

**Request for Proposals
Number NS-09-12
To Provide Professional Services**

Design and Contract Administration Services

For

**Northern Kentucky University's
Campus Recreation Center Expansion/Renovation**



October 4, 2011

**Campus Recreation Center Expansion/Renovation
Northern Kentucky University
Highland Heights, Kentucky
RFP – NS-09-12**

Principal Design Professional: Architect

Project Name and Location: Campus Recreation Center
Expansion/Renovation
Northern Kentucky University
Highland Heights, Kentucky

TOTAL Project Budget: \$45,000,000.00

Optional Site Visit: **October 10, 2011 (10:30 AM)**
Meet at Health Center entry

Deadline for Questions: **October 11, 2011**

Response Deadline (Proposals Due): **October 20, 2011 (4:30 PM)**

Short List Meeting: **November 1, 2011**

Interviews: **November 8, 2011**

Selection Process: SHORT LIST WITH INTERVIEWS – KRS45A.825(8)

Voting Selection Committee Members for this project:

Steve Nienaber Steve Meier
Rob Knarr Mary Lee Schott
Matt Hackett

Ex-Officio Non-voting Committee Members for this project:

Mary Paula Schuh Jeff Waple
Michelle Forlenza

DO NOT contact the committee members relative to this project! Contacting the selection committee members may result in disqualification of the design firm/team. All requests for information, questions or comments relative to this project should be directed to:

Non-Voting Member/Contact Person for Project Information:

Mary Paula Schuh
Northern Kentucky University
Phone: (859) 572-5122 Email schuh@nku.edu

Contact Person for General Procurement or Contract Information:

Jeff Strunk
Northern Kentucky University
Phone: (859) 572-5265 Email: strunk@nku.edu

Information relative to this project obtained from other sources, including other university administration, faculty or staff may not be accurate, will not be considered binding and could adversely effect the potential for selection of the design firm/team.

I. General Background for RFP

A. Statutory authority:

Selection of firms to provide professional services to Northern Kentucky University are governed by the provisions of the Kentucky Revised Statutes, section 45A from KRS 45A.800 to KRS 45A.835, <http://www.lrc.ky.gov/KRS/045A00/CHAPTER.HTM>

B. Responsiveness

The objective of the selection process is to provide a uniform methodology for Northern Kentucky University to procure professional architectural and/or engineering services. Members of the selection committee are asked to fairly evaluate all responses and to compare each team's qualifications with the project requirements. Selections will be determined through the unbiased and independent interaction of the members of the committee. Therefore, it is in your firm's best interest to be specifically responsive to the requirements of this solicitation.

Respondents shall be limited to one proposal per respondent per project. For the purposes herein, a "respondent" means the legal entity which responds to an RFP. Multiple respondent proposals per project will all be deemed as being non-responsive. The university prefers that the respondent (Architect of Record) have an office located within 150 miles of the Highland Heights campus and that respondent's project manager and personnel assigned to this project work from that office. By submitting qualifications, the respondent represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the university's objectives. Note: Sub-consultants can be a member of more than one team.

II. Northern Kentucky University

Northern Kentucky University was founded in 1968. Today, NKU has 16,000 students; of these, about 1,850 students reside on campus. The university expects enrollment to continue to grow over time, with a build-out of enrollment in the 24-25,000 range possible. About 80% of NKU students work. In 2010-2011, about 44% of students and about 37% of NKU faculty and staff used the Campus Recreation Center. In addition, about 1,800 students participated in fitness classes, 320 students participated in club sports and about 3,300 students participated in intramural sports (both indoor and outdoor). These numbers are expected to grow substantially upon completion of this project.

III. Project Objective

Northern Kentucky University (NKU) is seeking proposals for design of an expansion and addition to the Albright Health Center, a 136,324 academic and campus recreation facility constructed in 1984. The intent is to substantially alter the campus recreation part of the facility, which currently encompasses about 65,000 net square feet on the first floor of the building. The existing building is not an attractive or inviting facility; it is boxy, bleak, dark (almost no day lighting on the first floor), small, and inadequate. This project must be transformative in terms of its impact on the building – the end result should be a building that is light, airy, inviting,

transparent, active, energetic and exciting: it should set the stage to transform the student experience at NKU, much as the university's new, vibrant student union, which opened in 2008 and is located immediately to the north of the campus recreation center, has transformed the student experience.

This project includes the following:

- Construction of two artificial surfaced, lighted intramural fields on a site south of Johns Hill Road
- Phase I - A building expansion of approximately 110,000 GSF
- Phase II
 - Renovation of the campus recreation center (the first floor of the Health Center)
 - HVAC and other infrastructure renovations to the existing building, as needed to achieve code compliance, LEED Silver certification (or gold) and to improve occupant comfort

Background: The Albright Health Center (HC or CRC), a 136,324 gross square foot building, opened in 1984. It had been designed in 1980, but the start of construction was delayed until 1982. The building consists of a three-story central section flanked on the west by the Main Activity Area, a three court wood-floor activity area with an elevated 1/8th mile four-lane track. To the south of the central core is a one-story building area that encompasses the six-lane, 25-yard x 25-meter pool with one and three meter dive boards; three racquetball courts; and, a multi-purpose room. The latter space is the result of a conversion project that occurred about eight years ago, involving renovation of the prior multipurpose room into fitness space, and the conversion of three racquetball courts and adjacent viewing area to a multipurpose room. The new fitness space includes a mezzanine. In all, Campus Recreation occupies about 65,000 square feet on the first floor of the building. A more recent renovation of the building entrance replaced a set of solid entry doors with glass doors, allowing natural light to penetrate the main corridor. In addition, finishes in the entry and corridor areas were upgraded.

The central core section of the building extends upward to the second and third floors, housing the College of Health Professions (COHP). Note that the COHP will continue to occupy this space throughout the duration of this project, including the Phase II renovation of the first floor and any mechanical, electrical or code upgrades to the upper floors. At the east end of the second floor, the Albright Health Center attaches to Regents Hall, the second building constructed on the new NKU campus in 1973. Until 2008, Regents Hall was the home to NKU Norse basketball games. Today, Regents serves as the home for NKU intercollegiate volleyball games and serves as the back-up practice facility for NKU men's and women's basketball. The HC space on the second floor includes offices for Athletics, two locker rooms and several other Athletics support spaces, including an athletic training space for athletes.

Future of the COHP: the COHP is slated to move to the Health Innovations Center, an unfunded project that is the university's number one priority for State funding for the 2012-2014 biennium. If approved by the 2012 Legislature, design would begin in summer 2012. It is highly likely that the COHP will continue to occupy the 2nd and 3rd floors of the HC while the first floor renovation is underway.

The Department of Kinesiology is housed on the first floor of the Albright Health Center, sharing office space with Campus Recreation. Upon completion of this project, Kinesiology will be located in first floor space, or in the new addition. At the point in the future that the COHP moves from the HC, Kinesiology can move to one of the upper floors of the HC. (The current plan, although the necessary fit-out renovation is unfunded and the design work is NOT part of

this project, is to relocate Kinesiology; University Wellness; and, Health, Counseling and Prevention Services, the student health clinic, to the upper floors of the building upon the move of COHP to the Health Innovations Center).

Athletics: the Department of Intercollegiate Athletics is not a program element or consideration for the Campus Recreation Center expansion and renovation, and athletics will not use the spaces in the expanded/renovated CRC.

Phasing: As currently conceived, this project is intended to proceed in two phases (not including the second and third floor renovation noted above, which is unfunded). The first phase allows for construction of an addition of about 110,000 gross square feet on the south side of the Health Center. When complete, the Campus Recreation and Kinesiology functions will move to the addition. The second phase, renovation of the first floor of the Albright Health Center, can then be undertaken while the upper floors are occupied by COHP. Any HVAC, electric or code upgrades to the 2nd and 3rd floor will need to be accomplished while the COHP occupies the upper floors, most likely during summer months.

Site: as shown on the Master Plan, http://campusplan.nku.edu/docs/2009_Master_Plan_Map_3-9-09006.pdf the site for the proposed addition to the Health Center is located to the south of the building, on the site of current parking Lot S, a 229 space gravel parking lot. The site is bounded by Kenton Drive on the west and by Johns Hill Road on the south. The current project to re-align and widen Johns Hill Road moves the road further to the south, somewhat enlarging the available site. The site is constrained on the east side by the existing Baseball Field, which cannot be relocated at this time. (The Master Plan shows the Baseball Field relocated to a site north of Nunn Drive; this is a priority land acquisition area, but relocation cannot occur until the site is acquired). Note this project's available site is not accurately depicted on the Master Plan map, which infers that the Baseball Field has been relocated. Refer to 2-D campus map: http://www.nku.edu/campusmaps/includes/pdf/NKU_2DMap.pdf. Construction of the building addition on this site will require re-configuration of the first floor of the HC/CRC to create a logical internal circulation pattern to/with the new addition.

During all phases of construction, access to the Student Union loading dock, located on the north side of HC, must be maintained.

Master Plan: From a master plan perspective, although this enlarged and renovated facility will better serve current students and will accommodate some enrollment growth, the university expects that the institution will grow to as many as 25,000 students at some point in the future. Thus, a second addition of unknown size is a future master planning consideration, and the design of this first addition must consider that this future addition will occur. This second addition will require the demolition of the current baseball field facility but provides the opportunity for creation of a new campus quad. As internal and external circulation patterns are considered, and as pieces of the program are situated in the building, the building's design must be such that this future addition can be reasonably accomplished.

A further complicating factor from a master planning perspective is the issue of building entrance. The current entrance is less than inviting; improvement is essential. The most logical solution for the first addition is an improvement to this entry (on the north side of the building). The second addition will allow for the building entry to be from the east, facing a new quad that connects to an east-west campus axis, with an 'address' on the primary campus north-south axis. The potential for a second, future addition and the campus site changes that could be accomplished on the east side of the first addition once the Baseball Field is demolished lend a significant planning challenge to the project. The first addition, and the internal modifications to

the existing building, should be accomplished in the context of this long range vision. Refer to page 92 of the NKU Master Plan for information about the concept for the South District: <http://campusplan.nku.edu/masterplan/index.php>

Program Elements: The exact program elements to be included in the building addition and the renovated first floor have not been determined. A representative building committee met several times last winter; the preliminary program included the following new activity spaces:

- Three basketball courts
- Possible extension of the indoor track
- MAC court
- Expanded fitness space
- Climbing wall
- Three multi-purpose rooms
- Recreational water (undefined, but to include lap lanes and active water of some sort)
- New control desk
- Storage for outdoor adventure equipment

Note that this list is very preliminary and does not constitute a program. Note as well that the program elements noted above are in addition to activity spaces located in the HC's current first floor space. The exact program elements to be included in the building addition and in the renovated first floor of the HC will be determined during the programming phase, after the design team is in place. Preceding the initiation of schematic design, the university anticipates an active programming phase with the design team. The university will look to the design team to facilitate extensive interaction with students; because the building is student fee-funded, we want to be certain that the process includes many opportunities for student input, and that the final design is reflective of student priorities.

Contingency program element: there is a possibility that private donors might step forward to fund construction of a 50 meter competition pool. At the time of issuance of this RFP, there is no confirmation of this gift. Without this gift commitment, there is no 50 meter pool.

Outdoor Recreation Fields: the scope of the project includes construction of two lighted outdoor intramural fields, sized to accommodate soccer, football or baseball/softball. The fields will have an artificial turf surface. The overall facility at this location would include two fields, a small building to house restrooms, concessions and storage, a small parking lot for about 100 cars, and possibly, an outdoor adventure course.

The site for these fields is a valley south of Johns Hill Road, between the Insight/Warner Cable Highland Heights Studio facility and Meadowview Apartment Complex. Waste fill from the site of the building addition would be placed in the valley, as a start for creating a compacted, buildable fill. The intention of the university is to consider this site as a land-bank (i.e. future building site); the Master Plan shows this area as the future site of an academic quad, with residential housing and intramural fields along the periphery, identified as the South Campus/South Village on the plan drawing: http://campusplan.nku.edu/docs/2009_Master_Plan_Map_3-9-09006.pdf Note that the university is investigating the potential to extend the outfield of the baseball field out into the hillside along the outer fence line, to provide: a source for waste fill material for the new intramural fields site; to allow for baseball field's home plate to move out away from the backstop; and, to possibly allow the outfield of the ball field to serve as a temporary intramural soccer field, until the new soccer fields can be constructed. If this concept is feasible, this work will become part of this project.

Renovation Scope: Renovation priorities for all floors of the existing building will need to be defined more clearly after building systems are evaluated and architectural changes related to integration with the building addition are defined. Note that the following is a preliminary list and is subject to adjustment after evaluation by the design team.

- New HVAC systems, new control system and installation of a dehumidification system (all floors); new ductwork (first floor)
- Re-wiring of the electrical system to provide a ground wire (all floors)
- If the existing pool is retained, a new pool filtration system is needed
- Replace the indoor track surface
- Upgrade and replace finishes
- Eliminate all ADA and code issues (as required by code)
- Replace the roof and add skylights and/or clerestory lights to increase day lighting
- Consider ways to make existing parts of the building more transparent, through addition of glass curtainwall and/or other means

The goal for the building to be LEED silver, and if possible, LEED gold certified will most likely require HVAC and electrical upgrades to the second and third floors of the building. Regardless, such upgrades are part of the program scope and are within the project scope, as are necessary ADA and code compliance issues required by the renovation/expansion of the building.

IV. Project Directives/Guidelines

A. Project Budgetary Scope and Funding

The total scope for the Campus Recreation Center Expansion/Renovation Center project is \$45 million; this amount includes all soft costs, including FFE, and includes all aspects of the project as described herein.

The \$45 million scope of this project is being funded by a student fee which has been approved by the students, the NKU Board of Regents and the Kentucky Council on Postsecondary Education. The student vote on the fee occurred in spring 2011. This presentation, intended to help convince students to support the fee increase (\$4 per credit hour in 2011-2012, to increase by \$4 each year for three additional years) http://sga.nku.edu/docs/documents/HC_Expansion_Study_2011_Timeline_and_Fees.pdf was prepared by university staff, is very diagrammatic, and does not represent any sort of reality for what the project will become.

While the student fee has been approved, the university must obtain approval from the legislature during the 2012 legislative session to issue bonds for the project. The budget bill should be finalized by April 15, 2012.

B. LEED

In accord with Commonwealth of Kentucky policy, the renovated-expanded Albright Health Center must be LEED silver certified, and if possible, the university is interested in seeking LEED gold certification. The university is interested in certifying both the building addition and the existing Albright Health Center. It is essential that members of the design team be LEED accredited and experienced professionals.

C. BIM

In addition to a collection of CAD standards for traditional 2D drawings, Northern Kentucky University also requires the use of Building Information Modeling (BIM) to drive and leverage the coordination process starting during design and continuing through construction. The entire design and construction management team is required to use BIM technology during the design and construction phases of this project. In their proposal, the design team shall provide examples of previous projects that demonstrate detailed experience and proficiency with BIM. Explain your firm/team's experience with, and use of, BIM as a tool to achieve successful schedule and budgetary goal conformance. Northern Kentucky University requires the use of Revit for the Building Information Modeling process.

The selected design team will be responsible for developing a complete BIM implementation plan for the project in conjunction with the university. This strategy shall include developing, defining, and documenting: the collective project goals and specific project uses regarding BIM, the BIM process for all project parties (both consultants and contractors), the BIM model elements and level of detail required to implement and exchange information between all parties and protocols, the Owner of the model at each project phase, the electronic/coordination communication procedures (e.g., file naming conventions, file structures, and file permissions), the hardware/software/network infrastructure required, and finally the BIM process quality control procedures to ensure all project participants follow the rules and meet all defined requirements.

The BIM model developed by the consultants during the design phase will be used by the Construction Manager to fully coordinate the work of subcontractors during construction. The Construction Manager will be responsible for organizing, arranging, and developing the BIM coordination among all the subcontractors during construction. At the conclusion of the project, the final BIM model shall be delivered to NKU as part of the record documents submittal.

D. Facilities Management Design & Construction Standards

The design team will be expected to incorporate all applicable items and conditions contained in the "NKU Facilities Management Design & Construction Standards" into the project drawings and specifications. These standards contain information and items unique to existing conditions in the other facilities, systems, infrastructure, and buildings on NKU's campus. The intent is to ensure the design and construction of all projects (new construction as well as renovation projects) conforms to and/or accommodates the existing campus systems and infrastructure. The NKU Standards document will be provided to the selected design team at the start of design.

E. Schedule

Soon after this selection process is complete, the university will conduct a 2nd-tier selection process, via RFP, to hire a Construction Manager for this project. It is expected that the successful architect will participate in the process to hire the construction manager.

The university plans to fast-track construction of this facility and to issue multiple bid packages, beginning with early bid packages for earthwork, etc. The university wishes to break ground for the addition in late 2012 or early 2013; to occupy the building addition in 2014; and, to complete the building renovation in 2015.

V. Proposal

A. Preparation and Submission of Proposal

The proposal shall be prepared double-sided on 8 ½” x 11” paper, with all text clear of binding. Text type size shall be a minimum of 10 point font. The proposals must be indexed, tabbed and all pages sequentially numbered throughout or by section. Binders and covers will be at the respondent’s discretion, however, elaborate graphics and expensive paper and binding are not necessary, nor encouraged. All text and exhibits should be concise and entirely relevant to the RFP requirements.

The RFP Response should be organized as follows:

Tab	Content	Page Maximum
1	Cover Letter	2
2	Design Team Organization and Key Personnel	n/a
3	DBE Participation	n/a
4	Narrative Content	up to 5
5	Qualifications	10
6	Experience and References	n/a
7	SF 330	n/a
8	Proposed Project Schedule	n/a
9	Signed and Notarized Authentication of Bid, Statement of Non-Collusion, Non-Conflict of Interest and Bidder Certifications	2

NOTE:

- 1) Submittals that do NOT contain the above items will be deemed a non-responsive proposal and disqualified from the selection for this project.
- 2) At the conclusion of the interview, proposal costs/fees shall be presented to the selection committee chair in a sealed envelope; this fee proposal shall be based upon a percentage of proposed construction cost (use \$35 million as the conceptual basis for your calculation, this would include both new construction and renovation). A detailed breakdown per program/design/construction/etc. of these costs shall be included in the cost proposal. These costs/fees will be included and factored in the final selection process.

The respondent shall submit, via US Postal Service, courier or other delivery service, six bound copies and one unbound original of its proposal in a sealed package **by 4:30 PM on October 20, 2011**. Failure to provide the required number of copies and an unbound original will result in the submittal being considered non-responsive and disqualified from the selection process. Submittals shall be addressed to:

Mr. Jeff Strunk
Director of Procurement Services
621 Lucas Administrative Center
Northern Kentucky University
Highland Heights, KY 41099

Bearing respondent's name and address, and clearly marked as follows:

**RFP NS-09-12
A/E Services
Campus Recreation Center Expansion/Renovation**

1. Tab 1 - Cover Letter

The cover letter shall serve as an introduction to the Respondent's qualifications and capabilities. The letter of no more than 2 pages shall be addressed to Jeff Strunk, Director of Procurement Services, and must, at a minimum, contain the following:

- a. Identification of all member firms of the design team, including the project manager;
- b. Statement of extent to which team members have worked together on previous design projects of similar size, scope and complexity;
- c. Statement that an architect and a structural, mechanical, electrical and civil engineer on the team hold a professional license to practice their discipline in the Commonwealth of Kentucky;
- d. Statement that appropriate team members are LEED certified as well as BIM trained in accord with university requirements as outlined herein;
- e. An email address---the shortlist results will be sent via email;
- f. Acknowledgement of receipt of RFP addenda, if any; and,
- g. Signature of person authorized to bind the offering firm to the terms of the Proposal.

2. Tab 2 - Design Team Organization and Key Personnel

In this section provide the following:

- a. Provide an explicit list of the proposed project team that will be assigned to this project, should your firm be selected.
 - i. The university prefers that the Architect of Record be a local firm, with 'local' defined as having an office within 150 miles of Highland Heights, KY.
 - ii. The university requests that each project team include a firm with specific, substantial experience in the design of university recreation facilities.
 - iii. The university requests that each project team include a firm with specific, substantial experience in the design of pool facilities.
 - iv. The university prefers that the prime MEP engineering firm be located within 150 miles of Highland Heights, Kentucky and be experienced in working on college/university campuses. The university will give preference to firms meeting these qualifications who have previously worked in a major capacity on the NKU campus.
 - v. The university requests that the design team include at a minimum these disciplines:
 1. Architecture
 2. Programming

3. Recreation consultant
 4. MEP, structural, and civil engineering
 5. Pool consultant
 6. Acoustical design
 7. IT/AV
 8. Landscape architecture
 9. Cost consultant
- vi. Note that the university will hire separately the geotechnical consultant, surveying firm, and commissioning agent.
 - vii. Any known, or anticipated, changes in the composition of the proposed project team shall be made known to the Selection Committee Administrator, in writing, prior to the completion of the selection process. Non-compliance with this requirement may be deemed as sufficient reason for disqualification.
- b. Specify anticipated duties of each firm relative to this project and the overall percentage of the work for which they will be responsible.
 - c. An organizational chart shall identify the interrelationship of all firms. A list shall identify: the principal in charge; project manager/captain; and, key professional and technical staff. Please note that the university is interesting in seeing the names of the individuals who will actually be assigned to our project. The chart and/or list shall include any special consultants and/or business entities that the submitting firm proposes to engage and use for the project.
 - d. Provide address/location where each firm will perform its work.
 - e. Brief description and percentage of the work product that will be performed in-house by the Respondent.
 - f. Brief description and percentage of the work product that will be performed by others, not in-house.
 - g. For key personnel, provide individual resumes designed to demonstrate personal and professional qualifications, experience and training that would be germane to this project. Each resume is to be no more than 3 pages in length.
 - i. Note that resumes must include clear identification of the firm for which the person worked, if a project for which a person claims experience occurred while employed for a different firm; and, in addition, the resume must include the time frame for each experience item.
 - h. **Project team members identified in this section shall include registration or certification number(s) or other information evidencing current professional licensure in the Commonwealth of Kentucky when law requires such licensing.**

3. Tab 3 – DBE Participation

The University has established a goal of 10% participation by Disadvantaged Business Enterprises (DBE) firms participating in the project. Provide certified documentation of their DBE status and an outline of their level of participation expressed as an estimated percentage of the total scope of work.

For assistance in identifying DBE professional design firms, respondents may contact the Office of Equal Employment Opportunity/Contract Compliance, Room 370, Capitol Annex, Frankfort, KY 40601; phone: 502-564-2874. For purposes of this submittal, DBE firms are those firms that have been certified by one of the following: KY Transportation Cabinet or other state transportation agencies, the Kentucky Minority Supplier

development Council or other state minority Supplier Development Councils, the Kentucky Certification Cooperative, or the Small Business Administration.

Evidence of respondent's full good faith efforts is to be submitted, briefly stating what efforts were made to seek and obtain the participation of a DBE owned professional design firm on their proposed team.

4. Tab 4 - Narrative Content

The response to the RFP will include a maximum of 5 pages of narrative content organized as follows:

- a. A narrative statement outlining the design team's philosophy about planning and design of major recreation venues on a college campus.
- b. A brief outline of the project manager's experience on similar projects with evidence of a demonstrated ability to lead and manage the consultant team in an expedited design and construction process, including experience with the CM at Risk process.
- c. A narrative statement outlining the firm's proposed approach and process for this project, including the team's recommendation for the role and involvement of the university in that process, and specifically, the approach for gathering, analyzing and incorporating student input during the programming and design phases.
 - 1) A critical part of a successful design will be the facilitation of student input during the programming phase; provide evidence of the team's experience, methodology and track record in facilitation of collaboration/consensus building for a project of this magnitude.
- d. Provide a sense of the team's creative approach to the project. This is not an easy project, as it encompasses numerous significant planning, construction phasing and design challenges.
- e. Provide evidence of design team's experience in transforming existing buildings to new uses, and/or to a new life after a dramatic renovation; graphic support for this competency can be in addition to the 5 pages of narrative, but should be no more than 5 additional pages.

5. Tab 5 - Qualifications

Please supply the following specific information:

- a. Maximum of one page documenting the team's proficiency and expertise with designing LEEDS certified projects.
- b. Maximum of two pages documenting the team's proficiency and expertise with BIM and web-based project management systems.
- c. Maximum of three pages documenting the team's experience in working with the Construction Management delivery method, including a commitment to be actively engaged in construction administration, with the goal to maximize project funds while minimizing change orders and maintaining an aggressive project schedule. Demonstrate the Project Manager's and Team's abilities to successfully manage budgets and schedules. Include past performances as well as processes to be used on this project. Include the number of change orders issued for each example listed and include the percentages of change order costs when compared to the awarded construction amounts. If the project was re-bid, indicate that fact.
- d. Current listing of the following, with the goal to provide evidence to the Selection Committee of the Respondent's present manpower utilization:

1. Current contracts in design – architects, structural and MEP firms only, to include project name, scope in dollars, manpower assignment, and present project status.
2. Current contracts in the construction phase – architects, structural and MEP firms only, to include project name, scope in dollars, manpower assignment, and present project status.
3. In light of the evidence outlined above, members of the respondent's team may provide an additional brief statement as a testimonial to document how the manpower requirements of this solicitation would be met.

6. Tab 6 - Experience and References

Identify similar major projects undertaken by the lead architectural firm as well as those undertaken by sub-consultants within the last seven years. In particular, the selection committee is interested in each firm's experience in design of university indoor and outdoor recreation facilities that are directly pertinent to this project. Document each team member's actual responsibility on each project; clearly identify the firm for which a team member worked if the firm is different than the one for which the member is currently employed. The Architect of Record, the recreation architect/consultant, and the pool consultant shall each describe no more than five projects and the sub-consultants no more than three projects each. The sub-consultant's projects should be similar to the work they will perform on this project. In all cases, projects shall have been completed on or after July 1, 2001.

For each project, provide the client's name, email address, and telephone number for a contact person who is familiar with the firm's performance on each project listed. The contact person should be familiar with the firm's key personnel.

7. Tab 7 – SF 330

Respondent shall be lawfully qualified to do business with and within the Commonwealth of Kentucky. A federal form SF 330 must be included in the Respondent's proposal for the lead firm of the consultant team and for each sub-consultant. The SF 330 submittal should include ONLY the names of individuals that will comprise the project team, clearly indicating the specific role each will play in the overall project from schematic design through construction administration.

8. Tab 8 – Project Schedule

Provide a proposed schedule for the project.

9. Tab 9 – Authentication of Bid, Statement of Non-Collusion, Non-Conflict of Interest and Bidder Certifications

This form must be signed and notarized in order for your proposal to be considered.

B. Addenda/Clarifications

Any university changes to this RFP will be made by written addendum. Verbal modifications will not be binding.

Questions or comments regarding this RFP must be in writing and must be received by Mary Paula Schuh no later than **5:00 PM EDT, October 11, 2011** (see section IV.E for contact information). Inquiries will not be accepted after the above listed date and time.

An optional pre-proposal meeting and site tour will be conducted on Monday **October 10, 2011 at 10:30 AM EDT**. The tour will begin in the entry area of the Albright Health Center on the NKU Campus. Please enter through the north end of the building.

C. Confidentiality

In accordance with KRS 45A.085 Competitive Negotiation, all proposals received or information derived therefrom remain confidential until a contract is awarded or all proposals are rejected.

D. Proposal Evaluation Process

All proposals received will be reviewed by the University Procurement Services office for completeness of items requested in this RFP. All complete proposal responses will be afforded equal consideration by the members of the Selection Committee as created by KRS 45A.810 and whose members are identified above. All complete proposals will be evaluated using a numerical rating system designed to afford each Selection Committee member a reasonable, individual, objective standard to equate the qualifications of the Respondents.

The shortlist evaluation form is included with this RFP. Each Selection Committee member will review, consider, evaluate and assign a numerical score to each proposal. All proposals will be graded, and the three highest numerical scores will be ranked in order with the respondent having the highest score in first place, the second highest score in second place, followed by the third highest score. Each Committee Member shall then indicate, in writing, their choices for first, second and third place. Each named first choice firm will receive three points followed by each second choice firm receiving two points and each third choice firm receiving one point.

The committee shall then determine the firms receiving the three (or four) highest scores based on the points associated with the ranking of each member's first, second and third choices. These firms shall be notified of their selection and scheduled for interviews about fourteen days after notification. Please note that firms who are selected for interviews are advised to bring those individuals to the interview who will be the team members assigned to our project—we want to meet the people with whom we will be working. Following the interviews, those firms interviewed will be notified of the committee's determination of the firm best suited for this project. That firm will be asked to enter into negotiations with the university as outlined in KRS 164.590 to finalize a contract for A/E services.

E. Contact Persons

Interested firms shall have NO contact with any member of the Selection Committee about any matter relating to this solicitation. Any breach of this provision will be grounds for disqualification of the team from the selection process. The respondent's points of contact for this proposal are:

For technical, design or program information:

Mary Paula Schuh, Director of Campus and Space Planning
Northern Kentucky University
726 Lucas Administrative Center
Highland Heights, KY 41099
Ph: 859-572-5122
Fax: 859-572-1356
schuh@nku.edu

For general procurement or contract information:

Jeff Strunk
Phone: (859) 572-5265
Email: strunk@nku.edu

F. Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the respondent in:

1. preparing its proposal in response to this RFP;
2. submitting its qualifications to the university;
3. negotiating with the university any matter related to this submittal; or,
4. any other expenses incurred by a respondent prior to the date of award of a contract to the selected respondent.

The university shall not, in any event, be liable for any pre-contractual expenses incurred by the respondents in the preparation of their submittals.

G. Contract Award

Issuance of this RFP, receipt of proposals, and completion of the selection process does not commit the university to award a contract. The university reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to their RFP; to negotiate with other than the selected respondent should negotiations with the selected firm be unsuccessful or terminated; to negotiate with more than one respondent simultaneously; to cancel all or part of the RFP; and to waive technicalities.

H. Electronic Responses

Electronic responses are not permitted.

I. Personal Services Contract

This RFP is for consulting or other personal services. Kentucky law requires a Personal Services Contract to be signed by the vendor and filed with the Legislative Research Commission in Frankfort prior to any work beginning. KRS 45A.690 defines a Personal Service Contract as “an agreement whereby an individual, firm, partnership, or corporation is to perform certain services requiring professional skill or professional judgment for a specified period of time at a price agreed upon.”

After Determination but prior to award, a Personal Services Contract will be sent to the winning offeror for signature. Please be sure to sign and return the original contract promptly to Northern Kentucky University. A Notice of Award will not be issued until the

signed Personal Services Contract has been received by Procurement Services and filed with the Legislative Research Commission in Frankfort, KY.

Regarding Personal Service Contract Invoicing

House Bill 387 has now amended Kentucky Revised Statute 45A.695(10)(A) with the following language, “No payment shall be made on any personal service contract unless the individual, firm, partnership, or corporation awarded the personal service contract submits its invoice for payment on a form established by the committee”. The Personal Service Contract Invoice Form shall be used for this purpose and for your convenience we have added fields so that it can be filled in online and printed. This form can be located on Northern Kentucky University’s Procurement Services website at: http://procurement.nku.edu/departmental_forms/PSC_INVOICE_FORM.pdf

J. Foreign Corporations

- A.** Foreign Corporations are defined as corporations that are organized under laws other than the laws of the Commonwealth of Kentucky. Foreign Corporations doing business within the Commonwealth of Kentucky are required to be registered with the Secretary of State, New Capitol Building, Frankfort, Kentucky and must be in good standing.
- B.** The Foreign Corporate Proposer, if not registered with the Secretary of State at the time of the Bid submittal, shall be required to become registered and be declared in good standing prior to the issuance or receipt of a contract.
- C.** Domestic Corporations. Domestic corporations are required to be in good standing with the requirements and provisions of the Office of the Secretary of State.

K. Occupational License

Northern Kentucky University was annexed by the City of Highland Heights in 2008. All contractors performing work for NKU must possess a Campbell County Occupational License and a City of Highland Heights Occupational License (administered by Campbell County) and must also pay applicable payroll taxes. For further information call 859.292.3884 or log onto: <http://www.campbellcountyky.org/home/services/occupational-license.htm>.

VI. Northern Kentucky University - Overview

Northern Kentucky University, located in the Greater Cincinnati metropolitan area about 7 miles south of downtown Cincinnati, was founded in 1968. The first building on the new campus in Highland Heights opened in August 1972. The campus sits on rolling land near the intersection of I-275 and I-471. Due to topography, many locations on campus have attractive views, including views of the Cincinnati skyline.

The university has sustained consistent growth through the years; unfortunately, physical resources have not kept pace with enrollment growth. Based upon 2009 data, NKU has 71 E&G ASF per FTE; similar Kentucky public institutions have an average of 137 E&G ASF per FTE (this average includes NKU). NKU has only 4 ASF/FTE of space in the physical education and recreation category; the range among other similar Kentucky institutions is 4 to 59, with the average being 20.

While primarily a commuter campus, NKU has 1,850 residence hall beds.

**NKU CAMPUS RECREATION CENTER EXPANSION/RENOVATION
REQUEST FOR PROPOSAL TO PROVIDE PROFESSIONAL SERVICES
RFP – NS -09-12**

NKU owns about 420 acres and has 3.3 million GSF. Since 2008, the following buildings have been completed:

- New Student Union - \$37 million
- Bank of Kentucky Center (10,000 seat multi-purpose arena) - \$67 million
- Parking Garage #3 and Welcome Center - \$15.4 million
- Residence Hall Renovation (former nursing home conversion, 443 beds) - \$14.5 million
- Center for Informatics (Griffin Hall) - \$52.5 million

Today, with enrollment of nearly 15,748 students, Northern is now the second largest university in the Greater Cincinnati area.

For general information about NKU, visit: <http://admissions.nku.edu/why/index.php>

The university's master plan can be downloaded, Executive Overview: http://campusplan.nku.edu/docs/NKU_Executive_Summary_Complete_102010.pdf or, the full report: http://campusplan.nku.edu/docs/NKU_REPORT_Complete_102010.pdf

The university has a long history of master planning, with plans completed in 1970, 1979, 1987 and 1999 <http://campusplan.nku.edu/masterplan/history.php>

The NKU 2007-2012 Strategic Plan, The Talent Imperative!, is available at: <http://www.nku.edu/about/plan.php>

PROJECT: Campus Recreation Center Expansion/Renovation Score Sheet

FIRM NAME _____

SHORT LIST EVALUATION CRITERIA

EVALUATION CRITERIA	WEIGHT	RATING 1-5	Maximum TOTAL POINTS	POINTS AWARDED
<u>Team Qualifications</u>				
1. Architect of record	12		60	
2. Recreation Consultant	12		60	
3. Pool Consultant	3		15	
4. MEP Engineering Disciplines	10		50	
5. Civil Engineering & Landscape Architecture	3		15	
6. Structural Engineering	4		20	
7. IT/AV	3		15	
8. Cost consultant	2		10	
9. Overall team qualifications & experience	10		50	
Subtotal			295 (49%)	
<u>Responsiveness to RFP</u>				
1. Narrative content, basic understanding of NKU's vision, goals and challenges	15		75	
2. Organization and thoroughness of RFP	5		25	
3. Team's LEED and BIM qualifications/experience	10		50	
4. Methods for project facilitation, project management and schedule conformance	15		75	
5. Demonstrated ability to control cost, design within budget and limit change orders	10		50	
Subtotal			275 (46%)	
<u>DBE Participation</u>				
The university has established a goal of 10% of the total procurement cost for DBE businesses for this contract.	6		30	
Subtotal			30 (5%)	
TOTAL POINTS			600 (100%)	

EVALUATOR _____

**ARCHITECTURAL SELECTION COMMITTEE
SUPPLEMENTAL RANKING FORM**

**Campus Recreation Center Expansion/Renovation
Northern Kentucky University
Highland Heights, Kentucky
RFP – NS-09-12**

RFP GRADING CRITERIA:

For the purpose of arriving at the best qualified firm for this Project, as set forth in the Selection process criteria for this project, each voting member of the Selection Committee shall rank their first, second and third choices based on the numerical scoring on the Grading Sheet. Based on the following formula, the firm with the highest number of points will be considered the Committee’s collective first choice, etc.

Reviewer’s

First Choice: 3 points
Second Choice: 2 points
Third Choice: 1 point

This method of ranking will determine both the listing of the three firms to be interviewed as well as for determining which firm will ultimately be recommended for the Project.

REVIEWER: _____

FIRST CHOICE: _____

SECOND CHOICE: _____

THIRD CHOICE: _____

Reviewer Signature: _____

Date: _____

**NORTHERN KENTUCKY UNIVERSITY
PROCUREMENT SERVICES
AUTHENTICATION OF BID, STATEMENT OF NON-COLLUSION, NON-CONFLICT OF
INTEREST AND BIDDER CERTIFICATIONS
NS-09-12**

By signing below the Contractor swears or affirms, under the penalty of false swearing as provided by KRS 523.040, that he/she is in compliance with all of the following:

- 1.** That I am the bidder (if the bidder is an individual), a partner in the bidder (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation).
- 2.** That the submitted bid or bids covering the Bid Package indicated have been arrived at by the bidder independently and have been submitted without collusion with, and without any agreement, understanding or planned common course of action with any other contractor, vendor of materials, supplies, equipment or services described in the Invitation for Bid, designed to limit independent bidding or competition; as prohibited by provision KRS 45A.325;
 - 2A.** Any agreement or collusion among bidders or prospective bidders which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price, or to refrain from bidding, or otherwise, is prohibited. The provisions of KRS 365.080 and 365.090, which permit the regulation of resale price by contract, do not apply to sales to the State.
 - 2B.** Any person who violates any provisions of Kentucky Revised Statute 45A.325 shall be guilty of a felony and shall be punished by a fine not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association which violates any of the provisions of KRS 45A.325 shall, upon conviction, be fined not less than ten thousand dollars nor more than twenty thousand dollars.
- 3.** That the content of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids;
- 4.** That the bidder is legally entitled to enter into the contracts with the Commonwealth of Kentucky and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.330 to .340 and 164.390; and
- 5.** That I have fully informed myself regarding the accuracy of the statements made, including Bid Amount.
- 6.** Unless otherwise exempted by KRS 45.590, the Bidder intends to comply in full with all requirements of the Kentucky Civil Rights Act and to submit data required by the Kentucky Equal Employment Act upon being designated the successful bidder.
- 7.** That the Bidder, if awarded a contract, would not be in violation of Executive Branch Code of Ethics established by KRS 11A.990.
- 8. Campaign Finance Laws** Pursuant to KRS 45A.110 and KRS 45A.115 the undersigned hereby swears or affirms, under penalty prescribed by law for perjury, that neither he/she, individually, nor, to the best of his/her knowledge and belief, the corporation, partnership, or other business entity which he/she represents in connection with this procurement, has knowingly violated any provisions of the campaign finance laws of the Commonwealth of Kentucky, and that the award of a contract to him/her, individually, or the corporation, partnership or other business entity which he/she represents, will not violate any campaign finance laws of the Commonwealth.
- 9. Worker's Compensation and Unemployment Insurance** Pursuant to KRS 45A.480, the undersigned hereby swears or affirms, under penalty of perjury, that all contractors and subcontractors employed, or that will be employed under the provisions of this contract shall be in compliance with the requirements for worker's compensation insurance under KRS Chapter 342 and unemployment insurance under established KRS Chapter 341.
- 10. Vendor Report of Prior Violations** The Bidder/Owner shall reveal to the University, prior to this award of a contract, any final determination of a violation by the Contractor within the previous five (5) year period of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341, and 342. The Contractor is further notified this statute requires that for the duration of this contract, the Contractor shall be in continuous compliance and the Contractor's failure to reveal a final

determination of a violation or failure to comply with the cited statutes for the duration of the contract, shall be grounds for the Contractor's disqualification by the University from eligibility to bid or submit proposals to the University for a period of two (2) years. Please list any final determination(s) of violation(s) including the date of determination and the state agency issuing the determination. If no violations have occurred, type **none** in the space below.

* KRS Chapter 136 - Corporation and Utility Taxes; * KRS Chapter 139 - Sales & Use Tax; * KRS Chapter 141 - Income Taxes; * KRS Chapter 337 - Wages & Hours; * KRS Chapter 338 - Occupational Safety & Health of Employees; * KRS Chapter 341 - Unemployment Compensation; * KRS Chapter 342 - Worker's Compensation

<u>KRS VIOLATION</u>	<u>DATE</u>	<u>STATE AGENCY</u>
_____	_____	_____
_____	_____	_____

READ CAREFULLY - SIGN IN SPACE BELOW - FAILURE TO SIGN INVALIDATES BID or OFFER

AUTHORIZED SIGNATURE: _____ DATE: _____

NAME (Please Print Legibly): _____

FIRM: _____ FED ID. OR SSN#: _____

STATE OF INCORPORATION: _____

PERMANENT ADDRESS: _____

	<u>STREET</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP</u>
CONTACT PERSON: _____		TITLE: _____		

TELEPHONE NO: _____ FAX NO: _____ E-MAIL: _____

State of _____)
 _____)SS
 County of _____)

The foregoing statement was sworn to me this _____ day of _____, 20____, by _____.

(Notary Public)

My Commission expires: _____

This form must be notarized to be accepted

END OF RFP