

Request for Civil Engineering Services Proposal

Cooper University Health Care & Ronald McDonald House Charities

Ronald McDonald House Relocation

April 27, 2024

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CONFIDENTIAL

The information contained within this request for proposal (RFP) is confidential. All recipients shall not discuss the contents of this RFP with anyone other than those involved in constructing its response.

If you do not intend to respond to this RFP, return all RFP documents to Cooper University Health Care and/or destroy all documents and related electronic media.

SECTION 1 – BACKGROUND

Cooper University Healthcare (CUHC) is working with Ronald McDonald House Charities (RMH) (collectively, “Owner”) to relocate the existing RMH facility to a nearby site at Block #177 on West Street between MLK Blvd and Stevens Street (the “Project”), as depicted in Exhibit A. CUHC is acting as the developer to move the RMH program off-site so CUHC can expand its footprint.

The new facility is expected to have a construction cost of approximately \$25 million and will be similar to an extended stay hotel, where families will stay for days, weeks, or even months, while a family member is being treated at CUHC or another hospital in the Philadelphia region. The new facility will continue to offer a supportive, nurturing haven: a place of normalcy and comfort during a stressful time for parents, siblings, and extended family who want to be nearby while their child is receiving treatment. It will be a place to focus on self-care and wellness by resting, recuperating and recharging.

Our Team Approach: Talented, diverse professionals are central to accomplishing Project goals, and the ability to collaborate at a high-level is key to this Project’s success. The Owner, Architect/Engineers of Record, Construction Manager, Geotechnical Engineer, and Civil Engineer (collectively, the “Team”) must apply a collaborative approach throughout the Project and support the integration of diverse roles, skillsets, and solutions. The Owner intends to build a culture of trust among the Team by framing constructive attitudes and requiring leadership finesse by all parties. All Team members will be expected to maintain a balanced focus on forward progress and value creation for the Project, while maintaining accountability for cost control, quality, and schedule. Team members’ responsibilities shall include, but are not limited to:

CUHC and Program Manager will have overall responsibility for directing the design and construction efforts and coordinating all Team members so they will provide their

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necessary services in a complete and timely manner. They will drive rapid and dependable internal decision-making and bi-directional reporting between the design and construction teams and Owner leadership. They will also ensure that sufficient funds are available to complete the Project within the current budget estimates.

The **Architect/Engineers of Record** (“AE”) will contract directly with CUHC and are to lead the research, program validation, ideation, best practice application, budget adherence, design, design schedule adherence, standard of care execution, documentation, and construction administration for the Project to meet the Project goals and objectives, regulatory guidelines, and the CUHC approved scope.

The **Construction Manager** (“CM”) will contract directly with CUHC. During the design phase, the CM will be an advisor on construction methods and costs, and will conduct continuous cost modeling. The CM will also lead value engineering efforts through a capable in-house source or subcontractor resources. During the construction phase, the CM will lead the construction planning, procurement of labor and materials, installation, and the coordination of commissioning. The CM’s contract format will be a Guaranteed Maximum Price with a fixed fee.

The **Geotechnical Engineer** (“Geotech”) will contract directly with CUHC and will work in collaboration with the AE, Civil Engineer, and CM by providing field explorations, soil samplings, field testing, analysis, and geotechnical investigation reports. Each of the foregoing is required for the planning, design and contract administration of the Project.

The **Civil Engineer** will contract directly with CUHC and will work in collaboration with the AE, Geotech, and CM by providing site planning, surveying, environmental planning, utility plans, grading and drainage plans, and sedimentation/erosion control plans. Each of the foregoing is required for the planning, design and contract administration of the Project.

The Civil Engineer’s proposal shall be for a fixed fee based on the referenced scope and outline of responsibilities. The awarded contract with the Owner will be patterned after the AIA C103-2015 Agreement. To assist you in developing a proposal, the following information is enclosed:

- Scope of Services
- Scope of Project/Program/Schedule

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SECTION 2 – SCOPE OF SERVICES

The successful Civil Engineer will provide the services as described below. Please note that this is not intended to be a fully descriptive list of every possible task that needs to be performed. Given the depth of experience represented by the firms being considered, CUHC expects each firm to have an understanding of what is necessary to design and coordinate a project of this scope and scale. CUHC is seeking the full complement of services from start to finish. The following items are intended to identify the major expectations of the successful firm. If there are questions regarding scope that will have a material impact on this proposal, please request further clarification. As part of your response, please provide a breakdown of the cost for each element of the Scope of Services, including what services shall be included under Basic Services, Supplemental, or Additional. Offeror shall also include any exclusions, qualifications, or exceptions to the proposed Scope of Services.

Diversity: CUHC values diversity in its work force, patient population, and with our partner companies. CUHC promotes within the State of New Jersey and local communities, minority-owned, women-owned, and veteran-owned businesses, and veteran participation (“MWVBE”) with our institution to maximize community participation with potential consultants and vendors. Include in your proposal if your firm is an MWVBE.

CUHC expects the successful firm to take affirmative steps to strongly consider contracting opportunities for minority-owned, women-owned, and veteran-owned businesses. As used in this RFP, the terms “minority owned business,” “women-owned business,” and “veteran-owned business” mean a business that is at least fifty-one percent (51%) owned and controlled by minority group members, women, or veterans. For purposes of this definition, “minority group members” are African Americans, Spanish speaking, Spanish surnamed, or Spanish-heritage Americans, Asian-Americans, and Native Americans.

Affirmative steps include, but are not limited to, dividing total requirements, when feasible, into smaller tasks or quantities to permit meaningful participation by minority-, women-, and veteran-owned businesses.

While CUHC has not yet established a percentage requirement for diverse company participation, this goal could be developed prior to design development documents being finalized. In the event that requirement is established, the design and construction teams will be required to meet that goal.

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Pre-Design Phase: During the Pre-Design phase, the selected firm's scope will include, but is not limited to:

- A. Land Use Review Leadership.
- B. Boundary & Topographical Surveying (horizontally and vertically for all building and utilities on Project site).
- C. General Site Planning including parking design (site layout coordination in accordance with zoning regulations).
- D. Conceptual Site/Removals/Utility/Grading Plans.
- E. Utility Centerline Profiles.
- F. New Roadway & Transportation Coordination Concepts.
- G. Preliminary National Grid Concept Coordination.
- H. Preliminary Topographic/Utility Survey.
- I. Identification of State/City/Local Permit Requirements.
- J. Environmental Planning (Phase 1 due diligence is ongoing and should not be included in the scope of this proposal; this information will be provided upon completion).
- K. Miscellaneous Details.

Schematic Design Phase: During the Schematic Design phase, the selected firm will continue the development of Pre-Design Phase concepts, conduct civil engineering due diligence, and complete investigatory tasks to support preparing issuing a Schematic Design Package. These responsibilities are anticipated to include, but are not limited to:

- A. Pre-Design Phase Concepts Continuation.
- B. Landscape Scheme/Layout.
- C. Coordinate Geotechnical Investigation for Civil Engineering Application.
- D. Coordinate Topographic/Utility Survey.

Construction Documents: During the Construction Documents phase, the selected firm will provide construction documents for Authorities Having Jurisdiction and permit approvals. The Construction Documents package will include no less than:

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- A. Utility Plans: design to within five feet of the proposed structures for domestic and fire water lines, natural gas lines, storm and sanitary sewer lines and coordination with local electrical, gas and cable companies for utility routing showing exact sizes/capacities and Project requirements.
- B. Grading & Drainage Plans: design for site improvements, including appropriate spot elevations and stormwater detention/retention plan in accordance with governing agency requirements.
- C. Sedimentation/Erosion Control Plan in accordance with governing agency requirements.
- D. Parking and Traffic Design Plan.
- E. Landscaping Plan.

Construction Administration: During the Construction Administration phase, the selected firm will provide construction administration services throughout Project construction. The Civil Engineer will generate Request for Information responses within five (5) days of receipt and submittal responses within ten (10) days of receipt. In addition, site visits will be conducted and documented during the Construction Phase as appropriate for the construction being accomplished at the time.

Closeout: The selected firm will support closeout activities to enable CUHC to close financial bond requirements in a timely manner, including, but not limited to:

- A. Conducting punch list inspections to ensure all site punch list items have been resolved per the contract documents.
- B. Ensuring all site related permits and inspections are completed as required by relevant governmental agencies.
- C. Ensuring all as-builts and other closeout documents are provided to CUHC, RMH, Program Manager and governmental agencies as appropriate.
- D. Ensure government agency approvals are obtained as needed to close the Project.

Coordination: As part of the Scope of Services, Offeror shall be required to coordinate its services with the Project design team, including but not limited to, those parties listed in Section 1 above to ensure proper performance of the Offeror's services and those of CUHC's other design consultants.

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SECTION 3 – SCOPE OF PROJECT/PROGRAM/SCHEDULE

The new facility will generally be the same size as the existing RMH facility: 4 stories and 40,000 SF. The facility is anticipated to be R-1 use (extended stay hotel). The units are hotel-like rooms that will consist of 1 and 2 bedroom suites. The building will have common areas, including a dining/commercial kitchen, indoor and outdoor social spaces, and a playground. A parking garage will be located on ground level below the occupied second floor.

There will be no healthcare component, nor healthcare-associated regulatory guidelines or agency reviews. The Civil Engineer shall collaborate with the Team to satisfy all City, State, NJDOT, and other Regulatory Agency requirements, including, but not limited to, Zoning and Planning Board approvals, Permitting, Traffic Impacts, Utility Impacts, etc.

A conceptual site plan has been provided in Exhibit A.

The scope of the Project will include program development with RMH stakeholders. The selected design team will work with Owner on the overall full design of the Project, including the Schematic Design, Design Development, Construction Documents, and Construction Administration phases.

Schedule:

The Project is intended to be completed by September 2026. To accomplish this, construction is intended to begin Q1 2025. Offerors shall provide a design/approval schedule to ensure this overall timeline for the Project. The schedule shall include timelines for each phase of the Scope of Services, anticipated dates for the commencement of construction, and allowances for periods of time for the performance of other Project consultants and for CUHC to review submissions, as needed.

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SECTION 4 – SUBMISSION REQUIREMENTS

Proposals shall include, at a minimum, the following information and be no more than (5) pages, excluding resumes and project experience sheets:

1. General Information

- a. Firm Size, location, date of establishment, and ownership.
- b. Dollar volume of business per year.
- c. List of contractor and owner references.
- d. List and describe current status of any pending litigation(s), arbitration(s), or settlement(s).
- e. Demonstrate that your firm has the resources available to work on this project.
- f. Proof of Insurance.

2. Project Understanding

- a. Demonstrate an understanding of the Project organization (relationship with Owner, sub consultants, and CM).
- b. Your knowledge of the Project location and how that experience will bring value to Cooper and this Project.
- c. Identify any issues with the requirements of the proposed contract of this RFP.
- d. A proposed design schedule.

3. Firm Experience

- a. Provide one page descriptions and profiles of five (5) projects of similar scope and scale.

4. Personnel

- a. Provide an organizational chart for the staffing of this project.
- b. Provide resumes for each of the staff members proposed. The resumes shall include recent relevant experience.

5. Fee

- a. Provide a lump sum fixed fee for the services with a breakdown by phase. Include an itemized list of any additional services not included in your base scope, like a Phase 2 environmental report or additional meetings.
- b. Provide a listing of fully burdened hourly rates (for additional services).

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- c. Provide an estimate of reimbursable costs. CUHC does not allow a mark up to the reimbursable costs; they must be billed at cost.

CUHC will make an award based on Project Understanding, Firm Experience, Proposed Personnel, and Fee. All factors except Fee are of equal importance and are more important/of equal importance to Fee. All offerors must be responsible, as evaluated by the General Information submission and any other information available to CUHC. CUHC reserves the right to make a selection among the offerors to the RFP or to firms not responding to the RFP using criteria that are entirely within its discretion. Nothing herein shall create any binding obligation on CUHC to consider the Offeror or to make an award as a result of this RFP.

SECTION 5 - CONFIDENTIALITY

The Offeror to this RFP understands the confidential nature of this RFP and agrees that any information, data, documents or other material concerning or related to this RFP, whether provided in writing, electronically, or orally shall be considered confidential information (the "Confidential Information") and shall be maintained by the Offeror in confidence, regardless of whether the Offeror ultimately submits a proposal. Offeror agrees that it shall undertake all necessary and appropriate steps to ensure the confidentiality of the Confidential Information in its possession is maintained. Offeror shall not disclose any such information to third parties or use any portion of the Confidential Information for any purpose except to evaluate the RFP.

SECTION 6 – INSURANCE

The Offeror shall be expected to procure and maintain the insurance policies and limits listed in the C103-2015 included with this RFP. In the event the policies or limits required in the C103-2015 are beyond those normally maintained by the Offeror, Offeror shall include in its response the cost of procuring the required insurance.

EXHIBITS

- A. Site Concept
- B. Amended AIA C103-2015