**New Ambulatory Care Building**

**Washington University School of Medicine/BJC Healthcare**

**Intent to Respond**

**WUSM/BJC (Owner) invites your firm to provide us with a proposal for architectural and engineering design consulting services for a New Ambulatory Care Building located on the Washington University Medical 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 e-mail this form to the Owner’s Representative:

Paul Sedovic, Senior Project Manager, Capital Projects

sedovicpaul@wustl.edu

No later than February 7, 2018, this form must be completed and returned to ensure your firm is included on the mailing list to receive addenda and other 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: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

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

**January 30, 2017**

**REQUEST FOR PROPOSAL**

**for**

**ARCHITECTURAL AND ENGINEERING DESIGN CONSULTING SERVICES**

**New Ambulatory Care Building**

**for**

**Washington University School of Medicine/BJC Healthcare**

1. **Introduction**

Washington University School of Medicine (WUSM) and BJC Healthcare (BJC), who together are the Owner, are seeking a Professional Design Firm to provide architectural and engineering design services, including Programming and Program Validation, Planning/Massing, Building Concept Development through Construction Documents and Project Close-Out, for a New Ambulatory Care Building on the Washington University Medical Campus in St. Louis, Missouri.

The following Professional Design Firms have been invited to submit proposals in response to this RFP:

* BSA, St. Louis, Missouri
* CannonDesign, St. Louis, Missouri
* Lawrence Group, St. Louis, Missouri
* Payette, Boston, Massachusetts
* Perkins Eastman, New York, New York
* Perkins+Will, Los Angeles, California
1. **Background**

The 14 story, 650,000 DGSF Center for Advanced Medicine (CAM) opened in 2001, and originally included two shelled floors for expansion. By 2012, five key services in the CAM were at or near capacity, constraining future growth and impacting the patient experience. Projections indicated that 15 services would outgrow their spaces by 2025, even with planned off-campus expansion of clinical services. A decision was made to move some services out of the CAM to accommodate required growth for all services. Challenges included:

* Preserving necessary adjacencies for multidisciplinary care, imaging and other ancillary services
* Improving the patient experience
* Campus-wide impacts to circulation and parking
* Further differentiating key clinical services
* Providing flexible platforms for evolving care models

The first phase of the ambulatory expansion moved Women’s Health, Dermatology and Ophthalmology from the CAM to the Center for Outpatient Health (COH). This was made possible by the relocation of five floors of BJC offices from the COH to the newly constructed Mid Campus Center. These moves freed over 36,000 DGSF in the CAM, but volume projections showed a need for considerably more space to fully meet 10-year growth needs.

In 2016, the Owner engaged CannonDesign to evaluate options for further ambulatory care expansion to accommodate projected growth into 2026. Priority was given to options that:

* Allow Siteman Cancer Center to expand within the CAM, preserving the adjacencies of medical oncology, surgical oncologic subspecialties and radiation oncology
* Provide opportunities for future multi-disciplinary care models
* Meet the CMS 250-yard rule for reimbursement of hospital-based outpatient services

CannonDesign recommended creating a third on-campus ambulatory care building to house a Neuro/Ortho Center. Services moved from the CAM to the new building would free additional space in the CAM. The new building could also provide space for future expansion beyond the 2026 projections.

After considering multiple sites for the new building, the Owner selected the Forest Park Avenue/Taylor Avenue site as the preferred option for further evaluation. In April 2017, the Owner engaged BSA LifeStructures to evaluate the site to determine its suitability for the new building. Civitas subsequently led a parking and traffic study to evaluate the effects of the site’s proposed development on adjacent streets and the public realm. The results of those studies are summarized within this RFP and selected pages from the studies are attached.

1. **Project Responsibility and Understanding**

* The selected Professional Design Firm shall be responsible for developing and finalizing programming, planning/massing, and building concept development; proceed into conceptual/schematic design; and eventually perform all architectural and engineering services through construction documents, construction administration and project close-out.
* The Professional Design Firm shall be contracted directly to the Owner.
* The Professional Design Firm shall provide a cost proposal for Basic Services and Supplemental Services as detailed in attached Exhibit A. The Owner has final approval of the selection of all sub-consulting firms. The Professional Design Firm will be responsible for the coordination of the work of the various sub-consultants.
* The Owner requires the selected Professional Design Firm to have a local presence or partner with a local firm to have the capabilities for 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 at the on-set of design for construction management services. The Professional Design Firm, its sub-consultants and the Construction Manager will be expected to work together to manage project scope and cost.
* The Owner anticipates using a Project Management Control System software platform for posting all project documents from project inception to close-out. Documentation includes plans, specifications, RFIs, shop drawings, CORs, O&Ms, changes, record drawings, etc. The Construction Manager will obtain and set up the system. It shall be the Professional Design Firm’s responsibility to use the system for document delivery and to establish files within the system, posting documents for use during the project and after completion.
1. **Project Description**
* The Owner is interested in a design that maximizes efficiency through the use of creative and cost effective solutions focused on clinical spaces and the patient experience. The design should leverage the concept of a neuroscience/orthopedics center, yet provide long term flexibility.
* Initial building occupants will be: DGSF
	+ Orthopedic Surgery 11,000
	+ Spine Center 4,950
	+ Neurology 13,750
	+ Neurosurgery 3,850
	+ Milliken Hand Rehab 3,900
	+ Plastic Surgery 2,750
	+ Cervical Spine, Shoulder & Elbow 5,000
	+ Prosthetics Lab 1,500
	+ Diagnostic Radiology 19,000
	+ Lab Express Testing \_\_TBD

 65,700+ 🡪 90,000+ BGSF

* The project site is bounded by Forest Park Avenue to the north, Taylor Avenue to the east, the St. Louis College of Pharmacy’s North Residence Hall/Recreation and Student Center to the south and the Euclid Garage and the Parkway Hotel to the west. Please see the attached Campus Map and site survey. The selected Professional Design Firm will be responsible for developing the building foot print and locating the building within the prescribed area.
* Section 603 of the Bipartisan Budget Act of 2015 changed the reimbursement regime for provider-based outpatient departments. As a result, a portion of the BJH Diagnostic Radiology component within this new building shall be located within 250 yards of the existing Shoenberg Pavilion (33). The portion of the building that extends over the existing North Dock drive provides space that will meet this requirement.



* The project is envisioned to be an 8-9 story building consisting of:
	+ 4-5 levels for out-patient clinics and hospital ancillary services (180,000 BGSF)
	+ 4 levels of structured parking providing 550+/- parking spaces
	+ A potential below grade service dock that may be shared with the St. Louis College of Pharmacy North Residence Hall/Recreation and Student Center immediately south of the building site

About half of the building (90,000 BGSF) will be designed and fit-out at initial occupancy. The remaining half will be shelled space for future clinical expansion.

* The project is anticipated to include a street level valet parking drop-off/pick-up area. It will also include an enclosed and conditioned pedestrian Link to the CAM through either Level 3 or 4 of the existing Euclid Garage.
* A traffic model update, completed in October 2017, determined that access to on-site parking must be located near mid-block of Forest Park Avenue. The traffic model also determined the 550-space capacity of the parking structure based on the capacities of the adjacent streets. The 550 space garage will provide 100% of visitor parking needs when the building is fully occupied. Walker Consultants of Elgin, Illinois provided conceptual design input on the parking structure and service dock during the site evaluation process.
* The Professional Design Firm is responsible for utilization of existing site elements including, but not limited to city streets, private drives, parking areas, utilities, etc. The firm is encouraged to employ creativity to develop solutions that best utilize the site elements and meet the space and functional requirements outlined by this proposal. The site survey provided with this RFP shows existing property lines, easements, surrounding structures, paved surfaces, landscaped areas and known utilities.
* It is expected the building will be built to appropriate occupancy codes with proper occupancy separations and will adhere to applicable building/seismic codes. If any part of the building is to be designed to a higher level of seismic resistance, this will be determined during conceptual design.
* The Owner engaged Geotechnology, Inc. to conduct a preliminary geotechnical investigation. Geotechnology’s report is included with this RFP.
* The project will be located on the former Rabe Hall Site and the current valet parking and WUSM surface parking sites. The Owner engaged Environmental Operations, Inc. to perform a Phase I Environmental Site Assessment of the westernmost portion of the site. The assessment revealed no evidence of recognized environmental conditions. Previous environmental investigations conducted on the other portions of the site revealed localized low levels of petroleum contamination that will require soil management practices if excavated. Environmental Operations, Inc. will be the Owner’s consultant to manage any environmental remediation.
* The Owner’s rent-model-based construction budget for core/shell and fit-out of the clinic areas of the building is a range of $270-$290/BGSF.
1. **Design Principles**

The Owner expects that the Professional Design Firm will abide by the following design principles:

* The project shall incorporate campus wide planning and site circulation parameters described by the 2015 Urban Planning Round Table Mobility Study and the 2011 Campus Renewal Plan Logistics Study. Both studies will be provided to the selected firm. The parameters include vehicular and pedestrian access to existing and planned buildings, parking, campus circulation, deliveries, waste removal, circulation corridors, and all areas of patient/visitor, staff and student services.
* The building design should be welcoming and prioritize the patient experience.
* The building should enhance the medical campus, being distinctive yet contextual with the nearby CAM and COH buildings, and provide a positive and active street presence.
* The building should contribute to establishing the intersection of Taylor at Forest Park as a portal to the School of Medicine.
* Issues to be considered:
* The design should recognize the importance of the patient experience; creating an innovative outpatient environment where patients receive convenient and exceptional care, navigating through regulatory/compliance requirements with innovative processes and technologies that prioritize the patient experience
* The design should support intuitive patient and family wayfinding, signage concepts and branding for all services
* Maximizing DGSF/BGSF efficiency (building & floor plate)
* Developing floor plates that maximize operational effectiveness
* Developing methods to maximize flexibility
* Potential for increasing use of multi-disciplinary care models
* Design elements to promote overall employee health and wellness
1. **Scope of Services**

The selected Professional Design Firm shall perform the full scope of architectural and engineering services, complying in strict accordance with the attached Owner/Architect Agreement. The scope of services shall include, but not be limited to:

* Preparation of space and functional programs for the new facility as a whole and for each of the services that occupy it; the programs shall be prepared using standard WUSM and BJC formats
* Blocking, Massing, Stacking and Building Concept Development incorporating all project requirements
* Planning, Analyses, Studies and Diagrams
* Engaging St. Onge Company of York, Pennsylvania to develop supply and waste materials movement concepts for this building in coordination with their work for BJC’s Campus Renewal project
* Code Review
* Conceptual design definition in narrative form
* Three design options representing a range of aesthetic expressions
* Complete parking design /circulation for the entire site in accordance with recommendations of the Owner’s most recent traffic study
* Schematic Design
* Design Development
* Presentation of building exterior design concepts to Owner for review and selection
* Building interior and exterior renderings, and a physical model of the building for Owner approval
* Exterior wall mock ups for Owner review of materials and visual characteristics
* Construction Documents
* Finish material/color selections for all “built-in” work; approved finish materials shall comply with infection control standards and be cleanable, durable and repairable
* Coordination of equipment selection and Owner’s equipment
* Coordination of Commissioning Services by an independent Commissioning Consultant retained by the Owner
* Coordination of all telephone and data communications work
* Bid Review and Value Analysis
* Construction Administration
* Use of the Project Management Control System for posting all project documents from project inception to close-out as approved by the Owner; documentation includes plans, specifications, RFIs, shop drawings, CORs, O&Ms, changes, record drawings, etc.

The Owner will engage Washington University Resource Management to select and specify provide furniture and furnishings, and to inventory existing furniture and furnishings to be moved into the new building.

* The Professional Design Firm, along with the selected engineering firms, shall coordinate all furniture, furnishings and equipment with respect to size, location, power requirements, data requirements, plumbing requirements, and heating, ventilation and air conditioning requirements. The Professional Design Firm shall provide furniture, furnishings and equipment drawings with each item labeled and drawn to scale.

The Owner is committed to achieving a minimum of LEED v4 Silver certification on this project. The goal is to reach LEED Gold or LEED Platinum through a focus on sustainable design principles in all aspects of the design and project delivery. Early in the project, the A/E team will review Living Building Challenge and WELL criteria to identify principles and approaches to enhance the project and achieve appropriate goals.

* The level of LEED Certification will be determined during conceptual design.
* The selected Professional Design 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 the Owner’s Project Requirements (OPR), and coordinate and monitor the documentation of the project.
* The selected landscape design firm and MEP engineering firm must also each have a LEED AP on staff to serve as the landscape design and engineering interface facilitators.
* LEED AP’s shall have a minimum level of experience serving as team members on at least three prior LEED projects. Experience with LEED v4 projects is preferred.
* LEED decisions will be made based upon life cycle cost analyses and cost benefit analyses performed by the A/E team.
* Requirements to be included are:
	+ Reduce building energy use by a minimum of 30% compared to ASHRAE 90.1-2010 standard for new construction.
	+ Prioritize LEED v4 material building product disclosure and low emitting materials credits.
	+ Target a 90% construction and demolition waste diversion goal with a minimum of 75% to be diverted from landfills.
	+ Target a minimum of 35% reduction in indoor water use.
* The Owner may elect to have the Professional Design Firm perform the following tasks as they pertain to LEED Certification:
* Principal participant and coordinator for LEED compliance, including documentation and the submission process to GBCI from registration through certification
* Enhanced Commissioning, including monitoring-based commissioning – this would include producing a calibrated energy model by the A/E team and implementation of the measurement and verification of actual energy use data.
* As an option, the Owner may elect to serve as the LEED Project Team Administrator.
1. **Preliminary Project Schedule**

Issue RFP January 30, 2018

Intent to Respond Due February 7, 2018

Proposal Due February 15, 2018

Short List announced March 2, 2018

Interviews Week of March 19, 2018

Notice of Selection March 23, 2018

Design & Construction Documents

 Programming & Program Validation April - June 2018

 Schematic Design/Design Development July - November 2018

 Construction Documents September 2018 - April 2019

Construction

 Core/Shell & Parking Garage January 2019 - February 2020

 Interior Fit-out October 2019 - July 2020

Move in & Occupancy July - September 2020

1. **Site Visits and Questions**

Pre-proposal site visits are required and shall 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.

 Questions about this RFP should be submitted by email to the Owner’s Representative:

Paul Sedovic, Senior Project Manager, Capital Projects

sedovicpaul@wustl.edu

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 respond affirmatively to the Intent to Respond.

1. **Deadline for Submission of Responses**

Firms interested in being considered for this work are requested to submit their proposals by February 15, 2018 at 3:00 p.m. CST. Submit four (4) printed copies plus two (2) electronic copies in PDF format on USB flash drives. The Proposals shall be submitted to Paul Sedovic at the Capital Projects Office of the Washington University School of Medicine. If sending by courier or express mail service, send to 4547 Clayton Avenue, St. Louis, Missouri 63110. If sending by U.S. Mail, send to 660 S. Euclid Avenue C.B. 8034, St. Louis, Missouri 63110.

1. **Proposal Submittal Requirements**

*(Understanding the recipients’ time commitment, please limit your responses to the greatest extent possible while conveying the required information. Your submittal should not exceed 40 pages.)*

* + Particulars of the Firm: Sufficient information regarding the firm must include, but is not limited to:
* Name of the Firm, office locations, names of owner(s)/principal(s), and the principal contact person;
* Current physical and mailing address of the office which will lead the A/E team with telephone and fax numbers and e-mail addresses;
	+ All services that are part of the Professional Design Firm’s structure;
	+ Probable sub-contracted services as outlined in Exhibit A. The Owner has final approval of the selection of all sub-consultants;
* The Owner is committed to the inclusion of *minority- and woman-owned* *business enterprises* (MWBE) on its design and construction projects. As such, the Owner expects its contractors and consultants to achieve meaningful levels of MWBE participation on the projects for which they are selected. The Owner is firmly committed to the development of workforce diversity and strongly encourages the inclusion of women and people of color in meaningful leadership positions on the project team.
* The Professional Design Firm is required to submit an MWBE Utilization Plan with the proposal. The MWBE Utilization Plan shall include the scope of work for each individual MWBE with the actual dollar amounts and percentages.
	+ Organizational chart for the A/E team including sub-consultants;
	+ Names and titles of the proposed Project Principal, Project Manager and Project Architect;
	+ Staffing assignments citing specific work activities to be undertaken;
	+ Work history of the firm and services offered relevant to medical centers and medical office building architectural and interior design, citing projects of similar size and complexity as well as specific experience with Neuro/Ortho centers and projects in academic settings. Include experience with innovative clinic workplace design strategies that consider long term operating and reconfiguration flexibility and costs.
* Present the firm’s three most relevant similar projects, including:
* Year completed
* BGSF total
* DGSF (illustrate how DGSF is calculated)
* Efficiency factor for the entire building (DGSF/BGSF)
* Construction Cost
* General Contractor
* Client name, address and contact person’s telephone number
* Proposed A/E team members who worked on each project
* Building Code Use Group/Occupancy Classification
* Building Code Seismic Design Category
* Submit examples of recent LEED Certified Projects and their rating levels achieved or anticipated;
	+ Present conceptual ideas demonstrating your firm’s understanding of the Project Description and Design Principles included in Sections IV and V of this RFP;
* Outline your 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 adherence to the project budget and schedule;
	+ Comment on the Preliminary Project Schedule included in Section VII of this RFP with respect to the time required to complete each component of the project, the Bid Package breakdown and the time line to occupancy;
* Provide a “high level” construction cost opinion for the project as described in this RFP;
	+ Complete Exhibit A - Proposal/Fee Rider for Architectural/Engineering Services. The Owner reserves the right to alter the scope of services and contract for any combination of components described in the Scope of Services.
* Fees for Basic Services shall fall within the guidelines of Washington University’s attached A/E Design Fee Schedule;
	+ Describe communications, computer, and other specialized capabilities;
	+ 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.
1. **Interviews**

After reviewing each proposal, interviews will be held with selected Professional Design Firms. The interview should be used to clarify the firm’s process for managing the project, to share lessons learned from the firm’s three most relevant similar projects, and to present conceptual ideas for this project. The interview will last forty-five (45) minutes (30 minute presentation/15 minute Q&A). The review committee will consist of representatives from Washington University, the School of Medicine and BJC Healthcare.

1. **Additional Proposal Conditions**
* The Professional Design Firm is not permitted to contact any member or employee of the Owner 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 through the Owner’s Representative for the project as described above.
* It is the responsibility of each proposer to examine the entire RFP, seek clarification in writing, and review its proposal for accuracy before submitting.
* Any submitted proposal shall remain a valid proposal for ninety (90) days after the proposal due date or until the Owner executes a contract, whichever is sooner.
* No proposals will be accepted after the time set for receipt of the proposals. Proposals submitted via facsimile, telegraph or mailgram shall be rejected.
* The Owner reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
* 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.
* The Owner reserves the right to negotiate adjustments in any and all elements of the Professional Design Firm’s submission.
* 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.
* The Owner assumes no responsibility or obligation to the respondents, and will make no payment for any costs associated with the preparation or submission of a proposal.
1. **Attachments**

The following information and materials are included as part of this RFP:

* Standard Form of Agreement Between Owner and Architect
* Exhibit A - Proposal/Fee Rider
* Exhibit B - Insurance Requirements for Consultants
* A/E Design Fee Schedule
* Campus Map
* Site Survey
* Space Needs Summary
* Site Evaluation Study (selected pages)
* Preliminary Geotechnical Investigation Report