

# **The University of Connecticut**

## **REQUEST FOR QUALIFICATIONS:**

### **FINE ARTS PHASE II – RENOVATIONS AND IMPROVEMENTS PROJECT NUMBER 901667**

#### **Issue date:**

**September 30, 2011**

#### **Qualification Submission Due Date:**

**October 26, 2011**

The purpose of this RFQ is to solicit qualifications from Architectural/Engineering Teams to design and prepare construction documents for the development of **“Fine Arts Phase II – Renovations and Improvements”** project. The proposed project will develop a multi-year/multi-phase Master Plan Scope of Work that will renovate and make improvements to the School of Fine Arts facilities located on the main campus at the University of Connecticut.

To find out more about this exciting project and the requirements for submission, please visit our website; [http://www.cpcu.uconn.edu/profserv/profserv\\_currentops.html](http://www.cpcu.uconn.edu/profserv/profserv_currentops.html);



**The University of Connecticut**

**REQUESTS STATEMENT OF QUALIFICATIONS FOR:**

**FINE ARTS PHASE II – RENOVATIONS AND IMPROVEMENTS  
PROJECT NUMBER 901667**

**Issue date:**

**September 30, 2011**

**Qualification Submission Due Date:**

**October 26, 2011**

**Issued By: Ms. Colleen Schuh  
Capital Project and Contract Administration  
3 North Hill Side Road Unit 3047  
Storrs, CT 06269-3047**

## TABLE OF CONTENTS

<b>SECTION I</b>	<b>Purpose</b> <b>Background</b> <b>Overall Scope of Work</b> <b>Detailed Scope of Work</b> <b>Schedule</b>
<b>SECTION II</b>	<b>Proposal Process – Quality-Based Selection [QBS]</b> <b>Part One - Qualifications / Experience</b> <b>Proposal Content</b> <b>Part Two – Define Scope / Provide Fee Matrix / Interview</b>
<b>SECTION III</b>	<b>Evaluation Process</b> <b>Additional Information</b>
<b>SECTION IV</b>	<b>Receipt of SOQs</b> <b>Requests for clarification by the University</b> <b>Submission Format/Receipt of SOQs</b> <b>Informal Communications</b> <b>Formal Communications</b> <b>Estimated Timetable</b> <b>Definition of Terms</b> <b>Request for Information Form</b>
<b>SECTION V</b>	<b>Contract</b>

### **Attachments:**

- a. Professional Services Contract; 20 pages**
- b. School of Fine Arts Master Plan 2009 - [www.masterplan.uconn.edu/storrs](http://www.masterplan.uconn.edu/storrs)**
- c. Exterior Condition Assessment of the Fine Arts Building dated June 28, 2011**

## SECTION I

### **Purpose**

The purpose of this RFQ is to solicit experienced Architectural/Engineering team to assist the University in developing a multi-year/ multi-phase Master Plan Scope of Work that will renovate and make improvements to the School of Fine Arts facilities located on the main campus at the University of Connecticut.

### **Background**

The School of Fine Arts of the University of Connecticut (<http://www.sfa.uconn.edu/index.html>) offers undergraduate and graduate degree programs in three program areas: Art and Art History, Dramatic Arts, and Music. Enrollment in fall 2009, school-wide, totals 535 undergraduate degree-program students, 82 masters' degree students, and 39 doctoral degree students. Performances and exhibitions that serve the University community and the State of Connecticut are central to the mission of the School of Fine Arts, and events held at von der Mehden Recital Hall, the Connecticut Repertory Theater (CRT), the Jorgenson Center for the Performing Arts, the William Benton Museum of Art, and the Contemporary Art Galleries (CAG) – all part of the SFA -- benefit hundreds of thousands of people per year.

Facilities for the School of Fine Arts are located (for the most part) in the southern area of the UConn Storrs Campus, near the area of Storrs Road (CT Route 195) and Mansfield Road intersection and adjacent to the Storrs Center retail and residential development (<http://www.storrscenter.com>); the School of Fine Arts will, therefore, be the gateway to the UConn campus from the new town center. However, a variety of SFA functions are located elsewhere on the core campus and at the “Depot Campus”, the former Mansfield Training School campus about 3 miles away.

A previously prepared 2009 Fine Arts Master Plan (<http://masterplan.uconn.edu/storrs.html>) provides detailed, program and building assessment information to the selected design team. An essential purpose of the 2009 Fine Arts Master Plan was to centralize, modernize and expand the School of Fine Arts. Both scenario's of the master plan utilized the construction of a new art/music/drama core building to create swing space to vacate major portions of the original buildings for their renovation. This project deviates from the 2009 Fine Arts Master Plan, for after considerable review of the assessment recommendations it has been determined that renovation and improvements to the existing buildings should take priority.

Scenario 1 of the 2009 Fine Arts Master Plan outlines a series of renovations and improvements to various buildings including Music Building (D), von der Mehden Recital Hall (E), Drama Wing (H), Art/Art History Building (J), Nafe Katter Theater (K), and Depot Campus (M). The construction cost to implement the recommended improvements to the above listed areas exceeds the present budget allocation. The 2009 Fine Arts Master Plan cost summary figures also did not anticipate fully occupied facilities for which this project may experience.

A collaborative effort to assess the vital needs of the School of Fine Arts program, space requirements and facility condition needs must be undertaken to formulate a project scope of work which can be implemented over the next few years within the Board of Trustees approved funding allocation. The Architectural/engineering team will need to use their expertise in Fine Arts facility programming, building condition assessment, master planning, construction cost estimating, sequencing/phasing of construction activities, communication and negotiation skills in order to develop a multi-year/ multi-phase Scope of Work Master Plan for this project.

A previously prepared exterior condition assessment of the Fine Arts Building dated June 28, 2011 is included within this RFQ as an attachment. This report is for your information only and is NOT meant to indicate a level of building assessment that this RFQ is requesting as part of the Master Plan Scope of Work document.

### **Overall Scope of Work**

The product of this scope of work will be a multi-year/ multi-phase Master Plan Scope of Work that will renovate and make improvements to the School of Fine Arts facilities at the University of Connecticut within a \$16,000,000.00 construction budget limit. Upon completion and University approval of the Master Plan Scope of Work the development of contract documents (plans and specifications) that are in sufficient detail to allow construction via a “CM at Risk” delivery method. Included in the RFP is the “Standard University Architectural Design Contract” which defines all expected deliverables and services.

- Total Approved Project Cost - \$21,600,000 (includes all fees and soft costs)
- Estimated Budgeted Construction Cost - \$16,000,000

### **Detailed Scope of Work**

1. Buildings assessment review of 2009 School of Fine Arts Facilities Master Plan, field inspections of the facilities and meetings with University personnel. Budget review and analysis of proposed work.
2. Develop a multi-year/ multi-phase Programming and Master Plan Scope of Work document that comprehensively present the renovation and improvement plan for the Fine Arts complex.
3. Details of the specific design project requirements are described in the University Design Contract. The architect’s proposal shall contain any and all qualifications to the standard contract.
4. Basic Services - The following services will be a part of the architect’s contract:
  - Architectural Design
  - Civil Engineering (including underground utilities)
  - Structural Engineering
  - Mechanical, Electrical, Fire Protection and Plumbing Engineering
  - IT infrastructure
  - Code Compliance/Plan Review
  - Construction Administration
  - Specialty Lighting
  - Specialty Acoustics
  - Audio Visual
  - Professional Renderings (note – the architect’s basic services include all presentations that are normally used to obtain university approval of design concept)
  - Environmental and other regulatory permitting
  - LEED compliance documentation (minimum LEED for Existing Buildings: Operations and Maintenance LEED Silver required) and associated LEED certification process
  - CT High Performance Building Regulations (16a-38k-1 et seq.) Renovation affecting building envelope and building system’s (M&E efficiency)
  - The proposer can recommend supplemental work tasks that would aid the University in solving the specific needs.

- A. Programming / Master Plan:** Lead a collaborative effort with the School of Fine Arts Facilities Assessment Committee and other University and facility operation stakeholders to assess the vital needs of the School of Fine Arts program, space requirements and facility condition needs to formulate a project scope of work which can be implemented over the next few years (FY12 - FY15) within the Board of Trustees approved funding allocation. The architectural/engineering team will need to use their expertise in Fine Arts facility programming, building condition assessment, master planning, construction cost estimating, sequencing/phasing of construction activities, communication and negotiation skills in order to develop a multi-year/ multi-phase Scope of Work Master Plan for this project. Budgeted funding identified will be taken into consideration when phasing the plan.
- B. Design:** Upon acceptance by the University of the Master Plan and its Phasing, the selected firm will prepare plans and specifications suitable for renovation and construction of the first phase. The design will proceed based on the program information in the School of Fine Arts Master Plan Scope of Work document (item A above), revised as required by the university to meet the project budget. The plans and specifications will be suitable for bidding and construction through a CM at risk delivery method. The design shall include all required site work, utilities, architectural and engineering work. The work includes coordinating and obtaining necessary project approvals. The design is to be completed in three phases, schematics, design development and construction documents. LEED Silver compliance documentation for Existing Buildings: Operations and maintenance and CT High Performance Regulations shall be met. An estimate of probable construction costs is to be included at the end of each design phase.
- C. Bidding Phases:** The successful design firm will be required to prepare the plans and specifications suitable to execute the first phase only of the master plan. The design firm will be required to attend the trade package bid openings and perform scope reviews with the CM on each trade package bid submitted. The successful firm will have to respond to all requests for information from the CM and their bidders (within 5 calendar days), prepare addenda as required, review bids and make recommendations for awards.
- D. Construction Administration:** Unless otherwise directed, the team will be responsible for on-site construction administration. They will be responsible for review and approval of all construction submittals from potentially multiple sub-trades to multiple phase GMP amendment awards, attending weekly construction meetings, responding to Requests for Information, Addenda to the drawings and final punch list inspections.
- E. Post Construction:** Coordinate LEED Silver certification process, including post-construction systems and quality reviews. The successful firm will be responsible to submit final as-builts to the University within 3 months of project completion. The as-builts will be in hard copy and dwg files submitted on electronic disks.
- F. Miscellaneous Consulting Services:** Provide consulting services related to findings of the planning phase and construction phase of this project.

## **Schedule**

The Design Team will be required to meet the following schedule in providing these services.

Programming / Master Plan	90 calendar days from notice to proceed
Schematic Design	90 calendar days from notice to proceed
Design Development	90 calendar days from notice to proceed
Complete procurement documentation, including required building official approvals	180 calendar days from approval of DD Submittal

## **Project Team Staffing Changes**

If after technical proposals are submitted to the University there are staffing changes to the proposed project team, the firm must notify the University immediately and submit resumés of replacements. **Lack of notification could be grounds for disqualification**

## **SECTION II**

### **Proposal Process**

This Quality Based Selection (QBS) will be a two part process. The *first part* will be the receipt & evaluation of all Technical (Qualifications & Experience) Proposals with the intent of developing a short list of the most qualified firms that possess the type of experience required in this document. The *second part* (if elected) will be the receipt & evaluation of fee proposals and interviews. Note - The University may choose to interview firms as part of the selection process, however, the proposer should not assume that this will be done. The technical proposal shall be “stand alone” document and may be the sole basis of selection. The University reserves the right to award the project based on the qualifications submitted and in the best intent to service the needs of the University. Interested firms are required to submit proposals in the following format:

### **Qualification/Experience**

The University of Connecticut advises proposers to reflect upon the following prior to submitting their proposal:

- The University is a signatory to the American College and University Presidents’ Climate Commitment and as such recommends that proposers demonstrate a similar commitment by eliminating redundancy, non-recyclable dividers, and irrelevant or excessive printed materials in their submission.
- Read and review the Scope of Work (SOW) carefully. Respond clearly and fully to evaluative criteria listed. Scoring is based upon this criteria – be clear about how work that is presented is relevant to this SOW.
- Organize the SOW in a manner that assists the reader in their evaluation process as most are very busy people.
- Provide information that is complete and transparent. If a proposed team member worked on a relevant project while at another firm, acknowledge it.
- Please note that all proposals shall be submitted utilizing the SF330 form. In addition, *Section G, Key Personnel Participation in Example Projects*, provides evaluators with a clear, visual presentation of the experience of the firms and the individuals proposed for the consultant team. Applicants shall use GSA form SF-330 available at <http://www.gsa.gov>. The technical proposal shall address the following:

## **Proposal Content:**

**Letter of Transmittal** – Include brief statement of firm’s technical qualifications to complete this project.

**Qualifications of Design Team** – Describe the overall qualifications of the architectural firm (and any subconsultants) including background in this field, the services that it provides and its specific experience in the last 8 years in the design of studio arts, music or dramatic arts projects with an emphasis on renovation and improvement efforts.

**Qualifications and Responsibilities of Key Personnel** – Describe the professional qualifications and responsibilities of the key project team personnel who will be assigned to the project including their experience on similar assignments and their specific responsibilities on the proposed project. The proposal shall indicate all sub consultants that the Architect will deem necessary to complete the purposes of this project. Resumes of key sub consultants shall also be included in this section of the proposal. Utilize Federal Forms 330 to provide documentation on team experience for applicable relevant programs. Detail in support of the organizational chart who will be the lead firm responsible for the contract and all communication and schedule in support of it. If a joint venture is proposed, provide the joint venture agreement between the parties outlining the percentage of responsibilities and the organizational structure associated with the joint venture established for this project.

**Project Approach** – Prepare a narrative which clearly demonstrates the firms’ understanding of the specific needs of the University and which concisely present a technical approach to completing the proposed scope of work.

**Cost Control and Budgeting** – Provide detailed examples of total project cost budget development and include examples of construction document estimates and actual bid results for three recent projects. Explain cost control procedures the firm employs on projects to assist clients in the decision making process. Provide three examples of change order ratios on projects similar to the enclosed scope.

**Site proximity 100 miles** – From the *Applicants office for which the majority of the design services will be primarily performed*, provide driving distance via internet mapping from the office address with the majority of design services being self performed to the project address of 3 North Hillside Road, Storrs, CT. 06269-6047

**Experience with State of Connecticut Building Codes** - Provide detail examples of experience and extensive knowledge of the State of Connecticut Building Codes and any and all proposed team members that maintain a Connecticut Building Official’s License.

**References** - Present five (5) references for which the firm has performed within the past 8 years. Include the name, title, address and telephone number of each reference and description of duties. The technical proposal shall also include the firm names for all sub-consultants proposed for this project. Individual resumes need not be provided but firm experience with the prime consultant and with successful projects should be highlighted.



## SECTION III - EVALUATION PROCESS

### Evaluation Process:

The award of an agreement to the successful proposer will be based upon a comprehensive review. All proposals will be evaluated by a committee which will use the specific evaluation criteria listed below with the University reserving the right to base award on proposal presentation and subsequent interviews. The University also reserves the right to reject any or all proposals, in whole or in part, to award any item, group of items, or the total proposal, to waive any informality or technical defects, or otherwise proceed under Connecticut General Statutes Sections 10a-109a through 10a-109y in accordance with University procedures and guidelines if it is deemed to be in the best interests of the University.

The following areas will be evaluated using information submitted in response to the RFP. Specific examples will help with evaluation. The University is particularly interested in those firms that have experience working in a university environment with a major focus on current experience with recently completed fine arts facilities. Therefore, please address the following items:

1. **Qualifications of Architectural Firm** - Previous experience with recent comparable projects (renovation and improvement) fine arts projects and on those comparable projects demonstrate:
  - a. Music, Dramatic Arts and Fine Arts excellent architectural design and renovation experience programs on university campuses;
  - b. Ability to meet the Owner's program, scope, budget and schedule;
  - c. Understanding and application of principles of "outcome/evidence based design";
  - d. Design solutions that reflect best practices in terms of "sustainable" design with LEED.
  
2. **Qualifications and Responsibilities of Key Personnel and Sub-Consultants** –
  - a. Personnel/staffing plan that provides individuals that have experience as described in no. 1 above.
  - b. Previous experience with comparable projects by the prospective firm's proposed consultants as described in no. 1 above.
  - c. Firms previous experience (number of projects, size of projects) when working with its' proposed consultants and performance on those projects (design, costs control, schedule management).
  - d. Experience in LEED design for Existing Buildings: Operations and Maintenance and CT High Performance Building Regulations by the prospective firm and their proposed consultants
  
3. **Management, Cost Control and Budgeting** - Relevant to the similar project experience presented; did the firm provide detailed examples of budget development and include examples estimates and GMP results for three recent projects.
  - a. Success in managing costs and delivering projects on budget.
  - b. Success in managing schedules and delivering architectural services on schedule.
  - c. Three examples of change order ratios and schedule tracking.
  - d. Firm's process in providing timely and responsive Construction Administration services for this project.
  
4. **Quality of Project Approach and work plan** – Prepare a narrative which clearly demonstrates the firms' understanding of the specific development needs of the University, delineates a collaborative design process and presents a concise technical approach to completing the proposed scope of work.

5. **Site proximity 100 miles** – From the *Applicants office for which the majority of the design services will be primarily performed*, provide driving distance via internet mapping from the office address with the majority of design services being self performed to the project address of 3 North Hillside Road, Storrs, CT. 06269-6047
6. **Experience with State of Connecticut Building Codes** -
  - a. Teams extensive knowledge of the State of Connecticut Building Codes
  - b. Any proposed team members that maintain a Connecticut Building Official's License.

### **Additional Information**

The proposer is encouraged to view the following information.

- d. Standard University Design Contract
- e. School of Fine Arts Master Plan 2009 - [www.masterplan.uconn.edu/storrs](http://www.masterplan.uconn.edu/storrs)
- f. Exterior Condition Assessment of the Fine Arts Building dated June 28, 2011

## **SECTION IV- RECEIPT OF SOQ's AND ESTIMATED TIMETABLE**

### **1. Communication:**

All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained in this RFQ must be made to:

**Colleen Schuh, Associate Director**  
**Capital Project and Contract Administration**  
**3 North Hillside Road Unit 6047**  
**Storrs, CT 06269-3047**  
Fax: (860) 486-1953

All requests for clarification must be in writing and received no later than 2:00pm; October 7, 2011 and submitted on the request for information form attached. Subsequently, the University's response to any request for clarification will be posted on the University Office of Capital Projects and Contract Administration website: [http://www.cpcu.uconn.edu/profserv/profserv\\_currentops.html](http://www.cpcu.uconn.edu/profserv/profserv_currentops.html); as well as the DAS website; [http://www.das.state.ct.us/Purchase/Portal/Portal\\_Home.asp](http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp).

**It is the responsibility of the interested firm's submitting to obtain any and all clarifications posted to the specified websites. Under no circumstances may any applicant or its representative contact any employee or representative of the University of Connecticut regarding the RFQ prior to the closing date, other than as provided in this section. Any violation of this condition will result in the applicant being considered noncompliant and deemed disqualified. Strict adherence to this procedure is required.**

### **A. Informal Communications:**

From the date of receipt of this RFQ by each applicant, until a binding contractual agreement exists with the selected Firm or Firms and all other applicants have been notified or when the University rejects all SOQs, **informal communications regarding this procurement shall cease.** Informal communications shall include, but are not limited to:

1. Requests from the applicants written or verbal to any department(s) at the University or Health Center other than the University's Department of Capital Project's and Contract Administration, for information, comments, speculation, etc; and
2. Requests from any department at the University or Health Center, or any employee of the University or Health Center for information, comments, speculations, etc.

**B. Formal Communications:**

From the date of receipt of this RFQ by each applicant until a binding contractual agreement exists, as noted above, communications between the University of Connecticut, Capital Projects and Contract Administration and the applicants will be formal. Formal communications shall be written format by fax or email utilizing the RFI form provided. No phone calls please.

**Requests for clarification by the University:**

The University may request that any applicant to clarify or supplement any information contained in the SOQ. Applicants are required to provide a written response within five (5) business days, or sooner, of receipt of any request for clarification by the University.

**2. Submission Format/Receipt of SOQ**

**One (1) original (clearly marked) and six (6) copies of STATEMENT OF QUALIFICATION (SOQ) must be submitted in a sealed envelope/box on or before 2 p.m. Eastern Standard Time; Wednesday - October 26, 2011 and must be addressed to:**

**Colleen Schuh, Associate Director  
Capital Project and Contract Administration  
3 North Hillside Road Unit 6047  
Storrs, CT 06269-3047  
Fax: (860) 486-1953**

At the specified time stated above, all SOQs received as stipulated. All information will be confidential until after review and action by the Evaluation Committee and an award is made. E-mail or electronic attachments are not acceptable means of submitting a proposal and will be rejected as nonconforming. If you intend to use an express delivery service, it is recommended that you stress the need to deliver your package to the building and office designated above. Packages delivered by express mail to other locations might not be re-directed to the appropriate address in time to be considered. It is the responsibility of the submitting firm to assure delivery of their submission at the designed office by the time and date noted above.

**Estimated Timetable:**

**Milestones: Anticipated Schedule**

Closing Date for Questions – October 7, 2011

**Submission of SOQs due – October 21, 2011**

Short-listing of firms – November 9, 2011 (tentative)

Interviews/Recommendation to Award – November 18, 2011

Contract Execution - Week of December 1, 2011

This timetable is tentative and subject to change. Any questions or concerns about the timetable should be communicated in writing immediately upon receipt of this RFQ through the RFI process.

### **3. Definition of Terms**

“SOQ” Statement of Qualifications

“RFQ” Request for Qualifications

“Purchaser”, “Buyer”, “UConn”, The University of Connecticut

“University of Connecticut” or “University”

“Bidder”, “Applicant”, “Vendor” Person, firm or corporation

“Seller” or “Firm” submitting SOQ to this RFQ

“Coordinator” Colleen Schuh

## **SECTION IV - CONTRACT**

A draft of the contract will follow as an attached to an addendum. The University reserves the right to modify the contract or waive any informality as it deems to be in the best interest of the University.

Note: It is advised that interested parties have the contract reviewed prior to submitting an application. By submitting for qualification, the submitting Firm acknowledges that they have reviewed the contents of the contract and accepts the contract and any modifications that the University deems necessary to it without exception. Exceptions to the contract by the submitting Firm at any time will not be considered.

**REQUEST FOR INFORMATION FORM**

*PLEASE TYPE -OR- PRINT / SEE CLARIFICATIONS FOR RFI DEADLINE EXTENSIONS*

**Project Name:**

FINE ARTS PHASE II – RENOVATIONS AND IMPROVEMENTS

**Project Number:** 901667

**Date Submitted:** \_\_\_\_\_

**TO:** The University of Connecticut.

**FROM:** \_\_\_\_\_

**ATTN:** Colleen Schuh

(Name of Submitting Firm)

**Fax (860) 486-1953**

**Email address:** [cpc@uconn.edu](mailto:cpc@uconn.edu)

**Contact Name:** \_\_\_\_\_

(Staff Name)

**RFI Deadline:** 10/07/11; 2pm

**EST**

**Phone # :** \_\_\_\_\_ **Fax # :** \_\_\_\_\_

**QUESTION (Please be specific):** \_\_\_\_\_

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**NOTE:** All questions must be submitted in writing before the prescribed RFI Deadline on this RFI Form. No verbal questions will be answered. Answers to RFI's will be issued in a Clarification posted on our website under the project posting. Please refer to [http://www.cpc.uconn.edu/profserv/profserv\\_currentops.html](http://www.cpc.uconn.edu/profserv/profserv_currentops.html)

END OF REQUEST FOR QUALIFICATIONS