



**REQUEST FOR TECHNICAL & PRICE PROPOSALS
DESIGN BUILD SERVICES**

DATE ISSUED: _____

THE BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA

for and on behalf of

UNIVERSITY OF NEBRASKA – _____

REQUEST PROPOSALS FOR:

(PROJECT/CONTRACT NUMBER)

(PROJECT TITLE)

DUE DATE/ TIME: _____

REQUEST FOR TECHNICAL & PRICE PROPOSALS (RFPs)
FOR
DESIGN BUILD SERVICES

(PROJECT TITLE)

INFORMATION AND INSTRUCTIONS TO SHORT LISTED FIRMS

1 GENERAL INFORMATION

- 1.1 The University of Nebraska intends to procure a qualified Design Builder (DB) to provide design and construction services for the _____ (Project). The total estimated cost of the design and construction is \$ _____.
- 1.2 The Technical & Price Proposals must be submitted as outlined in Section 4 at the date and time described therein. This RFP is extended to only those firms who have previously submitted a Statement of Qualifications on this project that was reviewed by the University and who were short listed to participate in this Step II of a two-step procurement process. Firms who have not already submitted a Statement of Qualifications and been short listed by the University are not invited to participate and any proposals received from those firms will not be considered.
- 1.3 Questions and inquiries pertaining to the selection process should be directed to _____ at [email address] _____ by the date indicated in Section 5.
- 1.4 The University of Nebraska shall not be held responsible for any oral instructions. Any changes to this Request for Technical & Price Proposals (RFP) will be in the form of an addendum, which will be furnished to all short listed firms.
- 1.5 The University of Nebraska reserves the right to reject any or all technical and price proposals, to waive any informality or irregularity in any proposals received, and to be the sole judge of the merits of the respective proposals received.

2 - ANTICIPATED SCOPE OF WORK

- 2.1 As already identified in the RFQ, Step I of this procurement, the selected DB will execute a contract with the University to provide design and construction services of the project including:
 - 2.1.1 Project Management and Administration through project leadership and overall team coordination.
 - 2.1.2 Interdisciplinary Coordination
 - 2.1.3 Review of Codes and Standards
 - 2.1.4 Test the Architectural Program
 - 2.1.5 Identify Opportunities for Economy

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- 2.1.6 Identify and Coordinate Facilities Tours
- 2.1.7 Value analysis services, value engineering and offer cost savings suggestions and best value recommendations
- 2.1.8 Project planning and scheduling
- 2.1.9 Constructability studies and reviews
- 2.1.10 Construction cost models, estimates based on marketplace conditions, and cash flow development and analysis
- 2.1.11 Coordination of Contract Documents
- 2.2 The DB will assume the risk of delivering the Project and will be responsible for construction means and methods.

3 – TECHNICAL PROPOSAL SELECTION CRITERIA

- 3.1 Firms interested in providing design build services must submit a Technical Proposal that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the proposal may be used to evaluate your firm as part of any criteria regardless of where that information is found within the proposal. Information obtained from the proposal and from any other relevant source may be used in the evaluation and selection process.
- 3.2 Qualification Criteria
 - 3.2.1 **Financial Capacity** (___ points)
 - 3.2.2 **Compliance with Design Requirements** (___ points)
 - 3.2.3 **Compliance with Project Schedule** (___ points)
 - 3.2.4 **Quality Management Plan** (___ points)

4 – INTERIM DESIGN PRESENTATION AND DISCUSSION

- 4.1 In order to assist the design teams in preparation of their technical proposals, the University's Project Evaluation Board and selected facility end-users will participate in an individual interim design presentation and discussion with each firm. The purpose of the interim design presentation and discussion is to allow the design team to ask the end users questions regarding design intent and functionality. It is an opportunity for clarification of questions which may have arisen during the design process to that point and to assure full understanding of, and responsiveness to, the solicitation requirements.

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4.2 The interim design presentation and discussion will be held on the following date(s) and will be limited to not more than 2 hours. The design build team must identify the location of the presentation, which location can not be more than 175 miles from the University.

- 4.2.1 Team A Date, Time
- 4.2.2 Team B Date, Time
- 4.2.3 Team C Date, Time

4.3 Project Evaluation Board members will keep all design information received during the interim design presentations and discussions confidential. No information or concepts derived from proposals submitted by competing offerors shall be disclosed to other competing offerors.

5 - SELECTION PROCESS AND SCHEDULE

5.1 The proposals will be scored in two parts. The first part is a point score for the Technical Proposal, which has a maximum of ____% of the Total Score. The second part is the point score for the Price Proposal which has a maximum of ____% of the Total Score. The total of the percentage achieved in each category becomes the Total Score.

5.2 The Project Evaluation Board will first evaluate the written Technical Proposals. Offerors will then make a project technical presentation. A minimum 5-member Project Evaluation Board will evaluate each Technical Proposal according to the above criteria based on both the written Proposal and the oral presentation.

5.3 The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview meeting date.

Interim Design Presentation: _____

Deadline for inquiries: _____

Technical Proposals due:

Due by 11:59:59 p.m. [day___], [date___], 2017

Upload PDF file to the link provided at:

<https://nebraska.edu/administration/business-and-finance/facilities/facilities-projects.html>

Price Proposals Due:

Sealed proposal must be received at the following address prior to **5:00:00 p.m. on [day___], [date___], 2017**

Deliver to the attention of:

Rebecca Koller

University of Nebraska Administration

3835 Holdrege St

Lincoln, NE 68583

Project Presentations: _____

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- 5.4 The Project Evaluation Board will then determine a Technical score for each firm based on the published criteria in 3.2 of this RFP. Consideration will be given to both the written proposals and oral presentations or interviews. No other factors or criteria will be used in the technical proposal scoring. The Project Evaluation Board will score Technical Proposals prior to opening the Price Proposals.
- 5.5 The Price Proposal will be scored in accordance with the equation provided below. This will result in the percentage value for the Price Proposal.

Calculating Price Proposal

$$\text{Stipulated \% X } \left[1 - \frac{(\text{offeror's price proposal} - \text{lowest price proposal})}{\text{lowest price proposal}} \right]$$

- 5.5 The Total Score will be calculated by adding the Technical Proposal percentage and the Price Proposal percentage. The highest Total Score will be recommended for contract award.
- 5.6 Requests for debriefings or to review Statements of Qualifications or Proposals submitted, shall be made in writing to the University. All information submitted by firms and related Project Evaluation Board evaluations and rankings shall be considered confidential until after contract execution and award by the Board of Regents.
- 5.7 The University will enter into negotiations with the highest scoring Offeror using the University's standard form Design Build Contract. If the Offeror is unwilling to execute the University's standard form Design Building Contract and/or the selected firm fails to execute the University's standard form Agreement within two weeks of notification of the highest rated team, the University may then negotiate with the second or third highest ranked firm until a contract is executed, or the University, in its sole discretion, may decide to terminate the selection process. If the University is unsuccessful in receiving a price proposal within the identified budget, the University may decide to terminate the selection process.

6 - ATTACHMENTS

- 6.1 Complete set of bridging documents
- 6.2 Design Build Contract
- 6.3 Architectural Program
- 6.4 Project Budget
- 6.5 Project Schedule
- 6.6 University Building Standards
- 6.7 [any additional information such as site surveys, geotechnical reports, etc.]
- 6.8 [Any University-required certifications, etc.]