

REQUEST FOR PROPOSAL

PROFESSIONAL DESIGN SERVICES FOR THE KEAST COMMONS RENOVATION PROJECT NO. 999-301243

September 16th, 2019

Requested by:



**Wayne State University
Procurement & Strategic Sourcing**

**5700 Cass Avenue
Suite 4200
Detroit, Michigan 48202**

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Invitation - Registration/Notice of Intent

Wayne State University (“WSU”) invites selected Design Professionals (“Responders”), to submit competitive proposals in accordance with the requirements of this Request for Proposal (“RFP”) for the provision of **Professional Design Services**.

Your company has been selected to participate in a “Request for Proposal” (RFP) process to provide these services based upon your experience and/or ability to successfully perform the professional design services outlined herein. The objective of this process is to standardize service delivery within this project and to identify a firm who will provide the optimum mix of quality, service, experience and cost opportunities for these rendered services.

We have established the following action plan and provided instructions, to assist you in completing this RFP process in a timely manner.

RFP Submittal Instructions:

Please read the RFP carefully and follow all instructions given.

If you are interested in participating in this process, please use our online registration form at <https://forms.wayne.edu/5aa587e3de04c>, no later than Monday, September 23rd, 2019 by 5:00 p.m. Use this form to indicate your attendance at our mandatory pre-proposal meeting to be held on, Tuesday, September 24th, 2019 at 2:00 pm and your intent to submit a proposal for the services listed. To participate, it is MANDATORY that you and/or responsible representatives of your organization attend our pre-proposal conference (Tour/Q & A session) to be held at the University Services Building located at 5454 Cass Avenue, Detroit, MI 48202 in Conference Room 3.

By returning a completed submission, you stipulate that you have answered the enclosed questions completely, accurately and agree to abide by the general terms and conditions stated therein. To be considered, you must return your completed proposal in accordance with the schedule outlined in **§ 3 - Critical RFP Dates and Deadlines**.

Your participation in this process is appreciated. We respectfully request that you do not contact any other WSU personnel regarding questions about this RFP.



§ 1. Project Description

Wayne State University (“WSU”) is seeking Professional Design Services for the renovation of the William Rea Keast Commons (“Keast Commons”). In 2006, the Board of Governors named the area and walkway behind Towers Residential Suites, between Chatsworth Apartments and DeRoy Apartments, as “William Rea Keast Commons.” It is named in honor of Wayne State’s fifth president (1965-1971) who is remembered as the “students’ president” serving during the Vietnam War.

Keast Commons is one of the few outdoor spaces on campus that students, faculty, and neighboring communities have access to year-round for recreational activities. It is completely surrounded by student housing and other student life facilities and has hosted a number of events over the years. While an important asset in its current state, Master Planning revealed that it leaves much to be desired from campus users.

Keast Commons will be closed May 1, 2019 through August 31, 2020 to support the demolition of DeRoy Apartments, the renovation of Chatsworth Apartments, and the planned Towers Café expansion. Once these projects are finished, Keast Commons will require a complete restoration. This gives the University the unique opportunity to study and redesign the site to become. Master Planning has studied this site extensively and engaged a group of stakeholders to reimagine its design and function. Several preliminary themes and concepts have emerged as a result of this process, which will require further studying and community engagement.

The new expanded Keast Commons area will span from the front of Chatsworth on the east to the edge of the sidewalk at Anthony Wayne Drive to the west. The site will also encompass the court behind the Towers Residences and the new Towers Café expansion to the north and Williams Mall and the adjacent sidewalk to Ghafari Hall. In addition to providing active civic space for the campus, the project must also address the existing service drive at the northern edge of the site that provides daily delivery access to the Student Center and must remain operational. Considerations must also be given to pedestrian traffic through the site as well as consider opportunities for occasional pick up/drop off during move in and move out days on campus.

Program Elements should include, but are not limited to:

- Area to be designed for a larger number of students.
- Area to be used to hold large activities and events.
- Space needs to be highly functional and highly flexible.
- Flexible space for the numerous activities and events that would be held there
- Encouraging activity during the non-event times
- Service Drive between Towers Café and Chatsworth Apartments
- Pedestrian Requirements

Stormwater Management Alternate

- The project provides the opportunity to discuss stormwater management on this site.
- WSU to review this further and would like to understand what the options may be.
- May not be able to have this part of the project if the cost is too high to perform the design.

Note: Anthony Wayne Drive will not be included in the Keast Commons Renovation project as this will be a future project.

Please refer to §17 for complete details in regard to the Design Professional scope and deliverables.

Furthermore, please reference Exhibits “C” and “D” for details previously developed to support the intent of this project.



§ 2. Conditions and Notices to Responders

- A. **Confidentiality of Proposal.** The RFP is Confidential Information. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language in any form by any means without the written permission of WSU.
- B. **Selection Criteria.** Responders are advised that WSU shall make selections based on its determination of which suppliers can offer the optimum value proposition. This value proposition is a combination of price, terms, quality, functionality and service capability.
- C. **Document Ownership.** The RFP documents and all copies thereof are strictly confidential and the property of WSU. WSU is not obliged to return Responder proposals and related documents.
- D. **RFP is Not a Contract.** Acceptance of a proposal does not commit WSU to award a contract to any Responder, regardless of whether the proposal meets all the requirements stated in this RFP, nor does it limit WSU's right to negotiate in its best interests. WSU reserves the right to reject any or all proposals and price quotations received for any reason whatsoever. Neither the receipt of any proposal, nor failure to reject any proposal shall impose any legal obligation on WSU.
- E. **Right to Terminate RFP process.** WSU reserves the right to terminate the entire RFP process at any time without incurring any liability.
- F. **Exceptions/Limitations.** If a Responder is unwilling or unable to meet any RFP requirement, an explicit statement to that effect must be made in the proposal as an exception/limitation.
- G. **Liability for Costs.** During the RFP process, responders will incur certain costs associated with and related to the RFP process; WSU shall not be liable for any such costs. WSU accepts no liability for any costs incurred by Responders in generating their responses to the RFP, any cost incurred by Responders carrying out due diligence, any Responder costs relating to providing any additional information or demonstrations, and any Responder cost relating to any subsequent negotiations with WSU. Throughout the RFP process, Responders shall provide any assistance that may be required, at no cost. No statement by WSU should be viewed as a request or justification to increase or change inventory, staff, facilities, and business relationships, or internal business processes.
- H. **Non-Binding Projections.** Any projections and quantities included in this RFP or within subsequent projects or orders are non-binding. WSU may change its projections and quantity estimates as necessary during the RFP process.
- I. **Non-Exclusivity.** Any contracts that result from this RFP are non-exclusive and contain no mandatory volume/expenditure requirements. WSU reserves the option to conduct business with more than one supplier for the same services and or commodities.
- J. **No Warranty of Information.** The information is provided for indicative purposes only and it is the Responder's sole responsibility to undertake whatever investigation and due diligence it needs to carry out to verify the accuracy of any information provided or received relating to the RFP, the due diligence process or otherwise. It is understood that Responder shall inform WSU of all investigations and due diligence activities it shall perform; furthermore, Responder shall request WSU's authorization including but not limited to when contacting landlord, accessing the building or requesting building services, contacting the building department or city agencies as related to the project.
- K. **Validity Period.** Proposed prices will be guaranteed for the duration of the RFP and for at least 120 days following the delivery of Responder's proposal.



§ 3. Critical RFP Dates and Deadlines

Event	Deadline or Date of Event
Issue Design Professional RFP	09/16/2019
Registration/Intent to Bid Notification	09/23/2019 by 5:00 p.m.
Mandatory Pre-Proposal Meeting	09/24/2019 @ 2:00 pm
Final Day / Deadline for question submission	09/30/2019 @ 12:00 PM EST
Deadline for proposal submission	10/07/2019 by 2:00 PM EST
Short List Announced	10/18/2019
Presentations/Interviews	10/21/2019 – 10/24/2019
Select Design Professional	Week of October 28 th , 2019

RFP Procedure and Requirements

§ 4. Introduction

- A. **Information.** This RFP outlines the information required from Responder for Responder to be considered as a potential provider of all requested services to WSU. The terms “Company”, “Responder” or “Supplier” as used in this RFP, shall mean any person or Firm submitting a proposal in response to this RFP.
- B. **Proposal Format.** The following sections provide the mandatory format, instructions and procedures for preparing and submitting responses to the RFP. Each Responder **must** provide every component listed in the order shown in this RFP, using the format prescribed for each component.
- C. **Proposal Completeness.** Each proposal must contain a detailed description of how the Responder will provide each of the services outlined in this RFP and sufficient information to permit WSU’s evaluation of Responder’s capabilities and pricing. In addition, the responses should follow the order of the RFP questions, providing detailed answers to each question which will enable the project team to review the proposal completely and efficiently.
- D. **Proposal Exceptions.** Any exceptions, conditions, liabilities, or limitations Responder’s organization may have to any of the requirements of this RFP should be identified in the relevant section. Appropriate attachments and supporting documentation such as diagrams, flow charts, specifications, detailed configurations annual reports, etc. should be provided where requested and as necessary, in electronic format whenever possible.
- E. **Proposal Innovation.** This RFP is open to innovative and creative responses. Any ideas that would make attainment of WSU’s stated objectives simpler, more efficient, and/or cost effective are expected and will be gladly accepted. Responder is encouraged to respond to this RFP with creative ideas regarding product, process and systems if the RFP requirements in this Section are also met.
- F. **No Liability.** All Responders are advised to thoroughly read and examine all RFP documents which are provided by WSU. WSU accept no responsibility or liability for details assumed or conclusions drawn from information supplied in such documents.
- G. **No Claims of Ambiguity.** All Responders shall be deemed, by the submission of their proposal, to have fully understood the objectives of the RFP. Any claims of ambiguity after any resulting contract award is made shall not be accepted.



- H. **FOIA.** Wayne State University is a constitutionally autonomous public university within Michigan's system of public colleges and universities, and as such, is subject to the State of Michigan Freedom of Information Act 442 of 1976. Any Responses Proposals, materials, correspondence, or documents provided to the University are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act, regardless of notations in the VENDOR's Proposal to the contrary.

§ 5. Registration/Intent to Bid

- A. If you are interested in participating in this process, please use our online registration form at <https://forms.wayne.edu/5aa587e3de04c>, no later than **Monday, September 23rd, 2019 by 5:00 p.m.**
- B. Use this form to indicate your attendance at our mandatory Pre-proposal meeting and your intent to submit a proposal for the services listed.

§ 6. Mandatory Pre-Proposal Meeting

- A. To participate, it is MANDATORY that you and/or responsible representatives of your organization attend our pre-proposal meeting (Tour/Q & A session).
- B. **Date & Time:** Mandatory pre-proposal meeting to be held on **Tuesday, September 24th, 2019 at 2:00 pm.**
- C. **Location:** Mandatory pre-proposal meeting will be located at the University Services Building located at 5454 Cass Avenue, Detroit, MI 48202 in Conference Room 3.

§ 7. Proposal Requirements

- A. Information:
- a. All firms responding to this RFP must submit complete responses to the applicable information requested in this section and clearly note any exceptions to any information contained in the RFP. Proposals are limited to 25 pages total, one sided, and eleven (11) point font. (This is inclusive of all required documents and schedules and any optional material included at the discretion of the respondent, but tab sheets and the cover pages do not count in the overall document count.) Proposals will be evaluated based upon the selection criteria presented in Section 13. Proposals must present information in a clear and concise manner, following the format indicated below:
- B. Executive Summary:
- a. Provide a one-page summary describing your understanding of the project, what unique qualities differentiate your firm from others responding to this Request for Proposal. List all team members by firm name and define their roles for this project. Describe in summary fashion the experience your team has with projects similar to the proposed Keast Commons Renovation, by indicating the use, quantity and cost relative to a timeframe (for example, note actual sitework projects and building types completed over the past three years, with an average project cost of **\$1 to 2 million each**).
- C. Firm Contact Information and Firm Overview:
- a. Clearly identify the name, address, and e-mail of the project representative designated to receive all RFP information, addenda or any other official correspondence relating to the project. Provide a profile of the local office presence and capabilities of the local office to support this project.
 - b. If a joint venture, list similar information for each firm and the rationale for the joint



venture, previous similar experience in a joint venture, previous experience with this joint venture partner, and a summary of the joint venture agreement indicating the roles and responsibilities of each party.

D. Experience:

- a. Evidence of previous experience with projects similar in nature and completed within similar environments will be heavily weighted in the selection criteria.
- b. Demonstrated expertise and experience in sustainable design practices. Identify experience in utilizing an integrated design approach, life cycle cost analysis, and other practices used by your firm in meeting sustainable design goals. Identify participating team members with appropriate experience, including LEED/Sustainable Design experience.
- c. Identify five of the most recent projects similar to the proposed Keast Commons Renovation in which your firm has provided Architectural/Engineering services. The following information is requested on each project: (Limit: 2 pages per project)
 - a. Owner name and address
 - i. Name of parent system, if applicable
 - ii. Profit or non-profit status
 - iii. Completion date and/or status of project
 - b. Project description (new construction and/or renovation; identify major elements of project and/or unique features)
 - c. Project size (number of square feet, separate new construction from renovation)
 - d. Lead design architect for your firm and other key personnel involved in the project
 - e. Client reference (name, position, address and telephone number)
 - f. Describe how your firm worked collaboratively with multiple stakeholders to ensure all project requirements were achieved.
 - g. Project Budget
 - i. Initial Budget
 - ii. Final Budget
 - iii. Variance (%)
 - h. Photographs and plans, diagrams and other graphic materials for the five recent projects described in the Proposal.
 - i. Provide 3 examples (narratives and illustrations) of solutions to project challenges which are representative of your team's creativity. (Limit: 2 pages per example)

E. Team:

- a. Identify your company's proposed project team. Include the staff qualifications, biographies, roles and responsibilities that make them ideal candidates for project.

F. Approach:

- a. Describe your team's project approach defining all consultants and their level of involvement, methods of obtaining an understanding of the project and interacting with the project stakeholders and the challenges anticipated in performing the requested services. What distinguishes your team from your competition? What makes your team the best qualified to design these projects for the university?

G. Minority, Woman and Physically-Challenged Owned Business Enterprises (M/W/DBEs)

- a. Specify in your proposal whether ownership of your company is a certified M/W/DBE.

H. Proposed Fee:

- a. Using the level of effort work plan provided, (Exhibit "B"), indicate proposed fees to complete the work as defined on the worksheet. Include billing rates for all personnel who will work on this project along with estimated hours for each. Identify a line item for estimated reimbursable expenses that is to be included in the total project cost. List and define any other assumed fees, including specialty consultants. Total ALL expenses and hours for the project. The University will not be responsible for math errors made by the

- vendor.
- b. Specify whether the fee covers all services outlined in this RFP. Proposals should list any items excluded from the services proposed. Proposals should also list those services that should be made a part of this scope of work but were not requested by the University. In the latter case, provide a proposed fee(s) for those services.

§ 8. WSU Representative(s)

- A. During the RFP process (from the date of issue through the date of contract award or other final decision) **Valerie Kreher (WSU) shall serve as the Primary Representative on behalf of WSU and shall be the sole source of official information regarding this RFP.** There should be no direct contact to any other staff at WSU. Representatives as listed below.

Description	Primary Representative	Secondary Representative
Name:	Valerie Kreher	Kimberly Toby-Tomaszewski
Company:	WSU	WSU
Street:	5700 Cass Avenue, Suite 4200	5700 Cass Avenue, Suite 4200
City, State, Zip:	Detroit, MI 48202	Detroit, MI 48202
Phone:	313.577.3720	313.577.3757
E-mail Address:	ab4889@wayne.edu	ac9934@wayne.edu

§ 9. Questions

- A. **Question submission.** All questions or requests for clarification regarding this RFP must be submitted in electronic format via email to and received by the WSU Representative(s) no later than **12:00 pm EST, Monday, September 30th, 2019.**
- B. **Question sharing.** WSU will distribute all questions and responses with all Responders.
- C. **Walkthrough.** Responders are encouraged to walk the site to verify existing conditions. This walkthrough will be held directly after the pre-proposal meeting on **Tuesday, September 24th, 2019.**

§ 10. Proposal Delivery

- A. **Proposals Due:** Proposals for Design Professional Services will be received at the office of the Procurement & Strategic Sourcing by electronic submission on **Monday, October 7th, 2019, until 2:00 p.m. (local time).**
- B. **Proposal Submission Link:** The link for proposal submission will be posted with the proposal details at <http://go.wayne.edu/bids> beginning September 16th, 2019.
- C. Vendors are strongly encouraged to combine documents into one PDF for the ease of distribution within the University, and to ensure no portion of your response is inadvertently omitted in transmission to the University or internally to the end user department.
- D. The electronic submission should be limited to no more than one of each of the following file types: one PDF document, one Word Document, or one Excel Workbook, with a total file size less than



20 megabytes. If your submission was sent correctly, you will receive an auto-reply message acknowledging receipt of your proposal. If you do not receive an auto-reply message, check the address you used and resubmit your proposal.

- E. All inquiries regarding this RFP shall be made in writing and submitted by e-mail to Valerie Kreher at ab4889@wayne.edu and copied to Kimberly Toby-Tomaszewski at ac9934@wayne.edu prior to the deadline stated in the project schedule.
- F. **Economy of preparation.** Proposals should be prepared simply and economically, providing a straightforward, concise description of the Responder's offer to meet the requirements of the RFP. Expensive displays, bindings or promotional materials are neither desired nor required. However, these instructions are not intended to limit a proposal's content or exclude any relevant or essential data.

§ 11. RFP Changes/Proposal changes

- A. **RFP Changes.** If it becomes necessary to modify the RFP, WSU shall provide such changes in writing via email to all Responders who have registered to attend the pre-proposal meeting. Responder shall acknowledge, via return e-mail, receipt of all amendments, addenda and changes issued regarding this RFP.
- B. **Proposal Changes.** Changes in Responder's proposal will be accepted if they are received by the deadline for RFP responses. Proposal changes must be submitted following the §10 Proposal Delivery instructions. However, if WSU modifies the RFP WSU shall notify Responders of the new deadline to submit revised proposals.
- C. **Proposal Withdrawal.** Responder may withdraw his/her proposal after it has been submitted, if such a request is made in writing with a clear explanation for the withdrawal prior to the deadline for RFP submission.

§ 12. In-Person Interviews

- A. **Participation.** After the submission date, WSU may require Responder to participate in an in-person interview regarding its proposal. Only those Responders that submit proposals that, in WSU's sole discretion, effectively address the requirements of this RFP, shall be invited to participate in such interviews.
- B. **Interview date and venue.** Interview location is still being determined. Notification of specific times will be communicated by email after RFP responses are received and evaluated to determine the shortlist.

Proposal Evaluation

§ 13. Evaluation Criteria

- A. WSU may award the contract to the Responder who best meets the terms and conditions of the RFP and is capable of supplying WSU with high quality services, for a competitive price (best value). WSU's evaluation will be based on Responders' proposals and interviews in their entirety, including information and/or factors gathered during related meetings and discussions, and/or subsequent information obtained from other sources including any reference checks.



- B. The selection committee will review and consider the following, which includes, but is not limited to (these criteria are listed in no particular order):
- i. Accurate and specific responses to all requests for information as outlined in this RFP.
 - ii. The quality and comprehensiveness of responses from interviews for short listed teams.
 - iii. The quality and comprehensiveness of the project approach as presented in the RFP and interviews.
 - iv. The qualifications and experience of the proposed project team (firms and individuals).
 - v. Demonstration of the firm's ability to successfully deliver the project recognizing the aggressive schedule.
 - vi. Checks of references provided by the firm.
 - vii. Fees and schedule will be considered to determine the best value for the University.
 - viii. Exceptions to Appendix 7 - WSU - Contract for Professional Services.
 - ix. Unique aspects of the firm or team that would add value to this specific project.
 - x. Demonstrated estimating services capability/accuracy (Budget to actual outcome of past projects)
- C. The University reserves the right to request additional information at any time during the selection process.
- D. Following the evaluation of the proposals, the development of a 'short list' maybe compiled, those respondents may be invited to attend a formal interview meeting with selected university representatives to facilitate a final selection of the design firm.

§ 14. Negotiation Phases

- A. **Concurrent negotiations.** WSU reserves the right to negotiate with more than one Responder at the same time, and to terminate negotiations at any time with any or all of the Responders without incurring any liability.

§ 15. Contract

- A. **Contract review.** Responder is required to examine "**Appendix 7 - WSU - Contract for Professional Services**" and clearly indicate and provide red-lined comments for the clauses to which it won't agree. Generic comments like "agree with exceptions" will not be accepted. Responder must provide alternative verbiage that illustrates its required terms and conditions.
- B. **The review of the contract performed by Responder shall not be unilaterally modified, and all accepted clauses shall not be subject to further discussion. Please provide comments to the proposed "Appendix 7 - WSU - Contract for Professional Services" by 2:00 PM EST, Monday, October 7th, 2019.**
- C. **Contract negotiations.** The final terms of any resulting contract may be negotiated with the selected Supplier(s) after the RFP process, and contingent upon acceptable Supplier and product performance, price competitiveness and service level fulfillment. All or part of Responder's response and this RFP will be incorporated into a contract with Responder if WSU, in its sole discretion, selects Responder as a supplier.



§ 16. References

- A. Upon request, Design Professional must agree to provide a minimum of three (3) qualified references. Requests for references will come from Valerie Kreher, Sr. Buyer, and will be treated as confidential and not added to the publicly permanent RFP file.
- B. References are to be from organizations that have successfully utilized the products and services. The references supplied should include the name and address of the organization, and the contact name(s), titles, e-mail, and the telephone numbers.

Project Deliverables and Schedule

§ 17. Design Professional Services and Deliverables

The successful design team will be contracted to provide complete design & engineering services for the programming, schematic design, design development, the development of contract documents intended for bidding purposes for the project, and construction administration.

In general, the basic services to be provided by the Design Professional shall include all typical meetings and correspondence to support the programming and design activities, all architectural, mechanical, electrical, plumbing, structural, civil, landscape, fire protection, interior design, signage, security, audiovisual systems, acoustical, lighting, telecommunications and cost estimating elements.

The Design Professional shall assist the University in optimizing the scope of work and provide advice on options regarding the site, scope, materials, methods, systems, schedules, and other conditions affecting development and construction of the project. The programming effort should include a validation of project needs and anticipated cost to ensure the proposed design is programmatically and financially viable.

The Design Professional will comply with the University's current Campus Wide Master Plan, Construction Design Standards and Computing and Information Technology Department (C&IT) Standards for this design process.

The professional team selected for this project will be required to produce the following deliverables as part of their scope of work for the project:

1. Programming and Schematic Design:
 - a. Conduct an in-depth study, INCLUDING AN ON-SITE VERIFICATION OF EXISTING CONDITIONS, of the complete civil design, landscape design, architectural design, site mechanical/electrical systems to determine the most efficient and economical system approach for the project.
 - b. Prior to design, perform a site visit to thoroughly inspect any existing equipment and test/inspect to ensure the existing system functions and will perform in accordance with the design recommendations.
 - c. Preliminary meetings with Stakeholders (i.e. Defining Operational Requirements). Stakeholders to be defined upon project award.
 - d. Conceptual block plans with relationship demonstrating integration into campus, existing building and building systems as a whole.
 - e. Furnishings and Equipment List: document proposed furnishings and equipment required to make the site complete and ready for use.
 - f. Building and Construction Systems: Recommendations for civil, structural, mechanical,



- electrical, plumbing systems. Basic utilities, including availability, capability, and environmental impact.
 - g. Project Cost: Estimate with sufficient detail to support the design intent.
 - h. Design and Construction Schedule. (Refer to §18)
 - i. Drawings and Outline specifications: site plan, landscape plans, floor plans, elevations, sections and outline specifications.
 - j. Renderings as required to demonstrate design intent.
 - k. Development of cost/benefit analyses of program options.
 - l. Final programmatic/schematic estimate of total project cost.
 - m. Review of design documents with WSU Stakeholders at appropriate stages of the design process.
2. Design Development:
- a. Building and Construction Systems: Recommendations for structural, mechanical and electrical systems. Basic utilities, including availability, capability, and environmental impact.
 - b. Coordination and incorporation into the documents all details related to owner-furnished equipment and systems including but not limited to:
 - i. Fixed and Moveable Site Furnishings
 - ii. Data Communications
 - iii. Telecommunications
 - iv. Information Systems
 - v. Security Systems
 - vi. Other Local and Remote Communication Devices
 - c. Project Cost: Updated estimate with sufficient detail to support the design intent at 50% complete.
 - d. Design and Construction Schedule.
 - e. Drawings and Outline Specifications: site plan, landscape plans, floor plans demonstrating space allocations, interior and exterior elevations, sections, and outline specifications developed to demonstrate design intent.
 - f. Renderings as required to demonstrate design intent.
 - g. Proposed finish material schedule and samples.
 - h. Shall illustrate and describe the development of the approved schematic design documents and shall consist of drawings and other documents, including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the project as to civil, landscape, architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate.
 - i. The design development documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.
 - j. Design Consultant shall submit the design development documents to WSU, advise WSU of any adjustments to the estimate of the cost of the work, and request WSU's written approval.
 - k. Evaluation and preparation of cost-saving or value engineering alternatives developed during design, preconstruction, or construction phases. Incorporation of approved alternatives into the design documents.
 - l. Set up and manage needs analysis meetings with the key technology personnel from the client. All design decision/direction of the engineering systems shall be documented via meeting minutes and submitted for record to the design team by the engineer.
 - m. Identify long lead items.
3. Construction Documents:
- a. Complete Building and Construction Documents: Plans and specifications, including but not limited to civil, landscape, architectural, structural, mechanical, electrical, plumbing, and specialty disciplines as identified previously, to be used for bidding purposes.
 - b. Construction Documents will be sufficient to allow for complete and accurate pricing, permitting, and construction of the intended space. Construction Documents shall be complete, thorough, and well-coordinated between consultants, etc.



- c. Design Professional shall incorporate into the construction documents the design requirements of governmental authorities having jurisdiction over the project.
 - d. Prepare signed and sealed documents as required by the municipal agency holding jurisdiction for the project, including follow-up requirement/requests by the municipal/agency and coordination with WSU, General Contractor and other vendors.
 - e. AutoCAD files of Construction Documents are to be provided.
 - f. Project Cost: Update estimate prior to bidding with sufficient detail to support the contract documents at 85% and 100%.
 - g. Construction Schedule: Indicate critical mile stones through project completion.
 - h. Interior Finishes: Finish boards and comprehensive presentation the University's appointed project committee.
 - i. Design Professional will be responsible for the submission of drawings to the state for approval and other AHJ approval requirements on the project. Design Professional shall prepare and manage all applications and other submittals and provide services necessary to obtain all applicable approvals that may be necessary for the construction of the proposed improvements.
4. Construction Administration:
- a. Required construction administration services to maintain scheduled construction activities including but not limited to field visitations, processing submittals, responding to RFI's, issuance of bulletins, review of pay applications, etc.
 - b. No review period for shop drawings, samples, product information shall take more than **one (1) week** for any single submission.
 - c. RFI's should be responded to within two (2) days of submission.
 - d. Activities to support the project through reviews by Authorities having Jurisdiction including university officials.
 - e. Attend weekly progress meetings and conduct weekly site visits for the duration of the construction schedule. Verify locations of work as requested by WSU or general contractor. Generally, verify that the work is proceeding in accordance with the contract documents. Prepare periodic field reports as necessary.
 - f. Prepare and issue addenda/bulletin requests for pricing, etc., as requested.
 - g. Review change order requests from the contractor.
 - h. Punch Lists: One or more punch lists to support phased occupancy if required, and final punch list at the completion of all work.
 - i. Final sign off that all punch list work has been completed.
 - j. Review and approve project close-out documents including as-built drawings and specifications, O&M manuals, RFI's, submittals, bulletins, shop drawings, field logs, warranties, etc.
 - k. Produce one or more Certificates of Substantial Completion (Standard AIA form).
 - l. Provide record drawing sets (As-Built's) at close of project in both AutoCAD and PDF to WSU. This may require conversion of the contractors as-built drawings.
 - m. Prepare and issue Certificate(s) for Payment of the client certifying that, to the best of Design Professional firm's knowledge and information, the quality of the suppliers or vendors' work is in accordance with contract documents, and that such entities are entitled to payment by the client in the amounts certified.
 - n. Assist in resolving contract discrepancies with the project team.
5. Hardscape/Softscape Furnishing Specifications
- a. Develop initial scope drawings for each furnishing requirement.
 - b. Develop a generic "typical" for each furnishing, included but not limited to plan, exterior and interior elevations and 3D isometric drawing with notations.
 - c. Develop complete finish palette option for each furnishing.
 - d. Provide budget pricing for each furnishing.
 - e. Organize showroom tour of applicable dealer/manufacturers, if required.
 - f. Prepare complete set of specifications for competitive bidding.
 - g. Analyze bids; prepare bid comparison for review with WSU.
 - h. Coordinate furnishing locations with Power & Communication Plans.



- i. Conduct and publish “Punchlist” with client and furnishing dealer/manufacturer, to ensure compliance with order.
6. Add Alternate: Enhanced Stormwater Management Plan (above and beyond Stormwater design required for the project)
 - a. Evaluate and analyze the project site to determine if an enhanced stormwater management plan is applicable on the surrounding site.
 - b. Understand the current limitations of the existing stormwater drainage infrastructure.
 - c. Identify potential problems of the existing stormwater drainage infrastructure.
 - d. Review the current WSU Campus Master Plan.
 - e. Develop a comprehensive design and plan for managing stormwater within and surrounding the project area.
 - f. Provide deliverables at each phase of design documents as listed above (Items 1 – 5).
 - g. Include dedicated drawing sheets for Stormwater Management design in the project drawings.
 - h. Include stormwater management fee in the authorized project budget.

§ 18. Project Schedule

- A. Responders are required to present a detailed timeline for the proposed Keast Commons Renovation. Prepare the schedule in sufficient detail to define the following at a minimum:
 - Major project milestones
 - Each of the five phased bid documents (Conceptual Design/Programming, SD, DD, CD’s, CA)
 - Describe what work will be associated with each release
 - Insert WSU review and approvals for each phase
 - Insert major design meetings required for WSU participation
 - Proposed WSU document review timelines for each phase
 - Need to allow 10 days for WSU Stakeholders to review and approval
 - It will not be acceptable for delays to occur due to additional revisions required
 - Anticipated overall duration for both design and construction.
- B. Required Project Schedule Deliverable Dates (refer to Exhibit A – WSU Preliminary Project Schedule)
 - a. Conceptual Design/Programming must be complete by: December 2nd, 2020
 - b. Schematic Design must be complete by: January 13th, 2020
 - c. Design Development must be complete by: March 9th, 2020
 - d. Construction documents must be complete by: May 4th, 2020

§ 19. Estimated Project Budget

- A. The target project budget is currently \$1,000,000 (this is inclusive of A/E Fees). The final mutually agreed upon project budget will be determined at a later date. This budget will be used to obtain funding for the construction phase of the project.
- B. This budget must include at a minimum:
 - a. Construction Costs (CSI Format).
 - b. Soft Costs (Professional Design Fees, Consultant Fees, etc...).
 - c. IT, AV, Security (if required).
 - d. Owner Provided Items (i.e. Furniture, Equipment, etc...).
 - e. Provide Allowances for unknowns or items that still require further definition.
 - f. Define any exclusions.
- C. A/E shall regularly update WSU with respect cost evaluations of key components of the Project, as reasonably requested by WSU, and deliver to WSU detailed estimates of the Construction Cost. In preparing the Construction Cost estimates and any updates thereto, A/E shall use recognized and



accepted cost estimating techniques in the construction industry. After preparing the Construction Cost estimates and updates, A/E and WSU will meet to review the updates and to compare them against the Construction Budget. If A/E's update exceeds the Construction Budget, WSU and A/E will discuss what revisions, if any, have to be made to the documents so that A/E and WSU can meet the mutually acceptable budget. Each shall endeavor to reconcile any questions, discrepancies or disagreements relating to the estimate or Construction Budget. If the reconciled Construction Budget exceeds the then current Construction Budget, then A/E shall provide, as part of its services hereunder, cost estimating, Value Engineering, constructability review and other services as required to meet WSU's budgetary limitations including the evaluation of alternative designs and systems with WSU. WSU may, in its sole discretion, accept or reject any proposed reconciliation, adjustments to the Construction Budget, the estimates of Construction Cost or the Project scope.

§ 20. Payments and Prices

- A. WSU's preferred method of payment will be established after contract award.
- B. The proposed contract term is for the contract shall be in effect from date of award for A/E Services and/or issue date of the Contract through the completion of the Professional Design Services, however this duration may be extended if agreed to by the client or if the Design Professional has not completed contracted services as acceptable be the client.
- C. The pricing policy that Responder submits must address the following:
 - a. The structure must be clear, accountable and auditable.
 - b. It must cover the full spectrum of services required.
 - c. It must be submitted using **Exhibit B – Level of Effort Table and Fee Proposal Form**, included with this RFP.
 - d. Describe early payment incentive options available to WSU, if any.

Exhibits/Appendices

Exhibit A – WSU Preliminary Project Schedule

Exhibit B – Level of Effort Table and Fee Proposal Form

Exhibit C – Keast Commons Renderings from the Master Plan

Exhibit D – The Wayne Framework for Keast Commons

Appendix 1 - WSU - Construction Design Standards - November 2018

Appendix 2 - WSU - Standards for Communications Infrastructure - March 2015

Appendix 3 - WSU - Sustainability Strategic Plan - 2017 – 2022

Appendix 4 - WSU – WSU Master Plan Placemat Final 053019 (Final Master Plan to be provided once released by WSU in October)

Appendix 5 - WSU - Contract for Professional Services