Request for Proposal
ECSU Jenkins Science Lab and Classroom Renovations

Project Description
ECSU would like to engage a design firm to assist in the design renovation of two (2) Lab and Classrooms in the Jenkins Science Center.

This project is a multi-faceted project. The scope consists of the following endeavors.

A) Work with ECSU Design and Construction and ECSU Faculty to develop the needs of the academic program that is supported by the Labs and Classrooms.
B) Depending on the time of construction the project will need to occur in phases, as this is the only academic science building on campus and the classroom space will need to be available to students during the academic calendar.
C) Replacement/Upgrade Lab Equipment to mobile self-contained hoods along with upgrading sinks to include sanitizing stations.

It is anticipated that the project will take 6-9 months for full design and implementation.

Project Scope
The total budget for the project is $700,000 and shall incorporate design fees, reimbursable expenses, construction, and associated construction costs. The project has full funding authority.

Project Site
The project is located in Jenkins Science Center on the main campus of Elizabeth City State University at 1704 Weeksville Rd, Elizabeth City, NC 27909.

Pre-Submittal Meeting
A Pre-submittal Meeting will be held virtually August 2\textsuperscript{nd}, 2023 at 2:00 pm. Meeting invitations will be emailed to interested parties. Please email DesignandConstruction@ecsu.edu. Attendance is not mandatory but highly encouraged.

Project Schedule
August 17, 2023 – Letters of Interest Due
August 21\textsuperscript{st}, 2023 Notify Shortlist Selections for Interview
August 29-31, 2023 – Shortlist Interviews

Design Process
The selected firm will work with the ECSU Design and Construction teams. 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 one electronic copy of the proposal is requested via email or USB. 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 total submittal, including letter of interest, is limited to 26 sheets of paper. Both sides of the sheet may be used for a total of 52 pages.

Firms are requested to assure receipt of proposals at address listed below by **2:00 pm on August 17, 2023**. **Proposals may be submitted electronically to DesignandConstruction@ecsu.edu.**

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
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 with current contact information.

**Designer Selection Process**

Following the receipt of proposals, a University Interview Committee will shortlist, interview and make a recommendation of selection to award. The selected Design Firm will be approved at the ECSU September Board of Trustees Meeting.

**Questions/Proposal Submittal**

All questions must be submitted electronically in writing at designandconstruction@ecsu.edu by 5:00pm August 9th 2023 and will be answered in writing by August 11th.

All project submittals are to be directed to:

Office of Design and Construction  
Elizabeth City State University, H.L. Trigg 136  
1704 Weeksville Rd.  
Elizabeth City, NC 27909