



Request for Qualifications for Design Services

Project: Phillips Hall 1960 Building Window Replacement
The University of North Carolina at Chapel Hill

Distributed: April 1, 2024

Closing Date: April 18, 2024

The University of North Carolina at Chapel Hill (UNC-CH) is soliciting submittals from firms interested in providing design services for the Phillips Hall 1960 Building Window Replacement project.

I. Project Description

Phillips Hall - South Addition, is located at 120 E. Cameron Avenue, Chapel Hill, N.C. and was constructed and completed in 1960. The existing wood windows at the South Addition are in poor condition primarily because they have exceeded their normal service life. This project will be a comprehensive window replacement of all wood windows located at the 1960 building addition. The existing wood windows are to be removed and discarded accordingly. Any repair and/or replacement work adjacent to the window frames should be performed as needed. This project will also include the repair and /or replacement of all damaged concrete window heads and rebar exposure.

A total project cost of \$950,000.00 is targeted.

The anticipated schedule for designer selection is shown below:

Designer Selection Schedule	Dates
Advertise RFQ	4/3/2024
Pre-Proposal Meeting at 2:00 PM (see link below)	4/10/2024
Qualifications Submission due by 3:00 PM	4/18/2024
Selection Committee's Short List Recommendations	4/19/2024
Interviews	4/23/2024
Board of Trustees Approval	5/16/2024

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 Facilities Planning and Design, Construction Management, 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 Projects.
- Prepare Cost Estimates 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 required to address the specific needs of this project.

V. Selection Process

There will be a pre-proposal meeting at 2:00 PM on April 10, 2024. 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 using the link below.

Join Zoom Meeting

<https://unc.zoom.us/j/98136005810>

Meeting ID: 981 3600 5810

+1.646.931.3860

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. Other aspects of the interview format will also be communicated at that time. 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 for 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 and Design 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 Project Manager, Kyle Hawkins, or the Capital Project Coordinator, Wendie Morris. All questions and project submittals shall be directed to:

Kyle Hawkins
wkhawkin@unc.edu

SEE ATTACHMENT ON FOLLOWING PAGE.



2019 Campus Map/Master Plan

