



REQUEST FOR PROPOSAL

FOR

Structural Engineering Condition Assessment Professional Services

For

Former RCA Facility Building 8, Camden, New Jersey

Issued by:
CAMDEN REDEVELOPMENT AGENCY

Issue Date:
Thursday, September 3, 2020

Due Date and Time:
Monday, September 14, 2020 at 9:00 AM

REQUEST FOR PROPOSAL FOR
STRUCTURAL ENGINEERING CONDITION ASSESSMENT PROFESSIONAL SERVICES
FOR
CAMDEN REDEVELOPMENT AGENCY

FORMER RCA FACILITY BUILDING 8
FRONT STREET & COOPER STREET
CAMDEN, NEW JERSEY
September 3, 2020

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Project Location

100 Cooper Street
Camden, NJ 08102

Introduction and Purpose

The Camden Redevelopment Agency (CRA) has issued this Request for Proposals (RFP) to hire a professional engineering firm or teams (“Consultant”) to perform a **Structural Condition Assessment** for the former Radio Corporation of America (RCA) Facility Building 8 located at the south eastern corner of Front and Cooper Streets in the City of Camden, New Jersey. This is an emergency procurement pursuant to N.J.S.A. 40A:11-6. On the evening of August 28, 2020 a lighting strike caused damage to the roof. The concrete finial and many bricks were shattered and fell to the street below. By emergent order from the Camden Construction Official the remaining concrete finial which hung over the edge of the building was taken down and all walkways and curbside parking was fenced off on the Cooper and Front Street exposures. By Notice from the Camden Construction Official the CRA is to provide a signed and sealed report from a structural engineer as to the viability of the building and what actions are needed to address any existing hazards.

Existing Information

The parcels were historically used by the RCA Company for manufacturing activities and the building meets the Secretary of the Interior's definition for historic preservation. It is an improved lot with a 10-story, 120,000 square foot (SF) steel, brick and concrete building. The subject property is identified as Block 72, Lot 1 on the City of Camden Tax Map. The subject Building is vacant and in deteriorating condition. In 1995, floors 8, 9, and 10 were damaged by fire, smoke and water. The CRA is the owner of the property.

The site has a history of environmental contamination. Extensive environmental sampling has been conducted at the site. Multiple environmental investigations have been conducted at the subject property for several years through which it has been discovered that PCBs and Dioxins are present in the building interior. A Remedial Investigation Report / Remedial Action Work Plan (RIR/RAWP) for the building interior was approved by the New Jersey Department of Environmental Protection's (NJDEP) and other state agencies having jurisdiction with the work on January 26, 2009. Remediation activities have been conducted to remove window caulking, interior wood flooring, and lightweight concrete. Exposed concrete and brick with varying levels of contamination remain on the walls, floors, and ceilings. Environmental reports are available upon request.

The CRA intends to preserve and rehabilitate the existing structure to the extent practicable for future use.

No structural layout plans are known to exist. Relevant maps, plans and site reports and other relevant documents in the possession of the CRA are included in the Appendix. The Appendix to the RFP is available only by download using this link: <https://spaces.hightail.com/receive/2p42YNeBud>

The Appendix includes the following:

- *Site Location Map*
- *Tax Map*
- *Site Photos*
- *Notice from the City of Camden Construction Official*
- *Plans for Environmental Abatement*
- *RFP Documents and Checklist*

Qualifications

The Consultant Team shall be led by a New Jersey licensed Professional Engineer in the structural or civil engineering disciplines (henceforth referred to as the "Structural Engineer") and experienced in conducting Structural Condition Assessments for historic buildings and buildings similar in age, size and former usages as the building located at the site.

The name of the Structural Engineer and the members of the proposed Consultant Team shall be provided with the Respondent's proposal along with professional credentials and documentation of experience with similar projects. Neither the Structural Engineer nor members of the proposed Consultant Team may be removed or changed without the express written consent of the CRA. The contact information of the Structural Engineer should be provided in case the CRA wishes to follow-up with additional requests for information.

Scope of Services – Task Items

Task 1: Visual Inspection

- A. The Structural Engineer and the Consultant Team shall carry out a comprehensive visual inspection that shall rely largely on the professional engineering assessment, judgement and advice of the Structural Engineer. The Structural Engineer shall exercise reasonable diligence and take active and personal interest in the planning and carrying out of the inspection of the building. A situation where the Structural Engineer does not visit the buildings or totally delegates the inspection work to the Consultant Team is not acceptable.
- B. The Consultant shall be responsible for all health and safety matters concerning their work on site.
- C. The Structural Engineer shall use an industry accepted standard for conducting the Visual Inspection and Structural Condition Assessment such as the American Society of Civil Engineers (ASCE) 11-90 Standard Guideline for Structural Condition Assessment of Existing Buildings.
- D. In general, the Structural Engineer is expected to carry out, with reasonable diligence, a visual inspection of the following:
 - 1. The condition of the structure of the building to identify the types of structural defects; identify any signs of structural distress and deformation; and to identify any signs of material deterioration that are a hazard.
 - 2. The loading on the structure of the buildings to identify any hazard that needs to be addressed.
- E. There could be some difficulties in the conduct of a visual inspection as some of the structural elements in a building may be inaccessible. It is therefore important that professional judgement is exercised by the Structural Engineer to determine which areas require additional effort to be accessed for inspection.

Task 2: Structural Condition Report

- A. If signs of significant structural deterioration or defects are present or if there are any existing safety hazards, the Structural Engineer shall make a professional assessment of the deterioration or defect or safety hazard and recommend appropriate actions to be taken and prepare order-of-magnitude cost estimates for such work. Such actions may involve repair works or full structural investigation to parts or whole of the building.
- B. The Structural Engineer shall prepare and certify a Visual Inspection Report of the Structural Conditions Assessment including photographs and drawings to document the findings of the report. At minimum the report shall cover the following topics, as may be applicable:
 - 1. General Information of the Building
 - 2. Structural System of the Building
 - 3. Diary and Scope of the Visual Inspection
 - 4. Survey of Loading on the Building Structure
 - 5. Survey of Addition or Alteration Works to Building Structure

6. Survey of Signs of Structural Defects, Damages, Distress, Deformation, Deterioration or safety hazard.
 7. Survey of exposure to aggressive environment
 8. Survey of retaining walls and slope protection structures
 9. Survey of safety barriers (e.g. parapets and railings)
 10. Other Surveys or Visual Checks Carried Out
 11. Recommendation for Additional Work: Material investigation(s) and/or full structural investigation as necessary.
 12. Recommendations for Stabilization Measures to address structural deterioration or defects identified by the Structural Engineer.
 13. Recommendations to address any existing safety hazards.
 14. Order-of-magnitude cost estimates for recommend actions to address structural deterioration or defects or existing safety hazards identified by the Structural Engineer.
 15. Limitations of the work based on accessibility to building components.
- C. The Visual Inspection Report of the Structural Conditions Assessment shall be submitted to the CRA Representative in draft form for review and comment. Upon receipt of comments the Structural Engineer shall update the report and issue the final signed document with all supporting documentation to the CRA and the CRA Representative.
- D. The Structural Engineer shall prepare and submit a memo to the CRA and the CRA Representative summarizing their findings and outlining their recommendations.

Meetings

The Consultant shall participate in one (1) conference call prior to the commencement of work with the CRA and other parties as required. The Consultant shall participate in progress calls with the CRA and/or CRA Representatives as may be necessary during the course of work at no additional charge to CRA in order to discuss draft deliverables. The Consultant shall also participate in one (1) conference call with the CRA, CRA Representative, the Camden Construction Official, and other parties the CRA deems necessary, in order to discuss preliminary findings.

Format of Deliverables

All Deliverables required by the Scope of Work shall be submitted to the CRA in draft for review and comment prior to finalizing. The Consultant shall then incorporate comments from the CRA into the documents and resubmit them to the CRA for approval to finalize. Deliverables shall include:

- Four (4) sets of all printed and signed final reports and plans.
- Electronic files containing all source files (Word, Excel, AutoCAD, jpeg or other photograph files, etc.) including text, tables, calculations, figures, maps, photographs, and other materials used to generate the deliverables.
- Electronic file containing “cover-to-cover” copy of all plan sets and reports in correct page order including all text, tables, figures, photos, and appendices in Acrobat PDF format.

- The electronic files shall be made available to the CRA via FTP download. Otherwise, all electronic files shall be provided on CD-ROM and shall be professionally labeled on both the container and disk.

Proposals

Respondents shall provide a written proposal demonstrating the required experience and expertise to perform the required services of this RFP, a brief workplan to complete all requirements and a schedule showing provision of all required deliverables as per the schedule outlined in this RFP. Proposals must include details of the Respondent firm's relevant experience and competence to perform the required work, particularly as it relates to the stated goals of this project. The Respondent shall demonstrate successful experience on at least three (3) projects of similar size and scope of work completed within the past five (5) years. Projects completed for historic buildings should be preferred. The written proposal shall be no more than five (5) pages in length.

The Respondent shall submit an electronic cover-to-cover copy of the proposal in PDF format by **Monday September 14, 2020 at 9:00 A.M.** via email to the CRA's project representative:

Jennifer Taylor, PE
Brownfield Redevelopment Solutions, Inc.
Email: jtaylor@brsinc.com

Due to file size the Respondent may email a link to an FTP or other website that would allow for the download of an electronic cover-to-cover copy of the submission in Acrobat PDF format. The proposal must be accompanied by a completed and signed Price Form (attached) providing the Respondent's stipulated ("lump sum") offer price to complete the entire scope of work as presented, as well as the documents and RFP Documents Checklist, found in the Appendix.

Proposals must include a company price schedule listing all personnel, equipment and material categories that may be used on the Project indicating a description of the item, the units of delivery and cost per unit item. The price schedule must be provided on the Respondent firm's letterhead and be signed and dated by a Manager authorized to provide such information.

Selection and Evaluation Criteria

The criteria considered in the evaluation of each proposal is described below along with the weight applied to each criteria. All criteria will be used to select the successful Respondent:

1. Understanding of the Requested Work (25%) - The proposals will be evaluated for compliance with instructions and requests issued in the RFP. Non-compliance with significant instructions shall be grounds for disqualification of proposals.
2. Knowledge and Technical Competence (15%) - This includes the ability of the Respondent to perform all of the tasks and fulfill adequately the stated requirements.
3. Management, Experience and Personnel Qualifications (15%) - Expertise of the firm shall be demonstrated by past contract successes providing government or other agencies with similar services. The Respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to that requested in this RFP. In addition to relevant experience, Respondents shall provide personnel qualifications in the Proposal.

4. Ability to Complete the Services in a Timely Manner (20%) - This is based on the estimated duration of the tasks and the Respondent's ability to accomplish these tasks as stated.
5. Price (25%) - Price shall be based on the Price Form submitted with the proposal.

Questions

Questions or Requests for Information regarding this Scope of Work must be directed in writing by **Tuesday September 8, 2020 at 4:00 P.M.** to:

Jennifer Taylor, PE
Brownfield Redevelopment Solutions, Inc.
Email: jtaylor@bsinc.com

Response to questions will be provided on or before Thursday, September 10, 2020.

PRICE FORM ON FOLLOWING PAGE

Price Form

The stipulated (lump sum) offer price for each Task Item in this Price Form shall be all inclusive taking into consideration all associated costs and expenses necessary to properly perform and complete the work described in (or inferable from) the Scope of Services Task Items and General Requirements. The lump sum offer price should be comprehensive and no additional costs will be awarded to Consultant for its failure to properly determine the cost of the work.

Basis of Payment

Invoices will be evaluated and paid on a “percent complete” basis of the lump sum offer price. After consultation with the Consultant, the CRA will solely decide the percentage of completeness of the work under each lump sum Pay Item. Sufficient backup documentation as required by the Contract Documents and the CRA Representative will be required to establish measurement of completion for each item within a particular pay period and the work overall.

Task Item	Stipulated (Lump Sum) Offer Price
Task 1: Visual Inspection	\$
Task 2: Structural Condition Report	\$
TOTAL BASE BID:	\$

The undersigned Consultant, having examined these documents, and having full knowledge of the condition under which work described herein must be performed, hereby proposes to fulfill the obligations contained herein in accordance with all terms, conditions, and specifications set forth; and to furnish all required products and pay all incidental costs in strict conformity with these documents for the stated price as payment in full.

Submitting Firm

Address

Signature of Authorized Agent

Print Name

Title

Date

Telephone Number

E-mail Address

Scope of Services - General Requirements

1. Project Coordination

- A. The CRA will designate a Project Manager (referred to as the “CRA Representative”), who shall have the authority to inspect all work and materials on the Project, and to stop work on the Project when it appears to the CRA Representative that the requirements of the Consultant Scope of Services are not being met.
 - 1. The CRA Representative shall have the authority to reject any work or deliverables which do not meet the requirements of the Scope of Services in the judgment of the CRA Representative. Any such rejected work shall be redone in a professional manner conforming to the requirements of the Consultant Scope of Services.
 - 2. The CRA Representative shall have the authority to decide questions and make interpretations in regard to issues which arise under the Contract.
- B. Cooperate with the CRA Representative, and immediately report to the CRA Representative any questionable or obvious error or omission that may be contained in the Consultant Scope of Services. Do not proceed with work until the CRA Representative has resolved the error or omission.
- C. Comply with CRA Representative's procedures for project communications; submittals, reports and records, schedules, drawings, and recommendations; and resolution of ambiguities and conflicts.
- D. The Consultant shall coordinate with the CRA Representative to arrange access to the site.

2. Contract Modification Procedures

- A. Minor Changes to The Work: Supplemental instructions authorizing minor changes in the scope of work, not involving an adjustment to Contract Sum or Contract Time, may be issued by the CRA Representative.

3. Payment Procedures

- A. Each pay application shall be accompanied by a progress statement summarizing the progress made in the billing period and the progress completed to date. The Consultant shall be responsible to provide all necessary documentation as proof of performance of work completed during the payment period or any other proof of performance that may be required by the CRA Representative.
- B. Applications for payment shall be submitted to the CRA Representative for review. The CRA Representative will then either submit the application to the CRA for payment or will return the application to the Consultant indicating that corrections should be made or additional information or proof of performance may be required. The Consultant shall then resubmit the invoice to the CRA Representative for review and approval.

4. Professional Licensure

- A. The Respondent shall provide with the Proposal the name, qualifications and copies of all relevant licenses and certifications of all specially licensed and/or certified professionals who shall work on the project.

5. Reliance on Prior Work

- A. The CRA may provide to the Consultant as part of this solicitation or at other times during the project, documentation of prior work completed at the Property by others including environmental reports, drawings, specifications or other documents either printed or in electronic format. The documentation shall be provided for informational purposes only for the sole use of the Consultant.
- B. The CRA makes no claims as to the correctness or accuracy of the data provided therein. The Consultant shall review and determine for themselves the correctness and accuracy of the information before incorporating and relying on the prior work as part of their work product to the CRA.

6. Schedule

- A. The Consultant shall agree to commence work immediately upon receipt of the NTP from the CRA and diligently pursue the work as per a schedule to be determined by the CRA Representative and the Consultant prior to the commencement of the work.

It is anticipated that the Notice to Proceed (NTP) will be issued by close of business on Monday, September 14, 2020.

- B. The CRA desires that the work be completed per the following schedule:

CRA Issues NTP	Monday, September 14, 2020
Kick-off Call	Monday, September 14, 2020
Consultant is Provided Access to Site	Tuesday, September 15, 2020
Conference Call with CRA and Camden Construction Official to Discuss Preliminary Findings	Thursday, September 17, 2020
Issue Draft Report and Memo	Monday, September 21, 2020
Issue Final Report	Friday, September 25, 2020