

**State Project No. H18-9538-SG  
School of Education / School of Business  
Construction (SEB)**

**Request to Short-listed  
Firms Only**

**Request for  
Proposals and  
Interview**

**to provide**

**Design-Build  
Services**

11 April, 2022

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## **1. Preliminary Considerations**

**1.1. Owner's Design Requirements and Considerations.** This information is incorporated into the RFP as Exhibit C.

**1.2. Technically Superior Proposal** Final selection of the Design-Build firm for this project shall be made using the Technically Superior Proposal method. After the technical proposals, the interview and the price proposal from each Offeror have been evaluated, based on the criteria established in paragraph 2.2.1., the ranking of the short-listed firms will be determined. The price proposal will provide part of the basis for the initial negotiations subsequently conducted with the highest ranked Offeror. If negotiations with the highest ranked Offeror are not successful, the Owner will then invite the second ranked firm to negotiate, and so on. Once the successful firm and the Contract Price are agreed upon and after the protest period is over, the Owner will award a Design/Build services contract.

**1.2.1.** The price proposals are to include the total cost of the project including fees, design, overhead, profit, and construction cost. The price proposal may be conveyed in the form of a stipulated lump sum price. The proposal price may become the Contracted Price, or negotiations may occur that would result in a Contracted Price that is different from the proposed price. Any cost savings between the proposed lump sum price and the Contracted Price will accrue to the Owner. Once a contract is signed, any revisions to the Contract Price are to be based on cost reductions only, unless the Owner modifies the scope of work. Any savings as a result of "value engineering," final design pricing from vendors and subcontractors, etc. will result in a shared savings between the Owner and the Design/Build firm. The percentage of that sharing between the Owner and the Design/Build firm will be negotiated prior to entering a contract.

**1.2.2.** According to South Carolina Code of Laws Section 11-35-1830, the Offeror "shall certify that to the best of his knowledge or belief, the cost or pricing data submitted is accurate, complete and current". Each short-listed firm that submits a price proposal shall, by its submission, acknowledge this requirement.

**1.2.3. CLARIFICATION (NOV 2007):** Pursuant to §Section 11-35-1520(8), the Procurement Officer may elect to communicate with you after opening for the purpose of clarifying either your offer or the requirements of the solicitation. Such communications may be conducted only with Offerors who have submitted an offer which obviously conforms in all material aspects to the solicitation. Clarification of an offer must be documented in writing and included with the offer. Clarifications may not be used to revise an offer or the solicitation. [South Carolina Code of Laws Section 11-35-1520(8); South Carolina Code of Regulations Chapter 19-445.2080.]

**1.2.4. DISCUSSIONS & NEGOTIATIONS (NOV 2007):** Submit your best terms from a cost or price and from a technical standpoint. Your proposal may be evaluated and your offer accepted without any discussions, negotiations, or prior notice. Ordinarily, non-responsive proposals will be rejected outright. Nevertheless, the State may elect to conduct discussions, including the possibility of limited proposal revisions, but only for those proposals reasonably susceptible of being selected for award. If improper revisions are submitted, the State may elect to consider only your unrevised initial proposal. [11-35-1530(6); R.19-445.2095(I)] The State may also elect to conduct negotiations, beginning with the highest ranked Offeror, or seek best and final offers, as provided in Section 11-35-1530(8). If negotiations are conducted, the State may elect to disregard the negotiations and accept your original proposal.

## **2. Written Technical Proposal—Submission Format and Requirements (Response to Request for Proposal or "RFP")**

**2.1. Physical Submittal** The short-listed firms are asked to submit proposals describing their ideas and approach to the present project. The format shall be according to the order listed below.

**2.1.1. Eight (8) paper** copies of the proposal shall be submitted. Each submittal set shall be identical and include a transmittal (cover) letter. The transmittal letter will not count toward the page limit. One digital copy of the presentation should be brought to the interview. Responses should be concise, clear,

and relevant. Submitter's cost incurred in responding to this RFP is submitter's alone. The Owner does not accept liability for any such costs.

**2.1.2. Responses are limited to eighty (80) printed pages (may be fewer) using a minimum of a 10-point font.** Submitted document shall be 8½" x 11" in surface area, not including its binder. If, however, the proposer needs a larger area on several pages to illustrate design ideas, it is acceptable to include larger paper (11" x 17") that is folded into the 8½" x 11" submittal. Pages should be numbered consecutively. A table of contents, with corresponding tabs in the body of the proposal, must be included as well to identify each section. Placing multiple tabs on the same page is perfectly acceptable. If more than one item in the table of contents can be started on a single page, you may do so and place all corresponding tabs on that page. Any affidavits, certifications, or signed statements called for may be included in an appendix and will not count toward the page limit. Responses exceeding the 80 page minimum will not be viewed favorably by the Selection Committee.

**2.1.3. The deadline for submissions to the RFP is June 2, 2022, by 4:00 PM EST.** This is a firm deadline. The Owner is not responsible for the proper or timely delivery of submittals. Failure to meet the deadline for receipt of submittals will result in rejection of the submittal. Submittals received after the deadline will not be considered whether delayed in transit or for any other cause whatsoever. Each firm is solely responsible for the accuracy and completeness of its submittal. Errors and omissions may constitute grounds for rejection.

**2.1.4.** A firm should deliver its technical proposal in a sealed package. The name and address of the firm should appear on the outside of the package, and the package should reference the project; i.e., "RFP for Design/Build Services, School of Education / School of Business Construction, State Project No. H18-9538-SG." **Do not include your price proposal in the submission. (See Section 3.4 – Price Proposal Submission.)**

**2.1.5.** Submit technical proposal only (no price proposal) to the following address:

Mike Richey, Project Manager  
Francis Marion University  
4822 East Palmetto Street  
Florence, SC 29506

**2.1.6.** A pre-proposal conference for the RFP will be conducted on April 22, 2022 at 1:00 PM EST. The pre-proposal will be held in the Stokes Administration Building on the Francis Marion University Campus. As part of the pre-proposal conference, a site visit will be conducted for the short-listed firms. Separate site visits for individual firms will **not** be conducted.

**2.1.7.** Short-listed firms shall only contact the Francis Marion Project Manager listed below to answer questions related to this RFP. All questions must be submitted in writing via e-mail to the following:

Mike Richey, Project Manager  
E-mail: [mrichey@fmarion.edu](mailto:mrichey@fmarion.edu)

All questions should arrive in the project manager's Inbox no later than 4:00 PM EST, April 26, 2022. This is a firm deadline. The questions and the Owner's responses will be emailed to the team point of contact no later than 5:00 PM EST, April 29, 2022. Firms must **not** contact any Selection Committee members prior to the interview and until after a contract is executed.

**2.1.8.** The Owner intends to limit the cost that proposers incur to respond to this solicitation. Therefore, proposers are encouraged to be brief and succinct. By this time on the selection process, the Owner will have firms' qualifications statements. Therefore, firms should devote most of their allotted space in the written proposal, and time in the interview presentation, to their creative ideas and special qualifications pertinent to the present project. Thick volumes of background and general marketing material are not desired. Instead, a firm should highlight its responsiveness to the evaluation criteria and its

understanding of this project's requirements and the Owner's goals. If there are multiple firms proposed as one team, each component firm should describe its own relevant experience.

**2.2. Evaluation of Short-listed Firms.**

**2.2.1. Evaluative Criteria** – The Selection Committee will evaluate the content of the written technical proposal, the interview and the price proposal based upon the criteria listed in the table below. Each major category of criteria is listed in order of importance. The evaluation of each firm will be based upon consideration of the demonstrated qualifications and the capabilities of the proposers. Absent modification by addendum, factors to be considered in the evaluation will be limited to the following:

Major Category	Criteria Summaries
Demonstrated Compliance with the Design Requirements	<ul style="list-style-type: none"> <li>• Design-Builder's interpretation of the supplied conceptual design and programming information, particularly pertaining to:               <ul style="list-style-type: none"> <li>* Project Approach</li> <li>* Management Plan</li> <li>* Building Design Guidelines</li> <li>* Building Design and Function</li> <li>* Design Functionality</li> </ul> </li> </ul>
Price Proposal	<ul style="list-style-type: none"> <li>• The Design/Build firm's price deviation from the design/construction budget of \$22.15 million.</li> <li>• The Design/Build firm's price relative to the scope of work described in the RFP</li> <li>• The Design/Build firm's price for features, accents, improvements beyond the scope described in the RFP</li> </ul>
Offeror Qualifications	<ul style="list-style-type: none"> <li>• Specific experience of the proposed project team on similar projects utilizing the Design/Build project delivery method, including specific details on the predesign, design, preconstruction, and construction phase services provided.</li> <li>• Depth of resources with experience and ability of the Architects/Engineers/Consultants in the professional design role</li> <li>• Depth of resources with experience and ability of the Builder to include: Project Manager, Superintendent, Cost Estimator, Scheduler, Project Executive, etc.</li> </ul>
History of on-time, on-budget, & on-schedule for previous D-B projects	<ul style="list-style-type: none"> <li>• The Design/Build firm's demonstrated ability to have met the project's budget and schedule on previous design-build projects</li> </ul>
Project Schedule	<ul style="list-style-type: none"> <li>• The Design/Build firm's proposed schedule as it relates to the needs of the University.</li> </ul>
Financial Capacity	<ul style="list-style-type: none"> <li>• The Design/Build firm's financial stability</li> </ul>

Proposers must submit evidence of their abilities and provide complete, thorough, and comprehensive responses and information for each of the criteria above, as elaborated below.

**The proposal submittal from short-listed firms should contain responses to the following and in the order shown:**

**2.2.2. Demonstrated Compliance with the Design Requirements**

a. Describe how your firm will address the Owner's design requirements identified in Exhibit C of this document. Identify challenges with achieving the requirements and how you plan to overcome those challenges.

**2.2.3. Project Approach**

a. Will your approach be designer-led team or constructor-led team? What difference does it make?

b. Describe roles and responsibilities in the Design-Build delivery method during the main project phases. Describe your commitment to these.

c. Describe how your firm would assist the Owner in assuring participation by local contractors. Include examples of other projects where you have been successful in meeting similar goals.

d. Provide a Minority Business Utilization Plan that details your firm's efforts for achieving the minimum objectives as set forth in the RFQ. Each Plan should address efforts at outreach to the minority community to make them aware of specific business and work opportunities, including second- and third-tier participation.

e. Describe your process to settle upon a Contract Price.

f. Discuss your ability to get bonding for the project.

**2.2.4. Qualifications and Experience of Proposed Project Team.**

a. Describe your firm's proposed organization for the Design-Build team. Your synopsis should provide an organizational chart showing the lines of responsibility and accountability. Please designate the specific people to fill the following key roles on your team:

- Designer of Record
- Other Project Architects
- Project Engineers
- Superintendent
- Project Manager
- Preconstruction Services Manager
- Project Director
- Cost Estimator
- Project Executive
- Other (please describe, if applicable)

b. Please identify the person who, *from project start to finish*, will be the leader of your project team and the principal point of contact between your firm and the Owner. This person's competence, leadership, and ability to achieve customer satisfaction will be heavily considered in the selection of a Design-Build firm. Provide detailed information on this person's qualifications and the direction, authority, and management tools that you will provide him or her.

**2.2.5. Management Plan**

a. Describe your process for efficiently resolving issues and maintaining project commitments, working collaboratively with the Owners.

- b. Provide your detailed scope management plan for incorporating and protecting approved project components.
- c. Provide your detailed schedule management plan for this project during design and construction. Describe systems and procedures your firm uses to manage the project schedule. Describe alternatives that may be explored to shorten the schedule.
- d. Provide your detailed cost management plan for controlling costs on this project within the stated cost limitation during design and construction. Describe your systems and procedures for controlling costs during design and construction.
- e. Provide your quality assurance plan for this project. Describe your firm's approach for validating compliance with the construction documents. Explain your process for ensuring quality workmanship.
- f. Provide your detailed subcontractor management plan, including contract document compliance procedures, project accounting procedures, and issue resolution.
- g. Provide specific examples demonstrating your ability to communicate to solve complex project issues without compromising your team commitments.
- h. Provide your detailed change management plan for managing cost and schedule exposures within the stated limitations.
- i. Provide your closeout management plan for this project. Describe your systems and procedures for your closeout plan.

#### 2.2.6. References

If your firm has additional references that were not provided in your qualification submittal, provide them now, along with a brief statement about the relevance of each reference. **It is the proposer's responsibility to ensure that they have listed a current contact with a correct phone number.** Include project-specific references and contact information for the following team members:

- Designer of Record
- Project Manager

#### 2.3. Additional Conditions.

**2.3.1.** The Selection Committee intends to interview all short-listed firms. Nevertheless, it is possible, although not anticipated, that the review of a technical proposal from a firm might convince the Selection Committee that a short-listed firm is not appropriate for this project after all. Therefore, the Selection Committee will issue formal invitations to interview, leaving open the possibility that a short-listed firm might not continue in the competition past submittal of its technical proposal.

**2.3.2. WITHDRAWAL OF RFP:** Francis Marion University reserves the right to withdraw this RFP or to reject any and all submittals at any time and cancel the project if, in the sole discretion of the University, continuation is deemed not to be in the best interest of Francis Marion University or the State of South Carolina.

**2.3.3. REJECTION OF SUBMITTALS:** In addition to the Owner's general right to reject all submittals, a submittal may be rejected if the submittal contains false or misleading statements or references that, in the sole judgment of the Selection Committee, do not support an attribute or condition contended by the firm and, in the sole judgment of the Selection Committee, such statements were intended to mislead the Selection Committee in its evaluation of the submittal.

**2.3.4. PROPOSAL ACCEPTANCE:** The Selection Committee's identification of an apparent successful firm does not necessarily mean the Selection Committee accepts all aspects of the firm's submittal or proposal.

**2.3.5. MINOR IRREGULARITIES AND REJECTION OF SUBMITTALS:** The Selection Committee reserves the right, in its sole discretion, to waive minor irregularities and to reject any or all submittals.

**2.3.6. USE OF PROPOSALS:** All submittals, together with any supporting material submitted by the firm, become the property of the Owner and may be retained, destroyed, or otherwise disposed of at the convenience of the Owner. All submittals, if retained by the Owner, become a matter of public record when final negotiations are completed. The submittal received from the selected firm will become part of the agreement reached by the Owners and the firm.

**2.3.7. FOIA REQUEST:** Access to another firm's submittals, after a contract award, is limited to the information that is subject to a FOIA request.

**2.3.8. USE OF IDEAS OR CONCEPTS:** By providing a submittal, each firm agrees that Francis Marion University will have the right to use any or all ideas or concepts presented in any submittal without restriction and without compensation to the firm.

**2.3.9. COSTS TO PREPARE PROPOSALS:** 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 proposals.

**2.3.10. REFERENCES:** The Owner reserves the right to check references of proposed personnel on the project team and to request substitutions if it deems such action in the Owner's best interests. Moreover, the Owner reserves the right to check any reference given by the proposer.

**2.3.11. Confidentiality of Documents:** Upon receipt of a proposal by the Owner, the proposal shall become the property of the Owner without compensation to the proponent for disposition or usage by the Owner at its discretion. Subject to the provisions of the Freedom of Information Act, the details of the proposal documents will remain confidential until final award. Please clearly mark as "confidential" those areas that you consider to be proprietary information.

**2.3.12. Equal Employment Opportunity:** During the performance of this Contract, the Design-Builder agrees as follows: The Design-Builder will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, or physical handicap. Design-Builder must have a history of being non-discriminating and will not discriminate on the basis of race, creed, color, sex, or national origin in any of its employment practices, or procurement practices with respect to the workforce of the firm, or procurement services in connection with this project. An affirmative action plan must be maintained for both work force and procurement practices.

**2.3.13. Francis Marion University embraces diversity in all aspects of its function, including use of minority businesses, vendors, or contractors in construction projects.**

**2.3.14. Non-Collusion:** In submitting its proposal, the proposer affirms that, in connection with its proposal, the proposer has not either directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free and open competition, and that, to the best of its knowledge and belief, the contents of its proposal have not been communicated by the proposer or by any of the proposer's employees or agents to any person who is not an employee or agent of the proposer or of the surety on any bond furnished with the proposal and will not be communicated to any person who is not an employee or agent of the proposer or of said surety prior to the official opening of the proposal, and, to the extent that subcontractors and teaming partners have not participated in any collusive activities as described above.

### **3. Interview & Price Proposal**

**3.1. Proposal Presentation and Interview Format.** The tentatively scheduled date for the interviews is **June 8, 2022**. A random drawing will determine the order. The time allotted to each firm for the presentation and interview will not exceed 65 minutes (40 minutes for presentation and 25 minutes for questions and answers). The format of the firm's presentation during the interview session is at the discretion of the firm, but should focus on what you intend to build for us and how you plan to manage it. Inclusion of floor plans and elevations, etc will help to present a clear understanding of your design. All members of the Selection Committee will be present during the formal interview.



**3.2. Who Should Attend?** Please limit the number of representatives of the Design-Builder team to no more than ten (10) people, but include at least the Design Professional(s), the Design-Builder's Project Manager, and those with whom the Owner will interact regularly. Essential consultants may be appropriate, also.

**3.3. Things to Address at Interview** The intent of the formal interview process is to provide the Selection Committee with an elaboration of the written proposal's information in order to help the Selection Committee make a final selection of the firm that, in the sole discretion of the Selection Committee, best meets the requirements for this project.

**3.4. Price Proposal Submission** Price proposals must be submitted to the Selection Committee by the conclusion of the interview session in a sealed envelope.

**3.4.1.** The price proposals should include the total cost of the project including fees, design, overhead, profit, and construction cost. The proposal shall include a one-page summary, carefully expressing the firm's rationale for its particular expression of prices. The proposal may be conveyed in the form of an estimated stipulated lump sum. The proposal price may become the Contracted Price or negotiations may occur that would result in a Contracted Price that is different than the proposed price. Any cost savings between the proposed lump sum price and the Contracted Price would return to Francis Marion.

Once a contract is signed, any revisions to the Contract Price are to be based on cost reductions only unless the Owner modifies the scope of work. Any savings as a result of "value engineering", final design pricing from vendors and subcontractors, etc. will result in a shared savings between the Owner and the Design/Build firm. The percentage of that sharing between the Owner and the Design/Build firm will be negotiated prior to entering a contract.

**3.4.2.** The price proposal should account for, but not include expenses associated with contracting for Chapter 1 inspections or Chapter 17 testing and inspections. The owner, in conjunction with the design team will determine the Information Technology needs and develop a joint plan. The owner will purchase the server, switches and wireless access points associated with this plan directly. The Design Build Team will install the cabling.

**3.4.3.** A suggested price proposal form is enclosed at Exhibit B.

**3.5. Contract Negotiation.** After the ranking of the short listed firms, the Owners will initiate negotiations with the top-ranked firm to determine the Contract Price based on the proposed or redefined scope. In the event that a satisfactory Contract Price cannot be agreed upon with the highest-ranked firm, the Owners will enter into negotiations in turn with the second-ranked firm and so-on until a mutually agreed-upon contract is established. Once the successful Design-Builder and Contract Price are agreed upon, the Owner will award a Design-Build services contract. Contract documents will be based on the documents/forms in Appendix E.3 Contracts and Clauses for Use on Design-Build Projects of the 2021 version of the Manual for Planning and Execution of State Permanent Improvements. See also Exhibit A – Clauses on the next page.

## **Exhibit A – Clauses**

From the State Manual:

E.3 – Contracts and Clauses for Use on Design-Build Projects

- [Clauses for Use in Design-Build RFP](#)
- [SE-733 - Agreement Between Agency and Design-Builder](#)
- [SE-734 - General Conditions of the Contract Between Agency and Design-Builder](#)

**Exhibit B - Cost Proposal Summary - School of Education / School of Business  
Construction (SEB), H18-9538-SG**

<b>Description</b>	<b>Estimate</b>
1 General Requirements	
2 General Conditions	
3 Concrete	
4 Masonry	
5 Steel	
6 Millwork	
7 Roofing and Waterproofing	
8 Openings – Doors, Frames and Hardware	
9 Finishes - Painting	
10 Specialties	
11 Drywall & Acoustical Ceilings	
12 Furniture	
13 Flooring	
14 Elevators	
15 Signage	
16 Liability Insurance	
17 Window Treatments	
18 Builders Risk Insurance	
19 Payment & Performance Bonds	
20 Subcontractor Bonding	
21 Fire Suppression	
22 Plumbing	
23 HVAC	
24 Landscaping	
25 A/V Equipment & Installation	
26 Electrical	
27 Telecommunication and Data Cabling	
28 Electronic Safety and Security	
29 Building Permit	
30 Paving	
31 Sitework	
32 Landscaping	
33 Preconstruction Contingency	
34 Construction Contingency	
35 GC Fee	
36 Design Fee	
37 Other	
<b>Total Design Build Team Cost</b>	
FMU Allowance - 3rd Party Inspections/Testing	\$ 70,000.00
FMU Allowance - Security Cameras	\$ 60,000.00
FMU Allowance - Peer Reviewer	\$ 30,000.00
FMU Allowance - IT Hardware	\$ 240,000.00
FMU Allowance - Owner’s Contingency	\$ 450,000.00
<b>Total Construction Cost</b>	

## **EXHIBIT C - Owner's Design Requirements and Considerations**

### **I. Owner's Design Requirements and Considerations**

#### **A. Building Design Guidelines**

The proposed School of Education / School of Business Construction Project is to construct an approximately 61,000 square foot building on the Francis Marion University Main Campus for the School of Education and School of Business. It will be a traditional architectural style facility that has a predominately brick veneer and will be a two story building. It will need to complement the Lee Nursing Building and will be across the pond that both buildings face. The building will provide roughly twelve classrooms, three computer labs, five student project rooms, shared spaces, offer centrality of design, symmetry and sufficient faculty and staff space to accommodate the programs.

The Schools of Education and Business currently reside in adjoining buildings constructed in the 1970s. Other disciplines sharing the current building are the departments of English, Modern Language, Philosophy, Political Science, Geography, History, Psychology, and Sociology. This new building will afford the opportunity for both the School of Education and the School of Business to reside in a facility designed for and dedicated to the promotion of their respective disciplines. It will serve as a focal point for the attraction of new students to the programs through enhanced learning environments and allow for additional capacity for the other programs in the vacated facilities. Both schools offer accredited programs at the graduate and undergraduate level and have each made significant contributions to the economic and educational quality of the region and state.

When users enter the building, we want their breaths taken away by the sheer magnitude of the architectural experience they see. We desire a water feature either inside or outside the building that sets the mood when entering as a very calming and soothing atmosphere.

**Construction Schedule:** The University plans to occupy the building and begin instruction for the Fall Semester of 2024. Therefore, completion and a Certificate of Occupancy needs to be achieved by July 2024 with a desire to complete the project by January 2024 if feasible.

It is expected that this building will comply with all applicable building codes as described to the 2021 Manual for Planning and Execution of State Permanent Improvements – Part II and Francis Marion University guidelines, policies and requirements. The following links are provided for your use in achieving this requirement:

\* 2021 Manual for Planning and Execution of State Permanent Improvements – Part II

<https://procurement.sc.gov/manual>

2. This project must be designed, constructed and certified to achieve at least a LEED Silver certification from the US Green Building Council or at least two-globes certification using the Green Building Initiative's Green Globe rating system.

3. **This is a turn-key project.** With the exception of the items listed as owner expenses in Exhibit E, ALL COSTS and FEES associated with the design and construction of the building are to be paid for by the contractor and should fall within the total project budget.

## **B. Building Design and Function**

1. Exhibit D is a General Location Map/site plan of the area available for construction. As part of your proposal, please describe how you intend to use the space for laydown, access, traffic flow, etc.

2. It is envisioned that this facility will be a state of the art building that will provide students and faculty with flexible learning spaces that are supported by the most advanced education technology, laboratories and classrooms. Spaces should be bright and airy to encourage team-based learning. All HVAC related functions shall be designed and installed in such a way as to be monitored, scheduled, and controlled by the use of Johnson Controls Metasys System. Security cameras and alarm systems will be key features. Installation of all low-voltage for items such as the security cameras, internet, phone and their associated junction boxes, conduit, wire, etc. should be included in the proposed price.

**C. Expected Occupancy.** The total student population for both programs is currently 1031 students. There will be roughly 63 professors and associated staff requiring office space.

**D. See Exhibit F for the Programmed Spaces to be included in your design.**

**E. Fire Suppression.** Will be in accordance with NFP 13 and 14 and will be an automatic wet pipe system. Schedule 40 sprinkler piping.

**F. Information Technology.** Classrooms will need to have technology such as ScreenBeam in order to project images from computers onto monitors along the walls. Additionally it is expected that most classrooms will also have the capability to provide for virtual classrooms. FMU will purchase the hardware for servers, access points, phones, security cameras and computers. The Contractor will be responsible for installing the necessary cabling and power.

**G. Some IT considerations.** In each office and work space, plan for a minimum of three CAT 6 drops. Plan for 20% of those spaces to have more. Some classrooms will need cable to each student space. See Exhibit F for some clarification. Also see above for the need for coordination meetings.

**H. Peer Reviewer and Coordination Meetings.** We will need several design coordination meetings early and throughout the process. Coordination meetings to include, but not limited to, Information Technology, Audio/Visual, Security and Finishes and Furniture concepts are some of the required meetings to have before finalizing design. A peer reviewer (architect) will attend these meetings on behalf of the university and will also review plans a minimum of twice, schematic and Design Development just prior to Construction Drawings. The peer reviewer will visit the construction site and provide reports to the University a few times.

**I. Water Feature.** Inside or outside the building to help set the mood when entering for one that is calming and soothing.

**J. Roofing.** Answer the following questions in your written proposal:

1. Identify the type of new roof proposed and how and why the roofing material was selected. Detail the roofing choices considered, why the chosen roof system was selected, and why the other options are not recommended. Consider and provided recommendation regarding all major roofing types, including but not limited to:
  - a. Built-Up Roofing (BUR) Membrane
  - b. Metal Roofing
  - c. Modified Bitumen Roofing
  - d. Thermoset (EPDM) Roof Membrane
  - e. Thermoplastic Roofing Membrane (PVC & TPO)
  - f. Garden "Green" Roofing System

- g. Spray Polyurethane Foam (SPF)
  - h. Shingle Roofing
2. Explain what factors will ensure the roof system will not prematurely fail.
  3. Specify the lengths and types of warranties to be provided on the new roofing system. FMU requires the roof be warrantied for no less than 20 years, both for materials and workmanship.
  4. Explain how roof inspections and preventive maintenance are performed to ensure compliance with warranty terms. Include the frequency and scope of inspections and preventive maintenance.
  5. Specify approved manufacturers for the roofing assembly whose history, experience, and reputation indicate that those manufacturers or any successors in interest are likely to maintain their existence and abilities to perform under the warranty for its duration

**K. Audio/Visual.** ScreenBeam, or equivalent, needs to be in each classroom. Use of big screen Monitors and White Boards for classrooms. Ability to have virtual classrooms is required.

**L. Plumbing.** Need hidden from view yet relatively easy accessible shut off valves for each floor, each restroom, each sink, etc. Rule of thumb is if in doubt, provide a valve to isolate it.

**M. Lighting.** Each space needs an on/off switch. Having sensors is fine for green globes, etc, but an on/off switch is required too.

**N. Toilet Partitions.** Partitions to be made of High density polyethylene (HDPE) panel material that are easily cleaned without damaging the surface. Door, Panel, Screen, and Pilaster Construction: High density polyethylene (HDPE) panel material, waterproof, non-absorbent, and graffiti-resistant textured surface. Provide minimum 1-inch- thick doors and pilasters with all edges rounded to a radius.

**O. Other.** Mechanical/Electrical rooms should be located away from teaching spaces as much as is practical. They should be adequately sized for the equipment that will be installed in them as well as providing adequate room for servicing this equipment. The layout and placement of the equipment should be well-thought out allowing for the total replacement of equipment should the need arise. These rooms should accommodate as a minimum the electrical distribution panels, lighting control panels, fire alarm panel, space to terminate fiber optic cable for audio and video purposes, sound system equipment, HVAC related equipment, water meter, pressure regulator and backflow preventer, fire sprinkler system piping riser, and associated valves. The walls encasing these rooms should be well insulated. There shall be plywood mounted to the wall for securing AV and fiber optic related equipment. Lighting of these rooms should be accomplished using T-5 fluorescent fixtures. Data closets will need to be conditioned spaces to keep the equipment cooled.

**EXHIBIT D – General Location Map/Site Plan**

\* Area outlined in Red is the project location



**EXHIBIT E – Allowances**

**Allowances to be paid by the owner and deducted from the total project cost:**

The following allowances should be itemized and included in your proposed price:

FMU Allowance - 3rd Party Inspections/Testing	\$70,000.00
FMU Allowance - Security Cameras	\$60,000.00
FMU Allowance - Peer Reviewer	\$30,000.00
FMU Allowance - IT Hardware/Phones/Computers	\$240,000.00
FMU Allowance - Contingency	\$450,000.00



**EXHIBIT F – Program Considerations**

<b>School of Education / School of Business - Program</b>							
<b>Requirement</b>	<b>Ed</b>	<b>Bus</b>	<b>Shared</b>	<b>Total</b>	<b>Size</b>	<b>SF</b>	<b>NET</b>
Projected total students	488	543		1031			
<b>Faculty Offices</b>							
Program Director	1	1		2	20X20	400	800
Faculty	25	30		55	12X12	144	7920
Administrative	3	2		5	10X12	120	600
Reception		1		1	10X10	100	100
<b>Other Office Space</b>							
Adjunct Faculty	5	8		13	8X8	64	832
Transient Space	1	4		5	8X8	64	320
Mail/Work Room	1	1		2	10X15	150	300
Conference Room	1	1	1	3	25X45	1125	3375
<b>Labs/Centers</b>							
Computer (30)	1	2		3	30X35	1050	3150
Computer Science Specific		1		1	30X35	1050	1050
Project Room Storage		1		1	12X12	144	144
Center for TCOP	1			1	30X60	1800	1800
Center for Teacher Retention	1			1	30X60	1800	1800
<b>Instructional Spaces</b>							
Auditorium Style Seating (100)			1	1	40X75	3000	3000
Classroom (40)	3	3		6	32X32	1024	6144
Classroom (40)(wired)		2		2	32X32	1024	2048
Tiered Classroom (40)		3		3	32X32	1024	3072
Montessori Model (30)	1			1	30X30	900	900
Elementary Model (30)	1			1	30X30	900	900
Classroom (16)	4	2		6	16X25	400	2400
Student Room (12)	2	3		5	15X20	300	1500
<b>Lounges</b>							
Faculty/Staff	1	1		2	20X20	400	800
Student			1	1	20X40	800	800
Teaching Fellows	1			1	20X20	400	400
<b>Other Spaces</b>							
Sound Recording Room			1	1	10X10	100	100
Custodial	1	1		2	8X8	64	128
Storage	2	2	2	6	15X15	225	1350
<b>Technology</b>							
Screen Beam	✓	✓					
Virtual Learning	✓	✓					
							45,733
Restrooms/Corridors/Elevators/Stairs/Mechanical/Custodian - + 30%							13,720
Estimated Total SF							59,453