

Carleton College

Request for Proposals For Design Services

Project:

Science Building Addition and Renovation

June 16, 2014

**Carleton College
One North College Street
Northfield, Minnesota 55057**

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1.0 Project Introduction

1.1 Introduction

Carleton College is seeking proposals for full design services for a new science building addition and renovation of existing science spaces. The design firm will report to the owner in a construction manager project delivery process. Contractor involvement will occur throughout design phases.

1.2 Background

Carleton College is a private, liberal arts college with approximately 1,900 students. The Carleton campus is located 45 minutes south of Minneapolis, Minnesota, in the City of Northfield. The campus includes 1,040 acres of central campus, arboretum, and athletic fields.

Incorporated in 1865, Carleton College strives to provide a liberal arts education of the highest quality. The goal of such an education is to liberate individuals from the constraints imposed by ignorance or complacency and prepare them broadly to lead rewarding, creative, and valuable lives. The College is consistently ranked as one of the ten best liberal arts colleges in the United States.

Carleton science programs are generally thought of to reside in three buildings; Olin Hall constructed in 1961 and home to Physics and Psychology, Mudd Hall for Chemistry and Geology constructed in 1975, and Hulings Hall housing the Biology department constructed in 1995. Mathematics and Computer Science departments are located in the Center for Mathematics and Computing Building which was built in 2000. While this facility is performing well, both departments have grown causing a shortage in space.

The College seeks modern, interactive teaching space, space for undergraduate and faculty research, and appropriate faculty offices and infrastructure (e.g., storage and utilities) for the sciences. The overarching goal, consistent with our recent curricular innovations, must be the development of shared spaces that explicit drive forward interdisciplinary and cross-departmental teaching and research.

1.3 Project Objectives

Plans for new and renovated science facilities should be judged against their ability to help us achieve the following educational goals:

- Support integrated science education. Students, faculty, and staff should experience the connections between scientific disciplines and the connections between science, other academic fields, and “real life” outside of the classroom.

- Support student-faculty research. Facilities should increase our ability to involve more students in meaningful research in our laboratories, and to incorporate meaningful research opportunities into the science curriculum.
- Enhance the strengths of our current facilities and programs in a manner that reflects Carleton's historic leadership in educating scientists.
- Spaces should be adaptable and flexible. Teaching and research spaces should be relatively easy to reconfigure as new faculty and new scientific techniques and areas of interest come and go. Incorporation of flexible casework, partitions, and utilities are ways in which adaptability can be achieved.

New construction should be in the current science courtyard and should include connections at all floors across the courtyard and at the northwest and northeast corners between buildings. New construction should be dedicated mainly to high-intensity laboratory uses in chemistry and physics. Floor-to-floor heights should match those in Hulings, with connections at every floor. New construction and targeted renovations should enable cross-disciplinary and collaborative interactions across the sciences, as well as address departmental needs. The College is estimating up to 65,000 gross square feet of new construction and 60,000 gross square feet of targeted renovation in the existing three science buildings. New construction will occur before renovation work to provide space to transition into.

Fundraising will be a key component in the financing plan for this project. Materials and information developed by the designer throughout the project will assist the owner in fundraising efforts. Design phases and the decision to begin construction may be put on hold while fundraising efforts proceed.

1.4 Current Status

Carleton College completed a strategic plan in 2012. This plan recommended developing a campus facilities master plan which was recently completed and approved by the Board of Trustees in May 2014.

Both plans identify investing in the science facilities as a high priority. Beginning design work will allow for fundraising efforts to proceed which will inform expected construction time period. Final project scope and design will depend on fund raising efforts and projections.

2.0 Process Description

2.1 Carleton College will review written responses to this RFP and evaluate them based on telephone inquiries, presented qualifications, and references. Firms short-listed as a result of this process will be asked to interview with the College. Once a

recommendation has been made to pursue a relationship with a firm, the College will negotiate the final contract. Carleton College reserves the right to reject any and all proposals and to negotiate any aspect of the selected respondent's proposal, including members and sub-consultants of the project team.

2.2 The Request for Proposals and supporting documents will be distributed electronically. We will notify you when additional documents are available.

2.3 The proposed schedule is as follows:

- June 16, 2014 ⊖ Send Request for Proposals (RFP)
- July 9, 2014 ⊖ Proposal due (12:00 p.m. CDT)
- July 14-18, 2014 ⊖ Select firms for interviews
- August 13, 14, 15, 2014 ⊖ Conduct interviews
- September 2-10, 2014 ⊖ Negotiate contract
- September 15, 2014 ⊖ Contract in place
- February 8, 2015 ⊖ Board of Trustee presentation
- May 1, 2015 ⊖ Expected completion of schematic design
- May 2017 ⊖ Expected start of construction

2.4 The general instructions and format of proposal content are included in Sections 3 and 4 of this RFP.

2.5 Responses should be complete, yet succinct. The successful firm shall demonstrate multiple prior successful experiences in providing design services on similar projects and in similar environments.

- Experience with renovations and additions that are natural extensions of prior successful architecture while adding creative new uses and creating an integrated new facility.
- Familiarity with designing spaces and uses serving the science disciplines.
- Ability to work in a higher education environment on complex projects with a larger project team.
- Sensitivity and understanding of the context of campus planning and the ability to incorporate past and present planning perspectives appropriately, while developing new insights and perspectives.
- History of successfully designing projects on time, within budget, and with the desired outcome as determined by the owner.
- History with a "Construction Manager" project delivery method, understanding the role and relationships with the owner and contractor under this method, and successful experience with this process.

- Demonstrated ability to develop creative solutions that maximize project returns to the College within the project budget. These may include maximizing efficient use of building space and square footage, program synergies and adaptations, creative reuse of existing facilities, challenging program definition, and other assumptions made by the College.
- Experience in fundraising support and in developing materials and communications designed to elicit donor understanding and commitments.
- Experience incorporating sustainable standards and energy conservation technology into the project design. Goal for the science complex post new construction and renovation work is net zero increase to current energy consumption to support the College's Climate Action Plan.
- Availability and consistent commitment to the project of senior and key supporting professional personnel with the relevant prior experience.

2.6 Scope of Services Requested

- Program verification and full design services, including coordination and documents through schematics, design development, construction documents, construction administration, and project close out. A science space program document is nearly finished and will be provided to as soon as it is available.
- Interpreting and developing the programmatic needs into an integrated design for the site, new construction, and existing building spaces identified for renovation.
- Developing cost effective and creative options for meeting the needs of the College within budget that bring exceptional value to the owner.
- Assistance in working with the construction manager to develop a project budget and cost management plan that minimizes changes during the project.
- Development of design phasing and construction schedules.
- Development of a renovation plan with College to identify the targeted existing spaces that require renovation to support the goals and vision.
- Developing 3-D modeling throughout the project for overall design and mechanical and electrical coordination.
- Development of marketing materials following schematics that will assist the College with fundraising.
- Coordinating and facilitating progress meetings with various Carleton constituents, including the broader campus and neighborhood community.
- Bringing issues and decisions to the owner for direction and interpretation.
- Participating in construction progress meetings with contractors, owner, and other consultants.
- Keeping accurate records, files, and schedules throughout the project.

- Designing to a minimum LEED silver level, and providing alternates for LEED gold and platinum levels.

3.0 Instructions to Proposers

3.1 Responses to this RFP shall be directed to:

Steven Spehn, Director of Facilities, Management and Planning
Carleton College, Facilities Department
One North College Street
Northfield, Minnesota 55057
507/222-4271
sspehn@carleton.edu.

3.2 Questions should be written and directed to Steven Spehn at the above address, by email at sspehn@carleton.edu. Written questions should be delivered by **June 30, 2014**.

3.3 The College supports the use of electronic file format. If possible, please submit your proposal electronically with attachments as needed. The main proposal body should be submitted in 8 1/2" x 11" page format.

3.4 The deadline for written proposals is **July 9, 2014 at 12:00 p.m. CDT**.

3.5 Proposals must be valid for sixty days.

4.0 Required Proposal Contents

4.1 The proposal must include the following:

- Executive summary 1-2 pages in length.
- Business organization information, number of employees, years in business and the firm's background, and experience with similar projects in similar environments. List up to 5 other projects as references with a brief description and contact information.
- Key project personnel who will be assigned to this project, their individual experience with relevant projects, their role on the project team, and the length of time the person has been with the organization.
- Statement of availability of the firm and the key staff assigned to the project as it relates to a project of this magnitude.
- Other design firms and consulting firms (if any) with whom you will be partnering with to deliver this project, including mechanical and electrical

engineering and specialty consulting for science related program needs such as laboratory planning, vibration analysis, etc.

- Your approach to delivering a successful project on time and within budget resulting in a quality facility for the College and those using and operating the facility. Identify the tools, resources, and processes used to manage the design process and keep the owner informed.
- How the firm's involvement will bring value to the project and the College.
- How the design team will be using 3-D modeling software and images.
- Identify one or two significant potential challenges in a project like this and make recommendations to minimize the challenges that could negatively impact the project.
- Identify typical fee structure broken out between new construction and renovation scope of work. Firms identified later in the process for interviews will be asked to provide more detailed information on fees at that time, including breaking fees into the various phases of the project; program verification, schematic design, design development, construction documents, construction administration and close out. It is the College's intent to arrive at a fixed fee with the selected designer.

4.2 Other optional materials may be provided such as:

- Pricing methodology or sample structure to help inform the owner.
- Requirements you have of the owner.
- Other important information or recommendations you would like to convey.

5.0 Additional Information

5.1 Campus Map

<http://apps.carleton.edu/map/>

5.2 Facilities Master Plan

<http://apps.carleton.edu/strategic/masterplanning/>

5.3 Programming and Space Information

https://apps.carleton.edu/campus/facilities/projects/science_rfp/

5.4 Science Building Addition and Renovation List of Architects

https://apps.carleton.edu/campus/facilities/projects/science_rfp/