

Request for Professional Services Qualifications (QBS): Lincoln Avenue Residence Hall-Fire Suppression System, Phase I

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Project Description

University Housing requests that a Professional Services Consultant be hired to design, bid and administer this project involving life safety and finish upgrades. The life safety work consists of installing sprinkler systems to the Lincoln Avenue Residence Hall and the Allen Residence Hall Dining Room in accordance with the requirements of the Fire Sprinkler Dormitory Act (110 ILCS 471) and additional horns/strobes in each of the student rooms as well as upgrading the fire alarm system; replacing the existing XL3 panel and adding devices as necessary per code. Finish upgrades include painting student rooms and corridors in the areas of the student rooms (Lincoln Avenue Residence Hall only) and providing miscellaneous soffits in strategic locations to help house the sprinkler piping.

Please see the attached file(s) for more information.

Project Area: 182,800 GSF

Project Budget: \$1,650,000

Construction Budget: \$1,102,000

Project Fee Classification: Remodeling Classification, Group 3

A) Minimum Qualifications:

Only those firms which meet the following qualifications will be considered for selection:

1. Licensed to practice as an Architect, Engineer, or Landscape Architect in the State of Illinois.
2. Prequalified with the State of Illinois Capital Development Board.
3. Registered and authorized to do business in the State of Illinois.
4. In good standing with the State of Illinois.
5. Certificate of Registration with the State Board of Elections.
6. Utilization of AutoCAD compatible system.
7. Utilization of the Owner's web-based project management system, PRZM. PRZM was developed to maximize the potential of the Internet in allowing project team members to access and exchange project information. PRZM supports team collaboration in management and interaction, as well as team member empowerment on a multi-layer security system. Minimum PRZM user requirements are as follows:
 - a. Personal Computer: Microprocessor speed of 100mhz or higher, 32Mb RAM, and a monitor capable of at least 800 x 600 pixel resolution.
 - b. Internet Browser: Microsoft Internet Explorer version 4.0 or higher is recommended.
 - c. E-mail: PRZM requires the user to have a valid e-mail account.
 - d. Software: At various stages of PRZM, users will be required to attach their documents to PRZM.
 - e. Computer-Aided Drawing (CAD) viewer.

B) Agreement and Statutory Compliance:

Compliance with all statutory certifications and provisions within the standard Professional Services Agreement is required. Statutory certifications and provisions include but are not

limited to recently enacted requirements that vendors register with the State of Illinois' Board of Elections. Acceptance of the terms and conditions of the University of Illinois' standard Professional Service Agreement, Errors and Omissions Policy and Scope and Fee Negotiation Policy is required. The agreements and policies can be found online at the following locations:

1. Sample agreement:
<https://przm.apps.uillinois.edu/usdcc/usdccc14.nsf/Print+PSA?OpenForm> .
2. Errors and Omissions Policy:
http://www.obfs.uillinois.edu/manual/central_p/sec17-4.html
3. Scope and Fee Negotiation Policy:
<http://www.uocpres.uillinois.edu/docs/UI/manual/cpssfnf.pdf>

If you have any questions or concerns regarding the agreement or policies, please call the contact person listed prior to the submittal due date.

C) Professional Services Consultant Submittal:

Firms should submit:

1. A letter of interest.
2. A completed University of Illinois Work-in-Progress/Work History form for the Professional Services Consultant and all sub-consultants (*attachment to advertisement*).
3. A copy of your CDB prequalification letter.
4. A completed CDB SF 255 form (section 8 should be modified to include additional information of relevant projects).
5. A copy of the following sections of the your current CDB prequalification applications:
 - a. Section 7: MAFBE information.
 - b. Section 7A: MAFBE certification.
 - c. Sections 12 and 13: Prequalification category and supporting work experience.
6. A completed Attachment A: Disclosures and Potential Conflicts of Interests Form (*attachment to advertisement*).
7. A copy of your Certificate of Registration with the State Board of Elections if required by Public Act 95-971. The Act is available at:
<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-0971&GA=095>. Any firm or individual that wishes to submit in response to this advertisement must provide a copy of their certificate and complete the relevant sections in Attachment A (*attachment to advertisement*). If you do not provide the certificate, your submittal, by law, cannot be accepted by the University. Information and forms to register with the State Board of Elections is available at www.elections.il.gov .
8. Information on all consultants anticipated to perform a significant role within the proposed team of professional consultants.

D) Submittal Information:

1. Qualifications and supporting materials will be accepted at the address below until 4:00 PM, Friday, June 19, 2009

F & S Planning Division
1501 South Oak Street
Attention: Sandra E. Yoo, syoolee@uillinois.edu, and 217.244.2528
Champaign, IL 61820

2. Firms should submit six (6) packets in hard copy format to the address noted above.
(The CDB SF255 form can be found on the CDB website at
<http://www.cdb.state.il.us/forms/download/255form-03.doc>)

3. The electronic copy of the packet shall be submitted in pdf format, using the URL <http://przm.apps.uillinois.edu/prism/ocpweb.nsf/projectsuiuc> to complete and submit the information. **The electronic copy should be submitted using the web at the URL listed and should not be submitted via email.**

E) Evaluation Criteria

Selection will be consistent with the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (30 ILCS 535/1). The following project-related criteria will be used to evaluate the firms requesting consideration for selection:

1. Current commitments of firm, proposed staff and consultants.
2. Prior experience of the proposed project staff in the design and construction of similar projects.
3. Overall design quality of the relevant projects submitted.
4. MAFBE participation of Professional Service Consultant and sub-consultants.

The University of Illinois encourages the participation of minority- and female-owned firms and consultants.

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ATTACHMENT A

DISCLOSURES AND POTENTIAL CONFLICTS OF INTERESTS FORM

A. Business with Iran:

In accordance with the Illinois Procurement Code (30 ILCS 500/50-36), please check "Yes" or "No" to indicate whether the following statements are applicable. If "Yes," please provide additional information as appropriate (attach additional pages as necessary).

Yes _____ No _____

Within the 24 months before submission of the bid, offer, or proposal the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, has had business operations that involved contracts with or provision of supplies or services to

- (a) the Government of Iran;
- (b) companies in which the Government of Iran has any direct or indirect equity share;
- (c) consortiums or projects commissioned by the Government of Iran; or
- (d) companies involved in consortiums or projects commissioned by the Government of Iran;

and

- (1) more than 10% of the company's revenues produced in, or assets located in, Iran involve oil-related activities or mineral-extraction activities; less than 75% of the company's revenues produced in, or assets located in, Iran involve contracts with or provision of oil-related or mineral-extraction products or services to the Government of Iran or a project or consortium created exclusively by that government; and the company has failed to take substantial action;

or

- (2) the company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12-month period, that directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

B. Registration with the State Board of Elections:

The vendor certifies that it has complied with Public Act 95-097130 which amends the Illinois State Procurement Code (30 ILCS 500) by adding sections 20-160 and 50-37 by certifying that:

- _____ 1. (a) It is not required to register as a business entity with the State Board of Elections pursuant to Section 20-160 of the Procurement Code;
- (b) It acknowledges that all contracts between the University and a vendor that do not comply with Section 20-160 of the Procurement Code shall be voidable under Section 50-60 of the Procurement Code.

or

- _____ 2. (a) It has to registered as a business entity with the State Board of Elections pursuant to Section 20-160 of the Procurement Code;
- (b) it has provided a copy of its Certificate of Registration with this submittal (proposal or bid);
- (c) It has submitted a copy of its Certificate of Registration to the chief Procurement Officer for Higher Education;
- (d) It acknowledges a continuing duty to update its registration; and

ATTACHMENT A

- (e) It acknowledges that all contracts between the University and a vendor that do not comply with Section 20-160 of the Procurement Code shall be voidable under Section 50-60 of the Procurement Code.

C. ~~Current contracts with other state units:~~

Vendor shall identify whether it has current contracts (including leases) with other units of State of Illinois government by checking

"Yes"___or "No" _____

If "yes" is checked, identify each contract by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary).

D. ~~Pending contracts with other state units:~~

Vendor shall identify whether it has pending contracts (including leases), bids, proposal, or other ongoing procurement relationships with other units of State of Illinois government by checking

"Yes"___or "No" _____

If "yes" is checked, identify each such relationship by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary).

Affirmed By:

(Signature)

(Date)

(Title)