



**Request for Qualifications
Design/Engineering/Project Management/Professional Services**

**Xavier University of Louisiana
New Orleans, Louisiana**

**Marion B. Bracy
Vice President, Facility Planning and Management**

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1.1 INTRODUCTION TO XAVIER UNIVERSITY OF LOUISIANA

Xavier University of Louisiana (XULA) was founded in 1915 initially as a high school in New Orleans by Saint Katharine Drexel of the Sisters of the Blessed Sacrament. In 1925, the school changed to a four year college facility. Today there are approximately 3,400 students in attendance to the only historically Black, Catholic University in the United States that is open to any and all qualified students.

XULA is seeking to establish a group of qualified Design/Project Management/Professional Services firms to be considered for possible future work. These projects would range from renovation of existing buildings to new construction valued between several thousand dollars up to a multi-million dollar range. Therefore, several firm sizes and experience levels will be considered. It is XULA's intention to call on this pre-qualified listing of firms whenever permitted by funding source, and when projects develop to the

level of need and funding. XULA would retain/refer to the listing of pre-qualified firms for a period of 3 years.

For convenience and as an evaluation tool, projects are being sorted into the following value ranges:

- Up to \$100,000
- \$100,001 - \$500,000
- \$500,001 and above

XULA does not guarantee or warrant the awarding of work if a firm is selected or placed in a group of applicants. The Prime Consultant(s) selected will be the Architect and/or Engineer of Record and will be responsible for assembling an appropriate team of sub-consultants to meet the design requirements of each individual assignment. XULA reserves the right to review the proposed design team and reject any members identified to be part of the Prime Consultant(s)' team due to poor past performance either upon review of the RFQ response or after placement in a group of applicants, and prior to award.

2.1 SCOPE OF SERVICES

Architect/Engineer/Project Management/Professional Services shall be as described in the State of Louisiana's Facility Planning and Control's (FPC) documents titled "Instructions to Designers" and 2020 Edition, "Louisiana Capital Improvement Projects Procedure Manual for Design and Construction".

2.2 PROJECT EXPERIENCE REQUIREMENTS

All applicants should indicate on the RFQ response specific experience in the following categories

- Design Experience
- Experience in dealing with federally funded programs
- Mitigation/Remediation Experience
- Construction/Project Management Experience
- Sustainability
- Other Specialization as desired

3.1 INSURANCE REQUIREMENTS

The selected Prime Consultant(s) shall furnish and maintain throughout the project such insurance (including appropriate retained limits insurance plans) which will protect the Prime Consultant(s) and XULA, against and from any claims, suits, demands or actions which in any way relate to or arise from the Prime Consultant(s)' performance of services hereunder or its operations with XULA with insurance carriers duly authorized to issue policies with the State of Louisiana and which have a key-rating of not less than A or a retained limits insurance plan(s) acceptable to XULA. Specific insurance requirements will be negotiated after award is made.

4.0 OPEN ACCESS PLAN

4.1 NONDISCRIMINATION

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the XULA's contracted programs or activities on the grounds of handicap and/or disability, age, race, color religion, sex, national origin, or any other classification protected by federal constitutional statutory law; nor shall they be excluded for participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with XULA or in the employment practices of XULA's contractors. Accordingly, all Request For Qualifications Respondents entering contracts with XULA, upon request, be required to show proof of such nondiscrimination.

4.2 MINORITY AND HUDSON INITIATIVE PARTICIPATION

XULA highly encourages meaningful participation from minority-owned business enterprises (MBE), Woman Business Enterprises (WBE), Disadvantaged Business Enterprises (DBE), and Hudson (Small Entrepreneurship) and Veteran Initiatives. Prime Consultant(s) candidates will be evaluated as to the extent that the Respondent identifies and commits to minority-owned businesses, whether as a Prime Consultant(s), joint-venture team arrangement, or through the use of sub-consultants.

5.0 INSTRUCTIONS TO PROPOSERS

It is a mandatory requirement of the RFQ that the proposer respond to each of the items listed in the following paragraph 5.1 – Proposal Requirements, and in the order in which they appear. XULA is seeking the services of an Architect/Engineering/Project Management/Professional Services firm in the performance of these professional services, and is therefore seeking qualifications for professional services rather than bidding the work. Therefore, it is incumbent upon the proposer to present the responses to the RFQ concisely and to the point. The awarding of projects will be based upon the responses to qualifications and, if required, the presentation/representation of your firm at the interview.

Each proposer's submission will be scored in each of the following categories by the selection committee (if applicable):

- License Registration Number and Date Granted
- Certificate of Insurance
- Office Location
- Firm's Professional Qualifications & Billable Hours/Rates
- Professional Qualifications and Familiarity with Colleges/Universities/ Educational Facilities
- Experience and Qualifications of Previously Used Consultants
- References on Completed or Ongoing Projects
- Experience in Managing/Coordination/Reporting for Government Funded Projects
- Track Record and Sensitivity to participation of Disadvantaged Business Enterprises (WBE, DBE, MBE, Hudson and Veterans Initiatives, Etc.) in the Design/Construction Process

5.1 PROPOSAL REQUIREMENTS

Firms submitting proposals should include the following information as a minimum:

1. Executive Summary – Provide a narrative Executive Summary (not to exceed one (1) page) which outlines the most salient points of your team’s proposal. Include any information that differentiates your practice for your competitors.
2. Firm Background/Management Style/Design Philosophy – Provide a brief narrative (not to exceed one (1) page description of your firm.
3. Management Plan – Provide a brief descriptive narrative Management Plan indicating key personnel and responsibilities of your Project Team. Indicate how soon you would be able to commence work after a Notice to Proceed is issued. Describe how your team wishes to interface with XULA’s Staff. Describe how your firm monitors and controls your design work and that of your consultants relative to the budget and schedule. Describe how your firm manages the movement of information which is critical to well-coordinated design documents to ensure timely provision of information from one party to another and its inclusion in the construction contract documents. Describe your firm’s approach to Construction Contract Administration including anticipated regularly scheduled Construction Coordination Meetings, frequency of job site inspections, RFI (Request For Information) turnaround time, frequency of inspection by Structural, Mechanical and Electrical Engineers.
4. Education Experience – Provide a complete description of your teams’ experience in large and small Education projects.
5. Similar Projects – List as a minimum two (2) similar non-Education project types in terms of scope and cost in your firm’s and or project team’s resume.
6. Staffing Plan – List those key members of your staff who are likely to be assigned to a given project. Please provide resumes for each person listed which includes the number of years of employment with your firm. Show all key roles in a generic Organization Chart.
7. Describe three projects and include Owner “contact” information where you were able to align the project with the budget and produce maximum value to the Owner.
8. Professional References – Provide a list with contact information of five (5) client references who we may contact regarding this proposal. References should be the person who had day to day responsibility for ensuring that projects were completed on time and on budget.
9. Errors & Omissions – Describe your team’s design and fiscal responsibility towards both Design Errors and Design Omissions.
10. Claims – Has your firm ever launched a claim against an Owner? If yes, explain the circumstances and outcome.

Statement of Qualifications Format – Please prepare your proposal in a 8 ½” x 11” format in 3 ring binders. Supplementary information such as firm brochures, publicity material will be accepted. Organize response information in the same format and order as this RFQ. Provide Table of Contents and Executive Summary.

If required by XULA, Interviews with qualifying firms will be scheduled at a future date to be announced.

Submittal Requirement – Submit 5 copies of your Statement of Qualifications **by 4:00 PM (CST), March 18, 2022** to:

Xavier University of Louisiana

1 Drexel Drive
Office 216B, Facility Planning and Management
New Orleans, Louisiana 70125
Attn: Marion Bracy

*In addition to the submission of 5 hard copies of your Statement of Qualifications, please include a flash drive containing your submitted documents.

5.2 PROFESSIONAL FEE

Compensation for Basic Services, Additional Services and Reimbursable Expenses will be in accord with Article 5 of the Louisiana Capital Improvement Projects Procedure Manual For Design and Construction” 2020 Edition, and as described in the following paragraphs.

The Owner will establish a preliminary Available Funds for Construction budget (AFC) for the anticipated project. The amount is construction dollars only (i.e. paid to the General Contractor and inclusive of his fees and General Conditions). It does not include various soft costs such as interest payments, taxes, A/E Fees, Testing Costs, Program Manager Fees, Legal Costs, or design and construction contingencies.

The Owner will establish the Basic Services Fee based on the state of Louisiana fee structure referred to in section 2.1 above. Any additional increases in fee structure to the Basic Services Fees will be based on either a renovation factor and/or complexity factor depending on the scope of the anticipated project. The actual total fee is subject to adjustment according to actual costs.

Provide schedule of hourly Direct Personnel Rates for authorized Additional Services for Architect and Consultant Personnel including but not limited to Principal in Charge, Project Manager, Project Architect/Engineer, Staff Architects/Engineers, CADD Operators/Draftsmen, etc. These rates are to be guaranteed for the duration of the project unless a change is authorized in writing by the Owner.

List any exceptions or exclusions taken to the Scope of Work or other parts of this proposal.

5.3 INTERPRETATION OR CORRECTION OF RFQ DOCUMENTS

Responders shall promptly notify the Owner, in writing, of any ambiguity, inconsistency or error, which they may discover upon examination of the RFQ Documents or of the site and local conditions. Responders requiring clarification, interpretation changes or modifications to the Proposal Documents shall submit a written request to the Owner in time to be received by the Owner at least five (5) calendar days prior to the opening of the Qualifications (date to be announced). Interpretations, changes or modifications to the meaning of the RFQ Documents will be accomplished through written addenda to all Responders of record, issued by the Owner.

Only questions answered by formal written addenda will be binding. All questions concerning interpretation, changes or modifications shall be emailed to:

facilities@xula.edu

5.4 RESPONDENT’S REPRESENTATIONS

Each Respondent by making his/her Response represents that:

- A. Respondent has read and understand the RFQ Documents and Response is made in accordance therewith.
- B. Respondent is familiarized with local conditions under which work is to be performed, including all local conditions which may in any manner affect performance, including manpower availability and local labor practices
- C. Respondent is familiarized with Federal, State and local laws, ordinances, rules and regulations related to design/construction projects.
- D. Respondent acknowledges that XULA is not responsible for any costs associated with the preparation, submittal, or presentations of any kind and that the Respondent assumes all costs of same.

5.5 RIGHT TO REJECT STATEMENTS OF QUALIFICATION

XULA reserves the right, at its sole discretion, to reject any and all Statements of Qualifications, to cancel this RFQ in its entirety, or to cancel the selected group of approved applicants.

Any submittal which does not meet the requirements of the RFQ may be considered to be non-responsive, and the Statement of Qualification may be rejected. Respondents must comply with all of the terms of this RFQ and all applicable local, state, and federal laws and regulations. XULA may reject any SOQ that does not comply with all of the terms, conditions, and performance requirements of this RFQ.