

## **PANEL**

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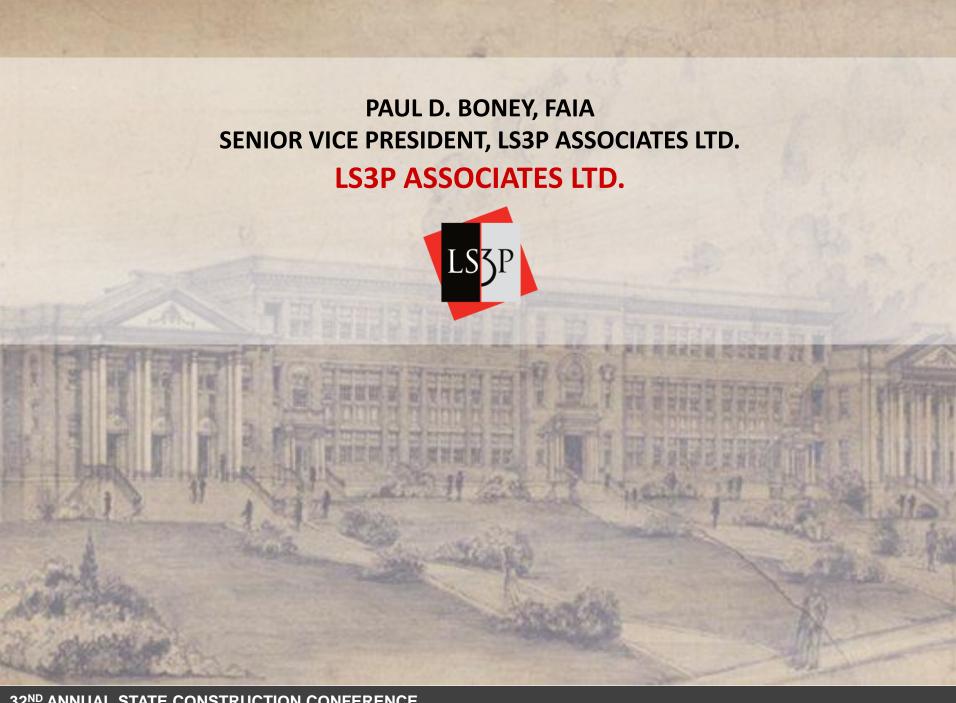
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CINDY BROWNING REGISTER, PE
ASSISTANT DIRECTOR OF PLANNING, DESIGN & CONSTRUCTION

## HOW DOA PREPARES FOR DESIGNER ADVERTISEMENT & INTERVIEW



## What Owners Won't Tell You



CINDY BROWNING REGISTER, PE
ASSISTANT DIRECTOR OF PLANNING, DESIGN & CONSTRUCTION, STATE CONSTRUCTION OFFICE

## **HANDOUT MATERIALS**

- Business cards so presenters are easily identified.
- Copies of PowerPoint or other materials
- Org chart of project team

### **TEAM INNOVATIONS**

- Story about how your team anticipated and avoided potential problems in similar project – could be during design or construction
- Identify consultants and provide example of how this team interacts during design and construction
- Design strategies for similar projects and what made it successful

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ASSISTANT DIRECTOR OF PLANNING, DESIGN & CONSTRUCTION, STATE CONSTRUCTION OFFICE

## **TEAM EXPERIENCE**

Describe how your firm balances years of experience (gray hair factor) with new technologies and enthusiasm (wow factor) to generate well rounded team

## **QUALITY CONTROL**

Use of internal guidelines

What disciplines use internal guidelines

**Description of quality control procedures** 

- When is quality control implemented
- How does quality control bridge across work by consultants
- Is there a "lessons learned" process at close of each project

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#### **COST CONTROL**

- Identify how your final design cost estimate related to actual bid prices
- Provide information about total change order dollars versus base bid dollars
- Describe procedures your firm uses to control cost during construction

### **SCHEDULE CONTROL**

- Examples of how your team is able to evaluate and provide insight about contractor's schedule at each monthly meeting
- Story about how your firm was able to assist with maintaining construction schedule

# CAROLE ACQUESTA, AIA, PE UNIVERSITY ARCHITECT/DIRECTOR PLANNING, DESIGN & CONSTRUCTION APPALACHIAN STATE UNIVERSITY

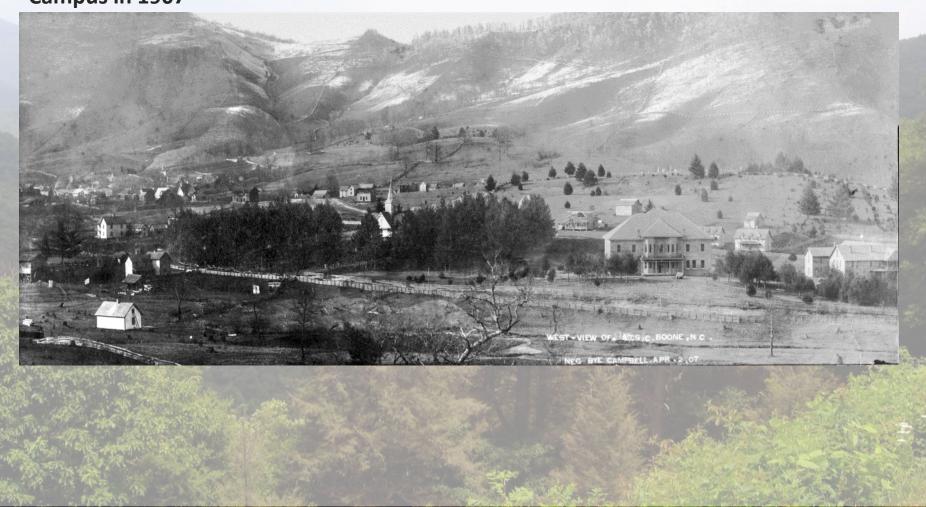




## CAROLE ACQUESTA, AIA, PE UNIVERSITY ARCHITECT/DIRECTOR PLANNING, DESIGN & CONSTRUCTION

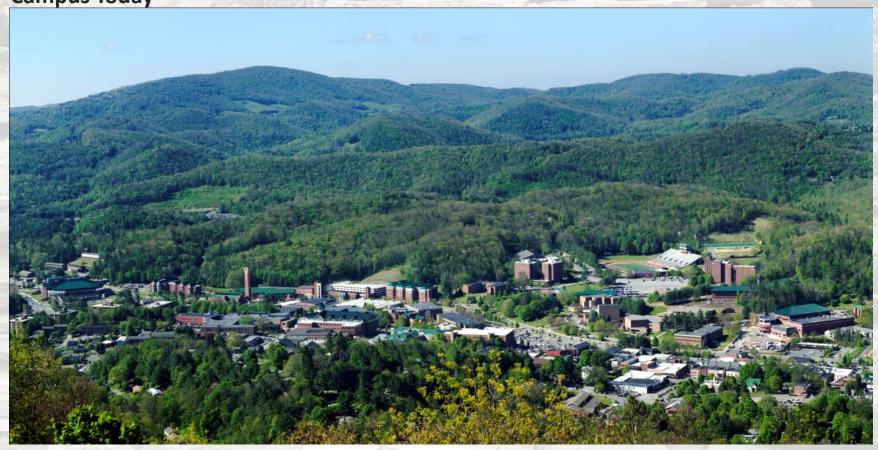
## **APPALACHIAN STATE UNIVERSITY**

Campus in 1907



# CAROLE ACQUESTA, AIA, PE UNIVERSITY ARCHITECT/DIRECTOR PLANNING, DESIGN & CONSTRUCTION APPALACHIAN STATE UNIVERSITY

**Campus Today** 



## CAROLE ACQUESTA, AIA, PE, UNIVERSITY ARCHITECT DIRECTOR PLANNING, DESIGN & CONSTRUCTION, APPALACHIAN STATE UNIVERSITY

#### **SCOPE**

- Identify project goals
- Write scope statement
- Obtain consensus from institutional stakeholders

## **BUDGET**

- Develop total project budget
- Arrive at construction cost of work
- Verify funding source
- Verify spending authority through UNCGA

## **SCHEDULE**

- Develop total project schedule
- Schedule stakeholders for selection mtgs
- Verify funding source
- Verify spending authority through UNCGA

## CAROLE ACQUESTA, AIA, PE, UNIVERSITY ARCHITECT DIRECTOR PLANNING, DESIGN & CONSTRUCTION, APPALACHIAN STATE UNIVERSITY

## **SELECTION PROCESS**

- Identify participants
- Establish the qualification expectations
- Advertise project
- Receive qualification packages
- Review, review, review.....
- Develop list of most qualified firms (short list)
- Hold site visit for those shortlisted
- Check references for those shortlisted
- Notify all firms of the results of the shortlist
- Hold interviews (listen, listen, listen.....)
- Select 3 priority rated firms
- Make recommendation to campus administration
- Notify firms of the selection results

CAROLE ACQUESTA, AIA, PE, UNIVERSITY ARCHITECT
DIRECTOR PLANNING, DESIGN & CONSTRUCTION, APPALACHIAN STATE UNIVERSITY

## **TOP ELEVEN TIPS**

- Be the most qualified
- Be on time
- Be concise & clear
- Be complete & accurate
- Be honest
- Provide references that are reachable
- Relate how projects are similar to the proposed project
- Show how the proposed team members have the related experience
- Bring key consultants, not marketing folks
- Contact the project manager with questions
- Avoid designing the project for the interview



## JOHN FIELDS, PE DIRECTOR, FACILITIES ENGINEERING & ARCHITECTURAL SERVICES, EAST CAROLINA UNIVERSITY

#### **How does ECU prepare?**

- 1. Identify the project scope, budget and schedule. Many times we seek assistance from consulting firms to assist with parts of this overall project definition. There are also many approvals we seek before a project can become a project.
- 2. Assemble key University stakeholders as members of the interview team. Usually includes members of key user groups, key senior administrators, board members, members from Campus Operations and Facilities Engineering & Architectural Services.
- 3. Advertise and Issue Letters to Interested Designers. This will usually provide as much information as we have or can share.
- 4. Shortlisting of responses to RFQ's for interviews. Conducted by entire interview team.
- 5. 3 to 5 firms are usually shortlisted and interviews conducted.
- 6. Firms to be interviewed are invited to a pre-proposal briefing.
- 7. What next?

# JOHN FIELDS, PE DIRECTOR, FACILITIES ENGINEERING & ARCHITECTURAL SERVICES, EAST CAROLINA UNIVERSITY Tips for Success

- 1. 1st Goal--make the short list for interviews. How?
  - Read and understand the Request for Qualifications (RFQ) and Letter to Interested Designers.
  - Address the points identified in the RFQ and Letter to Interested Designers.
  - Learn as much as you can about the project and Campus..make that evident in your submittal. Potential source: ECU Master Plan.
  - Help us understand how your experience relates to the needs of our project.
  - If you list a reference, make sure it is, in fact, a reference.
  - If instructed NOT to contact anyone other than a particular individual, follow that direction.
- 2. 2<sup>nd</sup> Goal—do well in the interview. How?
  - If invited to interview, <u>assume your team is qualified to be there.</u> But...help us understand your passion...why is your team the right one for the project.
  - Outline how you will proceed through the interview. It helps us understand the logic of your presentation.
  - Provide an organizational chart. Identify team responsibilities. We want to hear from the key team members who will work on the project.
  - Be concise, open and honest. Be who you are.
  - If you see glaring issues which should be addressed but not mentioned in the Owner's RFQ, be sure to bring it up as something to consider in the process.
  - Observe the interview time constraints.
  - Reserve time for your closing remarks. Why your firm?



32ND ANNUAL STATE CONSTRUCTION CONFERENCE

WENDELL GOODWIN, PE FACILITY ENGINEERING OFFICER, WAKE TECHNICAL COMMUNITY COLLEGE

## **ADVERTISEMENT**

**Statewide Circulation** 

(IPS) Interactive Purchasing System, News & Observer

**Promote HUB Involvement** 

Greater Diversity

Information

Project Name, contact information and how to obtain a copy of the RFQ

## **REQUEST FOR QUALIFICATIONS**

Project Description with site plan and project location

Proposal format

**Establishes the Selection Criteria (Standard SCO)** 

**Teams Experience and Past Performance** 

- Similar projects in scope and size
- Teams involvement in these projects

WENDELL GOODWIN, PE FACILITY ENGINEERING OFFICER, WAKE TECHNICAL COMMUNITY COLLEGE

### **INTERVIEW COMMITTEE**

**Established by the President** 

- Capital Projects Coordinator
- Project Manager
- End User Group
- Facilities Staff

Selection criteria weighting factors determined as specific to the project Responsible for reviewing proposals and developing the "Shortlist"

## **INTERVIEW INFORMATION SHEET**

Location and room information

- Technology capabilities, room size and layout, time allotted
   Unique challenges of the project
  - Renovation while occupied, site issues, schedule, etc

WENDELL GOODWIN, PE FACILITY ENGINEERING OFFICER, WAKE TECHNICAL COMMUNITY COLLEGE

## **INTERVIEW**

- We want to hear from the members of the team directly involved in the work!
- Address unique challenges that have been identified
- Highlight your past experience in similar projects



KENT YELVERTON, PE
DIRECTOR, PROPERTY AND CONSTRUCTION DIVISION
NC DEPARTMENT OF AGRICULTURE AND CONSUMER AFFAIRS

## **ADVERTISEMENT & INTERVIEW**

- Mutual Respect
- Fairness in Selection
- At the end of the day just one happy firm

- Preparing to Advertise a Project
- Receiving Submittals
- Pre Selection Committee Meeting
- Interview
- Post Interview

## **QUESTIONS?**

How do I follow up with the members of this panel?

How do I follow up with an owner when I have been second three straight projects?

How do I follow up to see how our team is doing on a project?

How do I research a project that you have "heard about" with a public owner?

What are a couple of key things to remember about the selection process?

ECU allows firms to come in on the 3<sup>rd</sup> Monday from 1:00pm until 3:00pm. How does a firm get on the list? What are other agencies doing?

How can we set up "NO-LUNCH and LEARNS" in agencies for educational purposes?

# DISCUSSION & QUESTIONS

## **CONTACT INFORMATION**

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