North Carolina State University – **Roofing Open-Ended Design Contracts**

**Closing Date:** February 21, 2020

**Statement of Need**
North Carolina State University requires the services of private sector design firms to supplement its in-house design capabilities for the production of design drawings, specifications, and construction contract documents for small roofing projects. To this end, up to two roofing design firms will be chosen for a one-year term, with the possibility of a one-year renewal, to be open-ended design providers. This firm will be on call to provide design and consultation on an as needed basis.

**Typical Project Scope**
Design projects will have construction budgets less than $500,000. Design fees should typically be within the range of 10% of the construction cost. Bid alternates often must be included in the design to keep the project within the customer’s budget. All construction projects must be reviewed by the State Construction Office for code compliance.

**Design Process**
The selected firms will work through the NC State University Facilities for each project. Once selected as an open-ended design service provider, a design firm will be on call to provide services for specific projects. A fee proposal for that specific project will be requested. The proposal must include a description and scope of the project, a preliminary estimate (if appropriate), a schedule, and a description of the design work and fees. In addition to the design work, the designer will be expected to work to help ensure a successful outcome of the construction phase of the project.

**Critical Selection Factors**
*In order to offer architectural or engineering services in response to this solicitation, the proposer must be licensed in the State of North Carolina.* 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 February 21, 2020.

1. Experience and expertise with similar projects.
2. Past performance on similar projects.
3. Experience with campus design projects
4. Adequate staff and proposed consultant team – qualifications and examples of previous collaborations.
5. Historically Underutilized Business representation in proposed consultant team
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 letters of interest, a selection committee will develop a short list and make selection recommendations to the University Board of Trustees Buildings and Property Committee. Please refer to the following web link for a list of the selected firms: [https://go.ncsu.edu/oesad-2020-2022](https://go.ncsu.edu/oesad-2020-2022)

**Questions**
In order for the selection process to be as objective as possible, do not contact members of the NC State Board of Trustees, or any university officials other than the project manager. All questions concerning the project are to be directed to:
Laura Zaytoun, RA, Project Manager
Capital Project Management
North Carolina State University
Campus Box 7520
2701 Sullivan Drive
Administrative Services III, Suite 300 Raleigh, NC 27695-7216 Phone: 919-515-8049
North Carolina State University – Architectural Open-Ended Design Contracts

Closing Date: February 21, 2020

Statement of Need
North Carolina State University requires the services of private sector design firms to supplement its in-house design capabilities for the production of renovation designs and construction contract documents for small renovation projects. To this end, up to five architectural design firms will be chosen for a one-year term, with the possibility of a one-year renewal, to be open-ended design providers. These firms will be on call to provide architectural design, interior design, space planning, feasibility studies, cost estimating and consultation on an as needed basis.

Typical Project Scope
Design projects will have construction budgets less than $500,000. Design fees should typically be within the range of 10% of the construction cost. Bid alternates often must be included in the design to keep the project within the customer’s budget. All construction projects must be reviewed by the State Construction Office for code compliance.

Design Process
The selected firms will work through the NC State University Facilities Division for each project. Once selected as an open-ended design service provider, a design firm will be on call to provide services for specific projects. A fee proposal for that specific project will be requested. The proposal must include a description and scope of the project, a preliminary estimate (if appropriate), a schedule, and a description of the design work and fees. In addition to the design work, the designer will be expected to work to help ensure a successful outcome of the construction phase of the project.

Critical Selection Factors
In order to offer architectural or engineering services in response to this solicitation, the proposer must be licensed in the State of North Carolina. 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 5:00p.m. on February 21, 2020.

1. Experience and expertise with similar projects.
2. Past performance on similar projects.
3. Experience with campus design projects
4. Adequate staff and proposed consultant team – qualifications and examples of previous collaborations.
5. Historically Underutilized Business representation in proposed consultant team
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 letters of interest, a selection committee will develop a short list and make selection recommendations to the University Board of Trustees’ Buildings and Property Committee. Please refer to the following web link for the list of selected OESAD firms: https://go.ncsu.edu/oesad-2020-2022

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

Sumayya Jones-Humienny, RA, LEED AP
Associate University Architect, Office of the University Architect
North Carolina State University
Campus Box 7519
2701 Sullivan Drive
Administrative Services III, Suite 300, Raleigh, NC 27695-7519  Phone: 919-513-2399
Closing Date: February 21, 2020

Statement of Need
North Carolina State University requires the services of private sector design firms to supplement its in-house design capabilities for the production of renovation designs and construction contract documents for small renovation projects. To this end, up to three asbestos abatement and environmental design firms will be chosen for a 1-year term, with the possibility for a one-year renewal, to be open-ended design providers. These firms will be on call to provide design and consultation on an as needed basis. Not all firms selected need to have both asbestos abatement and environmental design capabilities.

Typical Project Scope
Design projects will have construction budgets less than $500,000. Design fees should typically be within the range of 10% of the construction cost. Bid alternates often must be included in the design to keep the project within the customer’s budget. All construction projects must be reviewed by the State Construction Office for code compliance.

Design Process
The selected firms will work through the North Carolina State University Facilities Division for each project. Once selected as an open-ended design service provider, a design firm will be on call to provide services for specific projects. A fee proposal for that specific project will be requested. The proposal must include a description and scope of the project, a preliminary estimate (if appropriate), a schedule, and a description of the design work and fees. In addition to the design work, the designer will be expected to work to help ensure a successful outcome of the construction phase of the project.

Critical Selection Factors
In order to offer architectural or engineering services in response to this solicitation, the proposer must be licensed in the State of North Carolina. 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 5:00p.m. on February 21, 2020.

1. Experience and expertise with similar projects.
2. Past performance on similar projects.
3. Experience with campus design projects
4. Adequate staff and proposed consultant team – qualifications and examples of previous collaborations.
5. Historically Underutilized Business representation in proposed consultant team
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 letters of interest, a selection committee will develop a short list and make selection recommendations to the University Board of Trustees’ Buildings and Property Committee. Please refer to the following web link for a list of the selected firms: https://go.ncsu.edu/oesad-2020-2022

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

Lisa Keel, RA, Project Manager
Capital Project Management
North Carolina State University
Campus Box 7520, 2701 Sullivan Drive, Suite 331
Administrative Services III, Raleigh, NC 27695-7520    Phone: 919-515-8066
North Carolina State University – Civil Engineering / Landscape Architecture Open-Ended Design Contracts

Closing Date: **February 21, 2020**

**Statement of Need**
North Carolina State University requires the services of private sector design firms to supplement its in-house planning and design capabilities in landscape architecture and civil engineering for informal renovation projects. To this end, up to **three** new civil engineering and/or landscape architecture firms will be chosen for a one-year term, with the possibility of a one-year renewal, as open-ended service agreement designers (OESAD). These firms will be on call to provide design and consultation on an as needed basis to include but not limited to the following tasks:

- Landscape design and master planning
- Land use analysis
- Site planning and development
- Storm water management including storm water control measure (SCM) design
- Water, sanitary sewer, and storm water utility design
- Site drainage including sediment and erosion control
- Permitting with the US Army Corps of Engineers, Dept. of Environment and Natural Resources, City of Raleigh, State Construction Office, etc.

**Typical Project Scope**
Informal renovation projects will have budgets less than $500,000. Design fees will typically be 10% of the construction cost. Bid alternates often must be included in the design to keep the project within the customer’s budget. All projects must be reviewed by the State Construction Office for code compliance.

**Design Process**
The selected firms will work with NC State University Facilities Division. Once selected as an OESAD, a design firm will be on call to provide services for specific projects. A fee proposal for that specific project will be requested. The proposal must include a description and scope of the project, a preliminary estimate (if appropriate), a schedule, and a description of the design work and fees. In addition to the design work, the designer will be expected to ensure the successful outcome of the construction phase of the project by providing construction administrative services.

**Critical Selection Factors**
*In order to offer architectural or engineering services in response to this solicitation, the proposer must be licensed in the State of North Carolina.* 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. February 21, 2020**.

1. Experience and expertise with similar projects.
2. Past performance on similar projects.
3. Experience with campus design projects.
4. Adequate staff and proposed consultant team – qualifications and examples of previous collaborations.
5. Historically Underutilized Business representation in proposed consultant team.
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 committee will make selection recommendations to the University Board of Trustees' Buildings and Property Committee. Once firms are selected, refer to the following web link for a list of the selected firms: https://go.ncsu.edu/oesad-2020-2022

Questions
In order for the selection process to be as objective as possible, do not contact members of the NC Board of Trustees or university officials, other than the project manager. All questions concerning the OESAD process are to be directed to:

Lynn Swank, Professional Landscape Architect
Capital Project Management
North Carolina State University
Administrative Services III, Suite 331
2701 Sullivan Drive
Campus Box 7520
Raleigh, NC 27695-7520
Phone: 919-513-4637
Closing Date:  **February 21, 2020**

**Statement of Need**
North Carolina State University requires the services of private sector design firms to supplement its in-house design capabilities for the production of renovation designs and construction contract documents for smaller secondary electrical and primary electrical renovation projects. To this end, up to four electrical design firms will be chosen for a one-year term, with the possibility of a one-year renewal, to be open-ended design providers. These firms will be on call to provide design and consultation on an as needed basis. Often, electrical design will occur as part of a larger renovation project or may be the primary goal of the project.

**Typical Project Scope**
Design projects will have construction budgets less than $500,000. Design fees should typically be within the range of 10% of the construction cost. Bid alternates often must be included in the design to keep the project within the customer's budget. All construction projects must be reviewed by the State Construction Office for code compliance.

**Design Process**
The selected firms will work through the NC State University Facilities Division for each project. Once selected as an open-ended design service provider, a design firm will be on call to provide services for specific projects. A fee proposal for that specific project will be requested. The proposal must include a description and scope of the project, a preliminary estimate (if appropriate), a schedule, and a description of the design work and fees. In addition to the design work, the designer will be expected to work with the Department of Construction Management to help ensure a successful outcome of the construction phase of the project.

**Critical Selection Factors**
*In order to offer architectural or engineering services in response to this solicitation, the proposer must be licensed in the State of North Carolina.* 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 February 21, 2020.

1. Experience and expertise with similar projects.
2. Past performance on similar projects.
3. Experience with campus design projects
4. Adequate staff and proposed consultant team – qualifications and examples of previous collaborations.
5. Historically Underutilized Business representation in proposed consultant team
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 letters of interest, a selection committee will develop a short list and make selection recommendations to the University Board of Trustees’ Buildings and Property Committee. Please refer to the following web link for OESAD Guidelines and the list of selected firms: [https://facilities.ofa.ncsu.edu/oesad-guidelines/](https://facilities.ofa.ncsu.edu/oesad-guidelines/)

**Questions**
In order for the selection process be as objective as possible, do not contact members of the NC State Board of Trustees, or any university officials other than the project manager. All questions concerning the project are to be directed to:

Don Ferree, PE  
Project Manager, Capital Project Management  
North Carolina State University  
Campus Box 7520  
2701 Sullivan Drive  
Administrative Services III, Suite 331, Raleigh, NC 27695-7520  
Phone: 919-515-8060
North Carolina State University – Geographic Information Systems / Surveying Open-Ended Design Contracts

Closing Date: February 21, 2020

Statement of Need
North Carolina State University requires the services of private sector design firms to supplement the ongoing development of its Enterprise Geographic Information Systems (GIS) implementation and to supplement its in-house survey capabilities to provide design and consultation on an as needed basis to include but not limited to the following tasks: the production of existing condition surveys, Enterprise GIS implementation components, all levels of SUE surveying, GIS data collection, analysis, and administration, relational database administration, spatial and tabular data workflow design and implementation between CAD and GIS platforms, GIS server administration and system design, web GIS application development, and Enterprise software version upgrades. To this end, up to three GIS / Surveying firms will be chosen for a one-year term, with the possibility of a one-year renewal.

Typical Project Scope
GIS services will typically be required as a component of the overall Enterprise GIS implementation. Survey work will typically be required as a part of a larger campus project. Scope of GIS/survey projects to be determined by project manager, customer, and designer. GIS services will typically be required as a component of the overall Enterprise GIS implementation. Survey work will typically be required as a part of a larger campus project. Scope of GIS/survey projects to be determined by project manager, customer, and designer.

Project Site
Project work will be located on the 7 precincts of NC State University’s Campus, and possibly outlying locations throughout the state. GIS projects may be conducted via remote GIS server access and virtual meetings.

Design Process
The selected firms will work through the North Carolina State University Office of University Architect for each project. Once selected to be a Geographic Information Systems / Surveying Open-Ended Designer, the firm will be on call to provide services for specific projects. A fee proposal for that specific project will be requested. The proposal must include a description and scope of the project, a preliminary estimate (if appropriate), a schedule, and a description of the work and fees.

Critical Selection Factors
In order to offer surveying services in response to this solicitation, the proposer must be licensed in the State of North Carolina. 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 February 21, 2020.

1. Experience and expertise with similar projects.
2. Past performance on similar projects.
3. Experience with campus design projects.
4. Adequate staff and proposed consultant team – qualifications and examples of previous collaborations.
5. Historically Underutilized Business representation in proposed consultant team.
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 letters of interest, a selection committee will develop a short list and make selection recommendations to the University Board of Trustees' Buildings and Property Committee. Please refer to the following web link for a list of the selected firms: https://go.ncsu.edu/oesad-2020-2022

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

Heath E. Huovinen, PLS, CFS
University Surveyor
North Carolina State University
Office of the University Architect
Campus Box 7519
2701 Sullivan Drive
Admin Services III, Suite 300
Raleigh, NC  27695-7519
Phone:  919-515-8068
North Carolina State University – Lab Design Open-Ended Design Contracts

Closing Date: February 21, 2020

Statement of Need
North Carolina State University requires the services of design firms to supplement its in-house design capabilities for the production of small laboratory renovation projects. To this end, up to two designs firm will be chosen for a one-year term, with the possibility of a one-year renewal, to be open-ended design providers. These firms will be on call to provide design and consultation on an as needed basis. Typically, lab design may be a part of a larger renovation project or may be the primary goal of the project.

Typical Project Scope
Design projects will have construction budgets less than $500,000. Design fees should typically be within the range of 10% of the construction cost. Bid alternates often must be included in the design to keep the project within the customer’s budget. All construction projects must be reviewed by the State Construction Office for code compliance.

Design Process
The selected firms will work through the NC State University Facilities Division for each project. Once selected as an open-ended design service provider, a design firm will be on call to provide services for specific projects. A fee proposal for that specific project will be requested. The proposal must include a description and scope of the project, a preliminary estimate (if appropriate), a schedule, and a description of the design work and fees. In addition to the design work, the designer will be expected to work with the Department of Construction Management to help ensure a successful outcome of the construction phase of the project.

Critical Selection Factors
In order to offer architectural or engineering services in response to this solicitation, the proposer must be licensed in the State of North Carolina. 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 February 21, 2020.

1. Experience and expertise with similar projects.
2. Past performance on similar projects.
3. Experience with campus design projects
4. Adequate staff and proposed consultant team – qualifications and examples of previous collaborations.
5. Historically Underutilized Business representation in proposed consultant team
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 letters of interest, a selection committee will develop a short list and make selection recommendations to the University Board of Trustees Buildings and Property Committee. Please refer to the following web link for a list of the selected firms: https://go.ncsu.edu/oesad-2020-2022

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

Angkana Bode, Architect LEED AP
Capital Project Management
North Carolina State University
Campus Box 7520
Administrative Services III
2701 Sullivan Drive, Suite 331
Raleigh, NC 27695-7520
Phone: 919-515-8062
Closing Date: **February 21, 2020**

**Statement of Need**
North Carolina State University requires the services of design firms to supplement its in-house design capabilities for the production of mechanical systems designs and construction contract documents for small renovation projects. To this end, up to four mechanical engineering designs firm will be chosen for a one-year term, with the possibility of a one-year renewal, to be open-ended design providers. These firms will be on call to provide design and consultation on an as needed basis. Typically, mechanical design may be a part of a larger renovation project or may be the primary goal of the project.

**Typical Project Scope**
Design projects will have construction budgets less than $500,000. Design fees should typically be within the range of 10% of the construction cost. Bid alternates often must be included in the design to keep the project within the customer’s budget. All construction projects must be reviewed by the State Construction Office for code compliance.

**Design Process**
The selected firms will work through the NC State University Facilities for each project. Once selected as an open-ended design service provider, a design firm will be on call to provide services for specific projects. The proposal must include a description and scope of the project, a preliminary estimate (if appropriate), a schedule, and a description of the design work and fees. In addition to the design work, the designer will be expected to work to help ensure a successful outcome of the construction phase of the project.

**Critical Selection Factors**
*In order to offer architectural or engineering services in response to this solicitation, the proposer must be licensed in the State of North Carolina.* 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 **5:00p.m. on February 21, 2020**.

1. Experience and expertise with similar projects.
2. Past performance on similar projects.
3. Experience with campus design projects
4. Adequate staff and proposed consultant team – qualifications and examples of previous collaborations.
5. Historically Underutilized Business representation in proposed consultant team
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 letters of interest, a selection committee will develop a short list and make selection recommendations to the University Board of Trustees’ Buildings and Property Committee. Please refer to the following web link for OESAD Guidelines and the list of selected firms: [https://go.ncsu.edu/oesad-2020-2022](https://go.ncsu.edu/oesad-2020-2022)

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

Rob Arthur, PE
Project Manager, Capital Project Management
North Carolina State University
Campus Box 7520, 2701 Sullivan Drive, Suite 331
Administrative Services III, Raleigh, NC 27695-7520
Phone: 919-513-7870
Closing Date: **February 21, 2020**

**Statement of Need**
North Carolina State University requires the services of design firms to supplement its in-house design capabilities for the production of renovation designs and construction contract documents for small structural projects. To this end, up to two structural design firms will be chosen for a one-year term, with the possibility of a one-year renewal, to be an open-ended design providers. This firm will be on call to provide structural engineering design and consultation when needed.

**Typical Project Scope**
Design projects will have construction budgets less than $500,000. Design fees should typically be within the range of 10% of the construction cost. Bid alternates often must be included in the design to keep the project within the customer’s budget. All construction projects must be reviewed by the State Construction Office for code compliance.

**Design Process**
The selected firms will work through the NC State University Facilities for each project. Once selected as an open-ended design service provider, a design firm will be on call to provide services for specific projects. A fee proposal for that specific project will be requested. The proposal must include a description and scope of the project, a preliminary estimate (if appropriate), a schedule, and a description of the design work and fees. In addition to the design work, the designer will be expected to work to help ensure a successful outcome of the construction phase of the project.

**Critical Selection Factors**
*In order to offer architectural or engineering services in response to this solicitation, the proposer must be licensed in the State of North Carolina.* 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 **5:00p.m. on February 21, 2020.**

1. Experience and expertise with similar projects.
2. Past performance on similar projects.
3. Experience with campus design projects.
4. Adequate staff and proposed consultant team – qualifications and examples of previous collaborations.
5. Historically Underutilized Business representation in proposed consultant team.
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 letters of interest, a selection committee will develop a short list and make selection recommendations to the University Board of Trustees’ Buildings and Property Committee. Please refer to the following web link for a list of the selected firms: [https://go.ncsu.edu/oesad-2020-2022](https://go.ncsu.edu/oesad-2020-2022)

**Questions**
In order for the selection process to be as objective as possible, do not contact members of the NC State Board of Trustees, or any university officials other than the project manager. All questions concerning the project are to be directed to:

Melanie Butler, PE  
Project Manager, Capital Project Management  
North Carolina State University  
2701 Sullivan Drive  
Campus Box 7520  
Administrative Services III, Suite 331, Raleigh, NC 27695-7520  
Phone: 919-515-8059
Closing Date:  February 21, 2020

Statement of Need
North Carolina State University requires the services of private sector geotechnical and materials testing firms to perform tests particularly involving asphalt, concrete, steel, and soils to supplement its in-house design capabilities for the production of design drawings, specifications, and construction contract documents for small civil engineering related projects. To this end, up to two geotechnical/material testing design firm will be chosen for a two-year term, with the possibility of a one-year renewal, to be open-ended service providers. This firm will be on call to provide testing, design and consultation on an as needed basis.

Typical Project Scope
Design projects will have construction budgets less than $500,000. Design fees should typically be within the range of 10% of the construction cost. Bid alternates often must be included in the design to keep the project within the customer's budget. All construction projects must be reviewed by the State Construction Office for code compliance.

Design Process
The selected firms will work through the NC State University Facilities for each project. Once selected as an open-ended design service provider, a design firm will be on call to provide services for specific projects. A fee proposal for that specific project will be requested. The proposal must include a description and scope of the project, a preliminary estimate (if appropriate), a schedule, and a description of the design work and fees. In addition to the design work, the designer will be expected to work to help ensure a successful outcome of the construction phase of the project.

Critical Selection Factors

In order to offer architectural or engineering services in response to this solicitation, the proposer must be licensed in the State of North Carolina. 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 5:00p.m. on February 21, 2020.

1. Experience and expertise with similar projects.
2. Past performance on similar projects.
3. Experience with campus design projects
4. Adequate staff and proposed consultant team – qualifications and examples of previous collaborations.
5. Historically Underutilized Business representation in proposed consultant team
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 letters of interest, a selection committee will develop a short list and make selection recommendations to the University Board of Trustees’ Buildings and Property Committee. Please refer to the following web link for a list of the selected firms: https://go.ncsu.edu/oesad-2020-2022

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

Mark Michaelson, RA, LEED AP
Capital Project Management
North Carolina State University
2701 Sullivan Drive, Suite 331, Campus Box 7520
Administrative Services III, Raleigh, NC  27695-7520
Phone:  919-513-2752