



State of Utah

GARY R. HERBERT
Governor

SPENCER J COX
Lieutenant Governor

Department of Administrative Services

KIMBERLY K. HOOD
Executive Director

Division of Facilities Construction and Management

BRUCE WHITTINGTON
Interim Director

MEMORANDUM

Date: 11 June 2015

To: Interested Parties

From: DFCM/Utah State University

Reference: Biological Services Building-Programming Services
Utah State University
Logan, Utah

Subject: **Project Announcement**

THIS IS NOT A DFCM PROJECT

To get specific information regarding the above mentioned project, please click on the link below to be directed to the Utah State University website.

<http://purchasing.usu.edu/htm/bid-and-request-for-proposal/current-bids-and-rfps>

USU Solicitation Attached.



Solicitation for Programing Services

Value Based Selection Method

(Jun 10, 2015)

**USU Biological Sciences Building and BNR
Remodel/Addition**

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NOTICE TO ARCHITECTS / ENGINEERS

Utah State University (USU) is soliciting the services of qualified firms/individuals to perform programming services for the following project:

USU Biological Sciences Building and BNR Remodel/Addition

Construction budget for this project is \$55,000,000.

The selection will be made for the programming phase of the design. At the conclusion of programming, USU and or DFCM may extend the contract with the selected A/E for full design and construction related services, or elect to issues a new RFP for project design services.

The selection shall be under the Value Based Selection method. The Solicitation for A/E Services documents, including the submittal requirements and the selection criteria and schedule, will be available at 4:00 PM on June 10, 2015 the USU web site at <http://purchasing.usu.edu/htm/bid-and-request-for-proposal/current-bids-and-rfps>. For questions regarding this solicitation, please contact Gordon Collins USU, at 435-797-1943. No others are to be contacted regarding this solicitation.

A **MANDATORY** pre-submittal meeting will be held at 10:00 AM on June 18, 2015 at the USU Facilities Rm 114. All design firms wishing to submit on this project must attend this meeting.

Submittal dates for the required references, management plans, statements of qualifications, and interviews will be based on the Project Schedule included in the Solicitation for A/E Services.

Utah State University reserves the right to reject any or all submittals or to waive any formality or technicality in any submittal in the interest of the University.

USU Facilities Planning, Design and Construction
6605 Old Main Hill
Logan, Utah 84322-6605

PROJECT DESCRIPTION

The Biological Sciences Building project consists of a 120,000+ GSF new building on the site of the old Ag Sciences Building in the heart of the academic core of campus. The new building will provide critical replacement, expansion, and consolidation space for the Biology Department, focusing on new state-of-the-art teaching and research laboratories. It is located adjacent to BNR, where existing spaces will continue to serve several specialized functions related to specific research and teaching resources for the Department of Biology.

The project will include a partial renovation of the north and west wings of the BNR. The renovation will focus on reallocation of research lab space for teaching labs to serve both the Biology Department and the Quinney College of Natural Resources. The renovation will also feature a small addition on the west side to improve and expand the entry vestibule and lobby outside the large auditorium.

The remodel of the BNR will include certain building renovations as required by code. These will include mechanical systems, ADA access and restroom requirements, elevator upgrade, and exiting improvements.

It is anticipated that the project would be delivered using the Construction Management/General Contractor delivery method.

The site for the new building provides space to accommodate a 25,000 – 30,000 SF building footprint. It is adjacent to the existing utility tunnel and can utilize the existing branch tunnel that previously served the Ag Sciences building, now demolished.

Project Risk Factors:

1. The new facility is in the heart of the academic core of campus, where very little vehicular access is available. Construction will need to be very carefully coordinated to minimize disruptions to campus classes and to ensure the safety of students.
2. Staging and parking for construction will be very limited.
3. The timing of the remodel of BNR will need to be carefully considered and staged to minimize the need for surge space and to maintain scheduled classes and continuous research.
4. The programming will require a complex analysis of multiple colleges and departments' current space allocations, needs, and adjacencies. The program is required to provide a comprehensive space analysis of the current and future facilities and to develop a plan which identifies the best and highest use within the constraints of the budget.
5. The programming will require an in-depth code analysis of the BNR building, which will be a major factor in the budget and remodel requirements and type of space allocation for the renovation. Consultation with the state and local fire marshals will be critical.
6. Timing is of the essence. The program completion shall be no later than December 15, 2015, or four months from the notice to proceed.
7. Quality and cost will need to be carefully weighed in order to meet the budget while providing a providing a quality facility.
8. The selected A/E team will be required to have an outside estimating consultant as part of the team.

PROCUREMENT PROCESS

Utah State University intends to enter into an agreement with a firm to provide professional services as described.

The selection of the firm will be made using a Value Based Selection (VBS) system. The Project Schedule lists the important events, dates, times and locations of meetings and submittals. The terms of the project schedule are hereby incorporated by reference and must be met by the selected firm.

1. **Solicitation for A/E Documents**

The Solicitation for A/E Services documents consist of all of the documents listed in the Table of Contents and all said documents are incorporated in this solicitation by reference. The solicitation will be available on the Utah State University Purchasing website. A link to the USU site will be available at the USU web site at <http://purchasing.usu.edu/htm/bid-and-request-for-proposal/current-bids-and-rfps>

2. **Contact Information**

Except as authorized by the USU Facilities Representative or as otherwise stated in the solicitation or the pre-submittal meeting, communication during the selection process shall be directed to the specified USU Facilities Representative. In order to maintain the fair and equitable treatment of everyone, A/Es shall not unduly contact or offer gifts or gratuities to USU, any Board officer, employee or agent of the State of Utah, users or selection committee members in an effort to influence the selection process or in a manner that gives the appearance of influencing the selection process. This prohibition applies before the solicitation is issued, as the project is developed, and extends through the award of an agreement. Failure to comply with this requirement may result in a disqualification in the selection process. A/Es should be aware that selection committee members will be required to certify that they have not been contacted by any of the A/Es in an attempt to influence the selection process.

3. **Requests for Information**

All requests for information regarding this project shall be in writing and directed to:

Gordon Collins, USU Facilities Purchasing
USU Facilities Building
E-mail: Gordon.collins@usu.edu
FAX: 435-797-1925

4. **Project Schedule.**

The Project Schedule lists the important events, dates, times, and locations of meetings and submittals that must be met by the A/E.

5. Mandatory Pre-Submittal Meeting

A mandatory pre-submittal meeting will be held on the date and time and at the location listed on the Project Schedule.

A representative from each interested prime firm is required to attend. During the meeting, a presentation will be made to describe the overall scope of work and intended schedule. Interested firms may ask questions and request clarification about the project and the procurement process.

Subconsultants are invited to attend this meeting but it is not mandatory for them.

THE PRIME FIRMS ABSENCE FROM THE PRE-SUBMITTAL MEETING AND/OR FAILURE TO REGISTER PRECLUDES PARTICIPATION AS A SUBMITTING FIRM ON THIS PROJECT.

6. Submittal Due Dates and Times

All required submittals must be delivered to, and be received by, USU previous to the date and time indicated in the Project Schedule. Submittals received after the specified time will not be accepted. Please allow adequate time for delivery. If using a courier service, the submitting firm is responsible for ensuring that delivery will be made directly to the required location.

7. Last Day to Submit Questions

All questions must be received at the office of USU no later than the time and dated listed in the Project Schedule. Questions must be submitted in writing to gordon.collins@usu.edu at USU.

8. Addendum

All references to questions and requests for clarification will be in writing and issued as addenda to the Solicitation for A/E Services. The addenda will be posted on USU's web site.

Any addenda issued prior to the submittal deadline shall become part of the Solicitation for A/E Services and any information required shall be included in your submittal.

9. Past Performance and References

USU will use DFCM's rating of each firm's performance on every project worked (rating scale: 1 = low; 5 = high). The rating may include comments from agencies. Ratings on completed DFCM projects over the previous five years will be provided to the evaluation committee for their consideration in evaluating and scoring the past performance of each entity.

DFCM Past performance ratings are available for your review at your request from the DFCM project manager. Requests shall be made prior to the final questions deadline.

If a firm has not completed at least three DFCM projects in the last five years, they shall provide by the time indicated in the schedule, a list of references on all similar projects that were completed by the firm in the last five years. All references shall be for projects in which the firm was the prime firm, and held a contract directly with the owner.

The non DFCM ratings will be used to augment the DFCM ratings, if there are any, for a total of at least three past performance ratings.

It is the firm's responsibility to provide adequate references in compliance with this RFP. Firms that fail to meet the minimum of three ratings will be disqualified.

For non-DFCM projects provide the following information:

Point of Contact:	Person who will be able to answer any customer satisfaction questions.
Phone Number:	Phone number of the contact we will be surveying.
User Name:	Name of Company / Institution that purchased the construction work.
Project Name:	Name of the project.
Date Completed:	Date of when the work was completed.
Address:	Street, city and state where the work was performed.
Size:	Size of project in dollars.
Duration:	Duration of the project / construction in months.
Type:	Type of the project (i.e.: School, Offices, Warehouse, etc)

10. **Management Plan and Statement of Qualification Submittal**

The submittal for management plan and statement of qualifications shall be combined into one document and shall be limited to 40 pages maximum. Six hard copies and two CDs are required. The submittal shall be organized as follows:

COVER PAGE: Should include the project name and project number as well as the prime firm's name. The cover page may have a picture on it with a brief description of the picture.

TAB ONE: Letter of introduction – including point of contact information.

TAB TWO: Organizational chart – including team resumes and project roles.

TAB THREE: Management Plans – Firms are required to develop and submit a plan demonstrating how they will manage their responsibilities. An organization chart showing the roles and responsibilities of all pertinent decision-makers is a required part of the presentation. The Management Plan should be concise yet contain sufficient information for evaluation by the selection committee.

TAB FOUR: Project Schedule – 11" x 17" pages may be utilized for the proposed project schedule. Indicate critical dates and other information in sufficient detail for the selection committee to determine if the time frames are reasonable

TAB FIVE: Project Risks – Address project specific criteria, risks that have been identified by the RFP, and additional risks that the team has identified. State how those risks will be mitigated.

TAB SIX: Statement of Qualifications – The Statement of Qualifications is a short document that indicates the experience and qualifications of the firm, the project manager and other critical members of the team. It describes what talents their team brings to the project, how their knowledge of the subject will provide benefit to the process, how the team has been successful in the past and how that relates to this project. It should include information on similar projects that have been completed by the firm, project manager and other team members. Include the experience and special qualifications that are applicable to this project and/or are part of the project specific selection criteria.

TAB SEVEN: Termination and Debarment Statement and Miscellaneous Information.

11. Selection Committee

The Selection Committee may be composed of individuals from DFCM, USU, and a representative from the design or construction disciplines.

12. Termination or Debarment Certifications

The firm must submit a certification that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency. The firm must also certify that neither the firm nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination. If the firm cannot certify these two statements the firm shall submit a written explanation of the circumstances for review by USU. Firms are to submit these certifications with their Statement of Qualifications.

13. Interviews

Interviews will be conducted with all firms who have met all of the requirements except as follows. If more than five firms are eligible for interviews, USU may convene the selection committee to develop a short list of firms to be invited to interviews. This evaluation will be made using the selection criteria noted below based on the information provided by the past performance/references, performance plan and statement of qualifications.

The purpose of the interview is to allow the firm to present its qualifications, past performance, management plan, schedule and general plan for accomplishing the project. It will also provide an opportunity for the selection committee to seek clarifications from the firm.

The proposed primary project management personnel, including the project manager, should be in attendance. The project manager is the firm's representative who has overall job authority, will be in attendance at all job meetings, and is authorized by the firm to negotiate and sign any and all change orders in the field, if necessary. Unless otherwise noted, the attendance of subconsultants is at the discretion of the firm.

The method of presentation is at the discretion of the firm. The interviews will be held on the date and at the place specified in the Project Schedule.

14. Selection Criteria for VBS Professional Services

The following criteria will be used in ranking each of the teams. The criteria are not listed in any priority order. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal. Weights have been assigned to each criteria in the form of points.

- A. DFCM Past Performance Rating. 50 Points Each prime firm will be given a past performance rating. The rating will be based first on how well the firm did on past projects with DFCM. If a minimum of three DFCM past performance ratings are not available a rating will be established using any DFCM past performance ratings that are available, supplemented by references supplied by the firm at the time the Management Plans and SOQ are submitted.
- B. Strength of Team.
- 30___ Points. *Project Team Experience*: show the overall experience of the project team in relation to projects of similar scope and size and complexity.
 - 15___ Points. *Past Project Experience as a Team*: what experience does the project team have working to together on other past projects.
 - 15___ Points. *Team Delivery Method Experience*: what experience does the project team have with similar delivery methods (design/build, design/ bid/build, CM/GC).
 - 10___ Points. *Team Experience with USU*: what experience does the team have on successful past projects with the USU.
 - 10___ Points. *Team Member Availability*: show the availability of the team considering current project assignments and their commitment to these projects.
 - 15___ Points. *Project Manager Experience*: show the experience of past relevant projects. Consider availability, other current projects and percent of commitment, years of experience and years of experience with current firm.
 - 15___ Points. *Design Architect Experience*: show the experience of past relevant projects, availability, years of experience and years of experience with current firm.
 - 15___ Points. *Project Architects Experience*: show the experience on relevant past projects, roles, availability, current assignments and percent of commitment.
 - 10___ Points. *Experience of Additional Project Specific Team Member*: show the experience of any additional team members such as High End Finishes, Seismic Upgrade, and Historic Renovation Experts.
- C. Project Management Approach.
- 15___ Points. *Scope Control Plan*: was the scope control plan clearly defined and will it work for this project.
 - 25___ Points. *Project Communication Plan*: show how the team will identify and communicate with the Stakeholders (Owner, User and Contractor).
 - 10___ Points. *Sub-consultant Management Plan*: show how sub-consultants will be selected and managed.

- 10___ Points. *Tools and Techniques*: does the team use any unique tools or techniques that will benefit the project?
- 15___ Points. *Creativity*: has the team demonstrated creativity that can be translated positively to this project?
- 30___ Points. *Project Team Interaction*: can you work well with this design team throughout design and construction?
- 10___ Points. *Change Control Plan*: show how the team will manage and control RFIs, ASIs, PRs, PCOs and change order pricing.

TOTAL POSSIBLE POINTS: 300 POINTS

15. Fee Negotiation

Following selection of a design firm by the Selection Committee and prior to the award of the programming services agreement, USU will negotiate the final agreement fee with the top ranked firm. Should USU be unable to agree to a satisfactory contract with the top ranked firm at a price that USU determines to be fair and reasonable to the University, discussions with that firm shall be formally terminated. Negotiations will then be undertaken with the second ranked firm.

This process will be repeated until an agreement is reached or USU determines that it is in the best interest of the University to initiate a new selection process.

16. Form of Agreement

At the conclusion of negotiations, the selected A/E will be required to enter into an agreement using the attached form of Professional Services Agreement.

17. Licensure

The A/E shall comply with and require its subconsultants to comply with the license laws of the State of Utah.

PROJECT SCHEDULE

PROJECT NAME:				
DFCM PROJECT #:				
Event	Day	Date	Time	Place
Solicitation for A/E Services Available	Wednesday	June 10, 2015	10:00 AM	USU web site*
Mandatory Pre-submittal Meeting	Thursday	June 18, 2015	1:30 AM	USU Facilities Building RM 114
Last Day to Submit Questions	Tuesday	June 23, 2015	Noon	gordon.collins@usu.edu
Addendum Deadline (exception for bid delays)	Friday	June 26, 2015	Noon	USU web site *
Management Plans, References, Statements of Qualifications, and Termination / Debarment Certifications Due	Wednesday	July 1, 2015	Noon	USU Facilities Planning, Design and Construction 6605 Old Main Hill Logan, Utah 84322-6605
Short Listing by Selection Committee, if applicable.	Wednesday	July 8, 2015	9:00 AM – Noon	
Announcement of Finalists	Thursday	July 9, 2015	4:00 PM	USU web site*
Interviews	Monday	July 13, 2015	All day	
Announcement	Tuesday	July 14, 2015	4:00 PM	USU web site*

<http://purchasing.usu.edu/htm/bid-and-request-for-proposal/current-bids-and-rfps>

USU Project No.
USU Requisition No.
USU PO#:

UTAH STATE UNIVERSITY
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made this day of , 2015, by and between Utah State University, hereinafter called the Owner, and a corporation of the State of Utah, whose address is hereinafter called the Consultant.

WITNESSETH: That whereas, the Owner intends to have services performed by Consultant as follows:

(Project Name)

WITNESSETH, WHEREAS the Owner intends to have Consultant fully complete the objectives of this agreement, and

WHEREAS, the Consultant, for the sum herein stated, agrees to perform the work,

THEREFORE, the Owner and the Consultant, for the consideration hereinafter provided agree as follows:

SCOPE OF WORK. Project scope shall include all work described in Exhibit "A" which is attached hereto and incorporated as part of this agreement.

PAYMENT. In accordance with all the provisions and considerations set forth in this and all other paragraphs of this agreement, the Owner agrees to pay the Consultant a not-to-exceed sum of DOLLARS AND NO/100 CENTS (\$) for the full and complete services included under the terms of this agreement at the rates specified. This sum can only be changed by written authorization from the Owner in the form of a modification to this agreement, issuance of a supplemental agreement or other written instrument properly executed by the Owner or its duly authorized officers. Representations or assumptions to the contrary by other parties shall not be honored.

CHANGES IN WORK. Any changes in the scope of services to be performed under this contract shall be in writing, mutually agreed to and signed by the parties, specifying any such changes, fee adjustments resulting therefrom, any adjustment in time of performance, or any other significant factors arising from the changes in the scope of services.

OWNERSHIP OF DOCUMENTS. All work product, which includes but is not limited to all manuals, forms, contracts, schedules, reports, comments and any and all documents supplied to or produced by Consultant under this contract are the property of the Owner, whether the work for which they are made is executed or not. Said documents and the information contained therein are the exclusive property of the Owner and are not to be used by Consultant on any other projects with any other parties except by the written agreement of the Owner.

LEGAL RELATIONSHIP. This agreement is for the performance of services and not the sale of goods, and is to be construed according to the laws of the State of Utah. Consultant's relationship to the State is that of an independent contractor. No partner or employee of Consultant shall, by reason of this agreement, become an employee of the State of Utah.

ASSIGNMENT. This agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party shall assign its obligations hereunder without the prior written consent of the other.

TERMINATION FOR CAUSE. This agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform, through no fault of the party requiring termination. After being duly

advised of termination, the Consultant shall deliver all work performed to the Owner. In the event of termination, the Consultant shall be paid his compensation for services performed to date of notice.

TERMINATION FOR CONVENIENCE. The performance of service under this contract may be terminated by the Owner in whole or in part at any time, whenever the Owner shall determine that such termination is in the best interest of the Owner. Any such termination shall be effected by delivery to Consultant of a written notice of termination specifying the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective. The Consultant acknowledges that in the event of such termination, their total remedy and monetary recovery from the Owner is limited to full payment for all work performed, plus reimbursables, under this contract up to the date of termination. Consultant further acknowledges that in the event of such termination, all work product, which includes but is not limited to all manuals, forms, contracts, schedules, reports, comments and any and all documents produced by Consultant under this contract up to the date of termination are the property of the Owner.

OWNER DESIGN STANDARDS.

Utah State University Design Standards (“Design Standards”) which are current as of the date of this agreement and on file with the Owner is incorporated by reference as if fully set forth in this agreement.

The A/E and Owner shall be bound by the definitions and terms described in the Design Standards.

HOLD HARMLESS REQUIREMENT. The Consultant hereby agrees to indemnify and save harmless the State of Utah, Utah State University, their officers, agents and employees from and against any and all claims arising from negligent acts, errors or omissions of the Consultant in the performance of professional services under this agreement.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed the day and year first above written.

Attest: (Seal)

CONSULTANT: _____

Secretary of Corporation

Signature Date

Please type/print name clearly

Title

Please type/print name clearly

UTAH STATE UNIVERSITY

Ben R. Berrett, Director
Facilities Planning, Design and Construction

Date

David T. Cowley, Vice President
Business and Finance

Date