



Trinity

Request for Proposals

for Architectural Services

or Design/Build Services

for creation of the

Trinity Academic Center

May 6, 2013

Reply to:

**Trinity Washington University
Mr. Michael Malewicki
Vice President for Administration
125 Michigan Avenue, NE
Washington, D.C. 20017**

Schedule

RFP Distribution:	May 6, 2013
Site Visits:	May 13-31
Proposal Submission Deadline:	June 7
Interviews:	June 18-19, 2013
Notification of Selection:	July 2, 2013

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Request for Proposals for the **Trinity Academic Center**

Trinity Washington University (“Trinity”), a comprehensive university in the nation’s capital, requests proposals from qualified firms experienced in architecture, planning and urban design to provide services in connection with Trinity’s development of a new academic center. This RFP invites proposals presented in two distinct ways:

- Proposals for traditional architectural services
- Proposals for design/build services

Firms may submit proposals responsive to one or both requests --- that is, as independent architects and as part of a design/build team.

Trinity’s goal in this process is to identify the strongest possible team of professionals to provide an excellent design and to deliver excellent construction services in the most cost effective manner while delivering a high quality new academic center for Trinity.

Documents cited in this RFP are available on Trinity’s website at <http://www.trinitydc.edu/president/trinity-academic-center-information-for-project-planners/>

The documents available on the website include the 2007 Campus Master Plan and Zoning Order, 2008 Historic Buildings Report, and relevant excerpts from the 2010 concept design.

As set forth below, the size of this project has changed since the concept design because of financial considerations.

A. Project Description

The Trinity Academic Center will provide approximately 75-80,000 square feet of new science laboratories, health professions laboratories, classrooms of varying sizes, faculty offices, student lounges and common spaces that are “state of the art” for collegiate academic purposes. The total construction cost of this project cannot exceed \$35,000,000. The new academic center will be situated along the Franklin Street side of Trinity’s campus (see the [site plan](#)), beside the current library and facing Main Hall.

The architectural firm Einhorn Yaffee Prescott (EYP) prepared a concept design to Trinity’s specifications for the concept, including a [space utilization study](#) that formed the basis for space allocation in the concept design. The concept design included a principal integrated academic building with 6 science laboratories with prep spaces, 5 health professions laboratories with prep spaces, 24 classrooms of varying sizes, 22 faculty offices. A second phase of the concept design anticipated demolition of the current science building and the addition of a major auditorium. The concept design provides 118,000 gross sq. feet in two phases (classroom and lab building, auditorium wing) at a cost of \$55 million.

Trinity's financial parameters have changed since the concept design work, hence, the original scope of the concept design is no longer feasible. Trinity currently believes that the large auditorium component of the concept design is not sustainable. However, Trinity does continue to need laboratories and classrooms of approximately the same size and scope of the concept design, with adjustments as necessary for financial feasibility.

Trinity believes that the [space utilization study](#) completed for the concept design is largely still valid, but the assumptions will require verification for changes that have occurred since 2010.

Parameters for this project include:

1. Cost: the cost of the project may not exceed \$40 million in total, including soft costs.
2. Location: the project site is along the Franklin Street side of Trinity's camps, south of the present library, facing Main Hall.
3. Size: design considerations will determine the exact size and number of labs, classrooms, offices and common spaces.
4. Parking and traffic: the design must replace and augment current surface parking spaces, and will also provide a new campus entrance at the corner of Lincoln Road and Franklin Street.
5. Site work and landscaping: since the project faces Main Hall and impacts the front view of the campus, this part of the project has heightened importance.
5. Other considerations:
 - (a) this project anticipates demolition of Trinity's current Science Building;
 - (b) the project does not replace the current library at this time, but should give due consideration to a future redevelopment of the current library site.

B. Statement of Need

Trinity is a 115 year-old comprehensive university (historically known as Trinity College) in northeast Washington, D.C. Founded as a college for women and operated as such for 80 years, Trinity today is a remarkably different institution in size and scope from the small single-gender college that shaped the first century of campus architecture. While maintaining the women's college still as the primary undergraduate daytime program, Trinity also has three coeducational units that enroll women and men in a broad range of academic programs at night and on the weekends.

Trinity's current student population of 2,600 students in all programs fits into campus buildings designed for a much smaller, predominantly residential, female population of traditional-aged students. New academic programs like Nursing, Occupational Therapy, Criminal Justice, Forensic Science and Media Studies all challenge the old space to adapt to new configurations.

Academic technologies and changing pedagogies in all programs require more flexible, more functional space than the current academic facilities afford.

Enrollment growth is but one of several factors driving Trinity's need for facilities development. The size of the faculty and staff is growing to keep pace with enrollment. Additionally, Trinity is host to numerous conferences throughout the year, bringing several thousand visitors into the academic buildings alongside the regular academic programs. As well, the Trinity Center for Women and Girls in Sports, opened in 2003, now brings more than 30,000 visitors to campus annually to participate in sports and fitness programming and other events in the arena and throughout the athletic venues. The new Trinity Academic Center is necessary to accommodate this growth as well as the substantial changes that have occurred in academic programs and technologies.

Key Strategic Issues: these key strategic issues have influenced Trinity's decisions about the location, size and scope of the new academic center:

1) Enrollment Growth and Strategic Goals

Trinity's current strategic plan calls for the university to continue to grow to at least 3,000 students by 2017, with a likely new target of 3,500 by 2020. Much of this growth is likely to occur in adult and professional programs in the evenings and on weekends. The current projections by academic unit are:

Trinity Strategic Growth Forecast			
	Fall 2012	By 2017	By 2020
College of Arts and Sciences (CAS)	1038	1100	1200
School of Nursing and Health Professions (NHP)	248	550	600
*School of Professional Studies (SPS)	862	900	1200
School of Education (EDU)	434	450	500
TOTAL	2582	3000	3500

- Note: totals do not include another 82 SPS students at THEARC in southeast DC; for building planning purposes these students are outside of the total enrollment for the main campus

With growth in the student population, the faculty and staff also grow. Trinity currently employs about 300 full-time employees and more than 300 part-time employees as adjuncts and instructors. As Trinity's population has grown, the vast majority of students are commuters who drive or take public transportation to the campus. Parking is a major issue as well as campus convenience and navigability. Additionally, the campus population is older, includes numerous students with a range of disabilities, and includes about 10% male students and about 30% male in the faculty/staff population.

Enrollment growth drives these issues for the new academic center:

- Accommodation of a wide range of ages, abilities and support needs in all academic spaces;

- Accessibility to the campus and buildings, parking and traffic;
- Flexible uses of space for regular classes, special meetings and conferences.

2) Changes in Academic Programs and Pedagogies

New academic programs, particularly in Nursing and the Health Professions, have increased demand for science laboratories as well as labs for the health disciplines. New programs in Forensic Science, Criminal Justice, Media Studies and Clinical Counseling are likely to have new space requirements for simulation and clinical practice. Sciences and Behavioral Sciences also engage in more undergraduate research than previously. Moreover, technology has driven changes in pedagogy in virtually every discipline. The need for flexible classrooms and pervasive technology that can adapt to the continuing climate for innovation is a top priority, including:

- Several large lecture hall spaces with flexible banked seating to accommodate both small group work as well as large presentations;
- More private spaces for small meetings of students and faculty that could also work as seminar rooms;
- More flexibly equipped regular classrooms seating 30-40 students with movable furniture;
- More flexible science laboratories with versatile infrastructure to permit growth and change as science pedagogy evolves.

3) Condition of Trinity's Current Academic Buildings

Trinity's campus includes eight major buildings, seven of which are 50 years of age or older, including all of the academic buildings. These buildings, while still functional, are inadequate to meet the current and anticipated new needs of enrollment, technology and changing programmatic demands. The academic buildings currently include:

Main Hall	225,000 square feet	Constructed 1898-1910
Science Building	42,060 square feet	Constructed 1940-1941
Library	39,000 square feet	Constructed 1962-1963

Main Hall is also the principal administrative building of the campus, and includes a small residence hall and convent for the Sisters of Notre Dame. The building includes 19 classrooms, none of which can hold more than 30 students, most are much smaller. The classrooms do not have much flexibility, but technology is available throughout and wifi access is also pervasive. Recent upgrades to Main Hall include a new elevator and new restrooms. Long-term

renovation needs include HVAC, electrical, plumbing, accessibility and life safety improvements. Classroom space will continue in Main Hall, but the addition of the academic center provides opportunities to repurpose some of Main's academic space for conference rooms or other uses.

The Science Building includes laboratories for biology, biochemistry, chemistry and physics, and some classroom and office space. No substantial renovation has occurred in this building since it was opened in 1941. The concept design process in 2010 identified this building for demolition.

The Library houses approximately 200,000 volumes. The building is a candidate for replacement but not in the immediate years. While the library is not part of the current academic center project, the concept design did assess the library space utilization and included a placeholder for future library re-development.

C. Scope of Services

Trinity invites proposals from independent architects, and from design/build teams. To ensure clarity in the proposals, Trinity offers two specific scope of services statements below, one for architects submitting independently, and one for design/build proposals:

1. Scope of Services: Architect Proposals

- a) Develop a thorough understanding of the master plan, operational objectives, compliance with codes/legal requirements, performance criteria, and associated site and utility constraints, and manage the preparation of full-scope plans and specifications.
- b) Manage a multi-disciplinary integrated design team including architects, structural, mechanical, electrical, and civil engineers, contractors and/or construction managers, key sub-contractors, commissioning agents, energy consultants, and local utilities.
- c) A phased design approach, including a pre-design phase, site analysis phase, schematic design phase, design development phase, construction documents phase, and construction administration phase, each including at a minimum the components specified in Appendix 1.
- d) Overall project administration and management services, including the coordination and document review of various disciplines, consulting during the agency review/approval processes, coordination of owner-supplied data, schedule development, preliminary cost estimate development and periodic presentations to Trinity.
- e) Participate in the selection of a general contractor or construction manager and primary subcontractors.

- f) Lead integrated design charrettes engaging faculty and staff as necessary to test the design components within the Trinity campus community, and participate in design presentations to the neighborhood interest groups and the D.C. Zoning Commission.
- g) Conduct energy modeling, simulations, target-setting, and benchmarking, and assess life-cycle costs of building systems; employ strategies that maximize efficiency and comfort while achieving goals for sustainability and cost-effectiveness, including addressing green building considerations for regulatory compliance;
- h) Participate in and consult on decisions about alternate materials and systems as part of the value engineering process.
- i) Provide construction administration services, and develop a commissioning plan.
- j) Develop a schedule for all services requested.

2. Scope of Services: Design/Build Proposals

- a) Develop a thorough understanding of the master plan, operational objectives, compliance with codes/legal requirements, performance criteria, and associated site and utility constraints, and manage the preparation of full-scope plans and specifications.
- b) Preconstruction services: review and development of project schedule and budgets.
- c) Manage a multi-disciplinary integrated design and construction team including architects, structural, mechanical, electrical, and civil engineers, contractors and/or construction managers, key sub-contractors, commissioning agents, energy consultants, and local utilities.
- d) A phased design approach, including a pre-design phase, site analysis phase, schematic design phase, design development phase, construction documents phase, and construction administration phase, each including at a minimum the components specified in Appendix 1.
- e) Overall project administration and management services, including the coordination and document review of various disciplines, consulting during the agency review/approval processes, coordination of owner-supplied data, schedule development, preliminary cost estimate development and periodic presentations to Trinity.
- f) Subcontractor bid and selection, and subcontractor construction management.
- g) Project financial tracking management, and management of project contingency funds.

- h) Management of project contingency funds
- i) Conduct integrated design charrettes engaging faculty and staff as necessary to test the design components within the Trinity campus community, and participate in design presentations to the neighborhood interest groups and the D.C. Zoning Commission.
- j) Conduct energy modeling, simulations, target-setting, and benchmarking, and assess life-cycle costs of building systems; employ strategies that maximize efficiency and comfort while achieving goals for sustainability and cost-effectiveness, including addressing green building considerations for regulatory compliance;
- k) Participate in and consult on decisions about alternate materials and systems as part of the value engineering process.
- l) Construction schedule development and management.
- m) Project communications management and weekly project meetings and reporting.
- n) Change order management, investigation and submission reporting
- o) Commissioning plan.
- p) Punchlist and closeout documentation.

D. RFP Timeline

RFP Distribution:	May 6, 2013
Site Visits:	May 13-31, 2013
Proposal Submission Deadline:	June 7, 2013
Interviews:	June 18-19, 2013
Notification of Selection:	July 2, 2013

Trinity reserves the right to change the schedule and will notify accordingly, and reserves the right not to consider proposals received after the specified date.

E. Site Visit

Trinity will provide opportunities for interested bidders to visit the campus review the site and discuss the parameters of the project.

F. Proposal Format

Proposals should address, at a minimum, the areas outlined in the Purpose and Scope of Services section. It will be the respondent's responsibility to indicate how each of these tasks will be undertaken and the specific elements that will be addressed to accomplish those tasks, based on the fee proposal submitted by the respondent.

Trinity recommends this outline for the proposals:

1. **Executive Summary:** a brief overall description of the company, the project team, and the approach to the Trinity project.
2. **Approach to the Project:** a description of the overall approach to understanding Trinity's project, creating the building design, executing the tasks listed in the scope of services with a specific section addressing the items in the scope and how the team will accomplish them. Include as well a statement that indicates understanding of the local conditions for this kind of a project in the District of Columbia, associated issues with zoning and permits, and any related regulatory issues including green building considerations.
3. **Methodology:** Related to the overall approach description in #2 above, where relevant for the design/build proposals or architects' proposals that involve these elements, provide specific examples of the methodology of the firm or team for the project control requirements of the scope of services, including but not limited to:
 - a. *Subcontractor bid and selection process:* describe the process for overall scope definition and creation of bid packages, contractor prequalification and owner approval of bid list, bid solicitation and management of questions, response evaluation and recommendation to owner, subcontractor contractual process;
 - b. *Project financial tracking and management:* describe and provide examples of the process and mechanisms the firm has in place to manage project construction budgets, including schedules of value, payment applications, retainage and monthly invoicing, budget versus actual reports, budget jeopardy notices, and project financial closeout documentation;
 - c. *Management of project contingency funds:* describe the firm's mechanisms to manage the contingency funds including owner approval and documentation of requirements to use the contingency;
 - d. *Construction schedule development and tracking:* describe the methodology used to create the project schedule, with special focus on scheduling for design, permits, procurement and commissioning, and provide a sample schedule;
 - e. *Weekly progress reports:* Describe the weekly progress report mechanism and provide sample documents;

- f. *Change order management:* Describe the mechanism for defining, pricing and tracking approvals for change orders, how the owner is notified and informed of potential change order impacts; provide examples from two previous projects of the number of change orders processed and the value of those change orders in relation to the overall construction budget;
 - g. *Commissioning planning and execution:* describe the method for commissioning the building and provide sample documents;
 - h. *Punchlist and closeout documentation:* describe the process and provide sample documentation.
4. **Qualifications of the Firm, or the Design/Build Team:** in this section please include a complete description of the firms involved, the team members and their qualifications, sub-consultants employed by the principals, the relationships among the team members, and including:
 - a. Descriptions of at least three similar projects, preferably at similarly sized academic institutions, and in the case of design/build, examples of projects where this specific team has worked together previously;
 - b. Discussion of the current major projects of the firms and members of the team, and assessment of how this current workload relates to the ability of the firm or team to devote top-level professional time and effort to Trinity's project;
 - c. Experience of the firm and the team with District of Columbia projects including participation in projects before the D.C. Zoning Commission and engagement with green building design and construction requirements in D.C.
5. **Timetable:** A timeline with milestones and key deliverables
6. **Fees:** A completed fee proposal, in the format located in Appendix 2;
7. **Due Diligence:** Trinity also requests for each firm involved on this project:
 - a. For each firm involved, a statement of financial condition including liabilities, with the name of the certifier or auditor clearly indicated, and an indication of applicable insurance coverages;
 - b. A statement of whether the respondent or any of its principals are the subject of any bankruptcy or insolvency proceedings, legal actions or investigations, and a statement of any indictments or convictions of the respondent or its principals;
 - c. Identification of any potential conflicts of interest among the firms involved in this project, or in the firms' potential relationship to Trinity;

- d. Identification of any other issues that could affect the firm's or team's ability to execute this project successfully;
 - e. List all jurisdictions in which the firms involved are registered and licensed;
8. **References:** Provide a list of current similar clients and indicate at least three individuals, with names and contact information, whom Trinity may contact in the referencing process.

G. Selection Criteria

Trinity will review and evaluate proposals based on the following criteria:

- Qualifications of the firm and the personnel to be assigned to this project;
- Demonstration of overall project understanding and insights into local conditions and potential issues;
- Depth of experience in higher education specifically with the new construction of campus academic/science facilities of high quality with strong client satisfaction;
- Experience developing integrated academic buildings for colleges and universities of similar size and capacity;
- Quality and effectiveness of communications with Trinity and among members of the project team, and demonstrated compatibility among the team professional groups;
- Experience providing effective design, management (including changes in the field), and monitoring services on past projects;
- Ability to complete projects within budget and according to schedule;
- Competitive pricing;
- Proven track record of controlling costs on similar projects;
- Ability to comply with all regulatory and insurance requirements, and fulfillment of all due diligence inquiries to Trinity's satisfaction;
- Quality and clarity of the proposal and creativity/thoroughness in addressing the scope of work; and
- Submission of a complete proposal with all elements required by the RFP.

H. Contract

Trinity will provide a sample of the standard contract to finalists prior to the presentation phase of this process.

I. Submission Process

Firms interested in this project should submit 5 copies of their proposal in hard copy to:

Trinity Washington University
Mr. Michael Malewicki
Vice President for Administration
125 Michigan Avenue, NE
Washington, D.C. 20017

Additionally, Trinity requests that the proposals also be sent electronically to:

Barbara Lettiere, CFO lettierb@trinitydc.edu

Patricia McGuire, President president@trinitydc.edu

Michael Malewicki, VP malewickim@trinitydc.edu

Questions about the project should be emailed to Michael Malewicki. No calls please.

All proposals must be received no later than June 7, 2013. Proposals and/or modifications received after this time will not be accepted or reviewed. No facsimile-produced proposals will be accepted.

All proposals upon submission become the property of Trinity. The expense of preparing and submitting a proposal is the sole responsibility of the consultant.

Trinity reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the Trinity (which shall be determined in its sole discretion).

This solicitation in no way obligates Trinity to award a contract.

Appendix 1

Basic Services Components

Pre-Design Services

- Programming
- Space Schematics/Flow Diagrams
- Existing Facilities Surveys

Site Development Services

- Participate in Site Development Planning
- Assist in On-Site Utility Studies
- Participate in Environmental Studies and Reports
- Egress and Zoning Analysis
- Participate in Geotechnical Engineering
- Site Surveying assistance
- Applications and filing for permits, approvals, etc.

Design Services

- Architectural Design/Documentation
- Schematic Design Phase
- Design Development Phase
- Construction Contract Documents Phase
- Include design services for structural design, foundations, building decks and roof, slab openings, stairs and structural reinforcing for mechanical equipment
- Include design services for interior needs such as generators, supplemental HVAC equipment, partitions, shelving units, etc.
- Include design services for fire protection systems, including cost and reliability reviews and code compliance
- Compliance with D.C. requirements for sustainability
- Compliance with requirements of the Americans with Disabilities Act.
- Include design services for electrical systems, including underground feeds, switchgear, generator, transfer switches, transformers, piping, boxed and cabling
- Include design services for cooling and heating systems, including cost and reliability reviews and code compliance
- Coordinate and Lead other Client Consultants such as MEP, Structural, Lighting, Acoustic, AV and other Specialty Consultants

Contract Administration Services

- Bidding Materials
- Addenda
- Analysis and response to Alternates/Substitutions/RFIs
- Review submittals and shop drawings
- Observation Services
- Project Representation – participation in pre-construction and bi-weekly progress meetings and issuing minutes

- Testing and Inspection Administration
- Review contractor applications for payment
- Review Quotation Requests/Change Orders
- Observe the work of the contractor to verify installation is performed as required by contract, both in method and quality.
- FF&E Installation Administration, including needs criteria, specification, bidding and D&I coordination
- Participate in Interpretations and Decisions
- Project Closeout documents and as-builts based upon red-lines provided by the contractor
- Maintenance and Operational Programming
- Start-Up Assistance
- Record Drawing
- Warranty Review

Post Contract Evaluation

Appendix 2: Fee Proposals

All bidders should provide a detailed fee proposal that indicates with as much specificity as possible the costs and fees entailed for each phase of work, as well as the lump sums. Please use the attached template, in whole or in part as may be appropriate, to provide the detailed explanation of the fees. Please add components for any items that may not appear on the attached.

(Note: the [fee proposal template](#) is available as a spreadsheet on the website)

Trinity Academic Center Fee Proposal Template	
<u>Line Item Description</u>	<u>Cost</u>
Direct Construction	
General Contract	
VAC Contract	
Plumbing Contract	
Electrical Contract	
Specialty Contracts (AV, Elevator, Sprinklers, etc.)	
General Site Work	
Electrical Site Work	
Mechanical Site Work	
Temporary Heat & Electric Allowance	
Inflation (3%/yr, non-compounding, 1 yr. max.)	
General Conditions ,OH, Liab Insur, Permits	
Building Permits not in GC's	
Bonding and Subguard Insurance	
CM Pre-Construction Fee 33% HSC+ 100% IMC	
CM Construction Fee (3%)	
Developer Fee	
Total Direct Construction	\$ -
Design Contingency 15% to 10% to 5%	
Contractor Construction Phase Reserve	
Owner Contingency	
Escalation Contingency	
Total Contingencies	\$ -
Building/Site Support	
Electrical Power	
Other Infrastructure	
Telephone Switchgear (campus, not in bldg)	
Kitchen Equip by CM	
Furniture, Fixtures, & Equipment by Owner	
Lead Based Paint Abatement	
Asbestos Abatement	
Water & Sewer Cap Fees	
Water & Sewer Hookup Fees	
Total Building/Site Support	\$ -

Design Fees		
	Schematic Design	
	Preliminary Design Development	
	Pre-Final Design Documents	
	Final Design Documents	
	Bid and Award	
	Construction Administration	
	Warranty Inspection	
	Specialized Consultant's Fees (recreation, food svc.)	
	Reimbursable Expenses	
	Land development/Civil Engineering	
	Changes in Design Scope	
	FFE Specification	
	Surveying	
	OH (%) & Profit (%) on additional Svcs.	
	Lump Sum All-inclusive Fee	
Total Design Fees		\$ -
Additional Professional Services		
	Independent MEP System Commissioning	
	Independent Construction Testing /Inspections	
	Independent Estimating Service	
	Legal Review Services (Contract only)	
	A/E Review &/or Redesign of Kitch, POD, Lobby & Fitness	
Total Additional Professional Services		\$ -
Miscellaneous		
	Geo-Tech test boring &/or Owner surveying	
	Traffic & Sewage Consultants	
	Other Consultants (sports plan, etc)	
	Telephone System in facility by Owner	
	Wireless Data System by Owner	
	Special Presentation materials by Owner	
	Campus signage	
	Relocation and Owner Storage	
	Permits and Fees for LDP only	
	Owner Insurances & Miscellaneous	
	Physical Plant Support Costs	
	Donor Engraved Signage, Plaques, etc	
Total Miscellaneous Expenses		\$ -
TOTAL PROJECT COST		\$ -