



July 30, 2020

Request for Proposal

Customized Protective Shields for Rice University

Rice University requests your firm's proposal for shop drawing design and fabrication and installation of customized protective shields for various reception counters on the Rice University campus in Houston, Texas.

Project Scope of Work

In response to the COVID-19 pandemic, Rice University will install protective shields for high-traffic areas in order to protect faculty, staff, students, and visitors. The purpose of this proposal is to select a Contractor who can provide product, delivery and installation that comply with the specifications outlined in this Request for Proposal and Attachments on a timely basis.

Project Schedule for Installation

Time is of the essence for installation of these shields. The Contractor shall submit a proposed schedule and timeline for the work that includes the shop drawing/submittal review process and fabrication/delivery times. Contractor shall indicate any timeline impacts resulting from the COVID-19 pandemic.

Contract Form and Compensation

The form of the contract between Rice University and the Contractor will be the Rice-modified AIA A101 "Standard Form of Agreement between Owner and Contractor where the basis of payment is Stipulated Sum" accompanied by Rice-modified AIA A201 General Conditions of the Contract for Construction and associated attachments. Services will be compensated upon completion. The University reserves the right to negotiate any and all fees subsequent to selection and prior to execution of the Agreement

Proposal

A proposal to provide the project services and deliverables described herein must include the following items in order to qualify for Rice's consideration:

- Description of qualifications. Provide materials documenting the organization's experience with similar projects. If applicable, provide photos of a recent, similar installation.
- Plan to fulfill the project scope of work. Provide project schedule for the work that includes the shop drawing/submittal review process, fabrication/delivery times, and coordination with Owner.
- Proposed fee for the cost of the work. Provide a Stipulated Sum proposal for the project, based upon this Request for Proposal and Attachments.
- Comments on the Rice contract forms. The proposal will include the proposer's specific comments on the terms of the Rice-modified AIA A101 Agreement, accompanied by Rice-modified AIA 201 and Attachments. The proposal will state all specific exceptions to the terms and suggest possible substitute language. If the proposer takes no exceptions to any contract terms, the proposal will explicitly state acceptance of the contract forms.
- Minority or HUB participation. The proposal will state if the proposer is a minority or historically underutilized business (HUB).



Proposal Submission and Inquiries

Proposals are due no later than 5:00pm (CST) on 08/07/2020. Proposals must be submitted electronically in PDF format to Matt Hester (matt.hester@rice.edu) and Daniel Elizondo (de13@rice.edu).

Contractors are encouraged to make themselves familiar with Rice University policies related to the COVID-19 pandemic. More information is available at the following: <https://coronavirus.rice.edu/>.

Rice University is tax exempt – Texas limited sales tax permit No. 1-74-11-9620-1 and federal manufactures excised No. A-113311.

Rice University does not reimburse Contractors for expenses related to the preparations of the Offers.

Bids shall remain open to acceptance and shall be irrevocable for a period of sixty days after the Bid closing date.

Rice University appreciates your firm's interest and looks forward to receiving your submission for this project.

Attachments

- Shop Dwg-Fixed Shield for RFP
- Rice-modified AIA A101 “Standard Form of Agreement between Owner and Contractor where the basis of payment is Stipulated Sum”
- Rice-modified AIA-A201 “General Conditions of the Contract for Construction”
- Attachments to AIA-A101