

# UNIVERSITY OF LOUISVILLE®

## PROCUREMENT SERVICES

### PERSONAL SERVICES CONTRACT (PSC) REQUEST FOR PROPOSAL(RFP)

REQUEST DATE:	October 16 <sup>th</sup> , 2024
DUE DATE & TIME:	November 13 <sup>th</sup> , 2024
SPEED TYPE:	J9051
DEPARTMENT NAME:	Physical Plant Department (PPD)
DEPARTMENT CONTACT:	Bashera Shaik
CONTRACT ADMINISTRATOR:	Jamie Peck
CONTRACT ADMINISTRATOR EMAIL:	<a href="mailto:Jamie.peck@louisville.edu">Jamie.peck@louisville.edu</a>

SERVICE REQUESTED (brief description)	<b>Architect &amp; Engineering (A/E) Services – Roof Replacements</b>
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#### EMAIL PROPOSALS TO:

CONTRACT ADMINISTRATOR NAME:   Jamie Peck  

EMAIL:   [jamie.peck@louisville.edu](mailto:jamie.peck@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](#):

- 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 Proposal designed to limit independent competition.
- 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](#), [164.990](#), and [164.821](#) (7).
- That I have fully informed myself regarding the accuracy of the statements made above.

SIGNATURE:		PRINT NAME	
FIRM NAME:		ADDRESS:	
PHONE:		CITY, STATE, ZIP CODE:	
EMAIL:		WEBSITE:	

## REQUEST FOR PROPOSAL COMPONENTS

### 1. SCOPE OF SERVICES:

The Department of Physical (PPD) is requesting Architectural/Engineering (A/E) design and consulting services to design two (2) roofs on the Belknap Campus University and one (1) on the Health Science Campus (HSC). These roofs have been identified as nearing the end or beyond their anticipated service life, and several of these roofs are continually patched for maintenance. The purpose of this RFP is to generate HBC code compliant permit drawings for each roof, 100% Issuance of Construction documents for each roof, as well as bidding and construction administrative support. All roof designs shall comply with university standards, relevant codes including energy conservation and envelope requirements. These buildings do not have Lightning Protection. The university will be responsible for of the environmental testing and any abatement needed.

#### 1.a BID PACKAGES:

The three (3) buildings will be broken down into two (2) separate packages. One (1) for Belknap campus and one (1) for Health Science Campus (HSC). The selected vendor shall provide drawings and specifications on a phased schedule. Liquidated Damages associated to schedule are \$100 USD per day.

##### Bid Package 1 - Belknap:

Davidson Hall, (Bldg #87) 2010 S. First Street Walk  
Schneider Hall, (Bldg #20) 2300 S. First Street Walk

Schedule:

Belknap Submission #1 of 2 roofs, 90% drawings due 4 weeks after award.  
Belknap Submission #2 of 2 roofs, 100% drawings due 2 weeks after review.

##### Bid Package 2 - HSC:

KY Lions Eye Research Center (Bldg #56) 301 E. Muhamad Ali Blvd.

Schedule:

HSC Submission #1 of 1 roof, 90% drawings due 4 weeks after award.  
HSC Submission #2 of 1 roof, 100% drawings due 2 weeks after review.

#### 1.b AWARDED VENDOR REQUIREMENTS

##### i. The awarded vendor shall include, at minimum, the following during assessment stage:

- a. Site visit for each building to observe the existing conditions.
- b. Deliverables from each visit shall include a roof plan, written condition report, photographs, and documentation of existing details of construction.
- c. During the site visit, the vendor shall meet with Physical Plant personnel to identify University roof standards. (i.e. cold applied SBS membrane type, environmental criteria, etc.)
- d. Send drawings to State for approval and pay State for review and permits.
- e. All building permits are to be included in the fee.

##### ii. The awarded contractor shall include, at minimum, the following at design document stage:

- a. Dedicated time to review a report that includes solutions and preliminary plans/specifications
- b. Recommended solutions to replace the existing roof observed during site visit
- c. Roof plans drawn to scale with construction detail targets
- d. Preliminary details of construction
- e. Preliminary recommendations for construction areas (laydown, staging, elevator, cranes, etc.)
- f. Schematic specifications
- g. Preliminary budget of construction

##### iii. The awarded vendor shall include, at minimum, the following at construction documentation stage:

- a. Roof plans with targets, construction notes, and references
- b. Details of roof and structure construction relating to roof plan
- c. Written technical roof and structural specifications for roof system
- d. All elements to complete a IFC roof replacement package.
- e. Permitting submission/coordination with HBC.
- f. Details of University approved construction areas (laydown, staging, elevator, cranes, etc.)
- g. Final budget for construction

##### iv. The awarded vendor shall include, at minimum, the following bidding assistance:

- a. Attendance of pre-bid conference
- b. Issuing any required addenda or response to RFIs during the bid process
- c. Bid and unit cost review with the University

v. The awarded vendor shall include, at minimum, the following construction administration:

- a. Attendance at pre-construction meeting
- b. Progress meeting attendance with written report and photographs
- c. Review of any change orders related to roof design/construction, if needed
- d. Final review and inspection
- e. Close out documentation, record drawings

**Note:** The list of roofs is indicative of priority, however, upon award the university will determine which roofs are to be batched and phased together.

**Note:** The University will handle asbestos testing and remediation (if required).

**2. INFORMATIONAL BACKGROUND:**

Drawings and specifications for all three (3) buildings can be found at the following link.

<https://louisville.box.com/s/6dimnba6yhztgydxmkm1y98m1jes19>

**3. REQUIRED PROPOSAL SUBMITTALS:**

- a. Proposed Cost:
  - i. Fee – detailed fee that includes all costs (potential examples include, but are not limited to, below)
    - 1. Hourly rate X hours worked
    - 2. Flat fee for service
    - 3. Fee broken down at milestones/phases (describe each milestone/phase)
  - ii. Travel Expenses – how will this be approved, invoiced, etc. (provide a maximum allowed amount)
  - iii. Other Expenses – administrative expenses, materials/supplies, postage (provide a maximum allowed amount)
  - iv. (Any additional relevant criteria)

**4. METHOD OF AWARD:**

Cost:	40%
Experience:	30%
Timeframe:	30%
<b>TOTAL</b>	<b>100%</b>

**5. DESIRED CONTRACT PERIOD:**

Issue date: 10/16/2024.  
 Pre-Bid Meeting: 10/30/2024.  
 Last Day for Questions: 11/6/2024 at 2pm EST.  
 Close Date: 11/13/2024 at 2pm EST.  
 Short List Meetings: Week of 11/18/2024.

The desired contract start date is no later than January 6<sup>th</sup>, 2025.

**There will be an in-person pre-bid meeting held on Wednesday, October 30<sup>th</sup>, 2024, at 1pm Eastern Standard Time at the following location:**

Service Complex - Room 102  
 2215 South Brooke Street  
 Louisville, KY, 40208

**6. 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](https://web.sos.ky.gov/forms/corp/FBE-Certificate%20of%20Authorization_Foreign%20Business%20Entity.pdf).

**7. 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>.

**8. QUESTIONS:**

All questions and correspondence regarding this RFP are due by November 6<sup>th</sup>, 2024, at 2pm Eastern Standard Time and are to be emailed to Jamie Peck at [Jamie.peck@louisville.edu](mailto:Jamie.peck@louisville.edu). **FAILURE TO SEND ALL CORRESPONDENCE THROUGH [Jamie.peck@louisville.edu](mailto:Jamie.peck@louisville.edu) MAY RESULT IN DISQUALIFICATION OF THE VENDOR'S PROPOSAL.** Answers to all questions submitted in writing before the deadline above will be issued as an addendum to this solicitation and posted at [University of Louisville Active Bids and RFPs](#).