THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

Request for Qualifications for Design Services/Project Brief

Project: **South Building and Carroll Hall Roof Replacement & Fall Protection**
The University of North Carolina at Chapel Hill

Advertised: **March 23, 2022**

Closing Date: **April 13, 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

Carrol Hall:
Carroll was completed in 1953 and was originally named for the first Dean of the School of Commerce that later became the School of Business Administration. The building currently houses the School of Journalism and Media. The project scope will include the removal of the existing built-up roof system in section C. This portion of the roof has a footprint of ~8,700 sf. It will repair and/or replace any damaged roof structure and install new built-up roof system with alternating layers of asphalt and supporting fabrics directly applied onto roof deck. The final layer of the built-up roof system will be covered with stone or gravel and a fall protection system will be installed as required.

South Building:
Construction for South Building began in 1798 and was completed in 1814. The building originally contained dormitories, but now houses offices of the Chancellor and university administrators. This project will be a comprehensive replacement of the existing metal roof panels and all damaged roof decking and/or underlayment below. The roof footprint is approx. 5,500 sf. The project will repair and/or replace all roof structure damage and underlayment as required and install new metal roof panels. It will also remove existing gutters & downspouts and install new gutter system and fall protection system will be installed as required.

This project has been approved by the UNC-Chapel Hill Board of Trustees. A combined total project cost of $1,334,062 is targeted.

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

The anticipated designer selection schedule is shown below:

	Estimated Dates
Advertise RFP	3/23/2022
Pre-proposal Meeting **(ZOOM Meeting at 1:00am)**	3/30/2022
Proposals Submission	4/13/2022
Selection Committee's Short List Recommendations	4/20/2022
Interviews	5/3/2022
Board of Trustees Approval	5/19/2022
Execute Design Agreement	June 2022

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/ 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/97347309776

Meeting ID: 973 4730 9776
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.
4. Current Workload and State Projects awarded.
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:

Andrea Janusz, RA
Facilities Architect
UNC Facilities Planning and Design
andrea.janusz@facilities.unc.edu

SEE ATTACHMENTS ON FOLLOWING PAGES.

2019 Campus Map/Master Plan