

**FAYETTEVILLE STATE UNIVERSITY  
EXECUTIVE SUMMARY  
Board of Trustees**

**MEETING DATE:** February 17, 2023

**COMMITTEE:** Business and Finance

**SUBJECT** McLeod Hall HVAC Conversion Project:  
Increase in Project Authority

**BACKGROUND:** The FSU Board of Trustees approved \$5,000,000 in project authority for the McLeod Hall HVAC Conversion project in June 2022. A total of \$5,269,184 in HEERF funding is allocated to this project, and the full amount of that allocation is anticipated to be required to complete the full scope of the project in 2023.

Any increase in project authority must be approved by the FSU Board of Trustees and the UNC Board of Governors.

**MOTION:** The Board approves the University to increase the McLeod HVAC Conversion project authority to \$5,269,184, with final approval by the UNC Board of Governors.

Supporting Document(s) Included: none

Reviewed by: Dr. Lillian Wanjagi  
Vice Chancellor for Business and Finance

Date: 2/2/2023

Prepared by: Jon Parsons  
Associate Vice Chancellor for Facilities Management

Date: 2/2/2023

**FAYETTEVILLE STATE UNIVERSITY  
EXECUTIVE SUMMARY  
Board of Trustees**

**MEETING DATE:** February 17, 2023

**COMMITTEE:** Business and Finance

**SUBJECT** New Residence Hall and New College of Education projects: Commissioning Agent selection

**BACKGROUND:** Procurement of architectural and engineering design and surveying services are governed by North Carolina General Statutes and State Building Commission Designer and Consultant Selection Policy. The selected consulting firm will provide commissioning agent services on the New Residence Hall and New College of Education projects on the Fayetteville State University campus.

Request for Qualifications

The University received a total of nine submittals in response to the Request for Qualifications.

Three of the responding firms were selected for interviews:

- RMF Engineering
- Hanson Professional Group
- McKim & Creed

A Pre-Selection Committee evaluated the proposals and was present for the interviews. The Pre-Selection Committee members are:

- Dr. Lillian Wanjagi, Vice Chancellor for Business & Finance.
- Ms. Wanda Jenkins, Vice Chancellor for Legal, Audit, Risk & Compliance.
- Mr. Harold Miller, Director of Facilities Planning & Construction.
- Mr. Terrance Robinson, Assistant Vice Chancellor for Legal, Audit, Risk and Compliance (non-voting member).
- Mr. Justin Foy, Design & Construction Advisor, Rieth Jones Advisors (non-voting member).
- Mr. Jon Parsons, Associate Vice Chancellor, Facilities Management (non-voting member).

The Pre-Selection Committee evaluated the proposals based on the following criteria:

1. Experience and expertise with similar projects.
2. Past performance on similar projects.
3. Experience in designing projects to be part of an existing campus context.
4. Adequate staff and proposed consultant team – qualifications 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.

#### Interviews

Interviews were conducted on January 25, 2022.

The Pre-Selection Committee recommends the following two firms for selection:

1. McKim and Creed
2. RMF Engineering

#### **MOTION:**

The Board approves the selected firm to provide commissioning agent services on the New Residence Hall and New College of Education projects and authorizes University staff to negotiate contracts and fees with the selected firm.

Supporting Document(s) Included: none

Reviewed by: Dr. Lillian Wanjagi  
Vice Chancellor for Business and Finance

Date: 2/2/2023

Prepared by: Jon Parsons  
Associate Vice Chancellor for Facilities Management

Date: 2/2/2023

**FAYETTEVILLE STATE UNIVERSITY  
EXECUTIVE SUMMARY  
Board of Trustees**

**MEETING DATE:** February 17, 2023

**COMMITTEE:** Business and Finance

**SUBJECT** New Parking Deck project: Designer Selection

**BACKGROUND:** Procurement of architectural and engineering design and surveying services are governed by North Carolina General Statutes and State Building Commission Designer and Consultant Selection Policy. The selected firm will provide design services to complete the Parking Deck project on the Fayetteville State University campus.

Request for Qualifications

The University received a total of four submissions in response to the Request for Qualifications.

All four of the responding firms were selected for interviews:

- 310 Architects + Interiors
- Duda-Paine Architects
- Integrated Design
- Walter Robbs Architects

A Pre-Selection Committee evaluated the proposals and was present for the interviews. The Pre-Selection Committee members are:

- Dr. Lillian Wanjagi, Vice Chancellor for Business & Finance.
- Dr. Monica Leach, Senior Vice Chancellor for Academic Affairs.
- Ms. Wanda Jenkins, Vice Chancellor for Legal, Audit, Risk & Compliance.
- Mr. Harold Miller, Director of Facilities Planning & Construction (non-voting member)
- Mr. Terrance Robinson, Assistant Vice Chancellor for Legal, Audit, Risk and Compliance (non-voting member).
- Mr. Jon Parsons, Associate Vice Chancellor, Facilities Management (non-voting member).

The Pre-Selection Committee evaluated the proposals based on the following criteria:

1. Experience and expertise with similar projects.
2. Past performance on similar projects.
3. Experience in designing projects to be part of an existing campus context.
4. Adequate staff and proposed consultant team – qualifications 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. Proximity to and familiarity with the area where the project is located.
11. Record of successfully completed projects without major legal or technical problems.

#### Interviews

Interviews were conducted on February 2, 2022.

The Pre-Selection Committee's ranking order of the top three firms of the four firms interviewed is:

1. Duda-Paine Architects
2. Walter Robbs Architects
3. 310 Architects + Interiors

#### **MOTION:**

The Board approves the selected firm to provide design services on the New Parking Deck project and authorizes University staff to negotiate a contract and fee with the selected firm.

Supporting Document(s) Included: none

Reviewed by: Dr. Lillian Wanjagi  
Vice Chancellor for Business and Finance

Date: 2/2/2023

Prepared by: Jon Parsons  
Associate Vice Chancellor for Facilities Management

Date: 2/2/2023

**FAYETTEVILLE STATE UNIVERSITY  
EXECUTIVE SUMMARY  
Board of Trustees**

**MEETING DATE:** February 17, 2023

**COMMITTEE:** Business and Finance

**SUBJECT** Meal Plan Rate Increase

**BACKGROUND:** The proposed additions of a full-service Chick-Fil-A and Starbucks on campus necessitate an increase in the meal plans pricing.

2022-2023 Pricing

	<b>MEAL EXCHANGES</b>	<b>GUEST MEALS</b>	<b>BRONCO BUCKS</b>	<b>PRICE</b>
All Access	50	17	\$ 150.00	\$ 2,051.32
Block 240	40	17	\$ 170.00	\$ 1,850.07
Block 140	30	17	\$ 250.00	\$ 1,638.80
Block 60		0	\$ 60.00	\$ 478.03
Block 40		0	\$ 45.00	\$ 345.05
Block 20		0	\$ 35.00	\$ 200.38

Proposed 2023-2024 Pricing

	<b>MEAL EXCHANGES</b>	<b>GUEST MEALS</b>	<b>BRONCO BUCKS</b>	<b>PRICE</b>
All Access	50	17	\$ 200.00	\$ 2,203.43
Block 240	40	17	\$ 220.00	\$ 1,984.47
Block 140	30	17	\$ 300.00	\$ 1,749.90
Block 60		0	\$ 60.00	\$ 511.47
Block 40		0	\$ 45.00	\$ 369.05
Block 20		0	\$ 35.00	\$ 213.61

Any increase in meal plan price must be approved by the FSU Board of Trustees.

**MOTION:**

The Board approves the University to increase the 2023-2024 meal plan rate

Supporting Document(s) Included: none

Prepared by: Dr. Lillian Wanjagi  
Vice Chancellor for Business and Finance

Date: 2/3/2023

**FAYETTEVILLE STATE UNIVERSITY  
EXECUTIVE SUMMARY  
Board of Trustees**

**MEETING DATE:** February 17, 2023

**COMMITTEE:** Business and Finance

**SUBJECT** Approval of One Card Office Demolition

**BACKGROUND:** The One Card Office Building (formerly known as Security Building) is preparing to be demolished to make space available for the new College of Education building. Funds from the COE project will be used for the demolition.

**MOTION:** The Board approves of the demolition of the One Card Office building on the FSU campus.

Supporting Document(s) Included: none

Reviewed by: Dr. Lillian Wanjagi  
Vice Chancellor for Business and Finance

Date: 2/7/2023

Prepared by: Jon Parsons  
Associate Vice Chancellor for Facilities Management

Date: 2/7/2023