

Alamance Community College

Advertisement for Request for Qualifications (RFQ) for Designer Services/Project Brief

RFQ

BCOE Third Floor Upfit Project (SCO # 28653 and NCCCS # 2882)

Project: BCOE Third Floor Upfit Project

Alamance Community College

Advertised: October 8, 2024

Closing Date for Submittals: November 12, 2024 at 2:00 PM

Alamance Community College is soliciting Statement of Qualifications (SoQs) from firms interested in providing design services for this project. Individual/Firm must be licensed to practice architecture and/or engineering in the State of North Carolina in accordance with the laws of the State of North Carolina and must have Professional Liability Insurance coverage. Limits shall be determined prior to award of the design contract(s). The successful Team will be required to enter into a fixed fee contract utilizing the State of North Carolina STANDARD FORM OF AGREEMENT BETWEEN OWNER AND DESIGNER.

1. Project Description

In 2023, the Biotechnology Center of Excellence Building was completed with floors one and two completely built out and the third floor partially built out as a lobby/common area. The building is currently home to Alamance Community College's Associate in Applied Science Biotechnology program. The building is currently equipped with classrooms and state-of-the-art equipment and labs to support the various branches of biotechnology training. The entire built-out space totals 29,160 square feet.

An additional 7,139 square feet of shell space exists on the third floor. With this project, the College intends to upfit and finish the 7,139 square feet of third floor space to include six additional classrooms as well as a server room and lab space. The spaces will be used for general classrooms, but will also serve as learning spaces for the new Data Analytics and Applied Artificial Intelligence Associate in Applied Science programs.

The total project budget is estimated at \$2,542,000.00

A tentative project schedule is shown below.

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|-----------------------------|--|
| Designer interviews: | Early December 2024 |
| Designer contract award: | Mid December 2024 |
| Project design start: | January 2025 |
| Construction Bidding/Award: | August 2025 (sooner if project allows for combined SD/DD phases) |
| Construction complete: | August 2026 |

2. Project Scope

The design team is to:

- Assist coordination between College stakeholders, including the Project Contact, Departmental users, Facilities staff and other College support services.
- Prepare contract documents for the project and related scope. The contract documents shall be in compliance with provisions regarding the North Carolina Building Codes. The project delivery system shall be Design/Bid/Build.
- Prepare costs, schedules and phasing plans for the construction.

3. Design Team

The College expects prospective design teams and the individuals identified as members of those teams to have demonstrated experience in programming, designing, and preparing contract documents for the construction and upfit of existing shell space to add classrooms, offices and labs as well as the related design experience in developing spaces for data analytics/artificial intelligence programs and related IT components and server spaces. Statements of Qualifications should include a comprehensive listing of all consultants, including engineering, and others needed to address the specific needs of the project.

Alamance Community College may retain the following special consultants under direct contract with the College, as follows: Special Inspections, Construction Materials Testing and other Specialty Services as needed.

4. Selection Process

The Selection Committee will consist of the Associate Vice President of Administrative Services & Facilities, Vice President of Student Learning, Deans and Department Heads of the IT/Data

Analytics/AI areas, facility users, Facilities Services, and other members of the campus community as required.

There will be a MANDATORY pre-proposal/site visit meeting on October 23, 2024 at 1:30PM at the Alamance Community College Main Campus, Main Building Auditorium, Room M-301 where interested designers will be able to learn more about the programmatic issues.

All proposals are due on November 12, 2024 on or before 2:00 PM. The Selection Committee will meet the weeks of November 18, 2024 and November 25, 2024 to discuss the Design Teams' proposals. The Selection Committee will then select and contact the design teams that are short listed for the interviews. If using mail services, please have your Qualifications Package arrive the day before due date in order to ensure receipt. Hand delivery is best practice.

Designer Interviews with the Board of Trustees Building & Grounds Committee will be scheduled for the week of December 9, 2024. The format of the interview will consist of a 45-minute presentation by the design team that is followed by a 10 to 15-minute question and answer session. Each design team is expected to have in attendance the person(s) from their firm(s) who will be responsible for the execution of this project. The interviews will be held in the Wallace Gee Building Board Room. Parking is available in the adjacent parking lot to Gee Building.

Following the interviews, the Building and Grounds Committee's recommendation will be forwarded to the College's Board of Trustees for the final approval and contract award.

5. Submittals

Alamance Community College seeks letters of interest from firms who have recent experience with similar projects. In selecting designers, the selection committee should take into consideration qualification information including such factors as:

1. Specialized or appropriate expertise in the type of project.
2. Past performance on similar projects.
3. Adequate staff and proposed design or consultant team for the project.
4. Current workload and State projects awarded.
5. Proposed design approach for the project including design team and consultants.
6. Recent experience with project costs and schedules.
7. Construction administration capabilities.
8. Proximity to and familiarity with the area where the project is located.
9. Record of successfully completed projects without major legal or technical problems.

10. Other factors which may be appropriate for the project.

Please submit FIVE (5) copies of current SF 254 Form with the required letters of interest and the information package. In the interest of costs-savings to the designers, consistency of the submittals and more efficient use of time by the pre-selection committee, the submitted information package should not include any notebooks, binders, tab, clips, etc. The format should be a maximum of twenty (20), single-sided 8-1/2" x 11" pages or equivalent (e.g. 11" x 17" fold out sheets for charts, schedules, etc. count as 2 pages). This page limit excludes a transmittal letter, title page, table of contents and SF 254. The page limit includes resumes of key personnel and any unsolicited supplementary information such as corporate brochures, etc..

Please contact only the **Associate Vice President of Administrative Services & Facilities** for any matters related to this submittal. No other College staff, The College's Board of Trustees, or any College officials is to be contacted other than the project manager – Associate Vice President of Administrative Services & Facilities, Tom Hartman. All questions and project submittals are to be directed to:

Tom Hartman
Associate Vice President of Administrative Services & Facilities
Alamance Community College
1247 Jimmie Kerr Road
PO Box 8000
Graham, NC 27253

accproposals@alamancecc.edu

Questions will only be received via email to accproposals@alamancecc.edu until **5:00 pm OCTOBER 31, 2024**. Responses to questions will be posted on EVP website by **3:00 pm NOVEMBER 7, 2024**.