

**North Carolina State University**  
**Greek Village Phase 4**  
**Building Envelope Commissioning**  
**Project Summary**  
November 26, 2019

**Project Description**

The project will design and construct two townhouse buildings and one apartment building, and associated infrastructure to serve these buildings and seven additional building lots. The townhouses will be three stories high with six to ten units each. The apartment building will be four stories. The total area for all buildings will be approximately 82,000 gsf. A total of approximately 253 beds were designed. One staff apartment will be needed. Site development includes building lots, common areas, roads, site utilities and recreational amenities.

The vision for the Townhomes is to provide identity and flexibility to a number of groups not currently represented in the community. As such, the buildings will house multiple groups under one roof with each unit having an individual front entry. The upper floors of the townhouses will have the ability to expand and contract as needed. This will allow a variety of sizes of groups to participate in the Greek Village living experience. Sizes proposed in the study should be reevaluated to reflect current average chapter size. In the spirit of universal design, each townhouse will focus common amenities on the first floor, including common area for living, dining, kitchen, toilet and laundry.

**Project Funding**

The project budget of \$36 million includes all construction and soft costs for the building and infrastructure.

**Project Scope**

The University seeks the professional service of a Building Envelope Commissioning Agent (BECxA) to join the team in the schematic design phase to provide services for the project through design, construction and post acceptance. Commissioning services will be provided as defined by the latest State Construction Office manual, guidelines and checklists.

**Preliminary Project Schedule**

Advertisement	November 26, 2019
Pre-Submittal Meeting	December 12, 2019
RFQ Due	January 3, 2020
Consultant Selection	January 15, 2020
Selection Notification after Approval	January 22, 2020
Fee Proposal Due	February 5, 2020

Multi-Unit Buildings Phase End Dates:

Schematic Design	March 9, 2020
Design Development	August 12, 2020
Construction Documents	January 29, 2021
Bid Opening	July 20, 2021
Construction Complete	June 1, 2023

**Qualifications**

The BECxA must be a registered engineering/architecture firm in the State of North Carolina at the time of submittal and the selection process will be based upon qualifications. The BECxA must exhibit the basic qualifications outlined in the State Construction Office Building Commissioning Guidelines for Third Party Commissioning. <http://www.nc-sco.com/guidelines.aspx>

**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 only one hardcopy and one digital copy (thumb drive or disk) of the proposal is requested. 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. Submittals are to be limited to fifteen double-sided sheets of paper (30 pages) total not including front and back covers or tab separation sheets. Firms are requested to assure receipt of proposals at address listed below by **5:00 pm January 3, 2020**.

1. Experience and expertise in the project type being evaluated.
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. Blower Door Testing.
12. Water penetration Testing.
13. Requirement for LEED for Homes Midrise V4.

### **Contract**

The contract will be negotiated with the BECxA in two parts. Part one of the contract starts at the beginning of Schematic Design and ends upon completion of the project bidding process. After the scope and costs for the project are finalized, a second part of the contract would then be executed for the construction and occupancy phases of commissioning. The contract with the BECxA will be in the form of an In-House Letter Agreement.

### **Selection Process**

Following the receipt of proposals, a University Interview Committee, appointed by the Secretary to the University Board of Trustees' Building and Property Committee, will shortlist 3 firms and make a recommendation of selection to the University Board of Trustees' Buildings and Property Committee. The selected firm will contract with state through the University and coordinate services with the Capital Project Management Department design and construction PM.

### **Pre-Submittal Meeting**

A Pre-submittal Meeting will be held **December 12, 2019, 8:00AM** in Conference Room 301 of the Admin III Building at 2701 Sullivan Drive on the NC State University campus. Attendance is not mandatory.

**In order to offer Building Envelope Commissioning Agent services in the response to this solicitation, the proposer must be licensed as an engineer in the state of North Carolina.**

### **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:

Mike Kapp, Project Manager  
NC State University, Capital Project Management  
Box 7520 (2701 Sullivan Drive)  
Raleigh, North Carolina 27695-7520  
mjkapp@ncsu.edu