REQUEST for PROPOSAL

Science Technology Engineering and Mathematics (STEM) Initiative

ARCHITECTURAL AND ENGINEERING SERVICES

Mandatory Site Visit, Thursday, June 27, 2013

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

(802) 656-3291 | fax (802) 656-8410 | arch@uvm.edu
GENERAL

The University of Vermont (UVM) is soliciting proposals from qualified architectural firms and their consultant teams for professional services including design, document preparation, independent cost estimating services, and construction administration for a Science Technology Engineering and Mathematics (STEM) initiative project. Submitting firms are to include the necessary services and associated fees for all civil, landscape, structural, mechanical, electrical, fire protection, independent cost estimating and any other consultants as required for a complete design proposal. Fees shall also include development of a minimum of five color renderings and computer generated models for the University’s use in creating marketing and fundraising materials. All proposing firms shall have experience with the design of 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 firm awarded the design contract will be required to affiliate with a Vermont architectural firm. The proposal for services must identify within the scope of services at a minimum, 20% of the design effort as being the work effort of the Vermont firm. UVM reserves the right to approve and/or recommend the choice of all consultants proposed by the architectural firm.

It is the University’s intent to contract for architectural/engineering design services and cost estimating for the programming and conceptual design phases of the project at this time. Schematic Design, design development, construction documents, bidding and construction administration phase services 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 February 7, 2014.

BACKGROUND AND PROJECT DESCRIPTION

The University of Vermont has identified a Science Technology Engineering and Mathematics (STEM) Initiative as its highest priority facilities need in the 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 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 selected firm will enter into a contract with the University of Vermont to provide program validation, site analysis, and the development of three conceptual design options with associated drawings and cost estimates. These options will be summarized and presented by the selected firm in order for the University to identify the preferred option.
which will be presented to the Board of Trustees at its February 7, 2014 meeting. The three options will include:

1) **Option 1**
   - Demolish Angell Hall & Construct New Laboratory Facility
   - Complete Renovation of Cook Physical Science Building
   - Renovate Selective Areas of Votey Hall

2) **Option 2**
   - Demolish Angell Hall & Construct New Laboratory Facility
   - Demolish Cook Physical Science Building & Build New Replacement Admin/Classroom Facility
   - Renovate Selective Areas of Votey Hall

3) **Option 3**
   - Demolish Angell Hall & Construct New Laboratory Facility
   - Partial Renovation of Cook Physical Science Building
   - Renovate Broader Areas of Votey Hall

Following the presentation to the Board of Trustees, it is the intention of the University to contract with the selected firm to provide schematic design, design development, construction documents, construction administration services, project closeout and warranty administration as part of the basic services for this project.

**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 will 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 building will be constructed in this open space, with a physical attachment to the existing Cook Building. The building will be designed to house all of 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 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 laboratory building. The complete renovation (or demolition) of the Cook Building will be the second phase of this project. The design objective of the renovated building is to house non-laboratory 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, such as the Environmental Teaching Lab.

The College of Arts and Sciences (CAS) and the College of Engineering and Mathematical Sciences (CEMS) have identified facilities needs for several programs. The existing net assignable square feet of each of these programs is shown below:

<table>
<thead>
<tr>
<th>Department</th>
<th>Net Assignable Square feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>43,349</td>
</tr>
<tr>
<td>Physics</td>
<td>23,315</td>
</tr>
<tr>
<td>Psychology</td>
<td>22,023</td>
</tr>
<tr>
<td>Mathematics and Statistics</td>
<td>15,336</td>
</tr>
<tr>
<td>Computer Science</td>
<td>5,066</td>
</tr>
<tr>
<td>School of Engineering</td>
<td>37,111</td>
</tr>
<tr>
<td>Engineering, Dean’s Office</td>
<td>11,112</td>
</tr>
<tr>
<td>Registrar’s Office (Classrooms)</td>
<td>6,035</td>
</tr>
<tr>
<td>Chiller Plant (Utility Area)</td>
<td>8,400</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>171,747</strong></td>
</tr>
</tbody>
</table>

No significant growth is anticipated in any of the programs. The major impetus for this project is the need to address deficient facilities. The consolidation of these identified programs into three new/renovated facilities from the eight facilities currently housing the functions will improve the environmental conditions and enhance the collaborative opportunities for each of the programs.

**ANTICIPATED SCOPE OF WORK AND SCHEDULE**

The Architectural team will provide program validation, site analysis, development of three conceptual design options with associated drawings and cost estimates, schematic design, design development, construction documents, construction administration services, project closeout and warranty administration as part of the basic services requested. Submitting firms will include the services of a professional cost estimator in their fee to prepare estimates as follows: one for each of the three options at the completion of conceptual design, and one each at the completion of schematic design and design development and at 50% completion of construction documents. The University expects to retain an independent estimator to provide concurrent estimates to be reconciled with the architect’s schematic, design development, and 50% construction documents estimates.
The anticipated design and construction schedule (all three phases) is as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Complete conceptual design</td>
<td>January 1, 2014</td>
</tr>
<tr>
<td>Begin first renovation project in Votey Hall</td>
<td>June 1, 2014</td>
</tr>
<tr>
<td>Complete construction documents and bid Phase I</td>
<td>September 1, 2014</td>
</tr>
<tr>
<td>Begin construction on new laboratory building</td>
<td>November 1, 2014</td>
</tr>
<tr>
<td>Complete Cook reconstr. documents and bid Phase II</td>
<td>January 1, 2016</td>
</tr>
<tr>
<td>Complete laboratory building construction</td>
<td>August 1, 2016</td>
</tr>
<tr>
<td>Begin Cook reconstruction</td>
<td>September 1, 2016</td>
</tr>
<tr>
<td>Complete Cook reconstruction</td>
<td>August 1, 2018</td>
</tr>
<tr>
<td>Complete last renovation project in Votey Hall</td>
<td>August 15, 2019</td>
</tr>
</tbody>
</table>

The architect shall coordinate with The University of Vermont’s Campus Planning Services Department for permit submission and presentation. It may be necessary to provide presentation materials for public information meetings and Neighborhood Planning Assemblies. Firms and individuals considering this RFP should not contact city offices to obtain additional information. All inquiries must be directed through the UVM project manager.

The selected firm shall complete *The University of Vermont’s Architect-Engineer (A/E) Checklist of Services* attached hereto. The checklist identifies those services to be completed following the conceptual design phase of this project.

**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

The proposed project schedule is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday, June 14, 2013</td>
<td>Legal notice in the Burlington Free Press</td>
</tr>
<tr>
<td>Monday, June 17, 2013</td>
<td>Request for Proposal available</td>
</tr>
<tr>
<td>Thursday, June 27, 2013</td>
<td>Mandatory 2:00 PM site visit</td>
</tr>
<tr>
<td>Wednesday, July 03, 2013</td>
<td>Deadline for questions by 2:00 PM</td>
</tr>
<tr>
<td>Tuesday, July 16, 2013</td>
<td>Addendum to be issued (if necessary)</td>
</tr>
<tr>
<td>Wednesday, July 24, 2013</td>
<td>Request for Proposals due by 2:00 PM</td>
</tr>
<tr>
<td>Week of August 19th</td>
<td>On-campus interviews with short listed firms</td>
</tr>
<tr>
<td>Wednesday, September 04, 2013</td>
<td>Conceptual Design start date</td>
</tr>
</tbody>
</table>

PROJECT BUDGET

The estimated target Cost of Work to be used to calculate fees is Seventy-Five Million dollars ($75,000,000).

METHOD OF CONSTRUCTION

a) UVM expects to utilize pre construction services through the design phases and then to complete this project using a general construction delivery method. The form of contract is anticipated to be AIA A107 Abbreviated Standard Form of Agreement between Owner and Contractor for Construction Projects of Limited Scope with a Stipulated Sum, as modified by the University.

PROPOSAL REQUIREMENTS

Please submit fifteen (15) hard copies and one (1) electronic copy of your proposal tabbed and labeled per this list (by item number):

1. Provide a brief description of your firm, type of ownership, length of time the firm has been in existence, number of personnel, and business approach.

2. Introduce your proposed project team, including consultants. Provide the resumes of all personnel to be assigned to the project, including the relevant experience that each team member will bring to the project. Identify and define the individual roles. Describe how the team has worked together previously on completed projects of similar scope.

3. Provide a list of at least three similar projects your firm/team has undertaken within the last five years including; description, size, original estimated cost as compared to original bid amount, final cost, date of completion, and owner. All of the projects must have a construction cost greater than Forty Million dollars ($40,000,000) and include significant laboratory facilities. Provide a current contact person, telephone number and email address for all references.
4. Provide at least one example of a similar multi-disciplinary facility with sustainable design (can be one of the above projects). Indicate LEED™ certification status, describe in detail design solutions to achieve sustainable design; include the cost increases or savings, both capital and operating, that were associated with this design.

5. Comment on the design and construction time frame proposed by UVM for the project. Is this realistic and achievable from your firm’s perspective? Include your anticipated schedule for completion of each design phase, allowing time for owner reviews, and estimate reconciliation in order to meet the construction start date for the project.

6. Provide a list of current and pending project commitments by your firm.

7. Provide a fee proposal for the project per the attached Fee Proposal Matrix. Provide the methodology for charging for "additional services" including rate schedules. Provide an estimate of reimbursable expenses. Is the design team open to establishing a cap on these expenses? Include an hourly rate sheet for all firms carried in the proposal.

8. In the past ten years, has your firm (1) had claims made against it for claimed amounts in excess of $25,000 per project or (2) had any arbitration actions or lawsuits initiated against it - for any claimed damages or losses arising out of services your firm has supplied to owners or clients who have hired your firm? If so, please describe the date(s) and parties involved in such claims, and describe the nature of the dispute, and if a lawsuit was filed, please identify the court where such suit was filed.

9. Provide proof of ability to furnish liability insurance covering claims arising out of negligent acts, errors, and omissions in rendering or failing to render professional services. Limits of liability shall not be less than $5,000,000 each claim and not less than $10,000,000 in annual aggregate.

**PROPOSAL SELECTION CRITERIA**

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

- Firm’s recent and demonstrated experience in designing successful multi-disciplinary science, engineering, technology and mathematics facilities in a university setting, especially ones similar in size and nature to this project.
- Expertise, experience, and qualification of the design team proposed for the project.
- Expertise, experience, and qualifications of the consultants proposed for the project.
- Favorable responses from references.
- Fee proposal, estimated reimbursable expenses, and hourly rate schedules.
The University may elect to solicit additional information from certain firms and award a contract to the most responsible bidder providing the best value to UVM based on the selection criteria. The University reserves the right to reject any or all proposals.

BUILDING COMMITTEE

The membership of the Building Committee charged with reviewing the proposals will consist of representatives from:

- Dean’s Office – College of Arts & Sciences
- Dean’s Office – College of Engineering & Mathematical Sciences
- Provost Office
- VP Research Office
- Capital Planning and Management
- Campus Planning Services
- Facilities Design & Construction
- Physical Plant
- Risk Management

PROPOSAL TERMS

- Firms choosing to submit a proposal certify that they have reviewed the conditions of the non-negotiable AIA B102 and 201 Agreement documents, with language modified by the University, and that they will enter into this agreement with The University of Vermont if selected for this project. A copy of this agreement will be made available upon request at arch@uvm.edu.
- The University as an Instrumentality of the State of Vermont is governed by specific freedom of information laws. No aspect of the proposal(s) should be considered confidential. The University will not make the proposal(s) available for public review unless a request is presented in writing and the Office of the General Counsel determines the University is required to make the proposal(s) public under the freedom of information laws.

PROPOSAL DEADLINE

Fifteen (15) hard copies and one (1) electronic copy of your proposal are due by 2:00 PM, on Wednesday, July 24, 2013, at the following address. Proposals received after that time will not be considered.

The University of Vermont
Department of Facilities Design and Construction
Marsh Hall, Suite 10, 31 Spear Street
Burlington, VT 05405-0344
Attn: Paula Carlaccini, Director of Facilities Design & Construction
The University may elect to solicit additional information from certain firms. The University reserves the right to reject any and all proposals.

MANDATORY CAMPUS SITE VISIT AND INFORMATIONAL MEETING

The mandatory campus site visit and informational meeting will be held Thursday, June 27, 2013, at 2:00 PM. At least one representative from the design team will be required to attend. The meeting will convene at the Fleming Museum, Room 101. Please view the following website for directions and parking information. http://www.uvm.edu/~tpswww/.

QUESTIONS

Verbal questions will be answered at the campus site visit and informational meeting. All other questions should be addressed in writing no later than 2:00 PM, Wednesday, July 3, 2013, to arch@uvm.edu.

END OF REQUEST FOR PROPOSAL

Attachments: Fee Proposal Matrix
Architect-Engineer Checklist of Services