

RECOVERY ACT 2009 – NEW CONSTRUCTION PROJECT

GSA Design Excellence Selection for Lead Design Architect

C-Architect-Engineer Services Solicitation # INSERT SOLICITATION NUMBER

Region: INSERT REGION

City: INSERT CITY

State: INSERT STATE

Contracting Officer: INSERT CONTRACTING OFFICER

Email: INSERT EMAIL ADDRESS

PROJECT: INSERT PROJECT NAME, CITY, STATE

BUILDING TYPE: INSERT PROJECT TYPE – EXAMPLE: Courthouse, Federal Building

CLIENT AGENCY: INSERT NAMES OF PRIMARY TENANT(S) OR AGENCIES

SIZE: INSERT GROSS SQUARE FOOTAGE OF PROJECT

PARKING SPACES: INSERT NUMBER OF INDOOR/OUTDOOR PARKING SPACES

BUDGET: INSERT ESTIMATED CONSTRUCTION COST AT AWARD OR RANGE

GEOGRAPHIC LIMITATION: INSERT LIMITS BY RADIUS, STATE, OR OTHER CRITERIA

INSERT IF APPLICABLE:

SMALL BUSINESS SET ASIDE: INSERT PERCENTAGE

Continuing a legacy of outstanding public architecture, the General Services Administration (GSA) Design Excellence Program seeks to commission our nation's most talented architects, landscape architects, interior designers, engineers and artists to design federal buildings of outstanding quality and value. Federal buildings must be high-performance green facilities that demonstrate the value of true integrated design the merit of true integrated design, harmonizing aesthetics, cost, constructability, and reliability to enhance human productivity and creativity. The goal is to create environmentally responsible and superior workplaces for civilian Federal employees, that give contemporary form and meaning to our democratic values.

In this context, GSA announces an opportunity for Design Excellence in public architecture for performance of Architectural-Engineering design in accordance with GSA quality standards and requirements. As required by law, all facilities must meet Federal energy and water conservation goals, specifically the Guiding Principles for Sustainable New

Construction and Major Renovations of Executive Orders 13423 and 13514, and the fossil fuel reductions, renewable energy and water conservation goals of the Energy Independence and Security Act of 2007. All projects must achieve a Leadership in Energy and Environmental Design (LEED) Silver rating with specific credits required, with a goal of a Gold rating. The facility shall conform to the P-100 (Facility Standards for Public Buildings) and Architectural Barriers Act Accessibility Standard (ABAAS), meet Federal security requirements, and be designed in metric units.

PROJECT DESCRIPTION

The project is a new high-performance green building that will **INSERT BRIEF DESCRIPTION OF THE PROJECT**. The proposed site is **INSERT BRIEF DESCRIPTION OF THE SITE OR DELINEATED AREA**. This project will **INSERT A BRIEF DESCRIPTION OF THE GOAL OR INTENTION OF THE PROJECT**. **AN EXAMPLE FOR A HIGH PERFORMANCE GREEN BUILDING MIGHT BE:** *meet specific energy and water conservation goals and utilize available on site renewal energy- solar, wind, geothermal and water as practically feasible*, and should make a distinct architectural statement that is responsive to **INSERT A DESCRIPTION OF THE ARCHITECTURAL OR URBAN DESIGN GOALS – AN EXAMPLE MIGHT BE:** *an anchor in the neighborhood*. **IF APPLICABLE, INSERT A BRIEF DESCRIPTION OF THE PROJECT DELIVERY METHOD-EXAMPLE:** *CMc, traditional design-bid-build*

SCOPE OF WORK

The scope of professional services will require at a minimum: professional architectural, landscape architectural, engineering, interior design, and related consulting services for **INSERT SCOPE OF WORK – EXAMPLE:** *concept design documents, design development documents, metric construction documents, specifications, cost estimates, value engineering services, computer-aided design and drafting (CADD), and post-construction contract services (PCCS)* for the facilities for **INSERT TYPE OF FACILITY** that includes **INSERT SCOPE OF DESIGN WORK – EXAMPLE:** *the construction of a new building and related systems, a parking structure and site development*. Professional services shall be performed in an integrated manner where the design is a result of collaboration throughout the project delivery process to provide a holistic design.

SELECTION PROCESS

This is a Request for Qualifications (RFQ) of AE Firms and their Lead Designers interested in contracting for this work. The AE Firm as used in this RFQ means an individual, firm, partnership, joint venture, corporation, association, or other legal entity permitted by law to practice the profession of architecture or engineering that will have contractual responsibility for the concept and the project design. The Lead Designer is the individual or the team of designers who will have primary responsibility for leading the design of the project and overseeing a well integrated process whereby the design is developed in tandem by the multidisciplinary team proposed by the AE Firm. AE firms are advised that at least **XX%** of the level of contract effort must be performed in the **INSERT CITY, STATE, OR RADIUS** in which the project is located. The AE firm will address the contractual relationship with the Lead Designer and project team in Stage 11. **INSERT IF NEEDED - At that time, the following specialty consultants will be required: LIST SPECIALTY CONSULTANTS.**

INCLUDE THE APPROPRIATE PARAGRAPH:

The AE selection will be completed in two stages as follows: In Stage I, interested lead designers and associated AE firms will submit portfolios of accomplishment that establish the design capabilities of the Lead Designer and Design Firm. In Stage II, shortlisted Lead Designer-AE teams will be interviewed INSERT IF NEEDED: and asked to participate in a design charrette.

OR

The AE selection will be completed in three stages as follows: In Stage I interested lead designers and associated AE firms will submit portfolios of accomplishment that establish the design capabilities of the Lead Designer and Design Firm. In Stage II, shortlisted Lead Designer-AE teams will be interviewed. In Stage III, an even smaller group of shortlisted lead designer-A/E teams will be invited to participate in a vision competition.

Stage I

All documentation will be in an 8 ½ " x 11" format. The assembled content for the Stage I portfolio should be no more than ¼" thick. Submissions shall be double-sided where feasible.

The portfolio shall include the following: a cover letter referencing the FBO announcement and briefly describing the firm and its location, organizational makeup, and noteworthy accomplishments; Standard Form 330 Architect Engineer Qualifications Part II, and responses to the submission requirements and evaluation criteria listed below. An A/E Evaluation Board consisting of a private sector peer and representatives of the client and GSA will evaluate the submissions. The Board will establish a short-list of three to six firms.

Identification of team members, other than the Lead Designer(s), is not required at this stage. Consultant and "production firm" (if different from the Design Firm) information should not be included in the Stage I portfolio.

Submission Requirements and Evaluation Criteria:

(1) **PAST PERFORMANCE ON DESIGN (35%):** The A/E firm(s) will submit a portfolio of not more than five projects completed in the last ten years (maximum of six page fronts per project which allows for three double-sided pages per project). Projects should demonstrate the A/E Firm(s) ability to design high-performance green buildings. The narrative shall address the design approach with salient features for each project and discuss how the client's program, function, image, mission, economic, schedule, and operational objectives were satisfied by the overall design. The narrative shall review the building's actual performance if the project has been operational for a minimum of three years. Comment on the relevance of the submitted projects to this GSA project, including **INSERT ANY SPECIAL ISSUES TO BE ADDRESSED—EXAMPLE: 'scale, scope, complexity, context, sustainability, security, tropical design, strategies used to achieve actual building performance and/or workplace design.** This section of the submission should include tangible evidence such as certificates, awards, peer recognition, etc. demonstrating design excellence, and provide a client reference contact for each project, including name, title, address, email, phone, and fax numbers. A representative floor plan, a site plan, a building section, or other appropriate drawing, and a minimum of two photographs must be included for each project.

(2) **PHILOSOPHY AND DESIGN INTENT (25%):** In the Lead Designer's words (maximum of two pages), as related to this project, state: the parameters of an overall design philosophy; his/her approach the challenge of designing public architecture, a strategy for achieving the project goals, parameters that may apply in creating a **INSERT DESCRIPTION OF PROJECT TYPE OR ISSUES—EXAMPLE: a courthouse OR a federal office building OR an attractive and productive workplace** ; and his/her commitment to integrated design

process and sustainable design product.

(3) **LEAD DESIGNER PROFILE (15%):** Submit a biographical sketch (maximum of three pages) including education, professional experience, recognition for design efforts inclusive of the portfolio examples. Identify and describe areas of responsibility and commitment to each project.

(4) **LEAD DESIGNER PORTFOLIO (25%):** Submit a portfolio representative of the Lead Designer's ability to provide design excellence, including excellence in the area of high-performance green design. Address his or her participation in each project. If a single designer, submit a portfolio of up to three projects completed in the last ten years (maximum of six page fronts per project, which equals three double sided pages). If the Lead Designer is a team, submit graphics and a description of up to two projects from each Lead Designer or Lead Design discipline. The narrative shall address the design philosophy with salient features for each project and discuss how the client's program, functional, image, mission, economic, schedule, operational performance (both actual and anticipated), and maintenance objectives were satisfied by the overall design/planning solution. Include tangible evidence such as certificates, awards, peer recognition, etc., demonstrating design excellence. Where there is duplication with criteria (1) Past Performance on Design, the Lead Designer must address his or her specific participation in the project.

Stage II

The short-listed Lead Designers and associated A/E Firms will be notified and asked to submit more detailed information indicating each member of the design team, including all outside consultants and their role in the integrated design process. Sufficient time will be provided for the AE Firm and their associated Lead Designer to establish its extended team. The firms will be required to complete Standard Form 330 Architect Engineer Qualifications Parts I and II that reflect the entire design team. The Government will establish the detailed evaluation criteria and the date that these submittals are due and provide the selection criteria for the interviews along with the Stage I short-list announcement. **INSERT NOTICE OF SMALL BUSINESS NETWORKING SESSION IF PLANNED—EXAMPLE: A small business networking session shall be held in order to meet the GSA's small business subcontracting goals.**

GSA is committed to meeting its socio economic goals. GSA will make every effort to promote subcontracting to small, small disadvantaged, HUBZONE certified, SDB, WOSB and SDVOSB firms to afford these firms the opportunity to participate on this project. An acceptable subcontracting plan will be a prerequisite for award.

The Board will interview each team. Candidates should be prepared to discuss all aspects of the criteria indicated above and evaluation criteria as established for Stage II, and demonstrate their ability to fulfill all project requirements. Emphasis will be placed on the Lead Designer-A/E Team's understanding of the unique aspects of the project, their design philosophy, integrated design approach, record of achieving specific building performance criteria, project management process, and quality assurance plan. **END THIS PARAGRAPH WITH ONE OF THREE CHOICES:**

IF THERE IS NO CHARRETTE OR STAGE II VISION COMPETITION USE THIS TEXT:
Responses to the evaluation criteria and interview questions will be used to rank the Lead Designer -A/E Teams.

OR

IF THERE IS A CHARRETTE, USE THIS TEXT: Lead designers and associated A/E Firms selected to participate in Stage II will be further evaluated by an anonymous, one-day design charrette judged by a jury of independent design professionals. The purpose of the design charrette is to further evaluate the lead designer-A/E teams qualifications for the project. The "vision" developed in the charrette will weigh substantially in the Lead Designer-A/E Team ranking . The submitted charrette concepts become the property of the government. The charrette proposals will be used in conjunction with Stage II interview rankings in the final evaluation of Lead Designer-A/E Teams.

OR

IF THERE IS A STAGE III VISION COMPETITION, END THIS PARAGRAPH WITH THE TEXT: Responses to the evaluation criteria and interview questions will be used to identify an even smaller shortlist of Lead Designer-A/E Teams to be invited to participate in a Stage III vision competition.

INSERT IF THERE IS A STAGE III VISION COMPETITION

Stage III

Lead Designer-A/E Teams selected to participate in Stage III will be further evaluated by an anonymous vision competition judged by a jury of independent design professionals. The purpose of the vision competition, for which Lead Designer – A/E Teams will a program and have 30 days to develop a submission and cost estimate, is to further evaluate the Lead Designer –A/E Team’s qualifications for the project. The “vision” developed in this stage will weigh substantially in the Lead Designer-A/E Team ranking. The submitted vision competition concepts become the property of the government. The vision competition proposals will be used in conjunction with the Stage II interview rankings in the final evaluation of Lead Designer-A/E Teams.

IMPORTANT INFORMATION FOR STAGE I SUBMITTALS

Firms having the capabilities to perform the services described in this announcement are invited to respond by submitting Standard Form 330 Architect Engineer Qualifications Part II, which must not be dated more than twelve (12) months before the date of this synopsis along with letter of interest and the portfolio TO:

- Contracting Officer: **INSERT NAME**
- Delivery Address: **INSERT ADDRESS**
- Phone number: **INSERT PHONE NUMBER**

ALL SUBMISSIONS ARE DUE by 3:00PM local time on **INSERT DUE DATE OF THIS NOTICE.**

A total of **INSERT NUMBER OF COPIES REQUIRED** and one (1) compact disc containing a PDF copy of the document should be submitted. The following information must be on the outside of the sealed envelope 1) Solicitation Number/Title, 2) Due Date, 3) Closing Time. Late responses are subject to FAR 52.214-7.

INSERT SMALL BUSINESS OR OTHER PROCUREMENT REQUIREMENTS. THIS LARGE TEXT IS TYPICAL FOR PROCUREMENTS OPEN TO SMALL AND LARGE BUSINESSES:
This procurement is being made under the Small Business Competitiveness

Demonstration Program (FAR 52.219-19). This procurement is open to small and large business concerns. Before award of the contract, the AE (if not a small business of \$12,000,000 gross receipts over a three (3) year period or no more than \$4,000,000 gross average receipts per year for the same time frame) shall be required to present an acceptable Small Business and Small Disadvantaged Business Subcontracting Plan in accordance with Public Law 95-507. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses. All interested large business firms are reminded that the successful firm will be expected to place subcontracts to the maximum practical extent with small and disadvantaged firms as part of their original submitted teams (Stage II).

OR

THIS TEXT IS TYPICAL FOR PROCUREMENTS LIMITED TO SMALL BUSINESSES: This procurement is being made under the Small Business Competitiveness Demonstration Program (FAR 52.219-19). This procurement is a set-aside and restricted to small businesses. The NAICS Code is 541310; the set aside standard is no more than \$12,000,000 gross receipts over a three (3) year period or no more than \$4,000,000 gross average receipts per year for the same time frame. Small, women-owned, and small disadvantaged firms are strongly encouraged to participate as prime contractors or as members of joint ventures with other small businesses.

Contract will be procured under the Brooks A/E Act and FAR Part 36. The government will not allow payment for travel, living expense, computer time or hookups for the prime or the consultants during the selection process. This is not a Request for Proposals.