**North Carolina State University**

Brooks Hall – Renovation, Phase I

**Project Summary**

August 15, 2022

**Project Description:** Phase one of this project renovates the first floor of Brooks Hall's Matsumoto Wing to create flexible research space for the College of Design.  The scope includes a rooftop dedicated outdoor air handler (DOAH) system and distribution duct for all three floors, previously designed but not awarded. Exterior envelope modifications on the first floor may be required.

**Project Scope:** The budget of $2,495,000 incorporates design, construction, and all associated soft costs

**Project Site:** The project is located at 50 Pullen Road in the North Campus Precinct.

**Pre-Submittal Meeting:** A Pre-submittal Meeting will be held on **August 24, 2022** at **10:00 AM** **via Zoom.** Attendance is not mandatory but highly encouraged

**Zoom Links:** Link to attend Meeting: [Attend Meeting](https://ncsu.zoom.us/j/96461289369?pwd=czVPbHpXSk9mSWhPN1c5aWhDMEV4Zz09)

Sign-in Sheet: [Sign Attendance Sheet](https://docs.google.com/forms/d/12jYA_lw_WOCf1o0F6f7BWngaWZbqV7zO8NvoktNwHuM/edit)

View Sign-in Sheet: [View Sign-in Sheet](https://docs.google.com/spreadsheets/d/1hYwNKCygb_VkNncduO91W7Y4qsCuA-q-SE9IBRNiWzM/edit?resourcekey#gid=1368647784)

Submit Questions: [Submit Questions](https://docs.google.com/forms/d/1DGtu7FZ0GWQ5s3q6Tbfq78pPzI8GjrJ-O-BG_-Z4b9Y/edit)

View University Responses: [View Responses](https://docs.google.com/spreadsheets/d/1b-0uhDI31ITMlgc0bO7fj4UsiaoLtB4I6dl_pPXOuPU/edit?resourcekey#gid=1734960682)

**Project Schedule:** Planned completion of the project is April 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 the 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 a 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 September 15, 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 the 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 is 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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