

# Request for A/E 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 Health Care (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 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 are 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 are required for the planning, design, and contract administration of the Project.

The AE’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 B101-2017 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 AE will provide the services as described below. Please note that this is not intended to be a fully descriptive list of every 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 architectural 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, and patient population, as well as in 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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**Lead Team Formation:** The Architect will function as the lead consultant for the AE Team. The Architect will be responsible for subcontracting with and oversight of the Mechanical, Electrical, Plumbing and Fire Protection Engineers (MEP/FP), and Structural Engineers. The Architect should include, in its fee, the cost for any sub specialists it feels are required to perform the final design, including but not limited to, the MEP/FP, Structural Engineers, kitchen equipment planner, elevator consultant, interior designer, vibration specialist, etc. The following consultants will contract with the Owner directly: Civil Engineer, Geotech, and the Telecommunications Consultant (if required). The Architect will be responsible for coordinating the activities of all consultants regardless of whether the consultant contracts directly with the Architect, or the Owner.

**Design:** The AE will lead the design process from schematic design through design completion. The process will be collaborative and highly inclusive. The AE will provide the Owner with a well thought out design that allows for informed decision making in a planned, deliberate, and timely manner. The AE will be expected to coordinate with CUHC contracted consultants. This Project will be designed using Building Information Modeling (BIM), and the design and construction teams will collaborate early in the Project to develop a BIM plan that shall be documented via an AIA Document E203-2013, Building Information Modeling and Digital Data Exhibit. The CM will be engaged prior to completion of the pre-design to complete common pre-construction tasks such as cost estimating, scheduling, and providing constructability advice. While the CM will lead the pre-construction and construction phase activities, the design team will be expected to actively participate in all aspects of the work to ensure the Project is completed in the most cost and time effective manner, and with the highest level of quality. In addition, the tasks the AE will be responsible for includes, but is not limited to, the following:

1. Lead development of Schematic Design phase, Design Development phase, and Construction Documents phase, and drafting drawings and specifications with CUHC and its representatives, including development of options and alternates to support the development of design and facilitation of timely decisions.
2. The AE shall be responsible for reviewing all code requirements and submitting all required drawings to governmental agencies. After review by all the relevant government agencies, the AE shall make any necessary additions or modifications to the drawings, as recommended or directed by those agencies and agreed to by the Owner.
3. The AE will work with the Owner and the subconsultants to:

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- a. Prepare and design furniture layouts, including locating electrical outlets, telephones, computers, etc.
  - b. Develop final casework/equipment plans, elevations, and plans for providing all required utilities to any fixed equipment, including kitchen equipment.
  - c. Prepare large-scale room layout drawings (plans and elevations) for certain highly specialized areas. These drawings shall show all equipment, critical dimensions and essential specification information. The AE shall refine, coordinate and incorporate this information into the construction phase contract documents, and shall also use this information to develop any other plan and elevation details.
4. The AE will support ongoing value engineering performed by the CM during Schematic Design and Design Development phases. The AE will be responsible to design the Project to meet the Owner's budget. Should the projected cost exceed the budget, the AE shall be responsible for all redesign.
  5. Following the Design Development Phase, i.e. at approximately 75-80% completion of construction documents, the drawings and specifications shall be sufficiently developed for the CM to prepare a Guaranteed Maximum Price.
  6. The Construction Document Phase shall realize the development of final working drawings including room elevations that detail critical dimensions. During this phase, the value engineering and individual team responsibilities shall be an on-going effort to ensure that the final drawings are consistent with the scope of work previously approved by the Owner and covered under the Guaranteed Maximum Price. The end result of this design activity will be a complete set of contract documents suitable for competitive bidding by the CM. Subsequent changes to the documents that are authorized as an additional service shall be completed in a manner that does not affect the AE's ability to finish the construction documents and/or provide timely construction phase services.

**Construction Administration and Project Closeout:** The AE will lead and provide an approved Construction Administration Plan that ensures the AE team will provide timely and effective construction phase administration. Full-time on-site services are not required; however, there may be periods of the Project where increased representation will be necessary. The Architect will ensure that the design team meets the needs of the Project as it evolves through the duration of construction. The design team will work together during the early phases of the Project to better define expectations regarding this scope of service. The design team will generate Request

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for Information responses within five (5) days of receipt and submittal responses within ten (10) days of receipt. The AE will collaborate with the CUHC enhanced commissioning agent to ensure proactive coordination with respect to operating systems that meet design parameters for efficiency, output, and overall performance. The AE will further ensure that all punch list items are completed and that all required closeout documents are turned over to the Owner in accordance with the contract documents.

**Post Occupancy Survey:** Eleven (11) months after the Certificate of Occupancy is awarded to the Owner for the Project, the Architect will coordinate with the design consultants and construction team to walk through the site with Owner and the Program Manager and assess performance issues related to equipment, finishes, and building performance. The Post Occupancy Survey shall occur prior to the expiration of any warranties.

## **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 AE 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 is provided in Exhibit A.

The scope of the Project will include program development with RMH stakeholders. The selected design team will work with CUHC and RMH leadership to develop the overall design of the Project, including the Schematic Design, Design Development, Construction Documents, and Construction Administration phases. Work will include planning and design management of the consultant teams.

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## **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 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.

## **SECTION 4 – SUBMISSION REQUIREMENTS**

Proposals shall include, at a minimum, the following information and be no more than (8) pages, excluding resumes and project experience sheets:

### 1. General Information

- a. Firm Size (number of architects, engineers, support staff, administration).
- b. Office Locations and intended performance location.
- c. Date firm was established.
- d. Ownership of Firm.
- e. Dollar volume of business per year.
- f. List of contractor and owner references.
- g. List and describe current status of all pending litigation(s), arbitration(s), or settlement(s).
- h. Demonstrate that your firm has the resources available to work on this Project.
- i. Any awards received in the last five years.
- j. List of all Proof of Insurance.

### 2. Project Understanding

- a. Demonstrate an understanding of the Project organization (relationship with Owner, sub consultants, and CM). Include a list of all sub consultants and note their diverse ownership if applicable.
- b. Demonstrate an understanding of the GMP project delivery method.
- c. Identify any issues with the requirements of the proposed contract of this RFP attached hereto as Exhibit B.
- d. Provide proposed design schedule.

### 3. Firm Experience

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- 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 and by sub - consultant.
- b. Provide a listing of fully burdened hourly rates (for additional services).
- 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.



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## **SECTION 6 – INSURANCE**

The Offeror shall be expected to procure and maintain the insurance policies and limits listed in the B101-2017 included with this RFP. In the event the policies or limits required in the B101-2017 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 B101-2017 & A201-2017
- C. AE Proposal Fee & Reimbursable Expenses