

## **Requesting Statements of Qualifications (SOQ)**

Category: ARCHITECTURE& ENGINEERING SOLICITATION

Renovate Jordan Hall (Food Venture Center)  
SUCF: 341004

### **Description:**

Statements of Qualifications are sought from Architectural firms to provide design phase services and construction phase administration for a renovation project in Jordan Hall. The renovation will partially include the first floor and the entire second floor. The project's objectives include providing year round climate controlled distant learning facilities and will involve upgrades to the building's infrastructure including the HVAC system as well as the Audio Visual & IT to support the distance-learning component. Other scope of work elements will include but not be limited to the review of the circulation paths & other Universal Accessibility needs and the selection & specification of all furnishings, fixtures & equipment, the abatement of hazardous materials and construction estimating. The design phase will begin with a Pre-Design/Program Verification phase, followed by Schematic Design, Design Development, Construction Documentation and Bidding phases.

The estimated cost of construction is \$2,900,000.

Jordan Hall is a 100-year-old facility located on Cornell University's New York State Agricultural Experiment Station in Geneva, NY. The facility serves the Department of Food Science and Technology, Microbiology, Chemistry, Vinification & Brewing and Food Engineering. The building also serves other programs outside the Food Science and Technology Department; such as Tree Fruit Genomics, various extension/outreach programs and administrative functions. When renovated, the facility will serve the needs of the Ag Sciences Research Lab, including the Encology Lab and the NY Food Venture Center.

The anticipated project schedule is as follows		
	Start	End
Pre-Design/Program Verification	Sep. '17	Oct. '17
Schematic Design	Nov. '17	Feb. '18
Design Development	Feb. '18	Apr. '18
Construction Documents	Apr. '18	Jun. '18
Bidding	Jul. '18	Aug. '18
Construction	Sep. '18	Apr. '19

**Statements of Qualifications must be submitted in the format prescribed by Cornell University. If your firm would like to be considered for this project, you must follow the required format described below.**

## **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:

Erin Root  
[ep464@cornell.edu](mailto:ep464@cornell.edu)

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

Erin Root  
607.254.8563  
[ep464@cornell.edu](mailto:ep464@cornell.edu)

Please use the following naming convention for your pdf: "Firm Name SOQ – Project Name". All materials must be received by Cornell University no later than (3:30 PM) on the due date noted in the NYSCR advertisement.

Statements of Qualifications shall be organized into the following sections and shall be no more than 12 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 ensure 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.
- Describe specific techniques that your firm employed to explore design options to create unique designs for the client, 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 and partner-in-charge.

## **Section 4: M/WBE consultants**

Complete and return M/WBE Construction-Related Consulting Utilization Plan.

## **EVALUATION OF SUBMISSIONS**

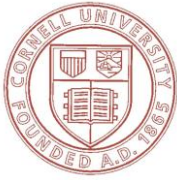
All SOQs received for the Project will be reviewed by a committee of professionals in order to produce a short-list of firms that will be given further consideration. The short-list of firms will be requested to submit additional information with respect to their firm, staff and proposed approach to 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 it is 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.

Upon notification of the selection and award of a contract unsuccessful proposers may request in writing a debriefing of the results of their response to this solicitation. Requests for debriefing must be received within a reasonable timeframe, not more than 30 days after notice of award.

MBE Goal: 7.1%

WME Goal: 7.9%



# MWBE Construction-Related Consulting Utilization Plan

## Architecture and Engineering

See page 3 for Instructions

Consultant Name:

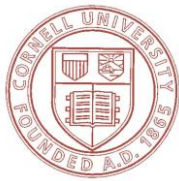
Project Title: 341004 Renovate Jordan Hall (Food Venture Ctr)

Date:

Goals: 7.1% MBE 7.9% 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

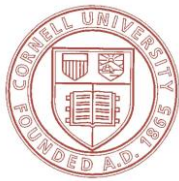
<b><u>Firm Name</u></b>	<b>MBE or WBE</b>	<b><u>Discipline</u></b>	<b>Has your firm held contracts with this firm in the past? Y or N</b>
<b>Brief summary of services to be provided with justification of estimated participation:</b>			
<b><u>Firm Name</u></b>	<b>MBE or WBE</b>	<b><u>Discipline</u></b>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

**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.**