

**Professional Design Services for
University Bookstore Remodeling – Advance Planning**
Appalachian State University Project # TBD
January 15, 2021

Project Summary

Project Description

The University Bookstore is part of the Plemmons Student Union Complex but is an independent two-story part of the building that was constructed in 2009. The project design area is approximately 30,000 square feet. High volumes of pedestrian traffic through the Bookstore, emerging retailing strategies and consideration of associated space programming led to the preparation of a strategic study in 2019 for space improvements. This Advance Planning project seeks to engage a designer to develop the strategic concepts of the study into a working design and budget.

Current project authorization is for advance planning only. The selected firm may be retained through full design and construction at the university's option.

Project Budget

The total authority for the Advanced Planning portion of the project is \$167,100.

Schedule

Project schedule, including time for agency reviews, is as follows:

Proposals Due	February 5, 2021
Shortlist Firms	February 12, 2021
Conduct Interviews	February 18, 2021
Design Start	March 2021
Design Finish	June 2021

Critical Factors

In order to offer architectural or engineering services in response to this solicitation, the proposer must be licensed in the State of North Carolina.

Interested firms can participate in the process by submitting a current SF330 form, for lead firm and major consultants, addressing the following in a written proposal.

1. Experience and expertise in the project type being evaluated.
2. Past performance on similar projects
3. Experience in design projects as part of an existing campus context
4. Adequate staff and proposed consultant team – qualifications, related similar experience 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
11. Other factors which may be appropriate to the project

Proposal Requirements

Submit only three (3) each hardcopies of the proposal and SF330. Submission to be limited to 20 pages one-sided or 10 pages two-sided, exclusive of the SF330. **Proposals are due by 4:00 PM on February 5, 2021.** Firms are responsible for insuring proposals are received by the due date. An electronic copy of the submittal shall be transmitted by email to the project manager as a pdf.

Communication

In order that the selection process is 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:

Mark Nuessmeier, AIA, Project Manager
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