

February 22, 2022

SUBJECT: 4H and FFA Building – Beryl Road
Pre-Submittal Meeting for Design Services

Introductions & Welcome

- Point of Contact of University
Melanie Butler
mdbodenh@ncsu.edu
(919) 515-8059

Meeting Logistics

- Sign in - via the link in the chat. <https://forms.gle/yVkBUGDz24Kz387D6>
It can be found on the project ad on our website.
- Questions - verbal and in the chat. Questions can also be submitted via the following link.
<https://forms.gle/L5VtKutRY1rteCpS7>

Submittal Requirements

- No hard copy. Only electronic copies emailed to mdbodenh@ncsu.edu will be accepted.
- Page Count: 26 pages (double sided) for a total of 52 pages (all inclusive)

Project Scope

- The project is located at Beryl Road, in the West Campus Precinct.
- This project constructs an 8,000 square foot new NC State Extension Facility to house CALS extension units: 4-H and Future Farmers of America (FFA). The new facility provides office and office support space designed with flexibility of use. The scope includes an evaluation of structural systems and the potential for a prefabricated structure.

Project Budget

- The total project budget of \$3,500,000 incorporates all design fees, reimbursable expenses, construction and associated costs.
- The anticipated cost of work is \$2,500,000
- The project currently has Advanced Planning authority
- The construction delivery method will be single prime

Project Schedule

Selection Schedule

- Proposals due on March 4, 2022 at 5:00pm
- Shortlist will be created by middle of March
- Pre-interview briefing
- Interview date in late March/early April

Construction Schedule

- Anticipated completion Summer 2024

Critical Selection Factors

- Experience and expertise with project type.
- Past performance on similar projects.
- Experience in design projects to be part of an existing campus context.
- Adequate staff and proposed consultant team – qualifications and examples of previous collaborations.
- Historically Underutilized Business representation in proposed consultant team.
- Current workload and State projects awarded.
- Proposed design approach or methodology.
- Recent experience with project cost estimates and schedule adherence.
- Construction administration capabilities.
- Record of successfully completed projects without major legal or technical problems.
- A minimum of three references with current contact information.

Notes:

In addition to submitting the SF330, please fill out the project summary form:
<https://forms.gle/9hkFcueEH23X7cX5A>. The form can also be found in the ad on our [website](#).

Please see the map below for the site location. We will have the updated maps for the I-440 widening available to the selected design team.

