



Division of
Administration and
Finance

**Request for Qualifications
For Construction Materials Testing & Special Inspections for the Energy Production
Facility**

SUMMARY OF REQUEST

Western Carolina University (WCU) is soliciting Request For Qualifications, for professional Construction Materials Testing & Special Inspections (CMTSI) services, for the new Energy Production Facility located on the Main Campus in Cullowhee, North Carolina.

The project will consist of the construction of approximately 20,000 square foot multi-storied steam plant to replace the existing steam plant. The project will be phased to allow for the existing steam production bay to stay operational until the new plant is online. It is expected that construction will be completed by June 2021. View Plans, Specifications, and Drawings for the Energy Production Facility at the WCU Website link: [Western Carolina University - Project Solicitations](#)

The purpose of this document is to request qualifications of the CMTSI services provider for this project. Testing shall include but not limited to concrete, compaction, welding, and as listed on drawings' sheets S004, S005, and S006.

SCHEDULE

Project Summary Schedule

Anticipated milestone dates that are critical to the delivery of this project are as follows:

Negotiate/Award CMTSI for Construction_	November 2020	30 days
Start of Construction	January 2021	Estimated
Completion of Construction	June 2022	Estimated

QUALIFICATIONS

Organization

Please submit general statements about your organizations qualifications and other information deemed necessary. Include at least the following:

- Firm name, business address, telephone, email address, website address and fax numbers
- Contact person(s) with title(s)
- Professional history and certifications

- Current staff size and professional registrations
- Impact of current workload on ability to meet the requirements of this RFQ
- Previous experience with WCU

Relevant Project Experience

Provide descriptions of at least three projects that have been executed within the past five years. The projects described shall be similar in scope and complexity to the project described within this RFQ. Please include at least the following:

- Project size (square feet)
- Basic project program
- Project owner with current address and telephone number
- Samples of test reports generated for concrete, compaction, and welding

Key Personnel

Please submit resumes for key personnel proposed for the project form. State their proposed project responsibilities. Include the following:

- Project Manager
- Field representative(s)
- Other specialists

Proposal Submittal Information

Please submit one (1) electronic copy (PDF format on flash drive or email) of your qualifications with all requirements of this RFQ to the following postal address:

Curtis Monteith
 Director of Capital Projects
 Office of Facilities Management
 Western Carolina University
 3476 Old Cullowhee Road
 Cullowhee, NC 28723
cmonteith@email.wcu.edu

- Proposing firms must submit THREE (3) copies of the Letter of Interest and THREE (3) copies of your current Standard Form 330 with the information package.
- In the interest of cost-savings to the designers, consistency of the submittals and more efficient use of time by the pre-selection committee, the submitted information package should not include any notebooks, binders, tab, clips, etc. The format should be 8-1/2" x 11" pages stapled in the upper left-hand corner. The Letter of Interest ***shall not exceed*** twenty (20) single-sided pages, the SF 330, plus an electronic or email copy.
- Proposals are to be received by Western Carolina University no later than 2:00 PM, October 29, 2020.