

February 13, 2019

SUBJECT: Structural Repairs - Mann Hall
Pre-Submittal Meeting for Design Services

Introductions & Welcome

- Point of Contact of University:
Melanie Butler, PE
mdbodenh@ncsu.edu
(919) 515-8059

Project Scope

- 2501 Katharine Stinson Drive in the North Campus Precinct
- Multi-phase project includes:
 - Repair of deteriorated concrete structure, mostly at the columns
 - Replacement of all windows
 - Replacement of roof
- Structural conditions assessment performed in February 2018 will be made available to the selected designer

Project Budget

- Total project budget of \$2 million and will fund phase 1 of the multi-phase renovation
- Anticipated cost of work for phase 1 is approximately \$1.5 million
- Phase 1 currently fully funded

Project Schedule

- Proposals due on March 1, 2019 at 5:00pm
- Shortlist will be created by March 14, 2019
- Pre-interview date is March 25, 2019
- Interviews will be scheduled at a later date

Critical Selection Factors

- Experience and expertise with project type, including LEED certification
- Past performance on similar projects.
- Experience in design projects to be part of an existing campus context.
- Adequate staff and proposed consultant team – qualifications and examples of previous collaborations.
- Historically Underutilized Business representation in proposed consultant team.
- Current workload and State projects awarded.
- Proposed design approach or methodology.
- Recent experience with project cost estimates and schedule adherence.
- Construction administration capabilities.
- Record of successfully completed projects without major legal or technical problems.
- A minimum of three references with current contact information.

Additional notes from meeting:

- What is the design/ construction timeline?

The design contract should be signed in May 2019. Ideally, construction will not begin until the College of Engineering moves out of the building in Summer 2020. Bid will be in Spring 2020.

- Who is the anticipated lead for the project an engineer or architect?

It does not matter as long as the team has the experience and expertise for this type of project.

- Will there be a need to bring on hazardous material testing agency as part of the design team?

No. There should not be a need for any hazardous material testing. If it is discovered that testing is needed, the contract would be amended to hire a testing agency.

- Is Phase 1 intended to include design for all items listed including structural repairs, window replacement and roof replacement?

The focus is on the structural repairs as the primary goal for completion within the \$2M budget and then window and roof replacements would be added if the budget will allow. Phase 1 does not include any interior upfit work for future uses of the building.