REQUEST FOR QUALIFICATIONS

South Wing - Convert 4th Floor to Inpatient Unit
UI Project No. 0764701
UIHC Project No. 219-1333

Addendum #1

Issued:    July 9, 2018

Item#1:    Revise the first **Project Scope** paragraph to read as follows:

The scope of services the University is seeking for this project include, but are not limited to, complete architectural, structural, mechanical, electrical, and plumbing design services. **UIHC will provide a list of medical equipment, and the Design Professional will be responsible for inserting and coordinating all medical equipment in the construction documents.** The Design Professional will also be responsible for coordination with an Owner provided furniture vendor.

End of Addendum #1
REQUEST FOR QUALIFICATIONS

South Wing - Convert 4th Floor to Inpatient Unit
UI Project No. 0764701
UIHC Project No. 219-1333
July 2, 2018

The University of Iowa Hospitals and Clinics intends to retain professional design services from an Iowa based firm for the South Wing - Convert 4th Floor to Inpatient Unit Project. Interested and qualified firms are invited to submit a Statement of Qualifications for this project based on the tentative scope of work and information identified below.

Project Description

The project is located in the South Wing at the University of Iowa Hospitals and Clinics. Work will consist of a 7,000 square foot renovation of existing space to an inpatient unit. The space will be converted to include 13 inpatient rooms, a nurse station, medicine storage room, and a new telecommunication room. The work includes minor demolition; new walls, ceilings, finishes, med gas piping, fan coil units, electrical modifications, addition of two (2) handicap accessible restrooms, pneumatic tube upgrades and nurse call; along with an upgraded HVAC unit (SW-AHU-5) and electrical system. The anticipated overall project budget is approximately $3,800,000 and includes construction, furniture, equipment, fees, contingencies, and all other soft costs.

Project Scope

The scope of services the University is seeking for this project include, but are not limited to, complete architectural, structural, mechanical, electrical, and plumbing design services. The Design Professional will be responsible for planning, layout, and coordination of all medical equipment. The Design Professional will also be responsible for coordination with an Owner provided furniture vendor.

The Architect of Record will be selected via this RFQ process. The University will work with the design professional to select the MEP sub consultants required for the project and whose work will be the responsibility of the design professional – submittals should not include any MEP sub consultants.

Cost estimates will be an integral part of the design and are required at each design milestone.

Project delivery method will be design-bid-build.
**Anticipated Project Schedule**

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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Design Kickoff Meeting</td>
<td>August 2018</td>
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<tr>
<td>Board of Regents Submission</td>
<td>October 2018</td>
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<tr>
<td>Final Design Review</td>
<td>February 2019</td>
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<tr>
<td>Bidding</td>
<td>March 2019</td>
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<tr>
<td>Commence Construction</td>
<td>April 2019</td>
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<tr>
<td>Complete Construction</td>
<td>September 2019</td>
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**Selection Process**

The University will recommend an Iowa based professional design firm to the Board of Regents, State of Iowa. The University will work with the design professional to select the various sub consultants required for the project and whose work will be the responsibility of the design professional. Based on the University’s evaluation of all Statement of Qualifications submitted, a select number will be invited to interview. The final selection and recommendation for the project **Architect of Record** to the Board of Regents will be based on the interviews and qualifications. All firms submitting a Statement of Qualifications shall be notified of the firms selected for interviews.

**Statement of Qualifications**

Firms interested in providing services for this project shall include (as a minimum) the following in their Statement of Qualifications:

1. Cover letter expressing interest in providing services for the project and the principal contact information.
2. Design Firm’s general brochure.
3. Proposed project team, individual roles, qualifications, project experience, current workload including completion schedule, and office location for each team member.
4. Project team’s experience on similar design projects managed or designed by the individuals on the project team. For each project submitted, include the following:
   a. team member’s specific role
   b. project summary
   c. project cost
   d. client reference and contact information
   e. project statistics (i.e. square footage, etc.)
   f. floor plan
   g. date completed
5. Identify key challenges and operational considerations surrounding facilities of this type; outlining how your team will address these challenges. Specifically describe your firm’s experience with projects which occur in occupied healthcare facilities.
6. List of University of Iowa and University of Iowa Hospitals and Clinics projects (completed or underway), the names of the firm’s proposed project team members responsible for those projects, related client references, and a summary of project and construction costs related to those projects.

7. Familiarity with the University of Iowa and University of Iowa Hospitals and Clinics project delivery processes. The project will adhere to the University of Iowa Hospitals and Clinics design standards.

8. Project approach and schedule.

9. Description of the firm’s quality control and cost control procedures. This should address quality in documentation as well as in the design process. Provide a performance record detailing your firm’s ability to meet project budget, design schedule, estimated vs. actual construction costs, change orders as a percentage of construction, and occupancy schedule.

Firms interested in providing services for the project shall submit the requested materials via six (6) hard copies and one (1) single PDF file by **no later than 4:00 p.m. on Thursday, July 19, 2018** to:

Ryan Dehart  
Design Project Manager  
200 University Services Building  
Iowa City, Iowa  52242-1922  
Email: ryan-dehart@uiowa.edu  
Ph: 319.335.1298

John Rutherford  
Project Support Staff  
200 University Services Building  
Iowa City, Iowa  52242-1922  
Email: john-rutherford@uiowa.edu  
Ph: 319.384.0793

Electronic file may be submitted via email or CD and shall be label “0764701/219-1333–Statement of Qualifications – firm name”. Statement of Qualifications shall be a maximum of 15 double-sided pages excluding the title page and cover letter. Failure to comply with the criteria set forth may be result in rejection of submittal and consideration of the submitting Firm. Firms from which additional information/clarification is requested will be contacted.

All questions shall be directed to the Design Project Manager noted above.

All costs associated with the development and submittal of the Statement of Qualifications and interview presentation will be the responsibility of the design professional.