RFP
Request for Proposal
Selection of Design Build Firm
For
New Student Center

Xavier University of Louisiana
New Orleans, Louisiana

Mr. Marion Bracy
Vice President of Facility Planning and Management

July 15, 2013
Objective
Xavier University of Louisiana (“Owner”) is seeking proposals from qualified Design Build Firms for the construction of an approximately 30,000 square foot, two levels, Student Center to house the following activities and functions:

- **Level 1**
  - Basketball court
  - Adjacent fitness equipment
  - Office area with 3 cubicle workstations
  - Juice bar with overhead door at sales counter
  - Study Lounge
  - Men/Women rest room facilities
    - 2-3 shower stalls in each
    - Double tiered lockers, 20 each side

- **Level 2**
  - Running track (3 lanes) above basketball court on a mezzanine
  - Connecting stair to Level 1

- Connected to existing Xavier South building at Xavier South building (level 2) by elevated crosswalk to Student Athletic Facility Mezzanine level
  - Clearance under crosswalk to allow for service truck access

- **Mechanical/Electrical**
  - This building will not be connected to the Xavier University central plant
  - MEP systems will be stand alone in relationship to the existing Xavier campus
  - The Fire Alarm system in the new Student Athletic Facility will be connected into the Xavier campus system at Xavier South

- **Construction Materials**
  - Brick veneer over steel studs
  - Brick to match adjacent St. Martin DePorres hall
  - Windows to match adjacent St. Martin DePorres hall

- **Site**
  - Location of former B. Samuels Co., Inc.
  - 939 S. Jeff Davis Parkway, New Orleans, LA
  - Site dimensions are 100’ x 200’
  - Demolition of existing building and slab will be by Contractor
  - Environmental study has been completed by Owner (will be given out at the pre-submission conference)

- Schematic Concept has been completed by Owner (copy included in RFP)

Work must be substantially completed not later than May 15, 2015.

**Selection of Design Build Firm**
Criteria: The Owner will select the Design Build Firm for the Project who presents the lowest sealed budget bid to complete the job and whose bid is responsive to the following general criteria:

- The strength of the team proposed to be assigned to the Project by the Firm, to include a local, licensed Architectural firm. The Owner reserves the right to approve the selected Architectural firm, as well as the Engineering firms on the design team as well.
- The individual Architectural team member’s availability to work on the project
• Applicable experience
• Ability to work effectively with the Owner’s management team
• Commitment to deliver the project to the Owner on the agreed schedule
• The soundness and completeness of the Firm’s approach to designing and constructing the Project as determined by the information submitted to the Owner as required by this RFP. {Submittals of firm’s experience in building university or related facilities such as student centers and other university facilities will meet this requirement. Photos of those works with references should be included in this proposal.}
• The competitiveness of the Firm’s project schedule, general conditions, contingency requirements, savings clause, liquidated damages, retainage structure, and risk assumption.
• Capability of Firm to coordinate or perform all aspects of design and construction required under this project.
• The relevant experience of the architects/Firm, the financial strength of the Firm, bonding capacity, client references and litigation history.
• Completeness and accuracy of a Cost Opinion and value engineering concepts. The Cost Opinion should be generated “in-house” by the proposing Firm. The Cost Opinion will be utilized by the Owner only to determine if the current budget is appropriate. The Cost Opinion must contain information according to the below sixteen categories of proposed work, namely:
  o General Conditions
  o Site work (including piling)
  o Concrete
  o Masonry
  o Steel
  o Carpentry
  o Moisture Protection
  o Doors and Windows
  o Finishes
  o Specialties
  o Equipment
  o Furnishings
  o Special Construction
  o Conveying Systems
  o Mechanical
  o Electrical
  o Other criteria in the sole and absolute discretion of the Owner.

In addition to the above line items, the Contractor shall be responsible for:
• Demolition
• Environmental abatement
  o Owner has completed environmental assessment (copy provided)
• All required permitting

Schedule
A Pre-Submission conference will be held on-site on July 24, 2013 at 1:00 PM to review the existing conditions.
The Firm shall submit “sealed budget bid” proposals by no later than 2:00 p.m. on August 21, 2013 to the Owner in accordance with the RFP. Bids, along with five (5) copies of the proposals, must be delivered to:

Xavier University of Louisiana  
Attention: Mr. Marion Bracy  
Vice President of Facility Planning and Management  
Administration Building  
1 Drexel Drive  
New Orleans, LA 70125-1098

It is the intention of the Owner to review the Documents of Interest submitted on the above-required date and then follows the schedule below:

- August 21, 2013 – submissions are due
- August 28, 2013 - select three (3) firms to be personally interviewed to discuss their individual submission
- September 11, 2013 – interviews concluded
- September 18, 2013 – the three interviewed firms will be notified as to the Owner’s selection. Once selected the Owner will notify the successful firm via a letter of intent in order to proceed with design activities.
- October 16, 2013 - Assuming a guaranteed maximum price contract or a lump sum price contract is acceptable to the Owner (at its sole and absolute discretion), the following 30 days will be utilized to fully document the proposed contract and then begin the design process in earnest.
- Since time is of the essence, the Owner and the selected Contractor will diligently work towards a construction start date as soon as the proper contractual documentation can be completed as well as the design documentation.

Submission Requirements: The following are two (2) required exhibits that must be incorporated and submitted as part of the Design Build Firm’s proposal to the Owner.

Exhibit “A” – Project Information Document List, required as specified below:

- Bonding Capacity and Insurance
- Information regarding backlog of work
- Summarized information regarding most recent audit of Firm’s financial statements.
- Milestone schedule to complete project on May 15, 2015.
- Photographs and narratives of Student Union/Recreational Centers or other university facilities the Design-Build Team has completed
- The percentage goal of minority owned firm participation in this work is 30%
- Reference letters and list of project Owner contact information

Exhibit “B” – Cost Opinion Special Requirements/Value Engineering Concepts

- A detailed cost opinion must be included and submitted with this proposal. The building should include the latest technologies, including “wireless Internet.” Also, include in the cost opinion the following allowances:
  - Furniture and Equipment Allowance to include
    - Office cubicles and furniture as shown on schematic concept drawing
- Lockers
- Basketball floor – Owner provided
- Basketball goals – Owner provided
- Workout equipment – Owner provided
  - Contractor to supply layout and required electrical and cable outlets
- Scoreboard – Owner provided
  - Contractor to provide structural support
  - Contractor to provide all required electrical wiring and hook up
- Installation of all items in Exhibit “B”
  - Landscaping Allowance
  - Card Access & Camera Safety/Security Allowance
  - Contingency of 10% of hard construction costs, excluding the above allowance items.

Questions and Site Access
Specific questions and site access requests may be directed in writing via email to:

Bruce Hamilton
bjhamilt@xula.edu

NOTICE: RFP DOES NOT CONSTITUTE ACCEPTANCE OF OFFER
The release of the Request for Proposal does not constitute an acceptance of any offer, nor does such release in any way obligate Xavier University of Louisiana to execute a contract with party. Xavier University of Louisiana reserves the rights to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria contained within this document. The final decision to execute a contract with any party rests solely with Xavier University of Louisiana.

PROPOSAL ACCEPTANCE PERIOD
The original and four (4) copies of the proposal, five (5) copies total, shall be signed and submitted no later than 2:00 PM on August 21, 2013 in a package to

Xavier University of Louisiana
Attention: Mr. Marion Bracy
Vice President of Director Facility Planning and Management
Administration Building
1 Drexel Drive
New Orleans, LA 70125-1098