

REQUEST FOR PROPOSAL

Owner's Representative Services

Question Response



1. Has the Foundation already selected an architect/engineer? If not, will the Owner's Rep assist in procurement and onboarding of this team?
 - **Yes, Moody Nolan is leading the Convergence Center design effort for Rowen now, with support from planning and landscape architecture firm HGOR, and civil engineer Eberly & Associates. The selected owner's representative will manage this team.**
2. Are there preliminary designs for the Convergence Center? If not, will the Owner's Rep be expected to facilitate this effort with stakeholders?
 - **With input from Rowen's board of directors, Rowen has engaged the Moody Nolan team to develop a preliminary design for the Convergence Center. Our design effort kicked off in June 2025.**
3. Is there a target completion or occupancy date for the Convergence Center? Knowing the anticipated delivery window would help inform our approach to scheduling and phasing.
 - **Yes, we are targeting mid-2027 for occupancy of the Convergence Center.**
4. Does the Foundation anticipate including Owner's Rep oversight of adjacent scopes such as technology infrastructure (IT/AV), branding and signage, or security systems?
 - **The selected owner's representative will only be responsible for oversight of teams directly related to design and construction of the Convergence Center, open space connected to the Convergence Center and any necessary access and utility infrastructure. The scope of work will not include more general oversight of other projects at Rowen.**
5. Who will serve as the Foundation's primary point of contact for day-to-day coordination? Will project decisions also require input from a larger board or advisory group?
 - **A member of the Rowen staff will serve as primary point of contact. Any project decision requiring additional funding outside of what has already been approved will require Rowen Board approval. Major day-to-day project decisions may require input and approval from Rowen's CEO.**

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6. Are there any known site constraints or considerations (e.g., topography, access, existing utilities, wetlands) that may influence the early design process or permitting timeline?
 - **Rowen owns the site planned for the Convergence Center and all surrounding property. It is a wooded site immediately adjacent to recently installed water and sewer utilities. Rowen is in regular conversations with area power providers. Rowen's team at HGOR has completed extensive review of site topography. Rock is present across the Rowen site and was encountered during installation of adjacent utility infrastructure. An entry road will be built as part of this scope of work, connecting to the recently installed Rowen Phase 1 roadway and associated utility infrastructure.**
7. Is the stated \$8M–\$10M budget inclusive of soft costs (e.g., professional fees, permitting), FF&E, commissioning, etc.?
 - **Yes.**
8. Is project funding fully secured, or contingent on additional approval or fundraising milestones?
 - **Funding is fully secured.**
9. Beyond targeting LEED or similar certification, are there specific sustainability or equity goals such as community benefit metrics or ESG reporting that the Owner's Rep should help support or document?
 - **The Rowen Foundation targets 30% Small Minority and Women-Owned Business Enterprise (SMWBE) participation in all contracts with the Foundation.**
10. Will a standard professional services agreement be issued by the Foundation, or should firms propose their own contract format as part of the response?
 - **Rowen anticipates utilizing an AIA contract for the Foundation's agreement with the selected owner's representative team.**
11. In addition to the 30% SMWBE target for construction, is the Foundation seeking to partner with or prioritize the selection of a Small, Minority, or Women-Owned Business Enterprise as the Owner's Rep?

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- **The Rowen Foundation targets 30% Small Minority and Women-Owned Business Enterprise (SMWBE) participation in all contracts with the Foundation.**
12. Have all design team subconsultants such as MEP/S engineers and sustainability consultants been contracted as part of the Moody Nolan contract, or should the Owner's Representative run RFP's for these services?
- **There may be additional RFPs issued for this project and subconsultants retained, but nothing definitive. If advanced, this would be a collaborative effort between Rowen Foundation staff with input from the selected owner's representative.**
13. What design efforts have been completed to date: Visioning/Programming, Concept Design? Has the Architect provided # weeks needed per phase for remaining design phases?
- **Early visioning and concept work was developed in 2022 and refined in subsequent years. A second phase of design work with the architect, Moody Nolan, was initiated in June of 2025.**
14. Have determinations been made for the # of rounds of pricing, and if you are pausing design during pricing rounds? (ie at SD, DD, CD?)
- **We anticipate pricing the project at the DD and CD phases of design, but that may evolve. Rowen anticipates securing pricing through our selected Construction Manager.**
15. Has Rowen engaged a CM for construction, or will the Owner's Representative run an RFP?
- **No, the owner's representative will manage the process to select a Construction Manager. Rowen Foundation will provide a draft construction manager RFP for review by the selected owner's representative team.**
16. Has a construction duration been established by the Rowen team for this facility?
- **We currently anticipate a 12-month construction timeline targeting occupancy in mid-2027.**
17. Is there an established opening day goal or deadline?

- **We are targeting occupancy in mid-2027.**

18. **Utility Infrastructure:** What is the status of utilities at the site? It appears a portion, or possibly all of the campus roads have been paved to date. During that effort, were utility services routed to enable tie-in at the individual lot lines, or will services need to be extended from the main entrance of the campus?

- **It is a wooded site immediately adjacent to newly installed water and sewer utilities. Service will be extended from the recently installed utilities.**

19. Is there a preliminary or master project schedule available for review?

- **The design process is currently underway. We anticipate a 12-month construction timeline targeting occupancy in mid-2027.**

20. Have any other project partners or consultants been selected to date (e.g., architect, engineers, contractors)?

- **Moody Nolan is leading the Convergence Center design effort for Rowen, with support from planning and landscape architecture firm HGOR, and civil engineer Eberly & Associates. The selected owner's representative will manage this team.**

21. Can you share anticipated next steps and timeline for shortlist notifications, interviews, and final selection?

- **Rowen anticipates selecting an owner's representative team by the end of July 2025 with an expected team start in August 2025.**

22. When saying "Support early project budgeting and integration with the mixed-use Rowen Village" does that mean 1) in relation to infrastructure and hardscape / landscape connections to adjacent parcels or 2) does that mean prelim budgeting for buildings on adjacent lots or 3) something else entirely?

- **The selected owner's representative will manage Rowen's selected construction manager in developing a refined project budget for the Convergence Center, including vertical construction costs, all associated outdoor spaces, and all required infrastructure and utilities. Rowen expects the selected owner's representative to have sufficient relevant experience to guide and inform the project costing exercise and to provide recommendations for how the Convergence Center**

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development plan fits into the broader vision for future adjacent development in the Rowen Village.

23. Will the design charrettes and stakeholder engagement be limited to Rowen stakeholders or be open to the broader Gwinnett community?

- **Engagement will be focused on key Rowen stakeholders.**