



Division of Finance and Business Operations

Request for Proposal

**Design Consultant Services for the
Parking Structure Capital Improvement Plan 2018
Project No. 999-314785**

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Wayne State University

**Wayne State University
Procurement & Strategic Sourcing**

May 31, 2018

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I. Project Schedule

RFP Release Date	May 31, 2018
Design Consultant Intent to Participate Form	June 6, 2018, by 5:00 p.m. Email Registration/Intent Form found in Schedule A to Kimberly Tomaszewski, ac9934@wayne.edu
Mandatory Pre-Proposal Meeting	June 7, 2018, at 10:00 a.m. Location: Facilities Planning and Management, Conference Room #3, located at 5454 Cass Avenue, Detroit, MI 48202
Final day / Deadline for Questions	June 13, 2018, by 12:00 p.m. Email to Kimberly Tomaszewski, ac9934@wayne.edu ; copy Leiann Day, leiann.day@wayne.edu
RFP Response Due Date	June 18, 2018, by 2:00 p.m. Deliver six copies to the WSU Purchasing Dept., Academic/Administration Bldg., 5700 Cass Avenue, 4 th Floor – Suite 4200, Detroit, MI 48202
Short List Announced	By June 22, 2018
Presentations	* Week of June 25, 2018
Selection	By July 2, 2018
Award and Contract Execution	By July 20, 2018
Parking Structure Facility Assessments	July – September 2018
Development of the CIP and Maintenance Plan	September – October 31, 2018
WSU Review of CIP, Maintenance Plan, and Select Projects for the Next Fiscal Year	By November 15, 2018
Finalize Design Document	November – February 2019
Bid/Award Select Projects	March 2019
Construction of Select Projects	April – August 2019
Select Project Punch List/Closeout	September 2019

This Request for Proposal (RFP) defines the project schedule, scope, professional services required, deliverables, and guidelines for the preparation of RFP responses.

To confirm your registration and intent to participate, complete the form marked as Schedule A and email it to the attention of Kim Tomaszewski, ac9934@wayne.edu, by June 6, 2018, by Noon

* The University reserves the right to adjust this date at its own discretion.

II. Introduction/Project Summary/Minimum Bid Requirements

Introduction:

The parking structures on the Wayne State University (WSU) main campus located at 5101 Cass Avenue, Detroit, Michigan, serve WSU students, faculty, staff, and visitors. Safe, efficient operation and maintenance is vital to the longevity of our parking structures. Additionally, prudent facilities management dictates that WSU maintain these assets in good to excellent condition to ensure their full service life is attained and the full value of the significant capital investment they represent is realized.

Project Summary:

WSU is requesting proposals from a design consulting firm with the qualifications and staff resources necessary to perform the following tasks:

- Assess the existing condition of parking structures #1 through #8 through comprehensive inspections and evaluations
- Develop a comprehensive Parking Structure Capital Improvement Plan (CIP) and Maintenance Program, which will serve as the long-term improvement and annual repair and maintenance plan encompassing all of WSU's eight parking structures
- Assist in the administration of the Parking Structure CIP and Maintenance Program
- Provide a fee percentage for design services associated with yearly parking structure capital improvement projects using the forms in Schedule C

The Design Consultant services agreement will be based upon provisions for contract renewals every two years for a maximum total of six years.

1. PARKING STRUCTURE CIP AND MAINTENANCE PROGRAM

The Parking Structure CIP and Maintenance Program will document the ongoing process and procedures for conducting regular inspections; carrying out routine maintenance activities; and identifying, programming, and implementing the necessary structural repairs and other capital improvements.

The program should initiate a comprehensive approach by looking at the condition of the major systems of the structures; identifying safety and maintenance issues; establishing a baseline of condition; assessing needs (with their associated costs) that will need to be addressed to bring all elements in good to excellent condition; and detailing needed repairs, routine annual maintenance items, and activities that are recommended to maintain their good to excellent condition.

2. FEE PERCENTAGE FOR DESIGN SERVICES

The Design Consultant will also provide a fee percentage for the development of design documentation, construction documentation, and construction administration for select yearly projects related to the parking structures. **The cost of work shall be based upon a typical \$3 million per year parking structure construction cost expenditure. This \$ 3 million construction budget shall be used for the improvement of multiple structure's that are selected for the year based on priority and need.**

Minimum Bid Requirements:

All Design Consultants must be able to show sufficient experience conducting Parking Structure CIP assessments. Consultants must be able to demonstrate this experience for a minimum of two Parking Structure CIP assessments and design documents completed in the last 10 years. This shall be considered the minimum criteria in order to meet pre-qualification requirements. Proposals that do not meet this minimum requirement may be deemed non-responsive and rejected.

III. Design Consultant Scope of Services

The scope of this project is to develop a detailed condition survey for each of the parking structures such that these surveys can be used to suggest different restoration schemes and approximate costs of these schemes in order to help define the eventual maintenance and repair required at each of the eight separate parking structures.

- A. In general, the basic services provided by the Design Consultant shall include all typical meetings and correspondence to support the activities and all architectural, mechanical, electrical, structural, civil, fire protection, life safety signage, site work, and cost estimating elements necessary for each of the required condition surveys or any other deficiencies noted during the assessments. Meetings will include the WSU internal staff, WSU Consultants, and Design Consultant professionals necessary to complete the scope of work.
- B. The Design Consultant shall become familiar with the project before starting any other work. This shall include a thorough review of all existing parking structure information contained in WSU CIPP 2015 Report Update for WSU Parking Structures #1 through 6 and 8, a sample of which has been attached with the RFP as **Appendix 2**, along with site visits as necessary to investigate field conditions. The Design Consultant shall meet with the WSU staff and discuss their concerns in detail. The Design Consultant shall make maximum use of existing information as available from WSU. WSU will provide parking structure record documents (in PDF or CAD format) and operation and maintenance manuals for installed equipment for each parking structure if available.
- C. The Design Consultant will comply with WSU's current Construction Design Standards (see Appendix 3).
- D. Using condition data collected from the comprehensive inspections, the Design Consultant shall develop a comprehensive six-year parking structure maintenance program that shall be updated annually. The first report is due by October 31, 2018, and updated reports are due no later than October 31st of each year. The six-year program will be a guide for preparing the annual construction contracts and will be used as a tool for ensuring the allocation of funding for the necessary work. The major facility system elements that require maintenance shall be prioritized based on the type and severity of deficiency, the impact of deferring maintenance on the remaining life of the system element, and the cost of the maintenance work. The itemized listing of prioritized work items shall be accompanied by an estimate of probable costs.

The Design Consultant shall prepare recommendations for the parking structure maintenance contract based upon the itemized listing of prioritized work noted above. The Design Consultant shall assist WSU in prioritizing and selecting those items to receive maintenance by considering the following items:

- 1. Urgency of the repairs required
- 2. Impact of deferring maintenance work
- 3. Estimated cost of the repairs
- 4. Life cycle expectancy of major parking structure components (waterproofing, roofing, paving, etc.)

5. Economies of scale by grouping major materials together (i.e., fiscally prudent work scope packaging strategies)
-
- E. The Design Consultant will provide design services for select projects, in accordance with individual project purchase orders to be issued, typically based upon a \$3 million per year parking structure construction cost allocation. The Design Consultant shall take all reasonable steps to form its design for any select project within the budget specified in applicable project purchase order. The Design Consultant shall notify WSU and present remedies or alternatives that are anticipated to bring each project within its specified budget. The Design Consultant shall prepare documentation for schematic design, design development, and construction document phases of the projects to produce biddable documents for general contractors. The contract bid documents must provide clear and accurate information to ensure competitive contractor pricing.
 - F. The Design Consultant shall provide construction administration services in accordance with the Design Professional's responsibilities set forth in the General Conditions of Construction attached to this RFP as Appendix 5.

IV. Design Consultant Deliverables

The following is the format for the CIP report documentation.

General Information:

Provide a general parking structure information summary for the eight WSU parking structures. The summary should include the following:

1. General description of findings
2. The history of past parking structure repairs and associated costs per year performed under the WSU CIP program for each deck for the past five years
3. A table of parking structure repairs and improvements categorized into major components with associated cost per parking structure:
 - a. Structural and waterproofing, architectural, MEP, and life safety
 - b. ADA and code issues
 - c. Energy saving items and improvements
4. Parking structure replacement cost vs. total projected cost of repairs over the projected six-year period

Individual Parking Structure Information:

Provide individual parking structure data sheets that include the following information:

1. The name of the parking structure
2. Exterior photos of the structure
3. The address of the structure located on a WSU campus map
4. General information items: year built; vehicle space capacity; typical parking space width; number of supported levels; description of the type of structural system; type of exterior cladding system/materials; type and number of stair towers and elevators, including type, size of cab, capacity, and date last renovated; supported floor square footage; ground floor square footage; totals square footage; drive approaches and curbs; user type; signage (wayfinding and electronic); gate controls; security system; lighting type (interior and exterior); roofing; emergency lighting; ventilation; standpipes; sprinklers; MEP systems; and associated parking structure support equipment
5. History of past renovations/major repairs: provide detailed descriptions of past repairs, location of repairs and associated costs provided by WSU.
6. Unique parking structure characteristics

Condition Survey:

The Design Consultant shall complete a comprehensive inspection of the parking structures to determine their condition and principal elements — including concrete structures, foundations, drainage, connections, joints, and parking decks — noting the extent of structural and other deterioration. The Design Consultant shall determine the repair work necessary to bring the parking structures into good to excellent condition.

The comprehensive facility system inspections shall include all applicable code reviews and review of the age and maintenance history of each system element. Visual inspections shall be performed to identify components that need repair, upgrade, or replacement. The existing parking structure elevator systems are currently under a separate maintenance contract and will not be included as part of the CIP and maintenance recommendations.

Each survey should include but not be limited to the current condition of the items describes in part 4 of the individual parking structure data sheets. In addition, the survey should include an evaluation of the parking decks' floor slabs, columns, railings, expansion joints, isolation joints, concrete, joint sealants, deck coatings, light fixtures, walls, supplemental drains, pre-cast beams including connection details, excessive ponding of water, ADA compliance, and cladding materials.

The Design Consultant shall ascertain the condition of waterproofing membrane systems and determine areas of necessary repairs or total reapplication requirements. Include the recommended cost and phasing plan summary for structure and waterproofing of decks, site work, architectural systems, MEP systems, etc., over the next six years (including associated fees, testing, permits, and escalation costs).

The Design Consultant shall note the areas of deteriorated concrete on a WSU-provided PDF of the parking structure plans and develop quantities for all necessary repair work. This graphical information will be included in the individual parking structure information.

The CIP report shall prioritize work based on critical, short-term (1 to 2 years), and long-term (3 years or more) capital improvement needs along with all associated project costs and shall incorporate anticipated escalation rates for the recommended program year(s). Such items shall include safety items and structural, mechanical, or electrical systems that require immediate attention. The Design Consultant shall promptly notify WSU of any such conditions.

Additional Testing:

Depending upon the condition of the parking structures, inspection openings, concrete sampling, testing, and structural analysis may be warranted. The visual structural inspection shall be tailored to the structure's general condition, and only those tests (x-raying, sounding, or other approved methods) necessary to determine the extent of non-visual deterioration of the existing structure shall be undertaken per prior written approval of WSU's assigned project manager.

If the Design Consultant determines additional testing is necessary, the Consultant shall develop and present to WSU a testing plan recommending more-than-standard visual inspections and non-destructive evaluations. The Consultant shall, with WSU's approval, extract concrete cores, order laboratory analyses, and evaluate samples to determine physical conditions. All costs of concrete coring and other removals, along with necessary repair of surfaces to previous condition and laboratory costs, shall be listed as a reimbursable expense.

The Design Consultant shall perform all testing required and record all observations necessary to thoroughly determine current conditions and improvements required to maintain safe and sound parking facilities. Identify the testing consultant proposed in the RFP response.

Facility System Inspection Photographs:

The Design Consultant shall provide digital photographs of all facility deficiencies and include a logged/dated catalog of the photos within the main body of the condition reports. After repairs are made, provide photos with associated repair completion dates.

Annual Deliverables:

The successful design team will be contracted to provide complete services for the schematic design, design development, development of contract documents, bidding and negotiation with general contractor, and construction administration services as outlined in the General Conditions of Construction, Appendix 5.

The Design Consultant will be bound to an agreed-upon design-to cost of work for each identified yearly construction projects prior to start of work.

The Design Consultant selected for this engagement will be required to produce the following deliverables as part of its scope of work for each capital improvement project:

1. SCHEMATIC DESIGN PHASE SERVICES

- A. The Design Consultant shall develop schematic drawings for selected Parking Structure scope from vendors CIP report submitted to WSU and shall review laws, codes, and regulations applicable to the Design Consultant's services.
- B. The Design Consultant shall prepare a preliminary evaluation of WSU's program, schedule, and budget for the cost of the work, project site, and the proposed procurement or delivery method, and other initial information, each in terms of the other, to ascertain the requirements of the project. The Design Consultant shall notify WSU of (1) any inconsistencies discovered in the information and (2) other information or consulting services that may be reasonably needed for the project.
- C. The Design Consultant shall present its preliminary evaluation to WSU and shall discuss with WSU alternative approaches to design and construction of the project, including the feasibility of incorporating environmentally responsible design approaches. The Design Consultant shall reach an understanding with WSU regarding the requirements of the project.
- D. Based on the project's agreed-upon requirements, the Design Consultant shall prepare and present for WSU's approval a preliminary design illustrating the scale and relationship of the project components.
- E. Based on WSU's approval of the preliminary design, the Design Consultant shall prepare schematic design documents for WSU's approval. The schematic design documents shall consist of drawings and other documents, including a site plan, if appropriate, and preliminary building plans, sections, and elevations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.
- F. The Design Consultant shall consider the value of alternative materials, building systems, and equipment, together with other considerations based on program and aesthetics, in developing a design for the project that is consistent with WSU's program, schedule, and budget for the cost of the work.

- G. The Design Consultant shall submit the schematic design documents to WSU and request WSU's written approval.

2. DESIGN DEVELOPMENT PHASE SERVICES

- A. Based on WSU's written approval of the schematic design documents, and on WSU's authorization of any adjustments in the project requirements and the budget for the cost of the work, the Design Consultant shall prepare design development documents for WSU's approval. The design development documents shall illustrate and describe the development of the approved schematic design documents and shall consist of drawings and other documents, including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The design development documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.
- B. The Design Consultant shall update the estimate of the cost of the work.
- C. The Design Consultant shall submit the design development documents to WSU, advise WSU of any adjustments to the estimate of the cost of the work, and request WSU's written approval.

3. CONSTRUCTION DOCUMENTS PHASE SERVICES

- A. Based on WSU's written approval of the design development documents, and on WSU's authorization of any adjustments in the project requirements and the budget for the cost of the work, the Design Consultant shall prepare construction documents for WSU's approval. The construction documents shall illustrate and describe the further development of the approved design development documents and shall consist of well-coordinated drawings and specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the work. WSU and Design Consultant acknowledge that, in order to construct the work, the general contractor will provide additional information, including shop drawings, product data, samples, and other similar submittals, which the Design Consultant shall review.
- B. The Design Consultant shall incorporate into the construction documents the design requirements of governmental authorities having jurisdiction over the project.
- C. The Design Consultant shall provide WSU an update of the estimate for the cost of the work 30 days prior to issuing the final plans and specifications for bidding or negotiation.
- D. The Design Consultant shall submit the construction documents to WSU and advise WSU of any adjustments to the estimate of the cost of the work previously provided to WSU. WSU shall approve construction documents prior to bidding (in writing).

4. BIDDING OR NEGOTIATION PHASE SERVICES

The Design Consultant shall assist WSU in establishing a list of prospective general contractors. Following WSU's approval of the construction documents, the Design Consultant shall assist WSU in the following:

1. Confirming responsiveness of bids or proposals
2. Determining the successful bid or proposal, if any
3. Preparing responses to questions from prospective bidders and providing clarifications and interpretations of the bidding documents to all prospective bidders in the form of addenda
4. The Design Consultant shall consider requests for substitutions, if the bidding documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.
5. Participating in selection interviews with prospective general contractors

5. CONSTRUCTION ADMINISTRATION – SEE APPENDIX 4 - GENERAL CONDITIONS OF CONSTRUCTION, Section – 4.03

- A. Required construction administration services to maintain scheduled construction activities including but not limited to field visitations, processing submittals, responding to RFIs, issuing bulletins, reviewing pay applications, etc.
- B. Activities to support the project through reviews by authorities having jurisdiction, including WSU officials.
- C. Weekly progress meetings and site visits for the duration of the construction schedule.
- D. Initial punch list and final punch list at the completion of all work.

V. Proposal Submittal Requirements

Proposals are limited to 20 pages total, one sided and 11-point font. (This is inclusive of all required documents, schedules, any optional material included at the discretion of the respondent, and bid tab sheets. The front and back cover pages do not count in the overall document count.) Proposals will be evaluated based upon the criteria presented in Section VI of this RFP. Proposals must present information in a clear and concise manner, following the format indicated below:

A. Cover Letter (one page)

B. Executive Summary (one page):

Provide a short summary describing what unique qualities differentiate your firm from others responding to this Request for Proposal. Describe the type of experience your team has with projects similar in nature. Acknowledge all team members by firm name and define their roles and responsibilities for the project.

C. Firm Overview:

Provide a company overview that includes the number of years in business, location of offices, the location of the office which will serve this project, staff size, and number of State of Michigan licensed design professionals. Clearly identify the name, address, e-mail, and phone numbers of the project representative designated to receive all RFP information, addenda, or any other official correspondence relating to the project.

D. Experience:

Provide information on previous project experience as it may relate to the scope, size, and details of this project application. Evidence of previous experience with projects similar in nature and completed within similar environments to the project associated with this RFP will be heavily weighted in the selection criteria. WSU may request examples of previous CIP. Provide project references and contact information with key institution individuals associated with the sample projects.

E. Team:

Provide the framework and structure of the proposed team with an organizational chart. Also provide a description of how the project will be organized, who will do the work and the roles the various members of the multidisciplinary team will play in the project, including any sub-consultants. Provide resumes of the key personnel who will be assigned to this project, including qualifications and relevant experience. Identify the team members' experience working together on similar projects. Provide the project lead performing the day-to-day work with WSU and the firm's relevant experience in inspecting and designing rehabilitation projects of pre-cast and cast-in-place, conventional, and post-tensioned concrete parking structures.

F. Approach:

Describe your team's project approach, defining all consultants and their level of involvement, methods of obtaining an understanding of the project, and the challenges anticipated in performing the requested services. Provide your methodology for providing accurate cost estimates for proposed parking structure work scope items.

G. Schedule:

Present a detailed timeline for the proposed CIP and Maintenance Program. Prepare the schedules in sufficient detail to define the major activities and anticipated overall project duration for all parking structure investigations, associated estimates for work scope items, document preparation, proposed WSU document review timeline, and final document preparation for all eight parking structures.

H. Minority-, Woman-, and Physically-Challenged-Owned Business Enterprises (M/W/DBEs):

Please specify in your proposal whether ownership of your company is a certified M/W/DBE.

I. Proposed Fee:

Provide a fee for the following scope of work. Refer to Appendix 7 and complete and return your proposed fee structure using Schedule C.

1. Provide a fixed fee amount for the development of a comprehensive six-year CIP and Maintenance Program for WSU's eight parking structures with yearly updates. Updates to the CIP and Maintenance Program will be due October 31st of each year. The University may elect to negotiate with the successful consultant for future phases of work after the two-year engagement.
2. Provide a fee percentage for the schematic design phase, development of design, construction documentation, bidding and negotiating and construction administration for yearly parking structure related projects. The Design Consultant will assist WSU with competitively bidding capital improvement projects to general contractors. The architectural/engineering (A/E) fee percentage will be applied to ALL University-identified yearly construction (aggregate) projects typically averaging \$3 million per year. This \$ 3 million construction budget shall be used for the improvement of multiple structure's that are selected for the year based on priority and need. Construction projects can range from \$25,000 to \$5 million each year. The fee percentage for yearly projects will be fixed for two years, with WSU's sole discretion to keep or renegotiate the fee percentage and contractual engagement with the A/E every two years thereafter and up to a six-year total A/E engagement time period.
3. Specify whether the stated fees covers all services outlined in this RFP and the contract forms. Proposals should list specifically any items excluded from the services requested in this RFP. Proposals should also list those services that, in the opinion of the respondent, should be made a part of this scope of work, but were not specifically requested by the University. In the latter case, provide a proposed fee(s) for those services, if any, separately.
4. Include billing rates for all personnel who will work on this project along with estimated hours for each individual. Identify a line item for estimated reimbursable expenses that is to be included in the total project cost. List and define any other fees. Total ALL expenses and hours for the CIP and Maintenance Program and yearly design cost of construction projects separately. The University will not be responsible for math errors made by the Design Consultant submitting this RFP response.

Exceptions to the RFP and Contract Documents:

All firms responding to this RFP must submit complete responses to the applicable information requested in this section and clearly note any exceptions to any information contained in the RFP and contract documents in a section marked Exhibit A. The University's Contract for Professional Services document is attached as Appendix 6 to this RFP.

J. RFP Document Submittal:

The proposals shall be submitted to the University's Purchasing Department per the requirements below:

1. Six copies of the proposal are to be submitted in a sealed envelope or box at the University's Purchasing Department. Be sure your envelope or box reads "(company name) RFP Parking Structure Capital Improvement Plan 2018 Response."

Proposals shall be addressed/delivered to:

**Parking Structure Capital Improvement Plan 2018
Project No. 999-314785
Kimberly Tomaszewski, Senior Buyer
Academic/Administration Building
5700 Cass Avenue, 4th Floor, Suite 4200
Detroit, Michigan 48202**

2. An electronic version is required, submitted to our secure mailbox at rfp@wayne.edu. Be sure your e-mail subject line reads "(company name) RFP Parking Structure Capital Improvement Plan 2018 Response".
3. The electronic submission should be limited to no more than one of each of the following file types: one PDF document, one Word Document, or one Excel Workbook, with a total file size less than 20 megabytes. If your submission was sent correctly, you will receive an auto-reply message acknowledging receipt of your proposal. If you do not receive an auto-reply message, check the address you used and resubmit your proposal.
4. In the event a discrepancy exists between the electronic submission and the original copy of the Design Consultant's proposal, the original copy will prevail.
5. All inquiries regarding this RFP shall be made in writing and submitted by e-mail to Kimberly Tomaszewski at ac9934@wayne.edu and copied to Leiann Day at leiann.day@wayne.edu prior to the deadline stated in the project schedule. Inquiries directed to other University personnel may result in disqualification.

VI. RFP Criteria-Based Selection:

The Design Consultants participating in this RFP solicitation that are best suited for this engagement will be evaluated based upon a weighted criteria based selection process. These criteria will be used as a basis for selecting or shortlisting qualified Design Consultants.

Criteria Items		Max. Points
1	Demonstrated firm's relevant project experience with developing parking structure CIPs	7
2	Individual team members experience developing parking structure CIPs	6
3	Demonstrated estimating services capabilities/accuracy	5
4	Team member make-up	4
5	Team lead handling the day-to-day interface with WSU	4
6	Unique aspects of the firm or team that would add value to this project	4
7	Fee/cost for CIP and Maintenance Plan	5
8	Fee/cost for design services for yearly parking-structure-related projects based on an average of \$3 million per year construction cost expenditure	5
9	Exceptions to the A/E services contract	5
10	Quality of the proposal (organization, completeness of the submittal, etc.)	5

Possible Points: 50

The University reserves the right to reject any and all responses, in whole or in part, received as a result of this RFP.

The University assumes no responsibility or liability for costs incurred by the respondent prior to signing a contract agreement.