



North Carolina State University

Polk Hall Renovations

NC State Project # 202220006

Project Summary

2/17/22

Project Description: This multi-phased project will renovate a portion of Polk Hall to improve research, office, and student spaces. Deficient mechanical, electrical, and plumbing building systems will be addressed in phases. Polk Hall houses the departments of Structural & Molecular Biochemistry and Animal Science.

Project Scope: The budget of \$10,000,000 incorporates design, construction, and all associated soft costs

Project Site: The project is located at 120 W. Broughton Drive, Raleigh, NC in the North Campus Precinct.

Pre-Submittal Meeting: A Pre-submittal Meeting will be held on **2/24/22** at **1:30PM** via **Zoom**. Attendance is not mandatory but highly encouraged

Zoom Links:
Link to attend Meeting: <https://ncsu.zoom.us/j/91787840915>
Sign-in Sheet: <https://go.ncsu.edu/polkhallsignin>
Submit Questions: https://go.ncsu.edu/polk_rfq_questions
View University Responses: <https://go.ncsu.edu/polkqaresponses>

Project Schedule: Planned completion of the project is 8/15/2025.

Design Process:

The selected firm will work through the North Carolina State University Capital Project Management 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 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 the email address listed below by **5:00 PM on April, 1, 2022**

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 may 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:

Robert M. Cwikla
Box 7520 (2601 Wolf Village Way)
Raleigh, North Carolina 27695-7520
Phone 919-515-6836
rmcwikla@ncsu.edu