



WINSTON-SALEM STATE UNIVERSITY

**Tennis Court Improvement
Civil Engineering Services RFQ
Winston-Salem State University
October 14, 2025**

Description

Winston-Salem State University (WSSU) is seeking qualified Civil Engineers to provide design services for the Tennis Court Improvement Project. Please note the project's design effort is continuing based on an existing set of plans that were completed to 90% construction documents.

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

Project Scope

Civil Engineering Services includes the design and development of construction drawings for the resurfacing of six (6) asphalt tennis courts and drainage improvements which will include grading. In addition, new net posts & anchors and design for the required accessibility path and parking spaces.

Design Services will include assisting in 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.

SCHEDULE

Advertise Request for Qualifications:	October 15, 2025
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 November 17, 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.
 - Specific experience in tennis courts / resurfacing projects
- 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

There will not be a pre-submittal meeting. Deadline for questions is October 30; and all questions shall be submitted via email only to williamsonrl@wssu.edu. Shortlisted firms will be notified by November 11, 2025 and invited to participate in interviews which will occur the week of November 17 at the WSSU Design and Construction offices, address below.

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 Robert Williamson. Any questions about the RFQ should be directed in writing to Robert Williamson (williamsonrl@wssu.edu) Please do not contact any other WSSU staff or members of the Board of Trustees.

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