

November 14, 2023

SUBJECT: Flex Factory – Textiles Complex
Pre-Submittal Meeting for CMR Services

Introductions & Welcome

- Point of Contact of University:
Melissa Diamond
mrdiamon@ncsu.edu
(919) 513-0373
- University Attendees:
 - Rebecca Callimanis, Facilities Operations Manager, College of Textiles
 - Amanda Mills, TECS Assistant Research Professor, College of Textiles
 - Michael Ward, Executive Director, NC Textile Foundation, College of Textiles
 - Lisa Johnson, University Architect, Campus Planning and Strategic Investment
 - Cameron Smith, Assistant Vice Chancellor, Design & Construction
 - Bill Davis, Associate Director Formal Design, Design and Construction
 - Carla Daniels, HUB Program Manager, Design and Construction
 - Mary Conley, AIA, Clearscapes Architecture
 - Stephanie McArthur, Construction Project Manager, Design and Construction
 - Melissa Diamond, Design Project Manager, Design and Construction

Meeting Logistics

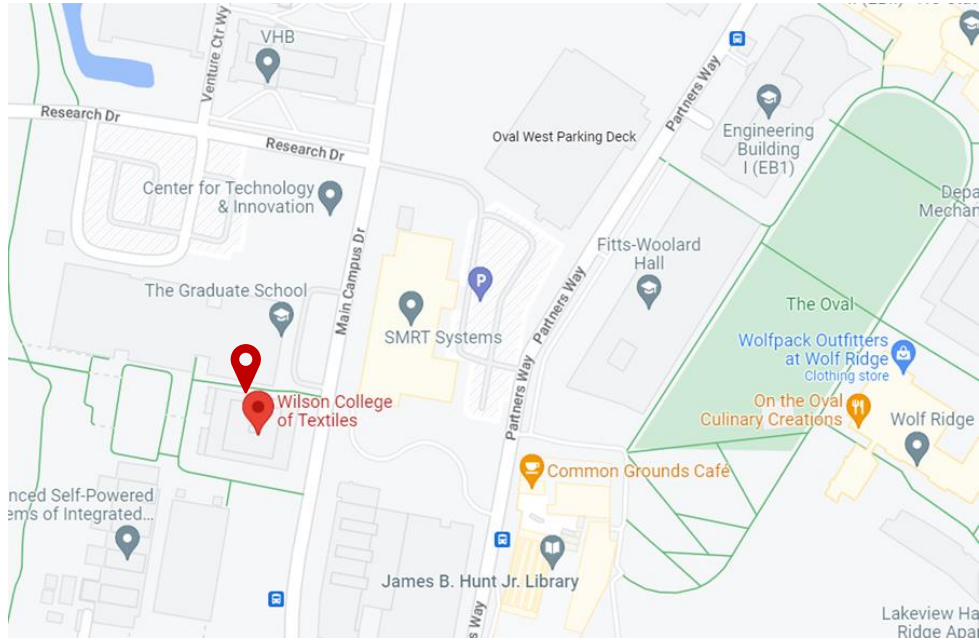
- NCSU advertisement webpage: [NCSU Flex Factory - Textiles Complex - CMR Ad](#)
- Submit Questions by **November 27 at 5:00pm**: [Flex Factory Question Form](#)
 - Questions will be taken at today's meeting; additional questions can be submitted
 - To avoid duplication, please read questions prior to submitting your own query
- University Responses: [Flex Factory Response Form](#)
 - Answers will be provided on this live link by November 29 at 5:00pm.

Submittal Requirements

- No hard copies. Only electronic copies emailed to mrdiamon@ncsu.edu will be accepted.
- Page Count: Total of 20 pages max.

Project Scope

- This project is located at 1020 Main Campus Drive, Raleigh, NC on Centennial Campus.
- This project will be an interior renovation of approximately 13,000+ SF to create cohesive spaces for a new Flex Factory on the ground floor and mezzanine of the Textiles Complex building on the Centennial Campus.
- The Textiles complex was built in 1990 and houses the Wilson College of Textiles which is the only college in North America dedicated to textiles.
- The new Flex Factory will house small rapid prototyping machines that are available to faculty, staff, and industry clients. The space should maintain a collaborative open classroom space, small conference areas, meetup spaces, secured storage, workspaces, and studios.
- Equipment may include, but is not limited to sewing stations, 3-D printers, full body scanners, snorkel hoods, small cabinet-style fume hoods, material storage zone with cataloged vertical lift modules, and knitting, embroidery and garment printing machines.
- The building will remain occupied during the construction.
- This will not be a combined SD/DD review and drawings will need to be submitted separately to SCO. It will be SCO monitored during the construction.



Project Budget

- The budget is currently at \$6,000,000 incorporates design, construction, and all associated soft costs.

Project Schedule

Selection Schedule

- Proposals due on December 1, 2023 at 5:00pm.
- Shortlist will be Mid-December 2023.
- Pre-Interview Briefing will be Early January 2024.
- Interview Date will be Mid-January 2024.

Construction Schedule

- Anticipated construction in 2025.
- Will be potentially phased with construction and will be an occupied renovation.

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 difference 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.

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 strongly encouraged 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:

- There may be work hours, but we will discuss further. It may be more about time of year that the construction is done in the space.
- No access is granted to the space beforehand. We want you to focus on the similar projects based on the information given instead of seeing a space and making assumptions without all of the information.
- Note: This was a mandatory pre-submittal meeting. Please find the attached attendees below:

Pre-Submittal Meeting Sign-In Sheet

Project Name: Flex Factory

Project Number: 202220019

Building/Location: ADMIN III

Project Manager: Melissa Diamond

Requesting Department, ~~DATA~~ TEXTILES

Meeting Date: 11-13-2023

Time: 2:00P
WYDA

Design Manager:

Departmental Representative: REBECCA C.

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