

REQUEST FOR PROPOSALS FOR MEP COMMISSIONING AGENT CONSULTING AND TEST AND BALANCE SERVICES

March 4th, 2025

Master Campus Plan

Cooper University Health Care – Camden, New Jersey

Your firm is hereby given notice of an opportunity to submit a response to a Request for Proposal for Mechanical/Electrical/Plumbing (MEP) Commissioning Agent Consulting Services and Test And Balance Services (TAB) for the Master Campus Plan (“Project”) for Cooper University Health Care (“Cooper”). This request for proposals is a competitive selection process to engage a firm to provide planning, procurement, logistics, and implementation services for this project. The specific requirements for this Request for Proposal are set forth below.

A. PROJECT DESCRIPTION

1. Brief Overview

Pure Project Management has been engaged by Cooper as program manager for the Master Campus Plan (“Project”). The Project is planned for a multi-year, multi-phased program on the site of the existing academic medical center campus located in Camden, New Jersey.

Cooper is the leading academic health system in South Jersey. Cooper operates a 663-bed tertiary care hospital, South Jersey’s only Level I trauma center, MD Anderson at Cooper, Children’s Regional Hospital at Cooper, and the only Level II pediatric trauma center in the Delaware Valley (hereafter “Cooper University Hospital”). In addition to Cooper University Hospital, Cooper includes one of the largest physician groups in the region, three urgent care centers, and more than 100 outpatient offices in South Jersey and Pennsylvania. Cooper’s large multispecialty centers located in Camden, Cherry Hill, Voorhees, Willingboro and Moorestown make it easy to schedule appointments for multiple services in a convenient location.

Cooper University Hospital is an academic, tertiary care medical center affiliated with Cooper Medical School at Rowan University and is located on the Health Sciences Campus in Camden. Cooper has a long history in the city of Camden and is playing a prominent role in its revitalization. Cooper Medical School at Rowan University has approximately 430 students, 1,800 faculty members, and, since its inception in 2012, graduated over 350 new physicians.

Annually, Cooper has approximately 30,000 hospital admissions, more than 1.7 million patient visits, and 400,000 outpatient hospital encounters. Cooper's primary service area is in Camden, Burlington, and Gloucester Counties and secondary service area is in Atlantic, Cape May, Cumberland, and Salem Counties.

Cooper University Health Care's mission is **To Serve. To Heal. To Educate.**

Our Team Approach: Talented, diverse professionals are central to accomplishing project goals. Their ability to collaborate at a high level will be key to any project's success. It is Cooper's intent to build a culture of trust among the team by framing constructive attitudes and requiring leadership finesse by all parties. All principal team members will be expected to maintain a balanced focus on forward progress and value creation for the Project, while maintaining accountability for every team member to control cost, quality, and schedule.

Cooper and Program Manager will have overall responsibility for directing the design and construction efforts, coordinating all team members so they will provide their necessary services in a complete and timely manner. They will drive the rapid and dependable internal decision-making and bi-directional reporting between the design and construction teams and Cooper leadership. They will also ensure that sufficient funds are available to complete the Project within the current budget estimates. Pure Project Management will assist Cooper's Planning, Design, Construction group in this role.

The **Architect / Engineer of Record** ("AE") will contract directly with Cooper and is responsible 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's goals and objectives, regulatory guidelines, and the scope approved by Cooper. HKS & Array Architects have been selected to work together along with their consulting engineers for MEP/FP, BR+A and Highland Associates, and the structural engineers, O'Donnell & Naccarato. There are also subconsultants for other elements of the Project such as vertical transportation, vibration, materials management, etc. 'Architect' shall reference the entire Design Team under the Architect's Agreement as noted. Medical Equipment Planning and Procurement is provided by Best Healthcare Planning and is contracted directly with Cooper with coordination responsibilities to the entire Design Team.

The **Construction Manager** ("CM") will contract directly with Cooper during the design phase, will be an advisor on construction methods and costs, through continuous cost modeling. The CM will lead value engineering efforts through a capable in-house source, or by including subcontractors' resources. During the construction phase, the CM will lead the construction planning, procurement of labor and materials, installation, and coordinate commissioning.

The **MEP Commissioning Agent & TAB Consultant** (“Commissioning Agent”) will contract directly with Cooper and, during the construction phase, will be an advisor on Commissioning Agent documentation, communication, and filing with Owner and Authorities Having Jurisdiction (“AHJ”). During construction, the Commissioning Agent will work with Cooper and proposed key individuals, professional staff, certified NJ State Engineers, and others designated for the project will be required to remain on the project as appropriate through certificate of occupancy and close-out. The Commissioning Agent shall not substitute these people except with the written consent of Cooper.

Presently, the Tower A Construction Documents Permit Package is under review by the City of Camden and the NJ DCA / HCPR Unit.

2. Scope of the Project

To further its mission, Cooper has begun a significant, multi-year, multi-phased project on the site of the existing academic medical campus located in Camden, New Jersey. The Project is summarized within the below bullets and Exhibit A. Commissioning Agent will support each project element.

- Tower A (335,000 SF) horizontal expansion (basement plus 10 floors and mechanical penthouse) to existing hospital at the corner of MLK Boulevard and Haddon Avenue.
- Central Utility Plant (7,810 SF) vertical expansion to support campus infrastructure improvements of:
 - existing CUP to replace a boiler and install a new 1500T chiller, two (2) new cooling towers and chilled water system, new medical gas manifold, and new heat exchanger;
 - CUP expansion to include two (2) new generators and load bank; and
 - new geothermal system (pumps and heat pumps) beneath Tower A foundation system.
- Tower A Bridge Connector spanning over Haddon Avenue to existing MD Anderson Cancer Center.

B. PROJECT SCHEDULE

A construction schedule has been included as an Exhibit B to illustrate Project construction activities that will need to be accomplished. The selected Commissioning Agent will be required to provide the resources and staffing to support the Project described through its completion. Current key project milestones are described below. The Commissioning Agent shall refer to Exhibit B for additional schedule details to assist in preparing its proposal.

1. Key Project Milestones

April 2025	Demolition Complete
June 2025	Tower A Excavation Start
August 2025	Tower A Foundations Construction Start
February 2027	Tower A & Bridge Foundations Construction Complete
June 2026	Tower A Steel Erection Construction Start
June 2026	Tower A Central Utility Plant (CUP) Construction Start
January 2026	Bridge Steel Erection Construction Start
July 2027	Tower A Steel Erection Construction Complete
July 2027	Bridge Enclosure Complete
December 2027	Tower A Enclosure Completed
April 2027	Tower A TCO

2. MEP Commissioning Agent Consulting Services & TAB RFP Timeline

3/4/25	Issue request for proposals
3/6/25	Deadline for RFP acknowledgement of receipt and intent to respond
3/11/25	Deadline for RFP clarification/questions (12:00 Noon EST)
3/17/25	Responses to questions received (shared with all)
3/25/25	Deadline for receipt of proposals (3:00 PM EST)
4/8/25	Selected firm announcement
Week of 4/14/25	Kick-off meeting for Commissioning Agent and Meeting with Construction Team

C. SCOPE OF SERVICES

The successful Commissioning Agent 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. 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.

C.1- Summary of Commissioning Agent Services

Provide NJ State certified engineers (per current Codes and Bulletins) as required for the Project. The summary requirements are listed in the table below. The commissioning agent will plan, manage, direct, and report on the commissioning activities, using the reporting formats and standardized forms provided by the commissioning agent. The Commissioning Agent will submit deliverable reports to Pure PM and Cooper according to a project schedule set by the Commissioning Agent and agreed upon by Pure PM and Cooper. It is extremely important that all commissioning tasks be conducted in a transparent manner and involve the building engineering and operations staff. Additional commissioning requirements will be provided as developed by the design team.

Task	Description
1	<i>Heating, Ventilating, Air Conditioning and Refrigerating Systems (including but not limited to):</i>
1.1	Supply air
1.2	Return air
1.3	Exhaust air
1.4	Chilled water
1.5	Condenser water
1.6	Hot water
1.7	Steam systems
1.8	Air handling systems
1.9	Heat recovery systems
2	<i>HVAC Controls & BAS Controls systems</i>
3	<i>Plumbing Water Systems (including but not limited to):</i>
3.1	Domestic hot water & domestic water booster
3.2	Distribution
3.3	Domestic water treatment
4	<i>Medical Gas Head End and Distribution System (including but not limited to):</i>
4.1	Oxygen
4.2	Nitrous
4.3	Medical air & manifolds
4.4	Medical gas system alarming
4.5	Instrument air
4.6	Vacuum
5	<i>Life Safety Systems (including but not limited to):</i>
5.1	Fire Alarm system
5.2	Standpipe and sprinkler systems
5.3	Fire pump and controller
5.4	All pipping and ancillary hardware
6	<i>Electrical Systems (including but not limited to):</i>
6.1	Substation transformers
6.2	Switchboards

6.3	Motor control centers
6.4	Power & lighting panel boards
6.5	Lighting fixtures & outlets
6.6	Lighting controls
6.7	Connections to equipment
7	<i>Emergency Power Supply Systems (including but not limited to):</i>
7.1	Diesel generators
7.2	Paralleling gear
7.3	Switchgear
7.4	Transfer switches
8	<i>Elevators</i>
9	<i>Security Systems (including but not limited to):</i>
9.1	Access control
9.2	Alarm monitoring
9.3	CCTV systems
9.4	Intrusion detection

Commissioning is required as one quality measure of the construction of this building in order to confirm that the final building meets the original intent of the Project’s intended use requirements. The Commissioning Agent shall lead an MEP commissioning and TAB process that incorporates the elements described below.

Commissioning Process: The commissioning process activities completed by the Commissioning Agent include:

1. Review architect’s construction document packages.
2. Review and comment on MEP commissioning requirements and specifications.
3. Commissioning Agent will be an active member of the project team and will handle scheduling and leading information gathering and coordination meetings, including coordination with design professionals and the contractor.
4. The specifications shall follow the intent of ASHE and ASHRAE guidelines. The commissioning specification will include a detailed description of the responsibilities of all parties, details of the commissioning process; reporting and documentation requirements (including formats), alerts to coordination issues, deficiency resolution, construction checklist and startup requirements, the functional testing process, and specific functional test requirements including testing conditions and acceptance criteria for each piece of equipment being commissioned.
5. Develop a commissioning plan supporting the construction schedule. Include a list of project specific descriptions of all equipment to be commissioned and description of roles of the team.

6. Develop and write functional performance test procedures.
7. Perform commissioning design review of the CD and provide recommendations to the owner representative and the AE.
8. Perform HVAC control system sequence of operations. Review these sequences carefully to make certain they have adequate detail and incorporate energy efficient processes.
9. Participate in coordination meetings for commissioning plan, checklist preparation, etc. with owner and design team.

Commissioning Process during Construction: The commissioning process activities accomplished by the Commissioning Agent during the construction phase include:

1. Organize and lead the commissioning process components and conduct a pre-commissioning meeting where the commissioning process requirements are reviewed with the AE and CM.
2. Coordinate and direct commissioning activities in a logical, sequential, and efficient manner using consistent protocols, clear and regular communications and consultations with all necessary parties, and frequently updated timelines, schedules, and technical expertise.
3. Provide factory witness testing as required by contract specifications.
4. Perform site visits over the course of construction to observe component and system installations. Accomplish a statistical review of construction focusing on Cooper's design intent and the quality process.
5. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/substitutions relating to the owner's design intent. Aid in resolving any discrepancies.
6. Develop and write construction checklists with assistance from the CM and installing contractors. Submit to CM, Pure PM, and Cooper for approval.
7. Organize and conduct regularly scheduled commissioning team meetings, in conjunction with each site visit and daily during functional testing to plan, develop the scope, coordinate, schedule activities, review and comment on construction schedule, and resolve problems. Documentation, arranging for facilities, agenda, attendees list, notify participants, and prepare and distribute minutes to Team members will be the responsibility of the Commissioning Agent. PLEASE NOTE – these visits are not a part of the visits referenced in (4) above.
8. Review the minutes of the regularly scheduled project team meetings and attend these as needed to resolve issues and concerns and coordinate the commissioning process.

9. Review contractor submittals of commissioned features and systems concurrent with the design professional's review, in a timely manner that does not affect the construction schedule of the contractor. Review submittals from the contractor for compliance with contract documents and commissioning plan. Review and comment on performance expectations of systems, equipment, and interfaces between systems as they relate to the performance of functional testing. Forward concerns and comments in writing to Cooper and AE for inclusion in the submittal comments returned to the contractor.
10. Update the commissioning plan to reflect equipment and controls data from the submittals and provide commissioning scope and schedule information that the contractor can integrate into the project schedule.
11. Track construction checklist completion and provide monthly reports to Cooper of such progress.
12. Sample completion of construction checklists on a periodic basis to verify that contractor's quality process is achieving the owner's project requirements.
13. Review start-up plan to ensure operational parameters outlined in the contract specifications are met. Review systems startup by reviewing start-up reports and by selected site observation. Review will include start-up training procedures for facility maintenance personnel selected by Cooper. Verify that equipment records support initial startup.
14. Review installation and report concerns promptly to the installing contractor and for correction. Work directly with the installing contractor to resolve issues in the field. If issues cannot be resolved immediately, report by verbal or electronic means with written documentation to follow prior to exiting the jobsite.

Commissioning Process- Validation

1. Prepare and finalize project-specific functional performance test procedures defining the acceptable results of the tests to be performed, following receipt of approved submittals and with review and input from installing contractors. Generic functional performance test procedures are not acceptable. Include these in the commissioning plan.
2. Review HVAC control programs before implementation and again after implementation to ensure proper performance of these systems.
3. Execute the pre-functional checklists in phases as the work progresses. The purpose of this process is to document installation occurs per the contract documents as the work is installed, rather than waiting until all installation is complete. Resolution of deficiencies is to be documented on subsequent

visits. All elements of equipment and system installation, and equipment pre-functional checklists must be complete prior to functional testing.

4. Ensure that equipment data is provided in a format acceptable by Cooper, understanding the record model information identified below. This should include witnessing any bar code information required for various equipment. If data is not elected to be stored in models, the format should be ready for upload into the Computerized Maintenance Management System (CMMS).
5. Review the equipment startup procedures, witness the startup of critical systems, and review the completed start-up documentation. Identify failures in readiness for start-up and start up activities as issues needing resolution.
6. Direct execution, witness and recommend acceptance of functional testing procedures performed by installing contractors. These are to be conducted per project specifications. Coordinate retesting as necessary until satisfactory performance is achieved. One retest for each type of equipment shall be included in the Commissioning Agent's scope of work. Additional retests due to failures of design or construction shall be considered an additional service.
7. Recommend approval of air and water systems balancing through statistical sampling of the report and separate field verification in compliance with contract specifications. This includes review of the TAB report and the sampling of readings.
8. Establish and maintain a master commissioning issues log and a separate testing record. Document the correction and retesting of non-compliance items by the contractor.
9. Provide Cooper written progress reports and test results with recommended actions at least monthly and no less often than when the commissioning authority is on site.
10. Monitor correct component and equipment installation, including controls point-to-point checkouts per project specifications. Document all observations.
11. Develop the systems manual for the commissioned systems.
12. Review, recommend pre-approval, and verify the operating and maintenance (O&M) manuals for format and content, and for related training provided by the contractors.
13. Develop and implement a system for receiving and tracking O&M manuals and warranties from the contractor.
14. Review Record Drawings with owner and maintenance personnel and identify any discrepancies in writing to Cooper, contractor, and design team for incorporating into the record documents. Final models for the record

documents from the design and construction team will be a Revit model and a Navisworks model.

15. Provide a final Commissioning Report in searchable, electronic (PDF) format and three (3) complete hard copies.

Commissioning Process - Occupancy and Operations (Warranty Period): The commissioning process activities accomplished by the Commissioning Agent during the occupancy and post acceptance phase include:

1. Review and inspect the testing, adjusting and balancing work that has been carried out by other agencies or the TAB agent.
2. Coordinate with the controls contractor as needed to bring building to an acceptable performance level as required in the contract documents and Facility Guidelines Institute (FGI)
3. Develop and implement training program. Coordinate and monitor contractor performance of O&M staff training.
4. Monitor O&M video-recorded staff training sessions.
5. Schedule and verify deferred and seasonal testing by the contractor.
6. Conduct seasonal or deferred functional performance testing of sub-systems, systems, and interactions between systems per project specifications that may not have been carried out prior to acceptance due to unsuitable weather conditions.
7. Prepare and submit a final commissioning report at post-acceptance phase documenting all information above.
8. Provide follow-up for quality performance during the guarantee period.
9. Return to the site at 10 months into the 12-month warranty period. Review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Also interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make written suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.

Additional Commissioning Agent Responsibilities: In addition to duties described above, the Commissioning Agent will have the following responsibilities and authority:

1. Issue deficiency notices and verify that they have been corrected. The master commissioning issues log, listed in design and construction phases will be maintained by the Commissioning Agent and reviewed at the commissioning

meetings. Deficiencies that are not corrected in a timely manner will be reported to Pure PM and Cooper.

2. The Commissioning Agent may assist with problem-solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the general contractor and the design team.
3. Commissioning Agent will review construction change orders for compliance with the construction documents. Non-compliances will be reported in writing to Pure PM and Cooper.

Observation & Testing Requirements: In addition to the duties described above, the Commissioning Agent will observe and test the equipment and/or systems described within the below table.

Equipment or Systems	Sampling Rate
<i>HVAC Systems</i>	
Chillers	100%
Cooling Towers	100%
Boilers & Associated Equipment	100%
Heating Heat Exchanges	100%
Pumps	100%
Air Handling Units	100%
Laboratory Exhaust Fan Systems	100%
Ventilation Fans	100%
Variable Frequency Drives (VFDs)	100%
Air Terminal Units	100%
Air Terminal Units & Controls	25%
Laboratory Air Valves	100%
HEPA Filter Systems	100%
Kitchen Exhaust Fan Systems	100%
Fuel Oil Storage & Supply Systems	100%
Ductwork & Piping	50%
<i>Building Automation System</i>	
Temperature / Humidity Sensors	100%
Pressure Sensors & Controllers	100%
Sequence of Operation	100%
Airflow Stations	100%
Damper / Valve	100%
Space Differential Pressure Monitors	100%
Building Light Control Systems (non-patient areas)	25%
<i>Plumbing & Fire Protection Systems</i>	
Plumbing Equipment	100%

Plumbing Fixtures	25%
Verifying Balancing of the Domestic Hot Water Return	25%
Plumbing Piping System	25%
Fire Pump	100%
Medical Gas Piping System Master	100%
Electrical Systems	
Normal Power Electrical Systems	50%
Emergency Power Systems	100%
Fire/Life Safety Systems	100%
Security Systems	100%
Patient Engagement / Smart Room Systems	
Patient Room Lighting Controls	100%
Patient Room Window Blinds Controls	100%
Patient Room Temperature / Humidity Controls	100%

Contract: The form of contract for this agreement will be a modified AIA Document C103-2015, Standard Form of Agreement Between Owner and Consultant (see Exhibit E).

Diversity: Cooper values diversity in its work force, patient population, and with our partner companies. As used in this RFP, the terms “minority-owned business”, “women-owned business”, and “veteran-owned business” means a business 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.

Grant Conformance: The Commissioning Agent and any subcontractors or vendors hired by the Commissioning Agent, must undergo a SAMS check and a state debarment check. This is to ensure no companies are engaged that have been excluded from working on federal and state funded projects.

Further, The Uniform Guidance requires an infrastructure for competitive bidding and contractor oversight, including maintaining written standards of conduct and prohibitions on dealing with suspended or debarred parties.

The Controlled Inspection Engineer must comply fully with 2 CFR Part 200 (Uniform Guidance), See below link;

<https://ecfr.federalregister.gov/current/title-2/subtitle-A>

Additionally, any procurement using SLFRF funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, as applicable. The Uniform Guidance establishes in 2 CFR 200.319 that all procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in 2 CFR 200.320, which allows for non-competitive procurements only in specific circumstances [2 CFR 200.320(c)(1)-(3)].

D. PROPOSAL REQUIREMENTS

The Proposal for Commissioning Agent planning and consultation services shall provide the information necessary for an evaluation of each firm by Cooper and the Program Manager. This information coupled with possible interviews will provide the basis for selection.

RFP acknowledgement and intent to respond are to be transmitted via email by date noted to Gregory Portner, Project Manager at Pure Project Management. Questions are to be electronically submitted on the date noted (12:00pm EST) to Gregory Portner.

Proposals shall include all seven [7] sections as described (Proposal Format) of this RFP. Proposals shall not exceed ten (10) pages, excluding fee proposal, similar project profiles, and summary team resumes, and are to be electronically submitted on date noted (3:00 PM EST) to:

- Faith Orsini, VP of Planning, Design & Construction at Cooper University Health Care orsini-faith@cooperhealth.edu
- Robert Stag, Manager Contracting at Cooper University Health Care stag-robert@cooperhealth.edu
- Gregory Portner, Project Manager at Pure Project Management gregory.portner@purepm.com
- Nate Truitt, Assistant Project Manager at Pure Project Management nate.truitt@purepm.com

There shall be ***no direct communication*** with Cooper senior management, staff, or Selection Committee members upon receipt of the RFP through the selection announcement of the Commissioning Agent for this project. Any communication could result in firm disqualification. All questions should be directed to the Program Manager (**Gregory Portner & Nate Truitt**) noted above **via written email RFI. RFI responses will be shared with all bidders.**

Proposal Format for MEP Commissioning Agent Consulting Services

Cover Letter

Table of Contents

Section 1.0 - Executive Summary

Please provide a summary which describes and highlights the experience, qualifications, and particular expertise for this project for the firm(s) being proposed to meet the basic services scope of work. Also, explicitly identify areas of expertise and specific services.

Section 2.0 - Company Information

- 2.1 Discuss the Firm's background, ownership, and proposed contact office.
- 2.2 Indicate if the firm is currently licensed to conduct business in New Jersey.
- 2.3 Discuss the stability of the firm's leadership.
- 2.4 Is the firm proposing to work under any Joint Venture or other partnership agreements? If yes, please provide requested information for each firm and each firm's role in the JV or partnership.
- 2.5 A description of any litigation involving the firm in the last five years.
- 2.6 Has the firm, under its current name or any predecessor names, ever declared bankruptcy?
- 2.7 Has the firm ever been dismissed from work on a project in the last five years? Describe the circumstances.
- 2.8 Describe any fiduciary arrangements with manufacturers, distributors, or affiliations.
- 2.9 Provide Proof of Insurance.

Section 3.0 – MEP Commissioning Agent Consulting Approach & Management

Please provide a narrative which describes your approach toward providing Project commissioning planning, on-site activities, reporting, and corrective action resolution services to support the Project schedule. The following information shall be provided to highlight the experience and qualifications of each of the key personnel (from each firm) to be assigned to the Project:

- 3.1 Project Team Organization Chart or matrix indicating staff and structure for each phase of the project. Identify the role of each proposed team member, and the amount of time each team member will spend on the project.
- 3.2 How your firm would address turnover of personnel assigned to the Project.
- 3.3 Your knowledge of the Project location and how that experience will bring value to Cooper and this Project.

- 3.4 Describe your commissioning approach to perform comprehensive commissioning services during the construction of the project, communication with the CM, notifications to the AE and CM, requirements of the Owner, and betterment and value-added suggestions for economy and cost control for Owner during specific observations and testing during construction.
- 3.5 Provide samples of Commissioning reports that will be provided throughout the Commissioning along a commissioning plan that has been executed (the process portion of the plan) and an actual functional test procedure that has been executed. (not included in the 10-page limit).
- 3.6 Lessons learned from other similar projects.

Section 4.0 – Standard Form of Agreement

The contract to be executed will be a modified AIA Document C103-2015 (Standard Form of Agreement Between Owner and Consultant), which has been provided as Exhibit E. Provide all itemized and specific comments within this section of your proposal response. If there are no comments, please state such.

Section 5.0 – Fee Proposal (not included in the 10-page limit)

Exhibit C shall be provided populated and included in your proposal. Additional pages can be added to address additional team members and hourly rates. Reimbursables shall be at cost to Cooper.

Section 6.0 – Project Experience (not included in the 10-page limit)

Please provide one-page descriptions and profiles of five (5) projects of similar scope and complexity to the project described earlier in this RFP and which involved your proposed team. Emphasis should be placed on those projects involving the personnel assigned to this project. Each project shall include SF size, construction value, construction substantial completion milestone, project team (Owner, Program Manager, architect, and engineers), budget accuracy/performance, schedule accuracy/performance, and a reference for the project to include name, title, role on the project, and contact information.

Section 7.0 – Team Member Resumes (not included in the 10-page limit)

Summary resumes of each proposed team member (no more than two (2) pages per resume including NJ State Certification). Resume shall include two (2) individual references per proposed team member.

E. OWNER'S DISCRETION

Owner, at its discretion, may:

1. Choose not to accept any or all proposals submitted in response to this RFP.
2. Cooper 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 Cooper.
3. Request that a respondent submit an alternate sub-consultant.
4. Retain all documents submitted in response to this proposal; however, it will not make public any confidential information provided such information is clearly identified.
5. Cooper reserves the right to reject any or all proposals. Cooper reserves the right, for any reason, to award to any qualified and responsible consultant deemed to best serve the interests of Cooper.

F. INSURANCE REQUIREMENTS

1. The Commissioning Agent shall maintain the following insurance until termination of this Agreement. All carriers shall be acceptable to Cooper and maintain and A.M. Best Rating of "A" or better and Commissioning Agent shall provide Cooper ninety (90) days prior written notice of cancellation/non-renewal, reduction of limits or coverage. All claims-made forms must have at least three (3) year extended reporting provision available regardless of the canceling party, with the exception of the Professional Liability policy which shall have five years of extended reporting/"tail" coverage from the date of agreement termination

1.1 Commercial General Liability with policy limits of not less than «One Million Dollars» (\$«1,000,000.00»-) for each occurrence and «Two Million Dollars» (\$«2,000,000.00») in the aggregate for bodily injury and property damage.

1.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Consultant with policy limits of not less than «One Million Dollars» (\$«1,000,000.00»-) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

1.3 Commercial umbrella or excess liability with limits of not less than «Five Million Dollars» (\$«5,000,000.00»-) per occurrence and in the aggregate.

1.4 The Commissioning Agent may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of

primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 1.7.1 and 1.7.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

1.5 Workers' Compensation at statutory limits.

1.6 Employers' Liability with policy limits not less than «Five Hundred Thousand Dollars» (\$«500,000.00»-) each accident, «Five Hundred Thousand Dollars» (\$«500,000.00»-) each employee, and «Five Hundred Thousand Dollars» (\$«500,000.00»-) policy limit.

1.7 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than «Five Million Dollars» (\$«5,000,000.00») per claim and «Five Million Dollars» (\$«5,000,000.00»-) in the aggregate. To the extent the Professional Liability excludes environmental liability claims, a separate pollution liability policy with limits of not less than Five Million Dollars (\$«5,000,000.00») per occurrence and Five Million Dollars (\$«5,000,000.00») in the aggregate shall be maintained.

1.7.1 The professional liability policy shall be maintained in full force and effect during the course of the Project and shall be maintained/renewed, so as to provide for the same coverage for a period of ten (10) years after completion of the Project.

1.7.2 In no event, shall the policy deductible, or any self-insured retention, exceed \$50,000.

1.8 Cyber Liability with limits of not less than «Three Million Dollars» (\$«3,000,000.00») per claim and in the aggregate. Coverage shall as a minimum include insuring agreements for Security and Privacy Liability, Breach Response, Regulatory Proceedings and Cyber Extortion/Ransomware,

1.9 Additional Insured Obligations. To the fullest extent permitted by law, the Commissioning Agent shall cause the primary and excess or umbrella policies for Commercial General Liability, Automobile Liability and Umbrella Liability to include the Cooper and its subsidiary and affiliated organizations as an additional insured for claims caused in whole or in part by the Commissioning Agent's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of Cooper's insurance policies and shall apply to both ongoing and completed operations.

1.10 The Commissioning Agent shall provide certificates of insurance to Cooper that evidence compliance with the requirements in this Section 2. **Commissioning Agent shall promptly advise Cooper upon receipt of any notice from any insurance of cancellation or potential cancellation of any of the coverages required by this Section. In the event any consultants hired by the Commissioning Agent are not covered by Commissioning Agent’s professional liability policy, Controlled Inspection Engineer shall submit for Cooper’s prior review and approval evidence concerning the available insurance coverages provided by said Controlled Inspection Engineer.**

1.11 Waiver of Subrogation. Commissioning Agent shall waive all right of recovery damages against Cooper, its agents, officers, directors, employees, and Pure PM to the extent these damages are covered by the Commercial General Liability, Worker’s Compensation, Comprehensive Auto Liability, or Umbrella Excess Liability Insurance, as required above.

G. EXHIBITS

- A. Project Overview (5 pages)
- B. Summary Construction Schedule (3 pages)
- C. Commissioning Agent Proposal Fees, Reimbursable Expenses & Hourly Rates (1 page)
- D. Cooper Grant Requirements, dated 12.18.23 (4 pages)
- E. AIA Document C103-2015 (Standard Form of Agreement Between Owner and Consultant)