

Hanover College

Request for Qualifications (RFQ) for Design Architect/ Inspection Services

Project Name: Hanover College, Veterinary Teaching Center

Issue Date: January 7, 2023

In compliance with the READI program requirements regarding competitive procurement of professional services (2 CFR Part 200), Hanover College is seeking “Statements of Qualifications”, and experience from firms interested in the provision of architectural services for the implementation of funds from the Indiana Economic Development Corporation – READI Program, together with local Hanover College funds.

Upon selection of a qualified consultant, Hanover College will award a professional architectural services contract for the following: Veterinary Teaching Center Project

1. Description of Project

Project Description: (Space to be built with READI funds.)

“New Construction” Anatomy & Physiology Suite: A dedicated laboratory suite constructed for 40 students and approximately 12,300 square feet. It will include a teaching lab, a cadaver preparation lab, and offices for the staff responsible for managing the lab operation. The suite will be designed for biosafety level 2 (BSL-2). The lab will use household pet and livestock cadavers, embalmed with formaldehyde, and stored in refrigeration between lab sections.

The Teaching Lab will be sized for 40 cohorts in 2-hour lab sections. Cohorts will be organized into 10 teams of 4, with each having separate dissection stations. A front teaching area is required for a single pro-section workstation, four display tables with microscopes, and audio-visual presentations. The perimeter walls will include refrigerated cadaver chests and ten computer workstations for accessing digital models and information resources. An entry area will be needed to secure the suite from public access. A locker-room that includes 80 lockers, a changing area for students, a private shower, and restrooms will also be needed.

The Cadaver Preparation Lab will be designed to receive carcasses, embalming, cadaver dismemberment, cold storage, drum management, equipment storage, equipment wash, consumable storage, custodian closet.

Offices for faculty and nurses responsible for managing lab operations. Offices should be positioned to monitor access, interior circulation, and activities in each area.

“New Construction” Necropsy Suite: A small suite of approximately 1,000 square feet shall be constructed for teaching pathology and clinical skills on death investigations. The suite shall be designed as an independent, self-contained, and secured area for biosafety level 3 (BSL-3) containment (infectious agent control). The suite will not require autoclaving of waste material, nor biosafety cabinets for analytical tests. The suite will be physically separated from other building areas with independent air handling equipment.

Project Description: (Space to be built with Hanover College funds.)

“New” Full-Service Teaching Clinic: The college will develop and operate a full-service clinic of approximately 7,800 square feet that sees community patients. The clinic will include a reception area, client waiting area, exam rooms, treatment area, surgery area, medical technology area, diagnostic imaging workstations, pharmacy storage, grooming area, small kennel area, and supply room. This new facility will need to link-up with existing sewer and storm drainage systems.

“Renovation” of Existing Buildings and Classrooms: Several adjacent buildings of approximately 9,000 square feet will be converted to faculty offices and to student practice areas. Several existing classrooms and labs of approximately 6,000 square feet will need minor upgrades to accommodate the new Veterinarian students.

The DVM program will be a residential graduate program. Students will use off-campus housing, either existing or new, that will be provided by others. Student housing development is excluded from the project.

2. Overview of Scope of Services

Hanover College requests the professional services needed to oversee the proposed improvements inclusive of all architectural activities required by the applicable funding agencies. Said architects must be appropriately registered and licensed through the State of Indiana. The scope of services must include:

1. Program of Design Requirements, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction; and
 - a. Design of the Veterinary Teaching Center, including securing necessary preliminary field information, permits, easements, rights-of-way or any real property acquisition, surveying, storm drainage and sewage line development etc.; and
 - b. Preparation of construction plans, specifications, bid documents, (with review of administration consultant and consistent with funding agency requirements), construction cost estimate, construction inspection services and timetable for completion of all activities previously mentioned; and

3. Federal Requirements

Prospective consultants should note that the successful bidder must meet the following terms and conditions:

1. Equal Employment Opportunity (Executive Order 11246 Dated 9/24/65, as amended by Executive Order 11375 dated 10/13/67);
2. Minority and Women Business Enterprise Policy (Department of Commerce);
3. Compliance in the provision of training, employment and business opportunities
4. Title VI Civil Rights Act of 1964;
5. Title VIII Civil Rights Act of 1968 (as applicable);
6. Section 109 Housing and Urban Development Act of 1974 (as applicable);
7. Section 504 Rehabilitation Act of 1973;
8. Fair Housing Amendments Act of 1988 (as applicable);
9. Age Discrimination Act of 1975;
10. Americans with Disabilities Act of 1990;

11. Certification of Non-Segregated Facilities;
12. Retention and Access Requirements for Records (24 CFR Part 85.42);
13. Conflict of Interest (24 CFR 85.36 and 24 CFR 570.611);
14. Remedies/Sanctions or Breach of Contract Terms;
15. Termination of Contract for Cause – 24 CFR 85.43 (All Contracts in Excess of \$10,000);
16. Termination for Convenience – 24 CFR 85.44 (All Contracts in Excess of \$10,000);
17. Changes to Resources;
18. Contractor to Furnish Necessary Personnel Resources;
19. Reports and Information;
20. Records and Audits;
21. Copyright and Patent Rights;
22. Compliance with State and Local Laws;
23. Disclosure Reports (HUD Reform Act of 1989 - 24 CFR Part 4.11);
24. Compliance with Copeland “Anti-Kick Back” Act;
25. Compliance with Davis-Bacon Act;
26. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act;
27. Compliance with Clean Air and Water Acts (Applicable to all Contracts over \$100,000); and
28. Conservation and Others that may be Appropriate as Necessary
29. Drug-Free Workplace Requirements

Professionals are notified that there are goals established for participation of Minority and Women Owned Businesses.

Deliverables

- Refer to Scope of Services above.
- Additional deliverables will include concept design drawings, renderings or other presentation documents as required to relay design ideas, color boards for interior finishes; construction documents, submittal of documents to State of Indiana to obtain a Construction Design Release, and other normal services as required for a completed new building project.
- The architect shall provide a complete set of AutoCAD format and PDF construction document drawings for use during construction within two (2) weeks of the bid opening (if REVIT or other software is utilized for the project documents, also provide those models for the construction set), and a complete set of AutoCAD format and PDF documents as record drawings as well “as-built” plans for Owner’s future use.
- For owners use, a set of high-resolution renderings will be required along with any animations used in the design process.

Statement of Qualifications

Each perspective consultant must submit "Statements of Qualifications" for the proposed improvements, which should include the following:

1. Proposed Architect / Engineer Project Team members, including Principal-in-Charge, Project Manager, Project Architect, Project Mechanical Engineer, Project Electrical Engineer, and Landscape Architect, and other staff necessary to complete the scope of work required for the project. Identify proposed consultants for services not provided by your firm. Provide resumes/credentials for key team members and consultants, including background, education information, their role in representative projects and relevant availability for this project.

2. List representative projects completed by your firm in the last five (5) years like this project. Include any specific experience with college and university science facility projects, preferably anatomy lab facilities. Include information on project scope of work, and client contact person with project Owner.
3. A list of references. Provide at least three recent references (name and current contact information) who may be contacted concerning your firm's experience and performance.
4. Identify the principals of your firm. List the total number of employees, by discipline, in the submitting office.
5. Description of the scope of services the engineering/architect firm would provide related to the "Description of the Project". This scope of services should also include the estimated timeline for completion for each phase of the project.
6. Provide physical location of office and team.
7. Describe why our firm should be selected instead of your competitors.
8. Provide a project timeline.
9. Name, title, address, and telephone number of individuals with the authority to negotiate and bind the proposer contractually, and who may be contacted during the period of statements of qualifications evaluation.

Type of Contract

Hanover College will execute a fixed fee type contract for this project upon authorization from EDA, as applicable, which must include a contract price that is "not to exceed" through project close out.

Award of Contract

In the selection of the firm for this project, Hanover College will utilize quality based competitive negotiation in conformance with federal requirements (2 CFR Part 200).

The selection committee appointed by the members of Hanover College, will evaluate each Statement of Qualifications, and select the most qualified competitors based on the following scoring criteria:

Past record of performance on contracts with Hanover College and other higher education clients, including quality of work, timeliness, cost control and federal funding. (35 points)

Specialized experience or technical expertise (college and university science facilities, preferably anatomy lab facilities) of the organization and its assigned personnel in connection with the type of services to be provided and the complexity of the project. (35 points)

Capacity of the organization to perform the work within time limitations, taking into consideration the current and planned workload of the firm. (20 points)

Firms plan to approach inclusion to ensure we have significant and meaningful participation by MBE/WBE/VBE firms (5 points)

Location of the organization. (5 points)

Firms interested in responding should submit 5 paper copies of their proposal (stapled, not bound) and one (1) electronic PDF copy on a USB stick. Send the requested number of responses directly to Karen Middleton at 519 Ball Dr., Hanover, IN 47243. A copy of the RFQ may also be found at weblink: www.hanover.edu/businessoffice

Submit all questions regarding this RFQ to Kay Stokes at stokes@hanover.edu with the project name included in the subject line (no phone calls please). Any questions regarding this RFQ must be received via email no later than 10:00 A.M. on January 28, 2023.

Questions will be answered and shared with the invited group. The name of the party submitting a question will not be included in the Q&A email response. During this process, no contact regarding the process is permitted with Campus Staff. Failure to comply may result in being disqualified.

Responses to the RFQ must be received, as described above, no later than 10:00 A.M. on February 8, 2023. All responses received after this time and date will not be considered.

Each Statement of Qualifications will be reviewed for completeness and clarity, and Hanover College will evaluate each response according to the scoring criteria. Hanover College is an Equal Opportunity Employer. Please note that the contract will be contingent upon IEDC approval to incur architect costs, IEDC approval of the contract documents and the procurement process, and acceptance of architect fees as IEDC allowable expenses.

4. Important Dates

Proposed Project Schedule Milestones

- Design Architect of Architect /Engineer Firm Selection Process
 - RFQ Issue Date January 7, 2023
 - RFQ - Questions Due Date January 28,2023 (no later than 10:00 A.M.)
 - Statements of Qualifications Due February 8, 2023 (no later than 10:00 A.M.)
 - Score and Short-list Firms February 18, 2023
 - A/E Firm – Interviews/ Final Section February 2023
 - Contract Negotiation February 2023
- Contract Agreements Signed: March 2023
- Anticipated Start of Construction: Prior to November 2023
- Move in and occupancy: October (Fall Break) 2024

5. Next Steps of Selection Process (if shortlisted)

The Design Architect firm selection process will involve the following steps:

1. **Interview:** Hanover College will conduct interviews with selected firms. The interviews will take place in February 2023. The interview will be limited to forty-five (45) minutes, inclusive of presentation and question and answer session. Please bring those persons to the interview that will be directly involved with the project. This Request for Interview does not commit the College to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalists shall pay their own costs incurred in preparing for, traveling to, and attending the interviews. The intent of the interview process is for the Owner to select one (1) final Architect team.

General Information / Requirements

Confidential Information Within Proposals:

Respondents are advised that materials contained in proposals are subject to the Indiana Access to Public Records Act, IC 5-14-3-1 et seq., and, after the contract award, may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the Indiana Access to Public Records Act must place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" and must indicate in the transmittal letter and on the outside of that envelope that confidential materials are included. The Respondent must also specify which statutory exception applies. Any proposal that indicates that the majority or entire contents are confidential may be considered non-responsive and therefore be rejected. Any information is provided entirely at the Respondent's sole risk, and the Owner assumes no liability for costs or damages which may result from the Owner's disclosure at any time of any information provided by the Respondent in connection with its proposal. In the event that the Owner receives a request under the Indiana Access to Public Records Act for any materials or documentation for which Respondent has claimed an exemption, the Respondent must indemnify the Owner against any liability, loss, damage, or expense, including reasonable attorney's fees and court costs, which the Owner may incur or sustain by reason of the Owner's initial refusal to disclose such materials or documentation.

RFQ Response Costs:

The Owner accepts no obligations for any costs incurred by the Respondent(s) for proposal preparation, travel, lodging, food expenses, etc. or for any demonstrations that may be made in anticipation of being awarded a contract.

State Registration:

Before an out-of-state Respondent can do business with the Owner, the Respondent must be registered with the Indiana Secretary of State and Indiana Department of Revenue. It is each Respondent's responsibility to register prior to the initiation of any contract discussions. The Respondent need not be registered as a prerequisite to responding to this RFQ.