



# REQUEST FOR PROPOSAL (RFP)

## Engineering Design Services

### Domestic Hot Water Storage Tank Replacement

**Saint Elizabeth University**  
2 Convent Road  
Morristown, NJ 07960

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## 1. INTRODUCTION

Saint Elizabeth University (the “University”) invites qualified engineering firms to submit proposals to provide professional engineering services for the design of new domestic hot water storage tank systems serving:

- O’Connor Hall
- Founders Hall
- Henderson Hall

The project will include abandonment in place of existing hot water storage tanks and full design of replacement systems.

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## 2. PROJECT OVERVIEW

### 2.1 Project Location

Saint Elizabeth University  
2 Convent Road  
Morristown, NJ 07960

### 2.2 Project Intent

The University seeks to replace aging domestic hot water storage tank systems to improve:



- Reliability
- Energy efficiency
- Capacity and recovery performance
- Code compliance
- Maintenance accessibility

The selected engineering firm will provide full design, permitting support, bidding assistance, and construction administration services.

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### **3. SCOPE OF SERVICES**

The engineering firm shall provide complete professional services including, but not limited to:

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#### **3.1 Existing Conditions Assessment**

- Field investigation of existing domestic hot water systems
- Confirm tank size, age, fuel source, condition
- Document piping distribution, recirculation systems, and controls
- Assess mechanical room constraints
- Evaluate structural loading capacity (if required)
- Provide photographic documentation
- Identify code deficiencies

Deliverable: Existing Conditions Report

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#### **3.2 Load Calculations & System Analysis**

- Domestic hot water demand calculations per building occupancy
- Fixture unit analysis
- Recovery rate calculations
- Peak demand assessment
- Redundancy evaluation
- Life-cycle cost comparison of alternatives

Consider:

- Central storage vs. distributed systems



- Gas-fired vs. electric
- Heat pump water heaters (if feasible)
- High-efficiency condensing systems

Deliverable: Basis of Design (BOD) Report

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### **3.3 Design Services**

Prepare full construction documents including:

#### **Mechanical**

- New hot water storage tanks
- Circulation pumps
- Piping modifications
- Mixing valves (anti-scald)
- Expansion tanks
- Temperature controls
- Insulation
- Equipment supports
- Condensate (if applicable)

#### **Electrical**

- Power requirements
- Disconnects
- Control wiring
- Panel capacity verification

#### **Structural (if required)**

- Equipment pads
- Floor reinforcement (if required)

#### **Abandonment of Existing Tanks**

- Drain and isolate existing tanks
- Disconnect utilities
- Remove controls
- Cap piping
- Leave tanks in place per University requirement
- Label abandoned equipment

### **3.4 Code Compliance**

Design shall comply with:

- New Jersey Uniform Construction Code (UCC)
- NJ Department of Community Affairs (DCA)
- International Plumbing Code (as adopted)
- ASHRAE Standards
- ADA requirements (if applicable)
- Local Morristown codes

Engineers shall coordinate with authorities having jurisdiction (AHJ).

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### **3.5 Permitting Support**

- Prepare sealed drawings
  - Provide permit application assistance
  - Respond to plan review comments
  - Revise documents as required for approval
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### **3.6 Bidding Assistance**

- Prepare technical specifications
  - Assist in contractor pre-bid walkthrough
  - Respond to RFIs
  - Issue addenda
  - Review contractor bids
  - Provide bid tabulation and recommendation
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### **3.7 Construction Administration**

- Submittal review
- Shop drawing review
- Site visits (minimum \_\_\_ visits per building)
- Review pay applications



- Respond to RFIs
  - Punch list inspection
  - Substantial completion certification
  - As-built drawing review
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## 4. DELIVERABLES

The engineering firm shall provide:

- Existing Conditions Report
- Basis of Design Report
- 50% Design Drawings
- 90% Design Drawings
- Final Signed & Sealed Construction Documents
- Technical Specifications (CSI format preferred)
- Opinion of Probable Construction Cost (OPCC)
- As-built review

All documents shall be provided in:

- PDF
  - AutoCAD (.dwg)
  - Revit (if applicable)
  - Word (specifications)
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## 5. PROJECT SCHEDULE

Milestone	Target Date
RFP Issued	3/9/2026
Site Walkthrough <i>Email <a href="mailto:mqantzhorn@steu.edu">mqantzhorn@steu.edu</a> 3/18/2026 for walkthrough</i>	3/20/2026
Proposals Due	4/6/2026
Engineer Selected	4/13/2026



Engineers shall provide a detailed project schedule with their proposal.

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## **6. PROPOSAL REQUIREMENTS**

### **6.1 Firm Qualifications**

- Firm overview
  - Years in business
  - NJ Licensed Professional Engineer (PE)
  - Experience with higher education facilities
  - Experience with domestic hot water system design
  - Insurance certificates
  - Proof of NJ registration
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### **6.2 Project Team**

- Project Manager
- Lead Mechanical Engineer
- Electrical Engineer
- Support staff

Provide resumes and relevant experience.

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### **6.3 Relevant Experience**

Provide at least five (5) similar projects including:

- Project name
  - Client
  - Location
  - Construction value
  - Reference contact
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### **6.4 Technical Approach**



- Design methodology
  - Energy efficiency considerations
  - Redundancy strategy
  - Phasing strategy (occupied buildings)
  - Sustainability considerations
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## 6.5 Fee Proposal

Provide:

- Lump sum fee broken out by phase:
    - Existing Conditions
    - Design
    - Permitting
    - Bidding
    - Construction Administration
  - Hourly rates
  - Reimbursables
  - Not-to-exceed amount
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## 7. INSURANCE REQUIREMENTS

Minimum requirements:

- Professional Liability: \$1,000,000
- General Liability: \$1,000,000 per occurrence
- Workers Compensation
- Auto Liability
- Umbrella \$5,000,000

Saint Elizabeth University shall be named as additional insured where applicable.

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## 8. EVALUATION CRITERIA

Proposals will be evaluated based on:



- Relevant experience
- Technical qualifications
- Project team strength
- Proposed methodology
- Fee proposal
- Ability to meet schedule
- Experience working in occupied institutional buildings

The University reserves the right to reject any or all proposals and to negotiate terms.

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## 9. SUBMISSION INSTRUCTIONS

Submit proposals electronically in PDF format to:

**Billy Andrinopoulos**

Interim Director of Facilities  
Saint Elizabeth University  
2 Convent Road  
Morristown, NJ 07960  
Email: [vandrinopoulos@steu.edu](mailto:vandrinopoulos@steu.edu)

Subject Line:

**RFP – Engineering Design Services – DHW Tank Replacement**

Proposals must be received by: 04/06/2026 at 5PM EST.

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Please feel free to contact Billy at [vandrinopoulos@steu.edu](mailto:vandrinopoulos@steu.edu) with any questions or concerns.