

**Request for Proposals
Number NS-21-12
To Provide Professional Services**

Design and Contract Administration Services

For

**Northern Kentucky University's
University Center Renovation Phase II**



October 18, 2011

**NKU UNIVERSITY CENTER RENOVATION PHASE II
REQUEST FOR PROPOSAL TO PROVIDE PROFESSIONAL SERVICES
RFP – NS -21-12**

**University Center Renovation Phase II
Northern Kentucky University
Highland Heights, Kentucky
RFP – NS-21-12**

Principal Design Professional: Architect

Project Name and Location: University Center Renovation Phase II
Northern Kentucky University
Highland Heights, Kentucky

TOTAL Project Budget: TBD

Optional Site Visit: **October 21, 2011 (9:30 AM)**
Meet in University Center Atrium (plaza level)

Deadline for Questions: **October 24, 2011**

Response Deadline (Proposals Due): **November 2, 2011 (4:30 PM)**

Short List Meeting: **November 7, 2011**

Interviews: **November 15, 2011**

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

Voting Selection Committee Members for this project:

Steve Nienaber Jane Goode
Rob Knarr Mary Lee Schott
Pat Moynahan

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

Mary Paula Schuh Marilyn Heflin

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. Project Objective

Northern Kentucky University (NKU) is seeking proposals for renovation of the University Center to create what is being called the "Student Success Center". The Student Success Center is a concept that evolves from that found on many campuses of a "One-Stop Center", but in our case, the focus of the effort is enrolled students. The university has recently made the decision to invest increased operating funds in student advising. The University Center currently houses several offices devoted to student success, and the idea is to transform existing vacant space in the University Center to create an engaging, student-centered environment for student service functions focused on student success.

The area to be renovated primarily includes the vacant former food service areas on the first and second floors of the University Center. The spaces total about 20,000 square feet. New mechanical systems will be needed to support the new configuration. While space on both floors will be studied during programming and schematic design, the availability of funding will determine whether the project proceeds as one phase or two. (Note: there is no guarantee of funding for Phase One).

An additional note – prior to completion of this phase of the project, it is possible that additional funding might be secured to allow for further infrastructure upgrades to building systems (other than those impacting the vacant areas of the building as described below).

The Student Success Center concept, to be confirmed through an active programming effort at the beginning of design, is to provide customer service to students in the following areas:

- Academic Advising and intervention services for freshmen students
- Records and registration services
- Financial Aid services
- Bursar – student account billing and payments customer service
- IT customer service – assistance with Blackboard, email, iPhone, iPad usage, etc.
- Veterans services
- First Year Programs
- All Card office
- Open Computer Lab
- Office of General Education
- Large meeting room

The intent of the Student Success Center is to create a “Central Advising Center” and a “One-Stop Center” for customer service. The customer service center shall be staffed by cross-trained personnel and shall be the first point of triage for all student walk-in inquiries. More complex questions shall be referred to the ‘home’ office.

The facility should include a technology commons area where students can obtain technology assistance, do group work using technology, and use emerging technologies to support their academic work.

It will be essential that the Student Success Center be designed and furnished with flexibility and growth in mind, as the configuration of the Student Success Center is certain to evolve over time. The concept will include only a small number of full height walled offices and conferring rooms. Most of the functions should be accommodated in flexible, easily re-configurable furniture that allows for an open, vibrant environment, one in which students will feel welcome and empowered to overcome obstacles to academic progress.

This concept has evolved as an institutional priority as a result of extensive study of the need to increase the retention and graduation rate of NKU students. It is built upon a thorough review of the findings of several consultants as well as a review of national best practices in academic advising. For example, NKU’s first-year retention rate for first-time, full-time freshmen (68.5 percent) is below expectations. In addition, NKU’s overall six-year graduation rate of 32 percent ranks below that of most other Kentucky comprehensive public universities and the national peer institutions. While modest progress has been made in recent years, a new effort and focus was needed if significant progress is to be achieved.

The most critical aspect of the Student Success Center will be the advising component with its new strategy for targeted intrusive advising very early in a student’s first semester at NKU. This model will improve NKU’s ability to effectively assist students in meeting their educational goals.

Background: The University Center, constructed of precast concrete in 1977, is a 102,720 GSF building located in the heart of the campus. The building’s layout engages the Central Plaza, the campus’ major outdoor open space. It is connected to the adjacent Student Union by an upper level pedestrian bridge at the third floor level. Prior to completion of the Student Union in 2008, the University Center was vibrant and engaging, always full of students. It is now a much quieter place. This project should result in a highly charged, active, engaged environment that plays to the strength of its location on the Central Plaza; its connection to and proximity to the

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Student Union; and, its visual connection to the tranquility and attractiveness of the Loch Norse and Farris Amphitheater areas, visible from the 2nd floor space that is to be renovated.

Internally, the heart of the University Center is a centrally located, three-story atrium topped by a large skylight. It features an abundance of exposed concrete finishes which will need to be softened. The atrium space needs to become engaged with the 2nd floor renovation area if this project is to be successful. Current University Center occupants include:

First Floor:

- Bookstore (accessed from 2nd floor)
- Learning Assistance Program
- Student Support Services
- Testing and Disability Services
- Vacant space – former grille/kitchen and dining area (6,000 SF)

Second Floor:

- Bookstore
- Budig Theater, a 254-seat venue
- Vacant space – former food service area, kitchen and dining area (14,300 SF)

Third Floor:

- Ballroom
- Business & Auxiliary Services
- Career Development
- UCAP (University Connect and Persist)

Fourth Floor:

- Health, Counseling and Prevention Services
- International Education Center
- Meeting Room UC 414
- Office of Education Abroad

The area of the first floor occupied by Learning Assistance Programs, Testing and Disability and Student Support Services was renovated within the last two-three years.

As noted above, many current occupants of the University Center are already part of the “Student Success” concept, most notably LAP, SSS and Testing and Disability on the first floor; Career Development and UCAP on the second; and, Health, Counseling and Prevention Services on the fourth. The addition of the customer service functions from Registrar, Financial Assistance, and Bursar, along with the Centralized Advising Center, all working together---if supported by a physical space that enhances the collaboration—will result in a synergistic, student services center for NKU.

Currently, the All-Card office is located in the Student Union. The Bursar (2nd floor), Registrar (3rd floor) and Financial Assistance (4th floor) are all located in the Administrative Center. There is a walk-in service center on the third floor of the Administrative Center, where students with Registration or Financial Assistance questions can be answered.

This project is challenging for a number of reasons:

- Program: the program goal seeks to bring together a variety of student service functions in a way that is new to NKU. The idea of a one-stop has been discussed for many years. Currently, NKU operates a successful One-Stop Call

Center <http://onestop.nku.edu/about.php> The Registrar's Service Center, located on the 3rd floor of the Administrative Center (plaza level), has recently been expanded programmatically to include the Financial Assistance customer service function.

- Schedule: the goal is to occupy the Student Success Center during Fall 2012, a tight timeframe given the amount of design and construction work to be accomplished.
- Design: the Student Success Center needs to engage with the atrium space. Part of the concrete wall will need to be removed to make this a reality. Engaging the atrium space as part of the renovation may require upgrading the atrium space to meet current building code requirements.
- Programmatic Objective: The goal of this project is the creation of a vibrant, engaging hub for student success. The center will bring together the partners who, through collaborative cross-departmental partnerships, can provide services to students to ensure their success. From the student's perspective, the 'walls' around departments will disappear and customer service representatives will provide services and support to students.

Thus, the programming part of this project is a critical aspect of the work. The intent is to begin with an intensive programming effort – to understand how current processes work; to discuss opportunities to streamline delivery of service; and, to organize the delivery of service to students so that student frustration is minimized.

III. Project Directives/Guidelines

A. Project Budgetary Scope and Funding

The total scope for the Campus Recreation Center Expansion/Renovation Center project is TBD and is currently unfunded. However, the expectation is that the total cost of the project will be in the range of \$4 to 6 million.

B. LEED

Currently, it is not clear whether this project will require LEED certification.

C. BIM

BIM is not required for this project.

D. Facilities Management Design & Construction Guidelines

The design team will be expected to incorporate all applicable items and conditions contained in the "NKU Facilities Management Design & Construction Guidelines" into the project drawings and specifications. These standards contain information and items unique to existing conditions in the 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 Guidelines document will be provided to the selected design team at the start of design.

E. Schedule

This project will be conducted as a design-bid-build project. The goal is to complete construction and achieve occupancy in the October to mid-November 2012 timeframe.

IV. 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 4
5	Qualifications	10
6	Experience and References	n/a
7	SF330	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 \$3 million as the conceptual basis for your calculation). 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 November 2, 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:

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A/E Services
University Center Renovation Phase II**

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 and 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 the Architect of Record to be a local firm, with 'local' defined as having an office within 150 miles of Highland Heights, KY.
 - ii. 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.
 - iii. The university requests that the design team include at a minimum these disciplines:

1. Architecture
 2. Programming
 3. MEP, structural, and civil engineering
 4. Acoustical design
 5. IT/AV
 6. Cost consultant
- iv. Note that the university will hire separately the commissioning agent.
 - v. 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. 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.
 - c. Provide address/location where each firm will perform its work.
 - d. 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.
 - e. **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 4 pages of narrative content organized as follows:

- a. A narrative statement outlining the design team's philosophy about planning and design of significant student service centers 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.
- c. A critical part of a successful design will be the facilitation of input from various constituent groups during the programming and design phase; provide evidence in the RFP Response 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 and design challenges.

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. 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 – architect and MEP firms only, to include project name, scope in dollars, manpower assignment (FTE or %), and present project status.
 2. Current contracts in the construction phase – architect and MEP firms only, to include project name, scope in dollars, manpower assignment (FTE or %) 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 ten years. In particular, the selection committee is interested in each firm's experience in design of university renovation or construction projects that involved collaboration with a diverse group to achieve a significant outcome in terms of that university's operation and goals. 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 shall 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 – SF330

Respondent shall be lawfully qualified to do business with and within the Commonwealth of Kentucky. A federal form SF330 Part I and Part II must be included in the Respondent's proposal for the lead firm and the SF330 Part II shall be included for each sub-consultant. The SF330 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 24, 2011** (see page 2 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 Friday **October 21, 2011 at 9:30 AM EDT**. The tour will begin in the plaza level (2nd floor) atrium area of the University Center on the NKU Campus.

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 per the schedule outlined herein.

Please note that firms 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/departamental_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>.

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

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: University Center Renovation Phase II 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	12		60	
2. Programming	6		30	
3. MEP Engineering Disciplines	10		50	
4. Structural Engineering	3		15	
5. IT/AV	3		15	
6. Cost consultant	4		20	
7. Overall team qualifications & experience	10		50	
Subtotal			240 (48%)	
<u>Responsiveness to RFP</u>				
1. Narrative content, basic understanding of NKU's vision, goals and challenges	12		60	
2. Organization and thoroughness of RFP	5		25	
3. Team's LEED qualifications/experience	4		20	
4. Methods for project facilitation, project management and schedule conformance	15		75	
5. Demonstrated ability to design within budget and limit change orders	10		50	
Subtotal			230 (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 (6%)	
TOTAL POINTS			500 (100%)	

EVALUATOR _____

**ARCHITECTURAL SELECTION COMMITTEE
SUPPLEMENTAL RANKING FORM**

**University Center Renovation Phase II
Northern Kentucky University
Highland Heights, Kentucky
RFP – NS-21-12**

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-21-12**

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: _____

	STREET	CITY	STATE	ZIP
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