Request for Qualifications for Design Services/Project Brief

Project: Davie Hall 1st floor Air Handler Replacement
The University of North Carolina at Chapel Hill

Advertised: March 24, 2022
Closing Date: April 21, 2022

The University of North Carolina at Chapel Hill is soliciting submittals from firms interested in providing design services for the following described project:

I. Project Description

Davie Hall was built in 1908 and the addition added in 1967. It is used by the Department of Psychology and Neuroscience. The air handlers for this building are located in the lower mechanical room and are mostly original units. This project will replace the original AHU 1A, 1B and 1C. Unit 1A is a 20% outside air multi-zone unit rated for 11,550 CFM and 34 Tons of cooling, Unit 1B is a 100% outside air multi-zone unit rated for 3,214 CFM and 20 Tons of cooling and Unit 1C is a 100% outside air multi-zone unit rated for 4,285 CFM and 23 Tons of cooling. Units 1A & 1B condition air used in the 1st floor West offices & clinical labs and Unit 1C conditions air used in the 1st floor East classrooms and clinical labs. The AHU’s are in poor condition and have condensate leaking from the housings, air leakage from the doors and module joints, interior corrosion, and the pneumatic controls are worn. The new air handler will be digitally controlled with a variable speed fan drive, and new zone reheat coils will be installed.

This project has been approved by the UNC-Chapel Hill Board of Trustees. A total project cost of $823,371 is targeted.

The project delivery method will be Single Prime bid & contract.

The anticipated designer selection schedule is shown below:

<table>
<thead>
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<th>Estimated Dates</th>
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<tr>
<td>Advertise RFP</td>
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<tr>
<td>Pre-proposal Meeting (ZOOM Meeting at 10:00 am)</td>
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<tr>
<td>Proposals Submission</td>
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<tr>
<td>Selection Committee’s Short List Recommendations</td>
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<tr>
<td>Interviews</td>
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<td>Board of Trustees Approval</td>
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<td>Execute Design Agreement</td>
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II. Master Plans and Design & Construction Guidelines

The Master Plans and Design & Construction Guidelines will be the guiding documents for the design of this project. For more information on these documents, please visit the University’s Facilities Services web site [http://www.facilities.unc.edu/](http://www.facilities.unc.edu/) under Plan & Policies pull down menu.

III. Project Scope

The design team shall:
Assist in coordination of University stakeholders, such as, the Department of Facilities Planning + Design, Construction Management, Facilities Engineering, Energy Services, Information Technology Services, and other University support services.

Participate in land entitlement process with Town of Chapel Hill

Prepare designs including Cost Analysis of multiple options. All contract documents shall be in compliance with provisions regarding the NC Building Codes.

Respond to comments as part of the State Construction Office review process for Capital Planning Projects.

Prepare Cost Estimates, Project Schedules, Phasing Plans (as may be necessary), and Concept Renderings for the project.

IV. Design Team

The University expects prospective design teams and the individuals identified as members of those teams to have demonstrated experience in successfully delivering projects of a similar type and size. Design proposals should include a comprehensive listing of all consultants, including architectural, and others needed to address the specific needs of this project. The design team must also demonstrate the ability to design facilities that are sympathetic to the existing campus context considering the campus design guidelines.

V. Selection Process

There will be a virtual (Zoom) pre-proposal meeting on the date listed in the table above. Interested designers will be able to discuss the issues & opportunities with the University’s Facility Project Manager. Tours of the project site will NOT be hosted by UNC. Zoom meeting details are as follows:

https://unc.zoom.us/j/97407494693

Meeting ID: 974 0749 4693
One tap mobile
+13126266799,,97347309776#

All proposals are due on the date listed in the table above at or before 3:00 PM. A Selection Committee will convene on date listed in the table above to discuss the Design Teams’ proposals and determine a short list for interviews. The Project Manager will then notify all teams as to the short-listed firms and schedule for interviews.

Designer Interviews will be scheduled for the date listed in the table above. The format of the virtual (Zoom) interview will consist of a 30-minute presentation by the design team that is followed by a 15-minute question and answer session. Each design team is expected to have present the person(s) from their firm(s) who will be responsible for leading the execution of this project. Zoom meeting details will be provided at the time of notification of shortlisting. Following the interviews, the Selection Committee will issue recommendations, in priority order, for the selection of the design team. This list will be presented on date listed in the table above to the University’s Board of Trustees for approval.

VI. Submittals

The University of North Carolina at Chapel Hill seeks letters of interest from firms who have recent experience with similar projects. Please format all proposals utilizing an SF-330 format. The submittal must include descriptions of (based on 01 NCAC 30J .0303 SELECTING CRITERIA):

1. Specialized or Appropriate Expertise in the type of project.
2. Past Performance on similar projects.
3. Adequate staff and Proposed Design & Consultant Team for the project.
5. Proposed Design Approach for the project including design team and consultants.
6. Recent experience with Project Costs and Schedules.
7. Construction Administration capabilities.
8. Proximity to and familiarity with the area where project is located.
9. Record of successfully completed projects without major legal or technical problems.
10. Historically Underutilized Business (HUB) participation & utilization in proposed team structure; and who/how HUB designers were utilized on previous projects.
11. The team’s recent experience with the NC State Construction Office (SCO).
12. Include current SF-330 Part II of lead firm and each proposed consultant.
13. Include information regarding lead firm’s current license to practice in the State of North Carolina.

To fairly evaluate the submittals and to better utilize the Selection Committee’s review time, we request that only pertinent information relating to the specific selection criteria listed above be provided in Section H of the SF-330 formatted submittal. UNC-CH does not limit the quantity of pages for proposals.

**Note: Only (1) one electronic PDF file of the submittal is required.**

Please contact only the individual listed below for any matters related to this submittal. No other University staff, The University’s Board of Trustees, or any university officials is to be contacted. All questions and project submittals shall be directed to:

Joe Ockert, RA, LEED AP  
Assistant Director of Design  
Facilities Planning and Design  
[joe.ockert@fac.unc.edu](mailto:joe.ockert@fac.unc.edu)

**SEE ATTACHMENTS ON FOLLOWING PAGES.**