

Request for Qualifications For Architectural/Engineering Design Services for the Ramsey Activity Center – Façade Replacement

1.1 SUMMARY OF REQUEST

Western Carolina University (WCU) is soliciting qualifications for professional Architectural/Engineering (A/E) design services design for recladding the Ramsey Activity Center (RAC) located on the Main Campus in Cullowhee, North Carolina. The project will consist of the removal and replacement of the 1985 curtainwall system consisting of 50,000 square feet of a multi-storied building. A replacement façade of brick veneer and metal will be designed to replace the failing curtainwall system. The RAC will be continually occupied during construction and temporary measures will be required to phase and protect the building during construction. Construction will need to be completed prior to August 1, 2019.

It will be the responsibility of the successful A/E firm to deliver design services from conceptual design through project close-out including but not limited to Conceptual Design and Renderings; Construction Documentation; Energy Modeling; Cost Estimating; Constructability Review; and Construction Administration. The A/E firm shall review and adhere to WCU Design and Construction Standards.

The A/E firm selected for this project will report directly to the WCU Project Manager assigned to this project, and assume full responsibility for facilitating all aspects of pre-construction management services.

The purpose of this document is to provide the detail of the A/E services required for this project and establish the basis for the contract agreement between WCU and the A/E service provider. Although unforeseen circumstances may require departures from this directive; any deviations require prior written approval or direction from WCU or the WCU Project Manager.

1.1.1 WCU History

WCU was founded in August 1889 as a semi-public secondary school and chartered as Cullowhee High School in 1891. The founder, Professor Robert Lee Madison, wanted to provide an education for the young people in the region and train teachers to spread education throughout the western part of the state. In 1893, the Legislature designated the school as the first publicly funded normal school.

Over the next 40 years, the school expanded its curriculum and evolved into a junior college, and in 1929 it was chartered by the legislature as a four-year institution under the name Western Carolina Teachers College. Often called “the Cullowhee experiment,” Madison’s idea became the model for the other regional colleges in the state.

In 1967, the institution was designated a regional university by the North Carolina General Assembly and Western Carolina University was given its current title. And, on July 1, 1972, WCU became a member of the University of North Carolina system.

The Millennial Initiative, doubling the size of the campus in 2005, is a growing knowledge enterprise zone where university faculty and students, private industry, and government partners conduct research and development into scientific and technological innovations that have commercial applications. WCU continues its promise to the region by giving students intensive, hands-on educational opportunities while simultaneously promoting economic development.

1.2 PROJECT

1.2.1 Project Confidentiality

The A/E service provider will be required to: 1) Maintain strict confidentiality of all oral, written and otherwise documented information pertaining to this project; 2) Limit distribution of such information to only individuals necessary to prepare your proposal; 3) Return all materials provided by WCU during the Request of Qualification (RFQ) process to the WCU Project Manager, within ten (10) calendar days of notification, if you are not awarded the contract; and 4) Include an acknowledgement that all copies made have been destroyed. If you are awarded the contract, do not distribute any project related information at any time, except as required to complete the project, without written permission or direction from WCU.

1.2.2 Scope of Services

A. Conceptual Design

- a. Lead design meetings with Owner and their consultants
- b. Review existing building/site conditions
- c. Review asbestos abatement report
- d. Review constructability of building systems and site constraints
- e. Prepare a project schedule to meet WCU's milestone dates.
- f. Prepare conceptual elevations and renderings for Board of Trustees approval.
- g. Prepare conceptual cost estimate
- h. Comply with WCU SD Deliverable list
- i. Present final preliminary report for WCU's review.

B. Construction Document Phase

- a. Lead design meetings with Owner and their consultants
- b. Incorporate comments from Conceptual Design review from WCU and SCO
- c. Review constructability of building systems
- d. Revise Conceptual Design project schedule to meet WCU's milestone dates.
- e. Complete Architectural and Engineering design documents
- f. Present final constructability report for WCU's review.
- g. Comply with WCU DD/CD Deliverable list

C. Construction Administration

- a. Provide construction review services as describe in the NC SCO manual and WCU Design Standards.

D. Close-out

- a. Provide construction close-out and record drawings as describe in the NC SCO manual and WCU Design Standards.

1.2.3 Changes in A/E Scope or Criteria

During the design and/or construction phase, it may be necessary for WCU to make modifications or additions to the project scope or criteria. In such cases, the WCU Project Manager will request a Proposal Request (PR) for additional services from the appropriate party. In either case, do not proceed with the changes until receipt of a change order or contract alteration signed by an authorized WCU representative and SCO. If verbal instructions are received from one of the members of the WCU project team that would result in changes to the original scope or criteria and have an impact on the total costs or schedule of your contract, notify the WCU Project Manager. Unless otherwise directed by WCU, submit detailed break out quotations for Proposal Request.

Change Notice with details of A/E hour's, certified payroll rates, labor burden (not to exceed 40%), reimbursable, etc. to be provided. There may be times when the WCU Project Manager will request that you prepare one or more of the following, to be included in an ASP:

- Description of the change
- Estimated hours, by trade, to accomplish the change
- Proposed duration for the completion of design revisions and notification of whether or not the modifications will result in additional duration to the established contractual delivery dates, if applicable
- Net change in fee to complete the change, broken down by drawing and specification revisions, document distribution, construction cost estimate preparation, and additional shop drawing reviews resulting from the change

1.1.4.1 Changes Initiated by the A/E

WCU encourages you to submit recommendations for procedures or design changes that will reduce project cost, improve functionality of the completed facility, and/or shorten the project schedule. However, any such changes are subject to approval by WCU and must meet the same functional and technical requirements that are included in this RFQ. Identify and submit recommended changes separately from other project correspondence and documentation. Provide all information and materials necessary to satisfy the WCU project team that recommended changes do not adversely affect cost, functionality, or schedule.

1.1.5 Kick-Off Meeting

The WCU Project Manager will schedule a kick-off meeting with the A/E. It is mandatory that your project organization chart be established by the day of this meeting and that your Project Manager and all assigned staff be in attendance. The A/E shall require that all the people that will be attending the kick-off meeting read the entire document and formulate questions regarding the parts of it that they will be responsible for and do not fully understand.

At the kick-off meeting the following items will be completed/reviewed:

- Review of project scope.
- Review of, and the identification of, specific people from each organization for the items, services, tasks, etc. indicated including roles and responsibilities.
- A preliminary schedule, by A/E, indicating functional review meeting dates, coordination meeting dates, completion of engineering dates, issue of bid dates, award of contract dates, and construction duration periods for each bid package.

1.3 SCHEDULE

1.3.1 Project Summary Schedule

Anticipated milestone dates that are critical to the delivery of this project are as follows:

Posting of RFQ	November 4, 2016	5:00 PM
Question Period	November 4 - 23	
Site visit	November 17, 2016	1:30 PM
Issue of Addendum	November 23, 2016	5:00 PM
Proposals due	November 30, 2016	3:00 PM
Review of Proposals by WCU – A/E	November 30 – December 14	
Issue of selected firms list (Short List)	December 14, 2016	
Interview of Short List	January 10, 2017	
Recommend Selection List to SCO	January 13, 2017	
Negotiate/Award Design Contract	January 2017	30 days
Kick-off Meeting	February 9, 2017	1:30 PM
Conceptual Design Phase	February – April 2017	Estimated
SCO Review and Comment Period	May 2017	30 days
Construction Document Phase	May – September 2017	Estimated
SCO Review and Comment Period	September 2017	60 days
Respond to SCO Comments	November 2017	30 days
SCO Final Approval	December 2017	15 days
Bid/Negotiate	January 2018	60 days
Award for Construction Contract	March 2018	30 days
Start of Construction	April 2018	Estimated
Completion of Construction	August 1, 2019	

2.1 PROPOSAL REQUIREMENTS

Please address all of the items noted in this section in your proposal. Failure to do so may result in your proposal not being considered. Proposals will be evaluated based on demonstration of meeting the requirements of this RFQ. Refer to SCO guidelines for requirements for A/E submitting proposals.

2.2 QUALIFICATIONS

2.2.1 Organization

Please submit general statements about your organizations qualifications and other information deemed necessary. Include at least the following:

- Refer to SCO – Administration and Design Contract and Forms
- Firm name, business address, telephone, email address, website address and fax numbers
- Contact person(s) with title(s)
- Professional history and affiliations
- Current staff size and professional registrations
- Range of Design service capabilities
- Impact of current workload on ability to meet the requirements of this RFQ
- Previous experience with WCU

2.2.2 Relevant Project Experience

Provide descriptions of at least three projects that have been executed within the past five years. The projects described shall be similar in scope and complexity to the project described within this RFQ. Please include at least the following:

- Project size (square feet)
- Construction value
- Basic project program
- Project delivery approach
- Project owner with current address and telephone number
- Principal Tenant Organization contact with current address and telephone number

2.2.3 Key Personnel

Please submit resumes for key personnel proposed for the project form. State their proposed project responsibilities. Include the following:

- Project Manager
- Licensed Architects and Engineers who will be professionals of record
- Discipline leaders (architectural, civil, structural, mechanical, electrical, etc.)
- Project Managers, licensed engineers, and designers of consulting firms
- Field representative(s)
- Other specialists

2.2.4 Proposal Submittal Information

Please submit your proposal with all of the requirements of this RFQ to the following email and/or postal address:

Matthew J. Ketchum, AIA
Director of Capital Projects
Office of Facilities Management
Western Carolina University
3476 Old Cullowhee Road
Cullowhee, NC 28723
mjketchum@email.wcu.edu