

**UNIVERSITY OF LOUISVILLE
PROCUREMENT SERVICES
BELKNAP CAMPUS
LOUISVILLE, KY 40292**

**PERSONAL SERVICE CONTRACT
REQUEST FOR PROPOSAL
COVER/SIGNATURE PAGE**

REQUEST DATE: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">1. 2/3/2023</div>	2. NAME OF DEPARTMENT: University Housing and the Resident Experience CONTACT PERSON: Olivia Cloutier	
3. Service: Architectural and Engineering (A/E) Services for the University of Louisville Housing and the Resident Experience Capital Plan, Student Recreation Center Capital Plan, and the Swain Student Activities Center/George J. Howe Red Barn Capital Plan.		
4. Due Date: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">3/6/2023</div>	5. Time Due: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">2:00PM EST</div>	6. Email: olivia.cloutier@louisville.edu

Proposals should be sent to the by the following method:

7. EMAIL PROPOSALS TO: Olivia Cloutier
Contract Administrator
University of Louisville, Procurement Services
olivia.cloutier@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:

EXECUTIVE SUMMARY

The University of Louisville requires three stand-alone capital plans. A Capital Plan for The Department of Housing and the Resident Experience, a Capital Plan for the Department of Student Activities Center and Special Programs, and a Capital Plan for the Department of Campus Recreation.

The University of Louisville Department of Housing and the Resident Experience requires a fully developed Housing Capital Plan to include a facilities assessment and a financial plan. The Housing Capital Plan shall be developed in concert with the University of Louisville Campus Master Plan currently in progress. Housing and the Resident Experience is a comprehensive housing operation. Units include facilities, residence life, operations, communications and marketing, financials, and central administration. Housing and the Resident Experience work closely with the Division of Student Affairs on assessment and strategic planning. Housing and the Resident Experience oversees all maintenance services for three Foundation owned residence halls (Bettie Johnson, Community Park, and Kurz) and one university master leased residence hall (Crum). Physical Plant provides maintenance services for six residence halls (Belknap Villages North and South, Louisville, Minardi, Unitas, and UTA). Custodial services are contracted out systemwide to a subsidiary of the Compass Group, SSC. Two additional buildings are master leased but not part of the scope of this project as they are owned and maintained by American Campus Communities, ACC. Housing and the Resident Experience possess years of data regarding maintenance concerns through the Physical Plant's Maximo system which has a recent tie-in with the Housing software Mercury/RMS. A 2018 Housing Marketing Study will be provided to the successful consulting firm. A University Housing Facilities Assessment completed in May 2022, of seven of the ten housing facilities will be provided. Staff will be made available for interviewing and facility access. Office space will be provided to the consulting firm for their work while on campus.

The University of Louisville Student Activities Center and Special Programs requires a fully developed Capital Plan to include a facilities assessment and a financial plan. The Student Activities Center and Special Programs Capital Plan shall be developed in concert with the University of Louisville Campus Master Plan currently in progress. The Swain Student Activities Center, affectionately known as the **SAC**, is the main hub for student life on the University of Louisville Belknap campus. With a multitude of dining options, event spaces, cozy lounges, and vibrant student activities, there's always something to do at the SAC. The building is also home to several UofL departments including the Dean of Students, Student Affairs, Office of Student Involvement, Health and Sport Sciences, UofL Athletics, Campus Bookstore, Counseling Center, Aramark Catering and on-campus dining, and Canon Print Services. The George J. Howe Red Barn is a separate multi-purpose facility with use coordinated by the Student Activities Center and Special Programs. The campus Physical Plant provides the Student Activities Center with maintenance and custodial services. Facility data can be provided through the Physical Plant's Maximo system. User and event data will be provided for the Swain Student Activities Center and George J. Howe Red Barn. Staff will be made available for interviewing and facility access.

The University of Louisville Campus Recreation requires a fully developed Capital Plan to include a facilities assessment and a financial plan. The Campus Recreation Capital Plan shall be developed in concert with the University of Louisville Campus Master Plan currently in progress. Campus Recreation is a comprehensive campus recreational operation. Staff include administrative/human resources, intramurals, fitness, club sports, facility, and marketing/assessment/risk management. Through participating in the approximately 35 leagues, tournaments, and special events in the structured intramural program, being involved in one of our 21+ sport clubs, taking advantage of our free 30+ group fitness classes every week or informally by just using the Student Recreation Center or HSC Fitness Center for the myriad of activities they provide, students are able to enjoy the benefits that come from experiencing a real sense of belonging. Maintenance services are provided by the campus Physical Plant. Custodial Services are provided by a third-party vendor, SSC, as a subset of the Housing contract with the firm. Multi-year user data through the Campus Recreation CSI Spectrum will be provided to the successful consultant. Staff will be made available for interviewing and facility access.

BUILDINGS TO BE EVALUATED

* Computer aided design drawings are available upon request.

*2022 University Housing Facilities Assessment is available upon request.

Housing and the Resident Experience:

Louisville Hall – Built in 1989, 56,151 square feet, 6 floors plus basement

University Tower Apartments – Built in 1965, 92,038 square feet, 11 floors plus basement

Unitas Tower – Built in 1969, 66,654 square feet, 11 floors plus basement

Billy Minardi Hall – Built in 2002, 28,315 square feet, 2 floors

Denny Crum Hall – Built in 2022, 80,113 square feet, 5 floors

Belknap Village North – Built in 2021, 129,709 square feet, 5 floors plus basement, Leadership in Energy and Environmental Design (LEED) Gold

Belknap Village South – Built in 2022, 129,798 square feet, 5 floors plus basement, LEED Gold

Herman & Heddy Kurz Hall – Built in 2002, 96,355 square feet, 3 floors

Community Park – Built in 2005, 98,359 square feet, 4 floors

Bettie Johnson Hall – Built in 1999, 155,919 square feet, 4 floors

Student Activities Center and Special Programs

Swain Student Activities Center – Built in 1990, renovated and expanded in 2019, 430,000 square feet, 3 floors plus basement LEED Silver

George J. Howe Red Barn – Built in (1887?), Renovated in 1978, 8,596 square feet, 1.5 floors, National Register of Historic Places

Campus Recreation

Student Recreation Center – Built in 2012, 128,000 square feet, 3 floors, LEED Gold

SGA Parkway Fields – Two outdoor football/soccer fields/kickball fields, renovated in 2005

DELIVERABLES

The University of Louisville requires three stand-alone capital plans for The Department of Housing and the Resident Experience, The Department of Student Activities Center and Special Programs, and The Department of Campus Recreation.

A. The University of Louisville Department of Housing and the Resident Experience requires a fully developed Housing Capital Plan to include facilities assessment and a financial plan. Interviews, presentations, research, consultation, discussion, and other methods may be used to inform recommendations and/or present results. The Housing Capital Plan shall be developed in concert with the University of Louisville Campus Master Plan currently in progress. Housing and the Resident Experience is a comprehensive housing operation. Units include facilities, residence life, operations, financials, communications and marketing, and central administration. Housing and the Resident Experience oversees all maintenance services for three Foundation owned residence halls (Bettie Johnson, Community Park, and Kurz) and one university master leased residence hall (Crum). Physical Plant provides maintenance services for six residence halls (Belknap Villages North and South, Louisville, Minardi, Unitas, and UTA). Custodial services are contracted out to a subsidiary of the Compass Group, SSC. Housing and the Resident Experience possess years of data regarding maintenance concerns through the Physical Plant's Maximo system which has a tie in to the Housing software program Mercury/RMS. A 2018 Housing Marketing Study will be provided to the successful consulting firm. A University Housing Facilities Assessment completed in May 2022, of seven of the ten housing facilities will be provided. Staff will be made available for interviewing and facility access. Office space will be provided to the consulting firm for their work while on campus.

Facilities Assessment and Revitalization of Current Stock – Conduct an on-site assessment of existing stock, consisting of 10 buildings and over 930,000 square feet. Review existing conditions and other assessment for existing stock and prepare a life-cycle cost analysis for each building. Make recommendations for renovation with cost estimates. Create and provide an itemized schedule (by building) of remaining life cycle estimates for each of the facility systems (roof, HVAC, plumbing, floor coverings, electrical, floor coverings, furniture, windows, plumbing, etc.). Develop options for phased renovation plan(s) with financial model and costing. Propose key improvements to existing stock to improve the student experience, enhance community spaces, increase revenue, or better accommodate population. Review current apartment space within residence halls for live-in/on housing staff and determine future accommodations. Include improvement/additions to renovation plans to advance sustainable efforts and achieve appropriate LEED ratings.

Financial Plan and Analysis – Review, assess, and develop a financial model for Housing and the Student Experience for a 20-year horizon. Propose option on future rental rates. Propose options on funding renovations to existing stock. Compare and recommend preferred options relating to capital improvement, projects and/or expansions/re-configuration to existing stock. Recommend a phasing plan for facilities where the overall capacity satisfies the demand.

Recommendations – Recommendations will be required in all areas noted. Recommendations should consider all graduate and undergraduate housing and look at a 20-year horizon.

B. The University of Louisville Student Activities Center and Special Programs requires a fully developed Capital Plan to include a facilities assessment and a financial plan. Interviews, presentations research, consultation, discussion, and other methods may be used to inform recommendations and/or present results. The Student Activities Center and Special Programs Capital Plan shall be developed in concert with the University of Louisville Campus Master Plan currently in progress. The Swain Student Activities Center, affectionately known as the SAC, is the main hub

for student life on the University of Louisville Belknap campus. With a multitude of dining options, event spaces, cozy lounges, and student activities, there's always something to do at the SAC. The building is also home to several UofL departments including the Dean of Students, Student Affairs, Office of Student Involvement, Health and Sport Sciences, UofL Athletics, Campus Bookstore, Counseling Center, Aramark Catering and on-campus dining, and Canon Print Services. The George J. Howe Red Barn is a separate multi-purpose facility with use coordinated by Student Activities Center and Special Programs. The Student Activities Center and Special Programs includes the reservations and event services department and administration and business services department. The campus Physical Plant provides the Student Activities Center with maintenance and custodial services. Facility data can be provided through the Physical Plant's Maximo system. User and event data will be provided for the Swain Student Activities Center and George J. Howe Red Barn. Staff will be made available for interviewing and facility access.

Facility Assessment and Revitalization of Current Stock – Conduct an on-site assessment of existing stock, consisting of 2 buildings and over 930,000 square feet. Review existing conditions and other assessment for existing stock and prepare a life-cycle cost analysis for each building. Make recommendations for renovation with cost estimates. Create and provide an itemized schedule (by building) of remaining life cycle estimates for each of the facility systems (roof, HVAC, plumbing, floor coverings, electrical, floor coverings, furniture, windows, plumbing, etc.). Develop options for phased renovation plan(s) with financial model and costing. Propose key improvements to existing stock to improve the student experience, enhance community spaces, increase revenue, provide adequate storage, or better accommodate all users. Include improvement/additions to renovation plans to advance sustainable efforts and achieve appropriate Leadership in Energy and Environmental Design (LEED) ratings.

Financial Plan and Analysis – Review, assess, and develop a financial model for Student Activities Center and Special Programs for a 20-year horizon. Propose options on funding renovations to existing stock. Compare and recommend preferred options relating to capital improvements, projects, and/or expansions/re-configuration to existing stock. Recommend a phasing plan for capital projects and renovations.

Recommendations – Recommendations will be required in all areas noted. Recommendations should consider all users of the facilities and look at a 20-year horizon.

C. Campus Recreation requires a fully developed Capital Plan to include a facilities assessment and financial plan. Interviews, presentations, research, consultation, discussion, and other methods may be used to inform recommendations, and/or present results. The Campus Recreation Capital Plan shall be developed in concert with the University of Louisville Campus Master Plan currently in progress. Campus Recreation is a comprehensive campus recreational operation. Staff include administrative/human resources, intramurals, fitness, club sports, facility, and marketing/assessment/risk management. Through participating in the approximately 35 leagues, tournaments, and special events in our structured intramural program, being involved in one of our 21+ sport clubs, taking advantage of our free 30+ group fitness classes every week or informally by just using the Student Recreation Center or HSC Fitness Center for the myriad of activities they provide, students are able to enjoy the benefits that come from experiencing a real sense of belonging. Maintenance services are provided by the campus Physical Plant. Custodial Services are provided by a third-party vendor. User data through Campus Recreation CSI Spectrum will be provided to the successful consultant. Staff will be made available for interviewing and facility access. Staff will be made available for interviewing and facility access.

Facility Assessment and Revitalization of Current Stock – Conduct an on-site assessment of existing stock, consisting of 1 building over 128,000 square feet and two multi-purpose outdoor recreation

fields. Review existing conditions and other assessment for existing stock and prepare a life-cycle cost analysis for each facility. Make recommendations for renovation with cost estimates. Create and provide an itemized schedule (by building) of remaining life cycle estimates for each of the facility systems (roof, HVAC, plumbing, floor coverings, electrical, floor coverings, furniture, windows, plumbing, etc.). Develop options for phased renovation plan(s) with financial model and costing. Propose key improvements to existing stock to improve the student experience, increase revenue, provide adequate storage, or better accommodate all users. Staff will be made available for interviewing and facility access. Include improvement/additions to renovation plans to advance sustainable efforts and achieve appropriate LEED ratings.

Financial Plan and Analysis – Review, assess, and develop a financial model for Campus Recreation for a 20-year horizon. Propose options on funding renovations to existing stock. Compare and recommend preferred options relating to capital improvements, projects, and/or expansions/re-configuration to existing stock. Recommend a phasing plan for capital projects and renovations.

Recommendations – Recommendations will be required in all areas noted. Recommendations should consider all users of the facilities and look at a 20-year horizon.

2) Proposal Submittals:

a. Financial Offer:

- i. Provide a best and final lump sum fee for the above services for each of the three capital plans
- ii. Fee shall include all expected expenses
- iii. Provide a cost breakdown of the fee (hourly rates, travel, etc.)

b. Technical Proposal:

- i. Provide 3 (three) projects your firm has completed that are similar in nature to this scope (include references)
- ii. Provide an organizational chart
- iii. Provide resumes of key team members who will be assigned to this project (going back at least 10 years, if possible)
- iv. The University would like all team members who are assigned to this project remain intact throughout the duration of the project, if possible
- v. Provide a project schedule and timeline (assuming award of contract by the end of April 2023)
- vi. Provide methods for project management and delivery
- vii. Provide a sample report of no more than 10 pages

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

3) Method of Award:

a. Firm Qualifications:

30%

- i. The comprehensiveness, appropriateness, and quality of experience of the member firms.
- ii. Experience to undertake and successfully complete the capital planning plans as outlined in this RFP.
- iii. Experience with performing work on projects of similar scope and complexity.
- iv. Licensed to do business in the State of Kentucky.

b. Experience of Team Personnel:

30%

- i. Level of effort and participation of key personnel.
- ii. Experience of key personnel with similar roles and projects.

iii. Experience of project manager(s) demonstrating ability to successfully lead project.

c. Financial Offer:	30%
d. Responsiveness of Work Plan:	5%
i. Understanding of preliminary information and overall quality of proposal	
ii. Proposed project schedule/timeline	
iii. Methods for project management and delivery	
e. Minority and Woman Owned Business Enterprise:	5%
(MBE/WBE) Participation	
i. Ability to provide quarterly breakdown of MBE and WBE billed services from amount invoiced as second tier; or, if the firm is an MBE or WBE, this will not be necessary as it will be captured automatically based upon vendor onboarding setup in PeopleSoft financial system.	
TOTAL	100%

Final Scoring Criteria (if required):

- a. Interviews/Presentations **60%**
- b. Financial Offer **40%**

***A short list for interviews/presentations will only be issued if the University decides that additional information is needed to evaluate proposers.**

4) Interview and Presentation Sessions:

Request for additional information and /or interviews may be required with any Offeror submitting a responsive proposal. The University does however reserve the right to limit any on-campus and /or teleconference interviews to the top two or three evaluated proposals or may elect to proceed with contract negotiations with the highest evaluated proposal if deemed to be in the best interest of the university and that proposal was clearly the best/only proposal received. Should negotiations with the highest evaluated proposal fail to produce a formalized contract, the University reserves the right to enter into negotiations with the next highest evaluated proposal or cancel the original RFP whichever would best serve the interest of the university. Regardless, all proposals and additional sessions shall be governed by KRS 45A.085.

5) 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.

6) RFP Schedule:

- **RFP Posted – 2/3/2023**
- **Pre-Proposal Conference – 2/10/2023 at 1:00PM, EST**
- **Questions Due – 2/23/2023 by 2:00PM, EST**
- **Answers Posted- 2/27/2023 by 4:00PM, EST**
- **Proposals Due – 3/6/2023 by 2:00PM, EST**
- **Short List – Week of 3/20/2023**
- **Interviews/Presentations (if needed) – Week of 3/27/2023**

- **Letter of Intent –Week of 4/10/2023**

7) Contract Period:

Desired contract duration is May 1, 2023 - June 30, 2024.

No services are to be provided prior to the start date indicated on the fully executed Personal Services Contract (sample provided).

A subsequent additional contract may be established from this RFP process to run from July 1, 2024-August 31, 2025, with all terms, conditions and pricing remaining the same. This will require a new contract be executed. June 30th, 2024.

8) Pre-Proposal Conference:

There will be a Pre-Proposal Conference on **February 10th, 2023**, at the **University of Louisville Service Complex, 2215 S. Brook Street, Louisville, KY 40292 - Conference Room 102 at 1:00PM 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/FBECertificate%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 45A.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 **February 23, 2023 at 2:00PM Eastern Standard Time** and are to be emailed to Olivia Cloutier at olivia.cloutier@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 **February 27, 2023**.