



Division of Finance and Business Operations

**Request for Proposal
And Specifications For
Professional Design Services for
The New School of Business Administration
WSU Project No. 999-270806**

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**Wayne State University
Procurement & Strategic Sourcing**

August 19, 2015

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I. Instructions to Design Professional:

Wayne State University invites teams to submit proposals to provide all necessary professional design services, including specialty consultants, as required for a complete project leading to the construction and occupancy of **The New School of Business Administration**.

This Request for Proposal (RFP) defines the requirements and expectations of the project, the expected contract environment, and guidelines for the preparation of proposals for the University's use in selecting a firm for the project. **Enclosed with this RFP is a Registration form, which is the confirmation of your intent to participate. This form MUST be emailed to Kimberly Tomaszewski at rfpteam2@wayne.edu no later than August 25, 2015 by 5:00 pm.**

Proposals are due before 12:00 p.m., local time, on September 9, 2015. Proposals received after this time will be rejected. **Six (6) copies** of the proposal are to be submitted in a sealed envelope or box at the University's Procurement & Strategic Sourcing Department.

In addition, an electronic version is required, which should be submitted to our secure mailbox at **rfp@wayne.edu** and be sure your subject line reads **"(company name) RFP Response for The New School of Business Administration"**. The electronic submission should be limited to no more than one of each of the following file types: 1 Word Document and/or 1 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. However, in the event a discrepancy exists between the electronic submission and the original copy of the Vendor's Response Proposal, the original copy will prevail.

Proposals shall be addressed to:

The New School of Business Administration Project No. **999-270806**
Kim Tomaszewski, Senior Buyer
Academic/Administration Building
Wayne State University (Procurement & Strategic Sourcing Department)
5700 Cass Avenue, 4th Floor - Suite 4200
Detroit, Michigan 48202

And: E-mail a copy to **RFP@wayne.edu** /
Subject line: **"(company name) RFP Response for The New School of Business Administration"**.

All inquiries regarding this Request for Proposal shall be made in writing and submitted by e-mail to **Kim Tomaszewski** at **rfpteam2@wayne.edu** and copied to **Valerie Kreher** at **ab4889@wayne.edu**, per the project schedule. Inquires directed to other University personnel may result in disqualification.

The proposals will be used to develop a short-list of qualified firms to provide presentations to the project selection committee. The selection of the successful design team will be based on the design professional's response to this RFP and the presentations of selected firms.

II. Project Scope:

A. Intent

Wayne State University is seeking proposals to design **The New School of Business Administration Building**. The intent of this solicitation is to encourage the submission of proposals to provide all necessary professional design services, including all specialty consultants, as required for a complete project leading to the construction and occupancy of **The New School of Business Administration**.

The University intends to select a construction manager to be a part of the project team to deliver the project through an at risk, guaranteed maximum price (GMP) relationship. The construction manager will participate in the pre-construction phase providing cost estimating services, schedule development and analysis, constructability reviews and value engineering services leading to determine the GMP.

The design and construction of the project will be managed by the Wayne State University Facilities Planning & Management, Design & Construction Services Department.

B. School of Business Administration Background:

Wayne State's main campus is located in Detroit's Midtown neighborhood on approximately 210 acres. The campus includes more than 120 buildings totaling just over 12 million gross square feet. The School of Business Administration (SBA) currently resides on the main campus within the Meyer & Anna Prentis Building located at 5201 Cass Avenue, just north of Warren Avenue. The existing facility supports doctoral, masters and undergrad programs as well as offering business related certificate programs. Academic departments within the School of Business Administration include Accounting, Finance, Management & Information Systems, and Marketing & Supply Chain Management. The School which is accredited by the Association of Advanced Collegiate Schools of Business (AACSB) boasts over 31,000 alumni since its inception in 1946, and currently serves approximately 2,700 undergraduate and graduate students.

The School of Business Administration has occupied The Meyer & Anna Prentis Building since the building was originally constructed in 1964. The facility is just over 64,000 gross square feet, and currently offers 14 classrooms accommodating up to 45 students each, a heavily used 2,000 square foot meeting space referred to by the campus population as the "fish bowl," and office space to support approximately 70 full and part time staff. In addition, the SBA occupies office and conference space in the Rand's House (Business Annex) located directly north of the Prentis Building and uses other general-purpose classrooms in different buildings on the main campus. More recently the SBA has offered both undergraduate and graduate classes in suburban outreach facilities to respond to current demands.

The School of Business Administration mission is to achieve excellence in business education, research, and service by adapting to the needs of a dynamic, globally-competitive business environment. To support these goals and provide students with the skills they need to be successful and competitive the New School of Business Administration will be located on a presently confidential site situated within Detroit's downtown business district. For the purposes of this RFP, the project site is approximately 400 feet by 400 feet.

C. Program:

The new facility will provide approximately 120,000 gross square feet to support classroom needs, seminar space, meeting rooms, and office/support functions. Plans include relocating the SBA program in its entirety to the new building.

Program requirement for the new facility will include a variety of flexible spaces designed to provide professional environments for students to thrive academically. Refer to Appendix 3 – Preliminary Program Considerations; the final design solution will need to challenge the preliminary program. Program components and considerations will include:

- Shared spaces including a lecture hall, seminar space, and meeting rooms and a food service component to be designed to encourage interaction between students, staff and local business partners promoting professional relationships for students while still within an academic environment.

- Faculty offices and other support services necessary for the success of students, to encourage program growth by making it convenient for young professionals to continue with their academic experience by providing all services locally.
- The new facility will be designed to be flexible to respond to changing needs in the business world, and will be equipped with the latest technology applications to ensure that WSU graduates are competitive in the employment market and successful when actively a part of it.
- A program that incorporates state of the art technology into shared and private spaces, and is flexible to respond to changes as technology changes.
- A dynamic food court that supports the needs of WSU students and the local community. The design professional will work with the University's food court operation vendor during this phase of the project. Costs for the tenant fit out for the food court will not be part of the project budget, with the exception of the building infrastructure.
- A program that meets the requirements for LEED silver Certification.

D. Budget:

The design professional will be working with an internal Wayne State University appointed committee to develop the final program and building design. This committee will be represented by the University staff members, faculty and students. The project budget is fixed at \$50,000,000 with \$30,000,000 allocated for all construction and construction management fees. Real estate costs are not a part of the project budget.

The design professional will be expected to design a solutions within this budget allowance, and work with the project team through all phases of the project to assure the project budget is maintained.

E. Schedule:

Project requirements and contract language will demand that all site work be complete and the building enclosed to look complete by September 1, 2017. The substantial completion date for the project will be no later than December 1, 2017 to permit occupancy during the University's holiday closure period. Material selections and long lead items will need to be considered and multiple bid packs planned and released to the construction manager for bidding and construction so that the project team achieves these essential project requirement.

III. Design Professional Services and Deliverables:

- A. The successful design professional will be contracted to provide complete services for the schematic design, design development, and the development of contract documents intended for bidding purposes for the project, and construction administration through punch list and project close-out activities.
- B. The University intends to select one responsive design professional for award of the project. The design professional will be responsible for coordinating all disciplines through contract documents.
- C. In general, the services to be provided by the Design Professional shall include all typical meetings and correspondence to support the activities, all architectural, mechanical, electrical, structural, civil, fire protection, interior design, furniture, signage, landscaping, building security, audiovisual systems, acoustical, lighting, telecommunications/IT and cost estimating. The designer's cost estimator will be expected to reconcile its estimate with that provided at each design phase milestone with the Construction Manager. **NOTE:** The University has a preferred vendor relationship with Siemens for building automation design and programming. Siemens is to be incorporated into all early planning and design activities and will provide, in cooperation with the Design Professional, construction documents to be incorporated into the bid document set necessary to bid building automation requirements.
- D. The Design Professional shall assist the University in optimizing the scope of work and provide advice on options regarding the scope, materials, methods, systems, schedules, and other conditions affecting development and construction of the project.

- E. The Design Professional will comply with the University's current Construction Design Standards and Computing and Information Technology Department (C&IT) Standards available at www.facilities.wayne.edu.
- F. The Design Professional selected for this project will be required to produce the following deliverables as part of their scope of work for the project:
 - 1. Detailed Program Statement and Presentation Component:
 - a. Program goals and objectives for the project.
 - b. Preliminary room inventory and data sheets to support the proposed program.
 - c. Conceptual block floor plans with integrated program element relationships.
 - d. List of rooms (spaces) for potential naming opportunities.
 - e. Conceptual building architecture to be further developed based on feedback received from the University's appointed project committee.
 - f. Narrative outlines of the architectural systems describing materials and finish levels, proposed mechanical, electrical, lighting, IT, and security systems as needed to estimate the project costs.
 - 2. Schematic Design:
 - a. Site and Exterior Space Relationships.
 - b. Building and Construction Systems: Recommendations for structural, mechanical and electrical systems. Basic utilities, including availability, capability, and environmental impact.
 - c. Project Cost: Estimate for the project with sufficient detail to support the design intent.
 - d. Design and Construction Schedule.
 - e. Drawings and Outline specifications: site plan, floor plans, elevations, sections and outline specifications.
 - f. LEED Checklist: Indicate anticipated points required to achieve silver certification.
 - g. Renderings as required to demonstrate design intent.
 - h. Participation with Wayne State University in the selection of the construction manager.
 - 3. Design Development:
 - a. Site and Exterior Space Relationships.
 - b. Building and Construction Systems: Recommendations for all architectural, structural, mechanical, electrical, civil, fire protection, interior design, furniture, signage (wayfinding), landscaping, building security, audiovisual systems, acoustical, lighting and telecommunications. Basic utilities, including availability, capability, and environmental impact.
 - c. Building Automation Design and Programming Requirements: Coordinate and incorporate into design documents the Siemens' design, as provided under the University's preferred vendor relationship with Siemens as identified previously
 - d. Project Cost: Updated estimate for the project with sufficient detail to support the design intent at 50% complete and at completion of DD.
 - e. Detailed design and Construction Schedule to support critical milestone dates.
 - f. Drawings and Outline Specifications: site plan, floor plans demonstrating space allocations, interior and exterior elevations, sections, and outline specifications developed to demonstrate design intent.
 - g. LEED Checklist: Indicate anticipated points required to achieve silver certification.
 - h. Renderings as required to demonstrate design intent, both interior and exterior.
 - i. Comprehensive room equipment and data sheets for all project rooms necessary to make the spaces fully functional and ready for use, including audio visual.
 - j. Proposed finish material schedule and samples.

4. Construction Documents:
 - a. Site and Exterior Construction Documents: Civil drawings noting existing utilities and new; and landscape plans including site lighting, hardscape and planting materials.
 - b. Complete Building and Construction Documents: Plans and specifications, including but not limited to architectural, structural, mechanical, and electrical, civil, fire protection, interior design, furniture, signage (wayfinding), landscaping, building security and integration with security hardware, audiovisual systems, acoustical, lighting, telecommunications and specialty disciplines as identified previously, to be used for bidding purposes.
 - c. Building Automation Design and Programming Requirements: Coordinate and incorporate the Siemens' design into construction documents.
 - d. Project Cost: Updated estimate for the project prior to bidding with sufficient detail to support the contract documents at completion of each bid package.
 - e. Construction Schedule: Indicate critical milestones through project completion.
 - f. LEED checklist: Indicate anticipated points required to achieve silver certification.
 - g. Interior Finishes and Furniture: Finish boards and comprehensive presentation the University's appointed project committee.
5. Bidding Activities:
 - a. Reconcile project budget with CM prior to bidding each bid pack.
 - b. Pre-bid meeting attendance and response to bidders questions through the Construction Manager.
 - c. Bidding and Award analysis and recommendations.
6. Construction Administration:
 - a. Required construction administration services to maintain scheduled construction activities including but not limited to field visitations as required to review construction activities, processing submittals, responding to RFI's, issuance of bulletins, review of pay applications, etc.
 - b. Activities to support the project through reviews by Authorities having Jurisdiction including university officials as required by project schedule.
 - c. Attendance at progress meetings and site visits for the duration of the construction schedule as required to review construction activities.
 - d. Punch Lists: One or more punch lists to support phased occupancy if required, and final punch list at the completion of all work.
 - e. Review and approve project close-out documents including as-built drawings and specifications, O&M manuals, RFI's, submittals, bulletins, shop drawings, field logs, warranties, etc.
 - f. Produce Certificates of Substantial Completion.

NOTE: The University expects the design professional to fully participate in activities throughout the life of the project.

IV. Project Schedule:

The University proposes the following schedule for the designer selection process:

Release of the RFP	August 19, 2015
Registration	August 25, 2015 by 5:00 p.m. Fax Registration Form to: 313- 577-8277
Mandatory Pre-proposal Meeting	August 26, 2015 at 10:00 a.m. at the Student Center Building, Room 285 , located at 5221 Gullen Mall
Final day / Deadline for Questions	September 2, 2015 by 12:00 p.m. to: Kim Tomaszewski, rfpteam2@wayne.edu
Delivery of Proposals (6 copies)	September 9, 2015 by 12:00 noon in the Purchasing Dept., Academic/Administration Bldg., 5700 Cass Avenue, 4 th Floor – Suite 4200, Detroit, MI 48202
Short List Announced	Week of September 14, 2015
Presentations	* September 21-23 2015
Selection	September 25, 2015
Contract Negotiations and Execution	Week of October 2, 2015
Commence Design	October 12, 2015
Construction Manager on Board	December 1, 2015
Break Ground	April 4, 2016
Site Work and Exterior Complete	September 1, 2016
Project Substantially Complete	December 1, 2017

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

No work shall commence until the contract is fully executed.

V. Proposal Requirements:

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**. Proposals are limited to 30 pages total, one sided, and eleven (11) point font. (This is inclusive of all required documents and schedules and any optional material included at the discretion of the respondent, but tab sheets and the cover pages do not count in the overall document count.) Proposals will be evaluated based upon the selection criteria presented in **Section VI**. Proposals must present information in a clear and concise manner, following the format indicated below:

A. Executive Summary:

Provide a one page summary describing your understanding of the project, what unique qualities differentiate your firm from others responding to this Request for Proposal. List all team members by firm name and define their roles for this project. Describe in summary fashion the experience your team has with projects similar to the proposed **New School of Business Administration**, by indicating the use, quantity and cost relative to a time frame.

B. Firm Contact Information and Firm Overview:

1. Clearly identify the name, address, e-mail and fax numbers of the project representative designated to receive all RFP information, addenda or any other official correspondence relating to the project. Provide a profile of the local office presence and capabilities of the local office to support this project.

2. If a joint venture, list similar information for each firm and the rationale for the joint venture, previous similar experience in a joint venture, previous experience with this joint venture partner, and a summary of the joint venture agreement indicating the roles and responsibilities of each party.
- C. **Experience:**
1. Provide detailed 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 will be heavily weighted in the selection criteria.
 2. Demonstrated expertise and experience in sustainable design practices. Identify experience in utilizing a design assist approach, life cycle cost analysis, and other practices used by your firm in meeting sustainable design goals. Identify participating team members with appropriate experience, including LEED experience.
- D. **Team:**
Identify your company's proposed project team. Include the staff qualifications, resumes, roles and responsibilities that make them ideal candidates for project. Include project experience related to new construction.
- E. **Approach:**
Describe your team's project approach defining all consultants and their level of involvement, methods of obtaining an understanding of the project and interacting with the customers, and the challenges anticipated in performing the requested services. What distinguishes your team from your competition? What makes your team the best qualified to design this project for the university?
- F. **Schedule:**
Present a milestone schedule for the proposed project. Prepare the schedule in sufficient detail to define major project milestones, with multiple phases as defined by your proposal and the anticipated overall project duration. Schedule must support all site work and exterior building enclosure complete by September 1, 2017.
- G. **Minority, Woman and Physically-Challenged Owned Business Enterprises (M/W/DBEs)**
Specify in your proposal whether ownership of your company is a certified M/W/DBE. Discuss your plans to involve M/W/DBE firms in the project. Indicate if M/W/DBE firms will be as a joint venture or a sub-consultant.
- H. **Proposed Fee:**
1. Using the level of effort work plan provided, (Schedule C), indicate proposed fees to complete the work based on total project cost of \$50,000,000, of which \$30,000,000 is total cost of construction. Include billing rates for all personnel who will work on this project along with estimated hours for each. Identify a line item for estimated reimbursable expenses that is to be included in the total fee. List and define any other assumed fees, including specialty consultants. Total ALL expenses and hours for the project. The University will not be responsible for math errors made by the vendor
 2. Specify whether the fee covers all services outlined in this RFP. Proposals should list any items excluded from the services proposed. Proposals should also list those services that should be made a part of this scope of work, but were not requested by the University. In the latter case, provide a proposed fee(s) for those services.
- I. **Professional Service Contract:**
The University's design professional contract documents are attached to this RFP for review, (Appendix 3.) Firms are required to completely define language amendment requests within their

proposals to prevent contract execution delays. Proposals that are silent on this issue will leave the University to understand that no amendments are requested and the contract documents are acceptable as released herein. Steps taken to negotiate amendments that are not in the proposals may result in the University choosing to contract with another candidate partner.

The University intends to award the contract for all necessary services required for a complete project using information provided in Schedule C – Level of Effort Table. Responses to the RFP must include a completed Schedule C – Level of Effort Table for all phases of work to reflect the project information provided within this RFP.

VI. Selection and Evaluation Criteria:

The selection committee will review and consider the following:

- Accurate and specific responses to all requests for information as outlined in this RFP.
- The quality and comprehensiveness of responses from interviews for short listed teams.
- The quality and comprehensiveness of the project approach as presented in the RFP and interviews.
- The qualifications and experience of the proposed project team (firms and individuals) and a demonstration of their ability to successfully deliver the project recognizing the aggressive schedule.
- Commitment to M/W/DBEs as either joint venture partners or sub-consultants.
- Checks of references provided by the firm.
- Fees and schedule will be considered to determine the best value for the University.

These criteria are not listed in any particular order.

The University reserves the right to request additional information at any time during the selection process.

Expenses for developing and presenting proposals are the responsibility of the Design Professional and shall not be reimbursed by the University. All supporting documentation submitted with this proposal will become the property of the University and may be subject to Freedom of Information Act disclosure.

Following the evaluation of the proposals, the development of a 'short list' maybe compiled, those respondents may be invited to attend a formal review meeting with selected university representatives to facilitate a final selection of the design firm.

VII. Schedules to be submitted with Vendor Proposal:

<u>Schedule A:</u>	Proposal Certification, Non-Collusion Affidavit, Vendor Acknowledgement
<u>Schedule B:</u>	Insurance Requirements
<u>Schedule C:</u>	Level of Effort Table (download separately)
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