

**Xavier University of Louisiana  
1 Drexel Drive  
New Orleans, LA 70125**

**REQUEST FOR PROPOSAL NUMBER  
XUDM.II - 042020**

**BRIDGING ARCHITECTURE DESIGN SERVICES  
Legacy Buildings Exterior Envelope Project**

**Proposal Due:**

**03/04/2021 at 3:00 P.M.**



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## REQUEST FOR PROPOSAL XUDM.II - 042020

### BRIDGING ARCHITECTURE DESIGN SERVICES Legacy Buildings Exterior Envelope Project

#### 1.0 REQUEST FOR PROPOSAL

The University requests the submission of a response to this Request for Proposal from pre-qualified firms, partnerships, corporations, associations, or professional organizations to provide architectural and engineering services for Bridging Documents for the Legacy Buildings Exterior Envelope Project.

##### A. PROJECT DESCRIPTION:

The project scope of work generally consists of the following:

- Refurbishment and/or replacement as necessary of damaged steel and wood window units and hardware to restore units to original condition and functionality.
- Refurbishment and/or replacement as necessary of damaged wood doors, frames and hardware to restore units to original condition and functionality.
- Repairs to interior components such as plaster, drywall, sills, trim & ceilings resulting from air and water infiltration through exterior openings.
- Cleaning and sealing of existing exterior stone and brick masonry facades.
- Repair of masonry components exhibiting visual structural damage.
- Removal and/or re-routing of exterior surface mounted conduits, piping, wiring, etc. and patching of openings.
- Removal of abandoned and non-functioning surface mounted equipment and components including speakers, lighting, etc. and patching of openings.
- Repairs as required to address Life Safety code and ADA deficiencies.

The University reserves the right to reject any or all proposals and to waive any irregularities or informalities in the RFP document or the process. The University may cancel or amend this RFP by issuance of addenda hereto. Subsequent addenda(s), if any, will be available only on the University's procurement website at: <https://xula.edu/special-projects>

Any questions or clarifications pertaining to this RFP by the Respondents will be considered by the University only if submitted in writing to the Project Manager by email at [sjones51@xula.edu](mailto:sjones51@xula.edu) no later than **3pm on Thursday, 03/04/2021**. Respondents are encouraged to submit their questions as soon as possible in order to give the University an opportunity to reply in timely manner. Respondents may not rely upon any verbal response to Respondent questions or requests for clarification. The University will not accept any questions for clarification after **Thursday, 02/18/2021**. All responses to questions will be posted via Addenda on **Thursday, 02/25/2021** and posted on the University's website at: <https://xula.edu/special-projects>

RFP submittals must be received by 3:00 P.M. on **Thursday, 03/04/2021** to the following:

Xavier University of Louisiana  
1 Drexel Drive  
New Orleans, LA 70125  
Attn: Steven G. Jones  
Email: [sjones51@xula.edu](mailto:sjones51@xula.edu)

The submittal should be submitted in a sealed envelope including one (1) original hard copy **and** one (1) thumb drive with name of RFP clearly identified. No other collateral or reference materials should be submitted. Respondents are solely responsible for timely submission of RFP responses to the designated location prior to the latest time for submission.

## **B. SCHEDULE OF ACTIVITY FOR THIS REQUEST FOR PROPOSALS**

Release of Request for Proposal (RFP)	01/21/2021
Scope / Site Meeting	02/11/2021
Last Day for Request for Information at 3:00 P.M.	02/18/2021
Addenda Issuance on Website	02/25/2021
RFP Submittal Due by 3:00 P.M.	03/04/2021
Proposals Reviewed for Responsiveness	03/11/2021
Notice of Intent to Award Selected Firm	03/25/2021

### **2.0 BACKGROUND**

Xavier, which was founded by Saint Katharine Drexel and the Sisters of the Blessed Sacrament, is the nation's only Catholic and historically Black College or University. Its mission and ultimate purpose is to contribute to the promotion of a more just and humane society by preparing its students to assume roles of leadership and service in a global society. This preparation requires diverse learning experiences and environments that incorporate research and community service.

Xavier's origins date back to 1915, when the Mother Katharine Drexel founded the Sisters of the Blessed Sacrament. Ten years later Xavier University of Louisiana became a reality when the College of Liberal Arts and Sciences was established. In 1927, a College of Pharmacy was added. As the University thrived, it became apparent that additional space was needed. Property on Washington and Pine streets was purchased in 1927, and the original buildings that define the current campus were commissioned.

The Administration Building (1) and the Convent Building (3) were completed in 1932. The Library, now the Music Building (10) was completed in 1937. The Administration Annex Building (2) was completed in the mid-1950s. These four structures make up the Legacy Buildings included in this construction package. The Administration Building, Convent Building and Music Building have been recognized by the United States Department of the Interior, National Park Service as historically significant buildings and have been included on the National Register of Historic Places.

Xavier University is embarking on a campus wide capital improvements program. At the heart of this initiative is the restoration of the campus Legacy Buildings. The scope of work included in this construction effort is intended to honor and celebrate these iconic and treasured buildings.

### 3.0 OVERVIEW OF SERVICES TO BE PROVIDED UNDER THIS RFP

The purpose of this Request for Proposals is to select an Architectural/Engineering team to provide Bridging Design Services for the Legacy Buildings Exterior Envelope Project. The selected Consultant Team shall develop a program, schematic design and Bridging Documents as necessary to obtain Design-Build Proposals through a public agency procurement process. The Consultants Team shall support the University through the procurement phase and provide review of the Design-Builder's design documents for conformance with the University's program as expressed in the Bridging Documents.

The Consultant Team shall assist the University with the following phases.

#### **BASIC SCOPE OF SERVICES:**

Phase 1: Project Initiation

Phase 2: Program Development

Phase 3: Conceptual/Schematic Design

Phase 4: Bridging Documents

Phase 5: Design-Build Team Selection

Phase 6: Construction Documents Review/Design Intent Review

Phase 7: Design-Build Construction Administration

**PHASE 1: Project Initiation.** Establish overall project schedule, work plan; review University planning to date and University standards; identify University goals, objectives and expectations through interviews, data collection, etc.; finalize list of program meetings to be held with University Staff and Stakeholders; Set and chair efficient Program Meetings. Review University site surveys, Facility Master Plan, available existing building plans and available site and utility information.

**PHASE 2: Program Development.** Document spatial requirements for use in preparation of Bridging Documents as well as to guide and govern potential changes by the Design-Build team. Develop questionnaires and agendas for specific meetings with University and user group to be distributed prior to scheduled meetings. Draft program, including narratives and space diagrams. Review Initial Construction Cost Budget (ICCB) and Develop preliminary cost estimate based on program. Perform preliminary Code/Regulatory Agency review(s). Assist in the planning and preparation of Part 1, 2 and 3 applications for state historic tax credits, including coordination with State Historic Preservation Office (SHPO) and National Park Service (NPS).

**PHASE 3: Conceptual/Schematic Design.** General goal being to further develop and define a schematic design for University review and approval that incorporate all appropriate Program requirements for the Legacy Buildings Exterior Envelope Project.

- Architecture: Update space plans based on updated Program requirements, such as orientation, field materials
- Preliminary Window / Door Schedules, Finish Schedules, Performance Specifications
- Develop cost estimate and review against budget. Reconcile if/as appropriate

Assemble Schematic Design level documentation package sufficient to describe: Project size, Functional priorities, Aesthetics: finishes, materials, colors, time critical construction completion requirements, Sustainable features, Cost effectiveness, level(s) of quality desired.

**PHASE 4: Bridging Documents.** General goal is to refine Phase 3 documents to create Bridging Documents suitable for the University to obtain Design/Build proposals through a public agency procurement process. Documents need to allow latitude for the Design-Build contractor's team to find ways to save time and money, but should clearly state requirements that are essential to the owner. Clarify Design Intent to become basis of design for prospective Design-Build teams. Confirm project will meet budgetary and programmatic goals. Final code check of approved Schematic Design. Develop/produce final Bridging Documents including performance specifications, design narratives for each discipline, describing functional priorities, quality levels, aesthetic requirements, design criteria, and requirements to meet applicable building codes. Exterior/Interior finish materials and color selections. Prepare two (2) presentation boards. Deliver digital/electronic files, drawings and specifications to the University.

**PHASE 5: Design-Build Team Selection.** General goal being to lend assistance to the University in pre-qualifying prospective Design-Build (D-B) teams to compete for the project, and in selecting the most qualified D-B team. Review/comment on RFP prepared by the University. Assist in reviewing qualifications. Assist in developing best value criteria and scoring criteria. Attend Pre-bid conference/presentation. Attend one-half day work sessions with each bidder (limited to three meetings). Respond to Requests for Design Clarification and/or modifications. Consult with University concerning the determination or acceptability of D-B proposed substitute materials and systems proposed by D-B bidders. Consult with University concerning the determination or acceptability of D-B proposed changes in design or approach. Submit clarifications as appropriate. Assist in evaluation of bids. Review bids versus the weighted factors and develop a Bridging Design team response for review by University selected team members. Respond to questions of the University selected design team members as appropriate.

**PHASE 6: Construction Documents Review/Design Intent Review.** General goal being to consult or support University by reviewing Design-Build designs and construction documents to assure compliance with Bridging documents design intent. During the design phase, meet bi-weekly with the Design-Builder's architect and engineers on a discipline-by-discipline basis for 'over-the-shoulder' reviews. Act as liaison between University, authorities with jurisdiction, the Design-Builder's architect and engineers, and the stakeholders to assure design intent compliance. Meet monthly with the monthly to report findings, review comments, etc. Review D-B team's 50% and 100% design submittals, make recommendations as appropriate. Review RFI's for Design Intent.

**PHASE 7: Design-Build Construction.** As requested by the University, the Bridging A/E team's scope of services for the final Phase 7 is to be available to respond to phone calls/emails on questions regarding design intent advice, to comment upon shop drawings, substitution requests and other submittals for conformance to the requirements of the Bridging Documents. Provide Substantial/Final Completion assistance and Post-Occupancy reviews.

#### **4.0 SUBMISSION OF RFP RESPONSE(S)**

To be considered by the Selection Committee, respondents must submit a written response(s) to this RFP, which addresses each and all of the requirements of this RFP. It is mandatory that responses to this RFP be received to the following address no later than **3:00 P.M. on Thursday, 03/04/2021**.

Xavier University of Louisiana  
1 Drexel Drive  
New Orleans, LA 70125  
Attention: Steven G. Jones  
Email: sjones51@xula.edu

Proposal must be submitted in a sealed envelope including one (1) original hard copy **and** one (1) thumb drive. No other collateral or reference materials should be submitted.

#### **ADDENDA**

The University reserves the right to cancel or amend this RFP by issuance of written addenda(s). If addenda(s) to this RFP are issued, respondents must acknowledge receipt of addenda(s) in their RFP responses and must address materials/requirements relating to this RFP as described in addenda(s) issued by the University. Failure to acknowledge and respond to any addenda issued by the University may render the Respondent's RFP submittal to be deemed non-responsive and it may be rejected.

All materials submitted to the University will become the property of the University and will not be returned.

Proposal must be submitted in a sealed envelope including one (1) original hard copy **and** one (1) thumb drive. No other collateral or reference materials should be submitted.

#### **5.0 QUALIFICATIONS**

Responding firms must provide a complete submittal that highlights capabilities and experience to provide the A/E services contemplated by this RFP. The complete submittal must be comprised of Five (5) sections that include and address each of the qualifications noted below. Submittals are to provide the information required below, referencing the same Section Headings indicated, for clarity and evaluation purposes.



### 5.1 – Letter of Introduction

- A. Letter of introduction on company letterhead, shall include the name, email address and phone number of the contact person in response to this RFP. Letter shall not exceed one (1) page; letter shall demonstrate your firm's familiarity with Preparing Bridging Documents for similar or related projects.

### 5.2 – Project Approach

Proposer's response must relate to the Exterior Envelope Project:

- A. Provide brief and specific examples of your firm's creativity and ingenuity in solving technical, schedule, budget, and highlight related challenges on past projects, with particular emphasis on similar projects and project delivery approach.
- B. Describe your approach to providing design services. Describe the optimum level of collaboration between project team members and the roles each primary team member plays in a successful project, including the role as Owner's Representative.
- C. Describe how your firm will understand and incorporate the needs and desires of the Stakeholders of the project and maintain the project schedule and budget.
- D. Generally, describe your firm's approach to address project budget control, maintainability/durability, sustainable building principles and processes, inclusive of LEED™, as well as energy efficiency standards and building operational costs.
- E. Generally, describe how respondent utilizes construction cost estimates to manage a project. Does respondent use in-house or outside consultant for construction estimating services?
- F. Generally, describe the quality control process of the respondent and its sub-consultants to ensure that the design documents for the project conform to the program requirements established by the University and to minimize the extent of errors/omissions in the design documents.
- G. Describe your firm's experience with Design-Build project delivery. Specifically list examples of services provided as the Bridging Architect.
- H. Describe your firm's experience with assembling Design-Build "Request for Qualifications/Proposal" documents. Specifically describe your approach to adequately defining systems to ensure the quality of the project while allowing for the flexibility and innovation needed by the Design-Build entity.

### 5.3 – Specific Project Descriptions

- A. Provide descriptions of similar projects for which your firm provided architectural services similar to those outlined in this RFP. Include specific examples of any similar projects in which a Design-Build delivery method was utilized.

#### 5.4 - Project Team

- A. Identify specific proposed staff/personnel your firm anticipates will be dedicated to this Project type using the "Project Team Matrix" format.
  - 1. For each of the personnel identified, also provide a brief (one page or less) summary indicating the individual's education, experience, and a description of the typical anticipated role(s) or responsibility(s) of the individual relative to the A/E services anticipated.
- B. Design Sub-consultant(s): Identify all proposed sub-consultants your firm anticipates will be part of the project team.
  - 1. For each describe the anticipated scope of services, qualifications, capabilities and experience of each firm. For each sub-consultant, identify the key staff member(s), which the sub-consultant is anticipated to propose for any portion of the services to be provided.
  - 2. For each identified key staff member of the sub-consultant, also provide a brief (one page or less) summary indicating the individual's education, experience, and a description of the typical anticipated role(s) or responsibility(s) of the individual relative to the A/E services anticipated.
  - 3. Indicate if any specialty sub-consultants will be required whose scope of services does not fall within those covered by the University's Agreement for Architectural/Engineering Services.

#### 5.5 - Business Terms

- A. Proposers should review the proposed Draft Bridging Architect Agreement. Provide any suggested modifications or state that agreement is acceptable as presented.
- B. Provide a lump sum fee to provide the services outlined in this RFP and as further defined in the proposed Bridging Architect Agreement, Exhibit A. **Submit proposed fee in a separate sealed envelope from the RFP submittal**

## **6.0 SELECTION OF ARCHITECTURAL/ENGINEERING SERVICES PROVIDER**

The process for selection of A/E Team for Bridging Design service is based upon the complete responsiveness of the submittal. Submitted proposals will then be subsequently reviewed with respect to specific project requirements.

Subject to the University's express reservation of rights to modify the selection process, the selection process anticipated by the University will consist of the following:

- 6.1 RFP responses will be reviewed and evaluated by a technical review committee and ranked based on qualifications and other information submitted in the RFP response.
- 6.2 The University will attempt to negotiate an agreement with the top ranked firm from the interview process, if unable to reach an acceptable agreement; the University will attempt to negotiate an agreement with the next ranked team.

The Selection Committee will recommend the highest ranked firm for the respective project to the Board of Trustees for approval as the A/E Bridging Design Team for the project. Recommendations by the Selection Committee for the selection of A/E Bridging Design Services provider will be based upon the ability of the provider to achieve the University's objectives and demonstrated competence and qualifications to perform the basic services at a fair and reasonable price to the University. The recommendation by the Selection Committee is not binding on the University. Formal award of any A/E Agreement will only be affected after the University's Board of Trustees has formally approved of such award. The University reserves the right to waive minor irregularities in the solicitation process. The University may award one or more agreements, or no agreements, as a result of this Request for Proposals.

## **7.0 EVALUATION AND ACCEPTANCE OF PROPOSAL**

The University reserves the right to reject all submittals, to amend the RFP and the RFP process, and to discontinue or re-open the process at any time. The submittals will be evaluated based on each respondent's qualifications, and relevant experience.

## **8.0 BASIS OF AWARD**

As the basis of award the University intends to utilize the determination of "best qualified" to provide the required services at a fair and reasonable price to the University." There is no guarantee expressed or implied that the University will provide work to all or any of the Respondents that submit a response to this RFP.

**END OF PAGE**



## EXHIBIT B

### INSURANCE REQUIREMENTS:

THE CONSULTANT SHALL PROCURE AND MAINTAIN AT ITS EXPENSE UNTIL FINAL PAYMENT BY XAVIER UNIVERSITY (THE UNIVERSITY) FOR SERVICES COVERED BY THIS AGREEMENT, INSURANCE IN THE KINDS AND AMOUNTS HEREINAFTER PROVIDED WITH INSURANCE COMPANIES AUTHORIZED TO DO BUSINESS IN LOUISIANA, COVERING ALL OPERATIONS UNDER THIS AGREEMENT, WHETHER PERFORMED BY IT OR ITS AGENTS. BEFORE COMMENCING THE SERVICES AND ON THE RENEWAL OF ALL COVERAGES, THE CONSULTANT SHALL FURNISH TO THE UNIVERSITY A CERTIFICATE OR CERTIFICATES **NAMING: XAVIER UNIVERSITY OF LOUISIANA**, IN FORM SATISFACTORY TO THE UNIVERSITY SHOWING THAT IT HAS COMPLIED WITH THIS SECTION. ALL CERTIFICATES OF INSURANCE SHALL PROVIDE THAT THIRTY (30) DAYS WRITTEN NOTICE BE GIVEN TO THE VICE PRESIDENT FOR FISCAL SERVICES AT XAVIER UNIVERSITY OF LOUISIANA, ONE DREXEL DRIVE NEW ORLEANS, LOUISIANA 70125, BEFORE A POLICY IS CANCELLED, MATERIALLY CHANGED, OR NOT RENEWED. VARIOUS TYPES OF REQUIRED INSURANCE MAY BE WRITTEN IN ONE OR MORE POLICIES. WITH RESPECT TO ALL COVERAGES REQUIRED OTHER THAN WORKERS' COMPENSATION, THE UNIVERSITY SHALL BE NAMED AN ADDITIONAL INSURED. ALL COVERAGES AFFORDED SHALL BE PRIMARY WITH RESPECT TO SERVICES PROVIDED. KINDS AND AMOUNTS OF INSURANCE REQUIRED ARE AS FOLLOWS:

A. COMMERCIAL GENERAL LIABILITY INSURANCE - A COMMERCIAL GENERAL LIABILITY INSURANCE POLICY WITH COMBINED LIMITS OF LIABILITY FOR BODILY INJURY OR PROPERTY DAMAGE AS FOLLOWS:

\$1,000,000 PER OCCURRENCE  
\$1,000,000 POLICY AGGREGATE  
\$1,000,000 PRODUCTS LIABILITY/COMPLETED OPERATIONS  
\$1,000,000 PERSONAL AND ADVERTISING INJURY  
\$ 50,000 FIRE - LEGAL  
\$ 5,000 MEDICAL PAYMENTS

SAID POLICY OF INSURANCE MUST INCLUDE COVERAGE FOR ALL SERVICES PERFORMED FOR THE UNIVERSITY BY THE CONSULTANT AND CONTRACTUAL LIABILITY COVERAGE SHALL SPECIFICALLY INSURE THE HOLD HARMLESS PROVISIONS OF THE CONTRACTUAL AGREEMENT.

B. AUTOMOBILE LIABILITY INSURANCE - AN AUTOMOBILE LIABILITY POLICY WITH LIABILITY LIMITS IN AMOUNTS NOT LESS THAN \$1,000,000 COMBINED SINGLE LIMIT OF LIABILITY FOR BODILY INJURY, INCLUDING DEATH, AND PROPERTY DAMAGE IN ANY ONE OCCURRENCE. SAID POLICY OF INSURANCE MUST INCLUDE COVERAGE FOR THE USE OF ALL OWNED, NON-OWNED, HIRED AUTOMOBILES, VEHICLES AND OTHER EQUIPMENT BOTH ON AND OFF WORK.

C. WORKERS' COMPENSATION INSURANCE - WORKERS' COMPENSATION INSURANCE FOR ITS EMPLOYEES IN ACCORDANCE WITH THE REQUIREMENTS OF THE STATE OF LOUISIANA.