



REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL AND ENGINEERING
SERVICES FOR MLK BSL-3 LAB
23RFP007

April 21, 2023

280 South Decatur Boulevard
Las Vegas, Nevada 89107

TABLE OF CONTENTS

I.	INTRODUCTION	
A.	Purpose.....	1
B.	Entity Information.....	1
C.	Anticipated Funding.....	1
D.	Anticipated Contract Type.....	1
E.	Anticipated Contract Term	1
F.	Subcontracting	1
G.	Ethics in Procurement.....	1
II.	SCOPE OF SERVICES	2
A.	Lab Design	2
B.	Design Development.....	2
C.	Plan, Specifications, and Estimates (PS&E).....	2
D.	Construction Documents and Plan Information.....	3
E.	Construction Management.....	3
F.	Construction Bid Assistance	3
G.	Construction Administration and Inspection	4
H.	Final As-Built Drawings.....	4
III.	TIMETABLE AND PROVISIONS	
A.	Timetable	5
B.	Authorized Contact.....	5
C.	Questions	5
D.	Deadline to Submit Proposals.....	5
E.	Proposal Submission.....	5
F.	Late Proposals.....	5
IV.	REQUIREMENTS	
A.	Proposer Qualifications	6
B.	Proposal Preparation and Submission.....	6
C.	Proposer Representations and Certifications	9
D.	General Conditions	9
V.	EVALUATION AND SELECTION	
A.	Evaluation Criteria.....	11
B.	Clarification, Site Visits, Interviews and Presentations.....	11
C.	Selection	11

ATTACHMENT A - Proposal Form

ATTACHMENT B - Price Form

SECTION I - INTRODUCTION

A. Purpose

The Southern Nevada Health District (Health District) requests proposals from qualified and experienced architectural and engineering firms to provide services including but not limited to lab design, construction (contract) administration, design development, plan, specifications and estimates, construction documents and plan information, construction management, construction bidding assistance, construction administration and inspection, and final as-built drawings for a new Biosafety Level 3 (BSL-3) laboratory.

B. Entity Information

The Health District was created in 1962 when the State Legislature combined the health departments of the county and several adjoining cities. The Health District is one of the largest local public health organizations in the United States, serving more than 2.3 million residents and safeguarding the public health of more than 40 million visitors to Las Vegas annually.

The mission of the Health District is, “To assess, protect, and promote the health, the environment, and the well-being of southern Nevada communities, residents, and visitors.”

The Health District is governed by the Southern Nevada District Board of Health (Board). The Board is vested with jurisdiction over all public health matters within Clark County, Nevada.

C. Anticipated Funding

Any contract awarded under this RFP shall be funded through a subaward from the City of Las Vegas, Nevada, shall be subject to the availability of funding, and shall be immediately terminated if any funding budgeted for the contract is withdrawn, limited, or impaired.

D. Anticipated Contract Type

Any awarded contract will be a “requirements” contract for the services specified and effective for the period stated.

E. Anticipated Contract Term

The Health District anticipates that any awarded contract will cover construction and acceptance by the Health District of the new lab facility. The Health District reserves its right to determine the length of the contract term prior to contract award.

F. Subcontracting

Subcontracting must be preapproved by the Health District.

G. Ethics in Procurement

It is unlawful for any Proposer to offer, or any employee of the Health District or their immediate family to solicit or accept a gratuity in connection with the solicitation, award, or administration of any Health District contract or purchase order.

SECTION II - SCOPE OF SERVICES

The successful Architect shall provide services including but not limited to the following:

A. Lab Design

The Architect will work with the Health District to develop a complete set of design drawings and technical specifications for a new BSL-3 lab. The Architect shall ensure that the final lab design complies with all applicable requirements.

1. Concept Plans, Renderings, and Presentation Documents:
 - a. Conduct one or more workshops with Health District staff.
 - b. Prepare concept plans for the lab site to determine the most feasible designs to support exterior and interior spaces that meet the Health District's needs.
 - c. Develop a concept and circulation plan for the nearly 14,000 square-foot lab including:
 - i. Clean Room
 - ii. Open spaces
 - iii. Lab Area
 - iv. Lab Work Area
 - v. Biosafety Level 3 Lab
2. Assist in the selection of a primary design.
3. Refine project costs, including line-by-line breakout of all fees, architectural costs, construction costs, FF&E, technology, and contingencies.

B. Design Development

1. Obtain any permits required for the design of the lab, without markups.
 - a. Prepare Preliminary Engineering Report (PER), plans, schematics, sections and elevations, typical construction details, test-fit plan, and specifications that identify major materials and systems.
2. Obtain plans of all adjacent utility facilities and identify and precisely locate all utilities.
3. Coordinate with Health District staff to determine locations and depths of facilities.
4. Determine where interferences with existing facilities may occur due to the construction of the lab and resolve any conflicts.

C. Plan, Specifications, and Estimates (PS&E)

1. Prepare construction drawings containing title sheet, general note sheet, plan sheets, typical cross section sheets, and detail sheets for the new lab.
2. Plot typical cross sections to illustrate existing and proposed conditions.
3. Prepare complete project specifications, including special provisions and proposal forms and a description for each bid item.
4. Submit 70% PS&E construction documents, including structural calculations, to the Health District for review.

5. Address any comments generated from the 70% submittal.
6. Based on the input received from the previous submittal, complete the design, and prepare final PS&E documents.
7. Submit 100% PS&E construction documents, including structural calculations, to the Health District for review and to obtain preliminary approvals.
8. Submit final set of PS&E documents (printed and electronic formats) with the necessary details and instructions to carry out the work in accordance with the approved construction phasing.

D. Construction Documents and Plan Information

1. Ensure plans and specifications comply with all applicable governmental and professional standards.
2. Develop a schedule for construction of the lab.
3. Conduct all approved topographic and property surveys and combine with available topographic surveys to create base maps for construction of the lab.
4. Conduct all approved geotechnical investigations necessary for the construction of the lab.
5. Attend the pre-bid meeting and/or site visit(s), attend the pre-construction meeting, and assist during procurement and management of construction of the lab.

E. Construction Management (in coordination with the Health District)

1. Provide traditional construction administration services including monitoring general contractor and subcontractor pay applications.
2. Coordinate with construction contractors (general and subs) on behalf of the Health District.
3. Assist with preconstruction conferences.
4. Perform periodic site inspections.
5. Prepare change orders as necessary.
6. Inspect construction materials.
7. Review drawings submitted by construction contractor.
8. Conduct construction tests and inspections.
9. Supervise all critical construction operations.
10. Coordinate with Health District staff and other interested parties to provide full time inspections and reporting.
11. Participate in the final construction inspection.

F. Construction Bid Assistance

1. The Architect shall provide construction bid assistance including but not limited to:
 - a. Assist in the preparation of the bid document as necessary.
 - b. Review bid document prior to issuance/advertising.

- c. Conduct pre-bid meetings and/or site visits as necessary.
 - d. Respond to questions from prospective bidders.
 - e. Prepare or assist in the preparation of written addenda as necessary.
 - f. Review written addenda prior to issuance.
2. The Architect shall review for responsiveness all bids submitted and confirm that responsive bidders are responsible (that they possess the experience, facilities, reputation, financial resources and are fully capable of performing the contract). Architect's review shall include preparation of bid abstracts and a bid comparison document.

G. Construction Administration and Inspection

- 1. The Architect/Engineer shall provide contract administration for construction of the new lab.
- 2. The Architect/Engineer shall assist with certain construction oversight services including periodic on-site reviews.
- 3. The Architect shall review and make determinations regarding the general contractor's shop drawings, submittals, Requests for Information (RFIs), product substitutions, change orders and other related documents.
- 4. The Architect shall call and participate in construction meetings.
- 5. The Architect shall work with an independent plan checking firm to ensure plans are accurate.
- 6. The Architect shall provide coordination to governmental and funding agencies as required and serve as representative for the coordination and communication activities with the general contractor, city, utility companies, and other agencies.
- 7. The Architect shall review general contractor's payment requests for accuracy.
- 8. The Architect shall review and negotiate construction change order requests and claims.

H. Final As-Built Drawings

The Architect shall assist the general contractor in recording and maintaining a set of "As-Built" drawings that will be finalized into a formal AutoCAD set and delivered electronically, plus an unbound Mylar hard copy to the Health District upon completion of the new lab. The Architect shall also provide an electronic copy of the construction specifications to the Health District.

SECTION III - TIMETABLE AND PROVISIONS

A. Timetable

RFP Issuance.....	April 21, 2023
Deadline to Submit Questions	May 1, 2023
Deadline to Disseminate Questions and Answers	May 8, 2023
Deadline to Submit Proposals.....	May 25, 2023
Evaluation Completed/Recommended Award Notification	June 1, 2023
Anticipated Contract Start Date	TBD

B. Authorized Contact

All questions about this RFP from RFP Issuance to Award Notification shall be directed to the Authorized Contact, **Kevin Bratcher** at procurement@snhd.org. No other person has the authority to respond to questions about this RFP unless expressly authorized by the Authorized Contact. **Proposers that do not adhere to this requirement may be disqualified.**

C. Questions

Written questions about this RFP must be submitted via email to procurement@snhd.org by **2:00 p.m.** Daylight Savings Time (DST) on **May 1, 2023**. All written questions and answers will be posted to [the Health District Public Notices website](#) by **5:00 p.m. DST on May 8, 2023**.

D. Deadline to Submit Proposals

Proposals are due by **2:00 p.m. DST on May 25, 2023**.

E. Proposal Submission

1. Email Adobe PDF “documents” (email attachments) to procurement@snhd.org as follows:
 - a. One (1) Technical Proposal named “*23RFP007 A&E MLK BSL-3 Lab Technical Proposal*”
 - b. One (1) Price Proposal named “*23RFP007 A&E MLK BSL-3 Lab Price Proposal*”
2. Mailed, hand-carried or faxed proposals, and hyperlinks to proposals will be not accepted.

F. Late Proposals

Proposals submitted after **2:00 p.m. DST on May 25, 2023** will be rejected as late.

SECTION IV - REQUIREMENTS

A. Proposer Qualifications

To be eligible to submit a proposal:

1. Architect must have at least seven (7) years' clinical lab design experience.
 - a. Engineer must have documented experience in BSL-3 lab design.
2. Proposer's firm and subcontractors must have active sam.gov registrations.
3. Proposer's firm and subcontractors must not be excluded or debarred from doing business with any local, state, or federal government agency (separate Proposer certification required).

B. Proposal Preparation and Submission

To be eligible for evaluation, a proposal must include a Technical Proposal submitted as one PDF, and a Price Proposal submitted as one PDF, each with the required documents and information as follows:

Technical Proposal

1. Table of Contents

2. Cover Letter

Provide a cover letter on Proposer's letterhead signed by Proposer's legally authorized representative, including Proposer's name, address, phone number, email address, website; the RFP number and name; and a statement of interest for the Project including a narrative describing your firm's unique qualifications to provide the required services.

3. Proposal Form.

Complete and provide Attachment A - Proposal Form.

4. Sam.gov Registration.

Provide a copy of Proposer's active sam.gov registration.

5. Experience

- a. **BSL-3 laboratory experience is required.** Provide proof of your firm's experience, technical competence and management qualifications providing architectural and engineering services for BSL-3 laboratories including at a minimum:

- i. Detailed project description of four (4) BSL-3 laboratories constructed within the past eight (8) years completed by Proposer (not by subcontractors). Include the following:
 - 1) Graphics (e.g., photographs, maps, drawings), maximum of three (3) per project.
 - 2) Discussion of the project schedule including completion date, if the design schedule met the requester's requirements and any unusual time or schedule constraints.
 - 3) Final construction cost.
 - 4) Discussion of critical issues encountered, and their resolutions.
 - 5) Discussion of how your design satisfied the client's design, economic, and operational objectives.
 - 6) Name, phone number, and email address of the primary point of contact for each project and the names of project managers, designers, and general contractors.

- ii. Provide a minimum of three (3) client references for similar projects completed in the past four (4) years. Include company name, primary point of contact name, address, phone number, email address, and the nature of the work performed.
- iii. List of previous similar project designs including description, scope, project cost, and owner's contact information.
- iv. Awards and letters of commendation received.

b. Understanding of the Scope of Services

Describe your understanding of the scope of services including at a minimum:

- i. Describe the resources, including staff and time, needed to complete the RFP scope of services.
- ii. Provide an estimated schedule.
- iii. Describe the tools and methods your firm will use to manage resources, costs, and the schedule.
- iv. Describe how your firm deals with unforeseen changes and challenges.

c. Team Credentials

Provide the credentials of your proposed project team and sub-consultants (subcontractors) including portfolios of related projects and a history of the proposed team working together on past projects. The Lead Designer will have the primary design responsibility. The entire project team will be evaluated. Include at a minimum:

- i. Identify Project Manager, Lead Designer, and project team including their roles and responsibilities and their specific experience in those roles. Precisely describe the division of responsibility among the team and subcontractors as applicable.
- ii. Identify your proposed project team's previous experience working together as a team to include a list of previous projects with proposed subcontractors.
- iii. Provide an organizational chart or staffing plan showing the chain of command of your proposed project team and identify individuals responsible for pertinent disciplines per the proposal. Identify major functions to be performed and their reporting relationships in managing this project.
- iv. Project Manager/Design Manager resume and portfolio of related projects:
 - 1) Project Manager/Design Manager shall have ten (10) years' experience with a focus on design and construction administrative services for BSL-3 labs/facilities.
 - 2) Project Portfolio: Submit written description of not more than three (3) designs including design challenges and resolutions completed within the past ten (10) years attributed to/managed by the Project Manager/Design Manager. Portfolio is separate from the resume.
- v. Lead Designer's resume and portfolio of related projects:
 - 1) Philosophy and Design Intent: State overall design philosophy, approach to the challenge of resolving complex design issues, and parameters.

- 2) Project Portfolio: Submit written description of not more than three (3) designs including design challenges and resolutions completed within the past ten (10) years attributed to the Lead Designer. Identify areas of responsibility for projects in portfolio. Portfolio is separate from the resume.
- 3) Include copies of professional licenses in proposal.
- vi. Resumes of key team members including identification of LEED Accredited Professionals for the architectural, MEP, and civil engineering disciplines.
- vii. Provide a list of your proposed subcontractors and their portfolios of similar projects.
- d. Quality Assurance/Quality Control (QA/QC)
Describe your strategy and methodology in implementing and maintaining a QA/QC plan including at a minimum:
 - i. Detailed information including resume of staff responsible for QA/QC and description of internal methodology.
 - ii. Specify your measures to continuously maintain QA/QC during a project.
6. Information, Statements, Certifications and Assurances
Provide the following:
 - a. An affirmative statement that Proposer's firm is not excluded or debarred from doing business with any local, state, or federal government agency.
 - b. An affirmative statement that Proposer's firm, officers, and affiliates are independent of and not related to the Health District or its operations.
 - c. An affirmative statement that no conflict of interest exists between Proposer's firm, officers, and affiliates and the Health District or its operations.
 - d. A statement disclosing or denying any interest, financial or otherwise, that any employee or official of the Health District or of its governing or advisory boards may have in the Proposer's firm or in the Project.
 - e. A disclosure of all litigation, mediation, arbitration, or other alternate dispute resolution procedures involving Proposer's firm, officers, and affiliates in the past five (5) years.
 - f. A disclosure of all complaints filed with any state regulatory bodies or professional organizations against Proposer's firm, officers, and affiliates.
 - g. A list of exceptions to any RFP specifications or requirements and the proposed alternatives. The Health District reserves its right to reject any proposed alternative.

Price Proposal

Prepare and submit **as one PDF document** the Price Proposal organized as follows:

1. Complete and submit Attachment B - Price Form. Provide your firm's Total All-Inclusive Maximum Price and Hourly Billing Rates.
2. Provide a detailed list of all expected costs or expenses to complete the RFP scope of services.
3. Provide a summary and explanation of any other expenses contributing to the total cost.

C. Proposer Representations and Certifications

1. Proposer has read and understands the RFP documents, makes its proposal in accordance therewith, and agrees with and will abide by the RFP terms and conditions.
2. Proposer has not communicated about this RFP or its proposal with anyone associated with the Health District in any capacity other than the Authorized Contact.
3. Proposer's proposal was derived independently and without collusion.
4. Proposer shall comply with all applicable federal, state, and local laws, regulations and ordinances whether explicitly stated, including but not limited to the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, and the Disabilities Act of 1990, and regulations issued pursuant to those acts.

D. General Conditions

1. Interpretation or Correction of RFP (Documents)

- a. Proposer shall promptly email the Authorized Contact about any error, inconsistency, or ambiguity in and/or to request clarification or interpretation of this RFP by the Deadline to Submit Questions, except as related to addenda issued after this date.
- b. Changes to this RFP will be only by written addenda issued by the Authorized Contact or designee. Addenda will be posted to [the Health District Public Notices website](#). Proposer shall be responsible for ensuring that its proposal reflects all addenda.

2. Responsive Proposal

A responsive proposal is one that conforms in all material respects to the RFP. The Health District can waive any technicality, irregularity, or informality in determining responsiveness.

3. Responsible Proposal

A responsible proposer is one who has the capability in all respects to perform fully the contract requirements, and the experience, integrity, perseverance, reliability, facilities, and equipment that will assure good faith performance, and who submits a responsive proposal.

4. Rejection and Cancellation

The Health District reserves its right to reject any proposal that does not conform to the RFP requirements and to reissue or cancel this RFP for any reason or no reason.

5. Modification or Withdrawal of Proposal

Proposer may modify or withdraw its proposal by submitting a written request to the Authorized Contact prior to the Deadline to Submit Proposals.

6. Proposal Costs

The Health District will not reimburse any costs incurred to prepare or submit a proposal.

7. No Guaranteed Contract

This RFP neither creates an offer to contract nor commits the Health District to contract.

8. Limited Contract

The Health District reserves its right to contract for less than the services specified herein.

9. Exclusivity

Nothing in this RFP or any resulting contract precludes the Health District from obtaining services like those specified herein from other sources.

10. Public Records

Pursuant to NRS 239.010, et seq., documents provided to the Health District become public records. Proposals must not be marked “confidential” or “proprietary.” The Health District will provide proposals even if marked “confidential” or “proprietary” pursuant to a public records request in compliance with state laws and mandates. The Health District will not be liable for disclosure of any documents provided to the Health District.

SECTION V - EVALUATION AND SELECTION

Proposals submitted by the Deadline to Submit Proposals will be reviewed for responsiveness to the RFP requirements. Responsive proposals will be evaluated per the following Evaluation Criteria. The Health District reserves its right to consider any other factors when evaluating proposals and Proposers if doing so is in the Health District's best interests.

A. Evaluation Criteria

Criteria Description	Maximum Score
Experience	30
Project understanding	25
Project team credentials	20
Quality Assurance/Quality Control (QA/QC)	15
Price	10

B. Clarification, Site Visits, Interviews, and Presentations

1. The Health District reserves its right as it deems necessary or appropriate to contact Proposers to clarify proposals or to obtain additional information, and/or to conduct site visits and/or interviews, and/or to request that Proposers make presentations.
2. The Health District reserves its right to base its decision solely on written proposals, irrespective of any other interactions with Proposers as referenced in paragraph B.1.

C. Selection

1. The proposal selected for award, if any, will be the one that is most beneficial regarding Proposer's experience, qualifications and capabilities and price, and/or that best meets the Health District's needs.
2. If the Health District is unable to finalize a satisfactory contract with the selected Proposer within a reasonable time, the Health District shall formally terminate discussions with the selected Proposer and at its sole discretion begin discussions with another Proposer or cancel and reissue the RFP.
3. Any award/contract will be presented to the Board for approval if applicable.

ATTACHMENT A

Proposal Form

Complete and submit Attachment A. Indicate “None” as applicable.

The undersigned, as an authorized representative of the company named below, acknowledges that they have examined this Request for Proposals and all related documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment, and services necessary to comply with the specifications, terms and conditions set forth herein.

Company name:	
Company headquarters address:	
Company website:	
Ownership type (i.e., partnership, corporation):	
Company officers' names, titles, and number of years providing architectural/engineering services:	
Number of years in business:	
Number of employees:	
Federal tax ID number:	
Business license number; Issuing agency:	
Sam.gov unique entity identifier (UEI):	
Dun & Bradstreet D-U-N-S number:	
Does the proposal include exceptions to any RFP specifications or requirements?	Yes No

Signer acknowledges receipt of addenda issued/posted to the Health District Public Notices website:

Addendum No. _____ Issue Date _____

Addendum No. _____ Issue Date _____

Addendum No. _____ Issue Date _____

Addendum No. _____ Issue Date _____

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

Phone: _____ Email: _____

ATTACHMENT B

Price Form

Complete and submit Attachment B signed by Proposer’s authorized representative. The Total All-Inclusive Maximum Price shall contain all direct and indirect costs including all out-of-pocket expenses necessary to provide the scope of services required per this RFP. The hourly billing rates are requested apart from the Total All-Inclusive Maximum Price. Note: “Cost-plus-a-percentage-of cost” and “percentage of construction cost” contracting methods are specifically prohibited.

A. Total All-Inclusive Maximum Price: \$_____

B. Hourly Billing Rates

Position

Rate[illegible]

Authorized Signature: _____

Printed Name and Title: _____

Company Name: _____

Date: _____