



Poe Hall - Renovation

**2310 Katharine Stinson Drive
Raleigh, NC**

NC State Project Number: 202519003
NC State Code & Item: 42424/314
SCO Project Number: TBD

REQUEST FOR QUALIFICATIONS (RFQ) for: Commissioning Agent

Published: June 30, 2025
RFQ Closing Date & Time: July 25 @ 2:00 PM

Owner

State of North Carolina through North Carolina State University

NC State's Project Manager

James Cox
(919) 219-1381

Introduction: The purpose of this Request for Qualifications (“RFQ”) for Commissioning Agent Services is for North Carolina State University (“NC State”) to solicit responses in accordance with the requirements of this RFQ for the selection of a Commissioning Agent (“CxA”) to join the project team for the upcoming Poe Hall – Renovation project.

Project Description: Built in 1970, Poe Hall is a seven-story, concrete frame, 150,982 GSF building in the North Precinct of Main Campus at NC State. In 2023, the presence of hazardous materials was detected in the building; subsequently, the building was vacated, with all occupants relocated to other buildings.

NC State has opted to use the Design-Build delivery method for the project and is in the process of selecting the Design-Builder for the project.

This project will comprehensively renovate Poe Hall such that the College of Education may resume normal operations in the building as quickly as reasonably practicable, with NC State and the Design-Builder agreeing to a project schedule prior to execution of the Construction Guaranteed Maximum Price (“GMP”).

The project will include involvement from the State Construction Office.

Project Scope: NC State seeks the professional services of a CxA to join the team in the Design Phase to provide services for the project through design, construction, and post acceptance.

The scope summary for the Design-Builder, specific to the components the CxA will be assisting with, includes, but is not limited, to:

1. New required building systems include: plumbing, mechanical, electrical, fire protection, fire alarm, building automation, and elevators.
 - a. All exterior equipment must be screened.
 - b. The preferred location for all equipment is in a penthouse on the roof.
2. A Telecommunications Network Hub will be located on the first floor.
3. While a Building Envelope Commissioning Agent will be retained by NC State, the CxA may also need to be involved in the skin design as it pertains to the Commissioning Scope herein. The new building skin will use a mix of materials, including brick/masonry, glazed assemblies, and building panels for contextual similarity to neighboring buildings. A tripartite façade design will utilize a hierarchy of mullions, different textures/patterns, and other features to achieve human scale components.
4. For sustainability, the building/site should:
 - a. Design to Sustainable Sites standards and integrate Climate Positive Design for the landscape.
 - b. Achieve LEED Silver certification as a minimum, preferably higher, for the building.
 - c. Achieve an Energy Use Intensity (“EUI”) target of 70 or better, with consideration of on-site renewable energy production.
 - d. Perform energy modeling and life cycle cost analysis.

- e. Integrate smart building HVAC systems, data analytics, and smart metering.
 - f. Integrate Energy-efficient LED lighting.
 - g. Implement water usage reduction measures.
5. Utilities and Infrastructure will utilize the following:
- a. Existing systems that were capped/disconnected during the abatement will be reconnected and include: steam, chilled water, domestic water, sanitary sewer, and electrical.
 - b. Telecommunications: all components must be in accordance with NC State University's Wiring Standard 3.0 and ubiquitous Wi-Fi coverage requirements per Communication Technologies' predictive design.

The CxA will work with NC State and the Design-Builder to perform the following activities:

1. Design Phase
 - a. Conduct a Commissioning Kickoff Meeting;
 - b. Assist NC State with the development Design-Builder's Programmatic and Technical Requirements;
 - c. Assist NC State and the Design-Builder with MEP materials selection and advise on prefabrication opportunities;
 - d. Develop the Owner's Project Requirements and Basis of Design. Note that for the purposes of this scope of work, that the terms "Owner's Project Requirements" and "Basis of Design" are terms defined ASHRAE and are distinctly separate from similar terms used by the Design-Build documents;
 - e. MEP Design Review at each phase of the drawing package(s) as they progress through design;
 - f. Collaborative Design Meetings, weekly, or more frequently as necessary to support expedited building envelope design. Due to the project schedule, in-person attendance will be required;
 - g. Cx Specification and Plan.
2. Construction Phase
 - a. Pre-Construction / Pre-Installation / Coordination Meetings;
 - b. Shop Drawing and Submittal Review Assistance;
 - c. General Commissioning;
 - d. HVAC and BAS System Commissioning;
 - e. Electrical Power System Commissioning;
 - f. Data Center Level 5 Commissioning (Integrated Systems Testing) for the Telecommunications Network Hub;
 - g. Site Observation and Issues Tracking;
 - h. Off-site testing and inspections to support prefabrication efforts if necessary;
 - i. Performance Tracking;
 - j. In-person attendance of weekly OAC and monthly SCO meetings.

3. Warranty Phase
 - a. Final Cx Report;
 - b. Post-Occupancy Reviews;
 - c. Opposite Season Testing;
 - d. Warranty Walkthrough.

Work by the CxA must conform to the following guidelines:

- a. State Construction Office State Construction Manual
- b. Building Commissioning by the State Construction Office Sustainable, Energy Efficient Buildings Advisory Committee
- c. National Institute of Building Science (NIBS) Guideline 3
- d. ASHRAE Guideline 0-2019
- e. ASHRAE Guideline 1.1-2007
- f. LEED

Project Schedule: The Design-Builder selection process is scheduled to be complete by mid-July 2025. The selected team will be ready to kick-off the project as soon as contracting is complete, and work diligently to fully staff the project. Time is of the essence, and Final Acceptance of the project will be negotiated between the selected Design-Builder and NC State during the Design Phase such that the project can be completed as quickly as reasonably practicable, prior to the execution of the Design-Builder's GMP.

It is anticipated that the MEP design will begin in September 2025, with the goal of the new MEP components beginning to be installed in the building beginning in April/May 2027.

Project Budget: NC State has established the following ranges for the Project Budget:

- 1) \$160,000,000 to \$185,000,000 for NC State's Total Project Cost, inclusive of all Design-Builder's costs, other Consultants, Owner's Contingencies, and Associated Construction Costs, inclusive of the costs listed in items 2 and 3 herein.
- 2) \$2,500,000 to \$3,500,000 to begin Advance Planning with the Design-Builder and address initial soft costs by Owner.
- 3) \$120,000,000 to \$140,000,000 for Design-Builder's Total Project Cost Not to Exceed

Critical Selection Criteria:

- 1) Experience and expertise in the project type being evaluated.
- 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) Additional Information
- a. Experience in supporting Data Center type projects
 - b. Experience in supporting projects with prefabricated MEP assemblies.
- 12) Supplemental Documentation: Each CxA must provide each of the following as a separate file in their submission.
- a. Litigation/Claims. If yes to any of the questions below, list the project(s), dollar value, contact information for owner and designer and provide a full explanation with relevant documentation as a supplemental attachment to the response.
 - i. Has your company ever failed to complete work awarded to it?

___ Yes ___ No
 - ii. Has your company ever failed to substantially complete a project in a timely manner (i.e., more than 20% beyond the original contracted, scheduled completion date)?

___ Yes ___ No
 - iii. Has your company filed any claims with the North Carolina State Construction Office within the last five years?

___ Yes ___ No
 - iv. Has your company been involved in any suits or arbitration within the last five years?

___ Yes ___ No
 - v. Are there currently any judgments, claims, arbitration proceedings or suits pending or outstanding against your company, its officers, owners, or agents?

___ Yes ___ No
 - vi. Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging?

___ Yes ___ No
 - vii. Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina?

___ Yes ___ No

- b. A minimum of three references with current contact information, no more than one page total.

Selection Schedule: RFQ Opens: June 30, 2025
RFQ Responses due by: July 25, 2025 at 2:00 pm

A pre-submittal meeting will be held on July 10, 2025 at 9:00 am. Interested CxA are invited to [RSVP here](#). Attendance is not mandatory but is highly encouraged.

Following the receipt of proposals, a University Interview Committee, will shortlist and make a recommendation of selection to the University Board of Trustees' Buildings and Property Committee. The selected firm will contract with the State of North Carolina through NC State and coordinate services with the University's Project Manager.

Contract: The contract will be negotiated with the CxA in two parts. Part one of the contract starts at the beginning of design and ends upon completion of the project bidding process. After the scope and costs for the project are finalized, a second part of the contract would then be executed for the construction and occupancy phases of commissioning. The contract with the CxA will be in the form of a Letter Agreement approved by the State Construction Office.

Project Execution: The selected Building Envelope Commissioning Agent will work directly with the Design-Builder and NC State's Project Manager.

Design Phase

During the Design Phase of the project, the Design-Builder, NC State, the Building Envelope Commissioning Agent, and NC State's other vendors will work together to program the project and refine NC State's programmatic and technical requirements. At the end of the Design Phase, the Design-Builder will submit the following items to NC State and the State Construction Office:

- 1) Advance Planning Document in accordance with the State Construction Office Construction Manual
- 2) Finalized Project Requirements Document
- 3) 100% Schematic Design for the entire project, inclusive of completed Division 00 & 01 Specification sections
- 4) Cost Estimate
- 5) Project Schedule

Construction Phase

After approval of the Design-Builder's GMP, the Construction Phase will begin. It is anticipated that enough though it will be called the Construction Phase, and progressive design will continue throughout this phase. It is expected that multiple drawing packages will be created by the Design-Builder to efficiently progress through Design.

NC Licensing In order to offer Commissioning Agent Services as part of the response to this RFQ, the proposing firms must be properly licensed as an engineer in the State of North Carolina.

**Questions, Proposal
Format, and
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:

James Cox, P.E.
Senior Project Manager
NC State University, Design and Construction
(919) 219-1381
Jrcox4@ncsu.edu

Submit Questions directly to the Project Manager, James Cox.

- Responses to Questions: [NCSU Question Responses](#)
- All questions must be submitted by July 11, 2025 at 5:00 pm
- Responses will be posted by July 18, 2025 at 5:00 pm

Each respondent must submit via email the following:

- 1) The Qualifications Information Package in .pdf format (twenty-page limit),
- 2) The Commissioning Agents Litigation/Claims Summary in .pdf format,
- 3) Commissioning Agents References in .pdf format.

Firms may, at their discretion, include additional information which they consider relevant to ensure a full and proper evaluation, provided that the specified maximum allowable number of pages is not exceeded.

Qualifications Information Package Format and Page Count

Limit responses to a maximum of twenty (20) pages, sized 8½" x 11" or equivalent (e.g. 11" x 17" fold out sheets for charts, schedules, etc. count as a single page, any other use of 11" x 17" sheets counts as two pages), with a minimum font size of 10. This page limit excludes a transmittal letter not exceeding one page, a title page, and a table of contents. The page limit includes resumes of key personnel and any unsolicited supplementary information such as corporate brochures, etc.

Organize the response to clearly and succinctly present the required information. Use the main headings and present the information in the order provided in the Critical Selection Criteria Section of this Advertisement.

Include SF 330 Forms in the response.