



## Request for Qualifications for Design Services

**Project:** Caldwell Hall Accessibility Improvements  
The University of North Carolina at Chapel Hill

**Distributed:** August 3, 2023

**Closing Date:** August 24, 2023

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The University of North Carolina at Chapel Hill (UNC-CH) is soliciting submittals from firms interested in providing design services for the Caldwell Hall Accessibility Improvements project.

### I. Project Description

Caldwell Hall was constructed in 1912 and contains a mix of classrooms, meeting spaces, and academic offices. This project will construct an addition to include a new ramp, stair, and elevator tower on the west side of the building. The project will also create accessible restrooms.

Design Services shall be comprehensive of all disciplines required for this scope, including but not limited to Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Abatement, Historic Preservation. The design team shall prepare SD, DD, and CD level Contract Documentation to include Logistics Plans, Project Budget Cost Analysis, as well as Construction Administration services.

The total project budget, including design, equipment, and construction, is estimated at **\$1,700,000**.

The anticipated project schedule is shown below:

<b>Designer Selection Schedule</b>	<b>Estimated Dates</b>
Advertise RFQ	8/3/2023
Pre-Proposal Meeting	8/9/2023
Qualifications Submission due by 3:00 PM	8/24/2023
Selection Committee's Short List Recommendations	8/29/2023
Interviews	9/12/2023
Board of Trustees Approval	9/28/2023

### II. Existing Strategic Plan, Master Plans and Design Guidelines

The UNC-CH Campus Master Plan was developed to provide a framework to support decisions regarding the physical campus in relation to the overall University Strategic Plan, Carolina Next (<https://carolinanext.unc.edu/>)

The [Campus Master Plan](#) and [University Design Guidelines](#) will be guiding documents for the design of this project.



### III. Project Scope

The design team shall:

- Assist in coordination of University stakeholders, including the College of Arts and Sciences, Facilities Planning and Design, Construction Management, Facilities Services, Environment Health and Safety, Energy Services, and other University support services.
- Prepare Contract Documents in compliance with provisions of current applicable NC Building Codes.
- Respond to comments as part of the SCO review process for Capital Planning Projects.
- Prepare Cost Estimates, Project Schedules, and Site Logistics Plans.

### 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 pre-proposal meeting on date listed in table above.** Interested designers will be able to discuss the issues and opportunities with the University's Facility Project Manager and the facility user groups. This meeting will be conducted via Zoom. A link to the meeting will be sent to all parties that express interest prior to the meeting date.

**All proposals are due on date listed in table above at or before 3:00 PM.** Submittals with proposals attached or links to shared files shall be submitted via email only to the Facilities' Project Manager. A Selection Committee, consisting of staff members from Facilities Planning + Design, Construction Management, Facilities Services, and/or other members of the campus community will occur on **date listed in the table above** to discuss the Design Teams' proposals. The Selection Committee will then select and contact the design teams that are short listed for interviews.

**Designer Interviews are scheduled for date listed in the table above.** It will be determined prior to the shortlist notification whether these interviews will be scheduled in person on the UNC Chapel Hill campus or via Zoom. The format of the 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 in attendance the person(s) from their firm(s) who will be responsible for the execution of this project.

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 on the **date listed in the table above** for the final 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. 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. Any other criteria which the Selection Committee shall deem appropriate to this specific project scope of work.

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: (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:

Joe Ockert  
[joe.ockert@facilities.unc.edu](mailto:joe.ockert@facilities.unc.edu)

**SEE ATTACHMENT ON FOLLOWING PAGE.**



2019 Campus Map/Master Plan

