

# **Randall Library Renovation and Expansion Pre-Submittal Meeting**

July 26, 2018

## **Overview of Project Scope:**

- Includes the design of a 40,000 SF expansion and major renovations to the 150,000 SF existing library
- As a minimum, Library 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 replacing windows and all finished surfaces.
- Phasing is anticipated to maintain library operations
- Project budget estimated at \$60M, currently authorized at \$5.5M for study
- A consultant is currently engaged on pre-design services for this project. The study will be made available to the selected designer.
- UNCW 2017 master plan is available at <https://www.uncw.edu/facilities/Campus-Master-Plan-Reports.html>.
- The location of the 40,000 SF has not been determined. The location on the master plan is only a placeholder.

## **Basic Description of Project Site:**

- The site is located near and within William Madison Randall Library

## **Overview of Project Schedule**

- Short listed firms will be notified by August 14, 2018
- Interviews are anticipated August 20 and 21, 2018
- BOT Meeting & approval of designer selection is anticipated in late August to early September
- Planned completion of the construction documents is anticipated Fall 2019.
- Estimate delivering timeframe spring of 2022

## **Design Process**

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

## **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.

## **Critical Selection Factors**

- Submitting a current SF 330

- 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 August 10, 2018.
  - 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.

**Proposal Submittal & Questions:**

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 RFI.

Galen Jamison  
FacilitiesACS@uncw.edu

**Additional notes mentioned at end of agenda:**

- Do not provide design solutions for this project in your solicitation response. Focus on past similar experience
- Advanced planning will begin shortly after BOT approval.
- Student workshops are anticipated.
- This project is anticipated to be awarded to a CM@R. CM&R selection is anticipated to be initiated at the end of advanced planning.
- All RFIs should be submitted at least 7 days in advance of closing
- There will be no late submittals accepted.

The meeting adjourned and a site visit with approximately half the attendees was held at the library.



PRE-SUBMITTAL MEETING SIGN-IN SHEET

Project: Randall Library Renovation & Expansion

Date: July 26, 2018

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