



Office of Finance and Administration  
Facilities  
Capital Project Management

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**North Carolina State University**  
Carmichael Gymnasium Re-Roofing Project

**Project Summary**

February 3, 2025

- Project Description:** The Carmichael Gymnasium was built in 1961. This Re-Roofing project involves design services and construction administration services for the barrel-vaulted roof, a portion of the larger Carmichael complex. The roof was last replaced in 1988. In addition, the project includes the evaluation of the original Kalwall window system at the barrel vaults to repair leaks, and the evaluation of the exterior exposed vaulted concrete structure to repair cracks. Construction is planned for the Fall of 2025.
- Project Scope:** The initial budget of \$2,000,000 incorporates design, construction, testing, and all associated soft costs for the building.
- Project Site:** The project is located at 2611 Cates Avenue in the Central Campus Precinct.
- Pre-Submittal Meeting:** A Pre-submittal Meeting will be held on **February 19 at 10:00 AM in Room 101, Administrative Services III**. Attendance is not mandatory but highly encouraged.
- Zoom Links:**
- Link to attend Meeting: <https://go.ncsu.edu/carmichael-zoom>
  - Sign-in Sheet: <https://go.ncsu.edu/carmichael-signin>
  - View Sign-in Sheet: <https://go.ncsu.edu/carmichael-attendees>
  - Submit Questions: <https://go.ncsu.edu/carmichael-questions>
  - View University Responses: <https://go.ncsu.edu/carmichael-responses>
- Project Schedule:** Planned completion of the building project is December, 2025.
- Design Process:**  
The selected firm will work through the North Carolina State University Design and Construction with a building committee that includes user representatives. The process will include normal involvement of the State Construction Office, and will follow normal design procedures and University guidelines.
- 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 February, 28, 2025**

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.
12. Other

### **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 remain 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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