

Advertisement for Request for Proposals (RFQ) for Designer Services/Project Brief

Project: Advanced Industries Building @ SWC

Wake Technical Community College

Advertised: June 8, 2018/**UPDATED June 27, 2018**

Closing Date for Submittals: July 2, 2018

Wake Technical Community College is soliciting Statement of Qualifications (SoQs) from firms interested in providing design services for this project. Individual/Firm must be licensed to practice architecture and/or engineering in the State of North Carolina in accordance with the laws of the State of North Carolina, and must have Professional Liability Insurance coverage. Limits shall be determined prior to award of the design contract(s). The successful Team will be required to enter into a fixed fee contract utilizing the Wake Technical Community College STANDARD FORM OF AGREEMENT BETWEEN OWNER AND DESIGNER.

I. Project Description

The new classroom building is estimated at 70,000 GSF that includes a new 1,000 space parking deck with associated parking lot and roadway work. This project may include a 10,460 GSF renovation of the Power Mechanics Building (HVAC repair). The programs planned for the classroom building are, but not limited to; Advanced Manufacturing, Critical Operations, 3D Printing, Mechatronics, Machining, Welding Technology, Mechanical Engineering Technology, Civil Engineering Technology, Geomatics, Architectural Design Technology, and Electronics Engineering Technology. The buildings will be located on Southern Wake Campus. The specific site location is to be investigated and determined during the advance planning phase.

The project budget is estimated at \$93,531,300.

A tentative project schedule is shown below.

Advertisement Phase	Estimated End Dates	
Advertise RFP	8-Jun-18	
Pre-proposals	20-Jun-18	
Proposals Submission	2-Jul-18	
Selection Committee's Short List	10-Jul-18	
Recommendations	25-Jul-18	
Interviews	15-Aug-18	
Buildings & Grounds Recommendation	21-Aug-18	
Board of Trustees Approval		

Project Phase for Parking Deck	Estimated End Dates	Project Phase for Classroom Building	Estimated End Dates
Designer Award	Aug-18		
Project Funded/Design Start	Sep-18		
Advance Planning for Classroom Bldg. & Parking Deck	12-Oct-18		
Review (30 days)	13-Nov-18		
Schematic Design for Deck	14-Dec-18		
Review (20 days)	1-Feb-19		
Design Development	15-Mar-19		
Review (30 days)	15-Apr-19		

Project Phase for Park Deck	Estimated End Dates	Project Phase for Classroom Building	Estimated End Dates
Construction Documents	8-Jul-19		
Review (30 days)	5-Aug-19		
Final Documents	19-Aug-19		
Review (14 days)	2-Sep-19	Project Funded/Design Start	2-Sep-19
Bidding Start	9-Sep-19	Predesign Back Check for Classroom Bldg.	14-Oct-19
BOT Meeting	22-Oct-19	Review (14 days)	28-Oct-19
Bid Award	30-Oct-19	Schematic Design for Deck	25-Nov-19
Construction Start	11-Nov-19	Review (20 days)	16-Dec-19
Construction Completion	28-Dec-20	Design Development	3-Feb-20
Building Use	4-Jan-21	Review (30 days)	2-Mar-20
		Construction Documents	13-Apr-20
		Review (30 days)	18-May-20
		Final Documents	1-Jun-20
		Review (14 days)	15-Jun-20
		Bidding Start	29-Jun-20
		BOT Meeting	25-Aug-20
		Bid Award	31-Aug-20
		Construction Start	7-Sep-20
		Construction Completion	29-Nov-21
		Building Use	3-Jan-22

II. Master Plans and Design Guidelines

The Master Plans and Design Guidelines will be the guiding documents for the design of this project. For more information on these documents, please engage the assigned Project Manager associated with the College's Design + Construction Department.

III. Project Scope

The design team is to:

- Evaluate earlier analysis, studies, reports and physical condition of the existing site(s). Generate a programming/feasibility study that includes all proposed options for the College's consideration.
- Assist coordination between College stakeholders, such as, the Department of Design + Construction, Facilities Services, and other College support services.
- Prepare contract documents for Classroom Building and Parking Deck. The contract documents shall be in compliance with provisions regarding the NC Building Codes. The project delivery system shall be by Construction Manager @ Risk (CMR).
- Prepare costs, schedules and phasing plans for the construction.

IV. Design Team

The College expects prospective design teams and the individuals identified as members of those teams to have demonstrated experience in programming, designing, and preparing contract documents for the construction of a new Classroom Building and Parking Deck and the programs within them. SoQs should include a comprehensive listing of all consultants, including

engineering, and others needed to address the specific needs of the project. The design team must demonstrate the ability to design facilities that are sympathetic to the existing campus context and considering the campus design guidelines.

Wake Technical Community College may retain the following special consultants under direct contract with the College, as follows; Special Inspections, Surveying, Construction Materials Testing, Geotechnical, Commissioning, Structural Peer Review, and other Specialty Services as needed.

V. Selection Process

The Selection Committee will consist of the project's Building Committee; staff members from Design + Construction, Facilities Services, Chief Campus Officer, facility End-users, and/or other members of the campus community as required.

There will be a pre-proposal/site visit meeting on June 20, 2018 at 10:00 AM located at SA 110 (Southern Wake Campus, Holding Hall [aka Building "A"] Room 110) where interested designers will be able to discuss the programmatic issues & opportunities with the College's Director and tour the existing site(s). Visitor parking is available in any unmarked spaces in Lots A, C, L, and N. See attached map for reference.

All proposals are due on July 2, 2018 on or before 3:00 PM. The Selection Committee will meet on **July 10, 2018** to discuss the Design Teams' proposals. The Selection Committee will then select and contact the design teams that are short listed for the interviews. If using mail services, please have your SoQs arrive the day before due date in order to insure receipt. Hand delivery is best practice.

Designer Interviews are scheduled for July 25, 2018. The format of the interview will consist of a 30 minute presentation by the design team that is followed by a 10 to 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. **The interviews will be held in SM 343 (aka Montague Hall Room 343).** Parking is available in Lot M.

Following the interviews, the Selection Committee will issue a recommendation, ranked in priority order, regarding the selection of the Firm/Team. This recommendation will be presented on **August 15, 2018** to the Buildings and Grounds Committee for their recommendation. The Building and Grounds Committee's recommendation will then be forwarded to the College's Board of Trustees on **August 21, 2018** for the final approval.

VI. Submittals

Wake Technical Community College seeks letters of interest from firms who have recent experience with similar projects. The submittal must include descriptions of *(based on 01 NCAC 30D .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 or 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. Other factors that may be appropriate for the project;
 - a. Include current 330 Form of lead firm and each proposed consultant.
 - b. The team's recent experience with the NC State Construction Office (SCO).

To fairly evaluate the submittals and to better utilize the Selection Committee's review time, we request to limit the SoQ submission **(see FAQ in the Attachment section)** to a maximum of 20, single-sided, 8½" x 11" pages or equivalent (e.g. 11" x 17"

~~fold out sheets for charts, schedules, etc. count as 2 pages).~~ This page limit excludes a transmittal letter, title page, table of contents and SF330. The page limit includes resumes of key personnel and any unsolicited supplementary information such as corporate brochures, etc.

Note: Submit THREE (3) copies of the SoQ and THREE (3) copies of your current Standard Form 330 (SF 330) with the information package, and ONE (1) electronic PDF in USB or CD media. The current SF 330 template is located at <https://www.gsa.gov/forms-library/architect-engineer-qualifications>.

Please contact only the Design + Construction's project manager for any matters related to this submittal. No other College staff, The College's Board of Trustees, or any College officials is to be contacted other than the project manager. All questions and project submittals are to be directed to:

Jerry U. Guerrier, RA, LEED™ AP
Director

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SEE ATTACHMENTS ON FOLLOWING PAGES.

ATTACHMENTS

FREQUENTLY ASKED QUESTIONS

Question 1:

"I have two different proposal solicitations for this RFP. One indicates a LOI with a max of 20 pages (10 single sided) and another indicates an LOI with a max of 10 pages (5 single sided). Can you please clarify?"

Answer 1:

Please disregard both limits from the solicitations and replace with **...submission to a maximum of 10 double-sided Letter size or equivalent (e.g. Tabloid size fold out sheets...)**. Also, references to *"The page limit includes resumes of key personnel..."* **shall be deleted** because the key personnel resume is provided within the SF 330 Form. It was a requirement when we were using the SF 254 Form. Please consider only pertinent information relating to the specific selection criteria be provided in an Executive Summary with 330 Form to follow in the submittals.

Question 2:

"What is the final day and time that you will be accepting questions regarding the RFQ/SOQ submittal?"

Answer 2:

Questions regarding the RFQ/SOQ submittal requirements will conclude on **Wednesday, June 27th at 3 PM**. This will afford WTCC to coordinate and ready the distribution of SoQs to the Selection Committee on or before 5 PM.

Question 3:

"Is it required for consultants to present/submit Part II – General Qualifications found in the SF 330 Form?"

Answer 3:

No, only the lead designer, association, or joint venture will present/submit Part II – General Qualifications found in the SF 330 Form.

Question 4.1:

"SF330 Part 1 requires resumes but you mention that resumes should be included in the page limit. Since SF330 is excluded in the limit, which is correct?"

Answer 4.1:

In the past few years design professionals have submitted RFPs/SoQs formatted in SF330 Part 1.E to include ALL the resumes of proposed personnel for the project, and submitted personnel resumes as an addition to the SF 330. In order to maximize content with limiting pages, it is suggested to format the resumes into Part 1.E and dedicated the 10 double sided Letter format to supplemental information like an Executive Summary, etc. However, take note of Part 1.H – Additional Information when considering how to present additional information.

If it is a hardship to provide resumes formatted into the SF330, there is flexibility in receiving SoQs with the latter format.

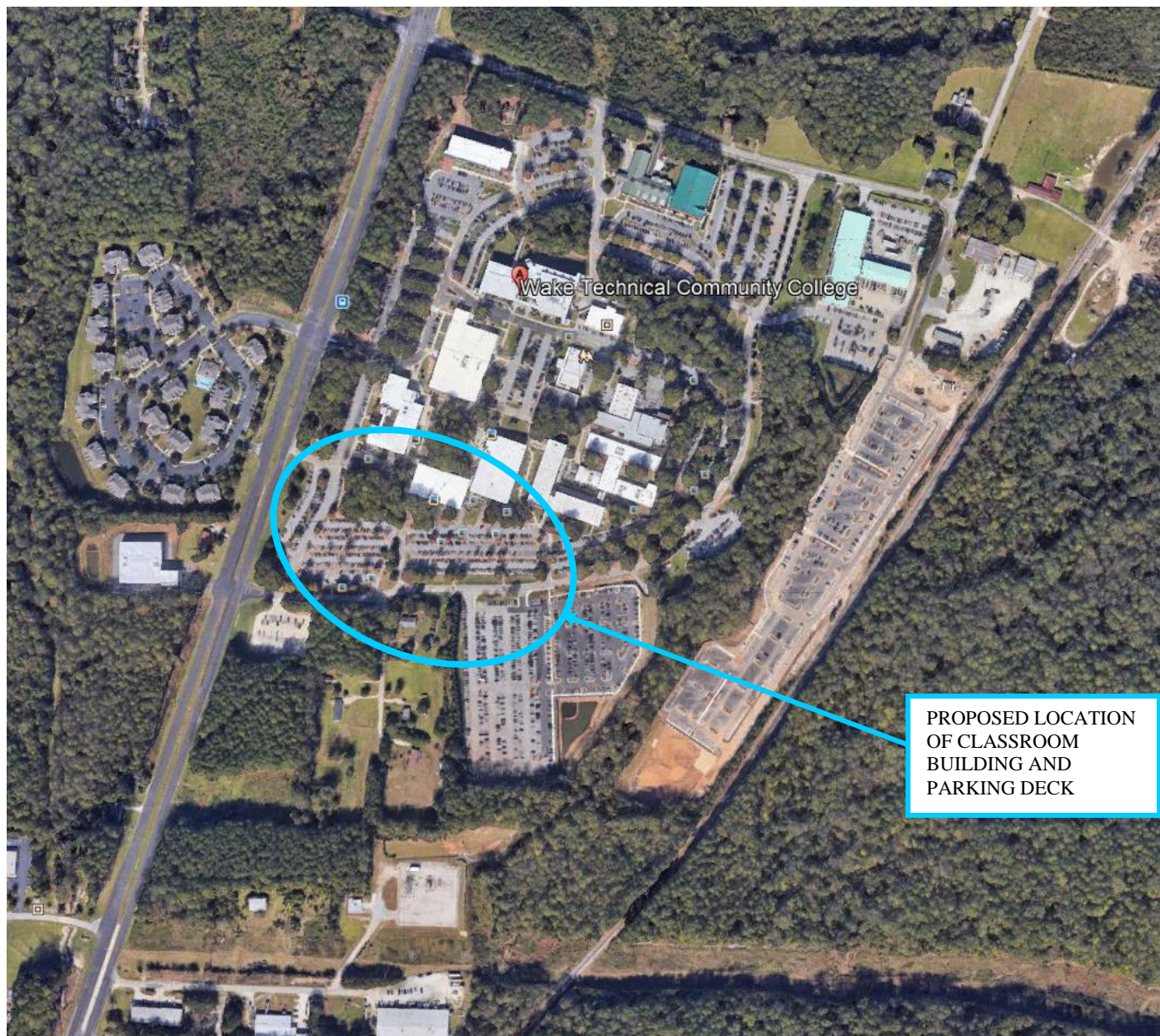
Question 4.2:

"We are to provide Part I and II of SF330 correct? Please advise."

Answer 4.2:

As in the response for Q3 in the previous email, only the lead designer, association, or joint venture will present/submit Part II – General Qualifications found in the SF 330 Form. Proposed consultants do not need to be presented/submitted.

Campus Satellite Map



Campus Aerial @ SWC (Google Earth)



SAMPLE Evaluation Criteria

NAME OF RFQ/PROJECT: Advanced Industries Building @ SWC

NAME OF DESIGNER/FIRM:

1. Item Description	Score	Max. Points
2. Corporate Profile (suitability of corporate profile for project needs)		
a. Proposed Prime Consultant and Sub-consultant Team		
b. Overall capacity and sufficiency of qualified staff resources		
c. Education, experience, and track record of prime consultant's team leadership		
i. Architect		
ii. Civil Engineering		
iii. Plumbing, Mechanical, Electrical Engineering		
iv. Structural Engineering		
v. Specialty Consultants; AV, Access Card, Security Camera Consultants, and Landscape Architect.		
3. Experience and Past Performance Record:		
a. Similarity of referenced projects to RFQ project		
b. Previous budget and schedule targets met		
c. Client satisfaction, other project participants' satisfaction		
d. Project management systems (scope, time, cost, quality, etc.)		
e. Services and deliverables quality management systems		
f. LEED Design experience		
4. Proposed Work Methodologies:		
a. Proposed priorities, sequences, etc. for this project		
b. Coordination of required disciplines to optimize design		
c. Design philosophy		
d. Management systems, strategies and skills to ensure that scope, time, cost, quality, performance, and aesthetics are met		
e. Standard Construction Administration Services		
f. Project Close-out and Completion effectiveness		
Total Score		
Please also submit a Standard Form 330 https://www.gsa.gov/forms-library/architect-engineer-qualifications		

Campus Map

