REQUEST for PROPOSAL

Science Technology Engineering and Mathematics (STEM) Initiative

PRE-CONSTRUCTION SERVICES

Facilities Design and Construction
Marsh Hall, Suite 10
31 Spear Street
Burlington, VT 05405

(802) 656-3291  |  fax (802) 656-8410  |  arch@uvm.edu
http://www.uvm.edu/~arch/
GENERAL

The University of Vermont (UVM) is soliciting proposals from qualified firms to provide pre-construction services only, consisting of design management, constructability reviews, estimating, value engineering, construction sequencing and site logistics and scheduling for a Science Technology Engineering and Mathematics (STEM) initiative project. All proposing firms shall have experience with pre-construction services for projects similar in nature, complexity and size to interdisciplinary science, engineering, technology and mathematics facilities for 21st century classroom teaching and research laboratories including the latest in technology in a university setting. This multidisciplinary approach will include the program requirements for Chemistry, Physics, Engineering, Mathematics and Statistics and Psychology in a phased project concept.

The conceptual construction budget is estimated at seventy-five million ($75,000,000) dollars.

It is the University’s intent to contract for pre-construction services for the schematic design phase only of the project at this time. Pre-construction services for the design development and construction documents phases may also proceed as subject to and conditioned upon final approval by the University of Vermont’s Board of Trustees. Board of Trustee consideration is anticipated for May 16, 2014.

The University has identified a STEM Initiative as its highest priority facilities need in the Strategic Capital Plan for the institution. The existing facilities housing the programs of Chemistry, Physics, Engineering, Mathematics and Statistics, and Psychology encompass approximately 300,000 gross square feet (GSF), are deficient and require upgrades and/or new construction to meet current needs. It is the intent of the University to construct a modern laboratory/teaching facility to accommodate the teaching and research needs of these programs, and to renovate two existing facilities (Cook Physical Science Building and Votey Hall) to fully meet the STEM program requirements.

The design team is Freeman French Freeman, Inc., Burlington, VT in association with Ellenzweig Architecture | Planning, Cambridge, MA.

PROGRAM DESCRIPTION, SITE, AND PHASING

The proposed site for the project will be in the area surrounding Cook Physical Science Building, Angell Hall, and Votey Hall.

The project will be completed in three distinct phases. The first phase may demolish Angell Hall to create an open space between Williams Hall to the west and Cook Physical Science Building to the east. A new multi-story STEM laboratory/teaching building will be constructed in this open space, with a physical attachment to the existing Cook Building. The building will be designed to house the teaching and research laboratory needs of Chemistry, Physics, Psychology, and possibly a portion of the Engineering disciplines. The steam/chilled water underground infrastructure is located in the utility corridor just north of this area.
With the completion of the new laboratory/teaching building, the second phase will begin with the relocation of all of the current functions (Chemistry, Physics, and classrooms) within the Cook Physical Science Building into the new building and other temporary locations. The complete renovation of the Cook Building will be the second phase of this project. The design objective of the renovated building is to house the remaining functions from the programs of Chemistry, Physics, Mathematics and Statistics, Psychology, Engineering, and general purpose classrooms.

The third phase of the project includes the systematic renovation of selected areas within Votey Hall. The goal is to consolidate teaching and research laboratories for the School of Engineering and to relocate Computer Science and classrooms into the newly renovated Cook Building. This phase can occur simultaneously with the first two phases, particularly in those building locations that will maintain the current function throughout this process.

The anticipated design and construction schedule (all three phases) is as follows:

- Complete conceptual design: February 1, 2014
- Complete construction documents and bid Phase I: January/February 2015
- Begin construction on new laboratory/teaching building: June 1, 2015
- Complete Cook reconstruction documents and bid Phase II: January 1, 2016
- Complete laboratory building construction: December 1, 2016
- Begin Cook reconstruction: January 1, 2017
- Complete Cook reconstruction: June 1, 2018
- Periodic renovations in Votey Hall: 2015 - 2018

SERVICES REQUIRED

Pre-construction services shall consist of design management, constructability reviews, estimating, value engineering, construction sequencing and site logistics and scheduling. Specific tasks shall include but not be limited to: consultation with the Owner and Architect regarding site use and improvements, selection of materials, building systems and equipment; recommendations on construction feasibility; actions designed to minimize adverse efforts of labor or material shortages; time requirements for procurements, installation and construction completion; and factors related to construction cost including estimates of alternative design or materials, preliminary budgets and possible economies. In performing these pre-construction services, it is understood that in no event shall the pre-construction firm be regarded as performing architectural or design services, or assuming any liability for design.

It is the University’s intent to advertise for general construction/lump sum bids for the construction phase of this project at the end of the pre-construction services phase.

SUSTAINABLE DESIGN

Sustainable design practices must be followed for this project. In support of the University’s "Environmental Design in New and Renovated Buildings" policy, it is UVM's intent to register this project with the USGBC, and to pursue, at a minimum, a
LEED™ silver level certification. This requires the documentation and implementation of as many green building elements from the applicable LEED™ checklist as possible, from pre-construction through construction and owner occupancy.

The lead architect will identify a representative from their team to collect and submit the required LEED™ credit information to the USGBC.

The University may also retain a LEED™ accredited professional to audit the documentation. A third party commissioning agent will be hired by UVM for the project.

The University intends that all new construction and major renovation projects will participate in the University Construction and Demolition Waste Management Program, which includes following University specifications and utilizing an online construction and demolition waste tracking tool.

**PROJECT SCHEDULE**

Key dates associated with the project are:

Sunday, December 15, 2013  
Legal notice in Burlington Free Press

Tuesday, December 17, 2013  
Project notification letter sent to pre-construction services firms

Tuesday, December 17, 2013  
Request for Proposal available

Wednesday, January 8, 2014  1:00 pm  
Mandatory campus site visit

Monday, January 13, 2014  2:00 pm  
Deadline for questions

Thursday, January 16, 2014  
Addendum issued (if necessary)

Wednesday, January 22, 2014  2:00 pm  
Request for Proposal responses due

Tuesday, February 4, 2014  
On-campus interviews

**PROPOSAL REQUIREMENTS**

Please submit twelve (12) hard copies and one (1) electronic copy of your proposal tabbed and labeled per this list (by item number):

1. Provide a cover letter with all pertinent contact information.

2. Please include a table of contents.

3. Provide at the beginning of the submittal a concise executive summary of the information contained in the proposal.

4. Provide a brief overview and description of your firm, size, capabilities and key management personnel.

5. Provide a list of at least three projects similar in nature, complexity and size to this project for which your firm has completed pre-construction services in the
last five years. Highlight projects that contained environmentally responsible design and/or projects that emphasized LEED certification. Please include narrative, cost, size, 100% CD estimate and actual bid results where applicable, date of completion, architect, and owner. Please also provide current telephone numbers and email addresses with all current references for each project.

6. Describe your firm’s approach to working with the University, architect, engineers, and subcontractors. Please include a description of how your firm will specifically manage the following activities:

   a) Cost savings initiatives/value engineering
   b) Constructability reviews
   c) Estimating and budget reconciliation
   d) Construction sequence planning
   e) Site logistics considerations
   f) Scheduling

7. The University anticipates the pre-construction period to extend through March 2015. Please describe your firm’s approach to maximizing participation while being considerate to controlling cost.

8. Provide a lump sum fee proposal broken out by the design phases listed below to provide services as follows. Include all professional, technical, administrative and clerical personnel as required to complete these services.

Schematic Design:

   a) Attendance at design coordination meetings every (2) weeks through May 2014.
   b) Facilitate one (1) constructability review session for the schematic design phase and issue a formal report. Provide a tracking list to assemble all review comments in one document and allow for the corresponding response for each specific item. If it is perceived that there is a cost value to the comment then an approximate cost should be assigned to that comment. These comments are to include a thorough review of all MEP systems.
      1. Assist in developing overall design and design details to lessen risk, ensure proper sequencing, increase efficiency and achieve the most cost effective solutions.
      2. Verify that the drawings are complete and coordinated among disciplines. Identify defects, conflicts, overlaps, ambiguities, or lack of clarity in documents for correction.
   c) Provide one (1) cost estimate at the end of the schematic design phase, reconciled, line by line, with the architect’s estimate. This estimate shall follow the same structure and format as the architect’s estimate.
**Design Development:**

a) Attendance every two weeks at design coordination meetings from May 2014 – Sept. 2014.

b) Facilitate one (1) constructability review session and issue a formal report. Provide a tracking list to assemble all review comments in one document and allow for the corresponding response for each specific item. If it is perceived that there is a cost value to the comment then an approximate cost should be assigned to that comment. These comments are to include a thorough review of all MEP systems.

1. Assist in developing overall design and design details to lessen risk, ensure proper sequencing, increase efficiency and achieve the most cost effective solutions.

2. Verify that the drawings are complete and coordinated among disciplines. Identify defects, conflicts, overlaps, ambiguities, or lack of clarity in documents for correction.

c) Provide one (1) cost estimate at the end of the design development phase, reconciled, line by line, with the architect’s estimate. This estimate shall follow the same structure and format as the architect’s estimate.

d) Facilitate one (1) value management session and issue formal reports of findings at 100% design development documents.

e) Monitor and report on value engineering progress throughout the design development phase.

f) Provide periodic estimates as required to facilitate design decisions and confirm cost ramifications of same.

**Construction Documents:**

a) Attendance every two weeks at design coordination meetings from Sept. 2014 – Jan 2015.

b) Facilitate one (1) constructability review session and issue a formal report. Provide a tracking list to assemble all review comments in one document and allow for the corresponding response for each specific item. If it is perceived that there is a cost value to the comment then an approximate cost should be assigned to that comment. These comments are to include a thorough review of all MEP systems.

1. Assist in developing overall design and design details to lessen risk, ensure proper sequencing, increase efficiency and achieve the most cost effective solutions.

2. Verify that the drawings are complete and coordinated among disciplines. Identify defects, conflicts, overlaps, ambiguities, or lack of clarity in documents for correction. Ensure that all required construction work is included in the contract documents and construction details are workable.
c) Provide one (1) cost estimate at 50% completion of construction documents reconciled, line by line, with the architect’s estimate. This estimate shall follow the same structure and format as the architect’s estimate.

d) Facilitate one (1) value management session and issue formal reports of findings at 50% completion of construction documents.

e) Monitor and report on value engineering progress throughout the construction document phase.

f) Provide periodic estimates as required to facilitate design decisions and confirm cost ramifications of same.

g) Confirm that construction documents are as close to 100% complete as practicable and are ready for issuance to bidders.

9. Provide the résumés of all personnel to be assigned to the project. Identify and define their individual roles and their participation in the projects listed above. Indicate the expected level of time commitment to the project.

SELECTION CRITERIA

The University will use the following criteria to evaluate the proposals.

1. Recent and demonstrated experience with similar projects (e.g. design and constructability reviews, quality of estimating services, value management experience, construction sequencing and logistics planning, environmentally oriented projects, LEED, etc.).

2. Expertise, experience, and qualification of the personnel proposed.

3. The ability to complete the construction management services within the proposed timeframe.

4. Fee proposal.

5. Favorable reference checks and/or successful project experience at UVM.

CONDITIONS OF PROPOSAL ACCEPTANCE

Firms choosing to submit a proposal certify that they have reviewed the conditions of the non-negotiable UVM Services Contractor Agreement dated 10/7/13 with associated Terms and Conditions dated 11/13/13, and that they will enter into this agreement with The University of Vermont if selected for this project.

Note: The University, as an Instrumentality of the State of Vermont, is governed by specific freedom of information laws. No aspect of the proposals should be considered confidential. The University will not make the proposal available for public review unless a request is presented in writing and the Office of the General Counsel determines that the University is required to make the proposal(s) public under the freedom of information laws.
PROPOSAL DEADLINE AND SELECTION SCHEDULE

Proposals must be received by 2:00 pm, Wednesday, January 22, 2014 at the following address:

The University of Vermont
Department of Facilities Design and Construction
Marsh Hall, Suite 10
31 Spear Street
Burlington, VT 05405
Attn: Paula Carlaccini

Note: Proposals received after this date will not be considered.

The University may elect to solicit additional information from certain firms. The University reserves the right to reject any or all proposals.

QUESTIONS

Verbal questions will be answered at the site visit. All other questions should be emailed no later than 2:00 pm, Monday, January 13, 2014 to arch@uvm.edu.

MANDATORY SITE VISIT

A mandatory campus site visit will be held for interested firms on Wednesday, January 8, 2014. The meeting will be held from 1:00 pm to 3:00 pm in the lobby of Cook Physical Science Building on the UVM Main Campus. Please check the following Parking and Transportation website for directions and parking information: http://www.uvm.edu/~tpswww/.

· END OF REQUEST FOR PROPOSAL ·