

**Professional Design Services for
Anne Belk Hall Roof Replacement**
Appalachian State University Project # 20250668
January 09,2025

Project Summary

Project Description

Remove approximately 50,000 square feet of existing EPDM roof and insulation, associated metal flashing, and replace with new fully adhered 60 mil PVC 20-year watertight roof system.

The project will be administered as a General Administration formal project. Additional project requirements will be given to the teams that are short listed and/or selected.

Project Budget

The total project budget including design fees, possible materials abatement and contingencies is \$800,000.00.

Schedule

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

Proposals Due	February 3, 2025
Shortlist Firms	February 7, 2025
Interviews Conducted	February 26, 2025
Design Start	March 3, 2025
Design Completion	May 2025
Bidding and Award	June 2025
Construction Start	July, 2025
Construction Completion	September 2025

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 one hardcopy 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 3, 2025.** Firms are responsible for insuring proposals are received by the due date. An electronic copy of the submittal shall be transmitted 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:

Rob Plummer, Project Manager
Office of Planning, Design & Construction
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