

RFP301-PSC

UNIVERSITY OF LOUISVILLE
PROCUREMENT SERVICES
BELKNAP CAMPUS
LOUISVILLE, KY 40292

PERSONAL SERVICE CONTRACT
REQUEST FOR PROPOSAL
COVER/SIGNATURE PAGE

REQUEST DATE: <div>1. 11/11/2022</div>	2. NAME OF DEPARTMENT: Physical Plant Department (PPD) CONTACT PERSON: Evan Riddell
3. Service: Architectural and Engineering Services	
4. Due Date: <div>1/6/2023</div>	5. Time Due: <div>2:00PM, EST.</div>
6. Email: evan.riddell@louisville.edu	

Proposals should be sent to the by the following method:

7. EMAIL PROPOSALS TO: University of Louisville, Procurement Services
Contract Administrator
Evan Riddell
evan.riddell@louisville.edu

THE BOTTOM PORTION OF THIS FORM IS TO BE COMPLETED BY THE VENDOR AND SUBMITTED WITH PROPOSAL

Equal Employment Opportunity – All parties must be in compliance with executive order 11246 of September 24, 1965 as amended by executive order 11375 of October 13, 1967.

STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under penalty for false swearing as provided by KRS 523.040:

1. That attached Request For Proposal has been submitted without collusion with , and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Request For Quotation designed to limit independent competition.
2. That the proposer is legally entitled to enter into the contract with the University of Louisville, an agency of the Commonwealth of Kentucky, and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.325, to 45A.340, 45A.990 and 164.990 and 164.821 (7).
3. That I have fully informed myself regarding the accuracy of the statements made above.

SIGNED BY: _____ TELEPHONE: _____
PRINTED NAME: _____ EMAIL: _____
FIRM NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____

REQUEST FOR PROPOSAL COMPONENTS

1) Scope of Services:

The University of Louisville is seeking Architectural and Engineering Services (A/E) for design services to modify and upgrade the existing JB Speed School Building located on Belknap Campus. The scope of the project includes the design of major electrical and mechanical renovations, as well as upgrades to existing finishes, roof replacement, and fire alarm upgrade. Design services to include schematic design, design development, construction documentation, and construction administration through completion of the project. Services are to begin upon award of contract to the successful firm.

Address:

JB Speed School
220 Eastern Parkway
Louisville, KY 40208

Description:

Constructed in 1942
Three story building with basement – 40,774 sqft
Engineering, advising, support services, and academic instruction

Demolition:

All existing gear and equipment not in use shall be removed in its entirety. The need for asbestos abatement is a possibility. The University will cover all asbestos testing and abatement scope.

Electrical:

The electrical panels in the building are original and serve the J.B. Speed School, W.S. Speed and the Sackett Building. Upon failure all three buildings will be without power for an extended period of time. There are bare neutrals that do not meet current electrical code requirements. All existing electrical systems, switch gear and panels to be removed and replaced.

Mechanical:

The HVAC system upgrade is recommended after the electrical upgrade is complete. The upgrade shall include the existing HVAC system's radiator system, window unit AC units, undersized AHU's and associated distribution of ductwork. The new system should consist of variable volume control systems, MERV 13 filters with prefiltration and other HVAC design strategies to enhance and sustain indoor air quality.

Project Notes:

Refresh/Refurbish - UPDC to provide supplemental sheets for architectural changes before project is put out for bid to contractors.

Level 2- UPDC wishes to expose the archways in the corridors if at all possible. This needs to be taken into consideration during the MEP Design phase. Possible classroom upgrades TBD by UPDC.

Americans with Disabilities Act (ADA) Requirements: UPDC to provide end goal with concerns to ADA changes/upgrades

2) Required Proposal Submittals:

- a. Proposed Cost:
 - Provide a lump sum fee for all services as specified in these RFP documents
 - Fee shall include all expenses
 - Provide an itemized cost breakdown of the fee
- b. Firm Experience:
 - provide 3 (three) similar projects your firm has completed that are similar in nature to the scope of this RFP.
- c. Team Experience:
 - provide an organizational chart and resumes of team members who will be working with the University on this project (going back at least 5 years)
 - The University would like the original team as provided in your proposal who are assigned to this project remain intact throughout the duration of the project, if possible.
- d. Work Plan:
 - Proposed design schedule (the sooner, the better)
 - Understanding of preliminary information
 - Methods for project management and delivery

***Cover sheet of this RFP is to be submitted with proposal along with signed addendum, if any.**

3) Required Professional Liability Insurance:

Prime firm shall carry industry standard, general liability coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate, automotive liability of \$1,000,000, umbrella liability of \$2,000,000, workers compensation of \$1,000,000, and professional liability of \$2,000,000. For fees exceeding the liability limits, the team shall be allowed to utilize the aggregate of coverage among all team members or provide a single policy covering the total fee amount over the life of the contract. UofL shall be made an additional insured on any policies utilized to satisfy the required coverage.

4) Method of Award:

- a. Cost – 40%
- b. Firm Experience – 20%
- c. Team Experience – 20%
- d. Responsiveness of Work Plan – 20%

5) RFP Schedule:

- **RFP Posted – 11/11/2022**
- **Pre-Proposal Conference – 12/7/2022 at 10:00AM, EST.**
- **Questions Due – 12/9/2022 by 2:00PM, EST.**
- **Proposals Due – 1/6/2023 by 2:00PM, EST.**

6) Contract Period:

The contract period will be from the date in which the contract is fully executed until all design and administrative services have been completed.

7) Design Schedule:

- 16 weeks for final design
- 6-8 weeks for schematic design including riser diagrams and HVAC Zone control diagrams to be included in schematic set
- Room layout needs to be included to ensure all equipment is fit per code and clearances in existing spaces

Time is of the essence. Proposers must submit a design schedule with an estimated completion date. Please note, the electrical work should be prioritized (to expedite schedule) over HVAC upgrade.

8) Pre-Proposal Conference:

There will be a Pre-Proposal Conference on **December 7th, 2022**, at the **University of Louisville Service Complex, 2215 S. Brook Street, Louisville, KY 40292 - Conference Room 102 at 10:00am EST**. A site walk-thru will be given at this time, if requested.

The purpose of this meeting is to answer questions pertaining to this solicitation. This meeting is to assure that each potential proposer has a complete understanding of the scope of work involved.

This Pre-Proposal Conference is not mandatory; however, attendance is encouraged.

9) Foreign Corporation Registration (Out-of-State Corporations):

Pursuant to KRS 271B.15-010, any Out-of-State corporate contractor must be properly registered with the Kentucky Secretary of State, before transacting any business within the state of Kentucky. The statute states “(a) foreign corporation...shall not transact business in this state until it obtains a certificate of authority from the Secretary of State.” The registration form and instructions are found at https://web.sos.ky.gov/forms/corp/FBE-Certificate%20of%20Authorization_Foreign%20Business%20Entity.pdf

10) Reciprocal Preference:

In accordance with KRS 45A.490 to 45A.494, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluating proposals, the University will apply a reciprocal preference against an Offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident Offeror. Residency and nonresidency shall be defined in accordance with KRS 45A.494(2) and 5A.494(3), respectively. Any Offeror claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above referenced statute.

Forms can be found at <http://louisville.edu/purchasing/forms>.

11) Questions:

The University of Louisville will accept questions regarding this RFP only if they are submitted by email no later than December 9, 2022 at 2:00PM Eastern Standard Time and are to be emailed to Evan Riddell at evan.riddell@louisville.edu. Answers to the questions submitted will be issued as an addendum and posted to the website location of the RFP <https://louisville.edu/purchasing/bids> by December 13th, 2022.