



**XAVIER UNIVERSITY OF LOUISIANA
REQUEST FOR CONSTRUCTION PROPOSALS**

RFP XULA 05-2026

**NORMAN C. FRANCIS SCIENCE & ACADEMIC BUILDING
EXTERIOR ENVELOPE REPAIRS**

MAY 25, 2026



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I. INTRODUCTION

Xavier University of Louisiana's (Xavier) Norman C. Francis Science & Academic Building was a 110,000 square foot addition to Xavier's existing Science Building. The building houses computer labs, chemistry labs, classrooms, and faculty offices. Another aspect of this facility is its special focus on creating a public gathering place for Xavier students, faculty, and visitors. Components include a 3,000 square foot atrium used for receptions and special events, twelve "student interaction" or lounge areas and four seminar/meeting rooms. The Science & Academic Building also houses a state-of-the-art video conferencing center and the entire building is equipped with extensive audio/visual capabilities.

II. SITE DESCRIPTION

The project site is located on the main campus of the University at the corner of Short St. and Drexel Dr. The address is 1 Drexel Dr., New Orleans, LA, 70125, Building #38.

III. OBJECTIVE

The objective of this project is to repair the exterior envelope of the building through the use of brick restoration, resealing windows and curtainwalls, reworking coping and ridge caps, and other waterproofing methods described below.

IV. SCOPE OF WORK

The project shall be bid as a lump sum contract and shall meet the minimum requirements shown on the plans and as described within the specifications. The scope of work shall be developed using Weathertight Consulting's Report which will be emailed directly to respondents by Lauren Smith (lsmith9@xula.edu) upon request. The work required to meet Xavier's objectives shall consist of, but not necessarily be limited to, the following activities:

A. CONSTRUCTION PHASE: Required services shall include, but not limited to:

1. Construction team will work directly with the Xavier appointed Architectural Firm (TBD) to finalize the scope of work and develop final pricing.
2. Preparation of all necessary shop drawings, samples, and submittals to conform with approved design elements.
3. Providing all necessary labor, supplies, materials, equipment, and services required for the complete installation and construction in accordance with the approved plans and specifications.
4. Holding meetings weekly with Xavier's representatives.
5. Providing all certifications and testing results to the Xavier representatives for review and approval.
6. The Xavier representative shall perform the final as-built review to assure the construction meets the plans and specifications.

V. SUBMISSION OF PROPOSAL

Four (4) sealed copies of technical proposals shall be submitted to Xavier University of Louisiana, 909 S. Norman C. Francis Pkwy., New Orleans, LA, Office of Fiscal Services, Room 300, Attn: Lauren Smith at 2:00PM/CST on June 1, 2026. Responses to this solicitation should, at a minimum, include the following:

1. An organizational brochure including address, city, state, phone and fax numbers, e-mail and web page address.
2. A signed statement indicating that the Responder is not currently on the Government Contractor Debarred List prohibiting any contractual relationship using federal funds.
3. A description of the Responder’s background in working with projects of similar scope describing previous collaboration experience on relevant projects.
4. A description of the background experience and involvement of personnel who will be assigned to the project.
5. References
6. Any other information deemed to be pertinent in assisting Xavier to review the Responder’s capabilities and qualifications with respect to the proposed project.
7. Bonding capacity for a project of this scope
8. A Cost Proposal is to be submitted along with a schedule, which will identify the proposed cost structure for reimbursement, lump sum, as well as all applicable breakdowns of anticipated man hours per task, multipliers, and/or milestones for percentage payments, etc. that are appropriate for each phase of the scope of work. Xavier reserves the right to award the entire contract or any portion thereof to the most qualified Responder, as judged solely by Xavier. Xavier also reserves the right to delete elements of each phase should it be deemed in Xavier’s best interest to do so.

VI. PROJECT TIMETABLE

Solicitation of Proposals:	May 25, 2026
Request for Information:	May 26 – June 12, 2026 (5:00PM/CST)
RFI Responses:	June 15, 2026 (5:00PM/CST)
Submission of Proposals:	June 19, 2026 (2:00PM/CST)
Contract Award:	June 22, 2026
Contract Completion:	TBD

VII. SELECTION PROCESS AND CRITERIA

Proposals will be reviewed by Xavier staff. Since this is a Request for Proposal, responses will be evaluated on the basis of the relative merits of the proposal, in addition to associated fees. Xavier reserves the right to schedule interviews following the submission of the proposals. The selected firm shall be chosen based on its qualifications, strength of its proposal, and associated fees. The following criteria will be used to evaluate the responses:

1. Responder's Qualifications and Experience

Specialized experience is required in a series of work areas. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques and guidelines required for the performance of the required work. All elements within this factor are of equal importance. The Responder must demonstrate experience in site construction, waterproofing and and/or similar scopes of work in Louisiana.

The Responder must also demonstrate expertise in the field of building envelope repairs and the processes involved in obtaining all required permits and approvals.

2. Personnel Qualifications and Availability

Specialized experience is required of the project personnel proposed to undertake the work assignments. The proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel. The availability of the proposed staff is also of critical importance and must be demonstrated. Specific project experience relevant to this scope of work must be demonstrated, as well as specific company experience.

3. Project Understanding and Approach

The Responder must demonstrate a comprehension of the role and function of this project in meeting the objectives of Xavier.

In addition to the understanding of the scope and approach, the Responder must demonstrate the following which will be considered in the selection:

- a) Knowledge of current issues and state of the art in the relevant technical areas.
- b) Experience demonstrated on similar projects.
- c) Working knowledge of the geographic area as evidenced by prior work experience in the region.
- d) A demonstrated expertise and ability for rapid turn-around and flexibility on short- term projects.
- e) The capability to effectively direct multiple simultaneous work assignments.
- f) An ability to integrate and utilize interdisciplinary study teams effectively on assignments requiring a variety of skills and expertise from in-house resources.
- g) The ability to provide the necessary skills and expertise from in-house resources.
- h) Methods for assuring product quality, cost control, delivery schedule and project oversight. A narrative description of the Responder's quality control plan must be included.
- i) Proven ability to work with educational institutions and complete projects in a timely fashion and within the prescribed budget.

VIII. GENERAL CONDITIONS

- A. Xavier reserves the right to reject any and all proposals, to waive any informality, to request interviews of Responders prior to award and to select and negotiate the Responder's services in the best interest of Xavier.
- B. Xavier reserves the right to accept all or part of any proposal and to negotiate a contract for services and cost with the selected Responder.
- C. The Responder shall provide all necessary personnel, sub-contractors, materials and equipment to perform and complete all work under this proposal.
- D. All original documents and drawings shall become the property of Xavier after completion of the work.
- E. The selected Responder shall be prepared to commence work immediately upon execution of a contract with Xavier.

Any questions should be directed to either Lauren Smith, Project Manager at lsmith9@xula.edu or Edward J. Phillips, CFO at ephillip@xula.edu.