

The University of North Carolina at Wilmington
Randall Library Renovation and Expansion
Commissioning Agent
Project Summary

Project Scope

This project includes a 40,000 SF expansion to the existing William Madison Randall Library as well as the renovation of the 150,000 SF existing building to replace the major building systems and update the facility. The existing building will be renovated to code specifications and for compliance with the North Carolina Energy Code. The scope of work includes the redesign and replacement of the mechanical, electrical, data, phone, and plumbing systems of the existing building, as well as new interior finishes. It is anticipated that the expansion space will include student study and collaboration spaces as well as offices, classrooms and food service. Food service space will be provided as shell space under this project.

Project Site

The site is located at the Randall Library Building, located at the intersection of Chancellor's Walk and the Historic Campus Walk, and its adjacent site.

Pre-Submittal Meeting

A Pre-Submittal Meeting will be held on **January 15 at 1:00 pm** in the UNCW Facilities building at 5150 Lionfish Drive, Wilmington, North Carolina, 28403 and via conference call at 1.515.739.1480, access code 351664. Attendance is not mandatory but highly encouraged.

Project Schedule

Planned completion of the design documents is anticipated in January 2020. Construction is planned to be completed in Summer 2022. Short listed firms will be notified by February 5 and interviews are anticipated February 13 and 14, 2019. Short listed firms will be expected to attend interviews on one of those dates if shortlisted.

Design Process

The selected firm will work through the UNCW's Architectural & Construction Services department with a building committee that includes user representatives.

Critical Selection Factors

Interested firms can participate in the process by submitting a current SF 330 form and addressing the following in a written proposal. Please note that electronic copy (limit 7mb) of the proposal is requested. Hard copies will be accepted, but must be delivered by the closing time/date and will be scanned into electronic format. Most of the criteria listed below can be accommodated in sections A-G of the 330 form. Section H can be used for any additional information. The total submittal, including a letter of interest, is limited to **25** sheets of paper. Both sides of the sheet may be used

for a total of 50 pages. Firms are requested to assure receipt of proposals at the address listed below by 5:00 pm on January 29, 2019.

- 1) Experience and expertise with similar projects.
- 2) Past performance on similar projects.
- 3) Experience in design projects to be part of an existing campus context.
- 4) Adequate staff and proposed consultant team - qualifications and examples of previous collaborations.
- 5) Current workload and State projects awarded.
- 6) Proposed design approach or methodology for the project including design team and consultants.
- 7) Recent experience with project cost estimates and schedule adherence.
- 8) Construction administration capabilities.
- 9) Proximity to and familiarity with the area where the project is located.
- 10) Record of successfully completed projects without major legal or technical problems.
- 11) A minimum of three references with current contact information.
- 12) Other factors which may be appropriate for the project.

Designer Selection Process

Following the receipt of proposals, a University Interview Committee will shortlist, interview and make a recommendation of selection to the University Board of Trustees.

Questions/Proposal Submittal

In order that the selection process be as objective as possible, do not contact members of the Board of Trustees, or any university officials other than the project manager. All questions and project submittals are to be directed to the University's project manager listed below. We will not guarantee that any/all additional correspondence can/will be addressed. If you have questions that are not addressed in any of the available documents, submit a separate email to the project manager with the subject line as follows: **Randall Library Renovation and Expansion - Cx Service RFI.**

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