

**REQUEST FOR QUOTE #14-04**  
**LSU-HCSD CONTRACTOR-DESIGNER SERVICE**

Applications for Contractor-Designer Services for the following project will be accepted until 4:00 p.m., March 23, 2015. (Your attention is called to the 4:00 p.m. deadline -- exceptions WILL NOT be made). APPLICATIONS SHALL BE SUBMITTED ON THE STANDARD FORM - the LSU HCSD Architectural Design Application, WITH NO ADDITIONAL SHEETS OF PAPER ATTACHED. THIS STANDARD FORM HAS AN INSTRUCTION SHEET AND ADDITIONAL PRE-NUMBERED PAGES FOR ADDITIONAL INFORMATION. PLEASE BE SURE TO USE AN UP-TO-DATE COPY OF THE FORM. THESE FORMS ARE AVAILABLE AT THE LSU HCSD OFFICE AND ON THE LSU HCSD WEBSITE AT <http://www.lsuhsospitals.org/>.

**DO NOT ATTACH ANY ADDITIONAL SHEETS TO THIS APPLICATION. FIVE (5) COPIES OF EACH APPLICATION MUST BE SUBMITTED OF WHICH ONE MUST BE A SIGNED AND SEALED ORIGINAL AND FOUR (4) SIGNED COPIES (PHOTOCOPIES ACCEPTABLE). SUBMITTALS SHALL NOT BE BOUND, BUT MAY BE STAPLED. ANY APPLICATIONS WITH ATTACHMENTS IN ADDITION TO THE PRE-NUMBERED SHEETS OR OTHERWISE NOT FOLLOWING THIS FORMAT WILL BE DISCARDED.**

**1. Contractor-Designer Plan for the Lapayere and Miltenberg (L&M) Building, New Orleans, LA, Phase 1, LSU HCSD, New Orleans, LA, Project No. 14-04.**

This project consists of preparing a plan, in coordination with LSU HCSD staff, for removal and disposal of contents of the L&M building in New Orleans. The plan shall include but not be limited to the following:

- a. removal, shredding and/or disposal of sensitive records in accordance with federal and state rules and regulations;
- b. removal of hazardous and bio-hazardous waste in accordance with federal and state rules and regulations;
- c. removal/disposal; biological/chemical/radiological/nuclear waste removal/disposal
- d. removal and disposal of rubbish;
- e. removal and disposal of office and medical supplies, with specific and appropriate plans for medical sharps and medications;
- f. removal and disposal of furniture and furnishings;
- g. Decommissioning, removal and disposal of all medical equipment, including radioactive imaging sources;
- h. Degaussing, removal and disposal of computers, information technology and other office equipment;
- i. removal and disposal of all state property leaving the buildings; along with an
- j. estimate of hours, staff and equipment needed for security of the worksite during the project.

The plan shall include detailed steps, processes, phases and procedures that will be required to accomplish each bulleted item in the most efficient and effective manner, utilizing industry best practices, and in accordance with state and federal laws, rules, and regulations.

The Contractor-Designer will prepare specifications to be included in Requests for Proposals and/or Invitations to Bid for the hiring of a Contractor to perform all of the services necessary to clean out all of the L&M Building not inclusive of fixed equipment.

The Contractor-Designer shall be responsible for the supervision of all staff hired to perform the services listed above and will monitor their activities closely.

Contractor-Designer shall provide progress reports at least monthly detailing the activities of each of the staff members hired to perform project services. If requested by LSU HCSD the Contractor-Designer will provide presentations or reports to FEMA, the State, or LSU HCSD on the following:

- a. Comprehensive inventory and list of locations above.
- b. Comprehensive plans and timeline above.
- c. Comprehensive, detailed specifications in compliance with State of Louisiana procurement and contract laws to insure open and competitive process.
- d. Cleared buildings acceptable to LSU HCSD contract monitor.

In consideration of the services required by this contract, LSU HCSD hereby agrees to pay to CONTRACTOR-DESIGNER a maximum of \$33,000 for the L&M building project management plan, design fee.

Payments are predicated upon successful completion and written approval by LSU HCSD of the described tasks and deliverables as provided above. Payments will be made to CONTRACTOR-DESIGNER after written acceptance by LSU HCSD of the payment task and approval of an invoice. LSU HCSD will make every reasonable effort to make payments within thirty (30) days of the approval of invoice and under a valid contract.

Payment for the **L&M project management plan, design fee** will be made only on approval of the Project Coordinator/Contract Monitor as follows:

Schematic Design	\$ 6,185.14
Design Development	\$ 6,668.87
Contract Documents Development	\$5,396.04
Bidding and Negotiation	\$2,899.56
Construction Contract Administration	\$2,899.56
Close Out	\$8,950.81
<hr/> Total-	<hr/> \$32,999.98

Only firms with in-house contractor-design services, recent experience with hospital clean out, content disposal, demolition plan design experience will be considered. Emphasis will be placed on successful experience in meeting design schedules and a planned approach to performing the contract services within the time allowed. Emphasis will be placed on Louisiana based firms and firms with an office within 50 miles of New Orleans. Only firms licensed in the State of Louisiana will be considered. Funding for this project is provided by the Federal Emergency Management Agency and LSU HCSD and their participation and oversight may be expected in all phases of the project. This project will be administered by LSU HCSD and applicants should be thoroughly familiar with their requirements and procedures before submitting an application. Any questions about these requirements and procedures should be directed to LSU HCSD. The construction cost and fee are approximate. The construction

cost will be finalized during design and a fee will be determined based on the Louisiana Capital Improvement Projects Procedure Manual for Design and Construction, 2006 Edition. The designer shall prepare and submit all required drawings to LSU HCSD. Design and drawings shall follow the format specified in the "Instructions to Designers for AutoCAD Drawings Submittal". The funds available for clean out, disposal, construction are approximately **\$638,297.55** with a fee of approximately **\$33,000 for design**. The dollar amounts and fees are based on the State of Louisiana DOA logarithmic fee and calculations for architectural and design projects. Applicants are advised that fees will be established by the Owner based on the amount of the estimated construction cost and within the range stated in the advertisement and is not subject to negotiation. The formula for calculating the fee can be found in the LSU HCSD policy. Applicant firms should be familiar with the above stated requirements prior to application. The firm(s) selected for the project(s) will be required to sign a standard Contract between Owner and Designer. LSU HCSD shall incur no obligation to the designer until the Contract between Owner and Designer is fully executed. Unless indicated otherwise in the project description, there will be no additional fee for consultants. Applicants may be qualified to participate in the Small Entrepreneurship Program (The Hudson Initiative) and are encouraged to consider participation. Contract design time is **60** consecutive calendar days; including **7** days of review time. Thereafter, liquidated damages in the amount of **\$500.00** per day will be assessed. Further information is available from **Ms. Liz Sumrall - Director of Purchasing, Procurement and Contracts, LSU HCSD, 5429 Airline Highway Baton Rouge, LA 70805, (225) 354-7018 or by email at [esumr2@lsuhsc.edu](mailto:esumr2@lsuhsc.edu)**.

**GENERAL REQUIREMENTS APPLICABLE TO ALL PROJECTS:**

Applicants are advised that design time ends when the Documents are "complete, coordinated and ready for bid". Documents will be considered to be "complete, coordinated and ready for bid" only if the advertisement for bid can be issued with no further corrections to the Documents. Design time will not necessarily end at the receipt of the initial Construction Documents Phase. Any re-submittals required to complete the documents will be included in the design time. In addition to the statutory requirements, professional liability insurance covering the work involved will be required in an amount specified in the following schedule. This will be required at the time the designer's contract is signed. Proof of coverage will be required at that time.

**SCHEDULE**

**LIMITS OF PROFESSIONAL LIABILITY**

<u>Construction Cost</u>	<u>Limit of Liability</u>
\$0 to \$1,000,000	\$500,000
\$1,000,000 to \$10,000,000	\$1,000,000
\$10,000,000 to \$20,000,000	\$1,500,000

\$20,000,000 to \$50,000,000	\$3,000,000
Over \$50,000,000	To be determined

Applicant firms should be familiar with the above stated requirements prior to application. The firm(s) selected for the project(s) will be required to sign the state's standard Contract Between Owner and Designer. LSU HCSD shall incur no obligation to the designer until the Contract Between Owner and Designer is fully executed.

**THE SMALL ENTREPRENEURSHIP PROGRAM:** Applicants may be qualified to participate in the Small Entrepreneurship Program (The Hudson Initiative) and are encouraged to consider participation. Firms will be expected to have all the expertise necessary to provide all architectural services required by for the projects for which they are applying. Unless indicated otherwise in the project description, there will be no additional fee for consultants.

**ANY PERSON REQUIRING SPECIAL ACCOMMODATIONS SHALL NOTIFY LSU HCSD OF THE TYPE(S) OF ACCOMMODATION REQUIRED NOT LESS THAT SEVEN (7) DAYS BEFORE THE SELECTION BOARD MEETING.**

Applications shall be delivered to: **LSU HCSD, Administrative Business Office, Room 378, Baton Rouge, LA, 70805, Attention: Liz Sumrall**

The tentative meeting date for the LSUHCSD Selection Board is **Thursday, April 2, 2015 at 10:00 AM at 5429 Airline Highway Baton Rouge, LA 70805.** LSU HCSD reserves the right to change this date as needed and appropriate.

The LSU HCSD is seeking proposals and statements of qualification from Architectural Design Firms or other qualified firms that are interested in providing professional services to assist LSU HCSD in identifying the best solution to address the clean out and disposal of contents at L&M Hospital, New Orleans. The RFQ may be obtained online at <http://www.lsuhsospitals.org/> or by email request at [esumr2@lsuhsc.edu](mailto:esumr2@lsuhsc.edu). Sealed proposals will be received by LSU HCSD, 5429 Airline Highway Baton Rouge, LA 70805, until **4:00 p.m., Monday, March 23, 2015.** Proposals received after that time will not be accepted and will be returned to the submitter unopened. RFQs should be clearly marked **RFQ # 14-04.**

The LSU HCSD reserves the right to waive any technical defects in the RFQ; to reject any RFQ which does not conform to the terms and conditions described in the specifications; to reject any or all RFQs and to again invite RFQs; and waive informalities or irregularities in the RFQ review process.

Liz Sumrall  
Director of Procurement

**REQUEST FOR QUALIFICATIONS (RFQ)**

**INTRODUCTION**

LSU HCSD is soliciting statements of qualifications from interested firms to provide Contractor and Design Services for the development of plans and specifications for clean out and disposal of contents at the L&M Building, New Orleans, LA.

The Committee will place strong emphasis on working with a firm that has extensive experience in designing and engineering hospital decommissioning disposal, and clean out processes. The professional services to be provided include all services necessary for the development of plans and specifications suitable for obtaining clean out proposals in accordance with the applicable requirements of LSU HCSD.

If you are interested in your firm being considered for this project, please submit five (5) copies of your application to:

**LSU HCSD, Administrative Business Office**  
**5429 Airline Highway, Room 378, Baton Rouge, LA 70805**  
**Attention Liz Sumrall**

**Due Date: Monday, March 23, 2015 by the close of business at 4 pm CST**

All statements shall be in a sealed envelope clearly marked "Application for Contractor/Designer/LSU HCSD L&M Building, New Orleans.