Contracting Opportunity

Title: Roof and Wall Repairs/Replacements - Multiple Buildings
Agency: Cornell University
  Contract Colleges Facilities
Contract Number: 16346
Contract Term: Design will begin June 2015 and all work expected to be complete by October 2016.
Date of Issue: 03/30/2015
Due Date/Time: 04/20/2015 3:30 PM
County(ies): Seneca, Tompkins
Location: Ithaca and Geneva Campuses
Classification: Architectural, Engineering & Surveying - Construction Professional Services
Opportunity Type: General
Entered By: Donna Sutliff
Description: Cornell University is seeking Letters of Interest from design consultants for projects to repair or replace multiple roofs on the New York State College Campus at Cornell University. The scope will include all phases of design and construction administration. Several types of roofing systems will be addressed including EPDM, Single-ply and Built-up. In addition, building envelope investigation and repair work will be required for Comstock Hall, Geneva CHP, and Moore Lab.

Letters of Interest must be submitted in the format prescribed by Cornell University. If your firm would like to be considered for this project, you must follow the required format described in the attached document.

The approximate construction cost is $2,000,000 to $3,000,000.

See the attached Instructions for Submitting Letters of Interest.

Total MWBE Participation Goals: 30%
Contact Information

Primary contact: Cornell University
Contract Colleges Facilities
Donna Sutliff
Capital Plan Administrator
125 Humphreys Service Building
Ithaca, NY 14853
United States
Ph: 607-255-7784
des17@cornell.edu

Submit to contact: Cornell University
Contract Colleges Facilities
Donna Sutliff
Capital Plan Administrator
125 Humphreys Service Building
Ithaca, NY 14853
United States
Ph: 607-255-7784
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INSTRUCTIONS FOR SUBMITTING LETTERS OF INTEREST

Interested firms must submit a Letter of Interest (LOI) in pdf format via email as indicated below. *The LOI must be concise and formatted as indicated below.* It should describe the respondent’s specific understanding of and its ability to meet the requirements for the Project.

A Letter of Interest must be submitted via email to: Donna Sutliff at des17@cornell.edu

Questions regarding this request shall be directed only to Donna Sutliff at des17@cornell.edu or 607.255.7784

All materials must be received by Cornell University no later than (3:30 PM) April 20, 2015.

Letters of Interest shall be organized into the following sections and shall be no more than 15 electronic pages (excluding the cover letter and table of contents). Incomplete LOIs will be considered non-responsive and may be rejected.

**Cover Letter:** A signed transmittal letter describing your understanding of the project and addressing your ability to meet the requirements of the project. The cover letter shall also include the name, title, address, phone number and email address of the contact person for your firm specific to this solicitation.

**Experience:** Indicate the experience of your firm that relates to the scope of the Project. Include a list of five (5) unique projects completed by your firm that are similar in scope to this Project. Provide the following information for each project listed:

- The name, title and telephone number of the client’s representative that served as the day-to-day liaison during the project. If the liaison is no longer with the client’s firm, please provide a contact person that is familiar with the project and your firm’s work on such project. Please be sure that the contact information provided is current and accurate.

- A brief description of both the construction scope of work and the design and construction phase services provided by your firm.

**Staffing:** Describe the proposed organization of staff to be assigned to the project. Also provide resumes of the key and senior personnel that will be involved in the Project. Resumes should include relevant experience with similar projects.

**Sub-consultants:** Provide a list of proposed subconsultant firms that would be employed for the project.

**ADDITIONAL INFORMATION**

All LOIs received for this project will be reviewed by a committee of professionals in order to produce a short-list of firms that will be given further consideration. The short-list of firms may be requested to submit additional information with respect to their firm, staff and proposed approach to the project. The committee will select the firm deemed to be most qualified, based upon factors such as the qualifications and experience of the firm and the staff to be assigned to
the project; the firm’s approach to successfully completing the project; and the result of professional reference checks.

The successful firm will be required to provide evidence demonstrating that the firm and any of the firm’s engineering, land surveying, architectural or landscape architectural subconsultants, are legally authorized by the NYS Education Department to do business in New York State. All firms must also provide proof of New York State Workers’ Compensation Insurance and Disability Insurance coverage.

Firms are encouraged to follow the selection progress as it is periodically updated on our website at http://ccf.fs.cornell.edu/consult/default.cfm

M/WBE utilization goals for these services are 15% (MBE) and 15% (WBE).