



WINSTON-SALEM STATE UNIVERSITY

**Pegram Hall Renovation & Elevator Addition
Design Services RFQ
Winston-Salem State University
October 14, 2025**

Description

Winston-Salem State University (WSSU) is seeking qualified design firms to provide design services for the Pegram Hall Renovation & Elevator Addition Project. The building was built in 1937 and consists of four levels. The total square footage is approximately 19,650. The building was previously used as a residence hall, but has been offline for several years. An assessment has been performed of the building and will be shared with the selected design team.

Design Services are requested for Schematic Design through Construction Documents, Bidding and Construction Administration. Full design services are required for the project.

Project Scope

Full design services inclusive of Architectural, PME, Structural and Civil are required for the project. The scope will include alterations to house offices, lounges and support spaces. The addition of an elevator, exterior ramps and other site work will be incorporated within the project. The building will require new PME systems and infrastructure. A budget of \$16 Million is approved for this project, which is inclusive of all assessments, design, construction, contingencies and soft costs. Design Services will include assisting in verifying project scope, budget analysis, scheduling and logistics, construction document preparation, bidding & negotiations, construction administration and closeout.

Design Process

The selected firm will work through the WSSU Facilities Design & Construction Office and State Construction Office. Design is anticipated to start at the beginning of 2026.

SCHEDULE

Advertise Request for Qualifications:	October 14, 2025
Walkthrough*	October 28, 2025 @ 10am
*There will only be one walkthrough of the building. No other walkthroughs can be accommodated.	
Deadline for Questions:	October 30, 2025
Response to Questions posted	November 4, 2025
Qualifications Due:	November 7, 2025 3:00 PM (EST)
Interviews with Shortlisted Firms:	Week of December 1, 2025

The project will begin immediately following approval by Board of Trustees and execution of a contract.

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 one hard copy and one electronic copy on a thumb drive of the proposal is requested. The length should be limited to 20 pages (single sided = 20 pages, double sided = 10 pages), exclusive of the SF 330. Firms are requested to assure receipt of proposals at address listed below by 3pm on November 7, 2025.

Please include in proposal the following information:

- Specialized or related expertise in the type of project.
- Past performance on similar projects.
- Familiarity with State Projects and State Construction Office
- Current University Work & Current Workload
- Work History with WSSU
- Adequate staff and proposed design or consultant team for the project.
- Construction administration capabilities
- Record of successfully completed projects without major legal or technical problems.
- Proposed design approach including design team and consultants.
- Other factors which may be appropriate to the project.

Selection Process

A Pre-submittal Meeting will be held on October 28 at 10 am at the building located at 810 Welcome Lane. Deadline for questions is October 30; and all questions shall be submitted via email only to pierrej@wssu.edu. Shortlisted firms will be notified by 11/14/25 and invited to participate in interviews which will occur on 12/02/25 at the WSSU Design and Construction offices, address below.

All submittals will be reviewed by the University Designer Evaluation Committee. The preliminary evaluation process will be conducted upon receipt of Qualifications and shortlisted firms will be notified for interviews scheduled the week of December 1st.

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.

Please mail all submittals to Jacques Pierre. Any questions about the RFQ should be directed in writing to Jacques Pierre (pierrej@wssu.edu) Please do not contact any other WSSU staff or members of the Board of Trustees.

Jacques Pierre
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WSSU Design & Construction Office
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