

MURRAY STATE UNIVERSITY

REQUEST FOR PROPOSAL

PROCUREMENT SERVICES

RFP No.: RFP-228D-12

Project/Item Name: PADUCAH REGIONAL CAMPUS EDUCATIONAL CENTER

Return original and copy(s) of proposal to:

Name of Buyer: DAVID BLACKBURN
Telephone No.: 270-809-4090
Date Issued: September 12, 2011
Response Date: September 23, 2011

Murray State University
Procurement Services
General Services Building
Chestnut Street
Murray, KY 42071

ATTENTION: This is not an order. Read all instructions, terms, conditions and specifications carefully.

NOTE: Sealed response must be received by 4:00 p.m. (prevailing central time) in order to be considered valid. Proposals shall not be opened or read publicly.

1. Sealed Requests for Proposals for the goods and/or services described herein will be received by Procurement Services, Murray State University General Services Building, Chestnut St., Murray, Kentucky 42071.
2. Important: Proposal is not valid, and will not be considered if not signed by an authorized agent or representative of the firm.
3. Multiple proposals will be accepted only if so stated in the contents of instructions; otherwise submit your most advantageous offer, only.
4. Request for Proposals may be rejected unless provided in unerasable ink, in a common typeface and signed in ink.
5. The terms and conditions of this Request for Proposal include all general conditions enumerated herein and all applicable statutes, regulations and university policies by this reference. All provisions to be part of any contract(s) resulting from this Request for Proposal.

In accordance with the provisions of Executive Order No. 11246 as amended, Murray State University has the responsibility of developing and maintaining an "Affirmative Action Program", provisions must be part of any contract resulting from this Request for Proposal.

Authentication of Proposal and Statement of Noncollusion and Nonconflict of Interest:

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

1. That I am the offeror (if the offeror is an individual), a partner of the offeror (if the offeror is a partnership), or employee of the offering corporation having authority to sign on its behalf (if the offeror is a corporation):
2. That the attached proposal or proposals have been arrived at by the offeror independently and have been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the request for proposal, designed to limit independent bidding or competition:
3. That the contents of the proposal or proposals have not been communicated by the offeror or the firm's employees or agents to any person not an employee or agent of the offeror or its surety and will not be communicated to any such person prior to the opening of the proposal or proposals:
4. That the offeror is legally capable of entering into the contracts with Murray State University and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 164.390, 61.092-61.096, and 42.990; and
5. That I have fully informed myself regarding the accuracy of the statements made above.

Notice:

Any agreement of collusion among offerors or prospective offerors which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to 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 or its agencies (including institutions of higher education).

This offer is valid for 120 calendar days from the date this proposal is opened.

In submitting this proposal, it is expressly agreed that notification of acceptance by the Murray State University Procurement Services to the offeror shall create a contract with respect to the provision of the goods and/or services described herein (or as negotiated) to the University and under the terms and conditions stated or referenced herein.

By: _____
(sign in ink)

Name: _____
(please type or print)

Email: _____

Firm: _____

Address: _____

City State Zip

Area Code No. _____ Telephone No. _____

Fax No. _____

Fed. ID #: _____

Date: _____

TO PROPERLY VALIDATE THE PROPOSAL, THIS FORM MUST BE RETURNED.

**ARCHITECT/ENGINEER SERVICES FOR
MURRAY STATE UNIVERSITY
PADUCAH REGIONAL CAMPUS EDUCATIONAL CENTER**

I. SERVICES REQUESTED

Murray State University seeks to procure Architectural/Engineering consulting services for an educational center on Murray State University's Regional Campus located at the intersection of I-24 and US Highway 62 in Paducah, KY. The selected Architect/Engineering consultants will become responsible members of the Owner's professional team for design and construction administration in order to assure the project is completed within budget, program, and schedule.

A/E Consultants seeking to provide services should have demonstrated specialized experience in planning, and design of similar educational facilities. The A/E Agreement will be for programming schematic design, design development, construction documents, and contract administration. Respondents will be required to have a current Standard Federal Form 254 or Form 330 on file with Procurement Services, Murray State University, prior to the date established as the response deadline time, as a condition precedent to being certified as a responsive respondent.

The A/E Consultant would be expected to be fully qualified and duly licensed to provide Architectural and Engineering Services in the Commonwealth of Kentucky as well as fully registered with the Kentucky Secretary of State as a resident or foreign business entity.

II. PROJECT DESCRIPTION

This project will provide for an approximately 40,000 square foot classroom/lab/office building and all associated site work, including drives, parking lots, utilities and infrastructure. The project will include all related architectural, civil, landscape design, mechanical, electrical, plumbing and fire suppression. A preliminary master plan for the campus is attached as a separate file. The intent is to site the educational center at one of the four building sites identified.

INSTRUCTIONS TO OFFERORS

1.1 General Information

1.1.1 Submission of Proposals

The Offeror shall submit one bound and one electronic (pdf) copy of its proposal in a sealed package (**do not email electronic copy**) addressed to Mr. David Blackburn, Director for Procurement, 200 General Services Building, Murray, KY 42071-3355, bearing Offeror's name and address, and clearly marked as follows:

RFP-228D-12

A/E SERVICES FOR MURRAY STATE UNIVERSITY

PADUCAH REGIONAL CAMPUS EDUCATIONAL CENTER

The street address for courier delivery is Procurement Services, 200 General Services Building, Chestnut Street, Murray State University, Murray, KY 42071.

1.1.2 Examination of Proposal Documents

By submitting a proposal, the Offeror 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.

1.1.3 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 Procurement Services no later than 4:30 p.m., prevailing central time, September 17, 2011. Correspondence is to be addressed to Mr. David Blackburn at the above address. Questions may also be sent via email or fax as long as they are sent prior to the deadline stated above. Procurement Services fax number is (270) 809-3408. Inquires will not be accepted after the above listed date and time.

1.14 Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the Offeror in: 1) preparing its proposal in response to this RFP; 2) submitting that proposal to the University; 3) negotiating with the University any matter related to this proposal; 4) any other expenses incurred by the Offeror prior to date of award of the Proposal Agreement.

The University shall not, in any event, be liable for any pre-contractual expenses incurred by the Offerors. Offerors shall not include any such expenses as part of their proposals.

1.15 Contract Award

Issuance of this RFP and receipt of proposals does not commit the University to award a contract. This contract will be awarded to the firm whose offer best meets RFP specifications and other

facts considered. The University reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected Offeror should negotiations with the selected Offeror be terminated, to conduct discussions with more than one Offeror simultaneously, to cancel all or part of this RFP, and to waive minor technicalities.

1.16 Joint Offers

Where two or more consultants desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. The University intends to contract with a single firm and not with multiple firms doing business as a joint venture.

1.17 Confidentiality

Proposals shall not be opened or read publicly. In accordance with KRS 45A.085, Competitive Negotiation, all proposals received or information derived therefrom must remain confidential until a contract is awarded or all proposals are rejected.

1.2 Proposal Format

Proposals shall be prepared one-sided on 8 1/2" x 11" paper, with all text clear of binding. One bound and one electronic copy of the proposal are to be submitted. The text type size shall not be less than a 12 point font. Use of 11" x 17" fold-out sheets for large tables, charts or diagrams is permissible but should be limited. The proposal must be indexed and all pages sequentially numbered throughout or by section. Binders and covers will be at the Offeror's discretion, however, elaborate graphics and expensive paper and binding are not necessary, nor encouraged. The proposal should be prepared so to be clear and understandable when reproduced in black and white. All text and exhibits should be succinct and relevant to RFP requirements. **Page 2 of this solicitation must be completed and returned as part of the proposal.**

1.21 Letter of Transmittal

The letter of transmittal shall be addressed to Mr. David Blackburn, Director of Procurement Services, and must, at a minimum, contain the following:

- 1) Identification of the offering firm(s), including name, address, and telephone number of each firm;
- 2) Indicate ability to complete the project design services phases within four (4) months of the notice-to-proceed;
- 3) Acknowledgment of receipt of RFP addenda, if any;
- 4) Signature of person authorized to bind the offering firm to the terms of the proposal.

The letter of transmittal should be no longer than five (5) pages.

1.22 A/E Consultant Team Organization

In this section provide an organizational chart showing the interrelationship of the A/E consultant team members and key personnel. The areas of responsibility of A/E consultant team members are to be identified. Provide sub-consultants' company name, address, contact person, and telephone number. Describe your previous experience working with each sub-consultant.

1.23 Qualifications and Experience

Identify similar major projects undertaken by the A/E consultant team within the last five (5) years. Document the A/E consultant team members' actual responsibility on the project. The prime consultant should describe no more than ten (10) projects and the sub-consultants no more than five (5) projects each. The sub-consultants' project should be similar to the work they will perform on this project. For each project, provide the client's name, address, and telephone number for a contact person currently available who is familiar with the firm's performance on each project listed. The contact person should be familiar with the firm's key personnel.

1.24 Key Personnel

For each of the key personnel shown in the organizational chart, provide a one to two page resume. Three pages may be used to describe the experience of the project manager. The project manager's experience on similar projects and a demonstrated ability to lead and manage a diverse consultant team is highly important. Include in the project manager's resume a summary of technical expertise and experience.

Provide a matrix showing the key personnel's experience on the projects identified in the above section. Denote the role the key personnel had on the project (i.e., project manager, task leader, engineering, planning, technical support, etc.)

1.25 Other

Ensure your proposal addresses each of the evaluation criteria listed on the next page.

1.3 Proposal Evaluation Process

All proposals received will be reviewed by the established University A/E Selection Committee as to completeness of items required in the RFP. The evaluation of the proposals will be a two phased process.

Initially the University A/E Selection Committee will strive to develop a short-list of consultants (minimum of three) for the interview by the University's A/E Selection Committee using the RFP evaluation criteria (see enclosed criteria) as a guide. The University's A/E Selection Committee will rank finalists according to the weighted evaluation factors established via the Request for Proposals after interviews, at which time anticipated design concepts and alternative methods of approach for furnishing the required services will be addressed.

1.4 University's Rights

The University may investigate the qualifications of any Offeror under consideration, require confirmation of information furnished by an Offeror, require additional evidence of qualifications to perform the work described in this RFP, and request an audited financial statement in order to determine a potential contractor's capabilities.

**PRE-INTERVIEW PROPOSAL EVALUATION FOR
MURRAY STATE UNIVERSITY
PADUCAH REGIONAL CAMPUS EDUCATIONAL CENTER**

- | | | |
|----|--|-----|
| 1) | Experience of the firm(s) | 30% |
| | <ul style="list-style-type: none">•The comprehensiveness, appropriateness, and quality of experience of the member firms•Response of references•The presence of the required disciplines•Experience with performing work on projects of similar scope•Types of projects on which firm has been the prime design professional•Quality of design work over the last three years•Whether the work tasks are to be performed in Kentucky or outside Kentucky (KRS 45A.825) | |
| | <hr style="width: 100%; border: 0.5px solid black; margin-bottom: 5px;"/> Sub Total 30 pts. | |
| 2) | Experience of A/E consultant team personnel | 40% |
| | <ul style="list-style-type: none">•Level of effort and participation of key personnel•Qualifications and experience of the proposed project team•Experience of key personnel with similar roles and projects•Experience of project manager demonstrating ability to successfully lead project•Ability to design projects within specific project budgets. Average percentage by which construction bids missed the estimated construction cost•Change orders as a percentage of the bid construction amount•Change orders caused by the architect or engineer (errors and omissions) | |
| | <hr style="width: 100%; border: 0.5px solid black; margin-bottom: 5px;"/> Sub Total 40 pts. | |
| 3) | Responsiveness of work plan | 20% |
| | <ul style="list-style-type: none">•Understanding of preliminary information•Methods for project management and delivery•Methods for project quality/cost controls | |
| | <hr style="width: 100%; border: 0.5px solid black; margin-bottom: 5px;"/> Sub Total 20 pts. | |
| 4) | Creativity | 10% |
| | <ul style="list-style-type: none">•Past evidence of creative solutions to complex problems | |
| | <hr style="width: 100%; border: 0.5px solid black; margin-bottom: 5px;"/> Sub Total 10 pts. | |

Total Points	100	Total Points Awarded
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EVALUATOR: _____ TITLE: _____

DATE: _____

PRELIMINARY PROJECT SCHEDULE

This proposed project schedule is provided to assist the A/E Consultant in preparation of the actual project schedule. Within two weeks after notification of selection, the A/E/P Consultant shall provide the actual project schedule, improving on the dates shown below where possible for approval by the University.

Offerors are to note this schedule is of necessity preliminary. Offerors are encouraged to submit a proposed schedule for consideration as part of their proposal.

DATE	DESCRIPTION
09/12/11	Advertise for Consultant
09/23/11	Proposals Received
10/15/11	Consultant Contract Approved/Begin Work
11/15/11	Programming Approved
12/15/11	Schematic Approved/Begin Design Development
01/15/12	Design Development Approved/Begin Construction Documents
03/15/12	Construction Documents Completed
04/15/12	Bids Received
05/15/12	Contract Awarded
06/15/12	Construction Begins
06/14/13	Construction Substantial Completion
07/14/13	Final Completion