

North Carolina State University  
**Harris Hall Student Services Center Renovation**  
**Project Summary**  
**9-29-2016**

**Project Description:**

**Project Scope**

The total project budget of \$1,750,000 includes all design, construction, associated construction and other costs for renovating approximately 4,000 square feet and providing other improvements on the first and second floors of the Harris Hall Student Services Center. On the second floor, a "One-Stop Shop" will be created by reconfiguring space to consolidate Registration & Records, Financial Aid & Scholarships and Cashier's Office personnel. On the first floor, minor renovations will improve security and public/private space issues. The project also includes security installation, handicap accessibility upgrades, mechanical repair/upgrades, drainage repair, roof access relocation, fire protection system modifications on both floors, and possibly addition of roof monitors for daylighting.

**Project Site**

The project is located at 2831 Thurman Drive in the Central Campus Precinct.

**Pre-Submittal Meeting**

A Pre-submittal Meeting will be held on **October 12, 2016 at 11:00 am** in NC State University Administrative Services III Building Room # 301, 2701 Sullivan Drive. Attendance is not mandatory but highly encouraged.

**Project Schedule**

Planned completion of the project is December 6, 2017.

**Design Process**

The selected firm will work through the North Carolina State University Office of the University Architect with a building committee that includes user representatives. The process will include normal involvement of the State Construction Office.

**Critical Selection Factors**

Interested firms can participate in the process by submitting a current SF 330 form and addressing the following in a written proposal. Please note that one hard copy and one electronic copy (CD/DVD/USB Flash Drive) of the proposal is requested. Most of the criteria listed below can be accommodated in sections A-G of the 330 form. Section H can be used for any additional information. The total submittal, including letter of interest, is limited to 26 sheets of paper. Both sides of the sheet may be used for a total of 52 pages. Firms are requested to assure receipt of proposals at address listed below by **5:00 p.m. on November 1, 2016**.

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

