



**Capital Project Management, Owner's Representative  
and Advisory Services**

FSU's New Residence Hall and College of Education Projects

**Date of Issue: Monday, May 6, 2024**

**Response Deadline: 5:00 PM EDT Tuesday, May 28, 2024**

Direct all inquiries concerning this RFQ to:  
Harold Miller  
Director of Facilities Planning and Construction  
hmiller1@uncfsu.edu

In accordance with our qualifications-based selection system, Proposers are expected to have no contact with FSU employees or members of the FSU Board of Trustees regarding this RFQ during the selection process.  
Direct all questions to Mr. Harold Miller.

## **PURPOSE & BACKGROUND**

Fayetteville State University (FSU) requires capital project management, owner's representative and advisory services for the completion of the New Residence Hall (NRH) and new College of Education projects on FSU's East Campus.

The NRH project design and delivery team is in place and the project is currently in the construction phase, scheduled to be completed in August 2025, when approximately 340 FSU students will occupy the NRH in time for the start of the Fall 2025 semester. The total project budget is \$50,000,000.

The COE project design and delivery team is in place and the project is currently in the Construction Document production phase, with the project completion expected in the summer of 2026 so the COE building would open for business no later than August 2026.

### **Fayetteville State University History**

Fayetteville State University is a constituent institution of The University of North Carolina and the second-oldest public institution of higher education in the state, having been founded in 1867. FSU is a historically Black university offering degrees at the baccalaureate, master's, and doctoral levels. With more than 6,500 students, Fayetteville State University is among the most diverse institutions in the nation. To learn more about FSU, visit <https://www.uncfsu.edu>.

### **Mission**

FSU offers robust and innovative bachelor's and master's degree programs rooted in the liberal arts tradition as well as the doctor of education. The university advances knowledge through the integration of teaching, learning, research and public service. FSU strives to meet the educational, career and personal aspirations of its traditional and non-traditional students from rural, military and other diverse backgrounds so that they are equipped with academic and practical knowledge to serve local, state, national and global communities as enlightened citizens, globally astute leaders and engaged solution creators.

### **Vision**

Fayetteville State University will be the regional university of choice for students from rural, military, and other diverse backgrounds who are poised to become visionary leaders who transform communities, states and nations.

### **Core Values**

- Integrity: Commitment to transparency.
- Flexibility and Adaptability: Producing career and life-ready global citizens.
- Shared Governance: Engaging all members of the university community in decision making.
- Diversity, Equity, and Inclusion: Working collaboratively and effectively in a global society.

- Collaborations and Partnerships: Strengthening relationships among alumni, community, and other stakeholders.
- Innovation: Creatively pursuing excellence in organizational endeavors.
- Cultural Connectivity: Preserving the University's HBCU legacy and pride.

### **New Residence Hall (NRH) Project Description**

The NRH project team includes the design team led by Jenkins Peer Architects and the Construction Manager at Risk (CMR) Metcon. A notice to proceed was issued to the CMR on 11/30/23. The original project budget was \$40M and envisioned a 400 bed residence hall. Since that time the project budget has increased by \$10M to \$50M and the bed count has been reduced from 400 to 338 beds. The contract completion date for the four-story 78,000 SF NRH project is currently August 5, 2025.

### **New College of Education (COE) Project Description**

The new COE project team includes the design team led by Jenkins Peer Architects and the Construction Manager at Risk (CMR) Metcon. The project is currently in the final Construction Document design phase. CMR Metcon is currently providing pre-construction services on the project. The project team plans for an early site & procurement package this Fall 2024. The original project budget was \$63M and envisioned a 110,000 SF College of Education building that would also house two Early College High Schools (ECHS) and an Early Childhood Learning Center (ECLC). Since that time the project budget has increased by \$6.3M to \$69.3M and the building SF is 72,000 SF. Neither of the ECHS's or the ECLC remain a part of the project. The projected completion date for the new four-story COE project is currently during the summer of 2026.

## **SCOPE OF PROJECT MANAGEMENT SERVICES**

FSU has evaluated its internal capacity and capabilities prior to this solicitation and identified the following capital project management, owner's representative and advisory areas where assistance is needed:

### **PROJECT DEFINITION & PROCUREMENT MANAGEMENT**

- Engage and consult with FSU's internal and external stakeholders to obtain the critical information required to establish reasonable conceptual assumptions in the early stages of a project.
- Create preliminary program, budget, and schedule documents for the assigned capital projects.
- Work with FSU, State, and UNC System representatives (as needed) to determine options for maximizing design and construction efficiencies.
- Assist the FSU Facilities Management team with designer, construction manager at risk (CMR), commissioning (Cx) agent, and other required project team member solicitations and evaluations for the assigned capital projects.
- Support the FSU Pre-Selection Committee(s) review and evaluation of designer, CMR, Cx, and other related proposals for the assigned capital projects for compliance with procurement instructions. Develop succinct and impactful comparisons of submissions for each solicitation to support the Committee selections. The selected firm's representatives will not serve as voting members of the Pre-Selection Committee(s).

### **DESIGN & PRECONSTRUCTION PHASES**

- Participate in the Advanced Planning process to help ensure that FSU's strategic, programmatic, and financial (when needed) goals for the project(s) are at the forefront of early decision making.
- Advise FSU during schematic design and design development as critical program decisions that drive budget adherence are made.
- Perform research, as necessary, to inform decisions driven by campus stakeholder input, including students, faculty/staff, and community members when their input is required.
- Provide innovative ideas and/or documentation regarding value engineering, lifecycle cost analyses, and operations and maintenance schedules.
- Review drawings, reports, and other design documentation to ensure that work product aligns with project goals/objectives, schedule, and budget.
- Ensure that Owner review timelines are met so that the overall design schedule and approval timelines adhere to the overall project schedule.
- Work closely with the design and CMR pre-construction teams to ensure that FSU is receiving the maximum return on investment based on budget allocations.
- Review cost estimates during advance planning, schematic design, design development, and construction document phases. This should be benchmarked

against other comparable regional projects in coordination with the design team and contractor.

- Align GMP with previous estimates and participate in value engineering exercises (as needed).
- Coordinate with FSU, the design team, and the CMR for SCO and local authority-required project approvals and permits.
- Create and maintain customized budget tracking tools for designer invoicing and contractor pay applications, Owner soft costs (including contingency), and general project budget monitoring.
- Ensure FF&E and other related Owner items are properly budgeted, procured or sourced, purchased, and installed according to the overall project schedule.
- Provide a monthly report regarding schedule, budget, and upcoming milestones.

### **PROCESS MANAGEMENT & RELATED SERVICES**

- Work with FSU stakeholders to ensure clear communication and coordination occurs between all parties and respond to project-specific deliverables to support schedule and budget requirements.
- Lead regular periodic project committee calls during the design and construction phases of the project(s). The cadence of these meetings will be determined by FSU and the owner's representative.
- Participate in Owner-Architect-Contractor (OAC) meetings during the design and construction phases.
- Prepare meeting materials for and provide regular project updates for presentation by FSU staff to the FSU Board of Trustees and other required approval bodies (as needed).
- Coordinate as required with the State Construction Office (SCO) and design and construction teams on behalf of FSU and in conjunction with the project team.
- Review monthly reporting documentation to perform active tracking and reconciliation of budgets, schedule compliance, submittals, Architects Supplemental Information (ASI), RFI logs, discrepancy logs, payment applications, and change orders.
- If applicable, coordinate with FSU's Financial Advisor (FA) and State/System authorities for any/all financing-related and reporting requirements.
- If applicable, build operating proformas and monitor them as project costs and assumptions change from design through construction to ensure maximum return on investment for the project and FSU.
- If applicable, ensure that advisors will be on campus (as needed) for key project-related meetings during design and construction.
- Perform all other duties as requested by FSU to ensure the successful completion of the capital project(s).

A final scope of services will be determined between the FSU team and its selected owner's representative.

## **SELECTION FACTORS, SUBMISSION PROCESS, & TIMELINE**

The FSU Facilities Management team and members of the Pre-Selection Committee for this solicitation will evaluate respondents based on the following criteria:

1. Experience and expertise in providing equivalent owner's representative and advisory services on similar projects for FSU (if applicable) and comparable institutions.
2. A proposed project team with adequate, qualified, and experienced staff to perform the proposed scope of services outlined herein.
3. The proposed project team's awarded project and current workload by member to demonstrate capacity for this project.
4. A record of successfully completed projects without major legal or technical problems.
5. A minimum of three references with current contact information. References will be contacted as part of the evaluation process.

Upon review of the RFQ, potential respondents may have questions to request clarifications to prepare a qualified response. All questions must be submitted via email to Harold Miller at [hmill1@uncfsu.edu](mailto:hmill1@uncfsu.edu) by **5:00 PM EDT on Monday, May 13, 2024**.

All questions and responses, as well as any additional items deemed necessary by FSU, will be posted in the form of an addendum to the RFQ through the State of North Carolina electronic Vendor Portal (eVP). No information, instruction or advice provided orally or informally by any FSU personnel or its advisors, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding.

Interested firms must submit a current SF 330 form. Please note that only electronic copies of the firm's proposal, submitted via email to Harold Miller at [hmill1@uncfsu.edu](mailto:hmill1@uncfsu.edu) will be accepted. The total submittal, including a letter of interest, is limited to 30 pages. Firms are required to ensure electronic receipt of proposals by **5:00 PM EDT on Tuesday, May 28, 2024**.

FSU will assemble a Pre-Selection Committee of relevant FSU stakeholders to review and evaluate all proposals that meet the criteria and requirements outlined herein. The University intends to select an owner's representative based on the RFQ responses.

Respondents selected for an interview will be notified **no later than Wednesday, May 29, 2024**. Interviews with shortlisted firms will be scheduled to occur on **Wednesday, June 5, 2024 between 8:45 AM - 2:00 PM EDT**. The selection process will conclude in June 2024.

All responses are subject to public disclosure under the North Carolina Public Records Law. To the extent permissible by law, the University agrees to keep confidential any confidential, proprietary information included in a response, provided that (1) the respondent identifies the confidential, proprietary portions of the response, (2) the respondent identifies as confidential and proprietary only those portions of the submittal

that actually are confidential and proprietary, and (3) the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary, nor shall they so designate information that is already public.

## **CONDITIONS, RESERVATIONS, & DISCLAIMERS**

FSU reserves the right to refuse and reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the FSU in its sole and exclusive discretion. FSU reserves the right to waive technicalities and informalities. FSU reserves the right to negotiate with one or more firms and is not obligated to enter into any contract with any respondent on any terms or conditions. FSU is permitted to use the selected owner's representative for other on-campus capital projects.

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind.

The RFQ does not commit FSU to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina.

Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of FSU unless FSU and your firm execute a contract.

This RFQ constitutes only an invitation to present qualifications. The rights reserved by Fayetteville State University shall be exercised in its sole and absolute discretion, include without limitation the right to:

- Require additional information from one or more Respondents to supplement or clarify the qualifications submitted including, but not limited to, conducting interviews with Respondents if the University, at its sole discretion, deems such interviews to be helpful.
- Conduct investigations with respect to the qualifications and experience of each Respondent.
- Eliminate any Respondent that submits an incomplete or inadequate RFQ response or fails to satisfy the requirements of this RFQ.
- Supplement, amend, or otherwise modify this RFQ, prior to the submission deadline.
- Issue one or more amendments to this RFQ extending the submission deadline.
- Receive questions concerning this RFQ from Respondents and to provide such questions, and the University's responses, via the State of North Carolina electronic Vendor Portal (eVP).
- Cancel this RFQ in whole or in part with or without substitution of another RFQ if determined to be in the best interest of the University.