

REQUEST FOR QUALIFICATIONS – ARCHITECTURAL DESIGN SERVICES

Arkansas State University – Jonesboro, in accordance with the policies of the Board of Trustees, is soliciting response from qualified architects for the renovation of Wilson Hall.

Project Description

Arkansas State University has partnered with New York Institute of Technology to deliver a NYIT College of Osteopathic Medicine at the Jonesboro campus. Wilson Hall was selected for the host building due to the transfer of current occupants to the new Humanities and Social Sciences building, and for the ideal building size and campus location. Wilson Hall is an 86,188 gross square feet, 4-story concrete and masonry structure constructed in 1932, with major renovations and investments in the 1960's and within the last decade. The project will include major architectural renovations for specialty labs, with general renovations for classrooms, offices and other support spaces. It is anticipated all areas of the building, except the IT Store on the first level, will be utilized for the Osteopathic program. Appendix A presents the current floor plans and draft renovated program floor plans.

Current planned renovation project budget is \$5,000,000. NYIT budget scope specialty equipment & supplies, technology, program specific FFE is in excess of \$10 million.

Submission

The deadline for responses is 4:00 PM CDST on Friday, May 1, 2015. Respondents will provide (10) published copies and an electronic copy (PDF format, less than 10mb required file size) to:

David Handwork, P.E.
Director of Planning Design and Construction
Arkansas State University
2713 Pawnee Street
Jonesboro, AR 72401

Email: dhandwork@astate.edu
Phone: (870) 680-4691
Cell: (870) 897-2613

Professional Services Required

The project committee will be comprised of ASU-J and NYIT constituents. Architect will work with representatives of this team and Facilities Management Planning Design and Construction for principle responsibility of:

- Program development / refinement
- Schematic Design, Design Development, and Construction documents
- Critique of Construction Management (CM) Contractor budget submittals at Schematic Design, Design Development and 90% Construction documents
- All inclusive lab design services, including equipment lists and specifications
- All inclusive Low Voltage (IT, A/V, security) design services (with input from ASU-J and NYIT technical staff)
- All inclusive interior design services and non-lab FFE design services
- Production of bid documents for Construction Manager procurement
- Construction administration
- Commissioning services for labs, specialty equipment / systems, and low voltage systems
- Project close out
- Warranty administration and 1-year post occupancy inspection and review

NOTE: A Technology Integrator Professional will be selected separately from the Architectural Design Services Professionals. The Integrator professional will work direct with NYIT and concurrent with the Architect on coordinating the specialty education systems (i.e. simulation labs, etc.) in the design, construction and commissioning phases. This will be separate from the Low Voltage sub consultant services under the Architect scope.

Statement of Qualifications Format and Content

A selection committee comprised of ASU-J and NYIT constituents will review Statements of Qualification. To aide committee review of competing firms, the SoQ document should be structured in the following order and content:

1. Lead Firm Base Information
 - a. Name and address of firm
 - b. Primary contact telephone numbers and email addresses
 - c. Web page address, and any social media addresses
2. Brief History of Lead Firm
 - a. Size of firm (staff numbers)
 - b. Number of years in business
 - c. Organization chart of firm

3. Design Team Background
 - a. Architecture Team
 - i. Principle In Charge
 - ii. Director of Design for Osteopathic programs
 - iii. Project Manager
 - iv. Project Architect(s)
 - v. Lab Designer(s) (Gross Anatomy, OMM, ICC, etc.)
 - vi. Interior Designer
 - vii. Construction Administration Manager
 - viii. Other
 - b. Partnered Firm (non-design lead), if utilized
 - i. Partnered firm manager
 - c. Consultants
 - i. Structural Engineer
 - ii. Mechanical Engineer
 - iii. Electrical Engineer
 - iv. Low Voltage Consultant (IT, A/V, security infrastructure)
 - v. Other
 - d. Resumes of Team Members (Architecture Team, Partnered Firm, Consultants)
4. Representative Projects / Project Experience– List a minimum of five (5) projects completed by your firm that best represents a similar scope, budget, program and complexity. Projects can be renovations or new construction. For each project, include:
 - a. Name and Location
 - b. Owner Representative name and contact information
 - c. Project Description (include any unique aspects)
 - d. Photographs
 - e. Total Square Footage
 - i. New construction / additions
 - ii. Renovations
 - f. Project Schedule
 - i. List initial program or Conceptual Design Date
 - ii. List the Substantial Completion Date
 - g. Cost Effective Design
 - i. Initial Budget
 - ii. Bid Amount
 - iii. Final Construction Cost
 - iv. List any changes in scope if applicable
 - h. Cost per Square Foot
 - i. Construction only – excluding site cost
 - ii. Total cost, including FFE and all soft cost
5. Proof of Licensure or Eligibility
 - a. Architects: All firms will be licensed, or eligible for licensure, in the State of Arkansas. Eligible firms not currently licensed must send a

letter to the Arkansas State Board of Architects, Landscape Architects, Interior Designers (501-682-3171) stating their intent to respond to an RFQ issued by Arkansas State University. Please include project name, submittal date, and proof of valid NCARB certification in the letter. Consulting and joint venture firms are also required to be licensed by the Arkansas State Board. Notification to the State Board must be made PRIOR to responding to this solicitation, and A COPY OF EITHER A VALID ARKANSAS LICENSE OR THE QUALIFYING LETTER FOR ALL TEAM MEMBER FIRMS MUST BE INCLUDED WITH SUBMITTALS. The final selected firm will have 30 days to make application for corporate licensure after they are awarded the contract.

6. Proof of current professional liability insurance coverage (\$1,000,000 minimum required).
7. Disclosure Forms (See Appendix B)

Selection Criteria and Process

The selection committee will review Statement of Qualifications documents and grade upon the following point criteria. The (3) highest scored firms will be notified for interview by noon Tuesday May 5, 2015. Unsuccessful firms will be notified same day via email and/or phone call. Interviews for firms will occur on Wednesday and Thursday May 13 & 14, 2015 (times TBD). Interview format will be communicated prior to interview date.

RFP RANKING CRITERIA	WEIGHT
1. Prior and quantity similar experience for developing a new Osteopathic medical programs	20 pts
2. Demonstration of similar projects of aggressive schedule	20 pts
3. Staff resources, experience, and team qualifications	20 pts
4. Demonstration of project cost containment	20 pts
5. Demonstration of leading a project from remote location	20 pts
6. Demonstration of good design in renovated spaces	15 pts
7. Other factors – Use of technology, understanding of new teaching methods, etc.	10 pts
TOTAL	125 pts

Project Special Requirements and Schedule

The project scope of renovation of Wilson Hall will have an aggressive schedule. Pursuant to Arkansas Code §19-4-1415, ASU-J will utilize construction procurement delivery method of construction manager (CM) with agreed guaranteed maximum price. The use of a CM will afford constructability input, pricing, and scheduling of advance work scope at all design stages. The design team should be advised the following project schedule is reflective of imperative milestone dates, the most important being the May 15, 2016 substantial completion.

- April 20-22, 2015 - List advertisement Request for Qualifications for Design Professionals
- April 22, 2015 - List advertisement Request for Qualification for Construction Manager
- April 27, 2016 – List advertisement Request for Qualifications for AV Integrator
- May 1, 2015 - Design Professional RFQ submittal due
- May 1, 2015 - Construction Manager RFQ submittal due
- May 8, 2015 – AV Integrator RFQ submittal due
- May 11-15, 2015 - Interviews and selection of Design Professionals, Issue Pre-design Services PO
- May 11-15, 2015 - Interviews and selection of Construction Manager, Issue Pre-Construction Services PO
- May 11-15, 2015 – Interviews and Selection of IV Integrator, Issue Pre-Integrator PO
- **May 21 & 22, 2015 - Design Charrette**
- June 9, 2015 - Post Schematic Design / Early Design Development budget delivered to NYIT/ASU
- **June 10, 2015 - Method of Finance and Professional Services Contracts submitted for July Arkansas Legislative Review**
- June 10, 2015 - Long lead items specified for ASU procurement to be contractor installed at later date
- June 24, 2015 - Design Development Documents complete, review meeting
- July 1, 2015 - Arkansas Legislative Review, Deadline for Wilson Hall occupant vacancy
- July 6-24, 2015 - Asbestos Floor Tile Abatement
- July 22, 2015 - 90% Construction Documents Review, Early Demolition / Infrastructure Bid Package Due
- **August 5, 2015 - 100% Construction Documents, Demolition Bid Opening**
- August 17, 2015 - Contractor mobilization, begin demolition scope
- **September 2, 2015 - Construction GMP Submitted**
- September 21, 2015 - Demolition complete, Construction Scope begins (9) months to 100% substantial completion
- Progress meetings will occur weekly, onsite when possible with video conferencing to NYIT staff

- **May 1, 2016** - Critical areas / offices substantially complete, begin commissioning of systems / labs
- May 15, 2015 - Begin partial occupancy with critical staff / programs
- June 1, 2016 - Project substantially complete, building ready for full occupancy
- June 15, 2016 - Post occupancy review and punch list, staff training
- July 1, 2016 - Complete final punch list. Begin project close-out process
- August 2016 – First class, NYIT Osteopathic School of Medicine at Arkansas State University

Other unique project requirement is the location of Wilson Hall in the heart of the central campus core, with no direct adjacencies of streets or parking lots. It is imperative the design team assist the owner and construction manager with logistical planning of means and methods during demolition and construction phases.

Campus and Building Tour Availability – Pre and Post RFQ Submission

Tours of the Wilson Hall building will be available on a limited, first scheduled basis. To schedule tours, contact David Handwork at phone numbers listed on page 1, or Janis Cook at (870) 680-4730. Spring 2015 semester classes will be in session with finals pending. Therefore, dead-day and weekend hours are the only available time for tours. Each firm will be allotted no more than (2) hours of building touring time.

Friday April 24 – 3:00 – 5:00 PM

Saturday April 25 – 9:00 AM-11:00 AM; 2:00- 4:00 PM

Sunday April 26 – 2:00 – 4:00 PM

Tuesday April 28 (Dead Day) – 7:00 AM – 9:00 AM; 9:30 AM – 11:30 PM; 1:30 PM – 3:30 PM; 4:00 PM – 6:00 PM

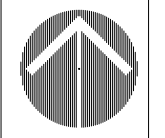
End of RFQ Body



APPENDIX A

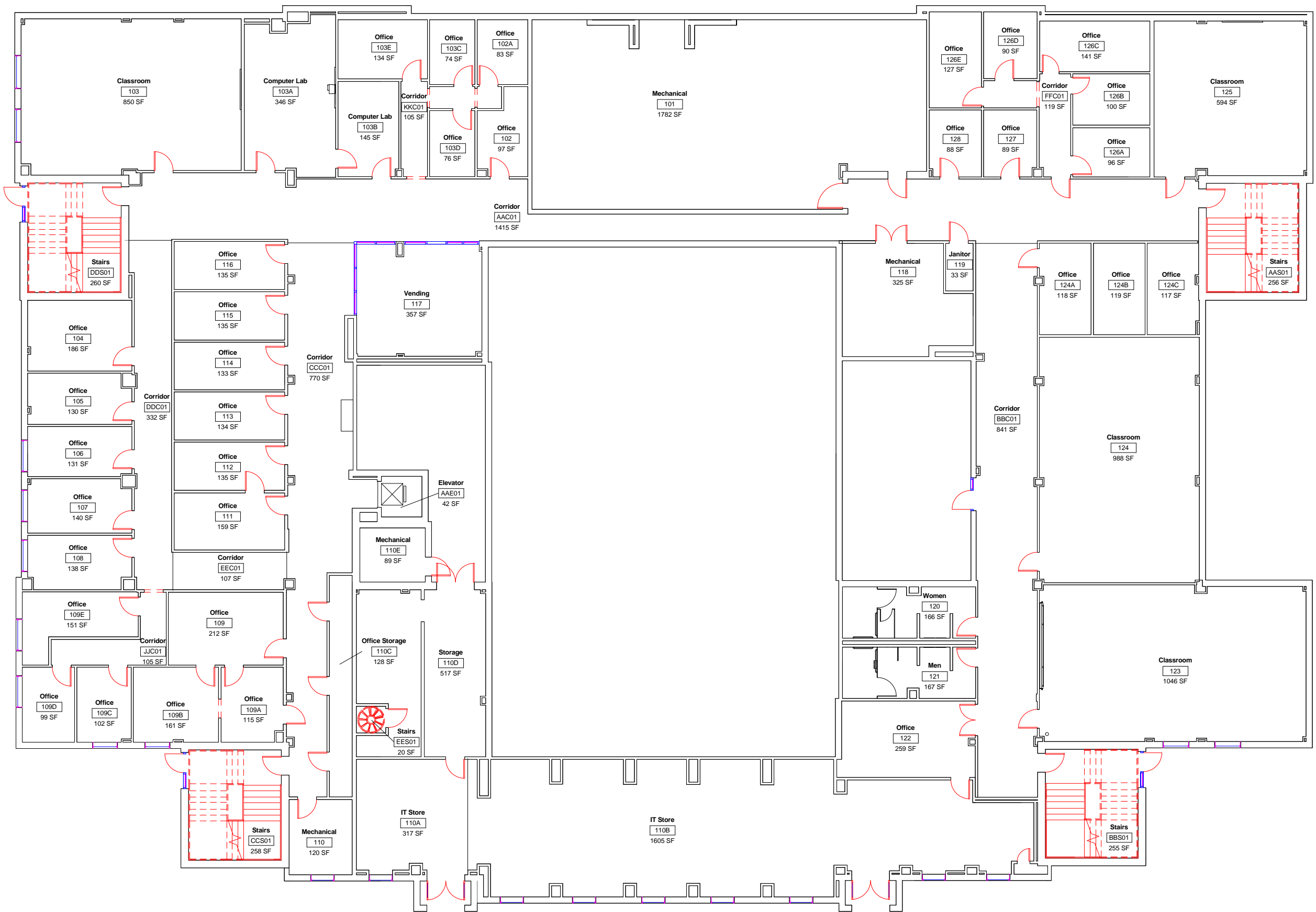
FLOOR PLANS OF EXISTING AND PROPOSED PROGRAM





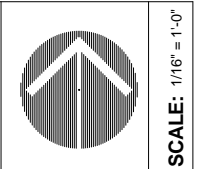
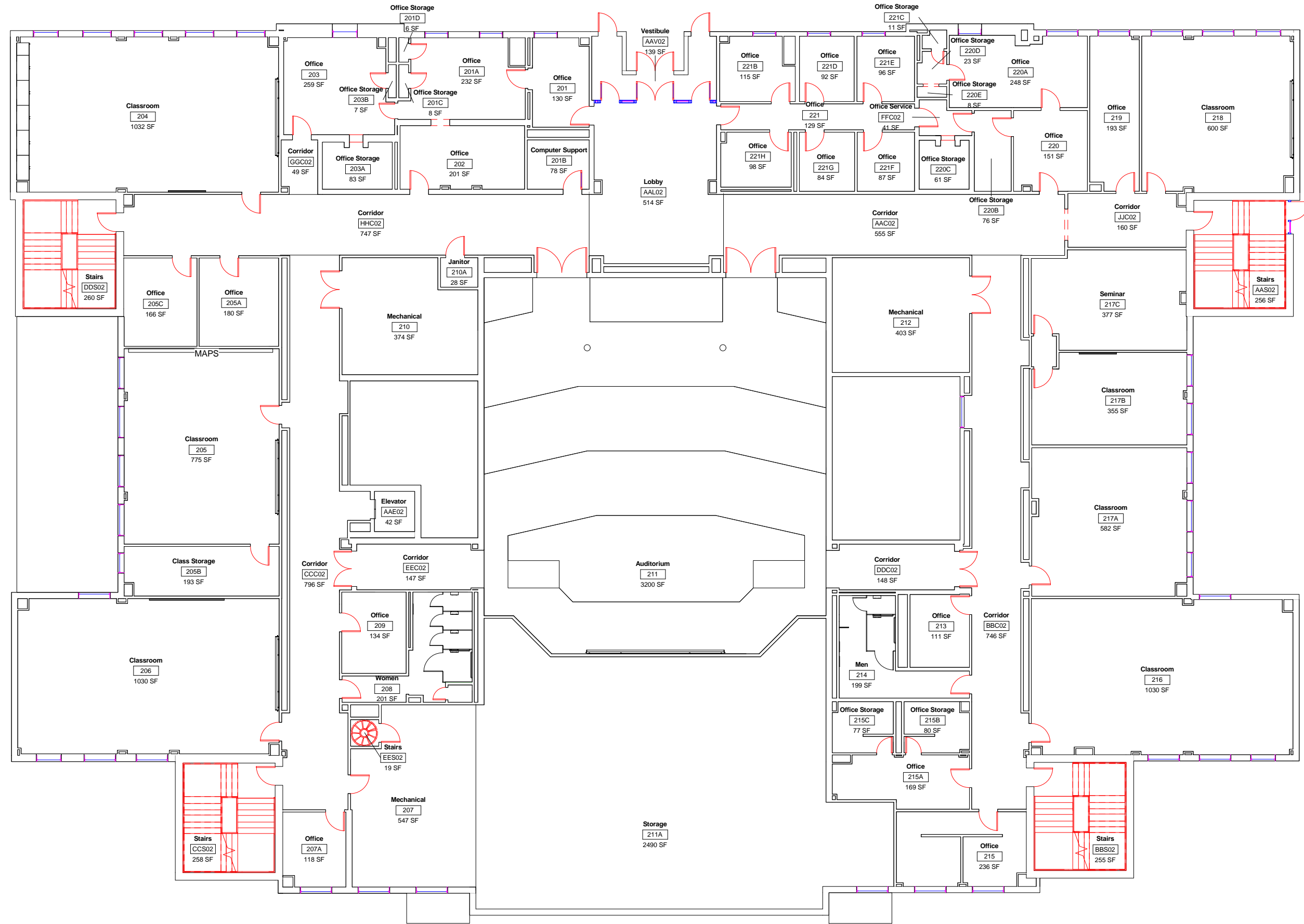
SCALE: 1/16" = 1'-0"

DWN	DATE
JRC <td>4/22/2014 </td>	4/22/2014
REV. <td>DATE</td>	DATE



Wilson Hall
Level 1 Floor Plan





DWN	DATE
JRC	4/22/2014
REV.	DATE

Wilson Hall Level 2 Floor Plan



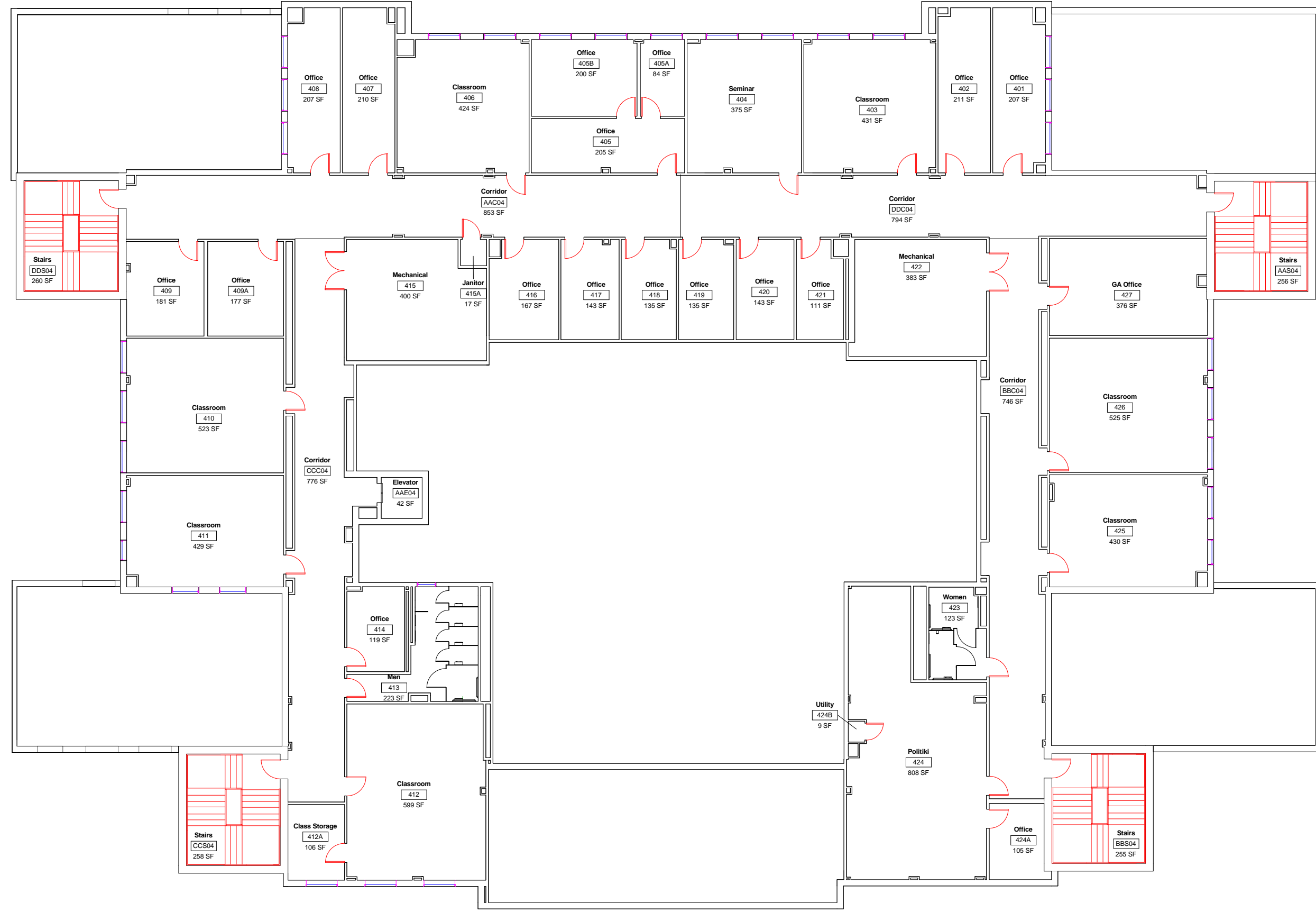


SCALE: 1/16" = 1'-0"

DWN	DATE
JRC	4/22/2014
REV.	DATE

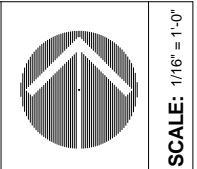
Wilson Hall
Level 3 Floor Plan



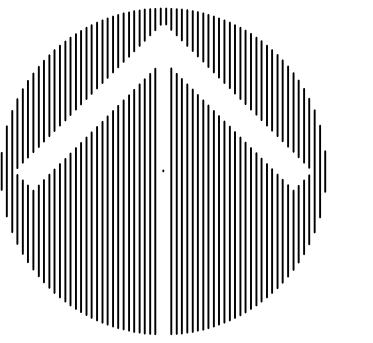


DWN	DATE	4/22/2014
	JRC	DATE
REV.	DATE	

Wilson Hall
Level 4 Floor Plan



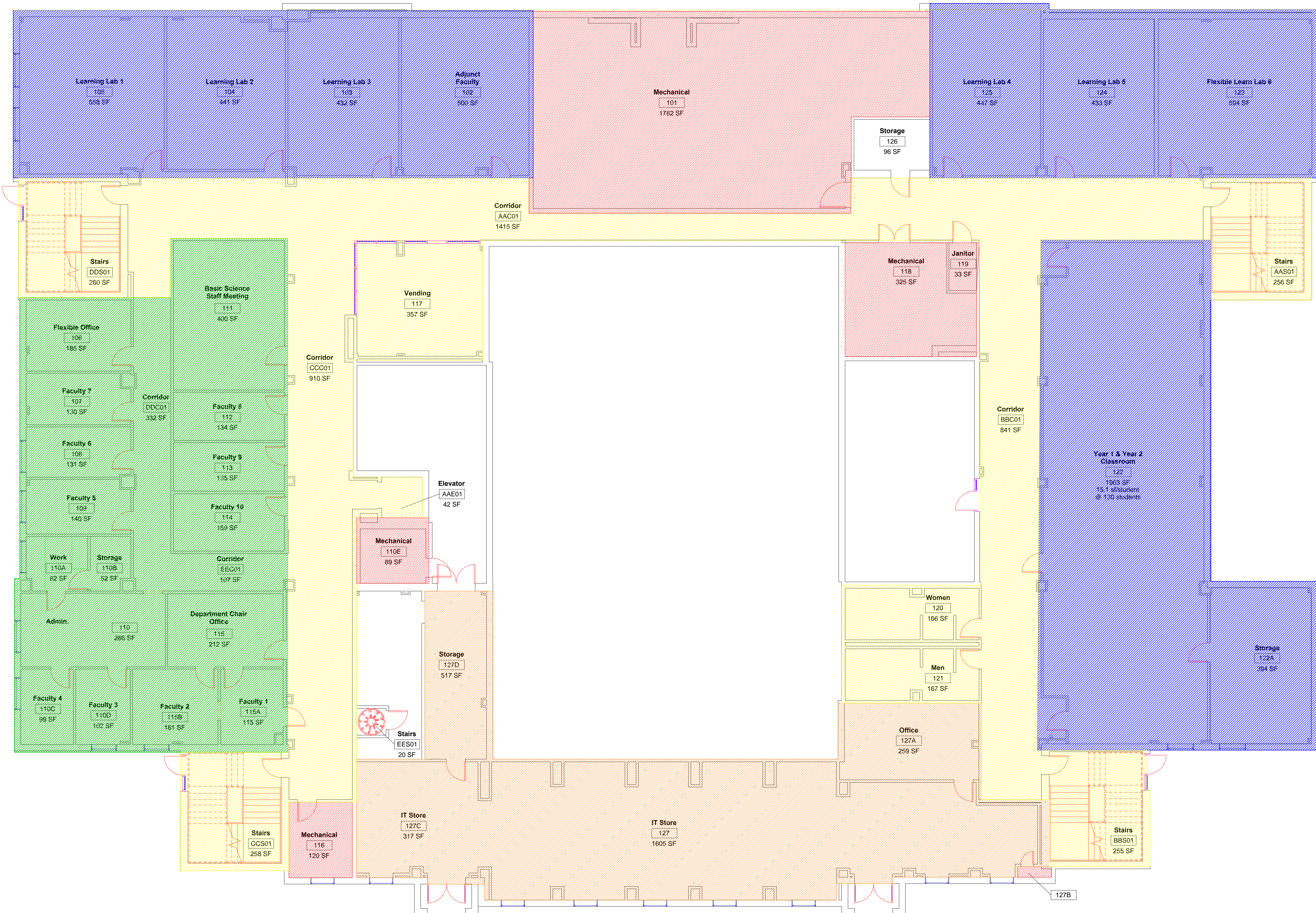
NYIT College of Osteopathic Medicine First Floor



SCALE: 1/8"=1'

Legend

- First Year
- Basic Science Suite
- Mechanical Space
- IT Store
- Common Space

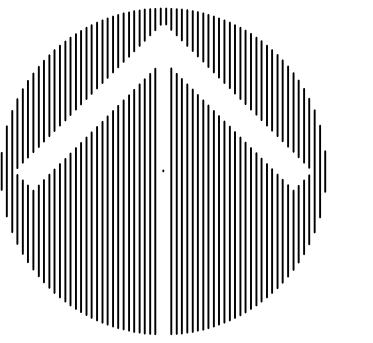


DWN.	DATE	PAC	REV.	DATE
	3-16-15			

**NYIT COLLEGE OF OSTEOPATHIC
MEDICINE at A-State**



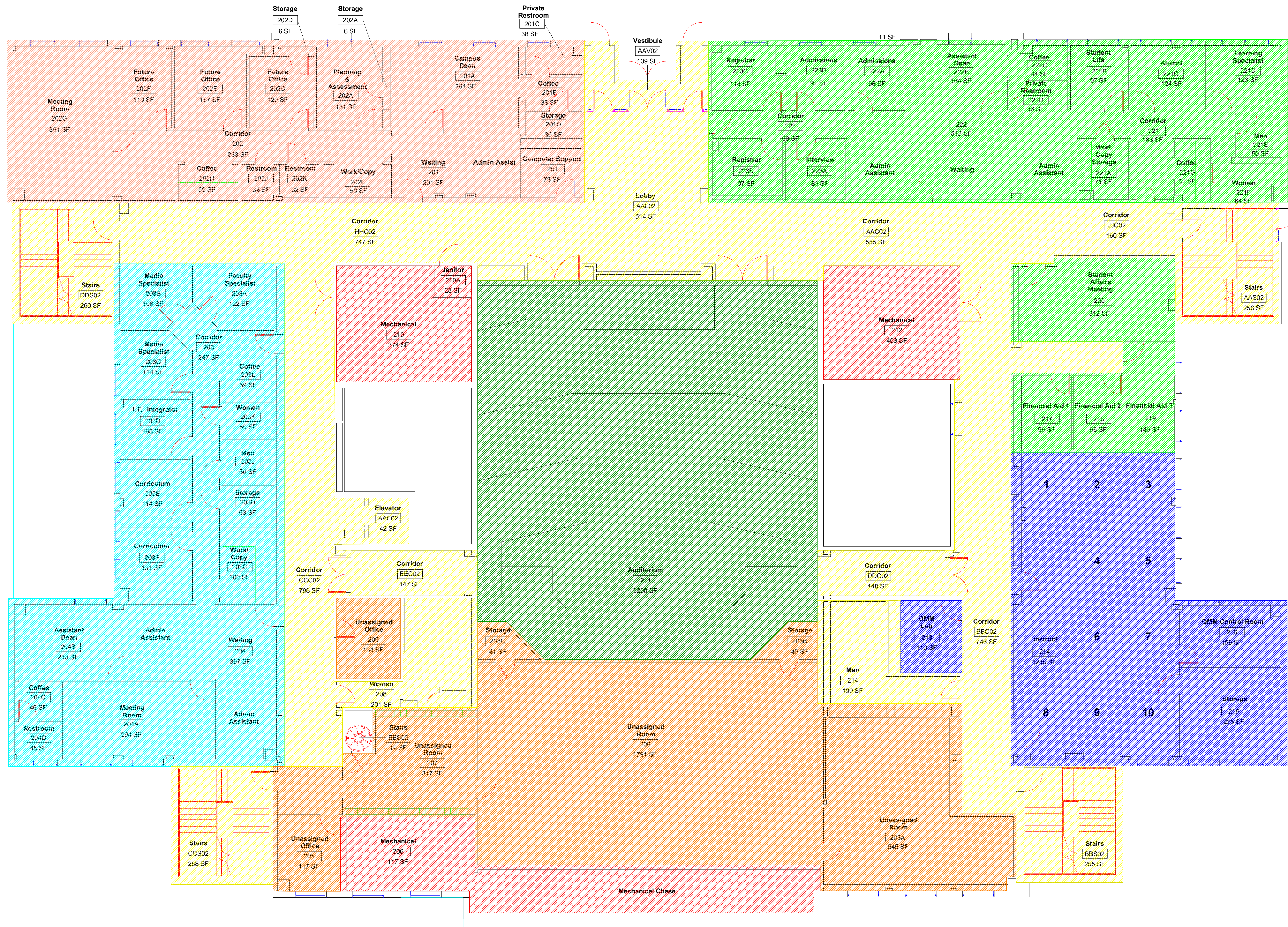
NYIT College of Osteopathic Medicine Second Floor



SCALE: 1/8"=1'

Legend

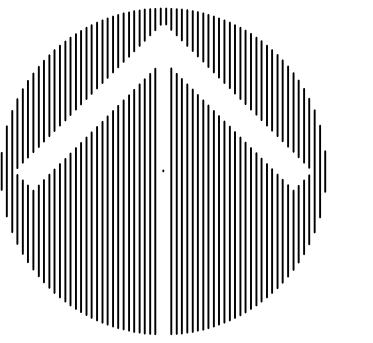
- Campus Dean
- Student Administration
- OMM Lab
- Unassigned Space
- Academic Affairs
- Auditorium
- Mechanical Space
- Common Space



**NYIT COLLEGE OF OSTEOPATHIC
MEDICINE at A-State**



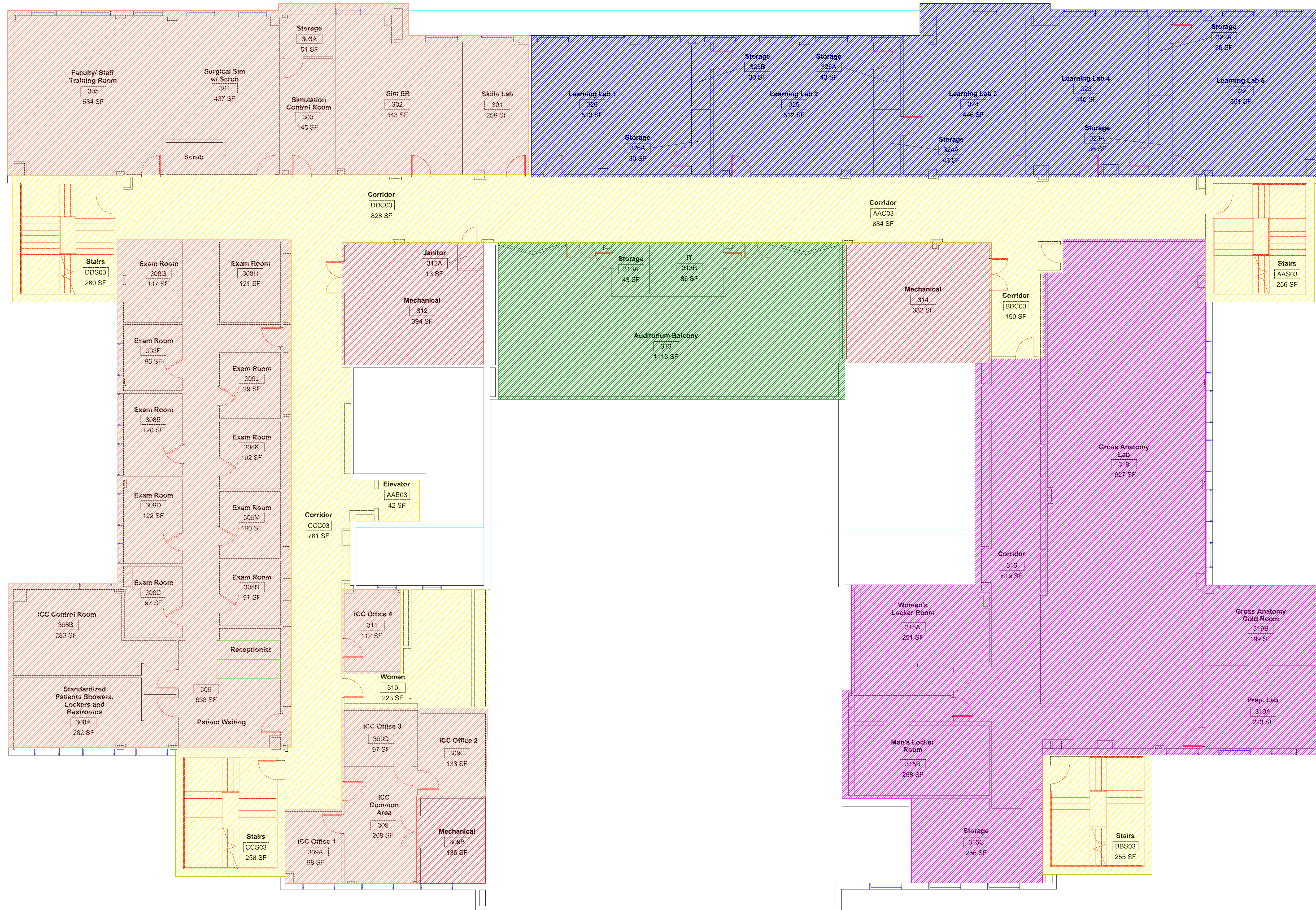
NYIT College of Osteopathic Medicine Third Floor



SCALE: 1/8"=1'

Legend

- ICC Lab
- Second Year
- Auditorium
- Gross Anatomy
- Mechanical Space
- Common Space

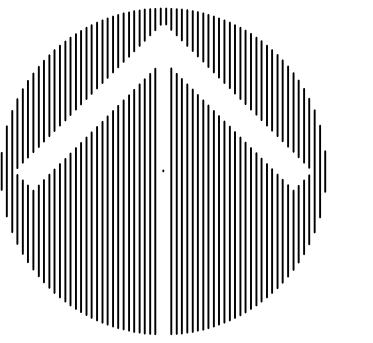


DATE	3-16-15
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DATE	

**NYIT COLLEGE OF OSTEOPATHIC
MEDICINE at A-State**



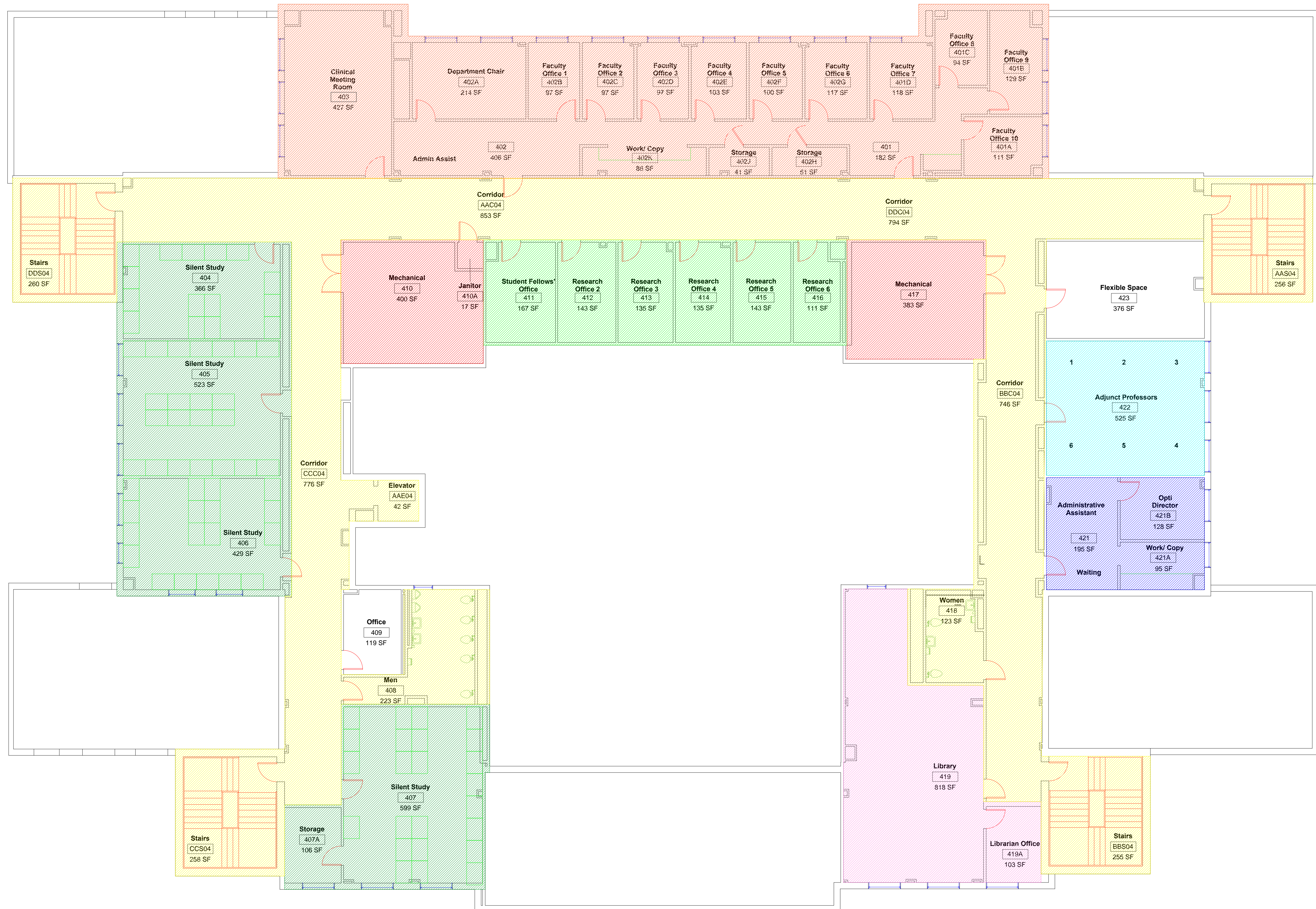
NYIT College of Osteopathic Medicine Fourth Floor



SCALE: 1/8"=1'

Legend

- Clinical Department
- Clinical Adjuncts
- Opti Department
- Reference
- Silent Study
- Research
- Mechanical Space
- Common Space



DWN.	DATE	3-16-15	REV.	DATE
PAC				

**NYIT COLLEGE OF OSTEOPATHIC
MEDICINE at A-State**



4 OF 4

DRAWING NO:



APPENDIX B

ARKANSAS DISCLOSURE FORMS

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR: _____ SUBCONTRACTOR NAME: _____
 Yes No

TAXPAYER ID NAME: _____ IS THIS FOR: Goods? Services? Both?

YOUR LAST NAME: _____ FIRST NAME: _____ M.I.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ COUNTRY: _____

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/ commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and how are they related to you? <small>[i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]</small>	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>					
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>					
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>					
State Employee	<input type="checkbox"/>	<input type="checkbox"/>					

None of the above applies

FOR A VENDOR (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>						
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>						
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>						
State Employee	<input type="checkbox"/>	<input type="checkbox"/>						

None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature _____ Title _____ Date _____

Vendor Contact Person _____ Title _____ Phone No. _____

Agency use only

Agency _____ Agency _____ Agency _____ Contact _____ Contract
Number _____ Name _____ Contact Person _____ Phone No. _____ or Grant No. _____