March 25, 2016

MEMORANDUM

To: File
From: Jeff Pierce

Subject: Publication on the UNCGA Designer Solicitation webpage

The following announcement has been placed in the UNCGA Designer Solicitation webpage (http://www.northcarolina.edu/apps/finance/vendors/opportunities.htm). Please note: The Lead Design Firm must be licensed in the State of North Carolina.

Institution: Appalachian State University

Project: Garwood Hall Interior Renovations
App State Project # 20160068
SCO Project # 14053

URL: http://physicalplant.appstate.edu/planning-design-construction/solicitations/advertisements

Description: Appalachian State University, Boone, North Carolina is seeking qualification packages from design professionals to develop re-utilization plans for effective, efficient, and creative lab and classroom environments for the Chemistry Department. The total area to be redesigned is approximately 5000 SF. Construction is planned for Summer 2017.

To be considered, a NC licensed designer must submit a current SF 330 form qualification package (3 copies) to the Planning, Design and Construction Office, Appalachian State University, 438 Academy Street, Boone, NC 28608-2050; Attn: Jeff Pierce, (828) 262-6579 by 5 PM Friday, 22 April, 2016. The qualification package shall address the following Critical Selection Factors.

Critical Selection Factors:
1. Experience and expertise with similar projects. Provide brief narrative indicating relevance to proposed project.
2. Past performance on similar projects. Provide brief narrative indicating relevance to proposed project.
3. Experience with campus design projects
4. Adequate staff and proposed design consultant team who have similar project experience (provide updated resumes)
5. Proposed design approach or methodology.
6. Recent experience with similar type project cost estimates and schedule adherence (give examples that show actual costs vs estimates, do the same with planned schedule vs actual construction).
7. Record of successfully completed projects without major legal or technical problems.
Shortlist candidates will be notified by 09 May, 2016. A site visit for shortlisted firms is tentatively set for 18 May, 2016. Interviews are tentatively planned for 02 June, 2016.

**Contact:** For specific project inquiries – Jeff Pierce (828-262-6579) piercewj@appstate.edu

**Closing Date:** 3:00 pm, 29 April, 2016

**Project Budget:** $592,600.00

**Submit Letter of Interest and 330 Form to:**
Jeff Pierce
Appalachian State University
Planning, Design & Construction
ASU Box 32050
Boone, NC 28608-2050

cc: Mike O’Connor
Greg Lovins