Request for Proposal

Feasibility Design Services:

Clinical Education and Assessment Center Expansion at the Rowan Medicine Building, School of Osteopathic Medicine

RFP 18-56

Prepared by:

Rowan University
Office of Contracting & Procurement
201 Mullica Hill Road
Glassboro, NJ 08028
Bunce Hall, Suite 208

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### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Information</td>
<td>2</td>
</tr>
<tr>
<td>- Contact Information</td>
<td></td>
</tr>
<tr>
<td>- Schedule of Events</td>
<td></td>
</tr>
<tr>
<td>Required Procurement Documents</td>
<td>3</td>
</tr>
<tr>
<td>Project Overview</td>
<td>4</td>
</tr>
<tr>
<td>Evaluation &amp; Selection Criteria</td>
<td>16</td>
</tr>
<tr>
<td>Contract Deliverables &amp; Requirements</td>
<td>17</td>
</tr>
<tr>
<td>- Instructions</td>
<td></td>
</tr>
<tr>
<td>Proposal Page</td>
<td>18</td>
</tr>
</tbody>
</table>
Administrative Information

All questions must be submitted via email, with the bid title subject heading:

“RFP 18-56 Feasibility Design Services: Clinical Education and Assessment Center Expansion at the Rowan School of Osteopathic Medicine, Stratford, NJ”

Questions or inquiries regarding bidding information should be sent to: bids@rowan.edu. All questions submitted will be answered on the Office of Contracting & Procurement website, on the date indicated below in the Schedule of Events Timetable.

Questions regarding opening any documents or accessing items on the website should be sent to:

Robert Yufer
Office of Contracting & Procurement
E-mail: yufer@rowan.edu

Schedule of RFP Events

Due Date:
Bids must be received no later than February 21, 2018 at 10:00 a.m. - Please refer to the Submissions Requirements section of this document for details.

Invitation for Bid Timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation for Bid</td>
<td>January 26, 2018</td>
</tr>
<tr>
<td>Site Visit at School of Medicine</td>
<td>February 1, 2018 at 2:30 p.m.</td>
</tr>
<tr>
<td>Questions Due</td>
<td>February 8, 2018 by 4:00 p.m.</td>
</tr>
<tr>
<td>Answers Posted to Website</td>
<td>February 13, 2018 by 4:00 p.m.</td>
</tr>
<tr>
<td>Bids Due (see information below)</td>
<td>February 21, 2018 by 10:00 a.m.</td>
</tr>
</tbody>
</table>

Attending the Site Visit is not mandatory; however, vendors are encouraged to be present. The selected vendor shall assume sole responsibility for the complete effort as required for this project. The Site Visit will be held at the Academic Center in Top Docs Café, 1 Medical Center Drive, Room 109 at the Rowan School of Osteopathic Medicine, Stratford, NJ 08084. After meeting, Rowan representatives will walk the architects to the Medicine Building at the 42 East Laurel Road.

For the Bid Opening, interested parties can meet at the Office of Contracting & Procurement, located on the Glassboro, NJ Campus, in Bunce Hall Suite 208.

In order to be considered for the award, all information must be received by the required date and time. Any bid not received on time may be rejected.
## Required Procurement Documents

The documents below are Procurement documents mandated by State regulation and University policy. All documents as listed must be included with your submission package in order for your proposal to be deemed responsible for this offering.

<table>
<thead>
<tr>
<th>Required Procurement Documents</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Proposal Page (page 18 of this RFP)</td>
<td>Must be Included or Submission Will be Rejected</td>
</tr>
<tr>
<td>2 Contractor Certification and Disclosure of Political Contributions Public Law 2005</td>
<td>Must be Included or Submission Will be Rejected</td>
</tr>
<tr>
<td>3 Non-Collusion Affidavit</td>
<td>Must be Included or Submission Will be Rejected</td>
</tr>
<tr>
<td>4 New Jersey Business Registration Certificate</td>
<td>Must be registered with the State at the time of bid opening or submission will be rejected</td>
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<tr>
<td>Vendors can check the status of their BRC here.</td>
<td></td>
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<tr>
<td>5 Taxpayer Identification Request (W-9 Form)</td>
<td>Must be Included or Submission May be Rejected</td>
</tr>
<tr>
<td>6 Exhibit A Mandatory EEO Language for Goods, Professional Services &amp; General Service Projects</td>
<td>Must be Included or Submission May be Rejected</td>
</tr>
<tr>
<td>7 EEO/AA Evidence Disclosure</td>
<td>Must be Included or Submission May be Rejected</td>
</tr>
<tr>
<td>8 New Jersey Policy Prohibiting Discrimination in the Workplace &amp; Model Procedures for Internal Complaints Alleging Discrimination in the Workplace, and Acknowledgement of Receipt</td>
<td>Must be Included or Submission May be Rejected</td>
</tr>
<tr>
<td>• Policy: Do not return with package</td>
<td></td>
</tr>
<tr>
<td>• Model Procedures: Do not return with package</td>
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**Notes:** All documents listed are required whether the proposer is a New Jersey entity or not.

Please Direct any questions you have on the above information to the assigned Buyer for this project.
Project Overview

Rowan University invites proposals from qualified, licensed firms to provide all services related to the feasibility programming and initial design for the expansion of the existing Clinical Education and Assessment Center (CEAC) at the Medicine Building, located at Rowan University’s School of Osteopathic Medicine, Stratford, NJ.

I. BACKGROUND

The Clinical Education and Assessment Center is an essential resource required to fulfill the mission of the School to provide excellence in medical education in a dynamic academic environment and prepare clinical skillful, compassionate and culturally competent physicians. The current facility was established in 2003 to accommodate the existing class size of 93 students. At that time, the center was primarily equipped to teach and assess student interpersonal and communication skills.

With the changing health care environment and the growing focus on patient safety, clinical training experiences for medical students are much more limited. As such, the clinical skills centers of today must be adequately equipped to provide simulated experiences to replace critical training experiences no longer provided in the clinical training environment.

In order to meet this mandate, the existing center must be expanded to offer high fidelity simulation and procedure-based task training experiences in addition to its robust standardized patient program.

II. PROJECT GOALS

A. The University has identified the key drives for the proposed CEAC Expansion.
   - Offer accessible simulation-based training experiences integrated with clerkship rotations to ensure the preparation of residency-ready students;
   - Provide ready access to procedure training for routine skills (suturing, IV, Catheters, Airway Management, Basic Life Support, Breast and Pelvic Exams, etc.);
   - Address limitations to providing effective programming in the current space;
   - Respond to needs of a growing class size (immediate planned growth and long range planning);
   - Address documented accreditation concerns about clinical skills resources;
   - Remain competitive with other medical schools in the recruitment of prospective students;
   - Prepare for curriculum renewal requirements;
   - Throughout the renovations and expansion of the CEAC facility, the existing CEAC must remain operational. The current CEAC program operates 52 weeks of the year.
   - Refer to Appendix 3 for the Initial Programmatic Needs identified by the University. This initial Programming document generated by the University will be verified and vetted by the Design Consultant as part of their Scope of Services. This initial program includes recommendations to launch a high fidelity simulation program as well as expand existing clinical skills space and SP programming to meet critical training needs, class size expansion and curricular renewal. The expansion list is not meant to represent all, nor limit the scope of expansion, that is needed to eventually equip SOM as a top tier simulation facility. Any capital improvement plan should promote flexible space and preserve options for additional expansion of both programming and facility.
III. **PROJECT DESCRIPTION**

A. Refer to Appendices at the end of this RFP for the overall site plan and the existing building plans.

   Note: The University takes no responsibility for the accuracy of data and the consultant is expected to verify the same.

B. The University at the time of the writing of this RFP does not intend to hire a Construction Manager to assist in the Work, but the University reserves the right to hire a Construction Manager to assist in the Work.

C. The University at the time of the writing of this RFP does not intend to hire a Commissioning Agent to assist in the Work, but the University reserves the right to hire a Commissioning Agent to assist in the Work.

D. Work to the exterior of the building is not included in the scope of Work, with exception to any work that may be required to support the interior renovations (ie., exterior door replacement, tie into sanitary drain line, etc.).

E. This project will NOT be a LEED certified project. Energy efficiency will be an important criterion. LEED certification will not be required, though sustainable principles (LEED Silver level) should guide the project.

F. The architect is NOT required to be drafted using Revit or other BIM software. See additional notes under DELIVERABLES regarding drafting software.

G. The project consists of the expansion of the existing CEAC program. Basic Design Features for this project shall include, but not be limited to:

1. Learner Access and Flow: Separate entrances/exits and program areas to establish a “front of house” for students and a “back of house” for patient actors, staging of events, etc. Also, require effective flow patterns during programing/testing.

2. High-fidelity/Authentic Environment: Spaces must be realistic and consistent with real-life clinical environments.

3. Technology/Equipment – required throughout; specific areas will require simulators, cameras, microphones, video capture, document capture, LCD projectors, large and small wall monitors, computers, medical equipment. Space supported by dedicated server room.

4. Expandability: Need to consider additional class size expansion and future needs for additional simulation and evolving simulation technology.

5. Flexibility of Spaces: Use of retractable walls and mobile furniture in classroom spaces, simulation rooms and task trainer room to provide flexibility in programming.

6. Monitoring and Direct Observation: Need to be able to view and hear activity in programming and testing spaces.

7. Security: Requires card swipe access.

8. Noise Control: Distinct areas for standard patient testing and simulation activities in order to ensure noise control and effective flow of learners.

9. Hallways and Doorways: Need to be wide enough to accommodate documentation stations and movement of equipment on mobile gurneys/tables.

10. Storage – Adequate storage is essential for equipment and supplies. Lockers also needed for student storage as well as medical actors for this program.

H. Specific Space Types initially identified are as follows:

1. Clinical Exam Rooms (SP Testing Rooms) – 12.

2. Simulation Rooms – 1 Emergency Room (3 bay), 1 Hospital Room.

3. Task training/Procedure Room – 1.

4. Control rooms – 3 (2 for simulation, 1 for SP area).

5. Classrooms/Debriefing - 1 large, 3 small.


7. Auditing stations – 12.
10. Administrative/Faculty Offices – 7 single occupancy, 1 multiple occupancy.

I. Technology Capabilities Required for this project include, but not limited to, the following:
1. Ability to operate high fidelity simulators (1-3 per simulation room).
2. High definition cameras and microphones to capture audio and video from multiple angles in each space.
3. Large display monitors for viewing live activity in simulation, procedure rooms, and conference/debriefing rooms.
4. Capture and playback data (video, audio, equipment monitors, simulators) for debriefing.
5. Capture video and audio data from SP rooms for debriefing.
6. Ability to display up close images of small procedures (document camera) on large screen monitor in the Procedure Skills room.
7. Video and data storage.
8. Conference room technology to support instruction (projectors, screen, white boards, podium, etc.).
9. Ability to operate simulators and interact with learners from control rooms – two-way communication required with simulation rooms.
10. Head wall for simulation rooms – may need oxygen, suction and compressed air to operate simulators.
11. Ability to monitor the suite throughout.

IV. MEETINGS
A. For each Project, the Design Professional shall include meetings, some of which can be web-based meetings with approval of the University, at the University as follows:
1. During the Feasibility Design Phase, the Design Professional will schedule with the University meetings as necessary to meet with all the stakeholders to research and develop the space needs for the project. The Design Professional will schedule with the University meetings every two weeks to review progress of the space needs research, identification of possible locations and the development of a final program. It is anticipated that there will also be a minimum of two (2) meetings with the Project stakeholders.

V. DELIVERABLES
A. All designs must comply with the University’s Design Guidelines, Space and Furniture Standards.
B. It is anticipated that the deliverables will include, but not be limited to drawings, specifications, samples, presentations, project schedules, and cost estimates in hard and digital copy. Electronic versions of the deliverables are as follows:
1. Drawings – AutoCAD and PDF
2. Specifications – MS Word and PDF
3. Schedule – MS Project and PDF
4. Cost Estimate – Excel and PDF
5. Presentations and Renderings – PDF
6. Calculations and Cut Sheets – PDF
7. As-built Drawings – AutoCAD and PDF
C. Feasibility Design Phase (FD)
1. Meet with the University’s stakeholders to determine space needs, list of equipment to be accommodated in the design, verify the number of occupants and how the space will be utilized, etc. Generate Meeting Minutes and the Project Programming Document as a result of this meeting.
2. Survey of the existing building, to gain a comprehensive understanding of the existing building, utilities, building systems, occupancies, and all existing conditions as required to provide the required deliverables.

3. Generate a minimum of two design options for the proposed expansion of the Clinical Skills Lab. The options may involve temporary and/or permanent relocation of other tenants and building users in order to facilitate the Clinical Skills Lab Expansion.

4. Provide a Statement of Probable Costs and conceptual estimate for each design option.

5. Provide a Moving or Phasing Plan for each design option.

6. Provide a Bar Chart Schedule for all phases of design, permitting, bidding and construction for each design option.

7. Diagrammatic sketches showing any specialized conditions, programming information, adjacency analysis, etc.

8. Provide an Executive Summary Report to the University. Report shall include the Program developed from the initial meeting, the design options, cost information for each option, and the schedule for each option. Present the Executive Summary Report to the University and the designated University Stakeholders, fielding any questions in person that arise from the Presentation. This will be the conclusion of the Scope of Services associated with this RFP.

9. It is the intention of the University to take the findings of the Executive Summary Report, to decide on which Option to proceed with, then to hire an Architect to execute the remaining portions of the work.

10. The University intends to negotiate with the Architect who has been awarded this Contract to complete the remaining work through completion; however, the University reserves the right to instead publically bid that future scope of service.

D. Schematic Design Phase (SD) Submission Requirements
   1. None associated with this scope of work.

E. Design Development Phase (DD) Submission Requirements
   1. None associated with this scope of work.

F. Construction Documentation Phase (CD) Submission Requirements
   1. None associated with this scope of work.

G. Permitting Phase (PM) Requirements
   1. None associated with this scope of work.

H. Bidding and Contract Award (BCA) phase Requirements
   1. None associated with this scope of work.

I. Construction Administration Phase (CA) Requirements
   1. None associated with this scope of work.

J. Project Close-Out Phase (PCO) Requirements
   1. None associated with this scope of work.

VI. SUPPORTING INFORMATION
A. Budget: The total project budget is currently $3,000,000. This budget is the all-inclusive project cost, including professional fees, construction costs, soft costs, etc.
   1. There is no pre-determined percentage of this budget allocated for construction cost, for professional fees or otherwise.

B. Schedule: The services to be provided under this RFP are to be completed as follows:
   1. Award of Feasibility Design Portion of this Project: February/March 2018.
After the completions of the services described in this RFP, the University intends to complete this project as per the following schedule:

4. Documentation Phase: June 2018 to September 2018

VII. PRICING
A. Cost proposal for the services described herein shall be based on a Lump Sum Fixed Fee. The fee proposal shall be itemized by the prime consultant and each sub-consultant for each phase of the project, along with an upset limit for reimbursable costs and an itemized reimbursable cost schedule. The fee shall include all reimbursable costs such as, but not limited to, postage, reproduction, travel, consultants and sub-consultants and presentations.
B. Pricing must be all-inclusive. All services and labor must be represented on the Proposal Page of this RFP.
C. No proposal may be withdrawn for ninety (90) days.
D. Use the format provided on the Proposal Page of this RFP.
E. Refer to the Proposal Page for additional information.

VIII. TERM OF CONTRACT
A. Contract will be for the amount of time necessary to complete all the requirements of this RFP as determined by the documents and contract provided by the Rowan University Facilities Planning & Construction Department.
B. The University reserves the right to terminate the awarded contractor's services for cause or convenience at any time during the term of the contract.
C. In the event that the University terminates services, written notice will be provided thirty (30) days in advance of termination date.

IX. PROCEDURAL REQUIREMENTS & AMENDMENTS
A. The awarded vendor will comply with all procedural instructions that may be issued from time to time by the Contracting Officer of the University or her designee.
B. During the contract period, no change is permitted in any of its conditions and specifications unless the awarded vendor receives written approval from the Contracting Officer or her respective designee.
C. Vendors must supply Rowan University with all applicable warranty information, whether expressed or implied.
D. Should the awarded vendor find, at any time, that existing conditions make modification in requirements desirable, it shall promptly report such matters to the Contracting Officer or designee of the University for consideration and decision.
E. During the period of contract or any extension thereof, the University reserves the right to add or delete specific services.
F. Rowan University may make changes in the general scope of the contract services provided by the vendor by written notice. The vendor shall promptly comply with the notice and shall bring all subsequent services in conformance with the notice.
G. If any such changes cause a material increase or decrease in the vendor’s cost of operation or the time required for attainment of required service level agreements specifying time parameters for response time, system upgrades and troubleshooting, along with service level commitments, an equitable adjustment in the contract cost or time allotted for fulfillment of the contract shall be negotiated and the contract modified accordingly. Any change, alteration or modification of any contract will be valid and binding only if a submittal of a proposal, vendor hereby agrees to negotiate on good faith.

H. The awarded vendor’s engagement partner and/or manager might be required to meet periodically with the Contracting officer or her representatives to discuss services.

X. INSURANCE REQUIREMENTS

A. Vendor agrees to obtain and maintain, at its sole expense, the insurance coverage described below. All insurance must be placed with an insurance company licensed to conduct business in the State of New Jersey and maintaining an A.M. Best Rating of “A” or better with a financial size rating of Class XI or larger. All insurance required herein shall be written on an Occurrence basis, unless otherwise noted, shall contain a waiver of subrogation in favor of Rowan University and the State of New Jersey, and will be in effect no later than 12:01 A.M. at the start of the day of the contract and must remain in effect for the duration of the contract, including any extensions.

B. Vendor agrees that no insurance policy will be cancelled, reduced, or revised without thirty (30) days prior written notice to Rowan University. In addition, required insurance will be primary to any other insurance available and any limitations of Vendor’s insurance will not relieve the Vendor of its indemnification responsibilities to Rowan University and the State of New Jersey per Section IX. Indemnity.

C. Insurance Required:

1. Workers’ Compensation Insurance with statutory limits applicable to the laws of the State of New Jersey and any other State or Federal jurisdiction required to protect the employees of Vendor who will be engaged in the performance of work under this contract.

2. Employers' Liability Protection with a limit of liability not less than one million dollars ($1,000,000) bodily injury, each occurrence; one million dollars ($1,000,000) disease, each employee; and one million dollars ($1,000,000) disease, aggregate limit.

3. Commercial General Liability written on a current ISO Occurrence Form or equivalent. The General Liability policy will include, but not be limited to, coverage for bodily injury (including death) and property damage arising from premises and operations liability, products and completed operations liability, personal injury and advertising liability, sexual abuse and molestation, contractual liability, and fire legal liability. Vendor agrees to maintain the following general liability limits of coverage:
   - Per occurrence: $1,000,000
   - Products/completed operations aggregate: $3,000,000
   - Personal and advertising injury: $1,000,000
   - General aggregate: $3,000,000

4. A “per location or Project endorsement” shall be included so that the general aggregate limit applies separately to the Rowan location or Project.

5. Comprehensive Automobile Liability insurance written on an occurrence basis covering owned, non-owned, and hired vehicles. The limits of liability shall not be less than a combined single limit of one million dollars ($1,000,000) per occurrence.

6. Excess Liability, umbrella insurance, follow form, applying excess of the commercial general liability, commercial automobile liability and employer’s liability insurance in minimum amounts of one million dollars ($1,000,000) per occurrence, one million dollars ($1,000,000) general aggregate, and one million dollars ($1,000,000) products/completed operations.
7. Pollution Legal Liability insurance policy, if applicable to the services performed under this contract, in minimum amounts of two million dollars ($2,000,000) per occurrence. If this policy is written on a claims-made policy form, Vendor agrees that upon termination of the claims-made policy a retroactive reporting policy (tail policy) will be purchased to provide coverage for losses that occurred during, or as a result of, the provision of Vendor’s services under this contract, but are not discovered until after completion of services under this contract.

8. Professional (Errors & Omissions) Liability insurance, if applicable, in minimum amounts of five million dollars ($5,000,000) per claim. If this policy is written on a claims-made policy form, Vendor agrees that upon termination of the claims-made policy a retroactive reporting policy (tail policy) will be purchased to provide coverage for losses that result from the professional services provided during the term of this contract regardless of when a claim is made.

D. The General Liability and Automobile Liability policies shall each name Rowan University and the State of New Jersey as additional insureds.

E. Vendor shall bear all costs of all policy deductibles.

F. Vendor may, if they so desire, include with their proposal the applicable certificates of insurance. This will expedite the contract award process for the awarded vendor.

G. Within ten (10) days after receipt of notice of intent to award contract, and if applicable, annually thereafter until contract termination, Vendor will furnish Rowan University with Certificates of Insurance evidencing all required insurance.

1. Certificates must evidence the Additional Insured language.

2. Certificates will be submitted to the Senior Director of Contracting and Procurement, Rowan University, 201 Mullica Hill Road, Glassboro, NJ 08028.

H. The awarded vendor shall assume all responsibility for its actions and those of anyone else working for it while engaged in or traveling to or from any activity connected with this agreement. The successful proposer agrees to defend, indemnify, and hold harmless Rowan University and its officers, agents, staff members and employees, from all actions, claims, and demands whatsoever that may be asserted by, or on behalf of anyone, against the University, its officers, agents, staff members and employees because or as a result of, any accident, injury or illness that may occur to or be sustained by any person, agency, or company that arises out of the activities conducted under this RFP by the proposer, their employees or anyone acting on the proposer's behalf.

I. Rowan University, as a State funded University, will not indemnify vendors in any form.

XI. COMPLIANCE LAWS

A. The vendor must comply with all local, state and federal laws, rules and regulations applicable to this contract and to the work to be done hereunder. Including, but not limited to:

1. Vendors are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

2. If awarded a contract, winning vendor will be required to comply with the requirements of N.J.S.A. 10-5-31 et seq. and N.J.A.C. 17:27.

3. Rowan University is committed to affirmative action and equal opportunity in all areas of operation. Those submitting proposals must certify that their vendor has an updated affirmative action/equal opportunity program.

B. All vendors submitting proposals must not be barred or otherwise suspended from doing business with government entities as evidenced by the System for Award Management (SAM) database.

C. All vendors shall be able to comply with the requirements of Public law 2005, Chapter 51, N.J.S.A. 19:44A-20.13-25 (Formerly Executive Order 134) and Executive Order 117 (2008).
XII. REPRESENTATIONS & WARRANTIES
In submitting a proposal for this offering, the vendor expressly warrants that:
A. The vendor has legal capacity to execute and perform any Agreement arising from this RFP.
B. Any Agreement arising from the award of this RFP is a valid and binding Agreement, enforceable against the vendor according to its terms.
C. The execution and performance of an Agreement by the vendor does not and will not violate or conflict with the terms of any existing Agreement or understanding of which the vendor is a party.
D. The execution and performance of an Agreement by the vendor does not, and will not, violate or conflict with any law, rule, regulation, judgment or order of any court or other adjudicative entity binding the vendor.
E. The vendor knows of no reason, or is any way physically, legally, or otherwise precluded from performing the obligations under an Agreement arising from this RFP, in accordance with its terms; including without limitation those relating to health and safety.
F. Such warranties shall survive and shall not be deemed waived by delivery or acceptance of, or payment for the goods and services.
G. The proposer warrants and represents that the items, when delivered, shall meet or exceed all applicable standards as mandated by State and Federal regulation.

XIII. INDEMNITY
A. The awarded vendor agrees to indemnify, protect, save harmless, and defend Rowan University, its governors, officers, employees, and agents from and against any and all claims, losses, costs, damages, and expenses, including legal costs and attorney fees, and demands of any kind whatsoever, whether for bodily injury, including death, damage to property, including the loss of work performed by the Proposer, its agents or employees, alone or with others, or resulting from or arising out of services provided jointly by the Proposer, its agents or employees or servants.
B. Vendor shall reimburse, and make good to the University all monies, which the University or its representatives shall pay, or cause to be paid, or become liable to pay, by reason of such claims, or in connection with any litigation, investigation or other matters connected therewith.
C. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.

XIV. DEFAULT
In case of failure to deliver goods or services in accordance with the contract(s) terms and conditions, Rowan University, after due oral or written notice, may procure substitute goods or service from other sources and hold the contractor(s) responsible for any resulting purchasing and administrative costs. This remedy shall be in addition to any other solution, which Rowan University may have.

XV. VENDOR PERSONNEL
A. While on University property:
   1. All personnel shall observe all rules and regulations in effect at Rowan University governing safety and personal conduct.
   2. Vendor employees shall be subject to control of the University, but under no circumstances, shall such persons be deemed employees of the University.
B. Vendor personnel shall not represent themselves or be considered as employees of Rowan University or the State of New Jersey.
C. **CRIMINAL BACKGROUND CHECKS ARE MANDATORY** for all non-university personnel performing work on the Rowan University Campus. Vendors, consultants, contractors and subcontractors are required to take all reasonable steps to assure that their employees do not represent a threat to the campus community. Failure to comply with this requirement may result in immediate termination of any award or contract.

D. The bidder shall be solely responsible for all damage or unauthorized destruction to any Rowan University buildings, equipment, premises or facilities; lease, lent, or in the care, custody or control of the University or State.

E. The Vendor shall remove from the Rowan University work place, any of its employees who are found to be unacceptable by the University. Such requests will not be unreasonable.

F. At all times, vendor personnel shall be in professional attire with clear identification of the company’s name, logo, and person’s name.

G. All vendor motorized vehicles shall be identified with the company’s name and/or logo in clear view.

**XVI. SALE OR BANKRUPTCY OF BUSINESS**

A. If during the life of this Agreement, the awarded vendor disposes of its business by sale, transfer, force of law or by any means to another party, all obligations are transferred to such purchaser.

B. In the event of the institution of any proceedings by or against the awarded vendor, voluntarily or involuntarily, in bankruptcy or insolvency, or under the provisions of the Federal bankruptcy Act, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors of the property of the vendor, Rowan University shall have, in addition to the rights previously stated, the right to cancel this agreement forthwith.

**XVII. GENERAL**

A. Rowan University may need to issue one or more addenda related to this RFP. Such addenda shall be added to the original RFP document and posted on The Office of Contracting & Procurement website. It will be the responsibility of the prospective contractors and other interested parties to familiarize themselves with the web site and visit it regularly during the RFP process for updated information or addenda related to this RFP.

B. Short procedural inquiries may be accepted by telephone by the buyer noted for this project. However, oral explanations or instructions given over the telephone shall not be binding upon the University. Bidders shall not contact any person within the University directly, in person, or by telephone, other than the assigned buyer, concerning this project.

C. If a joint venture is submitting a bid, the agreement between the parties relating to such joint venture shall be submitted with the joint venture’s proposal.

D. The vendor(s) shall not sell, transfer, assign or otherwise dispose of this contract to any third party for the performance of work.

E. Rowan reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for Rowan. In addition, Rowan reserves the right to suspend or terminate the procurement process described in this RFP at any time (in its sole discretion). If terminated, Rowan may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

F. **Patents:** The Suppliers shall hold and save the University, its officers, agents, and employees harmless from liability of any nature or kind, including cost and expense for or on account of any patented or unpatented invention, article, or applicable manufacturer or use in materials and forms of construction as will satisfy the University’s requirements.

G. Any modification(s) to the bid documents prior to award may invalidate the entire submission...
H. Submission as Public Information and Property of Rowan
   1. The information in each submission may be subject to public disclosure pursuant to State and Federal law.
   2. All submissions will become the property of Rowan. Submitted packages will not be returned to respondents.
   3. Submissions will be held confidential during the bid process until such time as the final contract is executed, upon such time the bid submittals may be subject to the Open Public Records Act for non-proprietary information.
   4. It is the responsibility of the prospective vendor to indicate what submitted information is proprietary.

I. In submitting a bid, the Vendor agrees, unless specifically authorized in writing by an authorized representative of Rowan University on a case by case basis, that it shall have no right to use, and shall not use, the name of Rowan University, its officials or employees, or the Seal of the University:
   1. In any advertising, publicity, promotion;
   2. To express or imply any endorsement of agency’s services;
   3. To use the name of the State, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such services as are hereby contracted by the University.

J. The preparation of a bid shall be at the expense of the respondent. Rowan University will not reimburse firms for any costs associated with the preparation or submittal of a response.

K. By responding to this RFP, firms acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of your response.

L. Submissions which, in the sole judgment of Rowan, fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

M. Rowan University will not accept jurisdiction in any State except New Jersey.

N. The vendor shall be solely responsible for all damage or unauthorized destruction to any Rowan University buildings, equipment, premises or facilities; lease, lent, or in the care, custody or control of the University or State.

O. Rowan University reserves the right to reject any or all submissions or to award in whole or in part if deemed in the best interest of the University to do so.

P. Unless specifically noted within this RFP, Rowan’s Standard Terms and Conditions take precedence over any special terms and conditions contained in this RFP.

Q. This RFP is not binding on the University.

R. No party, including any respondent to this RFP, is granted any rights hereunder.

S. Rowan University does not allow payment of attorney fees for litigation regardless of disposition of matter.

T. The proposal submitted by the vendor shall be binding on the vendor.

U. Bidders assume sole responsibility for the complete effort required in this RFP. No special consideration shall be given after bids are opened because of a bidder’s failure to be knowledgeable of all the requirements of this RFP. By submitting a bid in response to this offering, the bidder represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

V. Rowan University has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under this contract. In such an event, the Senior Director of Contracting and Procurement (Senior Director) shall provide advanced, written notice to the vendor.
W. Upon receipt of such written notice, the vendor will submit, within five (5) working days to the Senior Director of Contracting & Procurement, an itemization of the work effort already completed by task or subtasks. The vendor shall be compensated for such work effort according to the applicable portions of its cost proposal.

X. The Senior Director may, for valid reason, issue a stop order directing the vendor to suspend work under the contract for a specific time. The vendor shall be paid until the effective date of the stop order. The vendor shall resume work upon the date specified in the stop order or upon such other date as the Senior Director may thereafter direct in writing. The period of suspension shall be deemed added to the vendor’s approved schedule of performance. The Senior Director and the vendor shall negotiate an equitable adjustment, if any, to the contract price.

Y. Rowan University reserves the right to cancel this contract with thirty (30) days written notice to the consultant(s) with or without cause.

Z. Protest of restrictive specifications or improprieties in the solicitation, by an interested party, must be received by the Procurement Department in writing not less than ten (10) working days before the closing date for receipt of proposals.

AA. The vendor will be responsible for any additional costs incurred by the University in utilizing any replacement firm because of the Vendor’s failure to perform under the resulting contract.

XVIII. SUBMISSION REQUIREMENTS

A. In order to be considered, vendors must submit a complete response to this RFP.

B. Submissions should be concise and shall be organized in a manner so the selection committee may quickly access pertinent information.
   1. Every effort should be made to avoid duplicating the information presented in the submission.
   2. Each team’s RFP must include an index and be organized by discrete sections corresponding to the criteria and in the same order as listed below.
   3. Submissions in any other format will be considered informal and may be rejected.
   4. Conditional submissions will not be considered.

C. Submission Format:
   1. Table of Contents
   2. Cover Letter
      a. Submittal responses must have a cover letter on a letterhead signed in ink by all persons required under the applicable organizational documents in order to bind the Proposer on the submittal response. At minimum it should include:
         • Identification of the prime consultant and the team members.
         • A high level summary of your team’s relevant qualifications.
         • Acknowledgement that you have reviewed any addenda issued to the RFP, as posted on the University’s website.
         • The name and contact information of the individual in your firm that the University should contact
   3. Organizational Information
      a. Describe the organization of your proposed team. Indicate the composition and number of staff, facilities available and experience of your firm/team, sub consultants etc.
      b. In no more than 200 words, explain why your organization is uniquely qualified to provide professional services for Rowan University. Include any other information, which you feel would be helpful in the selection of your firm on for this project.
4. **Scope of Services**
   a. Include a detailed Scope of Work Statement describing all services that could/would be provided for the project and/or University. Clearly identify additional services/scope, if any, that you feel may be of added value to the project.
   b. List/Describe Project Deliverables for the scope of services above.

5. **Projects**
   a. Provide three (3) examples of related projects, preferably of similar scope and size that would best assist in assessing if your firm/team is the most suitable to provide design services for this project. Projects that reflect the use of sustainable principles, wherever possible, are preferred. Renderings and other illustrations, if applicable, should be included.
   b. Indicate if services provided were as the prime consultant or sub consultant. If as a sub consultant, please identify the Prime consultants

6. **Work Plan, Strategy & Approach**
   a. Work plan, Strategy and Approach that demonstrates a clear understanding of the project and sequence of tasks. Inclinations of a design approach to addressing the problem and a proposed delivery methodology are strongly encouraged.
   b. Clearly indicate why any additional services/scope that you may have identified, you feel may be of added value to the project.
   c. A projected bar chart schedule indicating the start and end of each phase of the project. Also indicate specific milestones described in the RFP or projected by the Proposer.

7. **Fees**
   a. Submit the Fee proposal utilizing the Proposal Page included in this RFP.

8. **Appendices**
   a. Resumes, references, qualifications appropriate certification and licenses for all key team members (prime consultant and sub-consultants).
   b. Indicate which team members who would be responsible for review and submission of permits. Provide names of those team members which have specific knowledge of and experience with the approval and permit processes of the State of New Jersey Department of Community Affairs, Department of Environmental Protection and other applicable area regulatory agencies, and with the administrative review processes and requirements with other applicable NJ State public agencies.
   c. Provide hourly fees for key members principal, associate, project manager, administrative etc.
   d. Proof of all discipline required certifications and licensing.

9. **Required Procurement Documents**: Proposals should include all information requested on the Required Procurement Documents page of this RFP.
Evaluation and Selection Criteria

Selection of the awarded vendor(s) shall be based solely on the Review Committee’s evaluation of the submissions and the criteria set forth above. Rowan reserves the right to interview the respondents. Rowan also reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for Rowan. In addition, Rowan reserves the right to suspend or terminate the procurement process described in this RFP at any time (in its sole discretion). If terminated, Rowan may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

Submission of a Proposal against this RFP is your acknowledgement that subjective criteria will be used in the evaluation of proposals. Award shall be made to the responsible proposer that is determined to be the most advantageous to the University.

By responding to this RFP, firms acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of your response.

Requests for Clarification by the University: The University may request that any proponent clarify or supplement any information contained in any Proposal. Proposers are required to provide a written response within two (2) business days of receipt of any request for clarification by the University.

The award of this RFP will be based upon a review and analysis of all proposals to determine which proposal/proposals best meet the University’s needs. The contract award will be based on a points-earned matrix derived from a service and financial evaluation:

<table>
<thead>
<tr>
<th>Scoring Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Information</td>
<td>0 – 15</td>
</tr>
<tr>
<td>Scope of Services</td>
<td>0 – 15</td>
</tr>
<tr>
<td>Projects and Relevant Experience</td>
<td>0 - 30</td>
</tr>
<tr>
<td>Work Plan, Strategy and Approach</td>
<td>0 - 35</td>
</tr>
<tr>
<td>Cost</td>
<td>0 - 5</td>
</tr>
</tbody>
</table>

Note:

- If a vendor submits a proposal that does not provide detailed and coherent information regarding a specific scoring category, the vendor will be granted zero (0) total points for that category.

- The University reserves the right to conduct reference checks.
Contract Deliverables and Requirements

Instructions:

**NOTE: THE UNIVERSITY IS ONLY ACCEPTING ELECTRONIC BID SUBMISSIONS FOR THIS OFFERING. ELECTRONIC SUBMISSIONS WILL BE CONSIDERED AS ORIGINALS AND WILL BE UTILIZED AS THE OFFICIAL DOCUMENTATION FOR EVALUATION AND CONSIDERATION BY THE UNIVERSITY. EVERY REASONABLE EFFORT SHOULD BE MADE SO THEY ARE COHERENT AND EASILY VIEWABLE. ALL REQUIRED DOCUMENTS PERTAINING TO THIS OFFERING MUST BE INCLUDED IN THE ELECTRONIC SUBMISSION.**

In order to be considered for the award, Vendor must proceed with one of the following submission options by the appropriate date and time:

**Submission Option #1:** Submit bid via email to bids@rowan.edu
- Enter the Bid Name and Company Name in the Subject Line (The University server can handle up to 50MB files at a time. If the bid file is larger than this, please send multiple emails with, Part I, Part II, etc.)
- **DO NOT PROVIDE LINKS OR ANY EXTERNAL LOCATIONS FOR FILES TO BE DOWNLOADED OR RETRIEVED. THE UNIVERSITY WILL REJECT ANY SUBMISSIONS SENT IN THIS MANNER.**

**Submission Option #2:** Mail an envelope to the office of Contracting & Procurement with a USB drive or CD enclosed containing the bid submission (Note: The University is not responsible for USB or CD drives that contain no information or fail upon use). This option is required if the bid file is too large to email.
- Clearly label submission packaging with the Bid Name and Company Name.
- **Contracting & Procurement address:**
  Bunce Hall, Suite 208
  Rowan University
  201 Mullica Hill Road
  Glassboro, NJ 08028

Note: Submissions will be accepted based on the time they are received by the University, and not the time they are submitted. This will apply for both email and delivery of a USB/CD.

**ALL ELECTRONIC SUBMISSIONS, WHETHER EMAILED OR SENT ON A USB OR CD, MUST BE IN PDF FORMAT AND PREFERABLY AS A SINGLE FILE.**

Respondents are cautioned that reliance on the US Postal Service, other mail delivery, and/or courier service for timely delivery of submissions, is at their risk. Mailing submissions should allow for normal mail delivery time and internal circulation within the University to ensure the timely delivery to the Office of Contracting & Procurement. The University will not be responsible for submissions which do not meet the scheduled deadline.

**Evaluation and Selection Criteria:**

An initial screening of all submissions will be conducted to determine overall responsiveness. Submissions determined to be incomplete or non-responsive may be disqualified. Submissions must include all information requested on the Required Procurement Documents page of this RFP.
PROPOSAL PAGE

The undersigned firm, in response to Rowan University’s RFP 18-56 Feasibility Design Services: Clinical Education and Assessment Center Expansion at the School of Osteopathic Medicine, having carefully examined the RFP documents and being familiar with the requirements therein, hereby submits the following bid to provide such services and materials meeting the requirements outlined in this RFP. Complete this proposal page, providing totals for each line item, summing up the prime consultant’s and their full consultants’ fees and reimbursable expenses.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feasibility Design Phase (FD) Fee</td>
<td>$</td>
</tr>
<tr>
<td>Feasibility Design Phase Reimbursable Expenses (FD) – Not to Exceed</td>
<td>$</td>
</tr>
<tr>
<td>Total Fee + Reimbursable Expenses</td>
<td>$</td>
</tr>
</tbody>
</table>

Note: The fee structure is lump sum payable based on percent complete. Design professional can receive 100% payment on Feasibility Design Services only after University receiving all deliverables listed herein.

Vendor Name
(Please Print Clearly)

Bidder’s Signature

Print Name & Title

Address

Phone

Email

Bidders must initial and date any and all changes to their bid amount. No corrections will be accepted without Bidder’s initials and date next to any and all corrections.

Primary Contact for Project

Name

Phone

Email

Location of Office Serving This Project:
Appendix 1

SOM Campus Aerial Site Plan showing location of Medicine Building
### Appendix 3

**Initial Programmatic Needs Identified by the University**
(The following will be verified and vetted by the Design Consultant as part of their Scope of Services)

<table>
<thead>
<tr>
<th>Program/Facility Needs</th>
<th>Existing Clinical Skills Resource</th>
<th>Expansion: Modification/Addition to Facility</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4,800 sq. ft.</td>
<td>10,200 sq. ft. (approx.) – not including hallways, viewing and documentation areas</td>
<td></td>
</tr>
<tr>
<td></td>
<td>186 Students/class</td>
<td>200 students/class</td>
<td></td>
</tr>
<tr>
<td></td>
<td>13,000 SP Encounters/no simulation</td>
<td>20,000 SP and Simulation Encounters</td>
<td></td>
</tr>
<tr>
<td># Rooms</td>
<td>Total Sq. Ft</td>
<td># Rooms</td>
<td>Total Sq. Ft</td>
</tr>
<tr>
<td>Entrance and traffic flow – single entrance for SP, Students, etc.</td>
<td>1</td>
<td>117</td>
<td>8</td>
</tr>
<tr>
<td>Office (staff and faculty)</td>
<td>1</td>
<td>117</td>
<td>8</td>
</tr>
<tr>
<td>Medical director, director, 5 staff and 1 room for visiting faculty for remediation with AV/IT fit out.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reception/Waiting</td>
<td>1</td>
<td>119</td>
<td>1</td>
</tr>
<tr>
<td>1 area to accommodate students waiting for testing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student lockers</td>
<td>0</td>
<td>0</td>
<td>50 lockers</td>
</tr>
<tr>
<td>Need large lockers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP Exam Rooms</td>
<td>10</td>
<td>1,364</td>
<td>12</td>
</tr>
<tr>
<td>2 larger rooms to provide options for IPE sessions. All need AV/IT fit out. Consider 14 rooms based upon space.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation stations</td>
<td>10</td>
<td>130</td>
<td>12</td>
</tr>
<tr>
<td>2 require ADA Seated Stations exterior hallway</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currently using inside viewing hallway and several feedback rooms for documentation stations as hallways are not wide enough. Propose documentation stations in exterior hall. All require AV/IT fit out.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control room – SP Exam Rooms</td>
<td>1</td>
<td>139</td>
<td>1</td>
</tr>
<tr>
<td>1 station with multiple stations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP Audit/Scoring Stations</td>
<td>1</td>
<td>75</td>
<td>1</td>
</tr>
<tr>
<td>5 stations Current use a feedback room. Room requires AV/IT fit out. Consider option to combine with SP control room or use center hallway in SP exam room area.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP Lounge with Bathroom and Kitchen</td>
<td>1</td>
<td>140</td>
<td>1</td>
</tr>
<tr>
<td>6 people no bathroom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bathroom – Students</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Dedicated single use, gender neutral bathrooms to ensure exam security. 1 ADA compliant.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty 1-way Viewing Stations</td>
<td>10</td>
<td>487</td>
<td>See notes</td>
</tr>
</tbody>
</table>
### Program/Facility Needs

<table>
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</tr>
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<td>200 students/class</td>
<td></td>
</tr>
<tr>
<td>1,500 SP Encounters/no simulation</td>
<td>20,000 SP and Simulation Encounters</td>
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<thead>
<tr>
<th># Rooms</th>
<th>Total Sq. Ft</th>
<th># Rooms</th>
<th>Total Sq. Ft</th>
</tr>
</thead>
</table>

- **(Existing setup will need further evaluation)**
  - Simulation Room with head wall for each simulator (suction and air only)
    - 0 | 0 |
    - 2 | 1100 |
    - ED (3 bays) – 600 sq. ft.
    - ICU/Birth – 500 sq. ft. |
    - Hi-fi fidelity rooms with head wall set up in 2 rooms. Simulator and observation area with IT/A/V wiring, two-way communication, large monitors, etc. Head wall with oxygen, suction and compressed air (likely needed).

- **Debriefing Room (10-15 people)**
  - 0 | 0 |
  - 2 | 600 |
  - (2x3x13) 300 sq. ft. per room |
  - Conference room table for discussions. Requires IT/A/V fit out for reviewing live and recorded activity, data from monitors, simulators, etc.

- **Control Room: Simulation rooms**
  - 0 | 0 |
  - 1 | 260 |
  - Divided room with sound barriers |
  - Divided into 2 @ 130 sq. ft. | Need 1 control room that is divided into 2 control centers to support dual programming with sound barriers.

- **Procedure Skills/Task Training Room (see specs)**
  - 0 | 0 |
  - 1 | 1,000 |
  - 20 students and faculty facilitators |
  - Large room for 20 task training stations. Flexibility is important consideration. Rolling carts, movable stations, etc.

- **Storage Closet**
  - 1 | 65 |
  - 2 | 1,000 |
  - Additional storage currently in feedback room 105 sq. ft. |
  - Standards suggest 10-25% of total square footage. Require 1 storage for simulation equipment, task trainers, and medical supplies, and second for office supplies, files etc.

- **Student Training/Classroom SP Training Room Meeting Space**
  - 1 | 363 |
  - 1 | 1,500 |
  - Large flexible walls for 2 sections 20-30 people each |
  - Multipurpose rooms used for debriefing, orientation, training, meeting room

- **Conference/Viewing Room**
  - 1 | 168 |
  - Omitted |
  - Combined with classroom space

- **Feedback rooms**
  - (Current facility setup – not required in new space)
  - 10 | 700 |
  - Omitted |
  - Currently used for offices, storage, and as SP encounter rooms as needed. Need to eliminate in order to expand hallway width to accommodate stretchers, and technology deployment.

- **Hallway Space**
  - Too Narrow |
  - Wide Hallways |
  - Wide hallways needed to move stretchers, and accommodate documentation or faculty viewing stations. Recommended to outfit with cameras and sound
Appendix 5

Second Floor Plan – Rowan Medicine Building
Appendix 6

Third First Floor Plan – Rowan Medicine Building