

The University of North Carolina at Charlotte

Capital Projects

Facilities Management

9201 University City Blvd.

Charlotte, NC 28223

Telephone: 704-687-0615

PROJECT: **UNC Charlotte
Bioinformatics 4th Floor Build-Out
Design/Build Criteria Consultant RFP
Code 41726 Item 306**

Thank you for your interest in the subject project. This information is being provided to all firms that express an interest in providing consultant services for this project. Limit the size of your submittal document to no greater than 12½ inches in height and 9½ inches in width, **maximum 40 pages, 20 pages when printing double sided—including standard forms, cover letters, and University issued Submittal Cover Sheets**, but excluding the cover, tabs, separators, clear covers, blank pages, or cardstock backs. **Actual page counts will be derived from the electronic .pdf submittal.** Do not include covers, blank pages, tabs, separators, etc. in your electronic submittal. Submittals are due in my office by **2:00 p.m., Thursday, December 6, 2018.**

Submittals **must** include the cover sheet, Sections I and II of the Standard Form 330, the Consultant's Supplemental Information Form, along with any additional information considered appropriate.

Provide information in the following order:

- A. UNC Charlotte Required Submittal Cover Sheet
- B. Consultant's Supplemental Information Form
- C. Cover Letter (Optional)
- D. SF 330 Parts I & II (**List costs for all projects shown on SF 330 Part I in bold print within the project description. Indicate which represented projects were Design-Build delivery.**)
- E. **Supplemental information organized into 10 categories with subheadings matching the 9 Consultant Selection Criteria outlined in Part V of this RFP.**

Submittals must include **five** bound copies, along with **one** single file electronic copy in .pdf format (CD, DVD, USB drive, etc. attached to a print submittal), and must be received at the address and by the date/time as noted above. **Do not transmit any submittal information via email.**

All submittals will be reviewed by the University Consultant Evaluation Committee. The preliminary evaluation process will be complete in **late December**, and firms winnowed for interviews will be notified at that time. Interviews will take place **early January 2019.**

Any questions about the project should be directed to the Project Manager via email, **Ms. Lisa Lanier** at llanier@uncc.edu. **Questions will be due by 2:00 p.m., Monday, November 26, 2018. The final addendum will be posted Thursday, November 29, 2018.**

Sincerely,

Joyce Clay

The University of North Carolina at Charlotte
Bioinformatics 4th Floor Build-Out
Design/Build Criteria Consultant RFP
Code **41726** Item **306**

I. PURPOSE:

The purpose of this RFP is to solicit proposals for entering into a contract through competitive negotiations for the professional services of an Architectural/Engineering firm, authorized to do business in the State of North Carolina, with significant experience in the planning and design-build delivery of University projects. Specifically, the University is seeking a Criteria Consultant to develop criteria documents and assist the University in the preparation of a design-build Request for Proposal to be distributed to pre-qualified Design/Build teams.

The A/E shall provide professional services for the project described in Part IV of this RFP consistent with the University Design and Construction Manual—<http://facilities.uncc.edu/DCManual>. The deliverables will utilize the design build method of delivery as defined in NCGS 143-128.1B.

II. PROJECT DESCRIPTION:

The project is for the build-out of approximately 24,000 gross square feet in the Bioinformatics Building, constructed in 2007, which houses the College of Computing and Informatics' Department of Bioinformatics and Genomics. The building has four floors. Floors 1 through 3 contain administrative offices, classrooms, meeting rooms and research labs. The fourth floor is currently "shell" space.

The build-out on the fourth floor will provide interdisciplinary research space to support UNC Charlotte's need for labs and faculty offices. A recently completed feasibility study engaged faculty from across the campus and identified options to meet the University's growing research enterprise. The conclusions of this study will serve as the basis for the Criteria Documents going forward, and will require verification in the Advance Planning phase of the Design/Build process. The Criteria Consultant shall complete a program verification effort with the University prior to RFP preparation.

Location

The build-out site is located on the 4th floor of the Bioinformatics Building adjacent to Robert D. Snyder Road, (#68 on the campus map—<http://facilities.uncc.edu/maps>).

III. EXPECTATIONS OF THE CRITERIA CONSULTANT:

The University will fully assess the responding firm's proposal in the following areas:

- Experienced Design-Build Professionals on staff to support the development of the RFP.
- Experience and understanding of Design-Build RFP preparation/criteria documents.
- Experience in technical areas required to support RFP development.
- Experience in all aspects of the Design-Build process, such as procuring, contracting for, and executing delivery of Design-Build services.
- Leadership abilities, processes, and communications skills on similar projects with multiple stakeholders to assure project success.

Note:

If awarded the Criteria Consultant contract, no members of the Criteria Consultant team will be eligible to propose on the Design/Build RFP or participate on a team that proposes on the Design/Build RFP.

IV. SCOPE OF SERVICES:

The anticipated scope of services will be in two phases as follows:

Phase 1: Project Analysis and RFP Development

Program Review:

Analyze University needs and complete a program verification effort to meet University criteria, goals, and objectives.

Conceptual Cost Estimate:

Provide cost estimate to confirm budget aligns with approved program for the planned build-out facility.

Criteria Documents for Design/Build procurement:

Develop Criteria Documents that communicate the University's requirements for the Bioinformatics build-out to incorporate into a Design-Build RFP so that qualified Design/Build teams can prepare comprehensive proposals for the project. Provide leadership and assist the University's Project Manager in leading stakeholders through this process. Anticipated key components of the Design-Build RFP are:

- Narrative and tabular program that describes the minimal and preferred functional/operational requirements of the facility.
- Summary table and detailed program of space requirements.
- Narrative description of utilities and mechanical systems.
- Selection criteria and evaluation process for Design-Build 2-step source selection (Phase 1 RFQ, and Phase 2 RFP) that supports the University's priorities and requirements.

The document deliverables are to ensure Design-Build teams adequately understand the basic

requirements and University intent in the areas of functionality, quality and architecture for the project.

Phase 2: Proposal Evaluation

The Criteria Consultant will assist the University's selection committee in evaluating the proposals of the Design/Build teams with regard to the following:

- Adherence to the RFP requirements;
- Qualification of the firm and team members;
- Quality of the proposed project approach and schedule;
- Technical advantages and disadvantages of the proposals in terms of durability, quality, functionality, maintenance, architectural compatibility, cost efficiency

The Criteria Consultant will participate in the proposal evaluation and interview process as an advisor and provide technical opinions. They will not vote or score teams in the tabulation of the final results.

V. DESIGN-BUILD CONSULTANT SELECTION EVALUATION:

As detailed in the North Carolina Administrative Code (01 NCAC 30D .0303), the University's Selection Committee will use the following in evaluating qualifications:

- (1) Specialized or appropriate expertise in the type of project and service.
- (2) Past performance on similar projects and services.
- (3) Adequate staff for the proposed project design team.
- (4) Current workload and State projects awarded.
- (5) Proposed approach for the project and service.
- (6) Recent experience with project costs and schedules.
- (7) Proximity to and familiarity with the area where project is located.
- (8) Record of successfully completed projects without major legal or technical problems.
- (9) Other factors that may be appropriate for the project. For other factors, indicate Design-Build Professionals proposed for the project.

Note:

The selection committee will also consider the current workload and past performance of sub-consultants on the designer's team when evaluating qualifications.

For all relevant project examples submitted, provide a matrix indicating which design team members worked on the project(s).

Specifically, the selection committee will evaluate the following:

1. Firm's Experience: Expertise, experience, qualifications and performance record as a criteria developer on similar higher education science instructional and research lab facilities.
2. Design/Build Experience: Expertise, experience, and qualifications with the design-build

process.

3. Process: Explanation of approach and methods that will be used to complete all phases of the project.
4. Staff Qualifications: Experience and qualifications of staff or consultants who will actually be working on the project, including specific examples of similar design-build projects and research lab projects of which the team and/or each individual was directly involved. Indicate the designated Design-Build professional on the team.
5. Public Agency Experience: Successful client service to other Public Agencies on similar design-build projects.
6. Understanding Program and Project Requirements: The firm must demonstrate a thorough understanding of the needs of the client, the nature of the new facility, and the constraints placed upon the project.

VI. SUBMITTAL REQUIREMENTS

Please note requirements as listed on this cover. Submittals are due in my office by **2:00 p.m., Thursday, December 6, 2018.**

VII. SCHEDULE

The University estimates that the Criteria RFP development for the project will take 6 months from time that the University gives the designer Notice to Proceed.

VIII. BUDGET

The Consultant will write criteria for the Design-Build team based on \$8,000,000 construction cost.

This sheet is to be the cover sheet for the submittal. If the submittal is bound in a binder, this will be the top sheet visible upon opening the binder cover.

SUBMITTAL
December 6, 2018

DESIGN/BUILD CRITERIA CONSULTANT

UNC CHARLOTTE
Bioinformatics 4th Floor Build-Out

FIRM INFORMATION

Architectural Firm & NC License #

Location (Headquarters & Office Serving this Project)

Lab Consultant Firm & NC License #

Location (Headquarters & Office Serving this Project)

Plumbing/Mechanical/Electrical Engineering Firm

Location (Headquarters & Office Serving this Project)

**Bioinformatics 4th Floor Build-Out
Design/Build Criteria Consultant
UNC CHARLOTTE**

Design Firm _____
Contact Name _____
Phone: _____
Email: _____

DESIGNER'S STAFFING INFORMATION (To follow cover sheet)

Instructions: Provide information listed below regarding personnel who will be assigned to this project. One person may be assigned to more than one responsibility. Add additional sheets as necessary. In addition to this form, design firms are encouraged to submit resumes for all personnel who will work on the project.

PRINCIPAL IN CHARGE

Name: _____ License # _____ Office Location _____

List of most recent North Carolina State-owned projects on which this person has participated:

Past or Current Projects	% Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DESIGN LEADER

Name: _____ License # _____ Office Location _____

List of most recent North Carolina State-owned projects on which this person has participated:

Past or Current Projects	% Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LAB DESIGNER – PRINCIPAL IN CHARGE

Name: _____ License # _____ Office Location _____

List of most recent North Carolina State-owned projects on which this person has participated:

Past or Current Projects	% Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LAB DESIGN LEADER

Name: _____ License # _____ Office Location _____

List of most recent North Carolina State-owned projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MECHANICAL ENGINEER

Name: _____ License # _____ Office Location _____

List of most recent North Carolina State-owned projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ELECTRICAL ENGINEER

Name: _____ License # _____ Office Location _____

List of most recent North Carolina State-owned projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLUMBING ENGINEER

Name: _____ License # _____ Office Location _____

List of most recent North Carolina State-owned projects on which this person has participated:

	%		
Past or Current Projects	Complete	Location	Responsibility
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____