UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

Professional Commissioning Services
Stevens Center Phase 2 Renovation Project

Solicitation Closes: 2:00pm EST. Thursday, May 22th, 2025

Direct all inquiries concerning this RFQ to:

Jimmy Norwood
Facilities Management
norwoodj@uncsa.edu

and

Justin Foy
Design & Construction Advisor
justin@riethjones.com

In accordance with our qualifications-based selection system, Proposers are expected to make no contact with UNCSA employees or members of the UNCSA Board of Trustees during the selection process. All questions should be directed to Mr. Jimmy Norwood or Mr. Justin Foy.

Introduction

University of North Carolina School of the Arts ("UNCSA", "School of the Arts", the "School" or the "University") is seeking qualifications from a commissioning firm experienced in building upon the work completed in the Phase 1 Renovations to help achieve the full transformation of the historic Stevens Center performing arts venue in downtown Winston-Salem. This cultural landmark, a key destination for both local residents and visitors, serves as UNCSA's primary performance space. It is currently undergoing a $29.8 million Phase 1 renovation, which is set for completion in early 2026. The University is dedicated to ensuring that all systems are properly designed and fully operational upon occupancy, while also providing staff with comprehensive system documentation and training.

The Stevens Center

The Stevens Center is a magnificent neoclassical theatre located in downtown Winston-Salem. Formerly the Carolina Theatre, a 1929 film and vaudeville house anchoring an 11-story hotel, the Stevens Center was donated to UNCSA in 1980 by Piedmont Publishing, former owner of the Winston-Salem Journal and Sentinel.

Re-opened in April 1983, the Stevens Center is the primary performance space for University of North Carolina School of the Arts as well as for the Winston-Salem Symphony, Piedmont Opera Theatre, and several other local and state arts organizations. Throughout its life, the Stevens Center has played a major role in economic development downtown and more recently, it has become the centerpiece of the growing arts district.

Additional information on the existing facility – including a 360-degree tour of the venue and facility – can be found as part of UNCSA's interactive campus map.

Project Description

Stevens Center Phase II is predominantly a comprehensive interior renovation. The main feature of the renovation is the audience chamber, which will receive improved sight lines, acoustics, aesthetics, and general audience experience. The basement back-of-house spaces and other technical spaces will also receive updates that include new ADA accommodations and other changes required for a modern performance theater. Some of the 1st & 2nd floor lobby work is moving into phase 2, work is expected on levels three through six in the tower to create new auditorium connections and other required work. Minimal work is expected on levels seven-eight. Updates to levels nine and ten will be minimal, focusing on specific improvements where needed.
MEP/FP scope includes the replacement of most major equipment in the building not already being replaced by Phase I, including chillers and most AHUs. Existing ductwork and piping will be modified as necessary to support new architectural work. The electrical system, including primaries, secondaries, and distribution will be updated.

General Overview of Commissioning Services

- Facilitate Owner's Project Requirements (OPR) workshop to create the OPR and review the Basis of Design (BoD) to verify that all issues in OPR are addressed in the BoD
- Be an active participant in the Building Information Modeling (BIM) process (if applicable based on the selected design team's approach).
- Organize and lead commissioning activities with the commissioning team.

- Witness delivery and pre-installation check activities for major equipment.
- Develop functional performance tests for commissioned systems that are executed during both the heating and cooling seasons.
- Conduct a controls integration meeting with design engineers to discuss integration issues between equipment, systems and disciplines to confirm integration issues and responsibilities are clearly described in the specifications.
- Analyze and interpret the results of commissioning procedures and tests to verify performance and indicate when re-testing is necessary.
- Maintain an issues and resolution log and distribute the log to the owners as well as contractors.
- Oversee and document the owner training for commissioned systems.
- Perform monitoring-based commissioning for a 12-month period from beneficial occupancy.
- Complete a summary commissioning report and systems manual.
- Complete a 10-month near end warranty review and lessons learned workshop.

Proposed Project Schedule

The tentative Project Schedule is as follows:

Schematic Design Phase:	February 2025 – July 2025
Design Development Phase:	August 2025 – December 2025
Construction Document Phase:	February 2026 – August 2026
Construction Phase:	TBD

CxA Expectations

The Commissioning Agent (CxA) will play a pivotal role in the coordination and phasing of the project, particularly concerning the integration and upgrades of the MEP (Mechanical, Electrical, and Plumbing) systems. In the Construction phase, the CxA will create and oversee the execution of a testing plan, which includes observing and documenting the performance of each system to confirm that they function in accordance with the University's objectives and the contract documents.

The commissioning process is designed to provide the University with a structured, planned, and formal approach to system start-up, testing, training, and turnover, as outlined in this RFQ. The CxA will serve as the planner and facilitator of the commissioning process and is expected to deliver the services described below. It is important to note that the CxA is not responsible for design or construction scheduling, cost estimation, or construction management.

Scope of Work:

Base bid package renovations may include the following systems within CxA Scope; Air Handling units, Domestic Hot Water/Plumbing systems. The CxA shall be responsible for carrying out the following general tasks within each phase:

Schematic Design Phase

- Assist in the development of Owner Project Requirements documentation (OPR) and review for clarity and completeness.
- Develop the initial Commissioning Plan.
- Perform focused reviews of the design, drawings and specifications at 90% SD
- Attend kick-off meeting with the design team and University.

- Track commissioning process issues.

Design Development Phase

- Make any necessary corrections and/or updates to the Commissioning Plan.
- Perform focused reviews of the design, drawings and specifications at 50% and 90% DD of the design development phase (2 reviews total).
- Coordinate a controls integration meeting with the electrical and mechanical engineers to discuss integration issues between equipment, systems and disciplines to ensure that issues and responsibilities are clearly defined in the specifications.
- Develop full commissioning specifications for all commissioned systems to be included within the specifications of the architect and engineers. The commissioning specifications should include a detailed description of the responsibilities of all parties, details of the commissioning process; reporting and documentation requirements; including formats; alerts to coordination issues, deficiency resolution; construction checklist and startup requirements; the functional testing process; specification functional test requirements, including testing conditions and acceptance criteria for each system being commissioned.
- Track commissioning process issues.

Construction Document Phase

- Attend kick-off meeting with the design team and the University.
- Develop a Commissioning Plan.
- Coordinate a controls integration meeting with the electrical and mechanical engineers to discuss integration issues between equipment, systems and disciplines to ensure that issues and responsibilities are clearly defined in the specifications.
- Develop full commissioning specifications for all commissioned systems to be included within the specifications of the architect and engineers. The commissioning specifications should include a detailed description of the responsibilities of all parties, details of the commissioning process; reporting and documentation requirements; including formats; alerts to coordination issues, deficiency resolution; construction checklist and startup requirements; the functional testing process; specification functional test requirements, including testing conditions and acceptance criteria for each system being commissioned.
- Perform focused reviews of the design, drawings and specifications at 50% and 90% CD of the contract document phase (2 reviews total).
- Track commissioning process issues

Construction Phase

- Assemble Commissioning team, hold a scope meeting and identify responsibilities.
- Coordinate and direct the commissioning activities in a reasonable and sequential manner using consistent protocols and forms, clear communications, updated timelines and schedules and technical proficiency.
- Coordinate the commissioning work and ensure that commissioning activities are being scheduled into the contractor's master schedule.
- Revise as needed the construction phase commissioning plan developed during design.
- Attend construction coordination/clash detection meetings for BIM coordination (if applicable).
- Plan and conduct commissioning meetings as needed and distribute minutes.
- Request and review additional information required to perform commissioning tasks, including O&M materials, start-up and checkout. Prior to startup, gather and review the current control sequences and interlocks and work with contractors and design engineers to write detailed testing procedures.

- Review normal Contractor submittals applicable to systems being commissioned for compliance with commissioning needs, concurrent with the A/E reviews. Review requests for information and change orders for impact on commissioning.
- Write and distribute construction checklists for commissioned systems.
- Develop an enhanced start-up and initial systems checkout plan with contractors for selected equipment.
- Perform site visits to observe component and system installations. Prepare reports for each visit. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction meeting minutes for revisions/substitutions relating to the commissioning process. Assist in resolving any discrepancies.
- Witness HVAC&R piping pressure test and flushing and ductwork testing and cleaning and include testing documentation in the Commissioning Record.
- Document systems startup by reviewing start-up reports and by site observation.
- Verify air and water systems balancing by spot testing and by reviewing completed reports and by site observation.
- Analyze functional performance trend logs and monitoring data to verify performance.
- Coordinate witness and document manual functional performance tests performed by installing contractors. Coordinate retesting as necessary until Satisfactory performance is achieved. The functional testing shall include operating the system and components through each of the written sequences of operation, and other significant modes and sequences, including startup, shutdown, unoccupied mode, manual mode, staging, miscellaneous alarms, power failure, security alarm when impacted and interlocks with other systems or equipment. Sensors and actuators shall be calibrated during construction check listing by the installing contractors and spot-checked by the commissioning provider during functional testing.
- Tests on respective HVAC&R equipment shall be executed, if possible, during both the heating and cooling season. Functional testing shall be done using conventional manual methods, control system trend logs, and read-outs or standalone data loggers, to provide a high level of confidence in proper system function, as deemed appropriate by the commissioning authority and the University.
- Maintain a master issue log and a separate record of functional testing. Report all issues as they occur directly to the University. Provide written progress reports and test results with recommended actions.
- Review equipment warranties to ensure that the University's responsibilities are clearly defined.
- Oversee and approve the training of operating personnel.
- Review as-built drawings and O&M manuals of commissioned systems for completeness.
- Compile a Commissioning Record, which shall include:
    - A brief summary report that includes a list of participants and roles, brief building description, overview of commissioning and testing scope, and a general description of testing and verification methods. For each piece of commissioned equipment, the report should contain the disposition of the commissioning provider regarding the adequacy of the equipment, documentation and training meeting the contract documents in the following areas:
        - Equipment meeting the equipment specifications,
        - Equipment installation,
        - Functional performance and efficiency,
        - Equipment documentation, and
        - Operator training.
    - All outstanding non-compliance items shall be specifically listed. Recommendations for improvement to equipment operations, future actions, commissioning process changes,

etc. shall also be listed. Each non-compliance issue shall be referenced to the specific functional test, inspection, trend log, etc. where the deficiency is documented.
    - Include the issue log, Commissioning plan, progress reports, submittal and O&M manual reviews, training record, test schedules, construction checklists, start-up reports, functional tests, trend logs analysis and as-built drawings.

Warranty Period

- Coordinate and supervise required opposite season or deferred testing and deficiency corrections and provide the final testing documentation for the Commissioning Record and O&M manuals.
- Return to the site 10 months into the 12-month warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning.

Systems to be Commissioned

- Heating and Ventilating Systems
- Pumping systems including Variable Speed Drives
- Temperature Control Systems
- Electrical Controls, Equipment, and Components; including Variable Speed Drives associated with mechanical systems above
    - Systems installed as part of the Phase I renovation of the 1st and 2nd floor lobbies will require final commissioning services upon completion of Phase II
- Make-up Air Units
- Boilers (Purchase in Phase I; final installation in Phase II)
    - Temporary commissioning activities to be completed during Phase I to maintain building during construction phases
    - Full commissioning of the boilers to be conducted in Phase II following final installation
- Chillers
- Domestic Water Systems:
    - Domestic Water Tempering Valves
    - Domestic Water Re-circulating System and Balancing
    - Domestic Booster Pump
- Fire Protection:
    - Sprinkler Heads of proper type and rating.
    - Fire pump
- Electrical Systems:
    - Fire Alarm System as it interfaces with kitchen equipment and mechanical equipment.
    - Lighting Control Systems including theatrical dimming lighting system
    - Backup Generator

Response Format

UNCSA seeks submittals from firms who have recent experience with similar projects. The submittal should contain sufficient information for the evaluation of the qualifications of all members of the proposed team. The submittal shall include the following descriptions:

1. Background statements to include general business qualifications, including brief background and history of firm, organization, location of the home office and other pertinent offices, and corporate staffing, describing the composition of staff in each office.
2. Comprehensive listing of the CxP previous commissioning experience, including University clients and projects.

3. Detailed descriptions of at least three similar building commissioning projects (description shall as minimum include description of project, dates of project, building square footage, construction cost, commissioning fee, owner contact name/address/phone/email, systems commissioned, phases of commissioning, and which of the firm's personnel were used to commission the project).
4. At least three references with specific points of contact on commissioning projects should be provided.
5. List the key individuals who will be on the CxP team for this contract and provide a description of their relevant commissioning qualifications and commissioning experience.
6. Experience with the North Carolina State Construction Office, and North Carolina State Building Codes including knowledge of the Sustainable, Energy Efficient Buildings requirements for public buildings mandated per GS 143 – 135.35 through .40 (Article 8C).
7. Describe any plans for Historically Underutilized Business (HUB) participation on the proposed team.

Submission Process & Timeline

Responses to this RFQ are due at 2:00 PM EST on Thursday, May 22th, 2025. **All response should be delivered electronically in PDF format** via email to Jimmy Norwood at norwoodj@uncsa.edu and Justin Foy at justin@riethjones.com. Hard copies are not required for this solicitation.

Responses must be prepared in conformance with the guidelines described under "Response Format" section. Responses must be received by the deadline. Responses received after the deadline will not be considered.

Upon review of the RFQ and Exhibit(s), respondents may have questions to request clarifications to prepare a qualified response. All questions must be submitted via email to Jimmy Norwood at norwoodj@uncsa.edu and Justin Foy at justin@riethjones.com by 5:00PM EST on Monday, May 12th, 2025. All questions and responses, as well as any additional items deemed necessary by the University, will be posted in the form of an addendum to the RFQ through the Interactive Purchasing System (IPS) website. No information, instruction or advice provided orally or informally by any University personnel or its advisors, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding.

The University has assembled a Selection Committee of relevant UNCSA's stakeholders to review and evaluate the RFQ submissions. The University's advisory team – led by Rieth Jones Advisors – will assist with the procurement and evaluation processes. The selected design team will also weigh in on the submissions received. The University intends to select a Commissioning Agent based on the RFQ responses. Interviews will happen only if UNCSA deems them necessary based on the responses received.

All responses are subject to public disclosure under the North Carolina Public Records Law. To the extent permissible by law, the University agrees to keep confidential any confidential proprietary information included in a response, provided that (1) the respondent identifies the confidential proprietary portions of the response, (2) the respondent identifies as confidential and proprietary only those portions of the submittal that actually are confidential and proprietary, and (3) the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary, nor shall they so designate information that is already public.

Conditions & Reservations

UNCSA expects to select one firm but reserves the right to request substitutions of consultants. UNCSA

reserves the right to refuse and reject any or all responses to the RFQ, to advertise for new RFQ responses or to accept any RFQ response deemed to be in the best interest of the UNCSA in its sole and exclusive discretion. UNCSA reserves the right to waive technicalities and informalities. UNCSA reserves the right to negotiate with one or more firms and is not obligated to enter into any contract with any respondent on any terms or conditions.

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit UNCSA to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of UNCSA unless the University and your firm execute a contract.

Disclaimers

This RFQ constitutes only an invitation to present qualifications. The rights reserved by UNCSA shall be exercised in its sole and absolute discretion, include without limitation the right to:

- Require additional information from one or more Respondents to supplement or clarify the qualifications submitted including, but not limited to, conducting interviews with Respondents if the University, at its sole discretion, deems such interviews to be helpful.
- Conduct investigations with respect to the qualifications and experience of each Respondent.
- Eliminate any Respondent that submits an incomplete or inadequate RFQ response or fails to satisfy the requirements of this RFQ.
- Supplement, amend, or otherwise modify this RFQ, prior to the submission deadline.
- Issue one or more amendments to this RFQ extending the submission deadline.
- Receive questions concerning this RFQ from Respondents and to provide such questions, and the University's responses, via the Interactive Purchasing System.
- Cancel this RFQ in whole or in part with or without substitution of another RFQ if determined to be in the best interest of the University.
- Take any action affecting the RFQ process, or the Project that would be in the best interest of the University.
- Make public documents associated with the Project, including documents submitted to the University by Respondents.