

RARITAN VALLEY COMMUNITY COLLEGE

MEMORANDUM

TO: ALL PROSPECTIVE FIRMS

FROM: John Trojan, Vice President for Finance and Facilities

SUBJECT: **PREFABRICATED MODULAR BUILDING UNITS – LIMITED ARCHITECTURAL SERVICES**

Raritan Valley Community College (RVCC) invites all interested parties to submit written proposals to provide these services. This invitation is made in conformity with the State of New Jersey's Pay-to-Play statute (N.J.S.A. 19:44A-20.4 et. Seq.) with respect to professional services conducted in a fair and open process. **The expected response date is by 3:00 p.m. on Tuesday, December 3, 2024, in the office of the Vice President for Finance and Facilities, Room 209, on the Second Floor of the Event Center.**

PROJECT SCOPE

The College has been awarded grant funds to expand the instructional/service footprint for students with special learning challenges. The all-in budget is \$1 million for creating additional space and equipping it with appropriate technology and furnishings. College management believes that prefabricated modular building units would provide the most cost-effective and timely solution for this program expansion

We would expect the architect to assist program managers in defining their needs with respect to room usage and spatial requirements. These programs currently occupy 1,500 square feet in much older modular units. The architect would recommend layouts to accommodate present instructional and administrative usage as well as future growth. Our target total footprint is approximately 4,000 square feet. The College Facilities Department will act as the general contractor. Desired completion – December 2025.

Modular building manufacturers would be expected to modify their standard designs to meet our specifications. The units would be installed on a concrete slab for which they would provide minimum requirements.

ARCHITECTURAL SERVICES

While we don't envision the architect developing significant typical construction details, the requested design activities should address and provide minimum specifications for the following important fabrication requirements to guide modular unit manufacturers in submitting their proposals:

- Room sizes and layouts to accomplish program objectives.
- Adjacencies and flow through space.
- Bathroom features (at least 3 single occupancy rooms).
- Compliance with local building and fire codes.
- Location of windows and doors.
- Ceiling heights.
- R-value of insulating materials.
- Location of electrical outlets and lighting fixtures.

Other architect activities:

- Assist the College in reviewing submitted proposals for final selection.
- Prepare drawings to satisfy permitting requirements.
- Product/equipment approvals.
- Coordination with other professional service providers that the College will engage directly – civil, mechanical, fire/safety.
- Once on-site installation begins, the architect will provide some level of oversight to ensure that modular contractor activities are completed in a workmanlike manner.

QUALIFICATIONS/SELECTION/REFERENCES

The essential criteria upon which RVCC will base its firm selection are the following:

- Prior experience with these kinds of buildings.
- Draft project plan.
- Proposed fee structure.
- Client references.

FEE

Provide lump sum cost for the project as well as hourly rates for professionals assigned.

RESPONSE DATE

Tuesday, December 3, 2024 by 3:00 PM.

Please address your proposals to the following:

John Trojan, VP Finance & Facilities
118 Lamington Road
Branchburg, NJ 08876

Questions can be directed to Mr. Trojan until **Tuesday, November 26, 2024**, via –

- E-Mail john.trojan@raritanval.edu
- Phone 908-526-1200 ext. 8203

All firms submitting proposals need to produce/sign/notarize the following documentation before the contract award:

- Board of Trustees Letter
- Non-Collusion Affidavit
- Exhibit A – Mandatory Equal Employment Opportunity Language
- Statement of Ownership Disclosure
- Disclosure of Investment Activities in Iran
- Federally Funded Procurements Acknowledgement
- State of New Jersey Business Registration Certificate
- Certificate of Insurance naming the College as an Additional Insured
- Compliance with P.L. 1975 c.127 (N.J.A.C. 17:27)

We have not developed a standard form for your response. However, your proposal should directly address the selection criteria. You may also include some brief promotional material and profiles of the professionals who may be assigned to our account. Please provide three (3) hard copies and a digital version.

It is the firm's sole responsibility to ensure that its response is delivered on time. RVCC is not liable for any proposals lost in transit.

RVCC shall not be responsible for or be bound by any verbal answers to questions during this process. All questions and responses must be in writing. RVCC reserves the right in its sole discretion to waive any insubstantial irregularities in these procedures and further reserves the right in its sole discretion to permit insubstantial defects to be cured.

The firm acknowledges that this proposal and the award of a contract are governed by the County College Contracts Law N.J.S.A. 18A:64A-25.1 et seq. and that any legal challenges to the proposal process, the award or non-award of a contract, or the rejection of any proposals, must be pursued before the College Board of Trustees in accordance with P.L. 1994 h. 48, Sec. 6(f). The challenge or objection must be presented by filing a petition with the Secretary of the Board of Trustees within ten (10) calendar days of the decision to award or not award a contract. Proceedings on the petition shall be governed by the Raritan Valley Community College Rules for Hearings before the College Board of Trustees, which rules may be obtained from the Vice President for Finance and Facilities.