



August 21, 2020

SUBJECT: Meeting Minutes from 8/12/20 - Integrative Sciences Building (STEM)
Pre-Submittal Meeting for Advance Planning Designer Services

1. **Introductions & Welcome to the Pre-Submittal Meeting for ISB:** Bob & NC State Attendees welcomed the group to the zoom meeting. NC State Attendees as follows: Bob identified himself as the Single Point of Contact at NC State University. No contact should be made to NC State Board members, faculty or staff. NC State attendees introduced themselves as follows:
 - o Bob Cwikla, Design Project Manager, CPM:
 - o rmcwikla@ncsu.edu
 - o 919.515.6836
 - o Duane Larick – Executive Vice-Chancellor & Senior Vice- Provost (Building Committee Chair)
 - o Doug Morton – Associate Vice-Chancellor, Facilities
 - o Cameron Smith – Senior Director, CPM
 - o Lisa Johnson – University Architect
 - o Bill Davis – Associate Director-Design, CPM
- Bob reviewed the overall meeting agenda, including logistics of this meeting, submittal requirements, schedule, project description and lastly critical selection factors.
2. **Meeting Logistics (Bob)**
 - SIGN IN – by Google Docs with a “Go Link” currently on our website as: <http://go.ncsu.edu/isb-stem-sign-in>
 - NC State Facilities website, Design and Construction, Ads - Integrative Sciences Building
 - QUESTIONS: No questions or chats will be taken at todays meeting but we have established a “Go Link” for questions to be posed (anonymously) by all currently on our website.
 - o Deadline for questions is: 8/19 @ 5:00PM
 - o Answers will be provided on the solicitation page by early the week of: 8/24
3. **Submittal Requirements (Bob)**
 - No hard copies will be accepted. Only electronic copies emailed to rmcwikla@ncsu.edu will be accepted.
 - Page Count: 26 pages (double sided) for a total of 52 pages (including cover letters, tabs, etc) PDF format shall be no more than 52 pages 8-1/2”x11”, with 10 point font size minimum.

4. Project Schedule (Bob):

- Submittal Due Date: **September 10th at 5:00PM**
- Shortlist to 3 Firms Sep/Oct. 2020.
- Interviews: Nov/Dec_2020
- Get firm under contract and start Advanced Planning: January 2021

5. Project Description (Bob, Lisa)

- Bob gave a broad brush overview of the project including Square Feet and Total Project Budget then Lisa Johnson provided some of the specifics and vision for the design.
- **SQUARE FEET:** The building will be approximately 145,000 gross square feet (GSF) comprised of classrooms, teaching labs, research labs, research core facilities, collaboration/study space, and office space. The research/core facility space will be about 45% of the total space inventory.
- **TOTAL PROJECT BUDGET:** \$160M including all soft costs. This represents a significant Investment in the Sciences at NC State. Lisa Johnson spoke to the vision and some of the specifics of the project as follows:
 - **DESCRIPTION:** This project is a significant Investment in the Sciences at NC State. Lisa noted that often times we do a “Study” prior to moving into Advanced Planning, but in this case there is no such “Study” and hence we are truly starting at the beginning.
 - With this project we have a great opportunity to really evaluate our approach to STEM Teaching, Learning and Research. And create a place that will attract and retain the brightest students, faculty and researchers and really help us further our Mission.
 - Programming services will be a significant part of the Advance Planning exercise. There is not a specific College or Department that this building dedicated to. The project will provide much-needed “forward thinking” STEM (science, technology, engineering, and mathematics) teaching and research space. We hope this building will promote creativity and collaboration and will showcase and celebrate the sciences at NC State. It will be a flexible, interdisciplinary sciences building with a focus on chemistry, biochemistry and biotechnology. We have considered the idea if including a “Mega-Lab”, a large scale, high-occupancy lab environment seen as a recent trend.
 - The project will include an analysis of our North Campus Precinct to identify 2-3 potential sites to conduct a deeper analysis and site selection process. The footprint of our North Campus Precinct is bound by Hillsborough Street to the North and train tracks to the South. A map can be found on our NC State Facilities website.

6. Design Process (Lisa)

- The selected firm will work through the North Carolina State University Office of the University Architect and Capital Project Management with a building committee that includes user representatives. The process will include normal State Construction Office involvement.

7. Critical Selection Factors (Cameron)

In order to offer architectural or engineering services in response to this solicitation, the proposer must be licensed in the State of North Carolina. 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 electronic copies of the proposal, submitted via email to the Project Manager, are 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.

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. We want to be sure you have the capacity to take on this project given your workload
7. Proposed design approach or methodology.
8. Recent experience with project cost estimates and schedule adherence. This is always a critical part of our projects
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, including an email address. It would be good to also include reference for some of your key staff on the project.

Cameron noted that Historically Underutilized Business representation is strongly encouraged but no specific percentage is required for HUB representation.

Thank you to all attending the Zoom meeting!