

REQUEST FOR QUALIFICATIONS

PLANNING AND PROGRAMMING

LOUISIANA STATE UNIVERSITY LIBRARY

BATON ROUGE, LOUISIANA

State Project No. 19-601-20-03; F.19002406



RFQ DUE DATE/TIME:

AUGUST 1, 2022 2:00 PM

State of Louisiana
Division of Administration
Office of Facility Planning and Control

July 8, 2022

A. INTRODUCTION, BACKGROUND AND INTENT

This decade marks the beginning of LSU's second century on this campus; a significant moment in its history as an institution and for the State of Louisiana. Much has changed in the previous 100 years, and much will change by the 2120's. It is historically important that one of the first buildings built on the campus was the library – presently known as Hill Memorial. It still serves its archival function. In the late 1950's, the current LSU Library was built to expand the scope of services needed by the growing student population. To serve future Louisiana students and those that attend from further away, the library of tomorrow needs to be built now. Located in the new geographic core of the LSU campus, this initial effort shall identify those programming needs for a state-of-the-art Library to be built on the Baton Rouge campus.

LSU is the higher education Flagship institution for the State of Louisiana and is designated as a Carnegie Research University with very high research activity. LSU aspires to be a leading research-extensive university which challenges its undergraduate and graduate students to achieve the highest levels of intellectual and personal development. State-of-the-art classrooms, laboratories, studios, and libraries situated on a campus known for its beauty and architecture are necessary focal points.

The purpose of this planning effort is to develop a specific program for the LSU Library/Learning Commons. Building upon the framework established with the original 2017 Comprehensive and Strategic Campus Master Plan, which is a living master plan with a 2022 version, this planning and programming effort will further detail the intent, scope, scale, size, character and cost for this particular building. The current version of the Campus Master Plan identifies a specific location for the future library/learning commons at the geographic center/core of the future campus, located at the "knuckle" between the historic campus and the future campus to the south, which has already begun to materialize. The concept of the future library/learning commons at this location is a long-standing idea, and was identified as the location in the previous 2003 Campus Master Plan. Following is a link to the full set of documents developed for the LSU Campus Master Plan in 2017, with the 2022 version of the 2D Master Plan on the front page: <https://lsu.edu/pdc/planning/master-plan.php>.

The State of Louisiana, Division of Administration, Office of Facility Planning and Control (FPC) is initiating this planning and programming exercise to seek guidance on the most appropriate and best use of this core campus location. Learning from the successes of peer institutions that have recently built similar facilities, the selected Proposer should provide a detailed campus-wide evaluation to understand LSU's needs. In addition to the library functions, the selected team will provide assistance to FPC and LSU in determining the most logical occupants and components to be included in the building. It is anticipated that the highest value "library partners", some perhaps existing elsewhere on campus and perhaps some new programmatic functions, will be identified through this process. A thorough building-specific programming exercise will then follow.

FPC intends to engage the professional services of a planning firm with extensive experience and knowledge of the latest trends in higher education libraries and learning commons with a proven track record of similar planning and programming exercises for similar facilities. This document provides background information, preliminary elements for inclusion in the scope of services, and also serves as a formal request for the qualifications of interested parties.

B. ABOUT THE PROJECT

The basic scope for this exercise will be to provide planning and programming services as follows:

Planning:

1. Meet with key stakeholders to listen, analyze, and articulate project goals, objectives, and guiding principles for foundational direction as it relates to LSU campus-wide needs in consideration of this building in this location.
2. Review and analyze existing programs and focus on short and long-term goals for LSU as it relates to this future building.
3. Perform an extensive review of LSU's peers which have constructed or renovated recent libraries/learning commons or have upcoming intentions to do so.
4. Recommend for consideration the list of library partners that should be located within this building, understanding that they will relocate from elsewhere on campus or be created anew as a result of key stakeholder meetings.

Programming:

1. Investigate site capacity, site limitations, building height/volume limitations.
2. Develop space programs for each library partner with adjacencies illustrated graphically, inclusive of common space functions pertinent to higher education learning commons.
3. Prepare blocking/stacking diagrams.
4. Lead discussions about the architectural style that is appropriate for this building and site as it relates to the campus architectural guidelines and the view toward the next century of education for the university.
5. Investigate utility infrastructure needs for full development of the building, with consideration of utility developments for growth of other future master plan buildings.
6. Show photographs or renderings of key spaces to illustrate the intended character of the spaces.
7. Prepare preliminary cost projections, inclusive of site redevelopment of the entire block, the related section of Tiger Walk and all utility and street infrastructure needs.
8. Prepare preliminary timetable/schedule.
9. Develop thorough peer institution comparisons.
10. Publish and deliver graphic materials to illustrate information identified in peer review, the planning concepts, costs, timelines, etc. and a complete building program deliverable.
11. Present finished report to several stakeholder groups on multiple occasions.

FPC seeks services to gain an understanding of the most logical and best use for this core location on campus, focused on a new library as the first and foremost priority of the building, with guidance provided to help LSU best determine the full extent of occupancy at this location. Any Proposer submitting for this programming effort shall not be prohibited from applying for subsequent design phases of the project.

C. RFQ SUBMISSION REQUIREMENTS

FPC seeks the qualifications of experienced and capable firms that are interested in providing professional services for planning and programming of the future LSU Library/Learning Commons. Electronic submissions will be evaluated by a committee made up of representatives from FPC and LSU charged with developing a short list of Proposers. From this short list, individual meetings will be scheduled with Proposers to further discuss qualifications and evaluate responses to questions. The Committee will select one Proposer with which to begin negotiations and finalize a scope of services and costs. Expectations are to select a Proposer in August of 2022, begin the planning effort in fall 2022 and complete the plan prior to March of 2023.

Proposals, including all attachments, should be submitted in PDF format and in the possession of FPC by no later than 2:00 PM on August 1, 2022. Proposals shall be submitted electronically to the following email address: FPC-RFO@la.gov

The submission should include Higher Education planning experience, planning approach and methodologies, proposed team/consultants and prior collaborative efforts, and experience with similar library/learning commons planning and programming efforts. Interested Proposers should submit one electronic file including the below items which will be the criteria and basis for selection.

- Cover Letter: A cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer.
- Firm Profiles: Proposers should give a brief description of their company including a brief history, corporate structure and organization, and number of years in business. This section should provide a detailed discussion of the developer's prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should list any higher education planning experience. Proposers should also describe relevant experience in other states or in corporate/governmental entities of comparable size and diversity with references from previous clients including names and telephone numbers.
- Project Team Members, Organizational Chart and Resumes, inclusive of consultants: The Proposer should provide detailed information about the experience and qualifications of the assigned personnel considered key to the success of the project. This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. Specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability.
- Planning Approach and Methodology: Proposals should include enough information to satisfy the evaluation committee that the Proposer has the appropriate experience, knowledge and qualifications to perform the scope of services as described herein. Examples are below of what may be included in this section.
 - Demonstrate understanding of the nature of the project and explain how the proposal will best meet the needs of FPC and LSU.
 - Define the approach in providing the scope.
 - Define the approach in identifying the tasks necessary to meet requirements.
 - Provide a proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, and staffing.
- Summary list of related efforts at similar universities in the past five (5) years (including overall university enrollment size and student enrollment size)
- References (minimum of three (3), maximum of five (5)): References (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes.
- Primary contact person with contact information
- Entire response to be a maximum of 50 pages. Electronic delivery is the responsibility of the Proposer.

- Provide one (1) digital copy of the final product of a relevant planning effort at a similar university. Additional final products or summaries of relevant planning efforts may be provided if desired.

D. STATE RESERVATIONS

Issuance of this RFQ in no way shall constitute a commitment by the State to award a contract. The State shall reserve the right to accept or reject, in whole or part, all proposals submitted and/or cancel this RFQ if it is determined to be in the State's best interest.

E. OWNERSHIP OF PROPOSAL

All materials submitted in response to this RFQ shall become the property of the State. Selection or rejection of a proposal shall not affect this right.

F. INSURANCE REQUIREMENTS

The successful Proposer shall maintain and provide evidence of the following insurance: Worker's Compensation, Commercial General Liability, Professional Liability and Automobile Liability

G. TRAVEL AND EXPENSES

The selected Proposer should note that all travel and related expenses are to be in accordance with State Travel Regulations, PPM49.

H. BLACKOUT PERIOD

From the issuance of this RFQ until contract award, communications concerning this solicitation, its evaluation, and negotiations are formal. All correspondence must be in writing and transmitted directly to the individual identified as the RFQ Coordinator. Proposers are not permitted to ask questions about other competitor proposals, equipment, or services, or to seek information from FPC personnel, LSU personnel, or the RFQ coordinator regarding this RFQ or the evaluation results. If a Proposer is approached by FPC or LSU personnel other than the RFQ Coordinator with information or questions concerning this RFQ, the Proposer shall immediately contact the RFQ Coordinator listed below for direction.

In those instances in which a prospective Proposer is also an incumbent contractor to FPC or LSU, the parties may contact each other with respect to its existing contract only. Under no circumstances may representatives of FPC or LSU and the incumbent contractor and/or its representative(s) discuss the blacked-out procurement.

Failure to abide by this communication requirement may cause FPC to disqualify your firm's proposal from further consideration.

The blackout period will end when the contract is awarded.

I. ORAL DISCUSSIONS/PRESENTATIONS

At the discretion of the State, Proposers with the most competitive proposal may be interviewed by the State. Interviews will be conducted based on the proposal submissions. The interview provides the opportunity for the Proposers to address questions and to describe their approach to this project.

J. CONTRACT AWARD AND EXECUTION

Negotiations may begin with the announcement of the selected Proposer.

The selected Proposer will be expected to enter into discussions based on the initial proposal and projected scope of work and man-hours.

The selected Proposer is expected to execute a State of Louisiana Professional Services Contract within thirty (30) calendar days of selection.

If at any time during the course of negotiations it becomes apparent the terms of the contract cannot be agreed upon, FPC has the option to cease negotiations with the selected Proposer.

K. SCHEDULE OF EVENTS

Tentative Schedule:

07/8/2022	RFQ is advertised
07/19/2022	End of Question/Inquiry Period
07/25/2022	Response to Questions/Inquiries
08/01/2022	2:00 P.M. Submission Deadline
08/05/2022	Firms Notified of Shortlist (Approximate)
08/17/2022 – 08/18/2022	Oral Interviews
08/19/2022	Final Selection
08/23/2022	Submission of Fee Proposal from Selected Firm
08/23/2022 - 09/22/2022	Contract Negotiation and Contract Execution
03/15/2023	Final Deliverables Due

NOTE: FPC reserves the right to revise this schedule. Revisions, if any, before the RFQ Submission Deadline will be formalized by the issuance of an addendum to the RFQ. Revisions after the RFQ Submission Deadline, if any, will be by written notification to the eligible Proposers.

FPC will consider written inquiries and requests for clarification of the content of this proposal received from potential Proposers. Written inquiries must be received by the date and time specified in the Schedule of Events. Official responses to all questions submitted by potential Proposers will be posted by addendum by date specified in the Schedule of Events at

<https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>

Send all questions/inquiries to:

FPC-RFQ@la.gov

Attn: **Bobby Boudreaux, RFQ Coordinator**

Only the RFQ Coordinator has the authority to officially respond to a Proposer's questions on behalf of the State. Any communications from any other individuals shall be not binding to the State.

Submit Response to: (Electronic Submissions Only)

FPC-RFQ@la.gov

It shall be solely the responsibility of each Proposer to ensure that proposals are electronically submitted prior to the deadline for submission. Proposals received after the deadline will not be considered.