



Devoted to the Future of You.

REQUEST FOR PROPOSAL

RFP #2025-002

Simulation Laboratories (Sim Labs)

FOR

CARLOW UNIVERSITY

April 4, 2025

Proposals Due: April 25, 2025 (5:00 p.m. EST)

REQUEST FOR PROPOSALS – SIMULATION LABORATORIES

1.0 Introduction

1.1 Background on the Request for Proposal

- A. Carlow University (the “University” or “CARLOW”) is seeking proposals from qualified vendors for the programming, design, engineering, bidding and construction oversight of simulation laboratories, while ensuring compliance with federal and state regulations. To be considered, written proposals addressing the questions provided herein must be delivered in a sealed envelope, bearing on the outside: the name of the Proposer, the Proposer’s address, the words “Carlow University’s RFP #2025-002, to the Office of Capital Planning and Real Estate, Attention: Eli Shorak **on or before 5 p.m. EST on April 25, 2025** at 3333 Fifth Avenue, Pittsburgh, PA 15213. Late submissions will not be considered.
- B. At the conclusion of this RFP process, and if the cost-benefit analysis supports a change, CARLOW is prepared to select and enter into an agreement with the selected individual and/or firm to assure that CARLOW has ongoing and expeditious access to design services at competitive (and preferably discounted) rates.

1.2 Carlow’s Mission

Carlow University, rooted in its Catholic identity and embodying the heritage and values of the Sisters of Mercy, offers transformational educational opportunities for a diverse community of learners and empowers them to excel in their chosen work as compassionate, responsible leaders in the creation of a more just and merciful world.

1.3 Overview of the University

Carlow is a private, co-educational, Catholic liberal arts university located in the Oakland neighborhood, the heart of Pittsburgh’s “Eds, Meds, and Tech” district. Founded by the Sisters of Mercy in 1929, this diverse, inclusive Mercy University embodies the values of its founders, offering its students transformational educational opportunities that empower them to excel in their chosen work as compassionate, responsible leaders in the creation of a more just and merciful world.

In today’s societal landscape, these espoused values have never been more relevant.

Consistent with its tradition of academic excellence, Carlow’s curricula and partnerships reflect its strong commitment to social justice, ethical forward-thinking leadership and meaningful service to the community that makes an impact. Carlow offers over 50 undergraduate, graduate and certificate programs, including nursing, physical therapy, occupational therapy, education, business, and more. In addition to the traditional classroom teaching, Carlow offers experiential learning opportunities and internships through regional partnerships. Carlow

provides transformational learning experiences that empower graduates to become forward-thinking, ethical leaders who give back and make a difference in the world.

Carlow's men's, women's and co-ed sports are known as the Celtics, a reflection of the University's Irish heritage and roots.

Address:

Carlow University
3333 Fifth Avenue
Pittsburgh, PA 15213

Website:

www.carlow.edu

Telephone:

412-578-6000

2.0 Summary & Overview

This Request for Proposal (RFP) serves as a foundation for engaging a vendor who can deliver high-quality solutions that align with our needs. Respondents are expected to thoroughly address each section to demonstrate their ability to meet or exceed Carlow's requirements.

The primary goal of this RFP is to solicit proposals from qualified firms that can provide design services and offer the best overall fit for Carlow. The RFP includes providing detailed responses to the following critical questions, to ensure alignment with Carlow's goals and requirements.

The selected Architect / Engineering team (A/E) will become a responsible member of the University's professional team for programming, design, bidding, construction, and LEED certification, helping to assure the project is completed within budget, on schedule, and compliant with project program, university standards, academic accreditation requirements, mutually agreed upon sustainability goals, and applicable building codes.

A/E teams submitting qualifications shall demonstrate compatible experiences in programming, planning, designing, and overseeing projects of similar type and project scale, especially health science simulation labs and projects on an urban campus. A/E teams shall demonstrate their ability to collaborate with a construction estimator and manager partner, including facilitating fast tracked projects with early bid packages on a compressed schedule. A/E teams shall also show their capability to collaborate and guide a broad range of project stakeholders that will engage the team throughout all phases of the project's development, particularly during the programming phase.

3.0 Scope

The new sim lab will expand current capabilities and footprint and is designed to offer flexible simulated learning with the use of virtual reality, or VR, and haptics technology, which allows the

user to interact with virtual objects and receive feedback in the virtual environment. The sixth floor of Curran Hall (Nursing Building), which totals 3,140 sq ft, will be made available for the new sim lab. A copy of the floor plan is attached to this document.

The new sim lab must be fully constructed, operational and commissioned by August 2026 to meet the demands of Carlow's incoming class of students. Please include in your response a projected schedule, including milestones, that meets this deadline. The total project budget is currently \$1,600,000.

Project Phases:

Design work shall be divided into the following project phases: - Scope of work includes facilitating design meetings with key team members of the Carlow faculty and leadership to ensure design is comprehensive and meets priority needs.

- Space Programming: The Design Services Firm ("Architect") will lead the effort to establish the building program, based on leadership from the College of Health and Wellness and Capital Planning ("the Team"). Includes programming confirmation sessions, including, if necessary, accompanying the Team on tours of newly constructed precedent/inspiration facilities. The architect will assist Carlow in drafting an RFP for Construction Manager (CM), reviewing proposals and attending short-listed interviews. The Architect will also assist in drafting an RFP for a Simulation Lab Specialty Equipment Consultant, if needed.
- Schematic Design: Includes Carlow-Architect-CM meetings as needed. Includes Team group review meetings, with in-progress documents due to the review committee a week prior to the meeting. Includes meetings to review the design and confirm applicability of solutions to the project program.
- Design Development: Includes Carlow-Architect-CM meetings as needed. Includes Team group review meetings, with in-progress documents due to the review committee a week prior to the meeting. Includes meetings to review the design and confirm applicability of solutions to the project program.
- Construction Documents: Prepare early bid packages in coordination with the awarded CM, and as required to maintain project schedule.
- Construction Administration: Oversee the construction process to ensure the project is built according to the design plans and specifications.
- Record Documents: Includes responsibility for creating and finalizing the contract documents, including drawings and specifications.

Anticipated user interactions:

Peer-to-Peer

Learners take turns participating in the simulation in small groups, alternating roles between the active participant who cares for the VR patient, the learner triggering the preset dialogs on the computer, and the active observer taking notes.

Instructor-Led

A facilitator triggers the dialog of the patient, the provider, family and friends, while the active participant cares for the patient in the role of the nurse. The simulation can be projected onto a larger screen so observers can see events as they unfold.

Multiplayer

Up to 3 active learners can collaborate in the same simulation, with the ability to hand each other objects like stethoscopes, assess the patient, and share information in real-time. This model challenges students to function within teams.

Observation

Peers can learn by actively observing the simulation on their computers or joining the simulation as a “ghost” in virtual reality.

Specific Space Requirements

- A 360 VR room, sometimes called a projection room, uses projection technology to create a seamless, surround-sound, visually immersive environment. The technology projects panoramic content onto the walls and possibly the floor and ceiling of a specially designed room. (Example: <https://www.worldviz.com/virtual-simulation-room> and https://www.youtube.com/watch?v=xmvoyPi_50Q)
- Virtual Reality (VR) & Augmented Reality (AR) Learning Lab
 - Individual or small group stations with VR headsets (e.g., Oculus, HTC Vive) for immersive clinical scenarios, anatomy visualization, and procedural training.
 - AR interactive screens and holographic patient simulations (e.g., Microsoft HoloLens) to support case-based learning.
 - AI-driven virtual patient interactions for history-taking and diagnostic reasoning.
- AI-Enhanced Patient Examination Rooms
 - Designed to mimic real outpatient or primary care settings.
 - Each room equipped with:
 - AI-powered diagnostic tools (e.g., AI-enabled stethoscopes, EKGs, ultrasound).
 - Augmented reality overlays for real-time guidance on procedures.
 - Electronic Health Records (EHR) training systems integrated with AI for clinical documentation practice.
 - AI-based patient simulation software (e.g., Body Interact, Shadow Health) for standardized patient cases.
 - Use cases: Routine physical exams, telemedicine consults, diagnostic assessments, and treatment simulations.
- Multi-Use Procedural Training Stations

- Hands-on skill development with AI task trainers for procedures like IV insertion, central lines, and airway management.
- AR-assisted procedural guides for step-by-step skill acquisition.
- Wearable biosensors and patient monitors to simulate real-time physiological responses.
- Telemedicine & AI Clinical Decision Support Hub
 - Simulated telehealth consultations with AI-assisted diagnostic decision-making.
 - AI-powered clinical decision support tools for differential diagnosis and triage simulations.
 - Virtual patient encounters with AI-driven chatbots for history-taking and assessment.
 - This room needs to flex to also be used as an examination room.
- Debriefing & Collaboration Space.) – Also, can be used as a waiting area for standardized patients
 - Smartboards and AI-powered debriefing tools for post-exam/simulation discussions.
 - Data analytics dashboards to track student progress.
 - Cloud-based case-sharing platforms for real-time faculty-student collaboration.

4.0 Submission Requirements

A. Conflict of Interest

All Respondents must disclose the name of any officer, director or agency who is also an employee of Carlow University. All Respondents must disclose the name of any Carlow employee who owns, directly or indirectly, any interest in the Respondents' business or any of its campuses. Such disclosure must be submitted as a cover letter included with the Proposal.

B. Fee

CARLOW will review the submitted options and potentially select a firm to provide services. CARLOW may choose, in the sole exercise of its discretion, one of the Respondents. In addition, the selection of a Respondent pursuant to this RFP does not guarantee that CARLOW will award a contract to any of the firms responding to this RFP.

C. Proposal Submission Content

Proposals must include all the information listed below:

- a. Cover Letter
- b. Respondent Qualifications
- c. Responses to information and questions in Section 2.0 and 3.0
- d. Full costs broken down by service provided
- e. List of three (3) references

5.0 Submission of Responses

Schedule: The RFP process will proceed according to the following anticipated schedule:

ACTIVITY	DATE
RFP Issued	April 4, 2025

Pre-Proposal Meetings	Week of April 14, 2025
Full Proposals Due	April 25, 2025 (5:00 p.m. EST)
Proposal Evaluation and Selection	Month of May

- Responses must be received by CARLOW at the address set forth no later than **5:00 p.m. EST, on April 25, 2025**. An electronic response may be accepted by CARLOW for purposes of meeting the response submission deadline only, provided that it is received by CARLOW within the deadline set forth above and further provided that the electronic response is followed up by delivery of a hard copy that must be received by CARLOW within forty-eight (48) hours after CARLOW's receipt of the electronic response and that such hard copies do not vary, modify or correct the electronic response provided. CARLOW shall determine in its sole discretion whether the response has been received within the deadlines established herein. CARLOW shall not be responsible or liable in any way for late delivery or receipt of responses for any reason whatsoever including, but not limited to, equipment, technical, or network malfunction
- The responses will be evaluated pursuant to the criteria set forth in this RFP. Notification of selection or non-selection of all Respondents who submitted conforming responses will be mailed when the prequalification selection process is final.
- All respondents are solely responsible for obtaining and completing the required attachments identified in the RFP and for checking any modifications that are subsequently made to this RFP or its attachment(s).
- The selected Respondent(s) will execute a Master Services Agreement. RESPONDENTS ARE REQUIRED TO SPECIFY ANY EXCEPTIONS TO THE MASTER SERVICES AGREEMENT AND TO MAKE ANY SUGGESTED COUNTERPROPOSAL WITH THEIR RESPONSE. CARLOW WILL REVIEW ANY SUGGESTIONS, BUT RESERVES SOLE RIGHT TO ACCEPT OR DENY SUCH SUGGESTIONS. A FAILURE TO SPECIFY EXCEPTIONS AND/OR COUNTERPROPOSALS WILL BE DEEMED AN ACCEPTANCE OF THE MASTER SERVICES AGREEMENT'S TERMS AND CONDITIONS.

5.1 Proposal submittal

Proposals must be received by CARLOW no later than **5:00 p.m. EST on April 25, 2025**, at the street and e-mail address indicated at the bottom of this section. Proposals must be limited to ten 8½" x 11" pages and clearly marked "CARLOW RFP #2025-002." Firms shall submit one unbound, reproducible original copy of the proposal and four bound copies to the street address below **and** submit the proposal in PDF format to the e-mail address below.

Eli Shorak
Sr. Director Capital Planning & Real Estate

Carlow University
3333 Fifth Avenue, Pittsburgh, PA 15213
eshorak@carlow.edu

6.0 Evaluation Criteria

All proposals must meet or exceed the mandatory requirements outlined in this RFP in order to be reviewed. Evaluations and selection will be based on written qualification and oral presentation, if deemed necessary, with emphasis on Respondent Qualifications, Answers to Questions, Interviews, and Total Cost of the proposal.

7.0 Other Information

7.1 The University reserves the right to seek additional information from any responding party and to schedule interviews with one or more of the responding firms.

7.2 Carlow University reserves the right to reject any and all Proposals, to waive any minor informality in the Proposals or to enter into any contract deemed by the University to be in its best interest.

7.3 The University reserves the right to amend this RFP at any time and negotiate the scope of services and/or fee terms with one or more of the responding firms.

8.0 Equal Employment Opportunity, Non-Discrimination and Affirmative Action

8.1 CARLOW is committed to equal employment opportunity and non-discrimination in contracting for goods and services necessary to perform its business. CARLOW will take affirmative action to ensure equal employment opportunity and to eliminate discriminatory barriers. CARLOW will strongly consider the Respondents' commitment to equal employment opportunity and affirmative action in selecting the individuals or firms

9.0 General Information & Other Provisions

9.1 CARLOW reserves the right to cancel or modify this RFP, in whole or in part, or reject all Proposals submitted in response to this RFP if such action is determined to be in the best interest of the University. CARLOW may extend the deadline for submission of Proposals if, in CARLOW's judgment, such extension is necessary for any reason. If CARLOW determines that it is necessary to revise any part of this RFP, or if CARLOW determines that additional data is necessary to clarify any of its provisions, an Addendum will be posted on CARLOW's website at www.carlow.edu. CARLOW's failure to provide such notification shall not relieve interested individuals and firms desiring to submit a proposal from their responsibility to obtain the Request for Proposals and any and all addenda that may be issued in connection with this RFP.

9.2 CARLOW reserves the right to reject any and all responses if CARLOW determines,

within its sole discretion, that it is in the best interests of CARLOW to so, CARLOW reserves the right to reject any Response that fails to meet any of the terms, conditions, requirements, and procedures included in this RFP. If a Respondent fails to meet any material terms, conditions, requirements or procedures, the Response may be deemed unresponsive and disqualified.

- 9.3 All expenses and costs, including but not limited to legal costs, associated with developing or submitting a proposal in response to this RFP, or associated with oral or written clarification thereof, including all presentation materials and related costs and travel expenses, shall be borne solely by the responding firm, and under no circumstances shall CARLOW be responsible for any such cost or expense incurred by any responding firm. CARLOW assumes no responsibility for these costs and expenses.
- 9.4 Responding firms may withdraw their proposals by written request only, received by CARLOW prior to, but not after the time set for proposal submission. Thereafter, proposals shall be irrevocable for a period of not less than sixty (60) days and may not be withdrawn or modified.
- 9.5 Any proposal which is not received by CARLOW by the date and time and at the location for submission of proposals set forth herein will be determined to be late and shall not be considered.
- 9.6 CARLOW reserves the right to waive any irregularities or requirements; and to negotiate with all respondents, in any manner necessary, in its sole judgment and discretion, to serve the best interest of CARLOW.
- 9.7 All responses, proposals, related documentation and information submitted in response to this RFP are subject to the Pennsylvania Freedom of Information Act, regarding public access to such documents. Any statements submitted by the respondent that purport to reserve any confidentiality or privacy rights in submitted responses or that are otherwise inconsistent with these statutes will be void and disregarded. By submitting its Response to CARLOW, the Respondent agrees that CARLOW shall not be liable under any circumstances for the subsequent disclosure of any materials submitted to it by Respondent pursuant to this RFP and/or in connection with any contract entered into between Respondent and CARLOW as a result of the RFP process.
- 9.8 Respondents shall comply with the laws and regulations relating to confidentiality and privacy, including any policies and procedures of CARLOW. Any questions concerning issues of confidentiality, the submission of materials to CARLOW, or any other questions related to these matters, should be directed to Eli Shorak at eshorak@carlow.edu.
- 9.9 Respondents are prohibited from communicating directly with any employee of CARLOW, except as specified in this RFP, regarding the RFP, and no other individual CARLOW employee or representative is authorized to provide any information or respond to any questions or inquiries concerning this RFP. Respondents may contact the Contact Person for this RFP provided in Section 1.1 A, in the event that this RFP appears incomplete in any

way.

- 9.10 CARLOW may provide reasonable accommodation, including the provision of material in an alternative format, for qualified Respondents with disabilities or other hardships. Respondents requiring accommodation shall submit requests in writing, with supporting documentation justifying the accommodation, to the contact person listed in Section 1.1 A above. CARLOW reserves the right to grant or reject any request for accommodation.
- 9.11 If a Respondent is unable to meet any of the specifications required in this RFP, the Respondent's response must include an alternative method for meeting such specification by identifying the specification, the proposed alternative and thoroughly describing how the alternative achieves substantially equivalent or better performance to the performance required in the RFP specification. CARLOW will determine, in its sole discretion, if a proposed alternative method of performance achieves substantially equivalent or better performance.
- 9.12 Costs that are not specifically identified in the Respondent's response and not specifically accepted by CARLOW as part of a Contract will not be compensated under any Contract awarded pursuant to this RFP. CARLOW shall not be responsible for any costs or expenses incurred by Respondents in responding to this RFP.
- 9.13 The Respondent may not alter the RFP or its components except for those portions intended to collect the Respondent's response. Modifications to the body of this RFP, specifications, terms and conditions, or which change the intent of this RFP are prohibited. Any modifications other than where the Respondent is prompted for a response will disqualify the bid.
- 9.14 Respondent's submitted Response shall be treated by CARLOW as an accurate statement of Respondent's capabilities and experience. Should any statement asserted by Respondent prove to be inaccurate, misleading or inconsistent with the foregoing, such inaccuracy or inconsistency shall constitute sufficient cause for rejection of the Response and/or of any resulting contract. CARLOW, within its sole discretion, will rule on any such matters and will determine appropriate action.

10.0 Responsiveness & Irregularities

- 10.1 Any proposal determined to be non-responsive to this RFP, including instructions governing the submission of proposals, will be disqualified without evaluation unless the evaluation committee determines that the noncompliance is insubstantial.
- 10.2 CARLOW reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the response, to request clarification of the response, and to accept or reject any or all of the responses received.

Carlow University
RFP for Simulation Laboratories

Thank you in advance for your interest in providing services to Carlow University.

Eli Shorak
Sr. Director Capital Planning & Real Estate
Carlow University

List of Attachments to the RFP

- Attachment A: *Authorized Representative's Signature and Acceptance Form*
- Attachment B: *Floor Plan – Sixth Floor, Curran Hall*

ATTACHMENT A
CARLOW UNIVERSITY
AUTHORIZED RESPONDENT'S SIGNATURE AND ACCEPTANCE FORM

The undersigned is a duly authorized representative of the Respondent listed below. The Respondent has read and understands the RFP requirements. The Respondent acknowledges that all of the terms and conditions of the RFP are mandatory, and that Respondent's response is compliant with such requirements. The Respondent understands that, if selected by Carlow University ("CARLOW"), the respondent and CARLOW will execute written agreements specifying the mutual requirements of participation. The Respondent agrees that the RFP will be incorporated into and made part of any Agreement resulting from the Respondent's response to the RFP. The Respondent further agrees to the contract terms in CARLOW consultants' Master Services Agreement. The respondent agrees that the entire bid response will remain valid for sixty (60) days from the proposal due date to CARLOW.

I hereby certify that: (a) I am an authorized representative of the Respondent herein; and (b) the statements made in this response to the RFP, including all attachments and exhibits, are true and correct to the best of my knowledge.

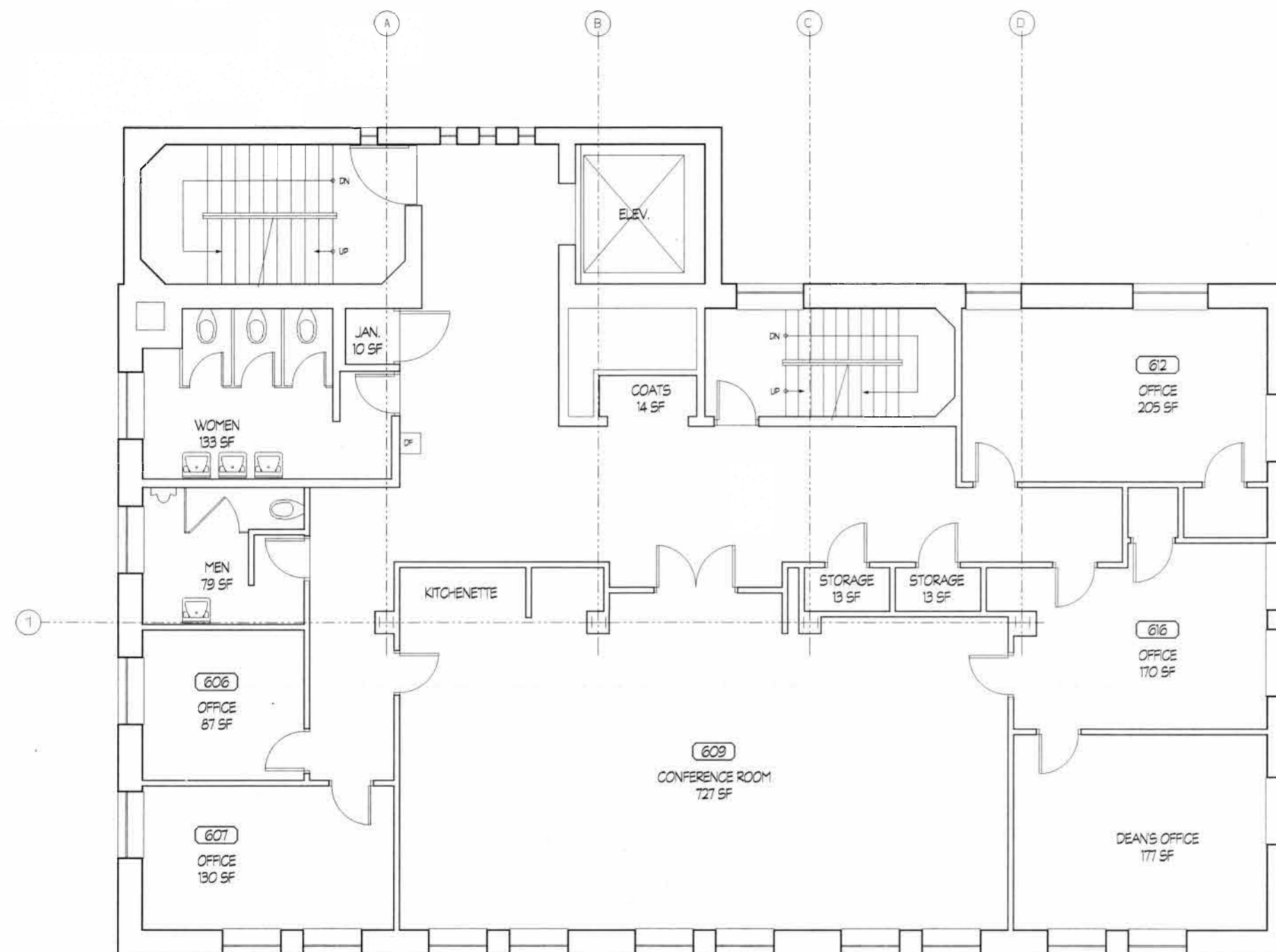
Respondent: _____
(Printed Name of Respondent)

By: _____
(Signature of Authorized Representative)

Name: _____

Title: _____

Date: _____



SIXTH FLOOR PLAN
SCALE: 1/4" = 1'-0"

3,140 GROSS SF FLOOR
1,536 NET SF FLOOR

CURRAN HALL - SCHOOL OF NURSING



**MacLachlan
Cornelius &
Filoni**

ARCHITECTS, INC.

200 THE BANK TOWER
PITTSBURGH, PENNSYLVANIA 15222

**CARLOW
UNIVERSITY
CURRAN HALL**

CONTRACT NO. 59009018 DATE OCT. 3, 2009

SIXTH FLOOR PLAN