

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

STATE OF NORTH CAROLINA
University of North
Carolina School of the
Arts

REQUEST FOR QUALIFICATIONS

Design & Production BAS Upgrade/HVAC/Boiler/Fire Alarm
Design Services

Response Deadline: 2 PM EST, Thursday, July 18, 2024

Direct all inquiries concerning this RFQ to:

Alexis Bauman
Project Manager
baumana@uncsa.edu

Design Services UNCSA Design and Production HVAC

UNCSA requests a proposal for design services for the renovation of the Design & Production BAS Upgrade, HVAC, Boiler, and Fire Alarm replacement. The Design and Production Building is located at Ehle Drive on the main campus of the University of North Carolina School of the Arts. The building was built in 1991 and the shop areas are heating only 2-pipe AHU's that are fed by two hot water boilers. Project will include adding cooling to the shops, replacing existing 2-pipe heating only air handlers, investigating existing chiller for additional capacity required and replacing boilers and replacing BAS controls associated with the new equipment. Estimated completion of renovation to be summer 2025.

Services to be provided shall include verification of existing systems. UNCOSA has a record set of as-built documents. A combination of Schematic Design and Design Development is to be presented to the owner. The SD/DD documents are to include plans, mechanical, electrical/fire alarm, and plumbing, load calculations, and any other documents required to convey the intent of the design. There is to be a cost estimate provided at the completion of the SD/DD phase of design.

The Construction Document phase shall include documents that will be submitted to the State Construction Office for review for code compliance. Architectural, structural, mechanical, electrical, fire protection, and plumbing documents are to be provided. There is to be a cost estimate provided at the completion of the CD phase of design. A project manual shall be prepared to include front-end documents that will be made available to the designer by UNCOSA. Material specifications may be included as a part of the drawings. Assistance with bidding and negotiations shall be provided by the designer. Conducting a Pre-Bid Meeting, Pre-Construction Conference, Construction Administration, and monthly progress meetings shall be provided as a part of the services. Review of Pay Applications and if required the generation of Change Orders shall be provided. It shall be the responsibility of the designer to prepare and present to UNCOSA the Close-Out documents as per the SCO Manual. Close out documents to include **1 hard copy and 1 digital copy of as-builts and 1 hard copy of IOM's.**

Response Format

Responses shall be submitted on a travel drive and should be no more than (30) pages at 8.5 x 11, excluding the required SF-330 form. Responses must consist of the following information in the order indicated below:

Tab 1: Information Sheet – This sheet will list the design team's primary contact and the location of the firm's office and all contact information; phone/email/etc.

Tab 2: Letter of Interest (Cover Letter)

Tab 3: Project Team Organization & Relevant Experience

- 3.1 Adequate staff and proposed design or consultant team and their relevant project experience
- 3.2 Specialized or appropriate expertise and past performance on similar projects, illustrating specific experience with complex renovations
- 3.3 Demonstration of project costs and schedule adherence on similar project submitted for item 3.2

- 3.4 Current workload and State projects awarded
- 3.5 Proposed design approach for the project
- 3.7 Construction administration capabilities
- 3.8 Proximity to and familiarity with the area where project is located
- 3.9 Record of successfully completed projects without major legal or technical problems

Tab 4: Minority Business Participation Plan (include design and construction efforts to reach or exceed UNCSA and UNC System HUB goals)

Tab 5: Current SF-330

** On your completed Information Sheet, please include the primary contact person's name and email address which will be used by the University for all future communications.*

** The Proposal (Tabs 1-4 above) will be reviewed for firms' qualifications as Letter of Interest. As a reminder, the SF-330 (Tab 5) is an attachment to the proposal and is viewed as such. It is not a supplement or replacement for the proposal itself but will also be reviewed in detail similar to Tabs 1-4.*

Submission Process and Timeline

Upon review of the RFQ, respondents may have questions to request clarifications to prepare a qualified response. All questions must be submitted via email to Alexis Bauman baumana@uncsa.edu by 2:00PM EST on Monday, July 9, 2024. All questions and responses, as well as any additional items deemed necessary by the University, will be posted in the form of an addendum to the RFQ through the UNCSA Facilities and Interactive Purchasing System (IPS) websites as soon as possible. No information, instruction, or advice provided orally or informally by any University personnel or its advisors, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding for the purposes of this procurement.

Responses to this RFQ are due no later than 2:00 PM EST on Thursday July 18, 2024. Submit one travel drive to Alexis Bauman baumana@uncsa.edu.

Responses must be prepared in conformance with the guidelines described under "Response Format." Submittals must be received by the deadline. Proposals received after the deadline will not be considered.

All responses are subject to public disclosure under the North Carolina Public Records Law. To the extent permissible by law, the University agrees to keep confidential any confidential proprietary information included in a response, provided that (1) the respondent identifies the confidential proprietary portions of the response, (2) the respondent identifies as confidential and proprietary only those portions of the

submittal that actually are confidential and proprietary, and (3) the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary, nor shall they so designate information that is already public.

UNCSA plans to notify shortlisted firms on or about the week of February 5, 2024. Shortlisted firms will be given the opportunity to interview with the University later that month (exact date, time, and interview logistics to be determined prior to shortlist notification).

Conditions and Reservations

UNCSA expects to select one firm but reserves the right to request substitutions of consultants. UNCOSA reserves the right to refuse and reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the UNCOSA in its sole and exclusive discretion. The UNCOSA reserves the right to waive technicalities and informalities. UNCOSA reserves the right to negotiate with one or more firms and is not obligated to enter into any contract with any respondent on any terms or conditions.

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit UNCOSA to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of UNCOSA unless UNCOSA and your firm execute a contract.

DISCLAIMERS

This RFQ constitutes only an invitation to present qualifications. The rights reserved by UNC School of the Arts shall be exercised in its sole and absolute discretion, include without limitation the right to:

- Require additional information from one or more Respondents to supplement or clarify the qualifications submitted including, but not limited to, conducting interviews with Respondents if the University, at its sole discretion, deems such interviews to be helpful.
- Conduct investigations with respect to the qualifications and experience of each Respondent.
- Eliminate any Respondent that submits an incomplete or inadequate RFQ response or fails to satisfy the requirements of this RFQ.
- Supplement, amend, or otherwise modify this RFQ, prior to the submission deadline.
- Issue one or more amendments to this RFQ extending the submission deadline.
- Receive questions concerning this RFQ from Respondents and provide such questions, and the University's responses, via the Interactive Purchasing System.
- Cancel this RFQ in whole or in part with or without substitution of another RFQ if determined to be in the best interest of the University.

- Take any action affecting the RFQ process, or the Project that would be in the best interest of the University.
- Make public documents associated with the Project, including documents submitted to the University by Respondents.

Contact: Alexis Bauman
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