

Georgia Institute of Technology
a unit of
The Board of Regents of the University System of Georgia

**REQUEST FOR QUALIFICATIONS
AND PROPOSAL
(RFQ/RFP)**

***FOR
Architectural & Engineering Services
FOR***

***Mass Spectrometry Lab Relocation
on the campus of the Georgia Institute of Technology
ATLANTA, GEORGIA***

August 6, 2010

(Responses due: 8/20/2010)

Issuing Officer:

Steve Cseplo
Georgia Tech Office of Facilities D&C
955 Fowler Street, NW
Atlanta, GA 30332-0410

RFQ/RFQ CONTENT:

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A. Introduction

The Georgia Institute of Technology (GIT), a Unit of the Board of Regents (BOR) of the University System of Georgia, is seeking a highly qualified design team to provide professional services as Architect for relocating the existing mass spectrometry laboratory currently located in the basement of the IBB Building (Parker H. Petit Biotechnology Building) at 315 Ferst Dr., NW, Atlanta, Georgia, on the Georgia Institute of Technology (Georgia Tech) campus. The effort will culminate with a complete set of biddable Construction Documents.

B. Project Description

The current mass spectrometry laboratory will be relocated to a new facility in a space inside a campus building yet to be determined. All required systems and building modifications to support and accommodate the new lab are to be designed as required for a fully functional and operable lab.

A PDF floor plan documenting the current mass spectrometry lab and equipment appears at the end of this RFQ.

The Architect/Engineer will create a sustainable renovation design.

The Architect will prepare a Preliminary Cost Estimate for this relocation and present same to the **Owner** at the end of the Schematic Design phase. The Architect shall thereafter maintain a running cost estimate of the design. At the end of the Construction Document phase, the Architect shall present a detailed cost estimate.

The specific construction delivery method is yet to be determined.

The cost limitation for the project will be determined based upon the Preliminary Cost Estimate.

The Board of Regents of the University System of Georgia is the **Owner** with the Georgia Institute of Technology acting as the **Owner's Representative**.

C. Scope of Services

The Architect will serve as the **Owner's** Architect of Record to design all components of the Project as well as to obtain required regulatory approvals. The Architect will be responsible for all mechanical, electrical, plumbing, material abatement, fire protection, and any other specialty sub-consultant services required for a complete and fully coordinated set of Construction Documents. The Architect will further be responsible for construction administration services during construction.

Architect will coordinate with Georgia Tech's Office of Information Technology (OIT) staff and selected vendors for incorporation of voice/data cabling (network), audio visual and security equipment into the design.

The Architect may propose as a single architectural firm, contracting with local or specialty engineering firms as consultants. The scope of work/presentations may include, but not be limited to: program development, conceptual/schematic design, design development, interior design, construction documents & specifications, and construction contract administration. The Architect's contract will be with the **Owner**. The Architect will be responsive to both the **Owner** and the **Owner's Representative** in complying with architectural guidelines, developing detailed plans, conducting design reviews and design critiques; assisting in the selection of the general contractor; budget, cost and schedule reviews. The firm selected will be expected to designate a highly qualified principal architect to act as the Design Executive/Lead Designer for the duration of the Project.

The Architect's team must have demonstrated expertise and experience in laboratories and providing successful design solutions for clients.

The following information will be available for use by the selected Architect:

1. Full and unlimited access to the site and building during design, unless a pre-scheduled event is in progress.
2. Original construction drawings *[Not available prior to selection.]*
3. GT Yellow Book <http://www.facilities.gatech.edu/dc/standards/GTSPECS.pdf>

D. PROCUREMENT SCHEDULE.

8/6/2010 Issue Request for Qualifications (RFQ)

8/20/2010 Submit Qualification/Proposal Packages. Submittal packages should be mailed or otherwise delivered to the address below so as to arrive not later than 12:00 noon local time in Atlanta, GA on Friday 8/20/2010.

Steve Cseplo
Georgia Institute of Technology
Office of Facilities Design and Construction, Rm 304
955 Fowler Street, NW
Atlanta, GA 30332-0410

8/23/2010 Evaluate and select the Architect.

8/24/2010 Notify the selected firm

TBD/2010 Award Professional Services Contract (PSC)

E. RFQ/RFP Instructions and Submission Requirements

The architectural firm that will perform as Architect for this Project will be selected as a result of the following process:

Qualification Submittals.

Submittals must meet the requirements of this section to be considered. The response to this request must be complete; partial or incomplete responses will not be considered. Responses shall consist of four (4) complete copies of the following:

- A letter of interest and summary qualifications of the architectural firm.
- Completed SF330 form (either federal or State of Georgia forms are acceptable).
- Please limit qualification packages to 15 sheets, dual-sided, with a minimum of an 11-point font.
- Brief Description and List of Points of Contact (current address and telephone number) of projects of similar size and scope in which the architectural firm participated as Architect, Architect of Record, or equivalent position.
- Résumés of key individuals and consultants will not count toward the page limit.
- Professional qualifications, design philosophy, and a representative portfolio of past work of the specific individual proposed as the Design Executive/Lead Designer.
- Proposed team organization including major consultant firms that will form the design team and the past history of collaboration with these firms.
- Narrative briefly describing the design approach that will be taken on the project, to include a proposed milestone schedule.
- Emphasis should be on completeness, relevance, and clarity of content.
- **All qualifications packages must be recyclable.**

Proposal Submittals:

- Proposals shall be submitted in a sealed envelope with the firm name, project name (Mass Spectrometry Lab Relocation), and the word 'PROPOSAL' in bold font on the front face of the envelope. This is to be submitted in a sealed envelope separate from the qualifications package. Only the Proposal for the selected firm will be considered and may be further negotiated. The contract, if executed, may be limited in the design effort based on funds available.
- Proposals shall be submitted on company letter head, include the project name, and shall be broken down into the following categories/cost elements:
 - o Program development
 - o Conceptual/Schematic design
 - o Sub-Total Cost

- o Design development
- o Interior design
- o Construction documents & specifications
- o Construction contract administration
- Sub-Total Cost
- o Total Cost (total of above)

Indicate deliverables to be provided with each of the above categories/elements. Reimbursable expenses need to be included as part of the lump sum for each category.

Delivery Date and Instructions:

RFQ packages should be mailed or otherwise delivered to the address below so as to arrive not later than Friday, 8/20/2010, 12:00PM local time.

Mailing or Delivery Address:

Steve Cseplo
Georgia Institute of Technology
Office of Facilities Design and Construction, Rm 304
955 Fowler Street, NW
Atlanta, GA 30332-0410

F. Selection Process

On or about Monday 8/23/2010, a firm best qualified to perform as Architect will be selected by a review committee comprised of Georgia Tech Facilities D&C personnel. The review and selection shall consider the following:

- quality and extent of experience in similar facility design;
- professional qualifications and portfolio of the individual proposed as Design Executive/Lead Designer;
- demonstration of successful sustainable and/or LEED/Green Globes projects;
- professional qualifications and résumé of principal design team members;
- demonstrated ability to successfully work as part of a project team;
- a record of accomplishing projects of this size and complexity within the established schedule and budget.

Once the selected, their proposal shall be opened, the successful Architect notified of selection, and pending the proposed fee is within budget, or pending successful fee negotiations, the PSC will be awarded.

G. Restriction on Communications

- Proposers shall direct all questions via e-mail to the Georgia Tech Office of Facilities D&C, ATTN: Steve Cseplo (steve.cseplo@facilities.gatech.edu). Responses to all questions and requests for information will be compiled and answered in the form of a written addendum. Questions will be considered for a response through 8/13/2010. Phone requests will not receive a response.

- Proposers are not to communicate directly with the Board of Regents, GIT or GIT Facilities other than as stated above.

H. Cost for Preparing Proposals

The cost for preparing proposals in response to this RFQ is the sole responsibility of the proposing firms. The Owner will not provide reimbursement for such costs.

I. Miscellaneous Provisions

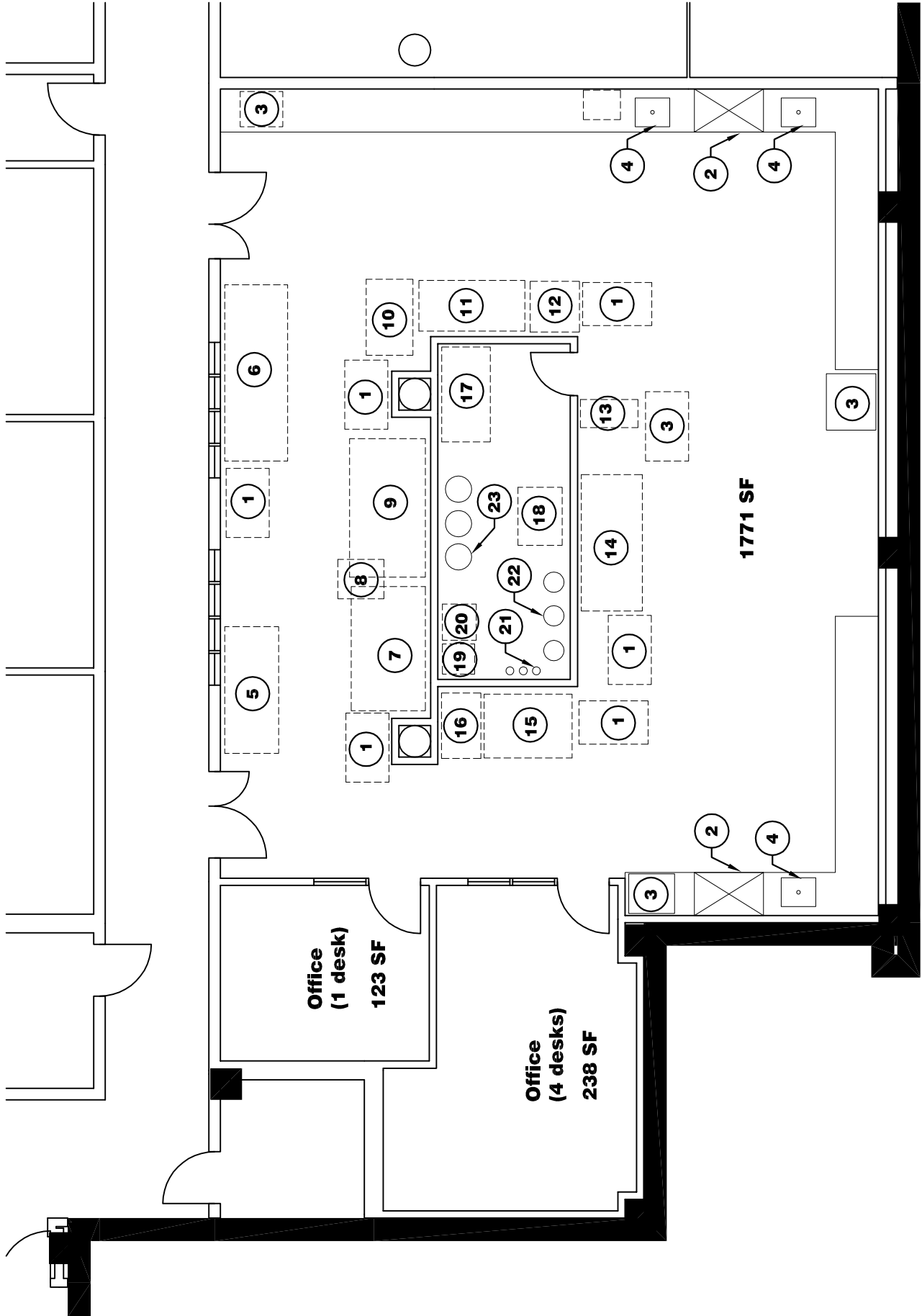
Right to Reject Proposals. Georgia Institute of Technology reserves the right to reject any and all qualifications and/or proposals.

Form of Contract. A standard BoR Professional Services Contract (PSC) will be used for award of the contract. The contract will be with Board of Regents of the University System of Georgia.

Minority Business Policy. It is the policy of Georgia Institute of Technology that minority business enterprises shall have the maximum opportunity to participate in the contracting and purchasing process. Therefore, all minority business enterprises are encouraged to compete for, win, and receive contracts for professional services as required by this RFQ. Also, the Owner encourages all companies to sub-contract portions of any Georgia Tech Facilities, Inc. contract to minority business enterprises.

Policy on Drug-Free Workplace. Award of a contract is contingent upon the Architect certifying that a drug-free workplace will be provided for the Contractor's employees during the performance of the contract as required by the "Drug-Free Workplace Act" (O.C.G.A. 50-24-1).

ADA Guidelines. Georgia Institute of Technology adheres to the guidelines set forth in the Americans With Disabilities Act (ADA). Accordingly, provisions will be made to make your use of the services provided by Georgia Tech easier and more accessible. We ask that you call the Issuing Officer at 404-894-5516 in advance, if you require special arrangements when you visit our offices. Please give at least three days notice.



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FA

AutoCAD 2009

Notes:

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|----|--|
| 1 | Computer desk. |
| 2 | Fume Hood. |
| 3 | Refrigerator. |
| 4 | Lab Sink. |
| 5 | Applied Biosystems Voyager DE STR (2006) |
| 6 | Applied Biosystems 4700 Proteomics Analyzer (2003) |
| 7 | Applied Biosystems QSTAR-XL (nESI) (2003) |
| 8 | Benchtop equipment. |
| 9 | Applied Biosystems QSTAR-XL (oMALDI II) (2007) |
| 10 | Benchtop equipment. |
| 11 | Applied Biosystems 4000 QTrap (2004) |
| 12 | Benchtop equipment. |
| 13 | Micromass ToFSpec2E (1999) |
| 14 | Waters AutoSpec M (2009) |
| 15 | Micromass Quattro LC (1999) |
| 16 | Benchtop equipment. |
| 17 | Storage Area. |
| 18 | Fume hood. |
| 19 | VAC Pump. |
| 20 | Air System. |
| 21 | Chilled Water Pipes. |
| 22 | Fume hood. |
| 23 | Nitrogen Tanks. |

IBB

Building #: 146

Date: 05/20/2010

Author: ASJ

Revisions:

21 Chilled Water Pipes.

22 Fume hood.

23 Nitrogen Tanks.

Scale

Existing Mass Spec Lab

91 8 0

94

8

94

Georgia Institute of Technology

Capital Planning & Space Management

End of RFQ