

North Carolina State University
Renovations to the Don Ellis Building
Project Summary
January 5, 2020

Project Description

This project renovates the Don E Ellis Building, an approximately 7,000 square foot unoccupied building on Varsity Drive in the South Campus precinct. The renovation will create office and support space for NC State SAT. Reconfiguration of the interior spaces, new walls and new finishes will be a modest portion of the scope, which will consist mainly of upgrades to building systems and code compliance, and the addition of a building lift. A second phase of work is planned that will focus further on interior reconfigurations – this work will be designed as part of the project, but constructed at a later date, or as budget permits. The scope will also include abatement and some site work to complete ADA upgrades and tie-in to an adjacent parking lot project.

Project Budget

The budget is \$1,000,000, and includes all soft costs. Currently the project has authority for Advanced Planning.

Project Site

The site is located at 1320 Varsity Drive in the South Campus Precinct.

Pre-Submittal Meeting

A Pre-submittal Meeting will be held on **January 17** at **10:30 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 renovation is anticipated for mid- 2021.

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 or 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 **4:00 PM** on **January 24, 2020**.

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.
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.
11. A minimum of three references with current contact information.

Designer Selection Process

Following the receipt of proposals, a University Interview Committee, appointed by the Secretary to the University Board of Trustees' Building and Property Committee, will shortlist, interview and make a recommendation of selection to the University Board of Trustees' Buildings and Property Committee.

Questions/Proposal Submittal

In order that the selection process be as objective as possible, do not contact members of the Board of Trustees, or any university officials other than the project manager. All questions and project submittals are to be directed to:

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