



*UVI Research & Technology Park
Phase I, New Building & Site Infrastructure*

REQUEST FOR PROPOSAL FOR
ARCHITECTURAL/ENGINEERING DESIGN SERVICES

July 13, 2007

OWNER

UVI Research & Technology Park

OWNER'S REPRESENTATIVE / CONTACT

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UVI Research & Technology Park

NEW BUILDING & SITE INFRASTRUCTURE

*Request for Proposal for
Comprehensive Architectural/Engineering Design Services*

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I. PROJECT DESCRIPTION

A. General Background and Program Description

The UVI Research & Technology Park (RTPark) is a major economic development initiative for the US Virgin Islands that intends to create a sustainable new sector within the USVI economy and is based on the creation of an environment for knowledge based business, especially those engaged in electronic commerce and an associated infrastructure for workforce development and education. The RTPark is being developed as a partnership between the University of the Virgin Islands, the USVI government and private business and industry to spur the development of an information technology/e-commerce/e-business sector in the territory, which has traditionally been dependent on service jobs for the tourism industry. The Park is expected to be a financially self-sustaining venture, creating jobs, providing tax revenues for the government of the Virgin Islands and strengthening the academic and financial capabilities of the University. A parcel of land of approximately 10 acres has been allocated for the Park on the University campus on St. Croix and a further 200 acres of adjacent land has also been allocated by the government. A master plan and preliminary design for the buildings have been developed for the 10 acre parcel, with particular attention on the first building to be built in the Park.

The initial development of the RTPark will take place on 10 acres allocated to the Park on the main UVI campus located on St Croix. The new Phase I Building and all necessary infrastructure for this building will be installed, including; roadways, site drainage, water sewer, and power.

It is expected that the site will be divided into 5 or 6 parcels of land, each of which will accommodate a future single building (although one or more of these buildings may be inter-connected when constructed).

Phase I, RTPark Site Infrastructure

The RTPark has endorsed the construction of Phase I of the capital development and expansion plan. *Phase I has two sub projects, Site Infrastructure and the Phase I New Building. Both will be fully implemented concurrently.* Primarily the first project provides site infrastructure for the RTPark development site. Major infrastructure improvements will supply the support necessary for building services and building operations. These major infrastructure improvements include the development of roads, sidewalks, catchments, and water and waste facilities, distributions systems for water, electricity and communications, as well as power connections. The infrastructure improvements will be designed and developed to provide safe, comfortable, secure, and environmentally controlled facilities in which to work and collaborate. In order to ensure continuous operations, the Park will provide redundant capabilities for power and water. The buildings will incorporate the latest in energy management and controls and both perimeter and building security systems will be installed. Alternative power sources will be utilized to provide site lighting and to supplement existing power sources. The buildings, a visual extension of the University will be set in a campus like environment with open and green spaces with appropriate accommodations for roads, parking and sidewalks. The pathways (only) for an Enterprise Network are included in this project. They will contain the park-based telecommunications and IT infrastructure consisting of a converged network capable of supporting voice, data, and video will be developed. The on-campus enterprise network will be designed to offer tenants the latest in cost-effective technology. All wiring and equipment will be held under a separate contract by the Owner. Schematics of this plan can be seen in Exhibit A, B &C.

Phase I, New Building

The proposed Phase I New Building will be the first building on the RTPark's St. Croix campus. It is the RTPark desire that the building be LEED certified. Architecturally, the building is envisioned as a cornerstone for the RTPark campus; given its physical and logistical relationship to UVI it also needs to be

sensitive to that campus as well. The building will be an integrated sustainable design, state of the art, multi-tenant facility, providing 20,000 gsf of flexible fit out space to accommodate future offices, data communications center, conference room and support facilities. Approximately 5,500 gsf will be fully fit out to provide the administrative operations offices and data center for the Park. The building will be designed as a flexible and cyber-smart host space providing Park tenants with direct, high-speed access, fiber optic cable network and other communications options such as satellite and micro wave links and other interconnections as needed. These advanced capabilities will create an enabling environment giving knowledge-based and e-commerce businesses the critical technologies and business services they need to support the research, development and licensing of intellectual property, as well as business operations that are driven by information technology. Detailed programming requirements have been formulated and are shown in Exhibits A, B, & D

B. Project Approach

The Architect/Engineer (A/E) shall be responsible for properly describing and translating the building program into the detail necessary to prepare accurate and complete construction documents. Refer to Section II.B for specific requirements.

There are several factors to consider in terms of project approach:

1. **PROGRAM VERIFICATION & USER INTERFACE** – Although a substantial amount of time was invested to develop the program, it is important to realize that the pre-design phase was limited in its scope. A number of issues require refinement, such as the designation of individual versus open-plan office modules. It is the RTPark's intent to use the first month of the design phase to verify the program and any related issues prior to beginning schematic design. **All communication and written correspondence shall be through the designated RTPark CPM Project Manager.**

2. **DESIGN CONCEPTS** – As suggested in the design guidelines, the design concept for the proposed Phase I New Building is “Traditional Crucian.” Because this phrase has infinite interpretations, the Architect is expected to present **multiple design concepts** during the schematic design phase for discussion. These should consider the built context of the University’s main buildings, including the palette and scale, while the interior program evokes the contemporary, through the nature and constant evolution of science. Design direction for the RTPark is consistent with the University campus Crucian architecture, but with a modern appeal. See exhibit D.

3. **MILESTONE PRESENTATIONS** – The Architect shall be responsible to present design progress to the RTPark’s Executive Board or Board Committee as requested by RTPark CPM. Presentations will occur at specific design phase milestones.

4. **DELIVERY METHOD** – Considering the potential to occupy the RTPark by summer 2009, the anticipated delivery method will be General Construction (GC) with the owner potentially ordering long lead equipment to be assigned to the GC.

5. **COST ESTIMATION/RECONCILIATION** – The A/E will provide cost estimation of each phase of the design. The RTPark believes that the cost estimate process is a highly collaborative effort that begins before a formal document is released for pricing. The RTPark project manager will work closely with the A/E to assure estimates consider island construction issues.

6. **OWNER’S COMMISSIONING PROGRAM** – The RTPark has engaged an independent commissioning agent for the project in order to ensure that the systems design is consistent with the Owner’s operating protocol and to verify, during construction, that the systems performance is consistent with the design intent. This process begins in the schematic design phase with design reviews and includes review of value engineering options to ensure

that certain facilities-related priorities such as long-term operating costs are maintained. The Architect's consultants shall be required to understand the RTPark's commissioning program and participate throughout all phases of the project as requested by the Owner. This includes, but is not limited to, written response to systems design reviews during the design phase and during construction, meetings with the relevant contractors during the static inspections and/or performance verification. The commissioning agent will likely complete this work over the course of several months, which typically requires the engineer to respond to design intent questions or work with the contractor to resolve conflicts.

II. SCOPE OF PROFESSIONAL SERVICES

A. Scope of Work

This RFP requests the comprehensive professional design services required to perform the work as described in *Owner/Architect Agreement* (AIA Document B141 – 1997, Standard Form of Agreement Between Owner and Architect, modified), and this RFP with attached Exhibits. It is the Owner's intent that the Architect will comply with the terms and conditions found in this modified AIA Document. Other than those professional services that are specifically excluded from the modified AIA Document, it is the Owner's intent to execute with the Architect a single contract for all design work required to properly review, develop, test, interpret, design, and execute a comprehensive science and technology facility that achieves the programmatic goals and objectives identified within this RFP, and complies with the construction/equipment budgets identified in herein.

In addition to the comprehensive nature of the design contract, the following distinct breakout analyses and requirements need to be performed and presented to the Owner for review, approval or reference at the appropriate phase of design:

1. Test programming assumptions and recommendations as addressed in the *Exhibits B, C, D* against prior relevant experience and analysis.
2. Prepare a detailed site analysis depicting potential building layouts, including but not limited to, impacts on parking, utilities, landscaping, observation line of sight, and pedestrian circulation, all within the context of the campus build-out plans and the overall budget.
3. Document the building program, indicating at a minimum: design phase, date, net square footage (nsf) for each line item, total nsf, total non-assignable space, total gsf, efficiency factor, etc.

4. Prepare and submit three (3) schemes for alternate MEP design concepts in sufficient written detail that an independent cost estimate can be prepared and accurate floor plans for MEP equipment can be provided. The intent of this analysis is to test the assumptions of the Program Study, finalize the actual footprint required for MEP related equipment, and assess the relative capital costs and operating costs for all MEP infrastructures.

General Requirements (All Phases):

- The finalization of the building program for the project is included in this design commission. Dialogue with the Project Manager must be undertaken by the selected design team to establish final program spaces, sizes, relationships, adjacencies, and contents. These building program decisions must be formally documented by the design team as a first step within the commission. As such, verify feasibility of providing required program elements within the 20,000 gsf building parameter. Maintain this building size as a maximum, including all required non-assignable space, and building support, mechanical, electrical, custodial, circulation, etc.
- Provide appropriate value engineering (VE) support, specifically during the cost estimate/reconciliation phases. Develop and advise on VE options as necessary; and issue appropriate documentation for the RTPark's cost consultant to evaluate.
- New cooling & electrical equipment configurations must meet all relevant codes and requirements for safety, access, and environmental protection.
- Provide all necessary coordination with the local utilities.
- Complete purchase specifications, equipment schedules, required drawings, and utility company applications/approval process to facilitate the purchase of all required equipment.

- Prepare multiple bid packages consistent with pre-purchase needs and in support of fast-track construction approach.
- Identify and design according to all relevant federal, state, city, local, and utility permitting and approval requirements.
- Ensure all building fire codes and ADA requirements are met.
- Refine the proposed project schedule and identify impacts.
- Prepare and submit all required zoning/building permit applications, including preliminary review.
- Review all shop drawings within ten (10) working days or less
- Provide appropriate on-site technical support during construction and identify coordination issues. Provide written confirmation of all discussions with the construction team. Visit the site as requested. The Architect shall be available for questions during all contractor working hours.
- Provide start-up testing and direct equipment modifications so that commissioned equipment and systems meet performance specifications. Note that the RTPark will engage a third party commissioning program to perform a static inspection and performance verification of all mechanical, electrical, plumbing and building controls systems. The A/E shall include associated coordination prior to, during and following submission of related reports, and shall provide on-site technical support as requested by the Project Manager.
- Produce and deliver complete record, as-built, drawings (3 blue line, 1 Mylar, 1 CAD disc) within four (4) weeks of substantial completion.
- Provide full scope of service for required tasks.

- The design commission for the project shall include all design services required to complete the construction of the project. This commission should include all Basic Services as outlined in – *Owner/Architect Agreement*, Article 2.8.3.

B. Project Schedule

The following preliminary schedule start dates are based on an expected design contract award date of August 13, 2007:

- | | |
|--------------------------------|----------------------------------|
| ▪ Program Verification | August 28 th , 2007 |
| ▪ Schematic Design | Sept 26 th , 2007 |
| ▪ Design Development | October 31 st , 2007 |
| ▪ Construction Documents | December 26 th , 2007 |
| ▪ Early Bid Packages / Bidding | February, 2008 |
| ▪ GC Bid and Award | March 19 th , 2008 |
| ▪ Start Construction | April 16 th , 2008 |
| ▪ Substantial Completion | May 5 th , 2009 |

C. Design Phase Deliverables

In addition to deliverable requirements specific to each design phase as listed below, the Architect will be required to provide full size, 11”x17” or half-size drawings (scaled) as requested by the Project Manager. Additionally, in an effort to develop and maintain a record for the design phases of the project, the **Architect shall also prepare a ‘Project Meeting Booklet’** for each significant design meeting. This booklet shall include, but not be limited to, an agenda, current schematic diagrams, updated program, schedule, and other relevant architectural, civil, structural, mechanical, electrical, plumbing or fire protection diagrams/narratives required to support the intent of the meeting or record progress. The booklet will be distributed to the design and construction management teams, as well as various RTPark constituents as deemed appropriate by RTPark’s Project Manager.

The Architect may also be required to provide some schematics electronically to support our initiative to track the progress of the project on our website.

The specific deliverable requirements for each design phase are as follows:

- 1. PROGRAM VERIFICATION** – It is critical that the design team produces a product that will work in concert with existing campus and operating practices. In order to help funnel all efforts toward a productive effort, the contract requirements include the following deliverables during the conceptual planning phase. The Architect shall provide a project narrative that includes, at a minimum, for Owner approval:
 - a. Provide at least three (3) conceptual configurations for the project consistent with the program elements identified in *Exhibits B, C, D* and as described in Section above. Also provide a concise written explanation for each option, including at a minimum, benefits and drawbacks, major differences, etc.
 - b. Listing of special needs or unique requirements that will strongly influence the MEP design.
 - c. Based on the three (3) options outlined in (a) above, provide conceptual floor plans for the proposed building.
 - d. Discuss overall design and anticipated construction schedule (i.e., timing for zoning process) with Project Manager.

2. **SCHEMATIC DESIGN** – The design deliverable in the Schematic Design phase will ensure that later construction drawings follow the approved concepts before a significant amount of time is invested in producing drawings. They will also support anticipated fund raising efforts for the project. The design team shall provide the following for the conceptual planning options preferred by the Owner:
 - a. Preliminary schematic design documents, including but not limited to, a site plan, floor plans, elevations, and interior sections or isometrics to depict each major program component. A bound document including 11”x17” drawings and description of major building materials shall be submitted to the Project Manager. These documents will also be used to initiate discussions with various groups.
 - b. Preliminary zoning plan as required by zoning application review. To minimize rejection issues, a preliminary plan will be submitted as early as possible within the schematic design phase. Formal application to be submitted at earliest possible date to allow for possible construction start in April, 2008.
 - c. Basis of design for all mechanical, electrical and plumbing systems, including sequence of operations for all of above. Schematic diagrams and narrative for the respective mechanical systems. Options shall be presented on 8 ½” x 11” paper during schematic design.

Upon approval, the Architect will develop full size schematic drawings to be delivered to the Owner on the due date. The Engineer will provide:

- d. Three (3) copies of the full size Schematic Design Documents, including outline specifications, to the Owner at 100% completion for review.
- e. Preliminary schedule of major cooling/electric equipment and outline specification including a pre-purchase specification if required.

3. **DESIGN DEVELOPMENT** – Based upon the Owner’s schematic design review, the Architect will prepare Design Development Documents for approval by the Owner. The Design Development Documents shall consist of drawings, specifications, and other documents that illustrate the scale, space and relationship of project components. The minimum requirements are as follows:
- a. A data sheet will be provided that indicates the location and number of all equipment, and other loose furniture.
 - b. Drawings completely dimensioned at a scale of 1/8” = 1’0”, including schematic diagrams of all MEP/FP distribution, and key plans if required.
 - c. Detailed drawings of all major program components at a scale of 1/4” = 1’0” with key plan on each sheet.
 - d. Mechanical room detail drawings at a scale of 1/4” = 1’0” that show mechanical space requirements with key plan on each sheet.
 - e. Written sequence of operations for all mechanical systems.
 - f. Outline specifications for mechanical, electrical, and plumbing divisions with sufficient component and quality information to permit the Owner to perform an analysis and verify the cost of the project.
 - g. The Architect will be responsible for development of a detailed cost estimate for the design. If necessary, the Architect shall assist the Owner with proposing changes in the design that may be implemented to ensure that the construction budget is met.

The Architect will submit three sets of 100% complete Design Development Documents, including specifications, to Owner for review. The Owner will return written comments to the Architect for revision.

4. **CONSTRUCTION DOCUMENTS** – The Architect shall submit three sets of 100% complete Construction Documents to the Owner for progress review. The construction documents will contain a complete and specific design for each item of work required, including all detail and sections necessary to avoid the need for the Contractor to perform design functions. Each piece of equipment and each item required for use in the project shall be specified and include an equivalent vendor and part number. These prints and specifications will only be considered bid documents after the final Owner review. Consistent with the fast-tracked construction methodology and related early or staggered bid packages, the Architect’s schedule shall allow for a minimum of two (2) weeks for final Owner review/comment at the end of each respective construction documents/bid package phase.

D. Owner/Architect Agreement

The AIA Document B141 – 1997 Edition “Standard Form of Agreement Between Owner and Architect” will form the basis of the A/E design services contract.

E. Existing Site Drawings

Some construction and site utility drawings are available for the project. These documents may be viewed upon advance request. Verification of such information shall be included as part of the basic services of the contract.

F. Construction Budget

The RTPark's target construction budget for the proposed Phase I New Building and Site Infrastructure is **\$5.8 million** including but not limited to utilities, sitework, deep foundations, landscaping, parking, irrigation, general building construction, electronic door hardware, campus security, telecommunications and audiovisual infrastructure. The basis for this budget is the total building size of 20,000 gsf with 5,500 fit out, and the program as described herein.

Cost of the Work, as defined in AIA Document B141, Articles 1.1.2.5.2 and 1.3.3.2.4, shall be defined as no more than \$5.8 million. An increase of cost shall not necessarily be considered as an increase in scope or complexity unless the project team collectively agrees that a substantive change in program has occurred.

In addition to the Architect's estimator the Owner may retain the services of an independent cost consultant to assist with the cost analysis and cost modeling of the proposed design scenario options presented by the A/E at designated phases of the design. The entire design team is expected to work closely with the Owner's designated cost consultant to develop and reconcile estimates at each design phase.

The construction budget delineates the construction-related costs of the project, which is the most significant portion of the Owner's total project budget. Building construction, connections to site utilities, general sitework, including landscaping, parking and roadways/paths, plus appropriate design contingencies, and all related general conditions, taxes, fees, insurance, overhead and profit for the selected GC, are included within this construction budget. Miscellaneous fees and expenses (including the Architect's fee), Owner's expenses, and construction contingency are excluded from the construction budget, but are included within the Owner's total project budget.

III. DESIGN TEAM SELECTION PROCESS

A. Review Process

The RTPark will utilize a written proposal and possibly an on site interview evaluation process to select an Architect for the project. Proposals will be reviewed by representatives of RTPark, who will determine the final selection and ranking of consultants.

B. Evaluation Criteria of Written Proposals

The design team commission evaluation will adopt a "Quality Based Selection" process. While the RTPark is concerned with the overall Fee Proposal, it reserves the right not to select the design team with the lowest fee. The following criteria, not necessarily listed in priority order, are likely to be considered in evaluating and selecting firms based on their written proposals:

- Quality and responsiveness of Proposal (refer to Section IV for further detail).
- Demonstration of experience on LEED projects and having LEED accredited professionals on staff.
- Demonstration of experience on state of the art technology buildings.
- Experience of architectural team in designing a practical structure in terms of its function and budgetary constraints while applying creativity to the overall aesthetic.
- Success of completed projects including adherence to schedule and budget.
- Satisfaction of former or present higher education clients.
- Experience with proposed individual consultants and other team members.

- Comprehensiveness of proposed services.
- Project approach, organization, and schedule.

C. Campus Presentation and Interview

These interviews will be limited to 45 minutes in duration and will be attended by various RTPark representatives. All key members of proposed design teams are expected to participate including the Principal in Charge, Design Principal, Project Manager and Project Architect, and any other individuals proposed to play key roles in the planning and design of the project. Key consultants are encouraged to participate to demonstrate the team dynamic. The results of these interview evaluations, in conjunction with other evaluative criteria, will identify the firm with which RTPark will enter into a design contract.

The following are considerations, not listed in priority order, likely to be utilized in evaluating and selecting the design team:

- Demonstration of creativity, flexibility and sense of program
- Project ideas regarding site, configuration, layout, etc.
- Design methodology and approach as demonstrated by preliminary concepts
- Knowledge of program components by design team members
- Sensitivity to UVI environment
- Clarity and method of presentation including team dynamics
- Comments on budget, cost control, and design and construction schedules required to successfully execute the project on a fast-track schedule
- Cohesion and clarity of role of design team, including consultants

IV. **INSTRUCTIONS FOR SUBMISSION OF PROPOSAL**

A. **Submission Logistics and General Instructions**

A total of five (5) copies of the Proposal must be received at the following location on or before **4:00 p.m., EST on Monday , August 6, 2007.**

Three (3) bound copies and one unbound copy of completed Proposals shall be sent to:

Mr. Scott Hartman
Regional Director CPM
ARAMARK
208 Honey Locust Dr
Avondale, PA 19311

One (1) bound copy of completed Proposal shall be sent to:

Ms. Denise Kurg
Director of Facilities and Operations
UVI Research and Technology Park
UVI St. Croix Campus
RR1 Box 10000
Kingshill, VI 00850-9781

Submit Proposals in opaque sealed envelope marked **“Proposal – RTPark”** with the name of respondent Architect. Other relevant instructions include:

1. PROPOSALS

Proposals to be entitled for consideration shall be made in accordance with the following instructions. This Request for Proposal is not to be construed as creating any contractual relationship between the RTPark and any other party. The RTPark reserves the right to accept or reject any and all proposals submitted for this project. The RTPark reserves the right to negotiate the

fees and final contract terms with any and all qualified firms submitting a Proposal after the Proposals have been received.

2. PROPOSAL QUALIFICATIONS

All Architects submitting Proposals must be licensed to practice architecture in the US Virgin Islands. All engineers and consultants utilized by the Architect must also be licensed to appropriately practice within the US Virgin Islands.

3. RESPONDENT ARCHITECT'S RESPONSIBILITY

Each respondent shall be held to have examined Contract Documents (for both completeness and content) and existing conditions at the project site and to have fully informed themselves as to conditions and limitations, and shall include to cover cost of all items in Contract in the Fee Proposal. Respondent may not at any time after the execution of the Contract claim for additional fees based upon insufficient data or incorrect assumptions on its part.

4. INTERPRETATIONS

Should the respondent find discrepancies in or omissions from Contract Documents prior to the submission of the Proposal, or should it be in doubt as to meaning, they shall notify the Owner's Representative/Project Manager in writing as follows:

Mr. Scott Hartman, Director
ARAMARK
208 Honey Locust Dr
Avondale, PA 19311
Or via Email: hartman-scott@aramark.com

The Project Manager will send written instructions to all invited Architects. Neither Owner nor its Project Manager will be responsible for any oral instructions.

5. ADDENDA

Addenda issued during time of proposal preparation shall be listed by the respondent on the Proposal Form, and will be indicated in the Contract that they will become part thereof.

6. REJECTION OF PROPOSALS

The Owner reserves the right to reject all proposals or parts thereof or items therein and to waive any defects, errors, omissions, mistakes, irregularities or informalities therein, as it may deem best to protect its interests.

7. AWARD OF CONTRACT

Proposals will be opened privately and evaluated by the Owner and Project Manager. All respondents will be notified of their status within thirty (30) days of the proposal due date.

If any award is made by the Owner, it will be to the party declared by the Owner by Notice of Intent to Award, or by Notice to Proceed, given within sixty (60) days after proposal due date.

8. SUBLETTING OR ASSIGNING OF CONTRACT

The Architect shall not sublet, sell, transfer, or assign or otherwise dispose of the Contract, or any portion thereof, or of his right, title or interest therein, without the written consent of the Owner.

This Request for Proposal shall govern only those activities leading up to selection of the Architect to provide the services under the Contract to be subsequently executed, unless specifically incorporated into the body of the formal Contract and in such event shall not supersede the provisions of that Contract.

9. CONTRACT DOCUMENTS

Contract Documents shall include:

- Owner/Architect Agreement, AIA Document B141 – 1997 Edition, modified
- Request for Proposal
- All Addenda
- Reference Documents
- Correspondence between successful Architect and Owner and/or Owner's Representative/Project Manager. This may include Notice to Proceed; Architect's Proposal, letters of clarification, and other relevant information.

B. Contents/Format of Technical Proposals

Care should be taken by the presenting firms to provide a succinct and precise Proposal. Therefore, Proposals to be entitled for consideration shall be made in accordance with the following instructions. The following is a list of minimum information to be included in the written proposals to be submitted:

1. **Project Approach:** A management plan and detailed task schedule outlining the firm's intended approach to this project, as well as a plan for working with the Owner to ensure a successful project. Refer to Section I above for further detail.
2. **Organization:** Proposed project organization, including the resumes of personnel proposed for this project, an organizational chart delineating internal (and subconsultants) relationships, and the resumes of principals in the firm are required.
3. **Description of Firm:** History and description of the firm including number of personnel in each discipline and a complete description of in-house services.
4. **Insurance:** List all insurance coverage currently carried by the firm including errors and omissions and general liability at a minimum. The

Architect must name the RTPark and UVI as the certificate holder and additional insured with minimum policy requirements for this project of:

- Errors and omissions of \$500,000 per claim/aggregate
 - General liability coverage of \$1,000,000 with \$2,000,000 aggregate
 - Auto liability of combined single limit of \$500,000
 - Workers compensation and employer's liability of \$500,000 policy limit and \$100,000 each accident
 - Professional Liability
5. **Current Workload:** Listing of current workload, including information as follows respective to **proposed design team** personnel:
- Name, Size (Construction Budget), Location of Project
 - Project start and scheduled completion dates
 - Principal personnel and consultants involved
 - Owner's Representative and telephone number
6. **Consultants:** List any and all consultants, including their disciplines, which the firm will utilize on this project. A description of each consultants firm must be supplied. Provide a brief description of why each consultant is selected for this project. The Owner reserves the right to approve or refuse all consultants.
7. **Similar Project Experience:** Referencing the relevant experience section in your Statement of Qualifications, select the project that you believe has the greatest relevance to the proposed project and describe, in one (1) page or less, why.
8. **Schedule:** Provide a Gantt chart schedule detailing the design and construction phases of this project which, based on your experience, would be required to complete construction by May 2009 for summer 2009 occupancy. Assume that design will commence in August 2007.

Provide any explanation necessary if, in your opinion, you feel the schedule is impractical.

C. Fee Proposals

Under the "Quality Based Selection" process, proposed fees are not a sole criterion for selection. Proposed fees for design services shall be in the form of a fixed lump sum for the project as outlined in this RFP. The fee must be based on the contractual terms of the *Owner/Architect Agreement*.

Two (2) copies of the Fee Proposal shall be submitted at the same time as the Technical Proposal, but in a separate, sealed envelope. The Fee Proposal shall include a complete breakdown of man-hours for this project, and shall be presented consistent with the fields indicated in *Exhibit E – Fee Proposal Breakdown*.

In addition, the Architect shall include current hourly billing rates (including rates for Consultants) that may be used when invoicing optional additional services, as well as estimated reimbursables and current expense rates. Any mark-up on reimbursables should be identified within the proposal. Rates for each of the applicable job classifications shall be provided. Secretarial services should be included within these hourly billing rates.

EXHIBIT A

RTPark and STC Reference Site Plans

EXHIBIT B

Program Study Basis of Design Plans

EXHIBIT C

Site Options and Storm Water Analysis Letter

EXHIBIT D

Architectural Design Guidelines

EXHIBIT E

Fee Proposal Breakdown