REQUEST FOR PROPOSAL (RFP)
Architectural Design and Engineering Services for Commercial Wet Labs and Offices

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REQUEST FOR PROPOSAL

Architectural Design and Engineering Services for Commercial Wet Labs and Offices

PROPOSAL SUBMISSION DEADLINE: February 21, 2022 at 5:00pm CST
QUESTION SUBMISSION DEADLINE: February 11, 2022 at 5:00pm CST

Questions shall be submitted in written form to:

RFP Contact Name:	Alexis Kyman, New Orleans Business Alliance
Contact Address:	1250 Poydras, Suite 2150 New Orleans, LA 70113
Email Address:	akyman@nolaba.org

INTRODUCTION

The New Orleans Business Alliance (NOLABA) and the University of New Orleans Research and Technology Foundation (UNOR&TF) Research Tech Park "The Beach" invite and welcome proposals for their EDA Wet Labs and Offices project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "PROPOSAL SUBMISSION DEADLINE."

ARCHITECTS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

ABOUT THE NEW ORLEANS BUSINESS ALLIANCE

The New Orleans Business Alliance (NOLABA) is the official non-profit organization tasked with leading the economic development initiatives for the City of New Orleans. It is a public-private partnership between the City of New Orleans and private investors from the local community. Our foundation and Board of Directors were announced by Mayor Mitch Landrieu on August 13, 2010. Our 17-member Board is composed of a cross-section of New Orleans leaders, including the Mayor and a diverse group of business professionals. The vision of NOLABA is to reposition New Orleans as the next great American city for business investment, quality of life, and economic opportunity. Our mission is to unite a diverse community of stakeholders to catalyze job growth, create wealth, and build an equitable and sustainable economic future for New Orleans. NOLABA's goal is to unify partners and stakeholders to design and build a solid economic foundation for New Orleans: a collaborative and business friendly environment fueled by a unique culture and dynamism unequaled anywhere in the world.

The Beach at UNO, a Sandbox for Collaboration that is managed by the UNOR&TF, is a premier research park with office, lab, and conference facilities. The Beach sits on a 30-acre site on the

shores of Lake Pontchartrain with 600,000 square feet of space where public agencies, nonprofit organizations, and private companies come to innovate and create through technological, cultural, and scientific interaction.

PROJECT AND LOCATION

The bid proposal is being requested for the EDA grant funded Wet Labs and Office which is or shall be located at the University of New Orleans Research and Technology Park Information Technology Center No. 1, located at 2219 Lakeshore Drive in New Orleans, Louisiana.

PROJECT OBJECTIVE

Biotech industries have a lifecycle that typically begins with the germination of ideas within research institutions. After a technology's efficacy is proven to a certain extent, it may move through technology transfer offices and into the commercialization phase where companies are born and incubated as startups. Ideally, biotech startups develop into growth companies that produce needed or in-demand products and/or services, create quality jobs, and change the health of humanity for the better. New Orleans has a distinct gap within the above forementioned cycle. The city boasts impressive research organizations, which also manage their own internal technology transfer offices, while the State of Louisiana and the EDA created and continue to support the existence of the New Orleans BioInnovation Center (NOBIC) – a biotech incubator. However, once companies that incubate at NOBIC reach a point in their growth cycles where they need to expand and move out of the incubator facility, they find themselves at a crossroads. New Orleans does not have commercial wet labs and offices available to biotech companies, which in the past, has prompted some to leave the state of Louisiana for opportunities to grow their labs (and jobs) elsewhere. This EDA construction grant award helps solve for this detrimental gap in the local biotech sector, by developing wet lab and administrative facilities available to homegrown companies and attract additional ones to the region. Furthermore, this project would be strategically located within a research tech park housed alongside the University of New Orleans (UNO, a public university), and would serve as a continuation and capitalization on the EDA's previous awards work with entities such as NOBIC. The opportunity cost of not receiving support to build-out a space such as the proposed facility, is that more homegrown companies could continue to leave the state, taking valuable jobs with them and weakening the state's and EDA's potential return on prior investment into the sector.

Please see the attached Preliminary Engineering Report (Appendix A) for further details.

PROJECT SCOPE AND SPECIFICATIONS

SCOPE

The architect/engineer agreement shall cover all services necessary for the successful execution of the project including consultations, surveys, soil investigations, supervision, travel, "as-built" or record drawings, arrow diagram ("CPM/PERT") where applicable, and incidental costs. Regardless of who furnishes the construction inspector, the architect/engineer shall be held responsible for making sufficient visits to the project site to ensure that the work proceeds in accordance with the approved plans and specifications. Furthermore, the architect shall provide services including but not limited to the following:

a. **Project Design –** The architect will work with UNOR&TF and NOLABA to develop a complete set of project design drawings and technical specifications.
b. **Project Award –** The architect will work with UNOR&TF and NOLABA to ensure compliance with the federal requirements identified in the Checklist for Bid Document Review (Appendix C), including the suggested and required bid package documents and the development of the package for EDA approval/processing prior to advertisement.
c. **Construction Administration –** The architect will work with UNOR&TF and NOLABA to ensure compliance with the federal requirements identified in the attached EDA contracting provisions for construction projects (Appendix D). The architect/engineer shall provide administration of the contract for construction as set forth in AIA document A201, general conditions of the contract for construction, current as of the date of the architect/owner agreement. The architect shall ensure that the final design for the project complies with all Economic Development Administration ("EDA") grant requirements. Pursuant to this RFP, the services shall consist of, and the successful architect shall provide, architectural planning and engineering design services for the project, including, but not limited to the following:
    i. **Concept Plans, Renderings, and Presentation Documents**
        1. Conduct one or more workshops/charrettes with UNOR&TF and NOLABA staff.
        2. Prepare concept plans for the site to determine the most feasible designs to support exterior and interior spaces that meet the needs of tenants and stakeholders.
        3. Develop a concept and circulation plan for the approximate 8,000 square-feet of space, including:
            a. Clean Room
            b. Open spaces
            c. Lab Area
            d. Lab Work Area
            e. Develop preliminary (30%) color renderings of proposed layouts (minimum three) accurately depicting entryways, facilities (including structures, adjacent spaces, etc.) and submit to UNOR&TF and NOLABA staff and interested stakeholders for review and comment.
        4. Submit files with final color renderings and schematics in electronic format (pdf, jpg).
        5. Present renderings (MS PowerPoint, charts, display boards, and color renderings) at meetings.
        6. Assist in the selection of a primary design.

7. Refine project costs, including line-by-line breakout of all fees, architectural costs, construction costs, FF&E, technology, and contingencies.

d. Design Development

i. Obtain any permits required for the design of the project, without markups.

ii. Prepare the final conceptual design, including a large format display board and electronic files.

iii. Prepare the following documents:

1. Preliminary Engineering Report (PER; draft already completed), plans, schematics, sections and elevations, typical construction details, test-fit plan, and specifications that identify major materials and systems.

iv. Obtain plans of all adjacent utility facilities and identify and precisely locate all utilities.

v. Coordinate with UNOR&TF and NOLABA staff to determine locations and depths of facilities for design purposes.

vi. Determine where interferences with existing facilities may occur as a result of the construction of this Project, and resolve any conflicts

e. Plan, Specifications, and Estimates (PS&E)

i. Prepare construction drawings containing title sheet, general note sheet, plan sheets, typical cross section sheets, and detail sheets for the Project.

ii. Plot typical cross sections to illustrate existing and proposed conditions.

iii. Prepare complete project specifications, including special provisions and proposal forms.

iv. Incorporate project specifications into construction contract documents provided by UNOR&TF and NOLABA, including a description for each bid item.

v. Submit 70% PS&E construction documents, including structural calculations, to UNOR&TF and NOLABA for review.

vi. Address any comments generated from the 70% submittal.

vii. Based on the input received from the previous submittal, complete the design and prepare final PS&E documents.

viii. Submit 100% PS&E construction documents, including structural calculations, to UNOR&TF and NOLABA for review and to obtain preliminary approvals.

ix. Submit final set of PS&E documents (printed and electronic formats) with the necessary details and instructions to carry out the work in accordance with the approved construction phasing.

f. Construction Documents and Plan Information

i. Ensure plans and specifications comply with all applicable governmental and professional standards.

ii. Develop a schedule for construction of the Project.

iii. Conduct all approved topographic and property surveys and combine with available topographic surveys to create base maps for the Project.
iv. Conduct all approved geotechnical investigations necessary for the construction of the Project.
v. Attend the pre-bid meeting, attend the pre-construction meeting, and provide assistance during procurement and management of the construction phase of the Project.

g. Construction Management (in coordination with UNOR&TF and NOLABA owner's rep)

i. Provide traditional construction administration services, including monitoring general contractor and subcontractor pay applications.
ii. Coordinate with future construction contractors on behalf of UNOR&TF and NOLABA.
iii. Assist with preconstruction conferences.
iv. Perform periodic site inspections.
v. Prepare change orders, as necessary.
vi. Inspect construction materials.
vii. Review drawings submitted by construction contractor.
viii. Conduct construction tests and inspections.
ix. Supervise any and all critical construction operations.
x. Coordinate with staff for UNOR&TF and NOLABA and interested stakeholders to provide full time inspections and reporting.
xi. Participate in the final construction inspection.

h. Assistance during the Bidding Process

i. The Architect shall assist UNOR&TF and NOLABA during the bidding process. The Architect shall respond to questions from the prospective architects, conduct pre-bid meetings as needed, and shall prepare written addenda as necessary.
ii. The Architect shall review all bids submitted and make appropriate recommendations on contractors' abilities to complete the work. The Architect's review shall include the preparation of bid abstracts and a bid comparison document.
iii. The Architect will be present at the bid opening.

i. Construction Administration & Inspection

i. The construction administration services provided by the Architect/Engineer will be to assist with certain construction oversight services, including periodic on-site reviews.
ii. The Architect shall review and make determinations regarding contractors' Shop Drawings, Submittals, Requests for Information (RFIs), product substitutions, change orders and other related documents.
iii. The Architect shall call and participate in construction meetings.
iv. The Architect/Owner shall work with an independent plan checking firm to ensure accuracy of the plans.

v. The Architect shall provide coordination to governmental and funding agencies as required, and serve as representative for the coordination and communication activities with the general contractor, city, utility companies, and other agencies.
vi. The Architect shall review Contractor's Payment Request for accuracy.
vii. The Architect shall review and negotiate construction change order requests and claims.

j. Final As-Built Drawings

i. The Architect shall assist the general construction contractor in recording and maintaining a set of "As-Built" drawings that will be finalized into a formal AutoCAD set and delivered electronically, plus an unbound Mylar hard copy to UNOR&TF and NOLABA upon completion of the project. An electronic copy of the construction specifications shall also be provided to UNOR&TF and NOLABA.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

An overall estimated project schedule.
(i) Design period - 3 Months
(ii) Period of time to obtain required permits - 3 Months
(iii) Solicitation of bids and awarding of contracts - 2 Months
(iv) Construction period - 10 Months

PROPOSAL BIDDING REQUIREMENTS

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by NOLABA no later than February 21, 2022 at 5:00pm CST for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Architect's alleged performance effectiveness of their proposal's solution regarding the Project Objective
- Architect's performance history and alleged ability to timely deliver proposed services.

- Architect's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Architect's experience with previous Wet Lab and Clean Room design

NOLABA and The UNOR&TF shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing architect/contractor.

PROPOSAL SUBMISSION FORMAT

Applicants must submit one (1) electronic copy and two (2) hard copies to RFP Contact Person listed above. Proposals should not exceed 50 pages with a font no smaller than 11pt on standard letter size paper (cover page, table of contents, and divider sheets do not count towards page limit). Pages should be numbered, and a table of contents should be included. The following is a list of information the Architect should include in their proposal submission:

Summary of Architect Background

- Architect's Name(s)
- Architect's Address
- Architect's Contact Information (and preferred method of communication)
- Legal Form of Architect (e.g. sole proprietor, partnership, corporation)
- Date Architect's Company Formed
- Description of Architect's company in terms of size, range and types of services offered and clientele.
- Architect's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise as well as an organizational chart of the proposed team
- Architect's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Louisiana (e.g. business license number).
- Evidence of status of good standing with the L.A. Secretary of State
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal. Specific examples of prior work in line with this scope should be outlined. Outline of previous experience with Wet Labs and Clean Room design is required.

Financial Information

- State whether the Architect or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Architect or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.
- Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

- Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Alamo Colleges.

Proposed Outcome

- A statement of interest for the project including a narrative describing the Project Team's unique qualifications as they pertain to this specific project.
- Summary of timeline and work to be completed.
- Describe process your firm will use to develop, maintain, and adjust work schedule plan to meet the Owner's project schedules. Describe how your team deals with unforeseen changes and challenges and explain schedule recovery methods you will use, if necessary.
- Describe your Project Team's demonstrated technical competence and management qualifications with institutional projects, particularly those for Wet Labs and Clean Rooms.
- Describe the Project Team's design philosophy, your design and planning methodology, and your process for integrating institutional best practices into architectural, engineering, and master planning services.
- Describe how your Project Team stays current with best practices for building designs, operations, and construction including the current challenges, changing needs, programs, designs, and trends.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.
- The "cost-plus-a-percentage-of cost" and "percentage of construction cost" methods of contracting are specifically prohibited.

References

- Provide full names, addresses, and phone numbers of at least three past client references capable of explaining and confirming Respondent's capacity to successfully complete the project referenced in this proposal, related to Wet Labs and/or Clean Rooms. NOLABA staff may contact these references or industry sources, investigate previous projects and current commitments, interview some or all of the proposed team members, and take other information into account in its evaluation of the responses, including contacting individuals not listed explicitly as references.

EVALUATION CRITERIA:

Responses will be evaluated by using the following criteria, with 100 points as highest possible score:

a. 5 points - Completeness, technical competence, and clarity of the response.
b. 15 points - Project approach and schedule

c. 10 points – Knowledge of best practices
d. 15 points - Responder's overall experience and qualifications.
e. 20 points – Responder's specific experience with Wet Labs and Clean Room design
f. 15 points - Experience and qualifications of Responder's staff and team
g. 15 points - Past projects with similar scope.

INDEMNIFICATION

The Respondent shall indemnify and hold harmless NOLABA and/or UNOR&TF against any and all claims, demands, suits, judgments of sums of money to any party accruing against NOLABA and/or UNOR&TF for loss of life or injury or damage to persons or property growing out of, resulting from, or be reason of any act or omission of the operation of the Respondent, his agents, servants or employees while engaged in or about or in connection with the discharge of performance of the services to be done or performed by the Respondent hereunder, and shall also hold harmless from any and all claims and/or liens for labor, services, or materials furnished to the Respondent in connection with the performance of his obligations under this agreement.

RIGHT TO REJECT

Responses and any other information submitted by offerors in response to this RFQS shall become the property of NOLABA and UNOR&TF. NOLABA and UNOR&TF reserve the right to reject any and all responses received for this RFP or to select the Respondent(s) that, in the opinion of NOLABA and UNOR&TF, will be in the best interest of and/or the most advantageous to NOLABA and UNOR&TF. NOLABA and UNOR&TF also reserve the right to reject the response of any Respondent(s) who has previously failed to properly perform under the terms and conditions of a contract, to deliver on time contracts of a similar nature, and who is not in a position to perform the requirements defined in this RFP. NOLABA and UONR&TF reserve the right to waive any irregularities and technicalities and may, at its discretion, withdraw and/or re-advertise the RFP. A contract for the accepted response will be based upon the factors described in this RFP.

APPLICABLE LAW

Agreements shall be governed and/or construed in accordance with the laws and Jurisprudence of the State of Louisiana. At the time of Respondent's submission of this RFP response, the respondent shall be in compliance with all the applicable laws of the State of Louisiana, the United States and local ordinances, including licensure requirements.

APPENDIX A: PRELIMINARY ENGINEERING REPORT

Description of project components.

The overall project consists of approximately 8,500 square feet of construction on the first floor of an existing five story multi-tenant building. The proposed construction includes the following scope of work:

- The construction of approximately 8,500 square feet of shell space for wet labs that includes lab casework, acid resistant countertops, fume hoods, lab gas, and all specific mechanical, electrical, and plumbing as well as a Clean Room and Cold Rooms for biology and chemistry labs. Additional construction on the first floor consists of creating a corridor for life safety and accessible purpose.

Project Components:

a.) Chemistry Wet Lab -Build-out of Shell Space (1st Floor)

Construction of a 3,500 square foot wet lab to support the general needs and functions of biotech company working with human biological samples.

b.) Biology Wet Lab -Build-out of Shell Space (1st Floor)

Construction of a 3,500 square foot wet lab to support the general needs and functions of a biotech company working with human biological samples.

c.) Clean Room (1st Floor)

Approximately 1,000 square foot GMP clean room with independent access.

A statement verifying that the project components described in the engineering report are consistent with the EDA investment project description that is provided in Section B.2 of Form ED- 900.

The Information Technology Center No.1 is located within the University of New Orleans Research and Technology Park which is approximately 30 acres and adjacent to the University of New Orleans. The proposed scope of work is anticipated to take approximately 10 months to construct after design and obtaining required permits. The project is an essential addition to New Orleans' and Louisiana's bio industry.

The project envisions construction of approximately 8,500 square feet of shell space for wet labs (1st floor) that includes lab casework, acid resistant countertops, fume hoods, lab gas, and all specific mechanical, electrical, and a Clean Room and Cold Rooms for biology and chemistry labs. Additional construction on the first floor consists of creating a corridor for life safety and accessible purpose.

Drawings showing the general layout and location of the existing site

conditions and of the project components as well as location of any project beneficiary identified in Section B.9 of Form ED 900 that provide economic justification for the project, if any.

Please see attached drawings located in Attachments 4 and 5.

A feasibility analysis for the constructability of the project.

The construction will take place on one floor within a five story 100,000 square foot building. The 1st floor area designated to become wet labs is currently shell space or raw space. Current conditions include a concrete slab and exposed ductwork. One factor that can delay some components of the construction process is the fact that we will have to work around existing adjacent tenants and work within existing tenants space located above and below the designated area. Within a multi-tenant building, we must avoid shut down of other tenants due to construction noise.

The number of construction contracts anticipated.

We anticipate one construction contract.

A list of all permits required for the proposed project and their current status.

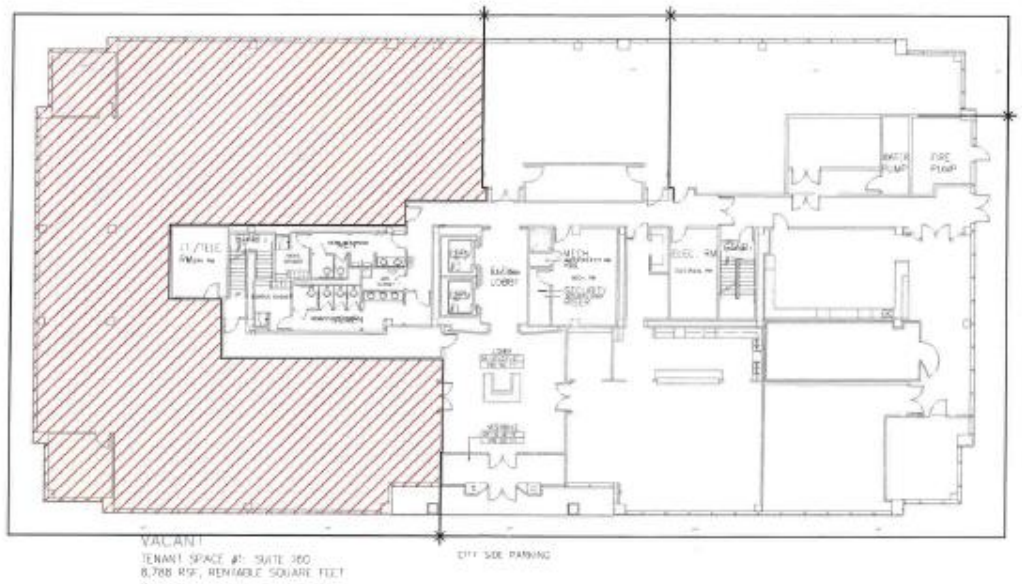
A Building Permit from the City of New Orleans Department of Safety and Permits as well as review and approval from the State Fire Marshal will be obtained for all work described in Section C.1. Permits will be obtained once drawings and specifications are complete and submitted to the proper agencies for review and approval.

An overall estimated project schedule.

(i) Design period	3 Months
(ii) Period of time to obtain required permits;	3 Months
(iii) Solicitation of bids and awarding of contracts	2 Months
(iv) Construction period	10 Months

The University of New Orleans Research & Technology Park

2219 LAKESHORE DRIVE, NEW ORLEANS, LA



Appendix B – Site Plan
Appendix C – EDA Checklist
Appendix D- EDA Construction Standard Terms and Agreements