



July 15, 2020

11:00 am

Via Zoom <https://uncg.zoom.us/j/95629533770>

Information Item

BOT – 4.2 Transitional Surface Parking Lot

Report on Board of Trustees Delegation to the Chancellor for Appointment of Architects and Engineers

Background Information

At the December 6, 2013 meeting of the Board of Trustees, the Board authorized the Chancellor, ex-officio, to appoint architects and engineers for projects whose authorized funding is \$2,000,000 or less and authorized the Chancellor to report all such appointments to the Board at its next meeting.

The total budget for the project is \$1,500,000. This Capital project's scope is to provide surface parking spaces to replace those expected to be unavailable during renovation of the Oakland Parking Deck. The desired capacity of the lot is 300 spaces (including the resurfacing of approximately 80 existing spaces) and is located on the block bounded by Gate City Blvd. on the north, Neal Street on the east, Haywood Street on the south, and Josephine Boyd Street on the west. ADA requirements shall be analyzed to provide required accessible parking spaces and accessible route to the Kaplan Center and Neal Street facilities. A bus loop for Spartan Chariot shuttle buses is desired, with ingress & egress from Neal Street; this is to be a bus route only with no stop (i.e. no bus shelter is required). The amount of allowable impervious cover is to be evaluated and possible options for pervious cover presented, if required. Continuous curb/gutter is desired, but the project budget shall be confirmed during the Schematic Design review to determine feasibility.

The request for qualifications and letters of interest for design services for this project was advertised on the North Carolina General Administration website, and eleven (11) firms submitted letters of interest, four (4) of which were from Guilford County. The Designer Pre-Selection Committee reviewed the letters of interest and invited the following three (3) firms to an interview to present their qualifications:

1. JC Waller & Associates, PC, Greensboro, NC
2. CLH Design, p.a., Cary, NC
3. Westcott, Small & Assoc., PLLC, Greensboro, NC

The firm, JC Waller & Associates is recommended as the Designer for the following reasons:

1. JC Waller & Associates presented the most concrete data illustrating their methods for successfully controlling schedule, budget, and allocation of staff resources for the project.
2. Their approach to design and execution was most in line with the Committee's expectations for this project considering current resources and possible future plans for the site.
3. The firm presented the strongest approach to the bidding process considering the current circumstances surrounding COVID-19. They also illustrated the most comprehensive and detailed approach for Construction Administration.

Based on the above information, the Chancellor appointed the selected firm on May 21, 2020.

Attachments:

Signed Memorandum from Robert J. Shea to Chancellor Franklin D. Gilliam, Jr. regarding Transitional Surface Parking Lot dated May 21, 2020.



Robert J. Shea, Jr.
Vice Chancellor for Finance *and*
Administration



**UNC
GREENSBORO**

Finance and Administration

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MEMORANDUM

TO: Chancellor Franklin D. Gilliam, Jr. *FDM*

FROM: Robert J. Shea, Jr. *RJS*

DATE: May 21, 2020

RE: Transitional Surface Parking Lot

At the December 6, 2013 meeting of the Board of Trustees, the Board authorized the Chancellor, ex-officio, to appoint architects and engineers for projects with authorized budgets of \$2,000,000 or less and authorized the Chancellor to report all such appointments to the Board at its next meeting.

The total project authorization of \$1,500,000 for the Transitional Surface Parking Lot project is within the \$2,000,000 threshold. A solicitation for professional services was posted on the UNC System webpage. Eleven firms submitted Letters of Interest for the above referenced project, four of which are from Guilford County. The Designer Pre-Selection Committee interviewed three designers on May 19, 2020, and recommends the following ranking order:

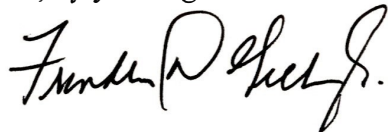
1. JC Waller & Associates, PC
Greensboro, NC
2. CLH Design, p.a.
Cary, NC
3. Wescott, Small & Associates, PLLC
Greensboro, NC

JC Waller & Associates, PC is recommended for the following reasons:

1. JC Waller & Associates presented the most concrete data illustrating their methods for successfully controlling schedule, budget, and allocation of staff resources for the project.
2. Their approach to design and execution was most in line with the Committee's expectations for this project considering current resources and possible future plans for the site.
3. The firm presented the strongest approach to the bidding process considering the current circumstances surrounding COVID-19. They also illustrated the most comprehensive and detailed approach for Construction Administration.

If agreeable terms cannot be reached with the recommended designer, the Chancellor authorizes the Facilities Department to negotiate terms with the other firms in ranking order.

A formal reporting of our procedures and your selection will be made at the next meeting of the Board of Trustees. Please acknowledge your approval of the firm, JC Waller & Associates, PC, Greensboro, NC, by your signature below.



Approved: _____

Chancellor

Date: 05/21/2020