

**CITY OF VENTNOR
NOTICE TO BIDDERS**

NOTICE IS HEREBY GIVEN that sealed bids will be received by the **City of Ventnor** for the **Heating Ventilation Air Conditioning Replacement Ventnor City Municipal Building** in the **City of Ventnor, Atlantic County, New Jersey**. Said Bids will be received, opened and read aloud in public at **City Hall, 6201 Atlantic Avenue, Ventnor, New Jersey, 08406, on Thursday, March 14, 2013, at 11:00 AM**, prevailing time.

Plans and specifications are on file at the Engineers Office, 6201 Atlantic Avenue, Ventnor, New Jersey, 08406 and may be obtained from the Engineers Office, by prospective bidders upon request and payment of the sum of \$50.00 for each set.

PAYMENT MUST BE RECEIVED PRIOR TO OBTAINING SAID SPECIFICATIONS, EITHER BY MAIL OR IN PERSON.

The **City of Ventnor** reserves the right to consider bids for sixty (60) days after receipt thereof and further reserves the right to reject any or all bids, either in whole or in part and also waive any informality and make such awards or take action as may be in the best interest of the City of Ventnor.

Bids must be on the bid form prepared by the City Engineer, in the manner designated and required by the specifications and must be enclosed in a sealed envelope bearing the name and address of the bidder on the outside and also bearing reference to the particular work bid upon. Said bids shall be addressed to **Janice K. Callaghan, Clerk, City of Ventnor, 6201 Atlantic Avenue, Ventnor, New Jersey, 08406**.
NO BIDS ARE TO BE DROPPED OFF AT THE ENGINEER'S OFFICE.

Each bid shall be accompanied by a certified check, cashier's check or bid bond appropriately executed by the bidder as principal and having as surety thereon a surety company approved by the City of Ventnor in an amount not less than ten percent (10%) but in no case in excess of \$20,000.00 of the amount bid. Any such bid bond shall be without endorsement or conditions. Bid shall also be accompanied by a certificate letter from a surety company stating that it will provide the bidder with the completion bond.

The award of the contract shall be made subject to the necessary moneys to do the work being provided by the City of Ventnor in a lawful manner. The contract to be executed by the successful bidder will provide that it shall not become effective until the necessary moneys to do the work have been provided by the City of Ventnor in a lawful manner. The award shall further be subjected to the securing of the necessary State, Federal or Local permits governing the work.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et. seq., N.J.A.C. 17:27, P.L. 1963, C150, Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et. seq.). P.L. 1977, c. 33, and submit a Disclosure Statement listing stockholders with his bid

The Contractor is further notified they must comply with P.L. 1999 c.238 Public Works Contractor Registration Act and they and all subcontractors must be registered in accordance with the act and P.L. 2004 c. 57 and submit proof of business registrations in accordance with the act.

By Order of the City of Ventnor
Janice K. Callaghan City Clerk

Dated: 2-26-13

SOLICITATION FOR PROPOSALS
FOR
DESIGN PROFESSIONAL SERVICES
HEATING VENTILATION AIR CONDITIONING REPLACEMENT
VENTNOR CITY MUNICIPAL BUILDING
CITY OF VENTNOR
ATLANTIC COUNTY, NEW JERSEY

FEBRUARY 2013

Prepared By:

VENTNOR CITY MUNICIPAL ENGINEER

CHARLES SABATINI, P.E., NJ Lic. #45199

6201 ATLANTIC AVENUE

VENTNOR CITY, NJ, 08406

Our File #2013-V8

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NOTICE OF SOLICITATION FOR PROPOSALS

The City of Ventnor is soliciting sealed bids for design professional services for architectural and/or engineering and/or surveying services.

SCOPE OF WORK

1.1 DESCRIPTION OF WORK

- A. The work of the project includes the design and preparation of bid construction documents for the following Heating, Ventilation and Air Conditioning (HVAC) replacement work at the Ventnor City Municipal Building:
1. Significant portions of the existing HVAC systems were recently damaged from the 2012 Hurricane Sandy event, resulting in the building's heating and cooling systems presently being inoperative. Temporary heating and cooling is provided by portable outdoor HVAC units which have supply and return air ducted into the building through exterior windows.
 2. The building's damaged HVAC systems includes, but are not limited to, a basement steam boiler, steam condensate receiver, heat exchanger, water-cooled chiller, indoor closed circuit cooler, pumps, controls, 2-pipe hydronic piping loop, steam and steam condensate piping, control valves, air separator, etc., all of which are to be replaced as part of this project.
 3. The building office spaces are also served by 2-pipe, heating and cooling fan coil units which are at the end of their useful service lives and are to be replaced with new. Additionally, the public areas have steam radiators which are original to the building, and also are at the end of their useful service life and are to be replaced with new.
 4. The second floor meeting/court room is served by steam radiators and split system air conditioning units located in the building's attic. The attic condensing units are ducted to outdoor windows. These HVAC systems are also to be replaced as part of the overall project.
 5. The current FEMA Advisory Flood Maps lists the Ventnor City Municipal Building in a Flood Hazard Zone A, which requires all equipment to be installed at or above elevation 10-feet (1988 N.A.V.D.). The current basement equipment is installed at elevation 4.11-feet (1988 N.A.V.D.).
 6. The Consultant shall review the enclosed HVAC Assessment Study, Ventnor City Hall, 6201 Atlantic Avenue, Ventnor, N.J., prepared by Concord Atlantic Engineers, Inc., dated March 8, 2010, which addressed at that time, the condition of the building's existing HVAC systems and offered recommendations for their upgrade and replacement.
 7. The City of Ventnor is requesting all new HVAC systems, which are to be installed inside the building at or above the FEMA minimum flood elevation of 10-feet (1988 N.A.V.D.). All existing and abandoned HVAC equipment, devices, ductwork, terminal devices, piping, controls, wiring, conduits, etc., which will not be reutilized are expected to be demolished and removed and part of this project.
 8. Consultant shall subcontract a New Jersey licensed surveyor, to provide actual elevation certificates of all floors in the basement, first and second floor and outdoor elevations of the site including doors, windows, landings and surrounding sidewalks. A site survey showing these elevations shall be provided.
 9. During a preliminary schematic design phase, the Consultant shall prepare a minimum of three (3) HVAC design schemes which includes a construction budget and estimated owning and operating cost studies for each scheme. All associated architectural, structural, site, electrical, plumbing and fire protection work necessary to support the proposed HVAC work shall also be included by the

Consultant in all of the project's design phases. The Consultant shall present the three (3) schemes to the City, and offer recommendations as to which scheme the City should accept.

10. Consultant shall subcontract sub-consultants to perform any planning, site, surveying, architectural, structural, MEP engineering and environmental design services necessary for the project.
11. Upon notification by the City of an accepted scheme, the Consultant shall proceed with the preparation of **all** bid documents (including drawings, specifications, etc.), necessary to permit and competitively and publically bid this project. Consultant shall include the submission of all signed and sealed documents to the local authorities having jurisdiction necessary for permitting of the project.
12. Consultant shall also include in their scope of professional services, attendance at City design meetings, bid time assistance to the City, construction administration services, which includes at minimum, attendance at all construction meetings, taking and issuance of construction meeting minutes, review of shop drawing submittals, responses to Contractor's Requests for Information (RFI's), evaluation of change orders, requests for Contractor payments, periodic and final inspections of project through end of construction, preparation of punch-list inspection reports, etc.
13. Please take special note that as of August 20, 1996, the Ventnor City Municipal Building has been placed on the New Jersey Register of Historic Places and the National Register of Historic Places. No project may be undertaken that will encroach upon, damage, or destroy the property without prior approval from the Commissioners of the Department of Environmental Protection.
14. The Consultant shall provide twenty (20) complete sets of design plans and technical specifications for the replacement with new of the Ventnor City Municipal Building's existing HVAC systems to be advertised for bid by the City of Ventnor. One (1) reproducible plan set (Mylar) shall also be provided to the City.
15. The Ventnor City Municipal Building shall remain open during the HVAC systems installation. Consultant shall include in their scope of services a construction time phasing plan as part of the permitting and bid documents.
16. The City of Ventnor shall consider the best design and most efficient design team and not necessarily the lowest priced bidder.

- B. The above Scope of Work outlines the general items and distribution of work and shall not be construed as being all inclusive.

1.2 GENERAL INFORMATION

- A. The building will remain continuously occupied throughout the work of the project. Consultant shall include the development of all necessary construction phasing plans for the building to remain continuously occupied.
- B. Where construction staging of the building's HVAC work is being performed in traveled roadways around the building, the Consultant is to include a site construction phasing plan which shall direct the Contractor to provide all necessary traffic controls and devices, in accordance with the current Manual on Uniform Traffic Control Devices, the 2007 edition of the New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction, and in accordance with local authorities.
- C. All bidders shall visit the site prior to bidding and ascertain for themselves the existing conditions, determine the difficulties which will be encountered for a complete job, and include all costs within the various related bid items outlined in this Proposal. The Ventnor City Municipal Building is open Monday to Friday excluding Holidays 8:30AM to 4:00PM.
- D. The Consultant is responsible for coordinating its work and that of all other sub-consultants on the Project. Any costs related to this coordination shall be included in the various pay items of this Proposal.

- E. The Consultant is responsible for preparation and submission to the local authorities having jurisdiction (AHJ), all signed and sealed construction documents necessary for the AHJ's review and issuance of permits required for this project. It is the Consultant's responsibility to ensure that the design of all systems complies with Federal, State and Local laws, ordinances, regulations, building codes, etc.
- F. The Consultant shall visit the site and verify all dimensions, elevations and existing conditions in the field prior to the preparation of schematic documents.
- G. The Consultant shall contact all utilities for utility mark-outs as may be necessary for proper preparation of construction documents. The Consultant shall be responsible to coordinate with the utility companies and identify any utility relocation which may be necessary.
- H. The Consultant shall verify where possible, all existing pipe, duct and conduit sizes and locations for the purpose of documenting all of the necessary connections between existing and proposed systems.
- I. Schematic design phase shall be completed within sixty (60) calendar days from Notice to Proceed by the City. Final construction and bid documents shall be completed within seventy five (75) calendar days after City notifies Consultant of approve HVAC design scheme. The Consultant shall ensure that adequate design service, including manpower, are provided to accomplish this schedule.
- J. The City of Ventnor reserves the right to reject or award any or all bids, either in whole or in part, whichever is in the best interest of the City.
- K. The plans entitled "Heating Ventilation Air Conditioning Replacement, Ventnor City Municipal Building, City of Ventnor, Atlantic County, New Jersey", are appended hereto and are made part of this Solicitation.

END OF SCOPE

INSTRUCTIONS TO OFFERORS

1. DEFINITIONS AND TERMS

- 1.1. Addendum: a written or graphic instrument issued prior to the opening of Solicitations, which clarifies, corrects, or changes the Notice to Bidders Plural: addenda.
- 1.2. Consultant: means the Successful Offeror awarded the Agreement/Contract.
- 1.3. Determination: means the written documentation of a decision of the procurement officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.
- 1.4. Offeror: any person, corporation, LLC, or partnership legally licensed to provide design professional services in this state that chooses to submit a proposal in response to this Solicitation for Proposals.
- 1.5. Solicitation for Proposals: or “SFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals.
- 1.6. Responsible Offeror of Proposer: means an offeror or proposer who submits a responsive proposal and who has furnished, when required, information and data to prove that the proposer’s financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the solicitation.
- 1.7. Responsive Offer or Proposal: means an offer or proposal that conforms in all material respects to the requirements set forth in the solicitation for proposals. Material respects of a solicitation for proposals include, but are not limited to, price, quality, quantity or delivery requirements.
- 1.8. The terms must, shall, will, is required, or are required, identify a mandatory item or offers identify a desirable or discretionary item or factor.

2. SOLICITATION FOR PROPOSAL DOCUMENTS

2.1. COPIES OF SOLICITATION FOR PROPOSALS.

- A. Complete set of the Solicitation for Proposals may be obtained from the City of Ventnor, the Contracting Agent.
- B. A complete set of the Solicitation for Proposals shall be used in preparing proposals; the Contracting Agency assumes no responsibility for errors or misinterpretations resulting from the use of an incomplete set of the Solicitation for Proposals.
- C. The Contracting Agency in making copies of Solicitation for Proposals available on the above terms, does so only for the purpose of obtaining proposals on the Project and does not confer a license or grant for any other use.
- D. A copy of the SFP is available for public inspection and is posted at the City Clerk’s Office in the Ventnor City Municipal Building of the Contracting Agency.

2.2. INTERPRETATIONS

- A. All questions about the meaning or intent of the Solicitation for Proposals shall be directed to the Engineer of the Contracting Agency, Charles Sabatini telephone number 609-822-2101 Ex. 1901.
- B. Offerors should promptly notify the Contracting Agency of any ambiguity, inconsistency, or error, which they may discover upon examination of the Solicitation for Proposals.

2.3. ADDENDA

- A. Addenda will be by facsimile.

- B. Copies of Addenda are available for inspection wherever Solicitation for Proposals is on file for that purpose.
- C. Each Offeror shall ascertain, prior to submitting their Proposal, that the Offeror has received all Addenda issued and shall acknowledge their receipt in their Proposal.

3. PROPOSAL SUBMITTAL PROCEDURES

3.1. NUMBER, FORM AND STYLE OF PROPOSALS

- A. Offerors shall provide one (1) copy of their proposal to the location specified on the Notice To Bidders or any addendum on or before the closing date and time for receipt of proposals.
- B. All proposals must be typewritten on standard 8 1/2" x 11" paper and bound on the left-hand margin.
- C. At a minimum must including title, index, etc., not including front and back covers.
- D. The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated:
 - 1) Letter of Transmittal
 - 2) General Information
 - 3) Project Team Members
 - 4) Design and Technical Experience
 - 5) Technical Approach
 - 6) Costs for Services Provided
 - 7) Other supporting or resource material.
- E. Any proposal that does not adhere to this format, and which does not address each specification and requirement within the SFP may be deemed non-responsive and rejected on that basis.
- F. Offerors may not request nondisclosure of confidential data.
- G. Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this SFP shall be borne solely by the Offeror.

3.2. SUBCONSULTANTS

- A. The Offeror shall list and state the qualifications for each Sub-consultant the Offeror proposes to use for all subcontracted Work.
- B. The Offeror is specifically advised that any person or other party to whom it is proposed to award a subcontract under this proposal, must be acceptable to the Contracting Agency after verification by the Contracting Agency of the current eligibility status, including but not limited to State suspension or debarment.

3.3. PREQUALIFICATION PROCESS

- A. No prequalification is required.

3.4. DEBARRED OR SUSPENDED CONTRACTORS

- A. A business (contractor, subcontractor or supplier) that has either been debarred or suspended pursuant to the requirements of New Jersey may not be permitted to do business with the Contracting Agency and shall not be considered for award of the contract during the period for which it is debarred or suspended with the Contracting Agency.

3.5. SUBMITTAL OF PROPOSALS

- A. Proposals shall be submitted at the time and place indicated in the Notice to Bidders or as per any addendum and shall be included in an opaque sealed envelope marked with the Project title and name and address of the Offeror and accompanied by the documents listed in the Solicitation for Proposal.

- B. The envelope shall be addressed to the City Clerk, Janice K. Callaghan, Ventnor City Municipal Building, 6201 Atlantic Avenue, Ventnor City, NJ, 08406. The following information shall be provided on the front lower left corner of the Bid envelope: Project Title, Project No., Solicitation for Proposals number, date of opening, and time of opening. If the Proposal is sent by mail, the sealed envelope shall have the notation "SEALED PROPOSAL ENCLOSED" on the face thereof.
- C. Proposals received after the date and time for receipt will be returned unopened.
- D. The Offeror shall assume full responsibility for timely delivery of proposals to the City Clerk's office, including those proposals submitted by mail.
- E. After the date established for receipt of proposals, a register of proposals will be prepared which includes the name of each Offeror, a description sufficient to identify the service, the names and addresses of the proposals and such other information as may be specified.
- F. Oral, telephonic, or telegraphic proposals are invalid and will not receive consideration.

3.6. CORRECTION OR WITHDRAWAL OF PROPOSALS

- A. A Proposal containing a mistake discovered before proposal opening may be modified or withdrawn by an Offeror prior to the time set for proposal opening by delivering written or telegraphic notice to the location designated in the Request for Proposals as the place where Proposals are to be received.
- B. Withdrawn Proposals may be resubmitted up to the time and date designated for the receipt of Proposals, provided they are then fully in conformance with the Solicitation for Proposals.

3.7. NOTICE OF CONTRACT REQUIREMENTS BINDING ON OFFEROR

- A. In submitting this proposal, the Offeror represents that the Offeror has familiarized himself with the nature and extent of the Solicitation for Proposals dealing with federal, state and local requirements, which are a part of this Solicitation for Proposals.
- B. Laws and Regulations: The Offerors' attention is directed to all applicable federal and state laws, local ordinances and regulations and the rules and regulations of all authorities having jurisdiction over the services of the Project.

3.8. REJECTION OR CANCELLATION OF PROPOSALS

- A. This Solicitation for Proposals may be canceled, or any or all proposals may be rejected in whole or in part, when it is in the best interest of the Contracting Agency. A determination containing the reasons therefore shall be made part of the project file.

4. CONSIDERATION OF PROPOSALS

4.1. RECEIPT, OPENING AND RECORDING

- A. Proposals received on time will be opened publicly or in the presence of one or more witnesses and the name of the Offeror if present and address will be read aloud.
- B. The names of all businesses submitting proposals and the names of all businesses, if any, or selected for interview shall be public information. After an award has been made, final ranking and evaluation scores for all proposals shall become public information. The contents of any proposal shall not be disclosed so as to be available to competing Offerors during the negotiation process.

4.2. PROPOSAL EVALUATION

- A. Proposals shall be evaluated on the basis of demonstrated competence and qualifications for the type of service required, and shall be based on the evaluation factors set forth in this SFP.

- B. The Contracting Agency shall have the right to waive technical irregularities in the form of the Proposal of the Offeror, which do not alter the quality or quantity of the services.
- C. If an Offeror who otherwise would have been awarded a contract is found not to be a responsible Offeror; a Determination that the Offeror is not a responsible Offeror, setting forth the basis of the finding, shall be prepared by the Solicitor of the City of Ventnor.
- D. Selection Process:
 - 1) The governing body of Ventnor City will perform an evaluation of proposals. The committee shall
- E. The Contracting Agency shall publicly announce the business entity selected for award.

4.3. NOTICE OF AWARD

- A. A resolution of award by the local governing body shall be issued by the Contracting Agency.

5. POST-PROPOSAL INFORMATION

5.1. PROTESTS

- A. Any Offeror who is aggrieved in connection with a solicitation or award of an Agreement may protest to the Contracting Agency's Solicitor.

The Agreement shall be governed exclusively by the laws of the State of New Jersey as the same from time to time exists.

STANDARD FORM OF AGREEMENT BETWEEN CONTRACTING AGENCY AND CONSULTANT (Design Professional)

The form of agreement required by the funding agency or issued by the Contracting Agency will be used for this project. Copies are available and may be reviewed upon request.

6. FEES

A lump sum fixed fee for Basic Services will be selected for the Offeror selected.

7. FUNDING

This solicitation is subject to the availability of funds to accomplish the work.

8. DESIGN PROFESSIONAL REGISTRATION

All work shall be under the direction of the applicable design professional legally licensed and registered by the state.

9. PROFESSIONAL LIABILITY INSURANCE

The Offeror will be required to carry professional liability (errors and omission) insurance in the amount of **\$1,000,000** insurance.

City of Ventnor City

City Hall
6201 Atlantic Avenue
Ventnor City, New Jersey 08406
Tel. # 609-823-7900 Fax # 609-823-8032

ADDENDUM

TO ALL BIDDERS OF THE HEATING VENTILATION AIR CONDITIONING REPLACEMENT

VENTNOR CITY MUNICIPAL BUILDING

CITY OF VENTNOR

ATLANTIC COUNTY, NEW JERSEY

ADDENDUM NO. 1

You are hereby notified the original bid documents of the Heating Ventilation Air Conditioning Replacement of the above captioned project has been modified and an addendum has been issued to express the meaning of the plans and bid documents and that the conditions and documents set forth in said addendum are to be original contract documents.

I. Addendum No. 1

- 1. The bid documents have been changed and new documents have been issued.**
- 2. The plans remain the same.**
- 3. The bid opening date has been changed from Thursday, March 14, 2013, at 11:00 AM, prevailing time to Wednesday, March 27, 2013, at 11:00 AM, prevailing time.**

PLEASE SIGN AND RETURN BY FAX THAT ADDENDUM HAS BEEN RECEIVED:

Signature

Company

Date

ADDENDUM
TO ALL BIDDERS OF THE
HEATING VENTILATION AIR CONDITIONING REPLACEMENT
VENTNOR CITY MUNICIPAL BUILDING
CITY OF VENTNOR
ATLANTIC COUNTY, NEW JERSEY

ADDENDUM NO. 2

You are hereby notified the original bid documents of the Heating Ventilation Air Conditioning Replacement of the above captioned project has been modified and an addendum has been issued to express the meaning of the plans and bid documents and that the conditions and documents set forth in said addendum are to be original contract documents.

I. Addendum No. 2

- 1. The Plan Sheet 2 has been revised to remove Estimate of Quantities Items # 2 & #3.**

PLEASE SIGN AND RETURN BY FAX THAT ADDENDUM HAS BEEN RECEIVED:

Signature

Company

Date