



**Request for Qualifications
To Provide
A Development
Plan For
Student Housing
Dillard University**

PROJECT: Student Housing Development

PROJECT NUMBER: SHD-12012022

Issuing Office: *Dillard University
Business and
Finance
Rosenwald Hall
Purchasing Department Room 101
2601 Gentilly Boulevard
New Orleans, LA 70122
Fax # 504-816-4193*

Procurement Officer Representative: Trudy Jackson
504-816-4170
tjackson@dillard.edu

Bid due Date and Time: February 23, 2023
2:00
pm

BID SUBMISSION: Sealed Bids

ESTIMATED COST: *To be determined by Bid Received*

**Minority Business Enterprises Are Encouraged to Respond to This Solicitation
Notice"**

NOTICE: Prospective Offerors who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address so that amendments to this Technical and Price Proposal or other communications can be sent to them. Any prospective Offeror who fails to notify the Issuing Office with this information assumes complete responsibility if they do not receive communications from the Issuing Office before the closing date.

**The owner reserves the right to reject any and all
bids.**



DILLARD UNIVERSITY
Request for Qualifications
Student Housing Development Plan

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1.0 INTRODUCTION/BACKGROUND

Dillard University, (the “University”), is a Historically Black College and University (HBCU) located in the heart of New Orleans, Louisiana. The University is organized and operates as a non-profit private corporation under the laws of the State of Louisiana.

In 1869, with the support of the Missionary Association of the Congregational Church (now the United Church of Christ) and the Freedman’s Aid Society of the United Methodist Church, Straight University and Union Normal School were founded. Later, they were renamed Straight College and New Orleans University, respectively.

Gilbert Academy, a secondary school, was a unit of New Orleans University. Straight College operated a law department from 1874 to 1886. New Orleans University in 1889 opened a medical department, including a school of pharmacy and a school of nursing. The medical department was named Flint Medical College and the affiliated hospital was named the Sarah Goodridge Hospital and Nurse Training School. The medical college was discontinued in 1911, but the hospital, including the nursing school, was continued under the name Flint Goodridge Hospital.

In 1930, New Orleans University and Straight College merged to form Dillard University. The trustees of the new university called for the implementation of a coeducational, interracial school, serving a predominantly African American student body adhering to Christian principles and values. The University was named in honor of James Hardy Dillard, a distinguished academician dedicated to educating African Americans.

Dillard students continue to excel academically, winning major awards such as the Luard Scholarship and gaining placement in prestigious graduate programs throughout the nation.

Today, as in earlier years, graduating seniors gather to repeat the time-honored tradition of walking down the Avenue of the Oaks to their graduation ceremony and their future, girded with a Dillard education.

The university houses several endowed chairs and a strong list of senior vice presidents, including a provost, the first in the university’s history. A major realignment of academic units has created two colleges, the College of Arts and Sciences, and the College of Professional Studies, to better serve students' needs in today's growing global economy.

With over 150 years of academic excellence to its name, Dillard University continues its historical commitment to excellence in education and strives to position itself as one of the nation’s premier centers for undergraduate research.

Dillard University requests responses to provide both a conceptual development plan and a business/operation model for a student housing development on its New Orleans, Louisiana Campus. The student housing development will provide at least 200 beds and up to 300 beds by August 1, 2024 that meets Dillard’s overall Project goals and minimizes Dillard’s development, operating, and financial risk.

Dillard is seeking solutions that will best meet Dillard’s broad goals of:

1. Expanding housing in keeping with the campus master plan goals.
2. Providing high quality and affordable student housing that promotes Dillard's recruitment goals and helps retain students especially in their first two years of college.
3. Enhancing the perception of the campus as a full service, living/learning environment.

When Dillard completes a new build construction Project on its campus, a "traditional method" of construction is normally employed. This "traditional method" normally provides for an RFQ for the architect selection, followed by an RFQ for the contractor or construction manager selection. This process is controlled and paid for by Dillard.

Dillard intends to strike a balance between Dillard's needs and goals while not restricting creative thinking with respect to design, financing, marketing, and operation. In the spirit and reality of a contract between Dillard and the Development Team proposing the Project, Dillard is open to any and all creative responses. Responses may include a variety of approaches to the Project, and need not be limited to the construction / management of a student housing development alone (e.g., could incorporate other uses such as recreation space, sundry store, collaborative gathering/learning areas, etc.).

Therefore, Dillard also encourages responses that propose alternative business/operation models for the construction and operation/management of a student-housing complex. Dillard is interested in receiving responses from Development Teams (architects, contractors, and project managers) that provide a plan to design, permit, construct, a new student housing development. All response s must minimize Dillard's development, operating, and financial risk.

The solutions proposed must include all aspects of the Project as a whole. Each Development Team respondent must come forward with a team approach that includes design, and construction, etc. This Response must include the entire framework for a completed Project.

2.0 PROJECT EXPERIENCE REQUIREMENTS

The units must remain affordable to Dillard students who will occupy the building. Affordable means that rental rates are comparable to other local student housing alternatives of similar quality, and are in the mid-range of rental rates charged by similar institutions of higher education.

Dillard seeks a comprehensive and quality development of the property. The principal target population will be approximately 250 students. The development should include a housing style that provides for generous living space for double occupancy, in-room bathroom with adjacent dressing area and sink, and closet space (approx. 275-300 sq. feet footprint). The development should include a sophomore housing style to include two single bedrooms, living room and bathroom (approx. 375-425 sq. feet footprint). Limited single occupancy opportunities shall be built into the plan to accommodate staff, ADA, and other issues. One or more centralized laundry rooms and full kitchens (for occasional public use) appropriate to the design of the overall facility. All units must include an area for a small refrigerator/freezer (approx. 4 cubic feet), microwave, small sink and short counter space (approx. 3 linear feet) or a small full kitchen. All units must include central heat and air conditioning. Noise attenuation will be an important component in the design of the facility. The design must include a mix of small and large public meeting spaces within the facility with the intent to draw residents out of their living spaces and accommodate a large number of residents for meetings if necessary. Administrative/service/US mail space will be required in the facility along with live-in professional staff living space.

Dillard's design committee will be comprised of individuals from Facilities Management, Housing, Student Affairs, Business & Finance, Legal, Administration and Board of Trustees.

Outdoor space immediately adjacent to the building(s) must be generously landscaped for passive use. The development must comply with applicable requirements of the American with Disability Act and maintain a barrier free design.

Unless directed otherwise by Dillard, the most restrictive provisions of the building and life safety codes and regulations are to be followed in the design and construction of new facilities. All construction shall meet the City, State and Federal requirements of the Authority having jurisdiction.

3.0 INSURANCE

3.1 INSURANCE REQUIREMENTS

The selected Development Team shall furnish and maintain throughout the project such insurance (including appropriate retained limits insurance plans) which will protect the Development Team and Dillard, against and from any claims, suits, demands or actions which in any way relate to or arise from the Development Teams' performance of services hereunder or its operations with Dillard with insurance carriers duly authorized to issue policies within the State of Louisiana and which have a key-rating of not less than A or a retained limits insurance plan(s) acceptable to Dillard. The insurance carrier for coverage required in this paragraph shall waive its rights of subrogation against Dillard. All coverage's other than workers' compensation shall include Dillard as an additional named insured on each policy throughout the term agreement.

The selected Development Team shall furnish Dillard with certificates of insurance (to be included in response) that indicate that the following insurance coverage with the minimum limits indicated below or greater are maintained by the selected Development Team during the term of the Agreement:

- A. Comprehensive general liability or commercial general liability insurance with limits of at least \$500,000 combined single limit per each occurrence/\$1,000,000 aggregate, with broad form comprehensive general liability endorsement including coverage for premises and operations, independent contractors' protection, products/completed operations, personal injury (with employee and contractual exclusion deleted) broad form contractual indemnity liability coverage, and broad form property damage.
- B. Worker's Compensation and Employer's Liability Insurance, which shall cover the selected Development Teams and its employees for liabilities arising under all applicable Workers' Compensation laws.
- C. Property insurance coverage with respect to all property brought onto the premises by the selected Development Team owned or maintained by the selected Development Team within DILLARD property.
- D. Comprehensive Motor Vehicle Liability Insurance shall be provided with the limits of not less than \$300,000 combined single limit per occurrence for all injuries and/or deaths resulting from any one occurrence. The limit of liability for property damage shall not be less than \$500,000 for each occurrence. Such insurance shall include coverage for loading and unloading hazards.
- E. Fire Legal Liability in the amount of \$100,000.
- F. Professional Liability Insurance Coverage (Errors and Omissions) of at least \$1,000,000 combined single limit, per occurrence with a maximum deductible of \$50,000. Coverage Amount will vary according to the value of the Project assigned to the selected Development Team.

3.2 INDEMNIFICATION

The selected Development Team shall provide contractual liability insurance which will, to the fullest extent permitted by law, indemnify, defend and hold harmless the Owner and their agents and employees from and against all claims, suits, damages, losses and expenses, including but not limited to attorneys' fees, arising out of, relating to or resulting from the performance of the Work, provided that any such claim, damage, loss or expense:

- 1. Is attributable to bodily injury, sickness, disease or death, or to injury to any persons, including Contractor's/Subcontractor's employees or destruction of tangible property (other than the Work itself) including the loss of use resulting there from, and
- 2. Is caused in whole or in part by any negligent act or omission of the selected Development Team, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of

them be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist. This indemnity agreement shall also specifically apply to all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the use of any machinery, equipment, tools or other paraphernalia furnished by the Owner for use by the Contractor, any Subcontractor, or any one directly or indirectly employed by any of them or anyone whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

Notwithstanding the forgoing, it is agreed that selected Development Teams' indemnification hereunder, shall not apply to the extent that such damage or resulting loss is adjudicated and attributed to the fault or neglect of Owner. The obligation to defend begins at the time a claim or demand is made and runs through a final adjudication or settlement.

In any and all claims against the Owner or any of their agents or employees by any employee of the Vendor/Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, this indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the selected Development Team or any Subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

The obligations of the selected Development Team under this Paragraph shall not extend to the liability of the Owner, their agents or employees, arising out of (1) the preparation or approval of reports, opinions, change orders or specifications, or (2) the giving of or the failure to give directions or instructions by his agents or employees provided such giving or failure to give is the primary cause of the injury damage.

4.0 OPEN ACCESS PLAN

4.1 NONDISCRIMINATION

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in Dillard's contracted programs or activities on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal constitutional statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with Dillard or in the employment practices of Dillard's contractors. Accordingly, all Requests for Qualification Respondents entering contracts with Dillard, upon request, are required to show proof of such nondiscrimination.

4.2 MINORITY PARTICIPATION

Dillard highly encourages meaningful participation from minority-owned businesses. The Prime Consultant candidates will be evaluated as to the extent that the Respondent identifies and commits to minority-owned businesses, whether as a Development Team, joint-venture team arrangement, or through the use

of sub-consultants.

4.3 SMALL BUSINESS ENTERPRISE

Dillard encourages the acquisition of goods and services from small businesses in our community. A Small Business as it is used in these Response Documents means an individual or business entity that

1. Is independently owned and operated,
2. Is not dominant in its field of operation,
3. Has no more than 15 employees and
4. Its average annual receipts do not exceed \$1 million if, together with its affiliates.

Acquisitions from Small Businesses are encouraged by providing the following advantages or preferences:

Preference is hereby given to materials, supplies and provisions, produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside of the state.

Dillard offers a preference for Small Businesses that offer materials, supplies, or equipment that are manufactured, processed, produced or assembled in Louisiana, and which Dillard judges to be equal in quality to other materials, supplies, or equipment, provided that all of the following conditions are met:

1. The cost of the Louisiana products does not exceed the cost of other materials, supplies, or equipment that are manufactured, processed, produced or assembled outside the state by more than five per cent.
2. The vendor of Louisiana products agrees to sell the products at the same price as the lowest Response offered on such products.
3. In cases where more than one Proposer offers Louisiana products that are within five per cent of the lowest Response, the Proposer offering the lowest Response on Louisiana products is entitled to accept the price of the lowest Response made on such products.

In order to qualify for the advantages provided for Small Business in this Plan, the vendor shall be required to certify by an affidavit under penalty of perjury that it meets the criteria for a Small Business as defined above. The Small Business shall also be required to certify that no person, corporation or other entity that does not meet the definition of a Small Business has any direct or beneficial ship of the Small Business. The certification shall be subject to challenge by competing Proposer's and Dillard upon reasonable suspicion. In the event of a challenge, Dillard shall conduct an investigation and determine whether the vendor qualifies as a Small Business.

4.4 LOCAL PARTICIPATION

There is a strong preference that the Development, Design, and Construction services be provided by firms headquartered in New Orleans, Louisiana.

4.5 COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

It is the policy of Dillard not to discriminate against any individual having any judicially recognized disability of any kind.

It is the policy of Dillard not to discriminate against any company or organization that has an officer or employee with a disability of any kind. All products, materials and services of this project shall be in compliance with the Americans with Disabilities Act (ADA).

Proposers shall not discriminate against any individual having any disability of any kind when considering award of a joint venture contract, subcontract or purchase order. All Proposers shall not discriminate against any company or organization that has an officer or employee with a disability of any kind when considering award of a joint venture contract, subcontract or purchase order.

5.0 INSTRUCTIONS TO RESPONDENTS

This RFQ in no manner obligates Dillard to the eventual purchase of any products or services described, implied, or which may be proposed, and may be terminated by Dillard without penalty or obligation at any time and at Dillard sole discretion.

Expenses for developing and presenting responses to this RFQ shall be the entire responsibility of the vendor/consultant and shall not be chargeable to Dillard. All supporting documentation and manuals submitted with this response will become the property of Dillard.

Vendor must agree to accept and abide by Dillard University Terms and Conditions (T&C) throughout the term of this agreement and any subsequent extensions.

An optional On-campus Informational session and site tour will be held on Thursday, February 02, 2023 from 10:00 am – 12:00 PM, at the Dillard University, Rosenwald Hall Room 203. The session will provide an opportunity to allow prospective respondents to ask questions and clarify Dillard's expectations. A walking tour of the site and existing facilities will be provided.

All Respondents shall submit eight (8) copies and eight (8) flash drives or CD-ROM's of their response. All RFQ submissions must be sealed and sent to the address below:

Dillard University
2601 Gentilly Blvd
Business & Finance
Rosenwald Hall Room 101J
New Orleans, LA 70122
Attn: Trudy Jackson
Purchasing Manager

RFQ SCHEDULE

RFQ Release Date	January 17, 2023
ON Campus Informational	February 02, 2023
Deadline for Questions	February 09, 2023
Question Response	February 16, 2023
RFQ Submission Deadline	February 23, 2023 2 PM
Short List Selection	TBD

If required by Dillard, interviews with qualifying firms will be scheduled at a future date to be announced. Questions regarding this RFQ should be directed only by email to Tjackson@dillard.edu. Dillard reserves the right to reject any and all bids. If all response s are rejected, Dillard may undertake the work by such means as they deem suitable. Dillard further reserves the right to waive any formalities in the preparation and submittal of response s.

Any oral communications shall be considered unofficial and nonbinding on Dillard. It is the responsibility of the Respondent to ensure that its response is timely delivered and received at the aforementioned address on or before the RFQ Submission Deadline. Dillard will not consider responses received after the Submission Deadline.

Apart from the contact required for any on-going business at Dillard, Development Teams are specifically prohibited from contacting any individual at, or associated with, Dillard regarding this RFQ. Development Team communication shall be limited to the contact named above. Development Team's failure to adhere to this prohibition may at Dillard's sole discretion, disqualify the Development Team's response.

Dillard does not guarantee or warrant the awarding of work if a firm is selected or placed in a group of applicants. Dillard reserves the right, at its sole discretion, to reject any and all Statements of Qualifications, to cancel this RFQ in its entirety, or to cancel the selected group of approved applicants.

Any submittal which does not meet the requirements of this RFQ may be considered to be nonresponsive, and the Statement of Qualification may be rejected. Respondents must comply with all of the terms of this RFQ and all applicable local, state, and federal laws and regulations. Dillard may reject any RFQ that does not comply with all of the terms, conditions, and performance requirements of this RFQ.

6.0 RESPONSE REQUIREMENTS

Please prepare your response in an 8 ½"x11" format. Supplementary information such as firm brochures, publicity material will be accepted and shall be included at the end of the response. Organize response information as indicated below.

Submittals must include a cover page stating contact name, phone number and email address for future correspondences. Submittals received after the stated time will be returned unopened and will not be considered. The following list specifies the items to be addressed in the response as described below. Depending on the Development Model being proposed, the applicable items below should be included. Responses must be organized into the sections identified below. The response must include a table of contents and each section must include a tab identifying the section within the response.

Part 1: Letter of Transmittal

Part 2: Executive Summary

Part 3: Qualifications

Respondents to this RFQ must provide information that substantiates the qualifications of the Development Team for the Projects. This information must include the following:

1. Previous experience. Development Team must provide evidence of having undertaken other projects of this type and/or magnitude within the past 5 years. Evidence must include a brief project description; a statement regarding the duration of Development Team's financial and operational involvement with the project following completion; and the name, address, and telephone number of principal investors, architect, and principal consultants. Additional

information to be provided regarding prior projects must include:

- a. Name and location of institution (if applicable) and/or project
 - b. Cost of project construction and total cost of project
 - c. Total square footage of project.
 - d. Year of completion.
 - e. Number of beds, units and types.
2. Financial capability to execute the Project. Development Team must submit information regarding their financial capability to successfully pursue and complete the Project on a timely basis. Dillard requires evidence of financial condition including company financial statements, a statement detailing the proposed method of financing, financial and banking references and telephone number of the contact for each of these, together with written authorization permitting Dillard to obtain the information. Dillard may request a review of such submissions by a Certified Public Accountant. Development Teams must indicate bonding capacity and experience with rating agencies and bond underwriters.
3. Company information. Development Teams must provide company name; legal status; company or corporation number; company address; full names of company officers, their addresses, credit references, and brief biographical summaries. Development Teams also must provide names and addresses of architects, principal consultants, and financial partners. Development Teams must identify any outstanding legal claims against them including the source of such claims, their amount, and status.
4. Proposed staffing plan for Project. Development Teams must provide a description of the proposed staffing plan for the Project, including the names and titles of all key staff to be assigned to the Project, their roles and responsibilities, their resumes, location during the development and project construction, and an organizational chart illustrating Development Team relationships.

Part 4: Detailed Project

Response

Respondents to this RFQ must provide a detailed description of their response for the Project, including the following:

1. Management Relationship: Dillard envisions the following division of responsibilities in managing new facilities.
 - a. Management responsibilities to be assumed by Dillard include:
 - i. Assignments and contracts
 - ii. Information technology, network, telephones
 - iii. Security on-campus police, building access, security cameras, alarms

- iv. Residence life, residential education
 - v. Learning communities
 - vi. Community living
 - vii. Student behavior / judicial affairs
 - viii. Staff recruitment / HR functions
 - ix. Vending machines, ATMs
 - x. Conference management
- b. Management responsibilities that may be assumed by the Development Team, or handled collaboratively include:
- i. Coordination with physical plant if applicable
 - ii. Custodial, housekeeping and maintenance (including mechanical systems, elevators, etc.)
 - iii. Planning, design and construction
 - iv. Grounds
 - v. Laundry service
 - vi. Joint rate setting
2. Development Team Responsibilities
- a. General Responsibilities
- i. Comply with all applicable federal, state and local laws and regulations
 - ii. Provide the names of legal and bond counsel
 - iii. Provide the names of the Development Team, and its various agents including the contractor, architect, engineers, other consultants, property manager (if applicable)
 - iv. Must provide liability, property, and other insurance as identified above. Dillard must be named as an additional insured on all policies.
 - v. The Development Team must indemnify and hold Dillard harmless from all damage or injury to Dillard personnel, and from all claims against Dillard by third parties, arising out of the negligent actions or omissions of the Development Team or its agents.
 - vi. Obtain and maintain throughout the term of the Project all licenses, insurances, permits, and certificates as are required to complete the Project.
 - vii. Incorporate into the Project any changes Dillard promulgates during the course of the Project.
 - viii. Maintain senior level Project staffing (Project principal or partner) as proposed.
 - ix. Refrain from making any statements or issuing communications of any kind to the press during the course of the Project without requesting and receiving prior approval from Dillard.
 - x. Design and coordinate utility connections with Dillard and/or local agencies as applicable.
 - xi. Coordinate construction with Dillard, including access to construction site by workers and vehicles, laydown areas, parking for workers, and sites for construction trailers.
 - xii. Provide all necessary tie-ins to Dillard's voice and data network.
 - xiii. Provide all draft documents and drawings to Dillard in sufficient time for Dillard review, modification and final approval. Coordinate with Dillard design review process, and prepare adequate presentation level documentation to Dillard

- Design Review Committee.
- xiv. Before beginning construction, submit compliance set of construction documents incorporating Dillard's final comments and all review comments by federal, state, and local agencies.
- xv. Coordinate with Dillard to identify the appropriate sites for relocation of any parking lots or land uses that are displaced during the Project.
- xvi. Complete and deliver the new residence hall buildings for beneficial occupancy no later than August 1, 2024.
- xvii. Participate in community outreach as required for implementation of the Project.

b. Project Management

- i. Summary:
 - 1. Provide an understanding of the programmatic elements, site, and construction phasing requirements of the Project
- ii. Design Philosophy
 - 1. Provide an understanding of your design philosophy, and how it will be implemented in the Project.
- iii. Building Systems
 - 1. Provide a summary of sustainable design practices to be included in the Project to reduce the carbon footprint and overall energy consumption. This shall include, but not limited to: recycling, water usage and consumption, energy usage, etc.
- iv. Project Schedule
 - 1. Provide an anticipated detailed schedule which identifies key milestones for completion of the Project and beneficial occupancy no later than August 1, 2018.
 - 2. Indicate review approval steps for documents and drawings at key phases of the design process of the Project.
- v. Quality Assurance
 - 1. Provide a method for assuring design and construction quality.
 - 2. Describe your approach for resolving differences between you and Dillard.
 - 3. Describe how Dillard will review and consent to variances or substitutions of products, materials or approaches during construction.
 - 4. Describe how Dillard will be given approval authority over any proposed changes that involve changes in scope or program.
 - 5. Describe your approach for resolving punch list items and final completion issues.
- vi. Management Plan
 - 1. Provide an approach for managing the Project during design and development and after completion and occupancy.

3. Transition Structure and Financing:

a. Project Budget and Pro Forma

- i. At the appropriate point in the project development, the successful Respondent shall be required to produce a detailed Project Budget including hard costs, itemized soft costs, furniture, fixtures and equipment, Project Management fees, and contingencies. The successful Respondent shall allocate \$100,000/year of Project Costs within the Project Budget to reimburse Dillard for planning and consulting costs associated with the Project.
- ii. The successful Respondent shall assume for purposes of this Project Budget that Davis Bacon prevailing wage laws and updates apply to this Project.
- iii. At the appropriate point in the Project development, the successful Respondent shall provide a detailed ten year operating pro forma with the following details:
 1. Projected income based on assumptions such as rental rates, vacancy, lease-up, etc.
 2. Projected operating expenses, including maintenance, taxes, insurance, personnel, marketing, utilities, management fees, etc.
 3. Debt service including loan amount, financing costs and amortization schedule.

Part Five: Open Access Plan

1. Provide a detailed plan to include Minority Participation which includes participation in the planning, development, construction and operation of the Project. The Development Team should include a participation goal for each aspect of the project and a methodology for outreach, tracking and maintaining said goals.
2. Provide a detailed plan to include Small Business Enterprises which includes participation in the planning, development, construction and operations of the Project. The plan should include methods for attracting, maintaining, monitoring SBE firms as well as commitment letters for SBE included in the Development Team.
3. Provide a detailed plan to include Firms and Team local participation. Include information on participants that include whether or not the participant resides in Orleans Parish, and whether or not the participant has 5 or more years of continuous operation. Provide letters of commitment from each firm included in the response.

7.0 SELECTION CRITERIA

PART 1: Letter of Transmittal	0 points
PART 2: Executive Summary	10 points
PART 3: Qualifications	30 points
a. Previous Design experience	
b. Previous Construction experience	
c. Financial strength of organization	
d. References (at least 3 in education)	
e. Other	
PART 4: Detailed Project Response	35 points

- a. Proposed design approach

PART 5: Overall Proposed Plan 25 points

- a. Open Access Plan
- b. Minority Participation Plan
- c. Small Business Enterprise Plan
- d. Local Participation Plan
- e. Statement of Diversity Philosophy

TOTAL POINTS 100 points

8.0 RESPONDENT'S REPRESENTATIONS

Each Respondent by making his Response to this RFQ represents that:

1. Respondent has read and understands the RFQ Documents and his Response is made in accordance therewith.
2. Respondent has visited the campus, has familiarized himself generally with local conditions under which the work is to be performed.
3. Respondent has familiarized himself with all local conditions that may in any manner affect performance, including manpower availability and local labor practices.
4. Respondent has familiarized himself with Federal, State, and Local laws, ordinances, rules and regulations that may affect this project.
5. Respondent acknowledges that Dillard is not responsible for any costs with preparation, submittals, or presentations of any kind and that the Respondent assumes all costs.

END OF REQUEST FOR QUALIFICATIONS

APPENDIX

(Complete and submit the required documents with your Proposal)

ATTACHMENT A	Intention to Submit a Proposal
ATTACHMENT B	Certification Statement
ATTACHMENT C	Non-Collusive Affidavit

Attachment A: Intention to Submit a Proposal

In order to provide timely updates to this Request for Proposal, including the responses to questions submitted, we ask that potential contractors submit the information below via email no later than 2:00 p.m. Central time on February 3, 2023

To: Trudy Jackson tjackson@dillard.edu

INTENTION TO SUBMIT A PROPOSAL

Firm name:	
Contact name and title:	
Email, phone and fax numbers:	
Physical address:	
Mailing address, if different:	
Intention to Submit Proposal:	<input type="checkbox"/> Yes, we plan to submit a proposal. Please continue to provide updates to the individual above, or <input type="checkbox"/> No, we do not plan to submit a proposal.

Attachment B CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. Dillard University requires that the proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the contact name and fill in the information below: (Print Clearly):

Date: _____ Official Contact Name: _____

Email Address: _____

Phone Number with Area Code: _____

Facsimile Number with Area Code: _____

US Mail Address: _____

Proposer certifies that the above information is true and grants permission to Dillard University to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, proposer certifies that:

The information contained in its response to this RFP is accurate;

Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;

Proposer accepts the procedures, evaluation criteria, and all other requirements set forth in this RFP;

Proposer's submittal is valid for at least one year from the date of proposal due date;

Proposer understands that if selected as the successful proposer, he/she will have 30 business days from the date of delivery of the final contract in which to complete contract negotiations, if any, and execute the final contract document.

Authorized Signature: _____

Typed or Printed Name: _____

Title and Phone Number: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Attachment C**NON-COLLUSIVE AFFIDAVIT**

Proposer Name

State of _____

City/County of _____

_____ Being duly sworn, deposes and says:
 (Name, official representative)

The party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham: that said proposer has not colluded, conspired, connived or agreed, directly or indirectly with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the proposal price or affiant or any other bidder, or to secure any advantage against Dillard University or any personal interest in the proposed contracts; and that all statements in said proposal or bid are true.

Signature of

 Bidder, if the bidder is an individual

 Partner, if the bidder is a partnership

 Officer, if the bidder is a corporation

Subscribed and sworn to before me

This _____ day of _____, 20____.

 Notary Public

My Commission Expires _____