



Georgian Court University

Request for Proposal

Professional Services for Facilities Condition Assessment

RFP# FAC-01

Issuance Date: September 13, 2017

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A. BACKGROUND

Georgian Court University is a coeducational, forward-thinking institution that encourages intellectual inquiry, moral analysis, and social dialogue.

Founded and sponsored by the Sisters of Mercy, Georgian Court University is located in Lakewood, New Jersey. Set on a magnificent 156-acre estate formerly belonging to financier George Jay Gould, the campus is conveniently situated 60 miles from New York and Philadelphia, and only 10 miles from the Jersey Shore. Bordering Lake Carasaljo, the site is a National Historic Landmark with alluring statuary, beautiful architecture and lush gardens.

After a long history as a women's college with coeducational graduate programs and undergraduate evening programs, Georgian Court became fully coeducational in 2013.

B. PURPOSE AND INTENT

This document is a Request for Proposal (“RFP”) for Georgian Court University (“GCU or the “University”) from qualified firms to provide a complete facility condition assessment of all university buildings on the GCU campus.

The intent of this RFP is to award a contract to the responsible firm, whose proposal, conforming to this RFP, is most advantageous to GCU, price and other factors considered. It is anticipated that the contract will commence in October of 2017 and be completed by March 15, 2018. The selected firm will assess / inspect the condition of all buildings and systems with the objective of identifying current facilities condition deficiencies. The selected firm will then provide recommendations for correcting / addressing deficiencies accompanied by the appropriate cost estimates for each of the corrections.

The selected firm will demonstrate flexibility in accommodating new and changing requirements, while providing reliable customer service and proven service performance. The University reserves the right to add or delete items from the resulting agreements with five days written notice. New or additional items may be added with prior written notice from the University with terms and conditions to be mutually agreed upon by the University and the selected firm.

The University assumes no responsibility for the completeness or the accuracy of any information presented in this RFP, or otherwise distributed or made available during this procurement process, except as expressly stated to the contrary. Without limiting the generality of the foregoing, the University will not be bound by or be responsible for any explanation or interpretation of the proposed documents other than those prepared in writing. In no event may a Proposer to this RFP rely on any oral statement made by the University or any of the University’s agents, employees, advisors or consultants. The University’s obligation is contingent upon the availability of funds.

Should a Proposer find discrepancies in or omissions from, this RFP and related documents, the Proposer shall immediately notify the University, in writing, and a written addendum or bulletin of instructions, if necessary, will be sent to each Proposer. Every Proposer requesting an interpretation of this RFP will be responsible for delivering such requests to the University in writing and within the time limit set forth in Section C.

The University considers any information which it may have released either orally or in writing prior to the issuance of this RFP, to be preliminary in nature and the University shall not be bound by such information.

C. SOLICITATION SCHEDULE

The following solicitation schedule is targeted by the University:

Issue Request for Proposal	September 13th, 2017
Last Day for Questions	September 25th, 2017
Owner Response to Questions	October 2 nd , 2017
Submission of Proposals	October 17 th , 2017 @ 2:00PM
Interviews of Short Listed Firms	Week of October 23 rd , 2017
Issuance of Notice of Award	Week of November 6 th , 2017
Completion of Final Report & Database Turnover	March 15 th , 2018

D. SCOPE OF SERVICES

Overview of Project - GCU is soliciting proposals for professional services to conduct a detailed and thorough facility condition assessment (FCA) and analysis of its facilities, grounds and miscellaneous structures at the university including developing an asset inventory, identification of current facility condition deficiencies, recommending corrections for all deficiencies, providing cost estimates for corrections and forecasting future capital renewal cost.

Project Objectives

The objectives of the proposed project are:

- To develop an inventory of building systems, equipment and infrastructure assets of each University property.
- To calculate the costs for all identified projects, utilizing an agreed upon published construction and remodeling cost estimating data and format.
- To rank and prioritize all projects by priority and anticipated life cycle.
- To provide a prioritized plan to strategically and efficiently reduce the current backlog of deferred maintenance.
- To enhance facility planning capabilities and compare conditions amongst university facilities by addressing the highest priority needs for the future.
- Make recommendations where noted for improving facilities that will support GCU's strategic plan, and Facilities Master Plan for increasing student academic achievement, supporting scholarly research and promoting innovation by means of establishing a facility condition baseline for goal setting and progress tracking.
- To provide an electronic database using Excel for future use and modification by the University. The electronic database will be a means for the University to use to modify and update data after the completion of the project. The information developed during the facility condition assessment will be useful to various functions and levels of users within the University.

Qualifications for the Project Team

This contract will require detailed inspections of all facilities as specified herein by architectural and engineering professionals or other equivalent facility assessment professionals such as building surveyors / inspectors to produce an accurate analysis that identifies visible and discernable (through non-destructive means) components and elements requiring maintenance or other planned action. The project team ideally would include personnel with extensive higher education experience with knowledge of like size institutions. The proposal should also include the services of a professional cost estimator with similar work experience and local knowledge of cost rates in the New Jersey / New York Metropolitan Area.

Facilities to be Assessed

The assessment will include 26 buildings totaling approximately 604,043 square feet. (Refer to Exhibit B, Space Summary of Facilities for a complete list of building names and gross square footage).

Facility Condition Assessment

The facility condition assessment will consist of the following phases:

1. Facility Condition Assessment Planning
2. On-Site Facility Condition Assessment
3. Analysis of Facility Condition Assessment Information
4. Facility Condition Assessment Report & Database Preparation
5. Presentation of Findings
6. Submission of Final Report & Database

Phase One - FCA Planning

Prior to the on-site facility condition assessment, the consultant will gather existing university asset information, and establish access protocol and scheduling. The consultant will prepare a project memorandum for review which briefly explains the purpose of the assessment, what is to be included in the assessment, and a proposed schedule for the assessment of university facilities.

Phase Two - On-site FCA

A detailed on-site condition assessment will be conducted for each facility and infrastructure in the University's portfolio. The primary goal of the on-site assessment will be to identify all maintenance, repair, and replacement requirements. In addition, recommended upgrades and improvements where applicable will be identified. The following guidelines will be followed by the consultant:

- The consultant is responsible for the assessment of real plant property such as buildings, structures, and utilities (and their integral components/systems). Copies of the building floor plans (where available) and maintenance history records (where available) will be made available to the consultant.
- The consultant will provide qualified personnel (architects, engineers and/or technicians) to perform a thorough visual inspection and assessment of all architectural, civil, structural, roof, mechanical, and electrical components/systems of each facility. The assessment team(s) will identify and report all architectural, civil, structural, roof, mechanical and electrical deficiencies and recommended upgrades and improvements if required.
- The on-site inspection and assessment will be performed by examining both building components and system components. The assessment team(s) will evaluate each asset to

determine whether there is sufficient evidence to warrant complete replacement or if repairing only portions of the components is preferable. For example: an assessment may indicate the need to replace all the windows in a facility, instead of repairing various windows throughout the building; or that electrical capacity needs to be increased to meet the current and anticipated future needs at a building.

- The consultant will inventory the maintainable equipment within each building and collect the following information to be inputted into a structured spreadsheet and database:

Equipment

- Boilers
- Package HVAC Unit Condenser Units
- Compressors
- Chillers
- Major Exhaust Equipment
- Fire Alarms
- Cooling Towers / Chilled Water Systems
- Hot Water Heaters
- Electrical Service Equipment
- Air Handling Units
- Ducts
- Water Treatment Systems
- Elevators
- Commercial Overhead Doors
- Building Control Systems
- Card Access Systems

Equipment Data

- Equipment type
- Model number
- Location
- Serial number
- Function and area served
- Installation date
- Manufacturer
- Capacity
- Anticipated Projected Life Cycle

- The on-site inspection and assessment will require entering basements, mechanical areas, roofs, crawl spaces, and attic spaces.
- Items that are considered urgent (endangering life and/or property, etc.) will be appropriately marked on the assessment reports and immediately brought to the University's attention.
- The assessment should be structured and include all necessary information to assign an industry standard building system classification.

The facility condition assessments will focus on the following elements:

- Substructure – foundations, basements, tunnels
- Exterior Systems (Shell) - roofs, walls, window systems, doors, ceilings and ceiling systems
- Interior Construction - walls, doors, flooring, visible structural components
- Interior Finishes: Flooring, ceiling, wall finishes
- Built-In Furnishings / Equipment
- Health/Fire/Life Safety systems, emergency egress lighting
- Handicap Accessibility - ADA requirements
- Heating, Ventilation and Air Conditioning
- Plumbing Systems
- Building Electrical and Service Distribution
- Campus Electrical and Service Distribution
- Fire Suppression
- Special Electrical Systems and Emergency Power
- Technology
- Elevators / Conveying Systems
- Roadways, parking lots, sidewalks, walkways, curbing, ramps, landscaping, exterior lighting
- Historical Perimeter Fencing
- Water (not irrigation), sanitary and storm systems
- Building Control Systems

Phase Three - Analysis of FCA formation

The consultant will evaluate the information generated from the condition assessment data to determine trends and comparisons. The consultant will provide an expanded evaluation and analysis providing projections and analyses for the following areas:

- Deficiency costs summarized by building system across all facilities.
- Deficiency costs summarized by Priority across all facilities.
- Deficiency costs summarized by Category type across all facilities.
- Calculation of the Current Replacement Value (CRV) for each facility.

- Calculation of the Facility Condition Index (FCI) for each facility.
- Multi-year annual expenditure forecast for each facility.
- Annual Operating and Maintenance cost for each facility.

Life Cycle Analysis for Component Renewal

The consultant will utilize life cycle analysis to develop component renewal costs. A facility's useful life is limited by the durability of its systems, and generally does not fail as a whole but as individual components or systems. Building components will be evaluated based on their individual life cycles, determined by an evaluation of the age and condition. The renewal cost for the components will be computed and identified by renewal year. The consultant will report the life cycle costs at the component-level, and building-level, and will provide a grand total for the University's entire portfolio.

Prioritization/Categorization/Classification of Assessment Data

Each deficiency and project shall include the following decision making classifications prioritizing each action according to its criticality and classification type:

Priority 1 - Currently Critical

Conditions in this category require immediate action to:

- (a) Correct a cited safety hazard
- (b) Stop accelerated deterioration
- (c) Return a facility to operation

Priority 2 - Potentially Critical

Conditions in this category, if not corrected expeditiously, will become critical within a year. Situations within this category include:

- (a) Intermittent operations
- (b) Rapid deterioration
- (c) Potential life safety hazards

Priority 3 – Necessary, Not yet critical

Conditions in this category require appropriate attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.

Priority 4 – Recommended

Conditions in this category include items that represent a sensible improvement to existing conditions. These are not required for the most basic function of the facility.

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Priority 5 – Appearance

Conditions in this category include finishes that have deteriorated and are required to maintain the required aesthetic standards.

Priority 6 - Does Not Meet Current Codes/Standards

“Grandfathered” Conditions in this category include items that do not conform to existing codes, but are “grandfathered” in their condition. No action is required at this time, but should substantial work be undertaken in contiguous areas, certain existing conditions may require correction to comply with current code standards.

Deficiency Categories

Each deficiency identified in the field assessment shall be classified in the following manner:

Category 1- Scheduled Maintenance

Maintenance that is planned and performed on a routine basis to maintain and preserve the condition.

Category 2 - Deferred Maintenance

Maintenance that was not performed when it was scheduled or is past its useful life resulting in immediate repair or replacement.

Category 3 - Capital Renewal

Planned replacement of building systems that have reached the end of their useful life.

Category 4 - Energy & Sustainability

When the repair or replacement of equipment or systems are recommended to improve energy and sustainability performance.

Category 5 – Security / Safety

When a system requires replacement due to a security / safety risk or requirement.

Multi-Year Expenditure Plan

The consultant shall develop a ten-year expenditure plan, which is a schedule of all deficiencies and actions required to maintain and repair facilities, including projects developed during the analysis of facility condition information, unconstrained by available funding limitations.

Facility Condition Index

The consultant’s analysis will include the calculation of the facility condition index (FCI) for each building in the University’s portfolio. An FCI will provide a simple measure of the relative condition of a facility. The FCI is the ratio of the deficiencies (regular and deferred maintenance, and repair and replacement cost) to the current replacement value.

$$\text{FCI} = \frac{\text{Deficiencies}}{\text{Current Replacement Value}}$$

Phase Four - FCA Report & Database Preparation

Using the data collected during the on-site facility condition assessment and analysis phase, the consultant will provide a comprehensive narrative report and database for all the University’s facilities. The report and database will be submitted in accordance with the schedule.

Reporting Capabilities

The condition assessment written report and database package will contain the following components:

1.0 Executive Summary

An executive summary containing:

- Deficiency costs summarized by building system across all facilities.
- Deficiency costs summarized by Priority across all facilities.
- Deficiency costs summarized by Category type across all facilities.
- Calculation of the Facility Condition Index (FCI) for each facility
- Multi-year annual expenditure forecast for each facility.

2.0 Asset Description and Condition

A detailed description of building assets and equipment detailing the observed condition and deficiency cause providing recommendations to correct the deficiency.

3.0 Asset Portfolio

A list of the information provided and collected for each asset, such as equipment type, manufacturer, model number, serial number, capacity and year installed.

4.0 Photographs

Provide digital photographs on a USB flash drive for each facility and piece of equipment inventoried. Exterior photographs will be used for campus identification and documentation of structural problems, major site deficiencies or special conditions. Interior photographs will be used to document critical or unusual conditions. Photographs will be used to explain and / or justify the prioritization of corrective actions.

5.0 Expenditure Forecast

A schedule of annual forecast expenditures itemizing each deficiency against each asset classification of the total cost for the actions required to correct the deficiencies for each facility by building system.

Phase Five - Presentation of Findings

The consultant will work closely with the University to investigate potential opportunities to accomplish corrective actions through alternative means, such as construction, renovation and alteration projects. The University will provide projected financial resource availability for the plan.

Phase Six - Preparation of Final Report

The consultant will present the findings through reports, graphs, and charts. The comprehensive findings shall also be loaded into an electronic database using Excel for future use and modification by the University. The charts and graphs will provide a visual representation of the condition assessment data in order to assist the university stakeholders in understanding the scope of the funding needs. Two final presentations are anticipated; one to the project team and one to senior staff.

E. SUBMISSION DELIVERABLES AND EVALUATION/SELECTION CRITERIA

Deliverables

Those firms seeking to respond to this Request for Proposal must submit a proposal that includes the following:

- a. A cover letter outlining your interest in the GCU Facility Condition Assessment opportunity,
- b. An overview of the capabilities of the firm to perform Facility Condition Assessment services,
- c. A summary and organizational chart of the proposed GCU Facilities Condition Assessment team and sub-consultants,
- d. A summary highlighting the firm's experience with similar higher education facility condition assessment projects,
- e. Resumes of the client liaison and key team members,
- f. Reference contact information from a minimum of three clients where the firm has performed similar facility condition assessment services,
- g. Proposal form
- h. Required forms

Evaluation / Selection Criteria

The University will evaluate all RFP submissions timely submitted and received for further consideration generally based on the following criteria:

1. Firm's approach to Facilities Condition Assessment;
2. Experience of the Firm in a similar Facilities Condition Assessment role;
3. Experience of the Project Team providing similar facilities condition assessment services and the history of the team working together;
4. Firm and team's knowledge of Higher Education programs, campus, and physical plant;
5. Firms cost proposal.

Upon completion of the RFP process, the University will select a consultant for Facilities Condition Assessment services that the University has determined is best qualified to provide the services required. “Best qualified” means the firm that the University determines is best qualified for, technically and administratively capable of undertaking the scope of services as described herein, based upon the Project Team’s proposal as well as its reputation, past experience in similar projects, project organization, resources to complete the project, and favorable financial terms to the University, and any other qualifications deemed significant to the University.

F. SUBMISSION

1. RFP Questions

Inquiries regarding this RFP must be submitted via e-mail to Julie Parlacoski at jparlacoski@georgian.edu. **No telephone calls will be permitted.**

Note: If questions are directed to any University employee other than the aforementioned designee, your firm will be disqualified from further consideration.

The deadline for RFP questions is September 25th, 2017.

Answers to RFP questions shall be distributed in the form of an addendum to all potential firms by October 2nd, 2017.

2. RFP Submission

To respond to this proposal, vendors should:

Submit one (1) copy marked original and five (5) copies of its proposal in accordance with proposal submission deadline contained herein, which must be received by GCU Purchasing no later than 2:00 p.m. on October 17th, 2017 at the following location:

Georgian Court University
Purchasing Department
900 Lakewood Avenue
Lakewood New Jersey 08701
Attn: Julie Parlacoski

Responses received after this time and date will not be considered. E-mailed and/or faxed proposals will not be accepted under any circumstances. The University is not responsible for lost or misdirected documents. Proposals must be enclosed in a sealed envelope/package bearing the name of the Firm and RFP number clearly marked on the outside of the envelope.

The prospective firm assumes sole responsibility for the complete effort required in submitting a proposal in response to this RFP. No special consideration will be given after proposals are opened because of a firm's failure to be knowledgeable as to all of the requirements of the RFP.

All Envelopes Must Indicate The Following Information:

RFP Facility Condition Assessment
RFP# FAC-01
September 13, 2017

Title: RFP Facility Condition Assessment

RFP No. FAC-01

Attention: Julie Parlacoski

NOTE: Prospective Firms using USPS Regular or Express mail services should allow additional time since USPS mail deliveries are not delivered directly to the Department of Purchasing.

3. Addenda Revisions to RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP.

University reserves the right to reject any and all proposals, and cancel or re-solicit for new proposals.

G. TERMS & CONDITIONS

By responding to this RFP, the respondent acknowledges and consents to the following conditions and statements relative to the procurement and the selection of a Facility Condition Assessment service provider:

A. Postponement of deadline for Request for Proposal

The university reserves the right to postpone the date and time announced for receipt of proposals. Such postponement may be made at any time prior to the established date and time for receipt of proposals by written notice and addendum to the RFP to all potential applicants who have requested copies of this RFP.

B. Errors in Proposals

Proposers or other authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the proposer's own risk, and it cannot secure relief on a plea of error. Neither law nor regulations make allowance for errors either of omission or commission on the part of proposers.

C. Proposal Changes, Modifications, and Withdrawal

All changes corrections and erasures in the original proposal must be initialed by the person signing the proposal. Modifications and withdrawals will be accepted from the proposer prior to the deadline for receipt of bids in written or printed form.

a.) Submittals shall be open for acceptance for sixty (60) days after RFP due date

D. Execution of Proposal

The RFP must be signed by an officer or other official of the Proposer's firm who has legal authority to commit the firm to performance of the services as proposed, and such signature must be duly witnessed.

E. Collusion

The Proposer, by affixing his/her signature to the proposal, agrees to the following: "Proposer certifies that this RFP is made without previous understanding, agreement, or connection with any person, firm, or corporation making a proposal for the same services, and is in all respects fair, without outside control, collusion, fraud, or other illegal action."

F. Statement of Ownership

Proposers are required to disclose the names of any officials or employees of the company who have a material financial interest (in excess of 5 percent) in the Proposer's firm.

G. Patent Fees, Royalties, and Licenses

If the Proposer elects and desires to use and design, trademark, device, a trial or process covered by letters of patent or copyright, the Proposer shall indemnify and save harmless the university from any and all claims for infringement by reason of the use of any such patented design, device, trademark, copyright, material or process in connection with the work agreed to be performed under the contract and shall indemnify the university for any costs, expenses, or damages which the university may be obliged to pay by reason of any infringement at any time during or after the duration of the contract.

H. Familiarity with Laws

The Proposer shall observe and comply with all federal, state, and local laws, ordinances and regulations that in any manner affect the conduct of the work. The Proposer shall indemnify and save harmless the university its officers, trustees, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance or regulation, whether by Proposer, its employees, or any subProposer. If any discrepancy or inconsistency is discovered in Contract Documents for this work in relation to any such law, ordinance, regulation, order or decree, the Proposer shall forthwith report the same to the university in writing. Any necessary change shall be adjusted by appropriate modification. The Proposer shall at all times observe and comply with, and cause all its subProposers and employees to observe and comply with, all such existing laws, ordinances, regulations, orders, and decrees, and shall protect and indemnify the university, its officers, and agents against any claim or liability arising from or based upon violation of any such law, ordinance, regulation, order to decree, whether by Proposer or its employees. Ignorance on the part of the Proposer will in no way relieve it from responsibility.

I. Compliance with Laws

Vendor assures compliance with all applicable federal, state and local laws, rules and regulations and executive orders, as amended, including but not limited to: (a) Non-Discrimination In Employment and Equal Employment Opportunity (NJS 10:2-1 through 10:2-4 and NJS 10:5-31 et seq; Titles VI and VII of the Civil Rights Act of 1964; Executive Orders 11246 and 11375 as implemented by 41 CFR Part 60; Rehabilitation Act of 1973, Section 504; Age Discrimination Act of 1976; and Title IX of Higher Education Act of 1972); (b) Drug-Free Workplace Act of 1988 (34 CFR Part 85); (c) Byrd Anti-Lobbying Amendment (31 USC 1352); (d) Protection of Human Subjects (45 CFR Part 46); (e) Clean Air Act (42 USC 7401 et seq.); (f) Water Pollution Control Act (33 USC 1251 et seq.); (g) Notification of Employee Rights Concerning Payment Of Union

Dues (Executive Order 13201 as implemented by 29 CFR Part 470); (h) Fair Labor Standards Act of 1938 (29 CFR Part 5); and (i) US Export Control (Arms Export Control Act, 22 USC 2751-2794; International Traffic and Arms Regulation, 22 CFR Part 120; Arms Administration Act, 50 USC 2401-2420; and Export Administration Regulations 15 CFR 730-774). (j) Disclosure of Investment Activities in Iran P.L. 2012 c. This provision shall be included in all sub-award documents related to this Purchase Order at all tiers.

J. Persons or firms submitting proposals shall be engaged in the line of work called for in the specifications, and may be required to provide proof of experience to the university.

K. Proposals shall be open for acceptance for ninety (90) days after bid due date.

L. Proposals not submitted on the forms and in accordance with the instructions contained herein shall be considered informal and may be rejected.

M. Proposer must have the necessary insurance coverage, and the successful proposer(s) will be required to submit proof of insurance before work can begin. (See Attachment)

N. Award

Georgian Court University reserves the right to accept or reject any or all proposals.

The successful proposer shall perform the work called for in a workmanlike manner and to the satisfaction of the university.

O. Subletting or Assigning of Agreement

Proposer shall not sublet, sell, transfer, assign, or otherwise dispose of the agreement or any portion thereof or of the work provided for therein, or of its right, title, or interest therein, to any person, firm or corporation.

P. Termination

GCU reserves the right to terminate the contract for default if Seller breaches any of the terms therein, including warranties of offeror or if the offeror becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies, which GCU may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to GCU's satisfaction and/or to meet all other obligations and requirements. Contracts may be terminated without cause upon thirty (30) days written notice to either party unless otherwise specified.

Q. Confidentiality

Please be advised that GCU cannot keep confidential any business data received by the university, which fall under New Jersey's Open Public Records Act or other similar law or statute.

H. FINANCIAL PROPOSAL

Project: Facility Condition Assessment

Issuance Date: **September 13th, 2017**

Attention: Georgian Court Univeristy
Julie Parlacoski
Purchasing Coordinator

We have carefully examined the Request for Proposal entitled Facility Condition Assessment. In addition, we have examined the supporting document provided, have ascertained all conditions affecting the work, and have read your request for proposal and enclosed documents. We propose to furnish all labor, material, equipment, and supervision for the completion of the work, and shall complete the work, in accordance with the scope of services as outlined. Compensation for these services, **including all general conditions requirements and any reimbursable expenses**, is outlined below:

Price #1 – Facility condition assessment inclusive of all work outlined in the scope of services.

\$ _____

In words: _____ dollars

RATE TABLE

FACILITIES CONDITION ASSESSMENT SERVICES

For additional services, not expressly outlined in the scope of services, the following all inclusive rates will be included. No additional compensation or mark-up will be allowed beyond these rates and the work will be performed on a time and material basis, not to exceed a proposed amount approved by the University.

All firms must list the title or discipline of each individual who can be expected to participate in support services with the hourly charge for their services.

TITLE	EQUIVALENT	RATE
_____	_____	\$ _____ /hour
_____	_____	\$ _____ /hour
_____	_____	\$ _____ /hour
_____	_____	\$ _____ /hour
_____	_____	\$ _____ /hour
_____	_____	\$ _____ /hour
_____	_____	\$ _____ /hour

NAME OF FIRM: _____
SIGNATURE (of authorized member of the firm): _____
PRINTED NAME: _____
DATE: _____

END OF PRICING SCHEDULE

I. MANDATORY SUBMITTAL FORMS AND ATTACHMENTS

Appendix A – Required Forms/Certificates

The following forms/certificates are to be included in your Proposal Response:

1. Financial Proposal Form
2. Affirmative Action Requirements
3. Ownership Disclosure
4. New Jersey Business Registration Certificate (vendor to attach)
5. Request for Taxpayer Identification Number and Certification (Form W-9)
6. If applicable, NJ Small Business Enterprise (SBE), Woman Business Enterprise (WBE), and/or Minority Business Enterprise (MBE) Certification(s)
7. Disclosure of Investment Activities in Iran
8. Certificate of Insurance (naming GCU as additional Insured)

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS

Pursuant to NJSA 52:32-44, vendors providing goods or services must be registered with the NJ Department of Treasury, Division of Revenue. Please include a copy of your Business Registration Certificate with your bid.

NO AWARD WILL BE MADE TO A CONTRACTOR WITHOUT PROOF OF BUSINESS REGISTRATION.

P.L. 2004, (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for, or entering into a contract with GCU.

Interested parties may contact the Division of Taxation, Regulatory Services Branch, directly at 609-292-5995 or www.nj.gov/njbgs

The effective date of Chapter 57 was September 1, 2004.

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable agrees to comply with any regulations promulgated by the Treasurer pursuant to **N.J.S.A. 10:5-31 et seq.** as amended and supplemented from time to time and the Americans with Disabilities Act.

EXHIBIT A (Cont)

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant **to Subchapter 10 of the Administrative Code at N.J.A.C.17:27.**

Insurance Requirements for Professional Services

Automobile Insurance: Firm shall carry automobile insurance covering licensed vehicles, said insurance to have the following minimum policy limits:

- A. Personal Injury & Property Damage -
\$1,000,000.00 Combined Single Limit

Comprehensive General Public Liability and Property Damage Insurance: The Contractor shall maintain a policy of comprehensive general public liability and property damage insurance with the following minimum policy limits:

- A. Personal Injury -
\$500,000.00 per person
\$1,000,000.00 per accident
- B. Property Damage -
\$100,000.00 per accident
\$2,000,000.00 Policy Aggregate

Workers' Compensation: Within statutory limits.

- A. Employers Liability -
\$1,000,000.00 per occurrence

Professional Liability Insurance:
\$5,000,000.00 per claim
\$5,000,000.00 Policy Aggregate

Umbrella Policy:
\$5,000,000.00 Policy Aggregate

