

REQUEST FOR QUALIFICATIONS
DESIGN FIRM
NUCLEUS INNOVATION CENTER

Nucleus is the innovation center and economic development arm of the University of Louisville Foundation. As the bridge from great research to start-up companies, Nucleus nurtures ideas from the mind to the marketplace. Developing a world class research park requires both great facilities and ideas. In addition to state-of-the-art research and office space, Nucleus surrounds its clients with innovative support services to smooth the way to successfully create the businesses and jobs of tomorrow.

Nucleus is seeking proposals from prospective design firms for the 195,950 sq ft The Nucleus (300 East Market Street) in the Innovation Park, scheduled to be ready for occupancy in Summer, 2013. The new building is eight stories with floor plates ranging from 25,700 sq ft on the first four floors to 23,200 sq ft on floors five through eight. The building is a core and shell construction with finished first floor lobbies and a conference room. NTS Development Company (NTS) has been hired by Nucleus as the leasing agent and building manager for The Nucleus.

We are soliciting proposals for design firms for two purposes. First, Nucleus desires to hire a firm or firms that may assist Nucleus with the design needs for the three buildings it owns; and second, to prepare a list of pre-qualified design firms that can be provided to tenants to assist with their space fit-out.

Nucleus anticipates that, in addition to start-up companies, there will be a number of established companies that will find that locating in the Innovation Center will benefit their businesses. The community has coalesced around the "Life Long Wellness and Aging Care" initiative as one of the drivers of future economic growth. The Nucleus is the home to this important endeavor. Parties interested in submitting a proposal must submit a detailed response to the following requirements. You may provide whatever additional information that distinguishes you and your firm from the competition.

DESIGN FIRM DESCRIPTION

- A. Describe your design firm in detail, including leadership team, size of firm and variety of expertise within the firm.
- B. Describe your fee structure and willingness to consider alternative fee arrangements. (see Project Fees in the attached Draft Design Firm Scope of Services)
- C. Please list other Louisville area office/dry lab buildings for which you have provided design service.
- D. Please supply a list of three references, including phone numbers and e-mail addresses.

RESPONSES WILL BE SCORED USING THE FOLLOWING CRITERIA:

Prior experience	50%
Quality of references	20%
Fee Structure	20%
Positive prior experience with U of L	10%

Hard copy responses (five copies) to this invitation to propose are **due by 4:00 pm April 30, 2013** at the Nucleus Office, 201 East Jefferson Street, Suite 315, Louisville KY 40202.

Any questions must be addressed in writing to Bruce Traughber at btraughber@nucleusky.com by April 24, 2013. All questions and responses will be available on the Nucleus website, www.nucleusky.com for review by parties wishing to propose. All respondents must certify that they reviewed the questions and answers on the website as part of their submission.

The decision to accept or reject any and all responses to this Request for Qualifications will be solely at the discretion of Nucleus. Nucleus will evaluate the responses and may invite a short list of respondents for interview and presentation. Responses will be reviewed for satisfaction of a certain set of minimum qualifications which include satisfactory demonstration of prior substantive and relevant experience. Respondent interviews and presentations will be solely at the invitation of Nucleus at a time and place to be designated. All firms will be required to present evidence of satisfactory commercial insurance, liability, workers compensation, etc., prior to any engagement.

A design firm or firms to work with Nucleus on the buildings' interior finishes will be selected based upon the recommendation of Nucleus and its owner, the University of Louisville Foundation. The selected firm or firms will be subject to execution of a mutually acceptable contract between Nucleus and the selectee.

A list of pre-qualified firms will be available to prospective tenants. Tenants, however, will be able to choose their own designer, whether or not they are on the list.

CERTIFICATION

Name of Company _____

Contact Person _____

Contact's Mailing Address _____

Contact's Email Address and Phone Number _____

I certify that I am authorized to submit this proposal on behalf of _____
and that I have reviewed the proposal, and the questions and answers on the Nucleus
web site.

Signature _____

Date _____

SAMPLE

DRAFT DESIGN FIRM SCOPE OF SERVICES

I. Space Programming

A. Design Firm will conduct interviews with the Tenant and its staff to explore, among other things, the following:

1. *Headcounts* – For present, intermediate, and future growth requirements as it relates to employees and staff.
2. Design Firm will analyze individual and department requirements and relationship needs.
3. If applicable, Design Firm will prepare an inventory of existing furniture, equipment, and accessories to be re-used in the Proposed Premises as required.
4. After reviewing the functional space and furniture needs, Design Firm will develop office and workstation project standards and review and revise such as a basis for accommodating personnel in the new space design for the Proposed Premises.
3. Design Firm will identify the sizes and types of spaces within the space, as well as shared ancillary functions (including without limitation as an example: reception, conferencing, open area, and other functions as applicable).
4. *Adjacencies* –Design Firm will develop and determine adjacencies within the space.
5. *Business Culture* – Design Firm will determine the project intent and design goals of the new space to facilitate the Tenant’s desired goals.

B. Space Program Document. Design Firm will prepare a space program document for review by Tenant and Landlord based upon the above information and including without limitation the following below. Design Firm will meet with Tenant and Landlord, to present, review and revise the space program document as necessary until it is approved by Landlord and Tenant (at such point it shall be final).

1. Drawings of the proposed office / workstation standards.
2. Physical Space Requirements – tabulation of the space requirements, applying standards and support areas, adding for circulation and growth factors.
3. Organizational Diagrams – “org charts” and/or bubble diagrams for understanding the overall structure of major functional groups and support spaces.
4. The new Space Program will provide Tenant with a projected total space requirement at the Proposed Premises for confirmation of the square footage needed for its office.

II. Space Planning and Schematic Design

- A.** Based upon the final space program, Design Firm will develop preliminary *blocking plans* for spatial and adjacency confirmation (i.e., plans which map out a proposed space planning strategy for how the personnel and major elements of the program are to be allocated in the Proposed Premises).
- B.** Design Firm will perform field measurements of the Proposed Premises as necessary.
- C.** After working out a blocking strategy with the review and input of Landlord and Tenant, Design Firm will develop preliminary Space Plans in CAD (utilizing the initial CAD file of the shell space supplied by NTS).
- D.** Design Firm will review the preliminary Space Plans with Landlord and Tenant once with an emphasis on confirming the overall flow, structure and design objectives set forth in the program.
- E.** Next, Design Firm will develop the first round of revised Space Plans for another, more detailed and thorough review with Landlord and Tenant.
- F.** Next, the Space Plans will again be revised up to two more times for finalization.
- G.** At this stage, Design Firm's review of the schematic design shall include discussions of an overall direction of the interior design including concepts for any pertinent elements of the scope (for example, and including without limitation, approach to finishes, casework, lighting design, motif, etc.).
- H.** Design Firm shall conference, consult, meet and present to Landlord and Tenant (and related parties) as necessary to effectuate the Space Programming and Space Planning goals herein.
- I.** Based on the final space plan (once approved by Landlord and Tenant), Design Firm with the full assistance of NTS (serving as construction manager for the Building), will develop a conceptual preliminary price estimate and review such with Landlord and Tenant for confirmation of major elements of the design. The preliminary pricing estimate will include estimated costs for design fees for the remainder of the project (consistent with this Letter Agreement"), construction, and IT wiring. Design Firm will provide an outline of the scope of construction with the final layout to facilitate obtaining price estimates for construction.
- J.** Design Firm will develop a timeline for mapping out the various phases of the project going from the Space Planning phase, Construction Document preparation phase, the Construction phase, and the Move phase.

III. Interior Design Services / Design Development

- A.** Design Firm shall prepare, present and coordinate selections for interior finishes for the entire Proposed Premises.
- B.** This shall include necessary consultation, meetings, and presentations with Landlord and Tenant to determine interior design objectives for intent and budget parameters.
- C.** Design Firm shall present the finishes initially as 3 proposed color palettes/schemes, and then revised up to three (3) times for finalization.
- D.** Design Firm shall develop design concepts, conceptual details, and finish specifications for all areas of the project including without limitation:
 - 1. Flooring material specifications, pattern and layout

2. Wall material specifications (paint, wallcovering, and specialized materials)
 3. Interior lighting specifications and fixtures, including decorative lighting (and review reflected ceiling plan in Construction Documents for coordination of all fixtures)
 4. Provide finish specifications and other pertinent aspects for the Construction Documents (i.e., finishes schedule, legend, elevations, and general notes)
 5. Window treatments
 6. Casework
 7. Identify opportunities for special design elements (i.e., special lighting, glazing, millwork, etc.)
- E.** Preparation, evaluation, and submission of initial budget for finishes
- F.** A presentation board of the approved interior finishes and selections shall be presented and provided to Landlord and Tenant, including without limitation floor plans, material samples, photographs, and other information necessary to convey the design intent (allowance for one revision)
- G.** Conference, meet and consult with client and related parties as necessary about total design concept.
- H.** Assist NTS (serving as Construction Manager for the Building) in project budget confirmation.

IV. Construction Documents / Architectural Services

- A.** Design Firm intends to hire the following firm _____ (the "Architect"), with the Architect and Architectural contract both being subject to review and approval by Landlord.
- B.** _____ are the designated architects at the Architect firm who will be assigned to work on this project. All personnel changes shall be approved by Landlord.
- C.** The Architect shall prepare in CAD and architecturally stamp the necessary and complete Construction Documents required for permitting, bidding, and buildout of the Proposed Premises.
- D.** The Construction Documents shall include, without limitation:
1. Dimensional floor/framing plan with wall types
 2. Material and finishes plan and schedule
 3. Elevations for casework and other details and sections
 4. [Reserved]
 5. Floor pattern plan
 6. Elevations
 7. Reflected ceiling plan
 8. Door schedule and interior sidelight or window types
 9. Power, voice and data plan
 10. Furniture plan.
- E.** The Design Firm will assist and manage the Architect Firm as necessary in the creation of the Construction Documents.
- F.** Architect shall perform a code review
- G.** Architect shall file for the necessary permit (cost of permit to be paid by Landlord).

- H. Design Firm shall review finish submittals provided by the General Contractor or Architect.
- I. Design Firm shall review and consult on placement of telephone, electrical and computer outlets.
- J. Design Firm shall review the Reflected Ceiling Plan as required.
- K. Design Firm shall prepare and submit required interior way-finding and room identification signage.
- L. Design Firm shall attend bi-weekly construction/design progress meetings (via conference call) with the Architect, NTS, and related parties.
- M. Design Firm shall include all necessary specifications within the Construction Documents.

V. Bidding of Construction Documents

- A. One (1) set of final Construction Documents will be provided to each of Landlord and the General Contractor (for printing of multiple bid sets). Design Firm’s plotting and printing will be handled under “Reimbursable Expenses”.
- B. Design Firm will be available to answer any questions and make clarifications to the Construction Documents as necessary at no extra cost.

VI. Excluded Services – the following items are not included in Design Firm’s Scope of Services:

1. Structural engineering.
2. MEP Documents (Mechanical, Electrical, and Plumbing) and associated engineering costs.
3. Construction Administration (to be performed by NTS pursuant to its separate agreement with Landlord). However, Design Firm will be available to answer any questions and make clarifications to the Construction Documents as necessary at no extra cost.
4. Construction cost estimating (except as specified herein).
5. Printing of multiple sets of Construction Documents to bidders.
6. Furniture (bid documents, bid packages, bid analysis, recommendations, orders, delivery, etc.).
7. Selection of artwork.
8. Move management (the planning and coordinating of the actual physical move-in for Tenant).
9. LEED – Commercial Interior costs.

PROJECT FEES

Below is the agreed-upon Project Fee **on a BOMA per u.s.f. basis**, broken down per category as follows covering the Scope of Services listed herein:

	\$\$ per u.s.f. of the <u>Proposed Premises</u>
I. Space Programming	\$ _____
II. Space Planning and Schematic Design	\$ _____
III. Interior Design Services / Design Development	\$ _____

Total For I, II, and III Above \$_____

IV. Construction Documents / Architectural Services \$_____*

Total For I, II, III, and IV Above \$_____

Note: The Fee will be calculated based upon the final amount of usable square feet contained in the approved Proposed Premises.

* Excludes permit cost and filing costs for the Construction Documents.

In addition to the above fees, Design Firm may charge for "Reimbursable Expenses," such as printing of Construction Documents, costs of reproductions, and samples. All Reimbursable Expenses shall be charged at actual cost to the Design Firm and with no markup.

HOURLY RATE SCHEDULE And/Or OTHER ALTERNATIVE FEE ARRANGMENT

Should any services be requested that are outside the scope of this Letter Agreement, Design Firm will procure Landlord' written approval for the agreed-upon cost for such scope of services. Below are the Hourly Rate Schedule and/or Other Alternative Fee Arrangement to be used in determining the cost of such services:

Principal & Director \$_____

Graphic Designer \$_____

Senior Designer \$_____

Project Designer \$_____

Interior Designer \$_____

Upon payment of the Fees herein after invoice, drawings, schedules, presentation boards and other documents will be the property of Landlord. Design Firm will be entitled to receive credit for services rendered in any promotional literature in relation to the project. Design Firm will be permitted to make photographs or other reproductions of the work, or any portion thereof, and to display the same through news media or otherwise upon the written consent of Landlord.

Nothing herein will be construed to render Design Firm responsible for any aspect of the project requiring architectural or engineering services.

There are no other agreements, express or implied, except as stated herein. The terms and conditions set forth herein may not be varied, except upon the written approval of both Landlord and Design Firm.

This Letter Agreement shall be governed by the laws of the Commonwealth of Kentucky.

AGREED AND ACCEPTED BY:

“Design Firm”

[Firm Name]

By: _____

Name: _____

Title: _____

Date: _____

[Insert the hiring party]

By: _____

Name: _____

Title: _____

Date: _____

SAMPLE