



**PRE-BID CONFERENCE AGENDA**

March 31, 2016 10:00 AM  
RAMAPO COLLEGE OF NEW JERSEY  
Student Center Alterations and Addition – Phase 2  
RCNJ Project No. 2014-37-01C.1

**LUMP SUM GC BIDS DUE – April 22, 2016 BY 2:00 PM**

1. Introductions
  - a. Ramapo College of New Jersey – Owner  
Represented by: Steve Sondey, Purchasing
  - b. Cambridge Construction Management – Construction Manager  
Represented by: Daniel Connelly, Project Executive  
Gregory Romero Jr, Project Manager  
Joseph Pitta, Assistant Project Manager
  - c. Connor Architects – Architect  
Represented by: Justin Cucci, Architect
  - d. McFarland Johnson – Engineer  
Represented by: N/A
2. Pre-Bid Conference
  - a. Mandatory – Bids will only be opened from firms listed on sign-in sheet
  - b. Minutes – Minutes of this meeting will be distributed in Addendum #1
3. Bid Dates
  - a. April 8, 2016 – 2:00 pm: Last day for questions / equivalent requests for approval
  - b. April 13, 2016: Last addendum issued
  - c. April 22, 2016 – 2:00 pm: BIDS DUE
4. Bid Documents
  - a. Construction Documents Specifications Volumes I and II; Set of Drawings
  - b. Documents are at <http://www.ramapo.edu/construction-projects/student-center-alterations-phase-2/> Documents to can be purchased at Ace Reprographics for a non-refundable cost
5. Bid Proposal Documents
  - a. Bid Cover Sheet
  - b. Proposal Form
  - c. Non-Collusion Affidavit Form
  - d. Stockholder Discloser Form
  - e. Agreement of Surety
  - f. Bid Security Form

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CLINTON, NEW JERSEY 08809  
Phone 908.638.9700  
Fax 908.638.9701  
[www.cambridgecm.com](http://www.cambridgecm.com)

- g. NJ Public Works Registration Certificate of the Bidder and subcontractors
- h. NJ DPMC Notice of Classification and Uncompleted Contracts Form of the Bidder
- i. Proof of Insurance (Limits as defined in the General Conditions)
- j. Plumbing and Electrical licenses

6. Bidder Qualifications

- a. Bidder must be NJDPMC pre-qualified in either Trade Codes 006, 008, 009
- b. Bidder must have a current Public Works Contractor Registration certificate
- c. Bidder must have a valid business registration certificate on file with the Division of Revenue.
- d. Bidder must not be engaged in investment activities in Iran
- e. Insurance coverage as specified in the general conditions

7. Product Equivalent Approval Process

"In accordance with N.J.S.A.18A:64-64, equal products, materials and equipment will be considered by the College for all products, materials and equipment specified in these bid documents regardless if the language "or equal" is not contained in each specification section. However, the process for submitting and receiving approval of proposed equivalent products, materials and equipment is outlined in IB12.2 below.

Should any Bidder wish to propose an equivalent product, material or equipment from a manufacturer that is not listed in the product specification section in order to receive competitive pricing, the Bidder shall submit a request with all necessary supporting product data and/or details to the Construction Manager for review by the Architect. Approvals and/or rejections of the proposed products will be published in Addendums during the bidding process. Equivalent requests will not be accepted after this date or after contract award. Rejection by the Architect of a proposed manufacturer and/or vendor shall be final and not subject to further review.

By submission of a bid, the Bidder confirms that all materials/equipment will be provided by the approved vendors and manufacturers as listed in the specifications and/or published addendums and the submitted bid amount reflects these vendor and manufacturer costs.

8. Project Overview

- a. Renovation and addition to approximately 2,500 SF of retail food court and seating areas of the Robert A Scott Student Center at Ramapo College of New Jersey.
- b. Scope of work to include sitework, steel, curtainwall, demolition of the interior floor finishes, walls, wall finishes, ceilings, millwork, kitchen equipment, countertops, and lighting. Modifications include rearranging the food stations and changing surface materials.
- c. **Approved project budget is \$4,000,000.**
- d. Prevailing wage, there is no project labor agreement
- e. Architectural and engineering overview

9. Time of Completion

- a. The Contractor can anticipate a Notice to Proceed to be issued no later than (7) calendar days after the opening of the bids
- b. The Contractor can anticipate construction permits being issued by the New Jersey Department of Community Affairs (DCA) no later than (14) calendar days after the

Contractor has submitted to DCA the permit technical applications and required signed/sealed drawings and specifications prepared by the Contractor.

- c. Substantial Completion: August 14, 2016.

10. Costs Paid for by the College

- a. NJDCA plan review and permit costs, except for contractor office trailers
- b. Onsite field quality testing consultants
- c. Electrical utility costs for temporary electric throughout construction

11. Questions

12. Site Walk Through