

August 11, 2022

**SUBJECT:** HVAC Upgrades – Wood Residence Hall  
Pre-Submittal Meeting for Design Services

### **Introductions & Welcome**

- Point of Contact of University:  
Melissa Diamond  
mrdiamon@ncsu.edu  
(919) 513-0373
- University Attendees:
  - Lisa Johnson, University Architect
  - Bill Davis, Associate Director Formal Design, CPM
  - Abinadi Ehrisman, Assistant Director of Facilities – Trades, DASA
  - Peter Fraccaroli, Director of Facilities and Business Operations, DASA
  - Melissa Diamond, Design Project Manager, CPM

### **Meeting Logistics**

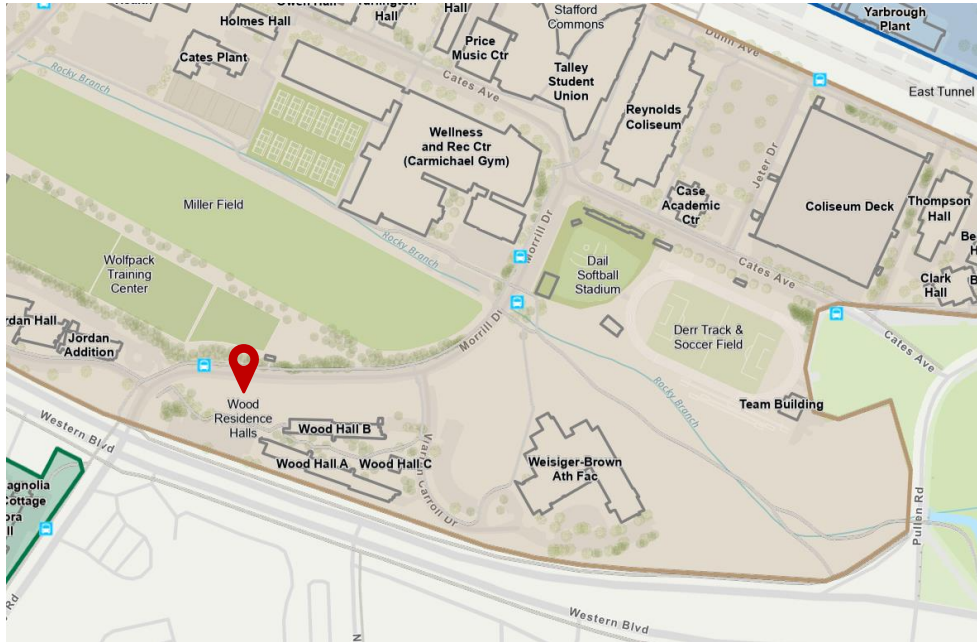
- Sign in and project links on NCSU advertisement webpage - <https://facilities.ofa.ncsu.edu/2022/07/designer-advertisement-hvac-upgrades-wood-residence-hall/>
- Questions – Submit by August 22 at 5pm.
  - Questions today can be submitted in the chat or verbally at the end of the meeting.
  - To avoid duplication, please read questions prior to submitting your own query.
  - Answers will be provided by August 25.

### **Submittal Requirements**

- No hard copies. Only electronic copies emailed to mrdiamon@ncsu.edu will be accepted.
- Page Count: Total of 52 pages max (all inclusive).
- 330 Form – there is a Part 1 and Part 2, both must be included in the submittal.

### **Project Scope**

- The project is located at 2541 Warren Carroll Dr, in the Central Campus Precinct.
- This project will renovate the HVAC system in Wood Residence Hall buildings built in 1983 (three buildings, totaling 114,400 GSF). The HVAC system will be renovated to convert the existing two-pipe system to a four-pipe system for increased reliability and efficiency.
- Wood Residence Hall is a suite-style residence hall on Central Campus. It consists of three separate buildings (A, B & C) and are all included in the scope of work. Two contain rooms and associated spaces for students (Buildings A & B). One is for the housing office and lounge (Building C) and is significantly smaller than the other two.



### Project Budget

- The budget of \$5,000,000 incorporates design, construction, and all associated soft costs.

### Project Schedule

#### Selection Schedule

- Proposals due on August 26, 2022 at 5:00pm
- Shortlist will be created by Mid-September
- Pre-Interview Briefing
- Interview date in late September to Mid-October.

#### Construction Schedule

- Anticipated construction in Summer 2024 and completion before classes Fall 2024.
- May be phased with construction in Summer 2024 and Summer 2025.

#### **Critical Selection Factors**

- Experience and expertise with project type.
- 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.