



**REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES**

DATE ISSUED: November 10, 2015

THE NEBRASKA BOARD OF REGENTS

For and on behalf of the

UNIVERSITY OF NEBRASKA MEDICAL CENTER (UNMC)

REQUEST QUALIFICATIONS FOR:

**GLOBAL CENTER FOR ADVANCED INTERPROFESSIONAL LEARNING BUILDING
P-15050**

DUE DATE/ TIME: Monday November 30, 2015 BY 2:00 PM CST

Deadline for Inquiries
Time and Date Set for Submittal

Monday November 23, 2015, 1:00 PM CST
Monday November 30, 2015, 2:00 PM CST

**REQUEST FOR QUALIFICATIONS (RFQs)
FOR
ARCHITECT / ENGINEER DESIGN & CONSTRUCTION ADMINISTRATION SERVICES
For
GLOBAL CENTER FOR ADVANCED INTERPROFESSIONAL LEARNING BUILDING
P-15050

INFORMATION AND INSTRUCTIONS TO ARCHITECT / ENGINEERS**

1 GENERAL INFORMATION

- 1.1 The University of Nebraska intends to procure a qualified Architect / Engineer (A/E) to provide program validation, design, preliminary cost estimating, permitting approvals, and construction administration services for the Global Center for Advanced Interprofessional Learning Building (Project) to be constructed on the midtown campus of the University of Nebraska Medical Center in Omaha, Nebraska. The estimated construction cost of the building is \$56,000,000. The project will provide a new multi-level structure of approximately 134,000 to support the activities of the iEXCELSM and 56,000 square feet of structured parking (about 120 stalls) below the building for a total area of 190,000 square feet.
- 1.2 The Statement of Qualifications (SOQ) must be submitted electronically via email and received by UNMC Facilities Management and Planning at craig.ellis@unmc.edu by Monday, November 30, 2015, 2:00 PM CST.
- 1.3 Questions pertaining to the selection process should be directed via email, to Craig P. Ellis, AIA, UNMC Facilities Management and Planning at craig.ellis@unmc.edu. Questions must be received prior to 1:00 PM CST on Monday, November 23, 2015.
- 1.4 The University of Nebraska shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (RFQ) will be in the form of an addendum, which will be furnished to all registered RFQ holders by posting on the UNMC Facilities website at www.unmc.edu/facilities.
- 1.5 The University of Nebraska reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received. Each firm interested in University of Nebraska projects must certify by submitting an annual state of qualifications and performance data (U.S. Government Standard Form, 330, Architect-Engineer Qualifications, Part II – General Qualifications or as otherwise specified by the University) to the Director of Facilities Planning and Management. Firms not already certified should submit: 1) an electronic copy of their Standard Form 330 U.S. Government Architect-Engineer Qualifications, Part II – General Qualifications and; 2) the name of the primary contact and e-mail address via email to Tracy Aksamit, Assistant to the Director of Facilities Planning and Management at taksamit@nebraska.edu.

- 1.6 The Project description is as outlined in the Program Statement for the Global Center for Advanced Interprofessional Learning as approved by the Board of Regents of the University of Nebraska on October 9, 2015. The program statement can be found on UNMC Facilities website at www.unmc.edu/facilities.
- 1.7 The A/E will be selected on the basis of demonstrated competence and qualification for the type of services required without regard to fee, and thereafter the University will negotiate a contract for the design and construction administration services at a fair and reasonable fee with the best qualified firm.
- 1.8 The A/E will be an integral member of the Project Team, consisting of the A/E, Contractor, representatives from the University, a Technology Integration Firm to be selected by the University, and other consultants as required.

2 - ANTICIPATED SCOPE OF WORK

- 2.1 After being selected, the A/E will execute a contract with the University to provide design and construction administration services of the project. The scope of services may include the following disciplines: program validation, architectural, structural, civil (onsite and offsite), mechanical, electrical, plumbing, environmental, landscape, landscape irrigation, geotechnical analysis, signage/graphics, cost estimating, acoustical, interiors and the design of building infrastructure to accommodate extensive audio/visual equipment, clinical simulation equipment, virtual immersive reality and simulation assessment capture technology, media production and telecommunications systems (data, network communications platform and phone), security systems. Services related to achieving LEED Gold Certification will be required.

3 - STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

- 3.1 The A/E will be selected through a qualification-based selection process. Firms interested in providing design and construction administration services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.
- 3.2 Cover Letter (1-page) containing at a minimum:

Company name, contact name, address, fax number, and email address
- 3.3 Qualifications Criteria
 - 3.3.1 **General Information**

Description of firm/team
Legal company organization; organization chart with names
List of applicable Nebraska licenses

3.3.2 Relevant Firm Experience (20 points)

- a. Applicant's overall reputation, service capabilities and quality as it relates to this project.
- b. List and briefly describe 3-5 comparable projects completed by your firm or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include: contract value and construction value (original value plus contract amendments, if applicable), project owner, project location, contact name and title, address, current/accurate telephone number, fax number, and email address.
- c. A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above.
- d. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.
- e. Applicant's capacity and intent to proceed without delay if selected for this work.

3.3.3 Relevant Team Experience & Qualifications (20 points)

- a. Describe each team member's position within the firm. Provide resumes of each proposed team member in Appendix A. List professional continuing education.
- b. Briefly describe each team member's role on this project.
- c. Provide "team" experience working together on similar projects.
- d. Identify proposed subconsultants
- e. Explain your understanding of, and experience working with a Technology Integration Firm.

3.3.4 Project Understanding and Approach (20 points)

- a. Describe your understanding of the project.
- b. Identify and discuss any potential problems during design and construction.
- c. Identify and discuss methods to mitigate those problems.

3.3.5 Approach to Project Management (30 points)

- a. Describe your firm's project management approach and team organization during programming, design and construction phases.
- b. Describe systems used for planning, scheduling, estimating, quality control and managing design and construction services.
- c. Describe the firm's experience on quality assurance and dispute resolution.

3.3.6 Other Factors (10 points)

- a. Current workload and ability to proceed promptly.
- b. Willingness to abide by the University's standard form Agreements with few or no objections or changes.

- c. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- d. Relevant factors impacting the quality and value of work.

4 - SUBMITTAL REQUIREMENTS

- 4.1 The SOQ shall include a one (1) page cover letter, a one (1) page table of contents and a maximum of ten (10) pages to address the SOQ criteria specified in Section 3, for a maximum of twelve (12) pages excluding Resumes. Resumes for each key team member shall be limited to no more than one (1) page and shall be attached as Appendix A.
- 4.2 One electronic copy (.pdf preferred) of the Statement of Qualifications and Appendix A must be submitted to UNMC via e-mail at craig.ellis@unmc.edu and received by 2:00 CST on, Tuesday, December 8, 2015. The name of the firm must be included in the title of the submittal. Maximum email size limit is 20MB. Submittals larger than 20 MB must be sent via a secure file share service.
- 4.3 Failure to comply with the following criteria may be grounds for disqualifications:
 - Receipt of submittal by the specified cut-off date and time.
 - Adherence to maximum page requirements.
- 4.4 Adherence to the maximum page criteria is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have photos, charts and graphs will be counted towards the maximum number of pages.

5 - SELECTION PROCESS AND SCHEDULE

- 5.1 A minimum 5-member Project Evaluation Board will evaluate each Statement of Qualifications (SOQ) according to the above criteria, as well as past performance evaluations, and select a minimum of three finalists that will be Short Listed for the project. The Short List firms will meet with the Project Evaluation Board for interviews. The purpose of the interview will be to expand on the information provided in the SOQ, not to repeat information already provided. Those firms selected for the Short List will be provided additional instruction by the University. Those firms not selected for further consideration will be notified.
- 5.2 The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview meeting date.

SOQs due:	Monday November 30, 2015, 2:00 PM CST
Firms notified for interview:	Wednesday December 9, 2015
Interviews:	Tuesday December 15, 2015

- 5.3 Following the interviews the Project Evaluation Board will determine a ranking for each Short List firm based on the published criteria in 3.3 of this RFQ. Consideration will be given to both the written Statement of Qualifications, past performance evaluations as applicable and any oral presentations or interviews. No other factors or criteria will be used in the qualification ranking.
- 5.4.1 The highest ranked firm will be recommended to the Vice President, Business and Finance for contract award.

- 5.5 Requests for debriefings or to review Statements of Qualifications submitted, shall be made in writing to the University. All information submitted by firms and related Project Evaluation Board evaluations and rankings shall be considered confidential until after contract execution and award by the Board of Regents.
- 5.6 The University will enter into negotiations with the selected firm using the University's standard form Agreement as modified for this project. If the selected firm is unwilling to execute the University's standard form Agreement and/or the selected firm fails to execute the University's standard form Agreement within two weeks of notification of the highest rated team, the University may then negotiate with the second or third highest ranked team until a contract is executed and approved by the Board of Regents, or the University, in its sole discretion, may decide to terminate the selection process.

6 – ATTACHMENTS – Can be found on the UNMC Facilities website at www.unmc.edu/facilities.

- 6.1 Legal Notice for Architect/Engineer Selection
- 6.2 Program Statement - as approved by the Board of Regents of the University of Nebraska on October 9, 2015
- 6.3 Board of Regents Policy 6.3.2 – Professional Services of Architects, Engineers, Landscape Architects and Registered Land Surveyors
- 6.4 Professional Services Selection Procedures, UNFP 6.3.2.1
- 6.5 Agreement for Design Services
- 6.6 Campus Map
- 6.7 Additional pertinent information can be found @

<http://www.nebraska.edu/docs/facilities/ProjectDeliveryMethodProcedures.pdf>

<http://www.nebraska.edu/docs/facilities/ProjectReviewBoardProcedures.pdf>

<http://www.nebraska.edu/docs/facilities/SchematicDesignProcedures.pdf>

<http://www.nebraska.edu/docs/policies/SustainableDesignPolicy.pdf>