REQUEST FOR PROPOSALS FOR
FEASIBILITY AND PROJECT MANAGEMENT SERVICES for the
BATTLESHIP NEW JERSEY FANTAIL EVENT STRUCTURE PROJECT

DEADLINE – Thursday, February 27, 2025, 11:00 a.m. EST

1.0 PURPOSE

The intent of this Request for Proposals and resulting contract is to obtain Project Management and Engineering Services for the Home Port Alliance for the USS New Jersey's (HPA's) Battleship New Jersey Fantail Event Structure Project. The scope includes the organizing, planning, and execution of the tasks necessary to replace the three existing seasonal event tents on the aft main deck with an all-year round structure.

Firms responding to this Request for Proposals should have extensive experience and a knowledgeable background and qualifications in the provision of the services described herein.

2.0 BACKGROUND INFORMATION

The Home Port Alliance for the USS New Jersey. Inc. (Home Port Alliance) is the organization responsible for the restoration and management of the Battleship New Jersey Museum & Memorial, our country's largest and most decorated Battleship. The Home Port Alliance is a private non-profit organization governed by a volunteer Board of Trustees. The Battleship NJ is a unique blend of history, education, entertainment and hospitality. While historic preservation and restoration are key missions, exhibition and tourism are integral to funding the organization's goals. This translates to having both a non-profit museum and a fun-filled family attraction.

The Battleship New Jersey Museum and Memorial has maintained a temporary tent structure on the fantail to host a wide array of events and programs. Events not only showcase the Battleship NJ and views of the Delaware River and vicinity, but the tents event space has proven to be a major generator of revenue for the HPA. However, due to restrictions of the three tent structures, they are required to be removed every winter and erected every spring. Hence, the HPA envisions constructing a tensile structure, capable of hosting events all year, thereby reducing operating costs of maintaining tents and expanding the calendar availability to host events and generating additional revenue.

A new tensile structure must balance between fitting into the architecture of the battleship, accommodating New Jersey Historic Preservation guidelines, and meeting and sensitively highlight features of the battleship such as a view of the 16-inch guns and views of Philadelphia and Delaware River. The program would include energy-efficient climate control to maintain comfortable temperatures and air quality levels through efficient heating and ventilation, programmable lighting and audiovisual equipment, and IT infrastructure to support presentations, performances, and interactive experiences, a fire protection system, removeable/moveable transparent sliders/doors for open air accommodations.

3.0 COMPLIANCE WITH LAWS

The successful firm(s) shall comply with all applicable federal, state and local statutes, rules and regulations.

4.0 PROCEDURE FOR RESPONDING TO REQUEST FOR PROPOSALS

4.1 SUBMISSION OF PROPOSALS

One (1) electronic version of the Proposal, INCLUSIVE OF ALL INFORMATION required, Proposal Requirements should be provided. Proposals must be provided to the attention of Jay Jones, Deputy Executive Director - Operations, and sent via electronic mail to j.jones@battleshipnewjersey.org. Proposals are due no later than **11:00 am EST on Thursday, February 27, 2025**.

Final selection of firm(s) shall be made by the Home Port Alliance for the USS New Jersey, Inc. Board of Trustees by formal resolution. Contract(s) for services will be HPA.

4.2 QUESTIONS REGARDING REQUEST FOR PROPOSALS

Any questions regarding this Request for Proposals should be made in writing to Jay Jones, Deputy Executive Director - Operations, j.jones@battleshipnewjersey.org.

4.3 ACCEPTANCE OF OFFER

The signed proposal shall be considered an offer on the part of the offeror. Such offer shall be deemed accepted upon execution of a signed contract.

5.0 PRE-BID MEETING

A Pre-Bid Meeting for the above-referenced Request for Proposals will be held on **Tuesday, February 18, 2025, at 10:00 a.m.** at 62 Battleship Place, Camden, NJ 08103, onboard the ex-USS New Jersey. The purpose of this meeting is to provide potential bidders with an overview of the project, clarify any questions regarding the RFP, and outline key submission requirements. Attendance at this pre-bid meeting **is not mandatory** for submitting a proposal. Interested parties should confirm their attendance by emailing Jay Jones at j.jones@battleshipnewjersey.org or by calling 856-966-1652 at extension 114.

6.0 INSURANCE

Prior to commencing work under contract, the successful firm(s) shall furnish the HPA with a certificate of insurance as evidence that it has procured the insurance coverage required herein. This coverage must be provided by a carrier approved by the HPA and rated appropriately through A.M. Best. Firms must give the HPA thirty-day notice of cancellation, non-renewal or change in insurance coverage.

The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request For Proposals and provide proof of same by supplying a certificate of insurance naming the HPA as additional insured with the signed contract. The notice to proceed and/or purchase order will not be issued by the HPA until the certificate of insurance is provided with the signed contract.

General Insurance Requirements

1. The Firm shall require all Subcontractors to maintain during the term of the Contract commercial general liability insurance, business auto liability insurance, and workers compensation and employer's liability insurance at the same limits required of Professional Service Contractor.

2. All insurance policies required hereunder shall be endorsed to provide that the policy is not subject to cancellation and non-renewal until thirty (30) days prior written notice has been given to the Owner by the Firm.

3. No acceptance and/or approval of any insurance by the HPA shall be construed as relieving or excusing the Firm from any liability or obligation imposed upon either or both of them by provisions of the Contract.

4. Any deductibles or retention of ($5,000) or greater shall be disclosed by the Firm, and are subject to HPA's written approval. Any deductible or retention amounts elected by the Firm or imposed by the Firm's insurer(s) shall be the sole responsibility of the Firm.

5. All insurance coverage shall be with AM Best's A- or better insurance companies licensed to do business in the State of New Jersey.

6. Insurance provided to the HPA as specified herein shall be primary, and any other insurance, self-insurance, coverage or indemnity available to the Owner and Owner's shall be excess of and non-contributory with insurance provided.

Professional Service Contractor Liability Insurance Requirements

The Firm shall carry the following:

1. Commercial General Liability insurance for bodily injury, personal injury, and property damage including loss of use, with minimum limits of:

   $1,000,000 each occurrence;
   $1,000,000 personal and advertising injury;
   $2,000,000 general aggregate; and
   $1,000,000 products/completed operation aggregate.

   This insurance shall include coverage for all of the following:
   - General aggregate limit;
   - Liability arising from premises and operations;
   - Liability arising from the actions of independent contractors;
   - Contractual liability including protection for the Firm from bodily injury and property damage claims arising out of liability assumed under this Contract.

2. Business auto liability insurance with a minimum limit of $1,000,000 per accident and including coverage for all of the following:

   - Liability arising out of the ownership, maintenance or use of any auto;

- Auto non-ownership and hired car coverage.

3. Workers' Compensation insurance with statutory benefits as required by any state or Federal law, including standard "other states" coverage; Employers Liability insurance with minimum limits of:

   $1,000,000 each accident for bodily injury by accident;
   $1,000,000 each employee for bodily injury by disease; and
   $1,000,000 policy limit for bodily injury by disease.

4. Professional Liability: Firms (such as, but not limited to Architects, Engineers, Attorneys, Physicians, and Risk Management Consultants) shall provide the HPA with a certificate of insurance evidencing Professional Liability and/or Malpractice Insurance with minimum limits of $1,000,000 combined single limit.

5. Umbrella / Excess liability insurance with minimum limits of:

   $5,000,000 per occurrence;
   $5,000,000 aggregate for other than products/completed operations and auto liability; and
   $5,000,000 products/completed operations aggregate.

7.0 IMDENIFICATION

The Firm will protect, defend, indemnify and hold harmless the HPA from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities arising out of or resulting from the performance of the work or the completed operations provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of the tangible property including the loss of the use resulting there from; and is caused in whole or in part by any negligent or willful act or omission of the Firm, Subcontractor(s), Sub-subcontractor(s), and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

In any and all claims against the HPA or any of their agents or employees, by an employee of the Firm, Subcontractor, or any Sub-subcontractor, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for any Contractor, Subcontractor or any Sub-subcontractor under Workmen's Compensation Acts, Disability Benefits Acts, or other Employee.

8.0 MISCELLANEOUS REQUIREMENT

HPA will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request For Proposals. Emphasis should be on completeness and clarity of content.

8.1 The contents of the proposal submitted by the successful firm(s) and this Request For Proposals may become part of the contract for these services. The successful firm(s) will be expected to execute said contract with the HPA.

8.2 Proposals shall be signed in ink by the individual or authorized principal of the responding party.

Proposals submitted shall be valid for a minimum of 60 days from the date of opening.

8.3 The HPA reserves the right to reject any and all proposals received in accordance with NJ law.

8.4 Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the HPA.

8.5 Contracts awarded pursuant to this Request For Proposals may be amended to provide for additional work within the scope of activities of the original contract, the need for which may arise or become apparent after the original contract award, and not for the purpose of undertaking new or different work or projects. Any contract amendment for such additional work must be approved by resolution of the HPA Board of Trustees.

8.6 The selected firm(s) shall be prohibited during the term of its contract from representing any individual or entity in any matter in which an adverse party is the HPA or any officers, employees, departments or subdivisions of any of the aforementioned or in any matter which, in the sole discretion of the HPA, shall constitute a conflict of interest or shall have the appearance of impropriety.

9.0 CRITERIA FOR EVALUATING PROPOSALS

The RFP Committee will independently evaluate each submission, and selection will be made upon the basis of the criteria listed below:

9.1 Proven record of experience, including references, in providing the type of services detailed herein, especially prior experience with assisting with similar types of projects, with project management oversight. This is the most important criterion and will be heavily weighted in the HPA's analysis.

9.2 Other relevant knowledge and experience.

9.3 Experience and qualifications of proposed project personnel, especially the responsible lead contact person.

9.4 Pricing, in the form of hourly rates for needed labor classifications.

9.5 Overall quality of the proposal.

The proposal should be as clear and detailed as necessary to convey the firm's capability to perform the services in question. Pricing information should be as clear and unambiguous as possible. The HPA reserves the right to review these proposals and make its determinations based upon the best combination, in its sole judgment, of pricing, experience and overall wherewithal.

10.0 TERM & TERMINATION

The Term of Agreement shall be for approximately 8 months commencing on/about _____.

The HPA may terminate the agreement for any reason upon thirty (30) days written notice to the firm. In this

event, the HPA shall only be responsible for payment up to the effective date of termination.

11.0 PROPOSAL REQUIREMENTS

FORMAT

To assure consistency, responses must conform to the following format:

A. Scope of Services
B. Resume
C. Facilities
D. Conflict of Interest
E. Fees
F. Form of Contract
G. Other Information
H. Business Registration Certificate at the time the proposal is submitted.
I. Certification Regarding Debarment & Suspension and Other Responsibility Matters

All sections are to be addressed and specifically referenced. The following explains what is expected in each of the major sections.

SECTION A - SCOPE OF SERVICES

PHASE 1 - FEASIBILITY - Evaluate the feasibility of replacing seasonal tents with an all-year round structure. The purpose is to enhance functionality, improve durability, and optimize operational efficiency while addressing environmental and regulatory considerations.

Objectives

1. Assess the technical feasibility of constructing an all-year round structure.
2. Evaluate cost implications of construction, maintenance, and lifecycle.
3. Analyze environmental impact and sustainability.
4. Ensure compliance with building codes, zoning regulations, and safety standards.
5. Provide design recommendations tailored to the functional needs of the site.
6. Prepare construction schedule and outline required vendors/subcontractors
7. Oversee the overall execution of the project in tandem with the Battleship New Jersey Committee.

Tasks and Deliverables

1. **Project Kick-Off and Stakeholder Engagement**
    1. Organize a kick-off meeting with stakeholders to define goals, timelines, and priorities.

2. Collect site-specific information, including current usage patterns, environmental constraints, and future plans.
3. Deliverable: Stakeholder engagement summary and project plan.

2. **Site Analysis**
    1. Conduct a site visit to document existing conditions.
    2. Assess infrastructure, utilities, and accessibility.
    3. Identify any physical or environmental constraints.
    4. Deliverable: Site analysis report
3. **Needs Assessment**
    1. Evaluate current and future needs, including capacity, functionality, and user preferences.
    2. Identify HVAC, insulation, lighting, and other year-round functionalities requirements.
    3. Deliverable: Needs assessment report.
4. **Design and Construction Feasibility**
    1. Evaluate structural options, including materials, layouts, and architectural designs.
    2. Analyze construction challenges and timeline considerations.
    3. Provide initial cost estimates for construction and associated infrastructure.
    4. Deliverable: Design feasibility report with cost analysis.
5. **Regulatory and Environmental Compliance**
    1. Review building codes, zoning ordinances, and permitting requirements.
    2. Assess environmental impacts, including energy efficiency and sustainability features.
    3. Deliverable: Regulatory and environmental compliance review.

PHASE 2 – DESIGN/BUILD

1. Engineering Design:
    1. Conduct structural analysis, mechanical/electrical/plumbing (MEP) design, and other technical assessments.
    2. Integrate building systems, materials selection, and sustainability strategies into the design.
    3. Issue a basis for the design and any alternative directives identified by the project's Feasibility Studies and Reports.

4. Develop Requests for Proposals for significant tasks, including structure construction, HVAC systems, lighting, electrical, and fire safety.
5. Hold a pre-bid meeting to introduce the design to the project vendors and subcontractors, allowing for a professional bid process.

2. Value Engineering:
    1. Complete a bid analysis to identify the strengths and weaknesses of each vendor and subcontractor and the comments generated by the team.
    2. Analyze design elements and construction methods to identify cost-saving opportunities without compromising quality or performance.
    3. Recommend alternative materials, systems, or approaches that offer better value.
3. Permitting and Regulatory Compliance:
    1. Obtain necessary permits and approvals from regulatory authorities.
    2. Ensure compliance with building codes, zoning regulations, environmental standards, and other legal requirements.
4. Procurement and Supplier Management:
    1. Procure materials, equipment, and subcontractor services based on project specifications and schedules.
    2. Manage supplier contracts, deliveries, quality control, and coordination.
5. Construction Management:
    1. Oversee construction activities, scheduling, and progress monitoring.
    2. Coordinate subcontractors, suppliers, and workforce.
    3. Manage safety, quality assurance/control, and compliance during construction.
6. Integration and Coordination:
    1. Facilitate communication and collaboration among project team members, including architects, engineers, contractors, and clients.
    2. Resolve design conflicts, change orders, and unforeseen challenges through proactive problem-solving.
7. Testing, Commissioning, and Handover:
    1. Conduct testing and commissioning of systems and equipment to ensure functionality and performance.
    2. Prepare documentation, operation manuals, and training materials for client handover.

3. Complete final inspections, certifications, and closeout procedures.

8. Post-Construction Support:
    1. Provide ongoing support, maintenance, and warranty services as needed.
    2. Address any post-construction issues or client requests promptly and professionally.

This scope of services outlines the key activities and responsibilities that the project management team will be required to undertake during the project's planning, execution, and close monitoring. The team will also ensure effective communication and stakeholder engagement throughout the project lifecycle. The specific details of each phase and the level of involvement will be tailored to the project's unique requirements. This request for proposal offers the minimal steps required for the completion of the project, as seen by the Battleship New Jerseys Committee.

SECTION B - RESUME

This section shall address areas as outlined:

Name and address of your firm and the corporate officer authorized to execute agreements.

1. Briefly describe your firm's history, ownership, organizational structure, location of its management, and licenses to do business in the State of New Jersey.

2. Describe in general your firm's regional, statewide, and local service capabilities.

3. Provide and identify the names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the HPA and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the HPA.

4. Provide a listing of clients with which you have similar contracts; include the name, address and telephone number of the contact person.

5. Provide a statement that your firm will comply with the insurance coverage requirement as set forth in Section 5.0 of this RFP.

Provide a statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.

SECTION C - FACILITIES

This section should disclose any potential conflicts of interest that the firm may have in performing these services for HPA.

SECTION D - CONFLICT OF INTEREST

This section should disclose any potential conflicts of interest that the firm may have in performing these services for HPA.

SECTION E - FEES

This section should address:

1. A cost breakdown should be provided which demonstrates that costs shall be incurred on a cost plus fixed fee basis, not lump sum basis.

2. Any fees for non-hourly costs or services which would be chargeable to the HPA should also be noted.

Note: The HPA reserves the right to negotiate fees with any or all Firms meeting the evaluation criteria set forth herein.

SECTION F – FORM OF CONTRACT

The HPA will supply the form of contract which will incorporate the terms and conditions of the within document and the successful firm's proposal, fees and costs. The Firm may not vary the material terms of this document or include its own version of the contract with its proposal.

Contracts awarded pursuant to this Request For Proposals may be amended to provide for closely related services, the need for which may arise or become apparent after the original contract award. Any contract amendment for closely related services must be approved by the HPA.

SECTION G – OTHER INFORMATION

This section is for any further pertinent data and information not included elsewhere in the RFP and found necessary by your firm.

SECTION H – BUSINESS REGISTRATION CERTIFICATE

Prior entering into a contract, the Firm and each subcontractor is required to have a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury. The Firm shall provide the HPA with its proof of business registration and that of any named subcontractor(s). Subcontractors named in a bid or proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the HPA prior to the time of contract, purchase order, or another contracting document is awarded or authorized.

SECTION I – CERTIFICATE REGARDING DISBAREMENT OR SUSPENSION OR OTHER RESPONSIBILITY MATTERS

The Firm will include the below completed certificate within the proposal.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, titled Participants' Responsibilities. The Regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

The prospective primary participant certifies to the best of his / her knowledge and belief, that its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction or records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification;

d. Have not within a three-year period preceding this application / proposal had one or more public transactions (federal, state, or local) terminated for cause of default.

e. Acknowledge that all sub-contractors selected for this project must be in compliance with paragraphs (1) (a – d) of this certification.

_____
Name and Title of Authorized Agent

_____
Date

_____
Signature of Authorized Agent

_____ I am unable to certify to the above statements. My explanation is attached.