**[Project]**

**Washington University School of Medicine**

**Intent to Respond**

**WUSM (Owner) invites your firm to provide us with a proposal for architectural design consulting services for [Project] located on the Washington University School of Medicine Campus in St. Louis, Missouri. Attached please find the Request for Proposal along with attachments noted.**

If it is the intent of your firm to respond to this Request for Proposal (RFP), please complete and fax or e-mail this form to the Owner’s Representative:

Steven Sobo, P.E. Director, Capital Projects

Phone (314) 362-2521

Fax (314) 362-8342

sobos@wusm.wustl.edu

No later than [Date], this form must be completed and returned promptly to ensure your firm is included on the mailing list to receive addenda and other miscellaneous information regarding this project.

* Our firm **does** intend to respond to this RFP.
* Our firm **does not** intend to respond to this RFP.

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Presentation Team Members** (No more than 4 Members):

Name/Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name /Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name/Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Date]**

**REQUEST FOR PROPOSAL for**

**ARCHITECTURAL DESIGN CONSULTING SERVICES**

**[PROJECT]**

**For**

**Washington University School of Medicine**

1. **Introduction**

Washington University School of Medicine (WUSM), (Owner) is seeking a professional design firm to provide architectural design services, from initial Planning/Massing to Program Validation/Building Concept Development through Construction Documents and Project Close-Out, for a New Office Building on the Washington University Medical Center Campus in St. Louis, Missouri.

1. **Project Responsibility Understanding**

* The professional design firm will be responsible for Planning - Site Blocking/Massing/Building Concept development, finalization of Owner’s initial programming, proceed into conceptual/schematic design, and eventually perform all architectural services through construction documents and construction administration. The professional design firm will provide a cost proposal for the Basic Services and Supplemental Services as detailed in Exhibit A. The Owner has final approval of the selection of all sub consulting firms. The selected professional design firm will be responsible for the coordination of the work of the various sub consultants.
* The professional design firm will be contracted directly to the Owner.
* The Owner anticipates that the selected professional design firm will have a local presence and/or will partner with a local firm to have the capabilities for an immediate response to critical issues.
* All construction drawings, at a minimum, are required to be on the current version of AutoCAD, formatted to the Owner’s standards. The Owner requires 3 D modeling for various design documents. All respondents should indicate their capabilities and their proposed software for their compliance path.
* The Owner anticipates employing a local construction company for construction management services at the on-set of design. The professional design firm, its sub consultants and construction manager will be expected to work together to manage project scope and cost.
* It is the owner’s goal to promote MBE/WBE participation. The professional design firm will be required to submit a detailed plan detailing inclusion as part of its consulting services.
* The Owner anticipates utilization of an Electronic Document Management System for posting of all project documents from project inception to closeout. Documentation includes plans, specifications, RFI’s, shop drawings, COR’s, O&M’s, changes, record drawings, etc. It shall be the architect’s responsibility to utilize the system for document delivery and to establish files within the management system, posting their documents for utilization during and after project completion.

1. **Project Description:**

* The proposed project is a [**Project Description**]. *An example: new multi-story office building of approximately 300,000 BGSF with the possibility of an additional 100,000 BGSF of shell space. The building is expected not to exceed six stories, but the Owner intends to rely on the selected architectural firm to finalize the building massing/stacking and exact location on the available site.*
* The proposed project is located [**Project Location**]. *An example: on the former Coal Bunker Site and current Storz medical clinic (to be demolished) space including surface parking and landscaped areas. Note that in years past, this area contained heating oil tanks and was adjacent to the former Hartog refinery. The owner has engaged Environmental Operations, Inc. to perform a Phase I and Phase II Environmental Site Assessment of this area. Environmental Operations, Inc. will also be the consultant to manage any environmental remediation determined as a result of their assessment.*
* The site is bounded [**Site Location**]. *An example: by Children’s Place on the North, the mid-campus substation on the East, the BJCIH Service Drive/Metro Link tracks on the South and the vacated former Euclid Avenue on the West in the heart of Washington University Medical Center (WUMC) in St. Louis, Missouri. See the attached Campus Map and Site Plans. The selected architectural firm is responsible for developing the building foot print and locating the building with-in the described area.*
* The project **[Vision].** *An example: is envisioned to be a multi-story building with a basement and penthouse for mechanical space. The remainder of the building will be designed and fit out for office space and office support functions.*
* The project **[Specifics].** *An example: is to include a loading dock connected to the current service drive to the south. It will also include an East/West Connector pedestrian bridge or corridor connected to the pedestrian bridge crossing Taylor Avenue and connected to the Metro garage to the East and then into the north-south link to the west.*
* The project **[Purpose].** *An example: It is anticipated that the entire building will be built to appropriate business occupancy codes with proper occupancy separation and will incorporate the latest building/seismic codes. If any part of the building is to be designed to a higher level of ability to withstand seismic events, this will be determined during conceptual design.*
* The selected firm is responsible for utilization of existing site elements including, but not limited to city streets, private drives, parking areas, utilities, tunnels, bridges, etc. The architect is encouraged to employ creativity and development of their own solutions that best utilize the site elements and meet the space and functional requirements outlined by this proposal for the Owner. The Owner is providing an existing site plan showing existing property lines, surrounding structures, paved surfaces, landscaped areas, known utilities, etc. Once the building is sited, the Owner at the direction of the structural engineer will provide soil borings and analysis.
* The selected firm is to be responsible for developing and finalizing the overall program for the new facility. This will be done in conjunction with representatives from the Owner.

1. **Design Principles**

The Owner expects that the professional design firm will abide by the following design principles.

* The project should incorporate campus wide planning and site circulation parameters. This includes vehicular and pedestrian access to: existing and planned buildings, parking, campus circulation, deliveries, waste removal, circulation corridors, all areas of staff and student services, etc.
* The building design should harmonize with the overall contextual surroundings.
* The new structure should achieve a hierarchy of scale, massing and setbacks that creates accessible public open space and enhances general orientation on the campus.
* The building should be distinctive without being idiosyncratic; harmonious without being monotonous; and approachable without being effusive.
* Issues to be considered:
* Increasing DGSF/BGSF efficiency (building & floor plate).
* Developing floor plates that support interaction and collaboration.
* Developing methods to increase flexibility.
* Facility design elements to promote overall employee health and wellness should be proposed for Owner consideration.

1. **Scope of Services**

The selected professional design firm shall perform the full scope of architectural services, complying in strict accordance with the attached Owner Architect Agreement. The scope of services shall include, but not be limited to:

* Finalization/Validation of Owner’s Space Programming
* Blocking, Massing, Stacking and Building Concept Development incorporating all project requirements
* Planning, Analyses, Studies and Diagrams
* Presentation of building exterior design concepts to Owner for their review and selection: Approved design to implement Owner’s Physical Guidelines
* Code Review
* Conceptual Design Definition
* Complete parking design /circulation for entire site
* Schematic Design
* Design Development
* Construction Documents
* Bid Review and Value Analysis
* Construction Administration
* Material and Finish Selections for Built-In Construction
* Coordination of Equipment Selection and Owners Equipment
* Coordinate Commissioning Services with an independent Commissioning Consultant retained separately by the Owner.
* Coordination of all Telephone and Data Communications Work
* Utilization of Electronic Management System for posting of all project documents from project inception to closeout as approved by the owner. Documentation includes plans, specifications, RFI’s, shop drawings, COR’s, O&M’s, changes, record drawings, etc.
* Interior Design Services as described below:

Interior design services to be provided by the consultant include interior space concept development and finish materials/color selections for all “built-in” work. These finishes and materials will need to be approved for maintenance and durability. At a later date, the owner will engage a firm to provide furniture and furnishings selection and specifications, existing furniture inventory and move coordination. The Owner, through its procurement department, will specify and purchase most of the equipment, casework and furniture directly from manufacturers. The architectural firm is to provide furniture, furnishings and equipment drawings with each item labeled and drawn to scale. The architectural firm, along with the selected engineering firms, is responsible for coordinating all furniture, furnishings and equipment with respect to size, location, power requirements, data requirements and heating, ventilation and air conditioning requirements.

The Owner may elect to have the professional design firm perform the following tasks as it pertains to LEED Certification.

* Principal participant and coordinator for LEED compliance, including documentation and the submission process to GBCI through certification.
* Enhanced Commissioning

**V-A. Alternate Scope of Services**

* The Owner may elect to have this building be designed and constructed towards LEED version 3.0 Silver Certification. The level of LEED Certification will be determined during conceptual design. Therefore the selected architectural firm shall have on staff, a LEED Accredited Professional (LEED AP) or employ a LEED AP to serve as a principal participant of the project team. The LEED AP shall serve as the principal facilitator for LEED compliance, direct team members in achieving the highest possible rating using Owner’s basis of design and to coordinate and monitor the documentation of the project. The scope of work includes the documentation and submission process to the GBCI from registration through certification. LEED AP’s shall have a minimum level of experience serving as team members on at least three prior LEED projects. The selected landscaping firm and MEP engineering firm must also have a LEED AP on staff to serve as the landscaping and engineering interface facilitator. LEED decisions will be made based upon life cycle cost analysis and cost benefit analysis. As an option, the Owner may elect to serve as the project LEED advisor.

1. **Site Visits**

Site visits are required and are to be coordinated through the WUSM Capital Projects Office. Please contact Dee Powers at 314-362-1665 to coordinate setting up a time to tour the site accompanied by WUSM personnel. Members of the Selection Committee or other employees from WUSM should not be contacted directly prior to the interview process.

1. **Deadline for Submission of Responses**

Firms interested in being considered for this work are requested to submit five (5) hard copies and one (1) electronic copy of their Proposal (see Submittal Requirements below) by [DATE and TIME] along with an electronic copy in PDF format saved on a CD. The Proposals are to be submitted to Steven Sobo, P.E. at the Capital Projects Office, at Washington University School of Medicine, if sending by courier or express mail service use 4547-49 Clayton Ave, St. Louis, Missouri 63110 as a mailing address; if sending by US Mail sent to 660 S. Euclid Avenue C.B. 8034, St. Louis, Missouri 63110.

Questions received by e-mail up to eight (8) calendar days before the due date and time will be answered by e-mail within two (2) working days. All questions and responses will be e-mailed to all firms who reply to the Intent to Respond.

1. **Submittal Requirements for the Request for Proposal**

*(Understanding the recipients’ time commitment, please limit your responses to the greatest extent possible while conveying the appropriate amount of information.)*

* + Particulars of the Firm: Sufficient information regarding the firm must include, but is not limited to, the following:
* Name of the firm, history of the organization, office locations, names of owner(s) / principal(s) of the firm, and the principal contact person;
* Current physical and mailing addresses of all offices, with telephone, facsimile numbers and e-mail addresses.

* + Work history of the firm and description of services offered;
  + Specific relevant experience in Medical Centers and Business Occupancy office buildings’ architectural and interior design, citing projects of similar size and complexity. Include experience with innovative workplace design strategies that consider long term operating and reconfiguration flexibility and costs. Include the name and address of the client, the name and telephone number of a contact person, the date of project completion, and construction cost. Also submit the name of the construction firm and identify their key personnel;
  + All services that are part of firm’s structure;
  + Probable subcontracted services as outlined in Exhibit A. The Owner has final approval of the selection of all sub consultants;
  + Staffing assignments citing specific work activities to be undertaken;
  + Names and titles of the proposed project principal and project architect;
  + Organizational chart for both the firm and project;
  + Resumes of all key personnel assigned to the project, including LEED AP as discussed in Section II;
  + Description of communications, computer, and other specialized capabilities, including AutoCAD as discussed in Section II;
  + Proof of liability and errors and omissions insurance coverage including limits, carried by the firm (minimum required coverage level: $3 million). Provide additional cost, if any, to increase coverage limits to $5 million;
  + Required Narratives:
* Identify the firm’s recent experience with similar buildings, including:
* Year completed
* BGSF total
* DGSF (illustrate how DGSF is calculated)
* Efficiency factor for the entire building (DGSF/BGSF)
* Total Cost (construction)
* Building Code Use Group/Occupancy Classification
* Building Code Seismic Design Category
* Outline the process and methodology for delivering the required services, including project design completion, construction administration and observation, quality control and management of the design/construction process, and the adherence to the project budget and schedule as agreed to by all parties**;**
* Delineate the time schedule required to complete each component of the project; the various approvals that will be secured; and deliverables to be provided in the completion of each component;
* Submit a list of all sub-consultants required to complete the work;
* Provide a “high level” cost summary.
* Submit examples of recent LEED Certified Projects and their rating level achieved or anticipated.
  + Cost to Complete the Project:

Provide an estimate of the cost for the various services to be provided for the Program as described in Exhibit A. Fee structure should include personnel and expected reimbursable expenses (travel, printing, postage, etc.). The Owner reserves the right to alter the scope of services and contract for any combination of components described in the Scope of Services.

* A&E Fees for Basic Services shall fall within the guidelines of Washington University’s Design Fee Schedule
  + Submit any other information (i.e., brochures, marketing literature, etc.) that may be appropriate in describing your firm’s capabilities for the successful completion of the project.
  + Conceptual site massing plan(s) indicating how your firm would address placement of the proposed building, site vehicular and pedestrian circulation, parking areas and relationships with the buildings and circulation patterns, service areas, utilization of existing roads/parking, demonstrating your firm’s compliance with the project requirements.
  + Comment on the Owner’s Preliminary Project Schedule contained in this RFP regarding the Bid Package breakdown and the time line to the Anticipated Occupancy date.

1. **Interviews**

After reviewing each RFP, informal interviews will be held with selected architectural firms. There will be no set agenda or format for the interview; however, the interview should be used to clarify the architectural firm’s process for managing the project. The interview will last approximately sixty (60) minutes (45 minutes presentation/15 minutes Q&A). The review committee will consist of representatives from WUSM.

1. **Preliminary Project Schedule**

Issue RFP Date:

Notice to Participate responses due Date:

Proposal due Date:

Short List announced Date:

Interviews Date:

Notice of Selection Date:

Start of Project Date:

Design Documents

Programming/Planning Date:

Schematic Design Documents Date:

Design Development Documents Date:

Construction Documents Date:

Anticipated building occupancy Date:

1. **Additional Proposal Conditions**
2. The Owner reserves the right to accept or reject any or all proposals, with or without cause and to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the Owner’s interests, or to award a contract to the next most qualified proposer if a successful proposer does not execute a contract within thirty (30) days after notice of an intent to award a contract.
3. The Owner reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
4. Any submitted proposal shall remain a valid proposal for ninety (90) days after the proposal due date or until the Owner’s execute a contract, whichever is sooner.
5. No proposals will be accepted after the time set for receipt of the proposals. Proposals submitted via facsimile, telegraph or mailgram shall be rejected.
6. The Owner reserves the right to negotiate adjustments in any and all elements of the architect’s submittal.
7. Where the RFP requires the proposer to submit a number of days, or to submit a milestone chart, the days used shall be calendar days unless otherwise specified.
8. It is the responsibility of each proposer to examine the entire RFP, seek clarification in writing, and review its proposal for accuracy before submitting. The Owner’s may request clarification from any professional design firm relative to their proposal submission.
9. The professional design firm is not permitted to contact any member of or employee of the Project Team regarding this RFP, proposal evaluation, or selection process from the time the RFP is issued until the time of notification of intent to award is announced. All contact will be made through the Project Manager for the project as outlined above.
10. The Owner’s assume no responsibility or obligation to the respondents, and will make no payment for any costs associated with, the preparation or submission of a proposal.
11. **Attachments**

The following information and material is included with as part of this Request for Proposal:

* Agreement Between Architect and Owner
* Exhibit A – Proposal/Fee Rider
* A-E Design Fee Schedule
* Campus Map
* Site Utility Drawing included for reference points only.