



Advertisement for Designer Services/Project Brief

Project: Morehead Chemistry Teaching Lab Renovations – Phase II
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 is soliciting submittals from qualified firms interested in providing design services for the following described project:

I. Project Description

The scope of work includes the design for the renovation and conversion of existing laboratory and support areas into new teaching laboratories spread across two floors of the 1985 Morehead Chemistry Labs building. The aim of the project is to create a modern and functional teaching environment that meets the needs of students and faculty in the Department of Chemistry. An initial phase was completed in late 2021.

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 verification and project phasing, specifically working within occupied facilities.

Design Services shall include: Architecture, Lab Planning, Mechanical, Electrical, Plumbing, Fire Protection, and HazMat Abatement. The design team shall prepare SD, DD, and CD level Contract Documentation to meet UNC and SCO requirements, including Life-cycle Cost Analysis, Phasing Plans and Project Budget Cost Estimates.

The project budget is estimated at **\$3,490,000**.

The anticipated project schedule is shown below:

Advertisement Phase	Estimated Dates
Advertise RFP	7/17/2023
Preproposal Meeting (via Zoom at 11:00 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)	8/31/2023
Board of Trustees Approval	9/28/2023
Designer Award	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/ac4Ma9nl88>

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 (taritari@email.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 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 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:

Tari Maynor-Brady, AIA
[The University of North Carolina at Chapel Hill](http://www.unc.edu)
Project Manager / Architect
Planning, Facilities Planning & Design
Email: taritari@email.unc.edu

