

SECTION 1.C.1 - SUPPLEMENTAL INFORMATION FOR DESIGN/BUILD PROPOSALS

I. GENERAL INFORMATION – DESIGN BUILD PROPOSAL

- A. Each proposer is required to submit a technical proposal that would produce the best overall project for the intended purpose within the project budget shown below in paragraph I.B. This technical proposal shall be an integral part of each proposal and, when reviewed and evaluated in accordance with Evaluation Procedures, Section III, shall be used in the determination of the successful proposal.

The intent of the Design/Build Documents is to establish the program, the design criteria including the minimum acceptable construction standards. Design/Build Document Sections in Divisions 2 through 49 specifies the minimum standards of construction acceptable to the Owner. These standards are established by reference to standards commonly used in the Construction Industry except where otherwise noted.

The Owner encourages the use of creative and innovative design solutions in meeting or exceeding program requirements and fulfilling the intent of the Design/Build Documents. The Owner is interested in innovations that will result in the Owner realizing improved value in the constructed project. The Owner reserves the right to determine whether proposed creative and innovative solutions fulfill the intent of the Design/Build Documents.

The Owner's Evaluation Committee, at its discretion, may give consideration to proposed creative and innovative methods, which may not exactly match criteria listed in the Design/Build Documents, yet fulfill the intent of the design objectives and meet the minimum standards of the Design/Build Documents. The Owner reserves the right to determine whether proposed creative and innovative methods fulfill the intent of the Design/Build Documents.

The Owner's Evaluation Committee may schedule a programming meeting with each selected team to discuss program and technical issues on the project prior to receiving the proposals.

B. Design/Build Budget and Time Limit

1. The project must be substantially complete by **DATE**.
2. Design and construction funds budgeted for the Project is \$_____. Proposals that exceed this budget will be rejected.

C. **QUALIFICATION FOR PROPOSAL (Leave in C. if using One Step Selection Process)**

1. The prospective Proposer must be a bonafide company having constructed similar type structures and have five (5) years of experience constructing the type and the approximate size of the work indicated in these proposal guidelines and available for inspection by designated personnel of the Owner.
2. The prospective Proposer must be able to prove ability and experience of their Prime Professional's team to design the type and size facilities indicated in these Design/Build Documents and show past experience that the Prime Professional's team has in working with the Proposer.

3. Proposals submitted that do not demonstrate adequate experience may be considered non-responsive and are subject to rejection.

II. PROPOSAL FORMAT

A. Each Proposer shall submit the proposal package in three (3) sections:

- SECTION I
shall contain the Proposal Form and the Proposal Bond
- SECTION II
shall contain the Narrative and Samples.
- SECTION III
shall contain all supporting drawings and documentation.

Each section shall be packaged separately.

Any proposal not submitted as prescribed herein or not containing all of the first four sections will be cause for rejection. Proposals shall be submitted to the location identified in the Advertisement no later than the specified date and time.

B. SECTION I (Separate sealed envelope).

- Proposal Form and Proposal Bond – submit one (1) copy.

C. SECTION II (Separate sealed package).

This package shall be bound separately from Section I and III. Proposer shall provide _____ (____) copies of written material, bound in a three-ring binder and _____ (____) set of samples boxed and tagged. Section II submittal shall be submitted in format as listed below.

Part A - Proposed Design:

Include a narrative description (not to exceed _____ (____) 8-1/2" x 11" single-sided pages) of the proposed overall design concept addressing major building system components, site construction/utilities, and architectural design. Major component features shall be described completely.

Part B - Construction:

1. List all major Contractors/Subcontractors/Manufacturers/Vendors/etc., including the scope of work for each in the proposal.
2. Provide name of the on-site project supervisor for construction period accompanied by a brief narrative of his/her previous experience.
3. Provide name of Architect, Structural, Mechanical, Electrical and Civil Engineers of record. Identify which entity of the design team will serve as the

Prime Professional, Design/Builder's A/E.

4. Provide schedule for the Design/Build period showing major milestones, i.e., date work is to start and completion of Design and Construction Phases. The schedule should be a cost weighted Bar Chart schedule (costs can be preliminary) which includes the design phase of the project and assigns a portion of the lump sum cost to major activities. Schedule must show project complete on or before **DATE**.

No construction may begin until the following have been completed:

- a. The documents (plans and specifications) for the ENTIRE PROJECT are APPROVED by the Owner as being at the Design Development level of completion.
 - b. Owner review and APPROVAL of final construction documents and RECEIPT OF SEALED construction documents which reflect review comments for any construction package, whether it be grading, utilities, pier work, etc., for which the Design/Builder seeks approval to START CONSTRUCTION.
 - c. Site is not available until **DATE**.
5. Provide a quality control program outline which will be adhered to during construction. This program will be in addition to the independent sampling and testing required within the Design/Build Documents and by governing codes and bodies.
 6. Provide a project management outline which will be adhered to during design and construction. Include an organizational chart and resumes of key project management and technical A/E personnel for design and construction.

Part C - Proposer Capabilities and Experience:

1. Each Proposer shall include their latest audited financial statement. Statements may be provided in a sealed envelope.
2. If the Proposer is a subsidiary of another company, audited financial data on the parent company shall be included also.
3. The Proposer shall include a list of all clients for whom the Proposer has provided a similar type project.

The above requested references should include:

- a. Name of Customer
- b. Customer Contact
- c. Address
- d. Customer Contact Telephone Number
- e. Type and Size of Structure
- f. Approximate Date of Construction

4. Proposer shall include a list of projects that the Contractor, major Subcontractors and the Design/Builder's A/Es have worked on together that are similar in type and size to this Project.
5. Proposer shall include a list of no more than five similar projects that Design/Builder's Architect and Engineers have completed individually. The above requested references should include:
 - a. Name of Customer
 - b. Customer Contact
 - c. Address
 - d. Customer Contact Telephone Number
 - e. Type and Size of Structure
 - f. Approximate Date of Construction
 - g. A short project description including number of units or beds and construction cost

Part D - Specification Summary:

1. General

The Specification Summary shall be complete with sufficient detail to permit, in conjunction with the Design/Build Documents, the preparation of the Proposer's cost proposal. The Proposer's are also advised that this required material will be utilized for technical review and analysis by the Evaluation Committee in determining a Quality Point Value as described in SSC - Supplemental Special Conditions.
2. Specification Summary
 - a. The Specifications Summary shall follow the standard CSI format, clearly identifying acceptance and any exceptions taken in the submittal to the Design/Build Documents. Exceptions should be referenced to the applicable section number (i.e.: 03481-1.4.B) and should clearly define the criteria, material or method which is being proposed in lieu of that specified.
 - b. Exceptions judged not to be equivalent to that originally specified will result in negative Quality Point Values. Extreme deficiencies may be considered cause for rejection.
 - c. Exceptions shall be defined as alternative materials, methods or performance criteria to that identified in the Design/Build Documents. Refer to the Special Conditions Section 10 - Substitutions for submission procedures for products which are equivalent in materials, methods and performance criteria.

Part E - Samples:

1. As is specifically indicated by the proposed design, each Proposer shall submit one (1) sample of each of the predominate exterior materials. As dictated by

the proposed design, the following samples shall be submitted:

[Example below. List all items where samples are needed or wanted for approval]

- a. Unit Masonry
Submit one (1) 8"x12" (minimum) sample board of proposed masonry units.
 - b. Window Systems
Submit One (1) 12"x 12" (minimum) sample of proposed glazing and framing with proposed finish. Sample should show method of attaching jamb framing with sill framing with sample glass and glazing.
2. All samples submitted by the successful proposer shall become the property of the Owner.

D. SECTION III

Each Proposer shall submit ___ (____) bound copies of Drawings.

NOTE:

FAILURE TO SUBMIT ALL THE DATA INDICATED IN THIS SECTION MAY BE CAUSE FOR DETERMINING A PROPOSAL NON-RESPONSIVE AND, THEREFORE, NOT CONSIDERED FOR AWARD.

1. General
Provide drawings complete with sufficient detail, dimensions and notes to permit the preparation of the Proposer's cost proposal. Proposers are also advised that this required material will be utilized for technical review and analysis by the Selection Team in determining a Quality Point Value as described in Section III.
2. Project and Proposer's Name
Shall be entered in the upper right hand corner of each drawing.
3. Drawings
Shall be 30" x 42". Drawing submittal shall be black and white or color prints. Models are neither required nor encouraged.
 - a. Required Drawings
The drawings shall indicate the proposed Civil, Landscape, Architectural, Structural, Mechanical, Plumbing and Electrical portions of the work in sufficient detail to fully explain the project proposal. The minimum drawing requirements are as follows:
 - 1) Site Plans (1" = 20')
Plans shall indicate all work proposed to be done on the project and

shall generally include horizontal control, paving, grading, (show both existing and new contours), drainage, the concept for relocation of conflicting existing utilities and new site utilities. Indicate access driveways, sidewalks, accessible route and retaining walls. Provide landscape concept plan indicating plant locations, lawn areas, hardscaping, lighting, proposed plant material list and irrigated areas.

- 2) Building Floor Plans (1" = 8')
Plans shall show each floor level or typical floor level giving all necessary dimensions. Furnish a schedule of all graphics and signs intended for use. Schedule shall include locations, content, letter style, size and type of construction. Also show exit stairs, graphically indicating exit paths, and adjacent grade conditions at each exit discharge. Include a schedule showing the area for each floor or level.
- 3) Building Structure Sections (1" = 16')
Show both cross-sections and longitudinal sections as necessary to indicate floor level elevations, floor to floor heights, ceiling heights, flat and sloping floor conditions and general relationship of the structure to the surrounding features.
- 4) Exterior Elevations (1" = 16')
Show elevations of the building and indicate wall materials, openings and stairs. Indicate all floor level elevations and where the grade meets the building wall.
- 5) Building Structure Structural Plans (1" = 16')
Plans shall show each floor level (may be combined on a single plan if several floors are all the same) giving all necessary dimensions and indicating all elements of the structural system.
- 6) Wall Sections (1/4" = 1'-0")
Provide vertical sections at each exterior wall from bottom of footing through the top level. Generally indicate the proposed structural and architectural elements and connections.
- 7) Building Mechanical Plans (1" = 16')
Plans shall show each floor level or typical floor level indicating locations of elements of fire protection systems, plumbing and ventilating systems. Provide a schedule of equipment proposed showing size, types, manufacturers, etc.
- 8) Building Electrical Plans (1" = 16')

Plans shall show all lighting, power distribution and equipment connections for each floor level or typical floor level. Include telephone/data/security connections. Light fixture schedule, symbols list, power single line diagram, including metering, panel schedules shall also be indicated on the plans as required.

III. EVALUATION PROCEDURES

A. GENERAL INFORMATION/QUALITY/COST POINTS

The purpose of the evaluation process is to establish, through the application of uniform criteria, the quality of each proposal. Any proposals which have major deviations from the Design/Build Documents will be considered non-responsive. Each proposal will be evaluated by an Evaluation Committee appointed the Owner (The University).

Point values will be assigned up to the maximums for each category in the following table:
[Example below:]

Design/Build Evaluation

<u>Category</u>	<u>Points</u>	<u>Total Points</u>
Quality		
1. Appearance	200	
2. Functionality	100	
3. Mechanical Systems	100	
4. Security	50	
Total Points for Quality		450
Qualifications		50
Cost		500
<u>TOTAL QUALITY & COST POINTS</u>		<u>1000</u>

B. EVALUATION PROCESS

Each proposal will undergo a two-phase evaluation procedure.

1. Selection Team

The Evaluation Committee, selected by the University from staff and the University’s Technical Consultant, will prepare a detailed review of each proposal and assign a Quality Point Value to each item indicated in the Evaluation Criteria.

The Committee may, in the course of their review, find that some clarification of a proposal is necessary and required for a fair and objective evaluation. In that event, such clarification will be requested in writing, through a University of Missouri

representative. The proposer will be given an opportunity to respond in writing. Proposers are not to assume they will be contacted or afforded an opportunity to clarify or discuss their proposal.

2. Interview:

Finalists having submitted the proposals which the Owner believes to best meet the requirements of the Design/Build Documents may be interviewed by a panel of Owner representatives. A maximum of six (6) Proposer Representatives shall be permitted at the interview session.

The interview is the *University's* time to ask questions and clarify information and qualifications. The interview may be two hours in length. Only the first 15 minutes may be used by the Proposer to present any additional information to the panel before the 1 hour and 45 minute question and answer session begins.

C. NON-RESPONSIVE PROPOSALS

1. During the evaluation process it may become apparent that one or more of the proposals do not qualify for consideration. If so determined by the Evaluation Committee, these proposals will be returned to the Proposer as non-responsive. Any proposal that accumulates less than 70% of the points assigned to each category and/or that exceeds the project budget may be deemed non-responsive.

D. ESTABLISHMENT OF APPARENT BEST PROPOSAL

After the review of proposals, the following equation will be used:

$$\frac{(\text{Lowest Cost Responsive Proposal})}{(\text{Proposer's Cost Proposal})} \times 500 + \text{Quality Pt Value} + \text{Qualif.} = \text{Total Points}$$

The highest combined point total is thus determined and the apparent best proposal announced.

Examples:

$$\text{Proposal 001} - \frac{(\$13,400,000)}{\$13,500,000} \times 500 + 450 + 40 = 986$$

$$\text{Proposal 002} - \frac{(\$13,400,000)}{\$13,550,000} \times 500 + 380 + 35 = 909$$

$$\text{Proposal 003} - \frac{(\$13,400,000)}{\$13,400,000} \times 500 + 320 + 35 = 855$$

$$\text{Proposal 004} - \frac{(\$13,400,000)}{\$13,000,000} \times 500 + 300 + 10 = 825$$

Non-responsive/quality points < 315.

$$\text{Proposal 005} - \frac{(\$13,400,000)}{\$13,600,000} \times 500 + 450 + 50 = 993$$

Non-responsive/Exceeds budget.

Proposal Number 001 is determined to be the apparent best proposal. It must be noted that in these examples, the low cost proposal does not represent the highest point proposal submitted. The highest point total must meet budget and quality point requirements

Total points of the proposal will be done utilizing the format indicated above. Award of contract will be to the apparent best proposer.

Upon award of contract, the Technical Proposal and other proposal documents submitted by the apparent best proposer will be available for review by all interested participants. Detailed analysis and technical evaluation data for all other proposals will be retained by the owner in confidence and will not be available for review.

E. EVALUATION CRITERIA

1. Quality Points may be based on:

[Example]

- Adherence to Design/Build Documents
- Aesthetics/Creativity
- Materials in terms of durability and maintainability
- Site Development/Creativity
- Mechanical/Plumbing/Electrical Systems
- Functionality in terms of access, egress, operational costs and energy efficiency

2. Qualifications points may be based on:

[Example]

- The Design/Build Proposer's Qualifications and Experience
- A record of working together as a Design/Build Team on past projects.
- References

END OF SUPPLEMENTAL INFORMATION FOR DESIGN\BUILD PROPOSALS