

**Project Summary**

November 12, 2018

**Project Description**

WSSU is seeking Design Services for Up-fitting & Renovating an existing warehouse facility which will provide administrative offices and warehouse space for: Central Receiving, Motor Pool, Grounds / Housekeeping and Facility Operations, Fixed Assets area along with some administration offices. The selected designer may be retained through full design and construction at the University's option.

**Project Scope**

A Project Budget of \$1,900,000.00 is approved for Construction, Design Services and Contingences for a 28,000 sf existing building renovation.

The Design Services scope involves verifying Owner's preliminary programming / schematic plan, scope and budget analysis, site analysis, design studies, and related activities.

**Project Site**

The site for this project is 1602 Lowery Street directly behind the 1600 and 1604 Lowery Street university buildings.

**Project Schedule**

Planned occupancy for this building is approximated for December 1, 2020.

**Design Process**

The selected firm will work through the Winston-Salem State University Department of Design and Construction with a building committee that includes user representatives. The design and construction is planned to include normal involvement of the State Construction Office and the NC Department of Insurance.

**Critical Selection Factors**

Interested firms can participate in the process by submitting a current SF 254 form and addressing the following in a written proposal.

Please note that only one copy of the proposal is requested and the length should be limited to 20 pages (exclusive of the SF 254).

Firms are requested to assure receipt of proposals at address listed below by 3pm December 6, 2018.

Please include in proposal the following information:

- Similar project experience
- List experience with State owned projects
- Firm's recent track record for on-time project completion and budget adherence in the last three years
- Experience in designing projects to be part of an existing university campus context
- Members of the project team; include consultants, their qualifications, and examples of previous collaborations
- Expertise in construction administration
- Describe firm's construction monitoring and inspection processes and procedures, dispute / claim resolution, project closeout, and change orders
- Customer service mission statement. Examples of repeated business, response to the owner regarding warranty items, and long-term problems
- Experience working with Construction Management at Risk delivery method

**Designer Selection Process**

Following the receipt of proposals, members of the building committee appointed by the Chancellor, will shortlist, interview and make a recommendation of selection to the University Board of Trustees.

**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:

Jimmy Norwood  
Winston-Salem State University  
Design and Construction  
1604-C Lowery St.  
Winston-Salem, NC 27110  
Tel: (336) 750-2855 Fax: (336) 750-2871