Foundation Plans
 - d. Utility Plan
 - e. Floor Plan
 - f. Elevations
 - g. Sections/Details
 - h. Structural Plans and Calculations
 - i. HVAC Drawings including the routing of ductwork, piping and accurate ATC, airflow and piping diagrams. Ductwork shall not be single lines at this stage. They shall be depicted with a few key sections for clearance reviews.
 - j. Plumbing plans including riser diagrams
 - k. Fire Protection Layout

- l. Life Safety Systems Layout
 - m. Electrical Plans including single line diagrams and basic panel schedules
 - n. Security
 - o. Tele/Data
 - p. AV
 - q. Furniture and Equipment Layouts
7. Drawings shall indicate all necessary equipment service clearances.
 8. Specific manufacturers' catalog cuts giving a complete description of all proposed equipment. Determine if connection points and rough-in of existing utilities should include present loads, available capacities or material change from the previous submission.
 9. Meeting minutes from Design Development coordination meetings.
- F. Construction Documentation Submission Requirements:**
1. Revised final project budget indicating construction costs, FFT&E costs, AV costs, design costs, permit fees, contingencies, escalation estimates and a cost for each anticipated alternate.
 2. Revised Project Schedule and a written description of cases forcing changes to the project schedule.
 3. 100% complete bound project manual complete with general and technical sections which have been reviewed for proper coordination between trades. (General Sections including Instructions to Bidders, General Conditions, Division 0 and 1 Sections, etc. will be provided by the University to be incorporated into the overall Project Manual)
 4. 100% complete BIM diagram in a format readable to the University without benefit of proprietary software.
 5. 100% complete contract drawings which will detail the installation of all equipment and materials to the affect a functional system in accordance with the intent of the program. Multiple sections showing design intent shall be included.
 6. 100% DCA permit and plan review fee calculation sheets
 7. Final design drawings must include schematics of:
 - Air Flow, Water flow, Temperature Control PID Diagrams may be combined with above schematics; Electrical single line showing the service entrance, distribution system panels, motor control centers, conversions to mechanical equipment, fire alarm system, zoning, smoke/heat detectors, etc.
- G. Permitting Phase Requirements**
1. 2 sets of signed and sealed drawings and specifications for DCA plan review and permitting submissions
 2. 2 sets of review plans for the University
 3. Responses to all DCA comments until Permits are acquired,
- H. Bidding and Contract Award Phase Requirements**
1. Meeting minutes from pre-bid meeting
 2. Prepare addenda, clarifications and sketches as required
 3. Review and address questions
 4. Cost analysis of bids after bid opening meeting
 5. Letter of recommendation of contract award
 6. Prepare an initial conformed set of contract drawings
- I. Construction Phase Requirements**
1. Chair project progress and contractor required pre-installation meetings
 2. Prepare and distribute meeting minutes. Minutes must be distributed for consumption within 96 hours after meetings

3. Respond to all requests for information and other contractor job specific questions. If questions cannot be addressed via email, fax or over the phone, etc., have appropriate consultants attend progress or pre-installation meeting to address issues in person.
 4. Provide all required sketches, architects supplemental instructions, bulletins, etc., as required to insure clarity of design intent to contractor.
 5. Review and approve contractors Schedule of Values Continuation Sheet Unit Breakdown.
 6. Along with University Facilities Designated Representative,
 1. Review and approve contractors application for payment
 2. Review and approve contractors progress schedule
 3. Review and approval allowance authorization or change order requests.
 7. Review and approve contractor submittals
 8. Review and approved test reports
 9. Review and approve shop drawings
 10. Submit bi-weekly field evaluation reports
 11. Assist University Commissioning Agent (as necessary)
- J. Project Close-Out Phase Requirements**
1. Develop punchlist
 2. Verify correction of punchlisted items
 3. Prepare a record set of contract as-built drawings, (provide both hard and electronic copies)
 4. Prepare a final conformed set of contract drawings (should include all design modifications which occur after the project is bid)
 5. Review, approve, and secure all close-out documentation required from the contractor. (Includes all maintenance and operating manuals, guarantees, warranties, testing and balancing reports, equipment testing certificates, etc.)
 6. Assist University and contractor in acquiring final DCA inspections
 7. Along with University Project Manager, review and approved contractors invoice for final payment, consent of surety any lien waivers, or other required final release documentation and extended insurance certificates.
 8. Support/Defend the University in any claims as a result of the project.

VI. FEE STRUCTURE

- A. Rowan University is looking for fees presented as a lump sum fixed fee.
- B. The fee shall include all reimbursable costs such as, but not limited to, postage, reproduction, travel, consultants, sub-consultants and presentations.
- C. The Fee structure is lump sum payable based on percent complete.

VII. FORM OF AGREEMENT

Selected Consultant will be required to execute the University's Standard Form of Agreement for design and planning.

VIII. TERM OF CONTRACT

- A. The University reserves the right to terminate the awarded vendor's services for cause at any time during the term of the contract.
- B. In the event that the University terminates services, written notice will be provided thirty (30) days in advance of termination date.

- C. The awarded vendor may not assign sell or sub-contract its obligations under the contract to any third party without prior approval in writing by the University.
- D. In the event that the contract is terminated either by contract expiration or by voluntary termination by the University, the vendor must continue all services until new services become completely operational.
- E. The vendor will be responsible for any additional costs incurred by the University in utilizing any replacement firm.

IX. PROCEDURAL REQUIREMENTS & AMENDMENTS

- A. The awarded vendor will comply with all procedural instructions that may be issued from time to time by the Contracting Officer of the University or her designee.
- B. During the contract period, no change is permitted in any of its conditions and specifications unless the awarded vendor receives written approval from the Contracting Officer or her respective designee.
- C. Should the awarded vendor find at any time that existing conditions make modification in requirements desirable; it shall promptly report such matters to the Contracting Officer or designee of the University for consideration and decision.
- D. Rowan University may make changes in the general scope of the contract services provided by the vendor by written notice. The vendor shall promptly comply with the notice and shall bring all subsequent services in conformance with the notice.
- E. If any such changes causes a material increase or decrease in the vendor's cost of operation or the time required for attainment of required service levels, an equitable adjustment in the contract cost or time allotted for fulfillment of the contract shall be negotiated and the contract modified accordingly. Any change, alteration or modification of any contract will be valid and binding only if a submittal of a proposal, vendor hereby agrees to negotiate on good faith.

X. COMPLIANCE LAWS

- A. The vendor must comply with all local, state and federal laws, rules and regulations applicable to this contract and to the work to be done hereunder. Including, but not limited to:
 - 1. Vendors are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.
 - 2. If awarded a contract, winning vendor will be required to comply with the requirements of N.J.S.A. 10-5-31 et seq. and N.J.A.C. 17:27.
 - 3. Rowan University is committed to affirmative action and equal opportunity in all areas of operation. Those submitting proposals must certify that their vendor has an updated affirmative action/equal opportunity program.
- B. All vendors submitting proposals must not be barred or otherwise suspended from doing business with government entities as evidenced by the System for Award Management (SAM) database.
- C. Vendors shall obtain and maintain in full force and effect all required licenses, permits, and authorizations necessary to perform this contract. The evidence of such, as applicable, shall be submitted subsequent to contract award. All costs associated with any such licenses, permits and authorization shall have been considered and included by the vendor in its bid proposal.
- D. Whenever an unforeseen change in applicable law or regulation affects the services that are the subject of this contract, the vendor shall advise the University Representative in writing and include in such written transmittal any estimated increase or decrease in the cost of its performance of the service as a result of such change in law or regulation. The University

Representative and the vendor shall negotiation an equitable adjustment, if any, to the contract price.

- E. All vendors shall be able to comply with the requirements of Public Law 2005, Chapter 51, N.J.S.A. 19:44A-20.13-25 (Formerly Executive Order 134) and Executive Order 117 (2008).
- F. The University reserves the right to review any invoice of the awarded consultant

XI. REPRESENTATIONS & WARRANTIES

In submitting a proposal for this offering, the vendor expressly warrants that:

- A. The vendor has legal capacity to execute and perform any Agreement arising from this RFP.
- B. Any Agreement arising from the award of this RFP is a valid and binding Agreement, enforceable against the vendor according to its terms.
- C. The execution and performance of an Agreement by the vendor does not and will not violate or conflict with the terms of any existing Agreement or understanding of which the vendor is a party.
- D. The execution and performance of an Agreement by the vendor does not, and will not, violate or conflict with any law, rule, regulation, judgment or order of any court or other adjudicative entity binding the vendor.
- E. The vendor knows of no reason, or is any way physically, legally, or otherwise precluded from performing the obligations under an Agreement arising from this RFP, in accordance with its terms; including without limitation those relating to health and safety.
- F. Such warranties shall survive and shall not be deemed waived by delivery or acceptance of, or payment for the goods and services.
- G. The proposer warrants and represents that the items, when delivered, shall meet or exceed all applicable standards as mandated by State and Federal regulation.

XII. INDEMNITY

- D. The awarded vendor agrees to indemnify, protect, save harmless, and defend Rowan University, its governors, officers, employees, and agents from and against any and all claims, losses, costs, damages, and expenses, including legal costs and attorney fees, and demands of any kind whatsoever, whether for bodily injury, including death, damage to property, including the loss of work performed by the Proposer, its agents or employees, alone or with others, or resulting from or arising out of services provided jointly by the Proposer, its agents or employees or servants.
- E. Rowan will not indemnify vendors.
- F. Vendor shall reimburse, and make good to the University all monies, which the University or its representatives shall pay, or cause to be paid, or become liable to pay, by reason of such claims, or in connection with any litigation, investigation or other matters connected therewith.
- G. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.

XIII. DEFAULT

In case of failure to deliver goods or services in accordance with the contract(s) terms and conditions, Rowan University, after due oral or written notice, may procure substitute goods or service from other sources and hold the contractor(s) responsible for any resulting purchasing and administrative costs. This remedy shall be in addition to any other solution, which Rowan University may have.

XIV. CONSULTANT PERSONNEL

- H. While on University property:
 - 1. All personnel shall observe all rules and regulations in effect at Rowan University governing safety and personal conduct.
 - 2. Consultant employees shall be subject to control of the University, but under no circumstances, shall such persons be deemed employees of the University.
- B. Consultant personnel shall not represent themselves or be considered as employees of Rowan University or the State of New Jersey.
- C. **CRIMINAL BACKGROUND CHECKS ARE MANDATORY** for all non-university personnel performing work on the Rowan University Campus. Vendors, consultants, contractors and subcontractors are required to take all reasonable steps to assure that their employees do not represent a threat to the campus community. Failure to comply with this requirement may result in immediate termination of any award or contract.
- D. The consultant shall be solely responsible for all damage or unauthorized destruction to any Rowan University buildings, equipment, premises or facilities; lease, lent, or in the care, custody or control of the University or State.
- E. The consultant shall remove from the Rowan University work place, any of its employees who are found to be unacceptable by the University. Such requests will not be unreasonable.
- F. At all times, consultant personnel shall be in professional attire with clear identification of the company's name, logo, and person's name.

XV. SALE OR BANKRUPTCY OF BUSINESS

- I. If during the life of this Agreement, the awarded consultant disposes of its business by sale, transfer, force of law or by any means to another party, all obligations are transferred to such purchaser.
- J. In the event of the institution of any proceedings by or against the awarded consultant, voluntarily or involuntarily, in bankruptcy or insolvency, or under the provisions of the Federal bankruptcy Act, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors of the property of the vendor, Rowan University shall have, in addition to the rights previously stated, the right to cancel this agreement forthwith.

XVI. GENERAL INFORMATION

- A. Rowan University may need to issue one or more addenda related to this RFP. Such addenda shall be added to the original RFP document and posted at:
<http://www.rowan.edu/adminfinance/controller/purchasing/bids/advertisements.html>
It will be the responsibility of the prospective consultant and other interested parties to familiarize themselves with the web site and visit it regularly during the RFP process for updated information or addenda related to this RFP.
- B. Short procedural inquiries may be accepted by telephone by the buyer noted for this project. However, oral explanations or instructions given over the telephone shall not be binding upon the University. Proposers shall not contact any person within the University directly, in person, or by telephone, other than the assigned buyer, concerning this project.
- C. If a joint venture is submitting a proposal, the agreement between the parties relating to such joint venture shall be submitted with the joint venture's proposal.
- D. The awarded consultant(s) shall not sell, transfer, assign or otherwise dispose of this contract to any third party for the performance of work.
- E. Rowan reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for Rowan. In addition, Rowan reserves the right to suspend or terminate

the procurement process described in this RFP at any time (in its sole discretion). If terminated, Rowan may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

- F. Patents:** The consultant shall hold and save the University, its officers, agents, and employees harmless from liability of any nature or kind, including cost and expense for or on account of any patented or unpatented invention, article, or applicable manufacturer or use in materials and forms of construction as will satisfy the University's requirements.
- G. Submission as Public Information and Property of Rowan**

The information in each submission may be subject to public disclosure pursuant to State and Federal law. All submissions will become the property of Rowan. Submitted packages will not be returned to respondents.
- H.** In submitting a proposal, the consultant agrees, unless specifically authorized in writing by an authorized representative of Rowan University on a case by case basis, that it shall have no right to use, and shall not use, the name of Rowan University, its officials or employees, or the Seal of the University:
 - 1. In any advertising, publicity, promotion;
 - 2. To express or imply any endorsement of agency's services;
 - 3. To use the name of the State, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such services as are hereby contracted by the University.
- I.** The preparation of a proposal shall be at the expense of the respondent. Rowan University will not reimburse firms for any costs associated with the preparation or submittal of a response.
- J.** By responding to this RFP, firms acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of your response.
- K.** Submissions which, in the sole judgment of Rowan, fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.
- L.** Rowan University will not accept jurisdiction in any State except New Jersey.
- M.** The consultant shall be solely responsible for all damage or unauthorized destruction to any Rowan University buildings, equipment, premises or facilities; lease, lent, or in the care, custody or control of the University or State.
- N.** Rowan University reserves the right to reject any or all submissions or to award in whole or in part if deemed in the best interest of the University to do so.
- O.** Unless specifically noted within this RFP, Rowan's Standard Terms and Conditions take precedence over any special terms and conditions contained in this RFP. Please follow this link for the Standard Terms & Conditions: [Rowan University Terms and Conditions](#).
- P.** This RFP is not binding on the University.
- Q.** No party, including any respondent to this RFP, is granted any rights hereunder.
- R.** Rowan University does not allow payment of attorney fees for litigation regardless of disposition of matter.
- S.** The proposal submitted by the consultant shall be binding on the vendor.
- T.** Proposers assume sole responsibility for the complete effort required in this RFP. No special consideration shall be given after bids are opened because of a bidder's failure to be knowledgeable of all the requirements of this RFP. By submitting a bid in response to this offering, the proposer represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

- U. Rowan University has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under this contract. In such an event, the Senior Director of Contracting and Procurement (Senior Director) shall provide advanced, written notice to the vendor.
- V. Upon receipt of such written notice, the vendor will submit, within five (5) working days to the Senior Director of Contracting & Procurement, an itemization of the work effort already completed by task or subtasks. The vendor shall be compensated for such work effort according to the applicable portions of its cost proposal.
- W. The University Representative may, for valid reason, issue a stop order directing the vendor to suspend work under the contract for a specific time. The vendor shall be paid until the effective date of the stop order. The vendor shall resume work upon the date specified in the stop order or upon such other date as the Senior Director may thereafter direct in writing. The period of suspension shall be deemed added to the vendor's approved schedule of performance. The Senior Director and the vendor shall negotiate an equitable adjustment, if any, to the contract price.
- X. Rowan University reserves the right to cancel this contract with thirty (30) days written notice to the consultant(s) with or without cause.
- Y. Protest of restrictive specifications or improprieties in the solicitation, by an interested party, must be received by the Procurement Department in writing not less than ten (10) working days before the closing date for receipt of proposals.

XVII. PROPOSAL REQUIREMENTS

Proposals submitted in any other format other than as listed below will be considered informal and may be rejected.

- A. In order to be considered, vendors must submit a complete response to this RFP. Complete responses should include all information requested in Exhibit A (Required Documentation) of this RFP and should also address all requirements listed in this document.
- B. The RFP should be concise and shall be organized in a manner so the selection committee may quickly access pertinent information. Every effort should be made to avoid duplicating the information presented in the RFP. The RFP must include and will be evaluated based on the following criteria. Each team's RFP must include an index and be organized by discrete sections corresponding to the criteria and in the same order as listed below.
 - 1. **Cover Letter:** A cover letter expressing interest and addressing, at a minimum, the following:
 - a. Identification of the prime architect, the team member firms and the specific team members on the project.
 - b. Description of why your team is the best team for this project
 - c. A detail of your team members relevant qualifications
 - d. Acknowledgement that you have reviewed any addenda issued to the RFP, as posted on the University's website
 - e. Discuss other workloads within the team and their capability to manage a project of this size and scope within the identified time frame.
 - f. Specifically identify roles of each firm. Name the team members of the prime architect that will manage and administer this project, as well as the office or team that will develop the design and construction documents.
 - g. Describe in detail if the identified members of the team have worked together or if the respective firms have worked in such capacity previously.
 - h. Provide the name and contact information of the individual in your firm that the University should contact regarding questions about your RFP and schedule a potential interview. The contact information should include the following: name of individual, title

(Mr., Ms., etc.), firm name, address (city, state, ZIP Code), telephone number, and e-mail address.

C. Pricing and Alternates:

1. A fee proposal itemized by each sub-consultant for each phase of the project, along with an upset limit for reimbursable costs and an itemized reimbursable cost schedule.
2. Alternate pricing shall be provided for design of storm water management systems and parking facilities adjacent to the building (number of parking slots to be provided).

D. Project Management and Scheduling Approach:

1. Describe in detail your team's project management approach. Indicate how you will accomplish evaluating the users' programmatic needs to develop a schematic design in the overall time frame indicated in the project schedule.
2. Provide a preliminary project schedule/report indicating the anticipated timelines necessary to accomplish this project.
3. Describe the tools utilized by the prime architectural firm to successfully manage projects and information as a web based application (electronically).
4. Describe the web based software used to communicate amongst team members across different regional areas and platforms and your experience managing FTP sites.
5. Describe your experience with utilizing project management software with a client (facilities) interface as well as with a user (engineering school) interface.
6. Indicate the challenges faced and how those obstacles will be handled for this project.
7. Describe the software used by each team to manage project schedules. Indicate the primary project team members experience in using the software, developing and managing the schedules.

E. Staff Experience and Availability

1. A team comprised of the prime architect, landscape architect, engineering consultants, AV Consultant, Lighting Consultant, Acoustical Consultant, (mechanical, electrical, plumbing, structural, and civil) and, if applicable, a non-prime architect must be indicated at this time. The prime architectural firm will be the contracting entity and will be responsible for the performance of the members of the team, including firms and sub-consultants included in the Request for Qualifications (RFQ).
2. Describe the staff proposed by each team member firm for performing the design work outlined in this RFP, including identification of individual relevant experience from other projects, and which of these staff have prior experience working together on a project team.
3. Include a copy of the resume for key staff proposed for this work and identify which office will support and staff the project.
4. Discuss the availability for this project of the specific team members being proposed.

F. Permitting and Other Regulatory Knowledge

1. Indicate which team (members) will be responsible for review and submission of permits.
2. Provide names of those team members which have specific knowledge of and experience with the approval and permit processes of the State of New Jersey Department of Community Affairs, Department of Environmental Protection and the Department of Transportation and other applicable area regulatory agencies, and with the administrative review processes and requirements with other applicable NJ State public agencies.

G. Staffing Plan

Provide a staffing plan for each project team which includes the percentage of work hours commitment of individual staff assigned to the project for each stage (Pre-Programming, Schematics, Design Development, Construction Documents, and Construction Administration);

including but not limited to, principal-in-charge, project manager, project designer, project architect, project site planner (if on your staff), building programmer, and construction administrator for each team member firm.

H. SBE Outreach Plan:

1. Rowan University is committed to providing the maximum practicable opportunity for participation by small business enterprises (SBEs) in its contracts through direct contracts with the University, and sub-consulting or supplier participation.
2. The University strongly encourages SBEs certified by the State OMWBE to respond to this RFP. Voluntary goals of 25% for SBEs have been established for this project.
3. The University is also an affirmative action-equal opportunity employer.
4. Submit a copy of the prime architectural firm's SBE Outreach Plan.
 - a. Consistent with the University's strong commitment to encouraging the use of Small Business Enterprises (SBEs) on its contracts, the SBE Outreach Plan should demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to meet the University's voluntary goals that the participation of Small Business Enterprises (SBEs) will equal 25% of the dollar amount of the contract for this project.
 - b. SBEs to be used in meeting the University's voluntary goals must be certified by the State's Office of Minority and Women's Business Enterprises (OMWBE).
 - c. While the University is interested in contracting with firms who employ a diverse workforce, this should not be part of the SBE Outreach Plan, where the focus is on outreach efforts to contract with small diverse businesses.
 - d. The SBE Outreach Plan should address, at a minimum, how your firm will monitor its progress toward meeting the voluntary SBE goals on the contract to be awarded based on this RFP.

I. Presentation:

1. Submit three (3) alternative building concepts in a presentation format.
2. Each scheme shall identify the placement, elevation, fenestration and scale for the new building.
3. The conceptual design will identify the new building as a complex with its own identity of interconnectedness.
4. The new building shall consider the relationship of the railroad, Mullica Hill Road (Route #322) streetscape, Westby Hall and the other campus buildings to the configuration, placement and fenestration.
5. The conceptual designs will be evaluated for their innovation and creativity.
6. Several firms will be selected to make a final presentation.
7. From the finalists, an award shall be made to the most responsive firm.

J. Rowan reserves the right to reject any or all submissions, to waive any requirements of the RFP and to modify or amend, with the consent of the respondent, submissions. All submissions become the property of Rowan.

K. Rowan University reserves the right to seek clarification and additional information at any point in connection with vendor information or other communication regarding this RFP.

L. Rowan reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for Rowan. In addition, Rowan reserves the right to suspend or terminate the procurement process described in this RFP at any time (in its sole discretion). If terminated, Rowan may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

M. The proposal submitted by the service provider shall be binding.

- N.** Submissions must be placed in a sealed envelope and clearly labeled with the title "**RFP 14-33 A/E Services – College of Business**" and the vendor's name and business address.

Evaluation and Selection Criteria:

Selection Process: An evaluation review team shall develop a finite list of three to five, (3-5) firms based upon the criteria established in the *Role of the Architectural/Engineering Firm During the Bid Process* (page 4 of this RFP). Following the development of the final candidates, the evaluation committee will invite, by letter, the final candidates to an interview to make a presentation based upon the rating of their RFP submission.

The University reserves the right to conduct reference checks for the highest scoring team(s) members, either after qualifications have been evaluated and/or after the interview has been held. In the event information obtained from the reference checks reveals concerns about any member of the team’s past performance or its ability to successfully perform the contract to be executed based on this RFP, the University may, at its sole discretion, determine that the team is not qualified and may select the next highest-ranked team whose reference checks validate the ability of the team to successfully perform the contract to be executed based on this RFP.

In conducting reference checks, the University may include itself as a reference if the team member firms have performed work for the University, even if the team member firms did not identify the University as a reference. Likewise, the University reserves the right to check references for the team member firms from other owners and designers even if they were not identified by the team member firms as references in the Statement of Qualifications submitted.

The RFP will be evaluated based on the following points for each evaluation criterion:

	RFP Evaluation Criteria Weighting	(Maximum Points)
1	Pricing	20
2	Proposed Design	25
3	Project Management and Scheduling Approach	25
4	Permitting and Other Regulatory Knowledge	10
5	Staff Experience and Availability	15
6	SBE Outreach Plan	5
	Total Points:	100

Price/Fee Consideration

Fee will be used as a pure cost to budget consideration and combined with ranking to achieve a best-value award.

It is the University’s intent to award to the firm most qualified and best meeting the interests of the University.

PROPOSAL ACKNOWLEDGEMENT PAGE

The undersigned, in response to Rowan University's **Request for Proposals for A/E Services for the College of Business Building Project, RFP 14-33**, having carefully examined the proposal documents and being familiar with the requirements therein, hereby submits their proposal to provide such services meeting the requirements outlined in this RFP.

Bidder's Signature _____

Print Name & Title _____

Vendor Name _____
(Please Print Clearly)

Address _____

Phone _____

E-mail _____

Any and all changes made to this proposal page must be initialed and dated by the Bidder. No edit(s) will be accepted without Bidder's initials and date, next to any and all corrections.

FEE PROPOSAL

Rowan University is looking for fees presented as a lump sum fixed fee. The fee shall include all reimbursable costs such as, but not limited to, postage, reproduction, travel, consultants, sub-consultants and presentations.

Firm Name _____

Contact Name _____

Contact email _____

Contact Phone # _____

Location of office serving this project _____

Description	Architect Fee	Engineer Fee	Consultant Fees	Total
Review and Modify Existing Programming (as required)	\$	\$	\$	\$
Schematic Design (SD)	\$	\$	\$	\$
Design Development (DD)	\$	\$	\$	\$
Construction Documents (CD)	\$	\$	\$	\$
Permitting Phase (PP)	\$	\$	\$	\$
Bidding and Contract Award (BCA)	\$	\$	\$	\$
Construction Administration (CA)	\$	\$	\$	\$
Project Close Out (PCO)	\$	\$	\$	\$
Storm Water Management (SWM)	\$	\$	\$	\$
Design Service Reimbursable Expenses - Not To Exceed	\$	\$	\$	\$
Construction Period Services Reimbursable Expenses - Not to Exceed	\$	\$	\$	\$
Total Fee (Less Reimbursables)	\$	\$	\$	\$
Total Reimbursable Fee	\$	\$	\$	\$
Final Total Fee	\$	\$	\$	\$

Submission by (Firm and Signature): _____

Title: _____ **Date:** _____

Contract Deliverables and Requirements

Instructions:

In order to be considered for the award, all bids must be received at the appropriate location by the required time. Any bid package not received on time at the noted location will be rejected.

Submit **one original** and **eight (8) hard copies** as well as **three (3) CD/DVD's in PDF** of your proposal no later than 2:00 p.m. on the due date to:

Procurement Department
Linden Hall, Suite 136
Rowan University
201 Mullica Hill Road
Glassboro, NJ 08028

Submittals by email and fax will not be accepted.

**Please label all Submissions: RFP 14-33 Architectural/Engineering Services for the
College of Business Project**

Note:

The required forms on 'Exhibit A' of this RFP need to be in the original submission. However, copies of proposals do not need to contain the required forms on 'Exhibit A'.

The only exception is the Proposal Page, which needs to be included in the original, and all copies of the proposals for evaluation purposes.

Exhibit A – Goods, Professional Services and General Service Projects

UNLESS NOTED OTHERWISE, ALL APPLICABLE ITEMS MUST BE RETURNED WITH SUBMISSION PACKAGE OR SUBMISSION WILL BE REJECTED

1. [Rowan University Terms & Conditions](#): **Do Not Return with Package**
2. Proposal Page(s): **Fully Executed**
3. [Non-Collusion Affidavit](#)
4. [Ownership Disclosure Form](#)
5. Contractor Certification and Disclosure of Political Contributions Public Law 2005, Chapter 51 (formerly Executive Order 134) and Executive Order 117
Instructions: Do not return with package
6. Contractor Certification and Disclosure of Political Contributions Public Law 2005, Chapter 51 (formerly Executive Order 134) and Executive Order 117
Application - Return with package
7. [New Jersey Business Registration Certificate](#) All New Jersey and out of State business organizations must obtain a Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue, prior to conducting business with the State of New Jersey. Vendors can check the status of their BRC [here](#).
8. [Taxpayer Identification Request \(W-9 Form\)](#)
9. [Exhibit A Mandatory EEO Language for Goods, Professional Services & General Service Projects](#)
10. [EEO/AA Evidence Disclosure](#)
11. New Jersey Policy Prohibiting Discrimination in the Workplace & Model Procedures for Internal Complaints Alleging Discrimination in the Workplace, and Acknowledgement of Receipt.
 - [Policy](#): **Do not return with package**
 - [Model Procedures](#): **Do not return with package**
 - [Acknowledgement of Receipt](#): **Return with package**

OPTIONAL DOCUMENTS

New Jersey Small Business Set-Aside Program Application

All forms and/or links are available at The Office of Contracts and Procurement website:

[Bid Forms and/or Links](#)
[Office of Contracts & Procurement Home Page](#)
[Rowan University Home Page](#)

Exhibit B

WILLIAM G. ROHRER COLLEGE OF BUSINESS (RCOB) Building Programming Overview

Building Assumptions and Considerations

Specific assumptions and considerations were identified to help guide and inform which spaces should be included in the new business building (programming) design. The following is a list of these assumptions:

“South Jersey’s Business Building”: An Academic-Business Partnership

- Rowan University is one of only two comprehensive research institutions in New Jersey and the only research institution that supports all of South Jersey. President Houshmand has stated that the College will be responsible for generating significant sponsored research by 2023. Research partnerships with business organizations will be essential to successfully achieve this challenging goal. The building must include spaces where students and faculty can collaborate on mutually beneficial research efforts.
- The College’s strong partnership with businesses in South Jersey is a distinctive competency in a highly competitive academic marketplace. Organizations in South Jersey provide the College with the following benefits:
 - Scholarships and financial aid for students.
 - Internships and jobs for students.
 - Various types of donations to the College.
 - Assist in College public relations and marketing.
 - Support faculty research and endow faculty chairs.
 - Support entrepreneurship activities and project-based learning initiatives.
 - Serve on advisory boards, executive councils, and the alumni association.
 - Serve as featured guest speakers or class guest speakers.
- The vast majority of businesses operating in South Jersey are medium to small operations that do not have access to the necessary facilities to support and grow their business operations. (e.g., conference center, meetings rooms, break-out rooms, etc.).
- There are also a myriad of not-for-profit, civic, professional, and charitable organizations that are increasingly looking to the RCOB to provide spaces to support their operations.
- The application to the State to fund the construction of a new business building under the “Building Our Future” Bond Issue specifically states the building will serve a place where business and academia can partner to be an economic engine in South Jersey.
- *RESULT:* The building should be designed to fully serve the needs of the College students, faculty, staff and organizations operating in South Jersey.

24x7 Business Building

- The RCOB business curriculum requires its students complete assignments and projects outside of the traditional “9 to 5” business day and after a five-day work week.
- Some of these assignments and projects require students use facilities and equipment that may only be available in the business building (e.g., trading room, computer labs, etc.).

- Many RCOB students have jobs, internships, or other personal commitments that require they complete their assignments when time is available. That “available time” may be at any time during a 24-hour period and any day.
- Many RCOB classes require students participate in team projects outside of class time. Since most students have conflicting “life schedules” – they may only be able to meet as a team during non-traditional building hours and also on the weekends.
- The RCOB is strategically committed to supporting entrepreneurship and project-based learning projects. The College is planning on integrating an Entrepreneurship Hatchery and a Center for Project-Based Learning into the building design to support this strategic direction. Entrepreneurship and project-based learning students want 24x7 access to these facilities.
- The completion of a commuter train station near the RCOB business building will make it possible for students to “get off the train in the early morning” – take classes all day and night – and “get back on the train late at night”. The building must allow 24x7 access to support these rail commuter students.
- The building will house all graduate classes. Graduate students come to campus after work and tend to stay late at night. These students would also like the opportunity to come to campus on the weekend to complete class assignments and projects.
- Undergraduate and graduate students want the new business building to be a “one stop” location for all of their education and personal needs. They want to be able to move from the classroom to the meeting room to the dining room without leaving the building. Thus, it is important that spaces like the break out rooms and café are included in the building.
- *RESULT:* The building needs to be designed to provide students with 24x7 safe and secure access to student support spaces while limiting student access to administrative spaces.
- *RESULT:* The building must have a café, vending machines, and an eating area.

Multi-Purpose Spaces to Maximize Use

- The University Administration has asked that all new University buildings be designed to maximize room occupancy, flexibility, and usability.
- The faculty and staff cannot predict how changes in both the strategic direction of the college and new trends in business education will impact the College’s space needs in the future.
- Every effort should be made to design spaces that could be “re-purposed” at a later date to meet changes in the College’s strategic vision.
- *RESULT:* Building spaces should be designed so that they can be easily transitioned from one use to another based on changing RCOB spaces needs.

Centers of Excellence

- The College has identified two specific initiatives that differentiate the RCOB in the world’s most highly competitive business school academic environment: 1) Project-Based Learning, and 2) Undergraduate Entrepreneurship Hatchery.
- Employers have indicated they prefer to hire Rohrer undergraduate students because they receive a practical and relevant education in the classroom supported by a “real world” education provided by both strong internships opportunities and project-based learning.
- For over a decade - undergraduate entrepreneurship has served as a “distinctive competency” within the College. This important educational initiative is supported by:
 - An endowed faculty chair in entrepreneurship from the Rohrer Foundation.
 - Significant annual financial support for entrepreneurship programs and initiatives provided by the Rohrer Foundation.

- Established entrepreneurship competitions (e.g., elevator pitch and business plan).
- Significant financial support of entrepreneurship organizations and programs in South Jersey and the Delaware Valley.
- The College manages an incubator at the Rowan Tech Park.
- These initiatives are deemed “Centers for Excellence” because they require both distinct building spaces and “hands on” administrative support in order to be successful.
- Potential donors “love” these spaces because they can: 1) name the center, and 2) clearly understand how their support will have an impact on the College’s educational landscape.
- *RESULT*: These two spaces need to be designed into the building.

Classic Traditional Architecture Outside with “High Tech” and Innovative Inside

- The new business building will be the “gateway” or the first building most visitors see when they visit the Rowan University campus. Thus, the building should both reflect the historic values of the University and have a unique and “eye catching” architectural feature.
- Core college stakeholders have asked that the building reflect traditional characteristics of the University, College, and the people of South Jersey. Words that reflect this request include: traditional, classic, welcoming, comfortable, well appointed, and attention to details throughout the building.
- In a recent survey of College faculty, staff, and students – these key stakeholders preferred the classic “Georgian-Federal Architectural” style that are evident in the business buildings at both William & Mary College and Miami University (Ohio).
- Many of the newly constructed business buildings look like “empty boxes” because their University Building Project Managers and the Building Architect “value engineered” style, quality, and interior details (e.g., door framing, moldings, marble and tile floors, high end furniture, and fixtures, etc.) out of the building plan in favor of more “blank” spaces. All of the College core stakeholders would prefer a “well appointed” building over an “empty box”.
- *RESULT*: Architectural design should focus on “quality” over “having more spaces”.

Sustainable Building Design

- AACSB (the College’s primary accrediting organization) has asked member schools to explore opportunities to include sustainability in all facets of their institutional mission.
- The College is a signatory on compact with Principles for Responsible Management Education (PRME) Organization. One of the six guiding principles of this organization is to support a “sustainable global economy”.
- *RESULT*: Sustainability principles and design concepts should be include in the building programming.

Outdoor Spaces that Compliment the Building

- The programming design should include unique areas around the building where students, faculty, staff, and visitors can meet in an informal environment.
- There should be a “green space” where the College could potentially hold graduation.
- *RESULT*: Both the interior and exterior of the building should be inviting to stakeholders.

Extensive Secure Parking is Critical

- This building will need a dedicated parking lot that has enough spaces for all College faculty, staff, administrators, and guest.
- The parking lot will need a significant number of parking spots for graduate students.

- The parking lot will need a number of visitor spaces to serve College guests.
- The parking lot should support College commuter students since over 50% of business students are commuter students.
- *RESULT*: Extensive parking should be included in the building plan.

Building Spaces

The students, faculty, staff, and administrators within the Rohrer College have collaborated in the identification of spaces for inclusion in the programming for the new business building. The following is a prioritized description of each space:

Teaching Classrooms

These spaces are essential academic spaces that must be included in the design of the building. Since the exact number of these spaces is directly dependent upon the growth in the number of business students – a projection model was constructed based on the following assumptions:

- Undergraduate enrollment in the Rohrer College of Business is currently 1,000 students. Based on enrollment projections provided by the Dr. Jeff Hand (Vice President of Strategic Enrollment) - undergraduate enrollment could reach 2000 by Fall 2017. Mr. Hand anticipates undergraduate enrollment will then continue to grow after 2017 by 7% per year for seven years resulting in enrollment of 3000 in 2023.
- The College currently offers 163 to 168 independent sections of active courses per semester with 3 to 6 sections offered on weekends, online, or offsite.
- There are only fourteen (14) seventy-five (75) minute sessions (Monday/Wednesday or Tuesday/Thursday), four (4) one hundred and fifty minute (150) night sessions (Monday thru Thursday), and two (2) double sessions on Friday (8:00-10:45 and 11:00-1:45). This schedule will allow a total of twenty (20) available teaching sessions per week.
- In order to offer 170 sections in the available time periods, a minimum of nine (9) equally sized and equipped classrooms used non-stop throughout the week are needed. Special purpose rooms (e.g., teaching labs, open labs or the trading room) are not included in the room calculation. Programs that can only be offered at night (graduate programs) require a greater number of classrooms to accommodate the nightly demand.
- If Graduate Classrooms were separated from undergraduate classrooms, there is a greater need for classroom space. Currently, twelve (12) evening sections are offered traditionally for the MBA Program. If those three classrooms are dedicated graduate classrooms, there is a net increase in classroom need.
- Larger spaces (tiered classrooms with capacity of 70 to 80) are intended primarily as meeting and presentation spaces.

Based on the assumptions listed above – the following is a projection of teaching spaces that will be needed in the new building based on anticipated enrollment numbers:

Classroom Types	1000 Enrollment	2000 Enrollment
Classroom Seating Capacity: 35 to 40		
Classroom Design:		
▪ Tiered Classroom	7	14
▪ Flat Classroom	2	4
Total Classrooms	9	18
Classroom Seating Capacity: 25 to 30		
Classroom Design:		
▪ Tiered Classroom	3	6
▪ Flat Classroom	2	4
Total Classrooms	5	10
Classroom Seating Capacity: 70 to 80		
Classroom Design:		
▪ Tiered Classroom	2	4
Total Classrooms	2	4
Graduate Classrooms: 25 to 30		
Classroom Design:		
▪ Tiered Classroom	3	8
Total Classrooms	3	8
Total Classrooms	19	40

Laboratory Spaces

These spaces are essential academic spaces that must be included in the design of the building. Since the exact number of these spaces is directly dependent upon the growth in the number of business students – a projection model was constructed based on the following assumptions:

- All spaces in the building (e.g., classrooms, laboratories, open spaces, etc.) will have easy access to the building wireless network. This network must be capable of supporting a large number of simultaneous users accessing “high bandwidth content”.
- Although wireless access will be available throughout the building, the College requires dedicated Management Information Systems (MIS) classroom spaces to support instruction on unique software and financial applications.
- The University Network traditionally does not support applications that are specific to an academic discipline. Teaching laboratories that provide “discipline specific software” will be needed in the building.
- Many College students do not have access to a personal computer that can easily access the University Network. These students rely on “open computer” rooms to complete and print homework assignments. Therefore, open computer classrooms will be needed in the building.
- The College is planning on completing its strategic planning over the next year. As part of this effort – additional spaces may be required to support new academic priorities within the College. The College would like to leave some “open laboratory spaces” (to be determined later) as part of the building design.

Based on the assumptions listed above – the following is a projection of laboratory spaces that will be needed in the new building based on anticipated enrollment numbers:

Laboratory Types	1000 Enrollment	2000 Enrollment
Laboratory Name: Trading Room Laboratory Seating Capacity: 35 to 40 Classroom Design: Tiered	1	1
Laboratory Name: MIS Classroom Laboratory Seating Capacity: 35 to 40 Classroom Design: Tiered	2	2
Laboratory Name: Open Computer Laboratories Laboratory Seating Capacity: 20 to 40 Classroom Design: Flat	2	4
Laboratory Name: Open Laboratory Spaces Laboratory Seating Capacity: Unknown Classroom Design: Flat	1	4

Faculty and Staff Offices

These spaces are essential academic spaces that must be included in the design of the building. Since the exact number of these spaces is directly dependent upon the growth in the number of business students – a projection model was constructed based on the following assumptions:

- That enrollment numbers in each of the College’s academic degree programs will remain constant over the next decade.
- The College may choose to split the three academic departments into six academic departments to accommodate growth in full-time and part-time faculty.
- Each academic department will need spaces for a staff secretary and student workers.

Based on the assumptions listed above – the following is a projection of laboratory spaces that will be needed in the new building based on anticipated enrollment numbers:

Office Types	1000 Enrollment	2000 Enrollment
Accounting & Finance Department		
Accounting Faculty	11	22
Finance Faculty	5	10
Administrative Support	1	2
Management & Entrepreneurship Department		
Management & HR Faculty	13	26
Entrepreneurship Faculty	3	6
Administrative Support	1	2
Marketing & MIS Department		
Marketing Faculty	7	15
MIS Faculty	4	8
Administrative Support	1	2

Adjunct and Student Worker Spaces

- Each Department will need to have student worker spaces near the Department Chair and Department Administrative Assistant offices. Cubicle spaces for up to three students will need to be available to student workers.
- The College employs a number of adjunct faculty members to support classroom instruction. The College currently hires up to eight (8) adjunct faculty members to support 1,000 students. The College will need up to 10 cubicle spaces to support 16 adjunct faculty members that will be needed to handle a College enrollment of 2,000 students.

Faculty Support Spaces

- The faculty will need faculty support space or spaces which hold: faculty mailboxes, copy and FAX machines, shredder, and office supplies.
- The faculty will need one or more meeting rooms to hold meetings.

Building Spaces

Every business building must include a variety of varied spaces specifically designed to support the unique educational, operational, administrative mission of the College. Based on the mission and the strategic vision of the College – the students, faculty, and staff have identified spaces that that would like to see included in the new business building. To help the building project team fully understanding both the College’s vision for each space and the importance the College stakeholders place on including the space in the final building design - each of these spaces will include both the purpose of the space and design characteristics for the space. Some spaces will include the recommended number of the space that should be included in the building design.

Break-Out Meeting Rooms Cluster

Purpose: This space provides students with a group or team meeting room.

Design:

- Meeting room for four to six students.
- A meeting room cluster should be six to ten breakout rooms.
- Room has a large wireless display monitor that can be shared by all students.
- One wall can be used as a “white board” and the other wall supports magnets.
- Two high-speed network printers (print center) will be located near the cluster.

Number: 20 to 40 rooms.

Seminar Meeting Room

Purpose: This space provides student groups with a larger place to meet.

Design:

- Meeting room for eight to ten students.
- Room has a large wireless display monitor that can be shared by all students.
- Room will have two “white boards” on the wall.
- One wall may support magnets or pins.

Number: 1 to 4 rooms.

Student Organizations Center

Purpose: This suite of rooms and work space will provide each student group with an office and a place to meet.

Design:

- Fourteen student group offices.
- A common area that has movable tables and chairs to support a variety of club activities.
- Media Room (e.g., copier, fax, scanner, storage, printers, etc.)
- Storage Room
- Small kitchen area (e.g., coffee, sink, refrigerator, etc.)

Undergraduate Study Library

Purpose: This room provides undergraduate students with a more formal and quiet place they can go to study.

Design:

- Formal long tables with professional chairs.
- Not a meeting space – a quiet study space
- Room may include some shelves for books, magazines, and the newspaper.

“Welcome Area” Building Entrance

Purpose: Multi-purpose space that serves as the formal secure entrance into the building.

Design:

- Outside doors go to a secure entry way space where building guests can wait for a ride “out of the weather or “shake off” the snow and rain before entering the building.
- Building guests then go through another set of doors to the building welcome area.
- The welcome area could be a central desk or an office.
- Welcome area or office serves many purposes:
 - Address parking and building location inquiries.
 - Address room and faculty locations questions.
 - House building security, monitors, and cameras.
 - Ensure only students, faculty, and invited guests have access to the building.
 - Serves as an access point where students will be required to “swipe their ID card” to get access to the building after normal work hours (24 hour building).

Business Conference Center

Purpose: This room will serve as a multi-purpose and formal meeting space for both the College and South Jersey Businesses.

Design:

- This room can be partitioned into three spaces to support multiple events.
- The room will have collapsible stages to support the spaces.
- The audio/visual, lighting, and climate control will support every possible center configuration.
- The partitions will be sound insulated to allow multiple events to occur at the same time.
- The room should support 350 people at round tables (eight to a table) and over 600 people in lecture seating.
- The room will include an AV control room to fully support events that use all three spaces.
- The room will include an integrated coat room and storage room.
- The room will have a “hallway runner” from Conference Center Kitchen to all three partitioned spaces to facilitate the movement of catering items.

Business Conference Center Reception Area

Purpose: This space will serve as a social gathering/reception area before entering the Business Conference Center. This space will also serve as a student meeting space when events are not taking place in the Business Conference Center.

Design:

- Open space with furniture that can easily be removed.
- Furniture will include high-top reception tables for social events and comfortable student furniture when not hosting events.
- The room should support 400 people to “mix and mingle”.

Business Conference Center Storage

Purpose: This space will store various furniture options (e.g., chairs, tables, podiums, stages, A/V equipment, lighting equipment, etc.) to support any possible configuration in both the Business Conference Center and the Reception Area.

Design:

- Open spaces that allow for the easy movement and storage of all possible furniture options in both the Conference Center and the Reception Area.
- All A/V and lighting equipment must have secure storage facilities.
- Chairs and tables should be on moveable carts.

Conference Center Kitchen

Purpose: This room will include enough space to support: food preparation, food plating, food storage, commercial refrigerators, dish/pan/utensil storage, commercial ovens, warming ovens, and commercial dish and utensil cleaning.

Design:

- Area size and equipment needs will be determined by a commercial kitchen designer.
- The kitchen must be positioned to allow easy access to all Business Conference Center spaces and the Conference Center Reception Area.
- The kitchen must be designed so that exhaust vents and inevitable water leaks do not impact the Business Conference Center operation.
- The kitchen must be able to support separate events operating in four different Business Conference Center spaces.
- The kitchen must have a freight elevator that allows access to the building loading dock.

Café and Coffee Shop

Purpose: This restaurant will provide unique and distinct food choices for faculty, staff, students, guests, and members of the business community.

Design:

- The restaurant will include shelves and refrigerated cases which allow students to “grab and go” various pre-packaged food items.
- The restaurant will include a “Panera Bread Style” kitchen and grill where guests can purchase hot and cold food items.
- The restaurant will have a separate counter area where students can purchase coffee/tea.
- Adjoining the café will be a separate “sit down” eating area that will serve over 100 guests.
- A patio area will be included external to the eating area so guests can eat outside.
- An area outside the restaurant will include vending machines.

Loading Dock

Purpose: Facilitate the delivery and removal of both large and durable goods (e.g., furniture, computer equipment, etc.), food and catering, and operational items (e.g., office supplies, etc.).

Design:

- The loading dock should be designed to not take away from the ambiance of the building.
- The loading dock should support both delivery vans and commercial tractor trailers.
- The loading dock area should include storage and material movement space to accommodate daily deliveries.
- The loading dock area should include a secure storage space to store valuable goods before they can be delivered in the building.
- The loading dock should be the storage location for all delivery carts, dollies, and vehicles.
- The loading dock area should have access to the building freight elevator to facilitate deliveries to the Conference Center, IS Support Offices and Dean’s Office.

Office of External Affairs

Purpose: This suite of rooms will house all of the administrators and staff members that provide critical external support functions for the College, including: the Executive Director of External Affairs, the Director of Marketing and Public Relations, and the Director of Advancement.

Design:

- Offices for six people.
- Administrative Assistant cubicle space.
- Four cubicles in a common area to support student workers.
- Should be located near the Dean’s Office so the office can share support spaces (e.g., media room, supply room, kitchen, etc.)
- Waiting area to accommodate up to six people.

Project-Based Learning Center

Purpose: This space is designed to provide team rooms for business students participating in project-based learning initiatives.

Design:

- Eight collaboration rooms with a capacity of up to six people.
- One larger conference room that supports up to ten people.
- Media Room (e.g., copier, fax, scanner, storage, printers, etc.)
- Small kitchen area (e.g., coffee, sink, refrigerator, etc.)
- Should be co-located with the Entrepreneurship Hatchery. This would allow one administrative support person to support both areas.

Entrepreneurship Hatchery

Purpose: This space is designed to provide business students participating in entrepreneurship projects a place to develop or “hatch” their ideas for new products and services.

Design:

- Individual spaces for 20 students in an open cubicle design.
- Six collaboration rooms with a capacity of up to six people.
- One larger conference room that supports up to ten people.
- Media Room (e.g., copier, fax, scanner, storage, printers, etc.)
- Small kitchen area (e.g., coffee, sink, refrigerator, etc.)
- Small library to contain reference materials.
- Four to six offices for Professional Faculty (e.g., PM, Patents, Mentors, etc.).
- Should be co-located with the Project-Based Learning Center. This would allow one administrative support person to support both areas

Graduate School Office Suite

Purpose: This suite of rooms will house all of the administrators and staff that provide support to the College’s graduate programs.

Design:

- Office for the Director.
- Offices for two support staff.
- Administrative Assistant cubicle space.
- Four cubicles in a common area to support student workers.
- Conference room for up to eight people.
- Media Room (e.g., copier, fax, scanner, storage, printers, etc.)
- Storage Room (Marketing/Promotion items)
- Small kitchen area (e.g., coffee, sink, refrigerator, etc.)
- Waiting area for up to eight people.

Graduate School Lounge

Purpose: This space provides graduate students with a place they can go to relax, study, eat and print-out assignments.

Design:

- Couches, tables, and chairs for up to 30 people.
- Six PC workstations with two printers.
- Media Room (e.g., copier, fax, scanner, storage, printers, etc.)
- Small kitchen area (e.g., coffee, sink, refrigerator, etc.)
- Vending area

Center for Business Professionalism

Purpose: This suite of rooms will house offices and spaces to support all functions designed to prepare students for careers in business.

Design:

- Office for the Director.
- Offices for two support staff.
- Administrative Assistant cubicle space.
- Five interview rooms – different designs with cameras.
- Workshop Room for up to 25 students.
- Video Tape Room (Improve Speaking)
- Interview Behavior Lab (One-Way Mirror)
- Computer Access Terminals and Printer
- Storage Room
- Small kitchen area (e.g., coffee, sink, refrigerator, etc.)
- Waiting area for up to eight people

Building Support Center

Purpose: This suite of rooms will house all of the administrators and staff that provide support to the operations and maintenance of the building.

Design:

- Offices for the Building Director, the IT Director, and the Building Manager.
- Office for the Administrative Support person.
- Four cubicles for IT support personnel and two cubicles to support student workers.
- Conference Room for eight people.
- Media Room (e.g., copier, fax, scanner, storage, printers, etc.)
- Storage Room (IT equipment and Supplies)
- Waiting area for up to four people.

Dean's Suite

Purpose: This suite of rooms will house all of the college Deans, all Executives in Residence, and College Ambassadors.

Design:

- Offices for eight people.
- Administrative Assistant office next to the Dean's office.
- Four cubicles in a common area to support student workers.
- Dean's conference room for fifteen people.
- Executive conference room for up to thirty people with a serving space.
- Executive conference room, Dean's conference room, and Dean's office should have access to the deck or patio space outside the building.
- Media Room (e.g., copier, fax, scanner, storage, printers, etc.)
- Storage Room (e.g., office supplies, historical items, and marketing materials)
- Full Kitchen Area (e.g., coffee, sink, refrigerator, etc.)
- Waiting area for up to six people.

Exhibit C

Site Plan



Exhibit D

Project Schedule

Milestones	Business Building
A/E RFQ	9/1/13 to 11/22/13
A/E RFP	12/13/13 to 1/4/14
Design Phase	1/27/14 to 4/28/15
Permitting Phase	2/15/14 to 4/15/15
Construction Bid Phase (incl. early packages)	8/18/14 to 2/18/15
Early Site Packages	6/30/14 to 9/30/14
Construction Phase	10/15/14 to 12/26/16
Substantial Completion	12/1/16