

North Carolina State University  
**HVAC Renovation Matsumoto Wing – Brooks Hall**  
**Project Summary**  
**10/15/20**

**Project Description:** The project shall provide improved indoor air quality through ventilation and humidity control. The scope of work shall include demolition of existing fan coil units (FCUs) and piping and the installation of new FCUs (four pipe) for both heating and cooling and a dedicated outside air supply unit to precondition the ventilation air.

**Project Scope**

The budget of \$565,616 incorporates design fees, reimbursable expenses, construction and associated construction costs.

**Project Site**

The project is located at 50 Pullen Road in the Central Campus Precinct.

**Pre-Submittal Meeting**

A Pre-submittal Meeting will be held on **October 28, 2020 at 11:00 am** via Zoom. The meeting link is included: <https://ncsu.zoom.us/j/97953399883?pwd=QWpXRmFHUWxaWFY3TTNxOUpla2FCZz09>, meeting ID: 518178. Attendance is not mandatory but is highly encouraged.

**Project Schedule**

Planned completion of the project is August 2022.

**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 only electronic copies of the proposal, submitted via email to the Project Manager, are 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 52 pages. Firms are requested to assure receipt of proposals at the email address listed below by **5:00 PM on November 16, 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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