



Advertisement for Designer Services/Project Brief

Project: Fordham Lab Process - CW System Replacement
The University of North Carolina at Chapel Hill, College of Arts & Sciences

Advertised: July 17, 2023

Closing Date: August 11, 2023

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

I. Project Description

Fordham Hall (133 Medical Dr, Chapel Hill, NC 27514) is a 70,000 square foot biology laboratory building which was opened in 1991. Within Fordham Hall there are (28) twenty eight constant temperature rooms, all of which are original to the building. The mechanical, electrical, and controls for each of these (32) thirty-two-year-old rooms may need to be replaced. It is unclear if the structure of the rooms (insulated wall panels, ceilings, floors, doors) also requires replacement. The majority of the condensers for existing rooms are installed on top of the rooms which is no longer allowed for safety and maintainability. New equipment and controls must be installed at reasonable working heights in mechanical spaces which may require some change in use of and/or modification of the existing spaces. The process chilled water system with redundant pumps and city water backup will require also replacement.

As part of an initial Advanced Planning phase, a design team is needed to inventory and assess the existing rooms in conjunction with the departmental users. This assessment will determine the type of room, condition, temperature and humidity setpoints, whether the room is needed moving forward, any special features, and alarming and monitoring requirements. The assessment must also consider how construction could be phased to minimize occupant disruptions. The process will be iterative with Facilities and departmental user involvement to ensure final recommendations satisfy university needs.

Design Services are anticipated to include Mechanical, Electrical and Plumbing, and may also include associated Architectural, Fire Protection, and HazMat Analysis and Abatement as required. The selected firm is to be initially contracted for Advanced Planning at this time. Upon completion of the assessment and further authorization from UNC, it is then anticipated that the selected design team will be engaged to to prepare SD, DD, and CD level Contract Documentation to include Life-cycle Cost Analysis, Phasing Plans and Project Budget Cost Estimates.

Given the complexities of design and construction for renovation projects and the expectation of maintaining an operational environment for the Users, the University requests that as part of their submittal the design team indicate their Proposed Approach to both Field Verification and Project Phasing.

Up to **\$300,000** has been authorized to initiate Advanced Planning and preliminary design. The overall project budget is currently estimated at **\$4,064,500**.

The anticipated project schedule is shown below:

Phase	Estimated Dates
Advertise RFP	7/17/2023
Pre-submittal Meeting (via Zoom at 8:30 AM EST)	7/28/2023
<u>Emailed PDF Submission due by 3:00 PM EST</u>	8/11/2023
Selection Committee’s Short List Recommendations	8/15/2023
Interviews (In person)	8/29/2023



Board of Trustees Approval
Designer Award

9/28/2023
October 2023

II. Master Plans and Design & Construction Guidelines

The UNC 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 <https://facilities.unc.edu/resources/design-guidelines>.

III. Project Scope

The design team shall:

- Assist in coordination of University stakeholders, such as, the Department of Facilities Planning & Design, Construction Management, Facilities Services, Transportation and Parking, College of Arts & Sciences, and other University support services.
- Prepare contract documents in compliance with provisions regarding the NC Building Codes, and SCO and UNC requirements.
- Respond to comments as part of the UNC and SCO review process for Capital Planning Projects.
- Prepare Cost Estimates, Phasing Plans (as may be necessary), and Project Schedules.

IV. Design Team

The University expects prospective design teams and the individuals identified as members of those teams to have demonstrated experience in projects of similar type, size and complexity. Design proposals should include a comprehensive listing of all consultants, including architectural, mechanical, plumbing, electrical, and others needed to address the specific needs of this project.

V. Selection Process

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

Join Zoom Meeting

<https://unc.zoom.us/j/98510626782?from=addon>

Meeting ID: 985 1062 6782

One tap mobile

+13052241968,,98510626782# US

Find your local number: <https://unc.zoom.us/u/ac4Ma9nI88>

All proposals are due on the date listed in the table above at or before 3:00 PM. Submittals with proposals attached or links to shared files shall be submitted via email only to Tari Maynor-Brady (chris.johnson@fac.unc.edu). A Selection Committee, consisting of staff members from Facilities Services, the College of Arts & Sciences, and/or other members of the campus community 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 the 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. 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 the 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. Include current SF-330 Form of lead firm and each proposed consultant.

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 an Executive Summary with supporting material to follow in the submittals. 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 Facilities Planning Project Manager 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 other than the Facility Architect/Planning Manager. All questions and project submittals shall be directed to:

Chris Johnson, AIA

[The University of North Carolina at Chapel Hill](https://www.unc.edu/)

Assistant Director of Planning, Facilities Planning & Design

Giles F. Horney Building

103 Airport Drive

Campus Box #1090

Chapel Hill, NC 27599-1090

Phone: (919) 349-6098

Email: chris.johnson@fac.unc.edu

