



Office of Finance and Administration  
Facilities  
Capital Project Management

Campus Box 7520  
2601 Wolf Village Way, Suite 331  
Raleigh, NC 27695-7520  
P: 919.515.2121

**North Carolina State University**  
Egg Processing Facility – 3709 Hillsborough Street

**Project Summary**

August 6, 2025

**Project Description:** This project will renovate approximately 4,850 square feet to provide a location for egg processing equipment and support functions. Existing Crop & Soil Sciences storage will be consolidated and relocated to accommodate the new functions. The equipment is being provided by the USDA and will be used for research and process improvements.

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

**Project Site:** The project is located at 3709 Hillsborough Street, Raleigh.

**Project Schedule:** Planned completion of the project is fall of 2027.

**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 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 submittal, including letter of interest, is limited to a total of 52 pages. Firms are requested to assure receipt of proposals at the email address listed below by **5:00 PM on August 27, 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 in addition to contacts listed with similar projects.  
Please provide current contact information including **email** addresses for all references.

### **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 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:

Michele Maxwell  
Box 7520 (2601 Wolf Village Way)  
Raleigh, North Carolina 27695-7520  
Phone 919-513-3750  
Mmmaxwe2@@ncsu.edu