

University of New Mexico
School of Medicine
Memorial for North Campus
DESIGN COMPETITION RULES

Issued: August 24, 2012

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<i>CONTENTS</i>	<i>PAGE</i>
1. Competition Challenge and Summary	2
2. Sponsor and Authority	4
3. Professional Advisor	3
4. Competition Organization	3
• Eligible Competitors	
• Phase I Registration and Process	
• Phase II Process	
5. Selection Committee	4
6. Schedule	4
7. Questions and Communications	5
8. Phase I Submission Requirements	6
9. Requirements of Phase II Finalists	6
A. Briefing and Orientation Meeting	
B. Submission Requirements	
C. Delivery and Examination of Submissions	
D. Formal Presentation	
10. Compensation to Phase II Competitors	8
11. Report of the Selection Committee: Phase II	8
12. Award of Contract for Professional Services	8
13. Ownership of Drawings and other Submission Materials	9
14. Design Rights	9
15. Exhibition and Publication of Submissions	9

SUPPLEMENTAL MATERIALS

- **Registration Form** [to be Submitted by each Competitor for Phase I]
- Information pertaining to the site will be available on the SA+P Website
- Post-Competition Scope of Services, General Description

1. Competition Challenge and Summary

Purpose:

In July 2014 the UNM School of Medicine will begin a year-long celebration of the 50th Anniversary of its first entering class. An overarching theme of the anniversary activities is “it’s all about the people” - a theme that acknowledges the central role of the dedicated faculty in the success and recognition of the School of Medicine.

Accordingly, a capstone event of the celebration will be the dedication of an outdoor Memorial to honor the memory of former School of Medicine faculty. The Memorial will include the approximately 75 names of deceased faculty members, and shall provide for the future inclusion of up to add up to 100 additional names during the coming decades. (In addition to the physical Memorial, the names and departmental affiliations of the honorees will be included in a complementary web-based memorial containing historical information about the contributions of each honoree.)

To select the designer for this important project, the School of Architecture and Planning at the University of New Mexico, in cooperation with the AIA/NM Young Architects Forum, has developed a limited *Design Competition* process. The Competition will be undertaken in two phases, and is scheduled to conclude by December 20, 2012. Subsequently, a contract for professional services is expected to be negotiated with the Competition winner.

Competition Awards and Prizes:

At the conclusion of the Phase I, three finalists will be selected from the Competition submissions. In addition to \$1000 prizes awarded to each of the finalists, these competitors will be invited will to associate with a local professional landscape architecture or architecture firm. At the discretion of the Selection Committee (the professional “jury”), two additional entries may be designated to receive “Honorable Mention” awards, each carrying a \$500 prize for the designer/author.

The selected Phase II design teams are asked to further develop the preliminary scheme. Each of these teams will receive an additional \$4000 upon the completion and submission of the Phase II requirements.

Site:

The site for the completed Memorial will be within a 72 x 40 foot landscaped area near the south entrance the “Canyon Garden” on the UNM HSC campus (i.e., North Campus) and directly north of the Biomedical Research Laboratory. Existing electrical power and irrigation are available at the site. At the discretion of the designer, the Memorial may include an 18 foot metal sculpture, *Thistle*, owned by the School of Medicine.

Project Budget:

Designs should compatible with a total project cost in the established range of \$100,000 to \$200,000.

2. Sponsor and Authority

The University of New Mexico, through the Health Sciences Center and its School of Medicine is the *Client* for this project. The *Sponsor* of the design competition is the UNM School of Medicine. It is the explicit expectation that this process will result in the selection of an architect/landscape architect/firm that shall be retained in a professional capacity for the development and execution of this project.

The *Client* reserves the right to reject any and all proposals received, and reserves the right to request additional information or clarification of data included in the respondents’ proposal without changing the terms of these *Competition Rules*.

3. Professional Advisor

Prof. Roger Schluntz, FAIA, has been appointed to serve in the *Professional Advisor* for this design competition and selection process. In this capacity he will be responsible for coordination of these *Competition Rules* and procedures, managing the Competition, and all other matters mutually agreed upon. In conducting the Competition in a fair and equitable manner, he will serve as the primary intermediary between the design competitors, the competition Sponsor/Client, and the Selection Committee.

4. Competition Organization:

Eligible Competitors

This Competition is open to those individuals who are either:

- Members of the Young Architects Forum (YAF) the AIA/NM,
- Emerging professionals, who have received the professional degree *Master of Architecture*, or *Master of Landscape Architecture* subsequent to 2001 but who are not yet licensed/registered, or
- Graduate students who are currently enrolled in either the Master of Architecture, Master of Community and Regional Planning, or Master of Landscape Architecture program at the University of New Mexico.

Student employees who are graduate students in the SA+P are eligible to enter. All other current employees of the University of New Mexico, their spouses, and members of their immediate families, are not eligible to participate in this Competition, and may not serve as an advisor or in any other capacity, formally or informally, to a Competitor.

Phase I: Registration and Process

Prior to submission of a design entry, each Competitor is required to formally register for the Competition (see attached *Registration Form*). The registration fee is \$10.00; checks are to be made payable to the UNM Foundation/School of Medicine. Registration opens August 27, 2012.

The *Registration Form* and payment are to be hand delivered or mailed to:

UNM North Campus Design Competition
c/o Prof. R.L. Schluntz, Professional Advisor
School of Architecture and Planning
MSC 04 2530
University of New Mexico
Albuquerque, New Mexico 87131-0001

The deadline for receipt of Phase I submissions is 4:30 PM, October 4, 2012. From these submitted design entries, it is the expectation that a maximum of three designers will be selected to continue with the next step in the process. These Finalists, in *formal association* with their selection of a professional Landscape Architect or Architecture firm located the Albuquerque or Santa Fe metro areas (who may become the *Architect*, or the *Landscape Architect, of Record*), will comprise the Phase II **COMPETITOR TEAMS**. Firms/licensed professionals may be associated with only one team in Phase II.

PHASE II: Process

Phase II of the Competition will formally commence with a collective orientation and briefing session for the benefit of the members of the Phase II design teams, tentatively scheduled for October 5, 2012. The deadline for Phase II final submissions is November 20, 2012.

The Phase II design teams will present their proposals and project approach to the Selection Committee, who will evaluate all information submitted and presented (tentatively scheduled for December 1, 2012). Following the Competitors' formal presentations, the Selection Committee will evaluate and rank order the finalists. In evaluating the submissions in Phase II, the Selection Committee may, at its discretion, request in writing clarification of specific responses provided in the presentation.

To partially offset the costs incurred in Phase II, it is the intent of the Sponsor to offer a financial stipend of \$4,000 to each of the three finalist firm/teams for the final proposal submissions.

The Client will endeavor to negotiate a final scope of work and associated fee with the highest-ranked team. If this cannot be accomplished, the Client reserves the right to begin negotiations with the next highest-ranked team.

5. Selection Committee

The Selection Committee is charged with the responsibility of reviewing and assessing all submissions received by the deadline from eligible competitors for Phase I and Phase II finalists.

Members of the Selection Committee are expected to be:

- Distinguished professional architect or landscape architect, to be named
- Chair, School of Medicine Faculty Memorial Planning Committee
- Member, School of Medicine Faculty Memorial Planning Committee
- SA+P Landscape Architecture Faculty Member
- SA+P Architecture Faculty Member
University Architect or Designee

[Note: The names of these individuals will be identified when their respective participation can be confirmed.]

In the event of illness or other circumstance beyond the control of the Client or the individual member, the Selection Committee shall consist of those remaining who participate in the review and deliberation process, along with any replacement if so designated by the Client.

For Phase II, the Selection Committee may be assisted in its deliberations by members of the UNM staff.

6. Schedule

Date

Activity

PHASE I

August 24	Program Published, Registration Open
September 5	Deadline: Registration of Competitors
September 19	Deadline: Receipt of <i>Questions</i> from Competitors
October 4	Phase I Submissions Due

October 6* Jury, Phase I
October 9* Announcement of Phase II Finalists

PHASE II

October 23 Deadline: Receipt of Team Member Names/Firm for Phase II Competitors
October 25* Orientation for Phase II Finalists, Obligatory
November 13 Deadline: Receipt of *Questions* from Competitors
November 20 Phase II Submissions Due
Nov 20 - Dec 1 Internal Evaluation of Proposals
December 1* Phase II Design Team Presentations of Submissions to the Selection Committee
December 11 Announcement of Winner
TBA Exhibition of Selected Submissions

* Tentative – dates may be adjusted as necessary.

Contract negotiations are expected to commence immediately following the Announcement of the Competition winner.

7. Questions and Communications

It is the intention of the Client and Competition Sponsor that all Competitors are provided identical information. Every effort will be made to insure that any new and relevant information regarding the project will be transcribed and promptly disseminated as an official *Program Addendum*.

All inquires and questions are to be submitted in writing:

*Prof. RL Schluntz, Competition Advisor
School of Architecture and Planning
University of New Mexico
MSC 04 2530
Albuquerque, New Mexico 87131-0001*

or by email:
RSchluntz@aol.com

The deadline for receiving questions from registered Competitors during Phase I of the Competition is 4:00 PM; September 19; for Phase II the deadline is 4:00 PM; November 13. The composite answers to all useful and relevant questions will be posted on the SA+P website for Phase I, and simultaneously to the Phase II finalists directly by email. In all instances, the source of a question will not be revealed to the other Competitors.

Questions by the invited Phase II Competitors may also be addressed at the *Pre-Design Briefing and Orientation Session* scheduled for October 25 (time and location to be announced).

With the exceptions as explicitly noted in this document, no communication is permitted regarding the project by any representative of a Competitor (or individual associated in any manner, formal or informal, with any Competitor) with members of the Selection Committee or Client staff. Violation of this requirement may result in disqualification.

It is the expressed intention of the Sponsor and Client and a requirement of the Competition that each Competitor will work independently of all parties associated with, or employed by, the University of New Mexico. *Upon the recommendation of the Professional Advisor, failure to comply with these requirements carries the penalty of disqualification and loss of award, if any.*

8. Phase I Submission Requirements

Presentation Board:

Images and diagrams are at the discretion of the competitor, but should include elevations, a site section, and construction details with notations indicating primary materials. A perspective or other 3-D image/view of the Memorial - at eye level - is strongly recommended.

All drawings shall be executed or securely mounted on a single 24" x 30" rigid board, preferably a 5/16" foam core board. In no instance may any part of the submission board exceed 1/2" in thickness. The board shall be oriented vertically, i.e., "portrait" view.

A brief concept statement, "Design Intentions," is to be included on the board, using a type face no smaller than 12 point.

Identification:

The Phase I submissions are to be reviewed and judged without knowledge or the identification of the Competitor. Each competitor is to affix to the back of the board a sealed envelope containing a 8x11 1/2" sheet of paper that includes the name and contact information of the entrant.

The name of the Competitor entrant - or any method intended to communicate the identity or other aspect of the designer's background - that appears on the face of the board is cause for disqualification.

9. Requirements of Phase II Finalists

A. Briefing and Orientation Meeting

The Competitors selected for *Phase II* of this process will receive a collective briefing and orientation by the Client group at/near the project site, scheduled for October 25. Questions may be asked for the benefit of all Competitors at this session. Attendance is obligatory.

B. Submission Requirements (Preliminary)

- ***Drawings and Models:***

In consultation with each of the invited Competitors, specific submission requirements - to include plans, elevations, sections, details, model, material samples, cost estimate, construction schedule, and design statement - will become finalized by the Professional Advisor shortly after the *October 25 Briefing and Orientation Meeting*.

To minimize competitor costs, **a presentation model** of the Memorial is not currently contemplated. Photographs of study models are permissible for display on the presentation boards and for the formal presentation to the Selection Committee. (It is anticipated that following the selection process, the winning team will develop and provide a model suitable for public display.)

- **Report Binder:**

An 8 ½" x 11" Report Binder shall include the items following, and in this sequence:

- (a) Identification of the submitting entity, lead designer, consultants, associations, or other credits as necessary for press release.
- (b) Narrative summary of the proposed design solution and concept (maximum of 500 words).
- (c) Statement describing primary materials (maximum of 500 words).
- (d) Tabulation of net and gross areas.
- (e) Statement of anticipated construction costs, in sufficient detail to demonstrate the probability that the conceptual design can be built at the proposed project site within the available budget. [Method and reporting format will be supplied by the Client.]
- (f) Digital copies of drawings, suitable for press release.

Competitors are to submit 6 (six) identically printed copies. Color is permitted but not required.

C. Delivery and Examination of Submissions

The required submissions for Phase II shall be received no later than 3:00 PM, November 20, 2012, at:

UNM School of Architecture and Planning
Pearl Hall (Receptionist)
2401 Central Avenue, NE
Albuquerque, New Mexico 87131

Submissions may be sent or delivered by any means desired. However, the Client is not responsible for damage or any delay or other unforeseen difficulty a competitor may encounter in shipping, mailing, or delivery of the required materials. *It is a requirement of the Design Competition that the delivery of all materials shall be completed at the above address no later than the time specified.*

To ascertain that the submissions comply with the mandatory requirements as stated in the Competition Program and Competition Rules, the Client's representatives and the Professional Advisor will conduct an examination of the submissions. The Professional Advisor will report to the Selection Committee findings of any failure to comply with these requirements. The Selection Committee will review the report of the Professional Advisor, and has the authority to disqualify any entry that does not satisfactorily comply with the requirements. If, in the judgment of the Selection Committee, the non-compliance, in either presentation or in design solution, is slight or incidental such that the failure to meet the requirement provides *no advantage* to the Competitor the entry will be allowed to remain in competition. In all instances, the decision of the Selection Committee is final.

In addition, the Client may retain the services of an independent cost analyst who will examine the entries and provide a report to the Selection Committee prior to the formal presentations of the Competitors. The Client also reserves the right to request that the Selection Committee similarly receive reports from other consultants, staff and representatives of user groups (each of whom will likewise have the opportunity to review the Competitors' submissions prior to formal presentations) so designated and authorized by the Sponsor and approved by the Professional Advisor.

D. Formal Presentation

Following submittal of their conceptual design package, each finalist/competitor for *Phase II* will be scheduled to present, with PowerPoint, the proposed scheme for the project to the Selection Committee and advisors. [A projector and screen will be provided by the Sponsor.] To minimize unnecessary expense to the Competitors and to ensure equability, the presenting team shall be limited to a maximum of four individuals.

The presentation to the Selection Committee will include only those images of the materials presented on the submitted boards or in the Report Binder, but may include additional specific referential precedents and the existing site context.

Each Competitor's session will be 45 minutes in duration, and shall allow for a minimum of 15 minutes (within the allocated time noted above) for questions by the members of the Selection Committee. Following the competitor team's formal presentation, Selection Committee members' questions and responses may reference directly the Report Binders and the submitted boards that will be on display.

The order/sequence of presentation will be determined by random drawing of numbers, conducted by the Professional Advisor. Competitors are asked to provide two additional sets of images intended to be used for the formal PowerPoint presentation to the Selection Committee.

These presentations are tentatively scheduled for December 1, 2012. Final deliberations of the Selection Committee will be conducted in sessions following the formal presentations.

10. Compensation to Phase II Competitors

Upon completion of the "Requirements of Competitors" as specified in this document, each of the Phase II Competitors will receive from the Client a financial stipend of \$4,000. No other compensation or reimbursement to the Competitors or their employees or their consultants is intended for any activity associated with this Competition.

By entering Phase II of the Design Competition, all participants shall indemnify and hold harmless the University of New Mexico, their employees, consultants, and advisors--from any and all expenses, claims and/or other liabilities which may result directly or indirectly from any activity or expense arising from participation in this Competition.

11. Report of the Selection Committee

The Selection Committee will prepare a brief report of its findings, conclusions, and recommendation, which will include the rationale for the selection of the recommended design. This report will be provided to all Competitors and to all others upon written request to the Client.

12. Award of Contract for Professional Services

Following evaluation of the conceptual designs submitted by the finalists, the selection committee will evaluate all information submitted and presented and will announce the top ranked finalist. The Client will then endeavor to negotiate a final scope of work and associated fee with the highest-ranked team. If this cannot be accomplished, the Client reserves the right to begin negotiations with the next highest-ranked team for completion of schematic design and design development.

The *contract form* (“Agreement between Owner and Architect/Engineer”) to be executed by the respective parties is included in the *Supplemental Materials* pertaining to this document.

13. Ownership of Drawings and other Submission Materials

The Sponsor has the option of retaining any or all of the materials and drawings submitted by the Competitors in both Phase I and Phase II in meeting the requirements and obligations of the Competition as specified in this document.

14. Design Rights

The *design concepts and unique or exclusive features* represented in the submissions shall remain the property of the authoring designer and/or design firm. These may not be used by the Sponsor or other parties, in whole or in part, to design or construct any facility without the further agreement the Competitor in whose name the design was submitted.

15. Exhibition and Publication of Submissions

In entering the Design Competition, participants agree that no publication or exhibition of any drawing (or reproduction of same) shall be made until after the selection and announcement of the winning applicant, except by prior written authorization of the Professional Advisor.

The Client retains unrestricted, but not exclusive, rights to display, photograph, copy, exhibit, reprint, publish, or release for publication any or all submitted graphics or written material, including drawings, narrative documents, without further notice or additional compensation to the Competitors.

SUPPLEMENTAL MATERIALS

REGISTRATION FORM, PHASE I COMPETITORS (attached)

SITE INFORMATION (on SA+P Website)

SCOPE OF SERVICES – General Description

A detailed *scope of services* will be distributed to the finalists. Currently this is expected to include: Preparation of Construction Documents; Bidding; Construction Administration and Post Construction services.

Upon approval of the construction documents by the Client, the winning firm/team shall assist in obtaining bids and awarding and preparing the Construction Contract. This includes preparation of bidding forms, the conditions of the construction contracts, the form of agreement between the Client and the contractors, and assist in selecting a responsible general contractor.

The winning firm/team shall provide further services in revising the project scope and quality as required to reduce the construction cost if the lowest *bona fide* bid exceeds the winning firm/team’s estimate.

The winning firm/team's responsibility to provide basic services for the construction phase commences with the award of the contract for construction. The winning firm/team shall:

- advise and consult with the Client and act as the representative;
- will make visits to the site to monitor progress and quality of the work and to see that the work is done according to approved specifications and plans;
- keep the Client informed of the progress of work through written documents and make recommendations on the necessary corrective actions as required;
- review and approve shop drawings and other documents to assure the approved program and design is accomplished; and
- prepare change orders for approval as required and work with the Client to resolve contractor payment issues.

The winning firm/team shall perform complete project closeout services, to include:

- conducting a final inspection;
- performing an 11-month warranty inspection.