

DESIGN-BUILD REQUEST FOR QUALIFICATIONS (RFQ)

SEPTEMBER 29 2023

Department/Agency	East Carolina University
Project Title	Main Campus – Modernize Three Elevators
Scope of Work	Modernize of two public access hydraulic elevators serving ECU theatre arts buildings (Messick and McGinnis) and one public access elevator serving ECU Human Resources offices (Bldg 127).
Contact	Glenn Sheppard, Project Mgr
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Email	Sheppardg19@ecu.edu
Total Project Budget	\$900,000 (inclusive of 5% Owner contingency)
Source of Funds	R&R SCIF
Approved OC-25 #	20256050084
Publish Date	September 28 2023
Closing Date	December 18, 2023 – 3 PM
Submit FIVE (5) copies of qualifications information package to (this is both mailing and delivery address): Submit one electronic copy to shueyl@ecu.edu	Facilities Engineering & Architectural Services 1001 East Fourth St Greenville NC 27858 Attn: Glenn Sheppard, Proj Mgr
	<p>The proposing Design-Build entity must be able to perform the requisite Design and Construction services with appropriately qualified personnel having valid professional and business licenses in good standing under the laws of the State of North Carolina. Relevant information can be found the following websites:</p> <p>CONSTRUCTION:</p> <p>NC Licensing Board for General Contractors: (https://nclbgc.org)</p> <p>NC State Board of Examiners of Electrical Contractors: (https://www.ncbeec.org)</p> <p>NC State Board of Examiners of Plumbing, Heating and Fire Sprinkler Contractors: (https://www.nclicensing.org)</p> <p>NC Landscape Contractors' Licensing Board: (https://nclclb.com)</p> <p>DESIGN:</p> <p>NC Board of Architecture & Interior Designers: (http://www.ncbarch.org)</p> <p>NC Board of Examiners for Engineers and Surveyors: (http://www.ncbels.org)</p> <p>NC Board of Landscape Architects: (http://www.ncbola.org)</p>

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I. SCOPE

Messick Building - Modernize (1) two-stop hydraulic 2100# capacity elevator installed in 1981 within an addition to the original building Messick Building built in 1927. Providing machine room access from the building exterior will be part of the work. Educational use by Theatre Arts department for access to classroom and rehearsal spaces. The scope of work is complete modernization of the elevator including, but not limited to: ADA compliant cab control panels, door and interior finish upgrades; ADA compliant hall call controls, lanterns and signage; associated improvements that assure compliance with current AHJ regulations and standards. Use non-proprietary controllers and associated, fully compatible system components including software. Product and service warranty will not preclude ECU from acting as first responder to extract entrapped elevator passengers. Repairs resulting from extractions shall be covered under the warranty. Additional work will include cleaning and repairs to the elevator shaft and pit; add LED shaft lighting; and renovate machine room including relocating its entry door. Contractors are required to coordinate their work schedule with University academic and performance calendars.

McGinnis Building – Modernize (1) three-stop hydraulic 2000# capacity elevator installed in 1981 for auditorium access by the general public. The elevator cab has two entrances (front & back). Essential for access to community performances by the Theatre Arts department. The scope of work is complete modernization of the elevator including, but not limited to: ADA compliant cab control panels, door and interior finish upgrades; ADA compliant hall call controls, lanterns and signage; and associated improvements that assure compliance with current AHJ regulations and standards. Use non-proprietary controllers and associated, fully compatible system components including software. Product and service warranty will not preclude ECU from acting as first responder to extract entrapped elevator passengers. Repairs resulting from extractions shall be covered under the warranty. Additional work will include cleaning and repairs to the elevator shaft and pit; add LED shaft lighting; and renovate machine room. Contractor is required to coordinate the work schedule with University academic and performance calendars.

Building 127 - Modernize (1) two-stop hydraulic 2100# capacity elevator, original equipment unchanged since 1979. It is the building's sole elevator. Public access to office services of ECU's HR Department. The scope of work is complete modernization of the elevator including, but not limited to: ADA compliant cab control panels, door and interior finish upgrades, ADA compliant hall call controls, lanterns and signage; and associated improvements that assure compatibility with current AHJ regulations and standards. Use non-proprietary controllers and associated, fully compatible system components including software. Product and service warranty will not preclude ECU from acting as first responder to extract entrapped elevator passengers. Repairs resulting from extractions shall be covered under the warranty. Additional work will include cleaning and repairs to the elevator shaft and pit; add LED shaft lighting; and renovate machine room. Contractor is required to coordinate work with the normal business operations of Human Resources.

All work will be performed to meet building and elevator code that is current at time of construction. Teams should consider potential code changes that may occur during construction so that all codes are met at final inspection. NC Department of Labor and NC State Construction Office will confirm code requirements and perform final inspections with Design Build Team and University Staff.

Total project cost is \$900,000 inclusive of 5% Owner Contingency.

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The project delivery method will be Design-Build under NC Statute 143-128.1A Design-Build Contracts. Form of contract can be found at <https://www.northcarolina.edu/wp-content/uploads/reports-and-documents/facilities-cap-design/unc-system-db-construction-contract-9-2023.docx>
Design-Build General Conditions: <https://www.northcarolina.edu/wp-content/uploads/reports-and-documents/facilities-cap-design/unc-system-design-build-general-conditions-9-2023.docx>

II. SCHEDULE

Advertise RFQ	09/17/2023
Pre-submittal Scope Briefing (<u>Mandatory</u> Attendance)	12/01/2023
RFQ Submission Deadline	12/18/2023 - 3:00 PM
Shortlist Preferred Candidates (Rank top three)	12/23/2023
Interview & Recommend Preferred Finalist	01/10/2023
Obtain Board of Trustees Approval	01/17/2023
Execute Design Agreement / Start Design	Feb 2024
Start Construction	May 2024
Project complete	December 2024

III. SELECTION CRITERIA

ECU will evaluate RFQ respondents according to the provisions of North Carolina G.S. 143-64.31, declaration of public policy regarding qualifications-based selection for Design-Build services. Additionally, and consistent with the University's goal of achieving at least 10% minority participation for providing products and services in this project, ECU will evaluate respondents' plans to address the provisions of G.S. 143-128.2 and 143-128.4 for Minority Participation.

Also note that under G.S.143-128.1A.(c) (8), ECU has the discretion to require either option "a" or "b" to specify procedural criteria by which Design-Builders may select team participants. ECU specifies "option a".

IV. RFQ INFORMATION PACKAGE RESPONSE

Format:

Provide FIVE (5) copies of the qualifications information package. Provide hardcopy in 8 ½ x 11 size, bound, and not exceeding 20 double-sided (or 40 single-sided) pages of copy/illustrations. Do not use paperclips or binder clips. E-mail and Fax submittals will not be accepted; however, a PDF copy via email-attachment is requested in addition to the hardcopy submittal.

Contents:

Provide ONE (1) cover letter for the submittal package acting as an expression of interest and as transmittal.

The contents of the RFQ submittal describe the composition of the Design-Build team; the reason for their inclusion; the personnel and roles; the management approach; and relevant experience pertinent to this and comparable projects. Use the following outline as a guide.

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A. The Design-Build Team

- (1) Name of key firms selected by the Design-Build Team dedicated to the project
- (2) Describe ownership, thumbnail history, services, location, staff-size of each key firm
- (3) Show/describe each firm's involvement in relevant, successfully completed projects
- (4) Indicate extent of history collaborating with selected firms
- (5) Disclose any current or impending legal issues associated with collaborating participants
- (6) Provide evidence of appropriate certifications (See "F" below)

B. Personnel

The Design-Build team will identify its roster of key personnel who will be dedicated to this project. Describe why they were selected and the role they will play. Describe how key personnel have demonstrated their qualifications, capacity and relevant successful experience performing the required work. Include appropriate evidence of professional licensure and/or certifications. Note : the successful Design-Builder must obtain advanced written approval from ECU Facilities Engineering & Architectural Services prior to any change in personnel listed in their submittal.

C. HUB Plan

The Design-Build team will include its plan to obtain participation by HUB firms. East Carolina University encourages participation by MWBE firms and supports UNC system's policy of ensuring and promoting opportunities for minority businesses to meet or exceed the goals set by North Carolina General Statute 143-128.2. Provide evidence of past projects and efforts. Outline specific outreach efforts to engage HUB firms for participation in this project. Indicate the minority participation goal expected to be achieved on the project.

D. Describe Design-Build team's Methodology to achieve ECU's project objectives:

- (1) Your techniques for collaboration in comparable university environments
- (2) Your plan for determining the true scope of the Work
- (3) Your plan for determining the likely cost and maintaining a workable budget
- (4) Your plan for determining and managing a workable schedule consistent with the **Item II**
- (5) Your plan for managing personnel who are involved in each step of project execution
- (6) Your examples or evidence of applying these techniques on comparable projects of similar scope and complexity

E. Capacity to Deliver Design-Build Services

Bonding:

Provide a letter, dated within the last 30 days, from Design-Builder's surety company, signed by their Attorney in Fact, verifying the surety's willingness to issue sufficient payment and performance bonds for this project, on behalf of design-builder or its agent licensed to do business in North Carolina, and verifying the firm's capability and capacity based on current value of work. Surety company bond rating shall be rated "A" or better under the A.M. Best Rating system or The Federal Treasury List.

F. Certifications

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Each Design-Builder shall provide the written certifications that that each design professional who is a member of the design build team is licensed and in good standing in the State of North Carolina, including sub-consultants, was selected based upon demonstrated competence and qualifications in the manner provided by G.S. 143-64.31, based solely on qualifications without regard to fee.

V. Pre-submittal Briefing

Interested parties must attend a mandatory pre-submittal briefing on the date shown in **Item II. - Schedule** above. Attendees will observe the project site or sites to examine existing conditions and receive a briefing by the ECU Project Representative. The meeting will be held at the ECU-FEAS Office-Conference Room, 1001 East 4th Street, Greenville, NC 27858.

VI. Design-Build Selection

Complete submittals are due at Facilities Engineering & Architectural Services, 1001 E Fourth St, Greenville NC 27858 on the date and time indicated in **Item II – Schedule**.

Pursuant to G.S. 143.64.31, a selection committee of five ECU representatives will shortlist and rank-order the top three Design-Build candidates who will be invited to interview. The selection committee will rank order the candidates and write a letter to the University Board of Trustees recommending the preferred selection. Pending BOT approval, contract negotiations will commence.

In the event fewer than three respondents provide submittals, the project will be re-advertised and the selection process will continue as described above.