

**Project Summary**

February 5, 2019

**Project Description**

WSSU is seeking Design Services for the Reynolds Center – HVAC Repairs & Controls Upgrade. The selected designer may be retained through full design and construction at the University's option.

**Project Scope**

A Project Budget of \$670,000.00 is approved for Design Services, Construction and Contingences for a 51,194 sf existing building renovation for HVAC and DDC and BAS upgrades

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

**Project Site**

The site for this project is 601 Martin Luther King Jr. Dr., Winston-Salem, NC at the southeast corner of the Rams Drive and Martin Luther King Jr. Drive intersection.

**Project Schedule**

Planned occupancy for this building is approximated for August 19, 2019.

**Design Process**

The selected firm will work through the Winston-Salem State University Department of Design & Construction and Facilities Operations. 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 330 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 330).

Firms are requested to assure receipt of proposals at address listed below by close of business February 26, 2019. 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
- Ability to complete the design and approval process in an expedited manner under an extremely tight time frame
- 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

**Designer Selection Process**

Following the receipt of proposals, members of the building committee, 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 shall be directed to:

Richard A. Kabis  
Winston-Salem State University  
Design & Construction  
1604C Lowery St.  
Winston-Salem, NC 27110

Tel: (336) 750-2870 Fax: (336) 750-2871