



Request for Proposal for Planning and Design Services

ASHRAE

New Headquarters Building

Peachtree Corners, GA

January 4, 2019

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1. Introduction and Project Description

On behalf of ASHRAE, Collins Project Management (CPM) has prepared this Request for Proposal (RFP) to select an architectural and subconsultant design team to plan and design the next ASHRAE headquarters in the Atlanta metropolitan area.

ASHRAE, founded in 1894, is a not-for-profit global society advancing human well-being through sustainable technology for the built environment. The Society and its more than 56,000 members worldwide focus on building systems, energy efficiency, indoor air quality, refrigeration, and sustainability. Through research, standards writing, publishing, certification and continuing education, ASHRAE shapes tomorrow's built environment today. More information can be found at www.ashrae.org.

ASHRAE plans to renovate a building located at 180 Technology Parkway in Peachtree Corners, GA to serve as the future global headquarters of the Society. The renovated facility will provide an outstanding working environment for approximately 145 ASHRAE employees and provide extensive training and meeting space for ASHRAE members and volunteers.

The 67,000-sf building was built in 1978. The project is intended to demonstrate economical renovation of an existing building to net-zero energy or net-zero energy ready condition. This very public project will be closely watched by the global built environment, affording outstanding publicity for those participating. The total renovation budget is \$10 million excluding photovoltaic arrays. The building is owned by ASHRAE and the new headquarters must be occupied no later than September 2020.

The Owner's Project Requirements (OPR), attached to this RFP, has been developed by the Owner and establishes ASHRAE's goals for the New ASHRAE Headquarters. Every effort has been made to make the OPR as comprehensive and complete as possible to minimize future changes. However, the OPR will be considered a "living" document during the design phase of the project, and as such is subject to change as the design progresses. By establishing the goals of the new ASHRAE Headquarters in a single document, the OPR becomes a record by which ASHRAE and other parties involved in the project can judge the degree of success in meeting the owner's defined objectives and criteria. In part, the success of the project will be tracked by the minimization of the need to change core tenets of this document.

An ad hoc committee has been established by ASHRAE to oversee the development of the new headquarters. Collins Project Management (CPM) has been selected to represent ASHRAE's interests during the planning, design, construction, commissioning, and occupancy of the new headquarters. Greg Kerr, Sr. Project Manager, will be the primary contact. John McFarland with WorkingBuildings, as a subconsultant to Collins Project Management, will be advising and guiding the Owner on sustainability and energy efficiency issues but will not provide services normally associated with a LEED or Energy consultant.

Timeline

The enclosed overall project schedule (OPS) reflects the project team's current thinking with respect to timing and phasing of the work. It is preliminary in nature and will be refined with input from the design team and the construction manager during the design and preconstruction phase.

Scope of Design Services

The purpose of this RFP is to procure the services of a design team to provide comprehensive space planning, architecture, and interior design services and all necessary engineering and consulting services to plan and design the new headquarters. The team will also lead and facilitate efforts related to sustainable design in collaboration with the ASHRAE Ad Hoc Committee and other consultants and experts.

The following engineering and consulting services should be included in the design team's proposal:

- Sustainability Consultant
- Energy Modeling
- Structural Engineering
- Mechanical, Electrical, Plumbing, and Fire Protection Engineering
- Lighting and Lighting Controls Consultant
- Building Envelope/Waterproofing Consultant
- Kitchen/Food and Beverage Design
- Low Voltage Systems Planning and Design (Voice/Data, A/V, Security and Access Control,)
- Interior Design

We have excluded civil engineering and landscape/hardscape/irrigation design because the scope will be limited and not yet defined. We will ask the design team to solicit competitive proposals once a scope is defined and add these disciplines to the design team scope of work at that time.

Your response to the compensation portion of this Request for Proposal should include all hours and costs associated with management and coordination of these consultants and the actual cost of the consultant's work. If there are any other consultants or team members that you believe will be required, please list them and include the cost of their services in your proposal.

The scope of services includes all time and expenses associated with designing the facility to meet the client's approved budget including value analysis, evaluation of options, and cost reduction efforts.

Note that a Commissioning Agent (CxA) will be engaged under contract to the Owner. The design team shall coordinate and consult with the CxA on an ongoing basis throughout design and construction.

Construction Delivery Strategy

A competitive RFP process will be utilized to select a construction manager (CM) to provide preconstruction and construction services. The selected CM will provide preconstruction services throughout all phases and if a mutually agreeable Guaranteed Maximum Price contract can be agreed upon, the firm will then be authorized to proceed with construction.

The Integrated Design Process (IDP) will be utilized during all phases of design to optimize value, performance, energy efficiency, sustainability, and maintenance requirements for the new headquarters.

The schedule indicates the selection of a CM partner will be made before the conclusion of the schematic design phase. A budgeting/cost plan will be developed at the outset of the project and continuously revisited during each design milestone.

2. Proposal Requirements

Provide the following information in your response to this RFP and in the order shown. All responses should be as brief and succinct as possible. Lengthy replies and information that is not directly relative to this project will not be favorably received.

A. Project Team

1. Provide a brief description of your firm, it's history, organization, leadership, and design philosophy.
2. Identify all key members of your proposed project team including consultants. Include a resume and a role description for each.
3. If your firm is joint venturing with another firm, please clearly describe the nature of the contractual relationship and delineate the various roles and responsibilities for the duration of the project.

B. Relevant Experience

1. Describe your firm's philosophy and experience with respect to the design and implementation of high sustainability projects.
2. Provide information on no more than five (5) deep green projects (LEED Platinum, Living Building Challenge, Net Zero Energy) that you think are similar to the ASHRAE Headquarters project. Please provide all relevant information including but not limited to lead design professional, lead sustainability professional, square footage, date completed, sustainability goals (target EUI's and actual achieved EUI's), construction manager, final construction cost (without site development or site improvement costs) and owner contact.
3. Describe your team's approach to implementing IDP (Integrated Design Process), specifically with Owner and consultant engagement in the process.
4. Describe your team's experience implementing Health and Wellness initiatives such as Fitwell and Well programs
5. Describe your team's experience designing buildings for Resiliency.

C. Additional Information

1. Provide a list of required changes to the Owner-Architect agreement. You must identify specific language that is objectionable with section references and propose alternative language for each item.
2. Identify the primary software product(s) you will utilize on these projects. If Revit or a similar product is to be utilized, identify the Level of Design (LOD) that is to be provided at each phase of the project.
3. Provide evidence of your professional liability insurance coverage that is consistent with the requirements of the Owner-Architect agreement.
4. If your firm or any partner firm is involved in any pending claims or lawsuits with owners, describe the issues and status of each.

D. Compensation

Note: Only short-listed firms will be required to submit compensation proposals. See Section 3 for specific instructions for the delivery of your compensation proposal.

1. Identify your proposed lump sum compensation for design services described in this RFP. Include a detailed breakdown showing cost for each engineering and consultant discipline.

The construction budget is \$10M and is defined to include all items furnished and installed by the construction manager and included in the cost of construction and Guaranteed Maximum Price. It includes the cost of kitchen equipment and an appropriate allowance for cost escalation and contractor contingency.

Provide any clarifications or exclusions your team may have to the scope of your work and/or proposed compensation for item 1 above.

2. Provide alternative lump sum compensation proposals for:
 - a. LEED Platinum Certification
 - b. LBC Petal Certification
 - c. Well Certification
 - d. Fitwell Certification
 - e. Living Building Challenge
3. Provide a compensation proposal for inventory and evaluation of all existing furniture, fixtures, and accessories (FFA) with recommendations for re-use, and selection and specification of all new FFA for the new headquarters. The intent is for the design professional to provide "purchase ready" specifications and other information that would be required for a 3rd party to solicit multiple proposals for procurement of these items. ASHRAE would prefer a fixed fee for this scope of work.

4. Provide an alternative compensation proposal to provide FFA specification, procurement, and acceptance services including solicitation of multiple proposals, evaluation of proposals and recommendations for award, tracking and reporting on approvals and production, coordination of delivery and installation, and punch-list and final acceptance of all installed items. ASHRAE will require this process to be entirely open book and fully documented and will reimburse the firm for actual costs and fees as they are incurred.
5. Provide a comprehensive list with unit costs (if applicable) and an estimated range of the total cost for reimbursable expenses. Note that reimbursable expenses are to be billed at the actual cost/direct expense without mark up.
6. Identify a unit cost to prepare colored exterior and interior renderings of the new headquarters.
7. Describe any specific circumstances under which you would be compelled to request additional services or a fee adjustment.
8. Provide a list of hourly billing rates for each firm included in the proposal.

3. Instructions

The timeline for design team submittals and selection, subject to change, is as follows:

RFP Issued	January 4, 2019
Site Visit	January 11, 2019 at 2:00 pm EST
Electronic Submittals Due	January 18, 2019 at 3:00 pm EST
Short List Announcement	January 23, 2019
Interviews and Cost Proposals	January 29, 2019
Announcement	February 1, 2019

Initial selection of the design team will be based on selection committee evaluations of design team qualifications and experience and the results of interviews of short-listed firms. After interviews are complete and an initial selection has been made, the selection committee will review the fee proposed by the selected firm. The committee intends to proceed with the selected firm if it deems the proposed fee reasonable and it falls within the amount budgeted for these services. However, the committee reserves the right to modify the process including negotiating with the selected firm or considering other proposals if it deems it in the best interests of the Society.

Please forward your **response to Sections 2 A, B, and C only** in electronic format to the following:

Joe Collins
Principal
Collins Project Management
joecollins@collinspm.com

Jeff Littleton
Executive Vice President
ASHRAE
jlittleton@ashrae.org

Please organize your response as indicated in Section 2, Proposal Requirements. A single .pdf file is preferred. No hard copies are required.

Compensation Proposals (Section 2.D) will be required only from short-listed firms and are to be delivered to Collins Project Management in a sealed envelope marked with the design firm's name at the beginning of the interview.

All questions related to this RFP and the selection process should be addressed to:

Joe Collins
Principal
Collins Project Management
joecollins@collinspm.com

Unless a specific exception is granted in advance, responses to all questions related to this RFP will be shared with all firms. Any responses to questions that materially affect your proposal should be documented and included in your submittal.

Please do not attempt to contact members or officials with ASHRAE during this process. Failure to follow these instructions will result in disqualification.

All proposals become property of ASHRAE once received. ASHRAE reserves the right to reject any or all proposals and to waive technicalities and informalities.

Attachments

Overall Project Schedule (preliminary)
Owner's Project Requirements
Proposed Owner-Architect Agreement

Conflict of Interest

The respondent agrees to be bound by the following requirements.

Except as identified in the proposal or as specified in the contract, the respondent must certify in its proposal:

- That no person either natural or body corporate, other than the respondent, has or will have any interest or share in this proposal or in the proposed contract, and
- There is no collusion or arrangement between the respondent and any other respondent(s) in connection with this project, and
- The respondent has no knowledge of the contents of other proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

Respondents chosen to participate in this RFP process shall disclose prior to entering into an agreement any potential conflict of interest. If such conflict does exist, ASHRAE may at its discretion withhold the award of a contract from the respondent

until the matter is resolved. Membership in ASHRAE and participation in ASHRAE activities shall not be deemed a conflict of interest. No volunteers on the ASHRAE Headquarters Ad Hoc Committee or on the Technical Advisory Subcommittee (TASC) or their associated firms are eligible to respond to this RFP.

Neither the respondent nor any employee of the respondent shall offer or receive any entertainment, gifts, gratuities, donations, discounts, fees, payment, commission, reward, special service, incentive, or other remuneration or compensation of any kind ("inducement"), regardless of value, to or from any employee of ASHRAE, any consultant or contractor employed by ASHRAE, any real estate representative acting on behalf of ASHRAE, or any vendor of goods or services to the project. The respondent agrees to immediately inform ASHRAE immediately upon being offered any such inducement.

The respondent chosen to provide service to the project shall continue to be bound by the foregoing prohibitions after the execution of a contract agreement.