Holmes Center Stairs and Entrance Repair  
Appalachian State University Project # 20220443  
December 16, 2021

Project Summary

Project Description
Replace/Repair all exterior stairways.

Project Budget
The total project budget is $1,000,000

Design Process
The selected firm will work directly with a building committee comprised of representatives of the user group and the Office of Planning, Design & Construction. The selected firm will work closely with a consulting cost estimator to obtain the final construction cost estimate for the project. Formal communication with the University will be through the Project Manager.

Schedule
Funding has been identified for design only. Design Schedule, including time for agency reviews, is as follows:

- Proposals Due: January 12, 2022
- Short List Firms: January 19, 2022
- Interviews: January 26, 2022
- Design Development: February 2022
- Construction Documents: March 2022

It is anticipated that Bid, Award and Construction will occur from March 2022.

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

Please note that only one copy of the proposal is requested, limiting the length to 20 pages (or 10 front and back), exclusive of the SF330). Firms should consider sustainable practices with regard to proposals such as printing double sided, stapling and using recyclable materials. Proposals are due by 4:00 PM on January 12, 2022. Firms are responsible for insuring proposals are received by the due date.

Communication
In order that the interview and selection process be as objective as possible, you are instructed not to communicate with any of the University Trustees or anyone at the University regarding this project. Direct your questions to:

W. Brett Scantlin, Project Manager  
Office of Planning, Design & Construction  
2458 Hwy 105  
Boone, NC 28607  
828-262-8856  
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