

Requesting Statements of Qualifications (SOQ)

Category: ARCHITECT & ENGINEERING SOLICITATION

191010 SCHURMAN HALL PHASE 1 RENOVATIONS

Statements of Qualifications are sought from design consultants to provide complete design and construction phase administration for a project that will create new faculty and support offices, and service and research laboratories with additional support spaces to accommodate programmatic needs.

The estimated cost of construction is \$3,900,000.

Schurman Hall is located on the Cornell University Campus on Tower Road. The building was constructed in 1957 and consists of three floors. Portions of the building were renovated during the recently completed Class Expansion project. The purpose of this project is to provide state of the art laboratories and office space to support the College of Veterinary Medicine's Department of Population Medicine Research and service based programs. The space will be used to support program expansion and faculty recruitment/retention while creating more efficient use of space, improving the quality of life for occupants and reducing maintenance backlog and energy costs.

The project area is approximately 13,000 GSF, currently consisting of existing laboratories, offices, one classroom, vacant library stack space, vacant cafeteria kitchen space, a women's locker room and other support spaces which are located on Level 1.

The scope of this contract is anticipated to include Program Verification, Schematic Design, Design Development, Construction Documents, Bid Phase Support, Construction Administration, and Close-Out phases. The project scope will include but not be limited to the following:

- Architectural program verification to inform and conclusively define the renovation project
- Code analysis to identify and address applicable codes, regulations and standards that will affect the design and construction phases of this project
- Hazardous material survey and design services-with the potential for monitoring
- Replacement of obsolete mechanical, electrical, plumbing and IT equipment and infrastructure
- Cost estimating services

Due Date: January 26, 2018

Contract Term: Approximately (21) months

Location: Cornell University, Ithaca, NY 14853

SUBMISSION INSTRUCTIONS – STATEMENTS OF QUALIFICATIONS

Interested firms must submit a Statement of Qualifications (SOQ) in pdf format via email as indicated below. *The SOQ must be concise and formatted as indicated below.* It should describe the respondent's specific understanding of and its ability to meet the requirements for the Project.

Statements of Qualifications must be submitted via email to:

ccf-admin@cornell.edu

Questions regarding this request for SOQs shall be directed only to the following contacts:

Katie Colistra
607.254.8563
kcb32@cornell.edu

Statements of Qualifications shall be organized into the following sections and shall be no more than 25 electronic pages (excluding the cover letter, table of contents, and MWBE Utilization Plan). Incomplete SOQs will be considered non-responsive and may be rejected.

Cover Letter: A signed transmittal letter expressing your firm's interest in contracting with CU for the services indicated and your understanding of the scope of services to be provided. The cover letter shall also include the name, title, address, phone number and email address of the contact person for your firm in relation to this Request for Qualifications.

Section 1: Experience

- Indicate the experience of your firm that relates to the scope of the Project. Include a list of five (5) unique projects completed by your firm that are similar in scope to the Project. Provide the following information for each project listed:
- The name, title and telephone number of the client's representative that served as the day-to-day liaison during the project. If the liaison is no longer with the client's firm, please provide a contact person that is familiar with the project and your firm's work on such project. Please make sure that the contact information provided is current and accurate.
- A brief description of both the construction scope of work and the design and construction phase services provided by your firm.
- A comparison of estimated construction cost at the time of bid vs. the final construction cost inclusive of all changes.
- A comparison of the project schedule vs. actual completion dates.



MWBE Construction-Related Consulting Utilization Plan

Architecture and Engineering

See page 3 for Instructions

Consultant Name:

Date:

Project Title: 191010 Schurman
Phase 1 Renovations

Goals: 1.5% MBE 2.0% WBE

Subconsultant Staffing List Consultant/Subconsultant /Vendor Name and Address	Federal ID No.	MBE or WBE	Contract Value Percentage %	Contract Dollar Value \$ <i>See line 10 under Instructions on page 3</i>	Partner in Charge and/or Key Staff
Architecture					
Civil Engineering					
Landscape Architecture					
Structural					
Plumbing / Fire Protection					
HVAC					
Electrical					
Cost Estimating					
Asbestos / Hazmat					
Other (Please Specify)					
Other (Please Specify)					



MWBE Construction-Related Consulting Utilization Plan

MWBE Participation List

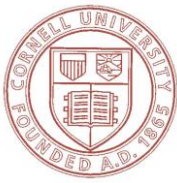
<u>Firm Name</u>	MBE or WBE	<u>Discipline</u>	Has your firm held contracts with this firm in the past? Y or N
Brief summary of services to be provided with justification of estimated participation:			
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<u>Firm Name</u>	MBE or WBE	<u>Discipline</u>	Has your firm held contracts with this firm in the past? Y or N
Brief summary of services to be provided with justification of estimated participation:			

Name:

Title:

Date:

Signature (Officer of the Company):



MWBE Construction-Related Consulting Utilization Plan

Instructions for completing Subconsultant Staffing List form

1. Fill in all requested information including your firm name, Project Title, date and the Minority- and Women-Owned Business Enterprise (MWBE) goals as specified in the Project advertisement.
2. In the Consultant/Subconsultant/Vendor field, enter both your firm as prime and all proposed Subconsultant/Vendor firms. Firms located out of New York State should have the appropriate approvals in place to practice in NYS. If a firm, including your firm provides service in multiple disciplines, list them for each area of expertise. Discipline areas may be modified as appropriate. Add additional pages if necessary.
3. Enter the Federal ID number for your firm and any Subconsultant/Vendor firms.
4. Enter "MBE" or "WBE" if your firm or any proposed Subconsultant/Vendor firms are certified by NY State as a Minority- or Woman-Owned Business Enterprise. MWBE certified directory is located at <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=4687>.
5. **With the submittal of qualifications:** Enter the estimated **percentage** of the work scope for your firm and any identified Subconsultants. **Do not enter "TBD"**. The sum of the individual percentages should add up to 100%.
6. Enter the name of the Partner in Charge and/or Key Staff member from your firm and Subconsultant/Vendor firms.
7. Complete page 2 with the name of each certified MBE or WBE Subconsultant/Vendor identified on page 1 of the Subconsultant Staffing List, note whether the firm is an MBE or WBE and their discipline. Provide a brief summary of the services to be provided by the certified MBE or WBE with justification to support the estimated participation.
8. The certification must be signed and dated by an individual from your firm who is authorized to sign on behalf of your company. Electronic file naming convention: **MWBE Staffing List AE (e-Builder project no).docx**
9. Retain a copy for your files and as a reference for proposing any future changes. Any proposed changes to this approved MWBE Utilization Plan must be reviewed with the CU MWBE Coordinator.
10. **If your firm is selected, at the time the cost proposal is submitted an updated Subconsultant Staffing List with Dollar Values is required.**

- Specific techniques that your firm employed to: explore design options; determine estimated construction costs; proactively monitor construction activities of contractors; and maintain overall control of schedule, costs and quality for the client, etc.

Section 2: Staffing

- Describe the proposed organization of staff to be assigned to the project, including responsibilities of each proposed staff member. Indicate the estimated percent of time these individuals will be involved in the project for design and planning. Also provide resumes of the key and senior personnel that will be involved in the Project. Resumes should include relevant experience with similar projects.

Section 3: Sub-consultants

- Provide a list of proposed sub-consultant firms that would be employed for the project and list by service to be provided. For each sub-consultant provide name, address, federal ID number, partner in charge and/or key staff and license number.

ADDITIONAL INFORMATION

All SOQs received for this project will be reviewed by a committee of professionals in order to produce a short-list of firms that will be given further consideration. The short-list of firms will be requested to submit additional information with respect to their firm, staff and proposed approach to the project. The short-list of firms may also be requested to attend a walk-through of the project site and/or an interview by the committee. The committee will select the firm that they deem to be most qualified, based upon factors such as the qualifications and experience of the firm and the staff to be assigned to the project; the firm's approach to successfully completing the project; and the result of professional references.

The successful firm will be required to provide evidence demonstrating that the firm and any of the firm's engineering, land surveying, architectural or landscape architectural subconsultants, are legally authorized by the NYS Education Department to do business in New York State. All firms must also provide proof of New York State Workers' Compensation Insurance and Disability Insurance coverage.

Firms are encouraged to follow the selection progress as it is periodically updated on our website at <https://ipp.cornell.edu/content/contract-colleges-facilities-consultant-selection-status>

M/WBE utilization goals for these services are 1.5% MBE and 2.0% WBE, participation by both is requested.