

ROSWELL PARK CANCER INSTITUTE CORPORATION REQUEST FOR QUALIFICATIONS OFFICE BUILDING

QUALIFICATIONS – PROJECT 10-09-001 Architectural & Engineering Services

Carefully examine and be familiar with the documents transmitted with this request.

PROJECT DESCRIPTION:

Roswell Park Cancer Institute Corporation (RPCI), an internationally recognized, 2,000,000 plus GSF Comprehensive Cancer Center with hospital and research facilities located in Buffalo New York, is seeking architectural and engineering services for a project that will potentially construct a 90-110,000 GSF Class A office building on the RPCI campus in downtown Buffalo. The office building will connect to two other buildings at various levels.

LOCATION:

The location for the proposed project is the current Roswell Park Cancer Institute campus in Buffalo, New York.

REQUEST FOR QUALIFICATIONS:

This is a **Request For Qualifications** for the above described project. The project will proceed in distinct Phases, with an assessment period at the end of each Phase wherein RPCI will align program and design issues, potential project costs for various options, strategic initiatives and plans, and available resources, and decide to what extent the project will proceed.

Respondents should have broad experience in high end office buildings, urban campus design, and other related skills and experiences.

Professionals must be licensed and permitted by law to practice in New York State.

PHASE I: Phase I of the project will be a 60 day Pre-Schematic Design Study from which the Institute seeks to understand options for and resolve the following:

- Exterior Design Concept
- Integration of the building with the site
- Connectivity to other buildings
- Code analysis and implications
- Structural systems
- MEP systems
- Utility supply
- Probably construction cost

A brief list of study areas includes utility infrastructure; site analysis; local zoning and code analysis (NYS Building Code and related sub-codes); life safety issues; integration of the structure into the urban campus landscape; massing studies to understand options for program size and configuration as well as impacts on construction cost. The Architect/Engineer will need to study intended connections of two adjacent structures to the proposed structure.

The A/E shall complete Phase I within 60 days of award.

SUBMISSION REQUIREMENTS:

RPCI invites qualified firms to submit qualifications to serve as the Architect/Engineer for project planning and design services. Five copies of the qualifications package are to be submitted. Each copy shall include, at a minimum, the following information in the given order:

1. Professional Services Questionnaire SECTION 00045 of these Documents or a copy of the equivalent questionnaire submitted to either the NY State Office of General Services or Dormitory Authority, if not more than one (1) year old.
2. General description of firm and anticipated sub-Professionals.
3. Documented knowledge and experience of firm and sub-Professionals in the design of the project elements as defined to date.
4. References: Provide a description, location, date of completion, project cost, and client contact person regarding projects carried out by the firm, and the individuals proposed to lead the project, within the past five years which are comparable in scope to the anticipated Project.
5. List of and resumes for major project participants. Participants should include a list of projects in which they have been involved, the duration of that involvement, and their role on the project. As well, a description of their proposed role on this project should be presented.
6. Similar Projects: Three specific examples, including graphic materials, schedules, budgets, and other related material on projects similar to that at RPCI in which the major project participants played a significant role.

RFQ SUBMITTAL REQUIREMENTS:

Five copies of your RFQ response be sent to:

Purchasing Department
Roswell Park Cancer Institute
Elm & Carlton Streets
Buffalo, New York 14263.

Responses will be accepted until 2:30 PM Wednesday, August 12, 2009. Clearly mark the outside of the Qualification package **RFQ – Project 10-09-001**.

A late Response will only be considered if:

1. Its arrival after the time specified can be shown by documentary or other proofs to be due to mishandling of Roswell Park Cancer Institute. and,

2. That absent such mishandling, the response would have arrived timely;
3. However, delays in the U.S. Mail or any other means of transmittal, including couriers or agents of the State, other than employees of Roswell Park, will not suffice to excuse late arrival.

TENTATIVE SCHEDULE:

The following is a tentative schedule, all dates 2009, for the AE Selection process.

- RFQ Deadline - - - - - August 12
- Shortlisted A/E's Notified to prepare RFP for Phase I - - August 19
- Site Visit (mandatory) - - - - - August 25 or 26
- Conduct Interviews - - - - - September 9 and 10
- Announce Selection - - - - - September 14

These dates may be slightly adjusted in mid-August.

A pre-interview meeting and site visit will be scheduled for late August for short-listed firms only. The exact location, time and date information will be faxed to the short-listed firms. No other visits will be scheduled or acknowledged by RPCI.

REVIEW AND NOTIFICATION:

Professional selection will be based on the following primary criteria:

1. Documented experience of the firm and the proposed major project participants in recently completed high rise office buildings.
2. Documented experience of the firm in projects involving dense urban construction adjacent to sensitive, operating technical facilities.
3. The professional capability and past performance record of the firm and its key personnel.
4. Comments by the firm's references.
5. The extent to which the issues noted in the preceding paragraphs of this RFQ are understood and addressed, from at least a process perspective, in the submittal.
6. Firms ability to balance functionality, high level design, constructability, and energy efficiency to produce a project of lasting architectural merit and operational value.
7. Proposed fee.

Roswell Park Cancer Institute Corporation reserves the right to reject any or all submissions, and advertise for new Request for Qualifications if, in its sole opinion, the best interest of the Corporation will thereby be promoted. In the event that all submissions are rejected, each entity will be so notified. Any submission which fails to conform to the requirements defined herein will be rejected if nonconformance is not cured upon notice.

DISQUALIFICATION OF SUBMITTALS:

The Corporation reserves the right to disqualify submissions, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices upon the part of the submitting agency/firm.

RESOLUTION OF DISCREPANCIES AND AMBIGUITIES:

Direct all questions regarding the RFQ legal requirements to:

Mr. Len Stepien
(716) 845-3032

Direct all questions regarding the professional selection process or scope of the project to:

Mr. Wilson Small AIA
(716) 845-3501

Mr. Steven Wright
(716) 845-2361

MINORITY AND WOMEN'S BUSINESS ENTERPRISES:

The Corporation recognizes the need to take affirmative actions to insure that Minority and Women's Business Enterprises and minority and women employees are given the opportunity to participate in the performance of construction programs. This opportunity for full participation in our free enterprise system by traditionally socially and economically disadvantaged persons is essential to obtain social and economic equality and improve the functioning of the State economy. Accordingly, it is the policy of the Corporation to foster and promote the full participation of such individuals and business firms in the Corporation's building construction program. Further the Contractor agrees to exert a good faith effort to solicit and obtain the participation of such individuals and firms as subcontractors, suppliers, and employees for the work proposed.

FUTURE WORK:

The Phase I study is the cornerstone investigation that may, or may not, lead to future phases in the development of a comprehensive project. No guarantees or assurances are implied or made that the successful A/E firm/team awarded the Phase I effort will automatically continue with the project development process beyond Phase I. Conversely, the award of Phase I will not preclude the successful A/E firm/team from future participation in the development of the project. RPCI reserves all rights to continue, suspend, redirect, and otherwise engage a different professional service provider for future work pertaining to the development of this project. RPCI shall own the rights to all work, intellectual, written, and graphic, generated by Phase I and subsequent Phases. RPCI shall have the right to use the contents of the Phase I and any and all subsequent Phases, whether completed or not, to advance the project, regardless of future participation of the successful A/E awarded Phase I.