Professional Design Services for  
Hickory Campus Phase 2 Renovation  
Appalachian State University  
October 26, 2023

Project Summary

Project Description
The 2nd Floor Renovation Project at the Hickory Campus will renovate the entire 2nd floor plate of the existing building totaling approximately 65,000 sf. This project will be delivered in multiple phases. The priority 1st phase (2a) will include two computer labs and one general education lab space for the fall semester of 2024. Subsequent phases will deliver related infrastructure upgrades for MEP systems as well as additional lab space, class space, and office space.

The University envisions an inclusive and collaborative programming effort that will include academic leadership and facilities staff to provide academic forecasts and standards guidelines.

Project Budget
The initial total project budget including all design fees, construction, possible hazardous materials abatement and contingencies is $45,000,000.

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

- Proposals Due: November 17, 2023
- Shortlist Firms: November 21, 2023
- Conduct Interviews: November 30, 2023
- Design Start: December 2023
- Design Complete Phase 2a: February 15, 2024
- Construction Complete Ph 2a: August 1, 2024

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.
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 and electronic files of the same on a USB thumb drive. Submission to be limited to 20 pages one-sided or 10 pages two-sided, exclusive of the SF330, tab sheets, front and back coversheets. Proposals are due by 4:00 PM on November 17, 2023. Firms are responsible for insuring proposals are received by the due date.

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:

Mike Kapp, Project Manager  
Office of Planning, Design & Construction  
2458 Hwy 105 S.  
Boone, NC 28607

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