

November 16, 2018

SUBJECT: ADA Transition Plan Update (2019)
Pre-Submittal Meeting for Consultant Services

Introductions & Welcome

- Point of Contact of University – Chris Johnson
- University Attendees
- Other Attendees

Project Scope

- **Description:** North Carolina State University (NC State) requests submittals including statements of qualifications from interested consultants to assist the Office of the University Architect (OUA) with the preparation of an update to the University's Americans with Disability Act (ADA) Transition Plan. The ADA Transition Plan update is to involve a thorough review of previous documentation and a physical survey and assessment to address existing campus facilities and identify potential upgrades and repairs required for compliance with Title II of the ADA, International Code Council (ICC) A117.1-2017 and 2018 North Carolina Building Code. Investigation shall include building approach, access and entry, circulation, restrooms, significant public spaces, etc. Field inspections/surveys, analysis, documentation and solution based prioritization with cost estimation will be required.
- **Location:** The University has a total enrollment of approximately 34,000 students and occupies an overall campus of approximately 2090 acres. The portion that will be the primary focus of the ADA Transition Plan Update is identified as the North Campus Precinct and is situated to the west of downtown Raleigh, bordered by Hillsborough Street to the north, a commercial rail road corridor to the south, Pullen Avenue to the east and Dan Allen Drive to the west. That being said, the area is to be further defined with the selected consultant team. The University reserves the right to expand the project scope and services as additional funding becomes available. For site conditions and improvements that are deemed non-compliant and require upgrade, the Transition Plan will address priorities, timelines, and budget estimates for all upgrades needed for full compliance. Plan shall consider projects underway and planned.
- **Stakeholders:**
 - Entire campus community
 - Facilities Division
 - Disability Resource Office
 - Office for Institutional Equity and Diversity
- **Objectives:**
 - Methodology for evaluation and a timeline for doing so
 - Creation of a living document / public record that will identify physical (non-compliant and perceived) barriers in programs that prevent persons with disabilities from access. Documentation shall include proposed modifications and remedies with associated cost and suggested schedule for achieving completion.
 - Evaluation of University Facilities policies and practices

- Prioritization of modifications shall allow the University to better coordinate modifications with planned alterations to facilities.
- Better inform/educate those with authority of deficiencies and importance of prioritization

Project Budget

- \$125,000

Project Schedule

- Submissions Due 5:00pm Tuesday November 20, 2018
- Shortlist Selection week of December 3, 2018. Recommendation to the University Board of Trustees' Buildings and Property Committee.
- Notify 3 Shortlisted firms later that week or early the following week
- Interviews week of December 17th (17th, 18th, 19th or 21st)
- Under contract early January 2019
- Wrap up first week of June 2019 (FY 18-19 funded)

Critical Selection Factors

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. Historically Underutilized Business representation in proposed consultant team
6. Current workload and State projects awarded.
7. Proposed design approach or methodology.
8. Recent experience with project cost estimates and schedule adherence.
9. Construction administration capabilities.
10. Record of successfully completed projects without major legal or technical problems.
11. A minimum of three references with current contact information.
12. Prior experience in the preparation of similar ADA Compliance Survey, Implementation and Costing Plans for higher education campuses and large-scale public facilities.
13. Prior experience conducting field investigations and assessments in a residential University setting.
14. Technical knowledge and familiarity with applicable codes and regulations.

Suggestions

1. Description of philosophy of firm and areas in which the firm excels and unique qualities about the firm's goals and objectives relative to this Transition Plan.
2. Description of specific techniques to be employed. Outline of anticipated work plan and schedule. Description how proposed team will work with University other stakeholders.
3. Sample Materials – Provide a limited representation of previous ADA compliance reports and promotional exhibits to help the University understand your experience in developing an ADA Transition Plan.