Title: College of Veterinary Medicine- Veterinary Research Tower Renovations of Floors 6 & 7

Agency: Cornell University
Contract Colleges Facilities

Contract Number: 191001
Contract Term: 30 Months
Date of Issue: 03/11/2016
Due Date/Time: 04/01/2016 4:00 PM
County(ies): All NYS counties
Location: Cornell University, Ithaca Campus
Classification(s): Architectural, Engineering & Surveying - Construction Professional Services

Opportunity Type: General
Description: Requesting Statements of Qualifications (SOQ)

Category: ARCHITECT & ENGINEERING SOLICITATION

CORNELL UNIVERSITY - COLLEGE OF VETERINARY MEDICINE -

VETERINARY RESEARCH TOWER RENOVATIONS OF FLOORS 6 & 7

Statements of Qualifications are sought from design consultants to provide complete design phase and construction phase administration for the renovation of floors 6 & 7 in the existing Veterinary Research Tower (VRT) building, for the College of Veterinary Medicine at Cornell University’s Ithaca campus. The estimated cost of construction is approximately $4,400,000.

The purpose of this project is to design and renovate 22,000 square feet of existing lab and office space on the 6th and 7th floor of the Veterinary Research Tower. This is needed because the existing spaces and MEP systems are antiquated and in need of renovation in order to accommodate the current research at the College.

The project is approximately 22,000 GSF spread across two floors, at 11,000 GSF.
Each floor consists of approximately 4,200 GSF of existing laboratory space and 3,800 GSF of existing office space. The College would like to maintain the existing proportion of office to laboratory space in the new renovation. Based on past surveys, we anticipate there will be a need for a hazardous material removal design.

The secondary propose of this project is to review the existing mechanical system for the entire building and establish a plan that would take into consideration current and future renovations, improved energy efficiency and a phased implementation.

The scope of this contract is anticipated to include Program Verification, Pre-Schematic Design, Schematic Design, Design Development, Construction Documents, Bid Phase Support, Construction Administration and Close-Out. Interested firms should be able to meet the WMBE requirements outlined by SUNY.

The construction delivery will be phased in a sequential manner. Phase I construction will begin on the 7th floor in May 2017. Phase II construction will begin on the 6th floor in December 2017.

Due Date: April 1, 2016
Contract Term: Approximately (30) months
Location: Cornell University, Ithaca, NY 14853

SUBMISSION INSTRUCTIONS – STATEMENTS OF QUALIFICATIONS

Interested firms must submit a Statement of Qualifications (SOQ) in pdf format via email as indicated below. The SOQ 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.

Statements of Qualifications must be submitted via email to:
Erin Root ep464@cornell.edu;

Questions regarding this request for SOQs shall be directed only to the following contacts:
Statements of Qualifications shall be organized into the following sections and shall be no more than 25 electronic pages (excluding the cover letter and table of contents). Incomplete SOQs will be considered non-responsive and may be rejected.

**Cover Letter:** A signed transmittal letter expressing your firm’s interest in contracting with CU for the services indicated and your understanding of the scope of services to be provided. The cover letter shall also include the name, title, address, phone number and email address of the contact person for your firm in relation to this Request for Qualifications.

**Section 1: 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 the 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 make 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.
  - A comparison of estimated construction cost at the time of bid vs. the final construction cost inclusive of all changes.
  - A comparison of the project schedule vs. actual completion dates.
  - Specific techniques that your firm employed to: explore design options; determine estimated construction costs; proactively monitor construction activities of contractors; and maintain overall control of schedule, costs and quality for the client, etc.

**Section 2: Staffing**

- Describe the proposed organization of staff to be assigned to the project, including responsibilities of each proposed staff member. Indicate the estimated percent of time these individuals will be involved in the project for design and planning. Also provide resumes of the key and senior personnel that will be involved in the Project. Resumes should include relevant experience with similar projects.
**Section 3: Sub-consultants**

- Provide a list of proposed sub-consultant firms that would be employed for the project and list by service to be provided. For each sub-consultant provide name, address, federal ID number, partner in charge and/or key staff and license number.

**ADDITIONAL INFORMATION**

All SOQs 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 will be requested to submit additional information with respect to their firm, staff and proposed approach to the project. The short-list of firms may also be requested to attend a walk-through of the project site and/or an interview by the committee. The committee will select the firm that they deem 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 references.

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](http://ccf.fs.cornell.edu/consult/default.cfm)

Minority Owned Sub-Contracting Goal: 15%
Women Owned Sub-Contracting Goal: 15%

NYS Certified MWBE Database:
https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=4687

Minority Owned Sub-Contracting Goal: 15%
Women Owned Sub-Contracting Goal: 15%
Contact Information

Primary contact: Cornell University
Contract Colleges Facilities
Erin Root
Administrative Assistant
125 Humphreys Service Building
Ithaca, NY 14853
United States
Ph: 607-254-8563
ep464@cornell.edu

Submit to contact: Cornell University
Contract Colleges Facilities
Erin Root
Administrative Assistant
125 Humphreys Service Building
Ithaca, NY 14853
United States
Ph: 607-254-8563
ep464@cornell.edu
Supporting document(s) shown below:

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