

May 16, 2022

SUBJECT: Dabney Hall Renovation
Pre-Submittal Meeting for CMR Services
Agenda & Meeting Minutes

Introductions & Welcome

- Point of Contact of University
Laura Zaytoun, llzaytou@ncsu.edu, 919-515-8049
- University Attendees
Facilities
 - Cameron Smith, Senior Director, CPM
 - Shon Burch-Crispin, Capital Projects HUB Program Manager, CPM
 - Jake Terrell, Construction PM, CPM

Meeting Logistics

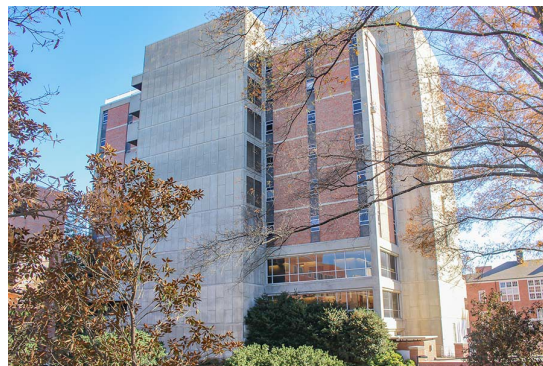
- **Sign-in:** <https://go.ncsu.edu/dabney-cmr-signin>
- View attendees list: <https://go.ncsu.edu/dabney-cmr-attendees>
- Submit **Questions** by **May 17** at 5pm: <https://go.ncsu.edu/dabney-cmr-questions>
 - Questions will be taken at today’s meeting; additional questions can be submitted
 - To avoid duplication, please read questions prior to submitting your own query
- University responses: <https://go.ncsu.edu/dabney-cmr-responses>
 - Answers will be provided on this live link by May 20
- Information Summary – fill out Google Form: <https://forms.gle/fAkM3WiB2ssZzqZm6>

Submittal Requirements

- No hard copy. Only electronic copies emailed to llzaytou@ncsu.edu will be accepted.
- The package length is limited to 20 double-sided pages

Project Scope

This is a multi-phased occupied renovation project for Dabney Hall (1969). The priority for the first phase of renovation includes building systems/exhaust upgrades and repair of the building envelope. The project will create a master plan for renovations to be implemented floor-by-floor in phases.



Project Budget

- The total project budget is \$60M and includes design, construction, and associated costs.
- The project currently has authority for \$30M, with another \$30M anticipated next fiscal year

Project Schedule

- Schedule for selection: -Pre-Interview briefing in late July 2022
-Interviews in early August 2022
- Schedule for Design: -Design Start in Fall 2022
- Schedule for completion: -Construction completion TBD

Summary of Critical Selection Factors

1. Workload that is fully able to accommodate the timely execution of this project.
2. Record of successfully completed projects of similar scope without major legal or technical problems.
3. Record of Financial viability.
4. Previous experiences with the Owner, a good working relationship with Owner representatives, have completed projects in a timely manner and have performed an acceptable quality of work.
5. Key personnel that have appropriate experience and qualifications.
6. Relevant and easily understood graphic or tabular presentations.
7. Completion of CM at Risk projects in which there was little differences between the GMP and final cost.
8. Projects that were completed on or ahead of schedule.
9. Construction administration capabilities.
10. Proximity to and familiarity with the area where the project is located and the dynamics of the local market.
11. Approach to design phase services, including constructability reviews and cost estimating.
12. Quality of compliance plan for minority business participation as required by G.S.143-128.2. History of successful implementation of similar HUB efforts.
13. LEED Certified Project Experience.

HUB Requirements

- North Carolina State University has an affirmative policy of fostering, promoting and conducting business with minority owned enterprises. Minority owned enterprises are encouraged to participate in the Construction Management at Risk Program. **Construction Managers are required to partner with a minority business enterprise to mentor as part of their management team.**
- The CMR will be required to submit all HUB documents for the selected firm for each Bid Package.
- The CMR will be required to submit a CMR Billing/Tracking Spreadsheet monthly during construction.

Meeting Minutes & Questions

- Cameron highlighted Critical Selection Factors 1, 2, 5, 7, 9, 11, and 13. Item 12 was discussed in more detail by Shon under the HUB Requirements section.
- In addition to the requirements above, a HUB Plan will also be required for the **selected** CMR; Shon will work with the CMR to ensure that all HUB documentation is in order. Here is a link to the HUB Plan on our website: <https://facilities.ofa.ncsu.edu/files/2021/12/HUB-Plan-Outline-Current.pdf>

- General Statute requires 10% HUB participation, but we would like to see a good faith effort to exceed 10%
- Encourage third tier subs to work with HUB firms also
- *Can the HUB firm be a JV?* Yes, the partner HUB firm can be a JV, partner mentor, etc. **The HUB firm that the CMR will partner with should be listed on the proposal.**
- *How do you partner with a CMR if you are a HUB firm?* You would need to connect with a CMR to see if you can partner with them, look at the list of attendees from this meeting.
- *Does the HUB firm need to be from the RTP area?* Our preference is for a local firm, or at least a firm that is working in the state of North Carolina. The partner should have worked in NC in the past.
- *Does the 20 pages double-sided mean 40 electronic pages?* Yes
- *Will the list of attendees to this meeting be made available?* Yes, a link to the sign-in sheet is posted on the ad on our website.