

## **PRELIMINARY SCOPE OF WORK**

### **PLANNING SERVICES FOR CONDUCTING A PRELIMINARY MASTER PLANNING, SITE ANALYSIS AND PLANNING OF A LABORTORY BUILDING**

**(The university reserves the right to cease any work undertaken from this solicitation and subsequently proceed with final design services from a firm selected through a subsequent selection process. The University also reserves the right to proceed with final design and construction documents with the firm selected by this solicitation)**

#### **PURPOSE #1**

To retain qualified planning services to undertake the services required to comply with The State of Michigan Department of Management and Budget Major Project Design Manual (Manual), October 2008 Version. The initial work of this solicitation is being limited to the services required to comply with Appendix Two of the Manual. The selected firm shall be expected to work closely with the specified University representatives to insure that the completed project achieves the desired goals. In addition to the academic goals, the design solutions are also expected to meet University operational and sustainability goals.

#### **PURPOSE #2**

To retain qualified planning services to conduct master planning, programming, and a preliminary site analysis of a new academic laboratory facility. The selected firm shall be expected to work closely with the specified University representatives to insure that the completed project achieves the desired goals. In addition to the academic goals, the design solutions are also expected to meet University operational and sustainability goals.

#### **PRELIMINARY SCOPE OF WORK**

The possible project sites are owned by Grand Valley State University (University). The architecture/engineering firm chosen shall conduct a preliminary site analysis; prepare final programming documents; develop design solutions; prepare preliminary, subsequent, and final design documents; prepare intermediate and final construction documents; prepare bidding and permitting documents; and perform construction administration tasks, and other services including but not necessarily limited to the following:

- Consult with Grand Valley State University project manager and authorized representatives as necessary to ascertain requirements of the project;
- Obtain all necessary Grand Valley State University approvals, variances, special exceptions, and permits needed to complete the project;
- Obtain all necessary State of Michigan approvals, variances, special exceptions, and permits needed to complete the project;
- Provide bid period support service, monitor, manage, and deliver the completed design services within the budget and agreed upon project schedule;
- Provide construction manager selection support;
- Provide LEED certification support to achieve (**as a minimum**) LEED Silver rating within 8 months of the occupancy of the building
- Work to begin ten (10) calendar days after receipt of Notice to Proceed from the University; and
- Assist the University in developing a final overall schedule calendar for the design and construction project.
- Other services in the University's Contract for Professional Services, Architect's Form.

Design services shall produce the necessary construction documents to allow the University to bid competitively and to construct the facilities. These designs must meet all currently adopted and pertinent

federal, state and local building codes (including the USBC Code and Life Safety Code) and current handicapped access (ADA) requirements. The architect/engineer will be expected to work closely with representatives of the Grand Valley State University in evaluation of alternative designs.

The design of the new facilities shall be consistent with the University's existing architecture to the maximum extent possible. The architect/engineer shall be expected to provide for appropriate laboratory and teaching technology, wire management, and for hazard management as well as other factors as appropriate.

**PROPOSED PROJECT**

**New science building to support the mission of the College of Liberal Arts and Sciences**

The College of Liberal Arts and Sciences (CLAS) is a student-centered and diverse learning community that engages in critical inquiry and extending knowledge to enrich and enliven individual and public life. Our vision is to set a standard of excellence in liberal education. We prepare our students to be responsible citizens, productive professionals, and lifelong learners with global perspectives. And most importantly we use our space and resources to foster a diverse community of inquiry, discourse, discovery, expression, and reflection. At the core our curriculum is our focus on liberal education facilitated through active student-teacher engagement. And these forms of interaction occur best in our lab based courses and programs.

In his recent (January 2011) state of the union address, President Obama called on institutions of higher education to produce 100,000 science, technology, engineering, and math (STEM) teachers over the next 10 years. GVSU has been gearing to support the growth in health professions and the sustained need for computer scientist and engineers but soon we may also need to address a renewed interest in science teaching. But if this awakening occurs as our nation's President predicts, and it must for the US to remain competitive, then we can expect these students to put additional stress on our science and mathematics course offerings. The current and growing stress is evident in Table 1.

Table 1: Student enrollment in lab classes by academic year

Academic Year	Total enrollment in science labs
2007-08	17760
2008-09	18175
2009-10	18816
2010-11	18480

Life science departments have borne the brunt of GVSU's growth in the sciences as students must take several courses in these departments before secondary admission to Nursing and Health Professions. *The Michigan Career Outlook Through 2014*, published by the Bureau of Labor Market Information, suggests that higher education institutions, including GVSU, will continue to see enrollment in courses that prepare students for admission into the health professions. Registered Nurses are expected to stay at number one for the occupations requiring a higher education diploma. In fact six of the top twenty high-growth occupations requiring a college degree are in health professions. Additionally, ten of the top 20 fastest-growing occupations will require a degree and/or extensive coursework in science and mathematics. Closer to home, the data for Allegan, Kent, and Ottawa counties mirror those of the state.

CLAS advocates strongly for a new lab science building on the Allendale campus to support the life sciences. This building should, at minimum, house at least 8 new teaching labs and research space for at least 40 faculty. The sciences also need a building with at least 60 faculty/staff offices to move an entire department including faculty and support staff. The nature of the faculty workload of units currently

housed in the HRY/PAD complex necessitates moving an entire unit to alleviate the crunch. Moving a large unit will allow for remodeling and expanding spaces for the remaining units. Any new building will have a cascading and positive impact on the chemical and physical science offerings.

Recent GRAND Valley marketing, as well as those of our competitors in the region, emphasizes undergraduate student access to research. This is a wonderful message to prospective students and their families, especially for students of high academic ability. It would profoundly undercut our undergraduate mission to fail to offer faculty-mentored research opportunities to all qualified students who want to take advantage of the opportunity. However, we no longer have sufficient faculty/student laboratory research space to accommodate the students (nor their faculty research mentors).

The acute need for research space is now at the tipping point where our inability to offer such space negatively impacts departments' recruiting efforts. CLAS' masters programs (M.S. in Biology, M.S. in Cell and Molecular Biology, M.S. in Biomedical Sciences, and the Chemistry Concentration in the M.Ed.) require that students do research. Unfortunately, because research space is sparse it can negatively impact students' progress to graduation. Accommodating students directly impacts faculty who, based on new departments' guidelines, must have a scholarly product for tenure and promotion.

To have the greatest impact, the new science building must include a minimum of the following

- 10-12 science teaching labs
- Support space for teaching labs
- 2-4 large shared research spaces that can be sub-divided as needed
- At least one large lecture hall like LLT 101 and 103 to support more lab sections
- Animal Care facility which is also needed by Psychology
- Computational research space for graduate students and faculty
- Discussion rooms to support labs and student independent work
- Dedicated tutoring rooms
- Sterile room
- Instrumentation room
- 80 offices
- Adequate storage spaces.

### **PROGRAMMING**

The University expects that the selected firm will undertake initial space and budget programming based on University standards, cost per square feet for building type and location, other factors identified during the initial activities of the project. This is also the opportunity to further refine the space expectations being described in the proposed project.

### **PRELIMINARY SITE ANALYSIS**

The architect/engineer will conduct a preliminary site analysis of the property in order to establish the required utilization of the sites for the proposed facilities. The University will require that the architect/engineer furnish, under this phase, preliminary itemized estimates of the proposed improvements at each investigated site. Any design and use will require the approval of all appropriate governing bodies, including the Grand Valley State University Facilities Planning Department, Grand Valley State University Board of Trustees, State of Michigan, and the Allendale Township. Development of a scope of work for soil investigations to determine underground conditions will be required of the architect/engineer; the actual investigations will be conducted under a separate contract. The architect/engineer is advised that an Advisory Committee (Committee) consisting of as many as 25 members will participate in the development and review of design solutions for

this project.

Other considerations to be included in the preliminary site analysis include but are not necessarily limited to the following:

- Consideration of the University Planning Standards
- Compliance with applicable adopted building and other codes
- Effective landscaping (see University Standards)
- Building service considerations
- Provision of noise and light buffers
- Existing utility infrastructure
- Space to allow support operations without interruption of pedestrian activities
- Impact upon existing site parking, traffic flows, and
- Other factors as may be identified as a result of the site analysis.

### **SCHEMATIC DESIGN**

The architect/engineer shall prepare three (3) alternate schematic design solutions for consideration and presentation to the project committee. These alternate designs shall be presented to the Grand Valley State University committee and other Grand Valley State University staff as needed. The University shall have the option of accepting any individual alternative schematic design or combination thereof. Final layout requirements will be coordinated with the University Facility Planning Office. Visual depiction of each alternative schematic design must be provided by the architect. Each alternate schematic design shall meet the agreed upon program.

The architect/engineer shall prepare a written construction cost estimate for each alternative. The architect/engineer shall be expected to provide boundary surveys, soil surveys and preliminary site plans at this design stage. The selected firm is expected to contract for these services from local Grand Rapids area firms with prior knowledge of the conditions of the Allendale campus.

### **DESIGN DEVELOPMENT**

This phase will be initiated after evaluation and approval of the plans and cost estimates submitted in the schematic design phase. Requirements for this phase are to fix and describe the finished project via drawings and documents sufficient to illustrate the size, character, and quality of the entire project in its essentials as to kinds of materials, type of structure, mechanical and electrical systems, and such other work as may be required for final designs to construct the facilities. Specifically, the following shall be performed during this step and delivered to the University:

- Prepare drawings/documents relative to structural, plumbing, mechanical, electrical systems and other such elements as may be appropriate to support the designs;
- Prepare drawings/documents relative to preliminary furniture, fixture, and furnishings consistent with the agreed upon program;
- Describe in a brief report the major building systems and materials to be used in the project;
- Prepare written construction project schedules; and
- Prepare an updated written cost estimate for the construction project.

### **SITE PLAN APPROVAL PROCESS**

The architect/engineer shall be expected to fully comply with all applicable Grand Valley State University site plan requirements in developing the site. In addition, the architect/engineer shall be expected to represent the University's interest in obtaining variances, special exceptions, etc., should these be necessary. The architect/engineer shall be expected to complete and finalize all Allendale Township, State of Michigan, and United States Federal requirements at this design stage.

## **CONSTRUCTION DOCUMENT AND BID PHASE**

This phase will be initiated after the University staff; and Grand Valley State University Board have approved the design plans and authorized the project to proceed to construction document and bidding. The following will be accomplished during this phase:

- Prepare construction documents of drawings and specifications setting forth in detail the requirements for construction of the project.
- Provide the plans, specifications and other necessary bid documents, design firms and the University will negotiate a mutually acceptable submission schedule (i.e., 50%, 75%, 90%, final) for these documents;
- Provide the University with a detailed estimate of proposed construction costs and schedules;
- Assist the University in obtaining competitive bids from contractors, and in recommending the award of the construction contracts should such services be required. All the specifications and documents will become part of the University's standard Invitation for Bid (IFB) package and all IFB's will be prepared and distributed by the selected Construction Manager.

## **CONSTRUCTION CONTRACT ADMINISTRATION**

The architect/engineer shall provide construction contract administration during the construction phase. The expected work must follow these minimum requirements:

- Provide a minimum of bi-weekly site visits and other inspections as needed and as required insuring compliance with approved plans and specifications;
- Photo documentation of site visits, including a detailed report outlining any observed deficiencies in the construction work
- Review all shop drawings and submittals;
- Provide responses to requests for information.
- Provide on-call services as needed for design revisions, and prepare documentation for approval of change orders by the University;
- Keep the University informed of progress of construction; report any deficiencies, and assist in resolving issues with design documentation and construction quality;
- Examine the contractor's application for partial payment and prepare a recommendation for University action on each request.

## **POST-CONSTRUCTION PHASE**

The architect/engineer shall be expected to provide at a minimum the following:

- Conduct a walk-through with contractor, and Grand Valley State University representatives;
- Arrange for training to be provided to University personnel on the operation and maintenance of installed equipment.
- Provide one (1) electronic and two (2) copies of as built record drawings which accurately delineate all revisions thereon. Revisions shall include, but not be necessarily limited to the following:
  - All “as built” notations made by and received from the various trade contractors who performed work on the project.
  - Any unforeseen or hidden site conditions (e.g. utilities unknown or in different locations than originally noted) whether or not the condition resulted in a change to the work.
  - All addenda and bulletins issued on the project
  - All field directives that resulted in a “no cost” change to the work, and
  - All other changes to the work directed and authorized by the University.
- Provide one (1) electronic and two (2) copies of manufacturers' operation and maintenance manuals on all equipment, all close out documents as required in the GVSU Standards, and all guarantees and warranties for the completed construction;

## **REPORTS AND CONSULTATIONS REQUIRED**

The architect/engineer, for the duration of the project, shall be expected to:

- Prepare documents at each stage of the project for approval, consultation, and change as necessary. This will include meetings on development, approval, revision etc., of necessary documents and plans;
- Meet with Grand Valley State University staff, and other appropriate public bodies in work sessions, formal presentations, and other meetings as needed. It is expected that more consultation will be necessary during the pre-construction phase;
- Make bi-weekly written reports to the University project manager describing the work accomplished to date or any unusual problems encountered, and inform the project manager of any unusual circumstances, as they occur, which might delay the work and/or cause problems later.
- Keep the University informed on construction progress;
- Prepare monthly written status reports throughout the project and a written summary of the project at its conclusion.

## **PROPOSAL FORMAT**

The prospective architect/engineer's response to this RFP should include:

- The architect/engineer's proposed approach or methodology to be followed in completing each of the required tasks in the Scope of Work above;
- A brief statement of the company's organization to include an organizational chart that relates to pertinent functions. Indicate the name(s) of key personnel who will be assigned to this project, what each will serve, and a statement of their experience and professional background. Indicate time commitments for the key personnel.
- A list of projects (references) of similar work of this type completed or underway; including a description of the project, its size, its cost, and the work effort performed by the vendor.
- A list of names and addresses (references) of similar projects where work of this type have been done, to include a title and telephone number for a contact person.
- A brief synopsis of the most central factors the architect/engineer feels need to be considered in the design of current lab facilities.
- A brief synopsis of what the architect/engineer feels are the most critical and/or challenging aspects of this project including potential difficulties;
- A brief synopsis of how the architect/engineer will approach the LEED compliance requirement, including a list of LEED certified projects to include achieved certification level, a title, and telephone number for a contact person, and
- A brief financial profile of the company should also be included in sufficient detail for the University to ascertain the architect/engineers' financial strength;

Be succinct. The University is not interested in receiving a ream of the firm's sales material or firm history. This information can be provided via a website link to your site

The firm is expected to send the required response in PDF format to the listed e-mail by the due date. Expect that there may be some delay, therefore please do not wait until the last date to submit the required information. **The person submitting the e-mail must be the contact for future correspondence.**

## **EVALUATION PROCESS**

Proposals will be evaluated by a project advisory committee using the following criteria and any other criteria appearing elsewhere in this solicitation:

- Compliance with the RFP;

- Understanding of the project type, including problems and needs;
- Soundness of the proposed approach;
- Recognition of potential problems and difficulties;
- Qualifications of the personnel to be assigned to this project including previous experience with the design and construction of academic laboratory facilities;
- Qualifications of the personnel of consultants proposed for this project including previous experience with the design and construction of academic laboratory facilities;
- Familiarity with Grand Valley State University and State of Michigan approval processes;
- Understanding of the estimated time to complete the project tasks;
- Quality of references.
- Proximity to the project site is a consideration; travel and managing remote operations can be a detriment to the successful performance and design budget of the project; this matter must be addressed as part of the vendor's proposal submission.
- Acceptance of the GVSU contract document

The selection committee will review all responses. Those vendors (short listed firms) selected for further consideration will be required to submit non-binding estimates of cost for their services.

### **SELECTION PROCESS**

Selection will be based on:

- Prior experience with the project type.
- Understanding of the project type, including problems and needs;
- Soundness of the proposed approach;
- Recognition of potential problems and difficulties;
- Qualifications of the personnel to be assigned to this project
- Qualifications of the personnel of consultants proposed for this
- Familiarity with Grand Valley State University and State of Michigan approval processes;
- Quality of references.

### **PERSONAL INTERVIEWS**

**Interviews with short listed firms may be required prior to final selection.** These interviews will be conducted with the selection committee and at the convenience of the University with no responsibility to the University for expenses incurred. A final scope of work will be made available to the short listed firms so that those firms can prepare for the personal interviews. Key representatives of the architect and proposed consultants (laboratory, structural, mechanical, electrical, etc.) are expected to present and contribute to the presentations.

### **PRE-SELECTION CONTACT WITH THE UNIVERSITY**

Any contact with the University prior to the selection of a vendor must be through the Facilities Planning Office. Any other contact may be grounds for removal from the selection process.

Proposing vendors are free to review University websites, conduct site visits to campus, and submit questions to the University Project Manager. Answers to the material questions will be distributed to all vendors.

### **GRAND VALLEY STATE UNIVERSITY CONTRACT**

Submission of a response to this solicitation indicates that you have read the contract document posted at [www.gvsu.edu/facilitiesplanning/](http://www.gvsu.edu/facilitiesplanning/)

**SOLICITATION SCHEDULE**

Solicitation released	July 11, 2011
Responses due	July 25, 4:00 PM
Review of responses complete	August 12, 2011
Interviews (if required)	August 25, 2011
Selection	August 26, 2011

**SUBMISSION REQUIREMENTS**

Responses must be submitted in PDF format to: [fp-qualcoordinator@gvsu.edu](mailto:fp-qualcoordinator@gvsu.edu)

