

**North Carolina Central University
The New Student Center Project
Building Commissioning**

11/03/16

Project Description

Commissioning services are required for new 100,230 (GSF) building will provide the needed space for a fully functional Student Center. This new building will replace the current Alphonso Elder Student Union. The new building will include a large multi-use gathering space seating up to 1,000 for conferences and banquets, small and medium sized conference rooms, administrative offices for student union operations, and office space for student organizations. An Auditorium that can accommodate the full Freshman Class (1,750 seats) is planned. Additional facilities will be provided for food services, public computer stations, and student convenience needs.

Project Funding

Project budget is \$36,084,571. This includes construction, design, and miscellaneous project costs. Commissioning Services are required for both the Design Phase and the Construction Administration phase.

Project Scope

The University seeks the professional service of a Commissioning Agent (CxA) to join the team in the schematic design phase to provide services for the project through design, construction and post acceptance. Commissioning services shall be provided as defined by the latest State Construction Office manual, guidelines and checklists.

Project Schedule

Planned occupancy for these spaces is March, 2021.

Qualifications

The CxA must be a registered engineering firm in the State of North Carolina and the selection process will be based upon qualifications. The CxA must exhibit the basic qualifications outlined in the State Construction Office Building Commissioning Guidelines for Third Party Commissioning.

Critical Selection Factors

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 one hard copy and one electronic copy (CD/DVD/USB Flash Drive) of the proposal is 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. The total submittal, including letter of interest, is limited to 26 sheets of paper. Both sides of the sheet may be used for a total of 52 pages. Firms are requested to assure receipt of proposals at address listed below by 5 pm on December 2, 2016.

1. Experience and expertise in the project type being evaluated.
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.
7. Proposed design approach or methodology.
8. Recent experience with project cost estimates and schedule adherence.
9. Construction administration capabilities.
10. Record of successfully completed projects without major legal or technical problems.

Contract

The contract will be negotiated with the CxA in two parts. Part one of the contract starts at the beginning of design and ends upon completion of the project bidding process. After the scope and costs for the project are finalized, a second part of the contract would then be executed for the construction and occupancy phases of commissioning. The contract with the CxA will be in the form of a Letter Agreement approved by the State Construction Office.

Selection Process

Following the receipt of proposals, a University Selection Committee will direct select a firm, and identify two additional firms in case negotiations with the selected firm are unsuccessful. The selection will be recommended to, and approved by, the University Board of Trustees' Buildings and Property Committee.

The selected firm will contract with the state through the University and coordinate services with the Capital Project Management Department Project Managers.

Pre-Submittal Meeting

A Pre-submittal Meeting will be held Wednesday, November 16, 2016, at 9:30 am, at Alfonso Elder Student Union on the NCCU Campus. Obtain parking permits, Go to Police and Public Safety Building, located at 2010 Fayetteville Street, Durham NC 27707. Attendance is not mandatory.

In order to offer Commissioning Agent services in the response to this solicitation, the proposer must be licensed as an engineer in the state of North Carolina.

Questions/Proposal Submittal

In order that the selection process be as objective as possible, do not contact members of the Board of Trustees, or any university officials other than the project manager. All questions and project submittals are to be directed to:

Tim Williams, Architectural Project Manager
North Carolina Central University
Capital Projects Management
Hubbard-Totton Building, Room# 113-A
1801 Fayetteville Street
Durham, North Carolina 27707
Office: 919-530-6824, Fax: 919-530-7948
Mobile: 919-452-3382, Email: tjwilliams@nccu.edu