

North Carolina State University
Clinic & Class Lab Renovation – Varsity Research Building

Project Summary

February 24, 2023

Project Description: This project will renovate approximately 5,000 square feet of space in the Varsity Research Building (2003). The programs identified to occupy the renovated space include both the Plant and Insect Disease Clinic and a Teaching Lab for the Department of Plant Pathology and Entomology (DEPP). The renovation will include floor plan changes, HVAC duct modifications, air balancing, electrical and plumbing modifications, and data and security accommodations. An architectural lead is preferred for this project.

Project Scope: The budget of \$1,236,565 incorporates design, construction, and all associated soft costs.

Project Site: The project is located at 1575 Varsity Drive in the South Campus Precinct.

Pre-Submittal Meeting: A Pre-submittal Meeting will **not** be held for this project.

Zoom Links: Submit RFQ Question: [Submit RFQ Question](#)
View University Responses: [View University Responses](#)

Project Schedule: Planned completion of the project is October 2024.

Design Process:

The selected firm will work through the North Carolina State University Design & Construction 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 March 24, 2023**

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.

Designer Selection Schedule

This project will utilize an abbreviated selection procedure. In lieu of the traditional interview presentation by each firm, interviews will consist of a roundtable Q&A discussion. Topics will remain relevant to the critical selection factors.

- The shortlist is scheduled for April 4, 2023
- Interviews will be held in the afternoon of May 2, 2023 between 1:00 pm and 4:00 pm.

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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