Elizabeth City State University
Facilities Management – Design & Construction
1704 Weeksville Road
Elizabeth City, NC 27909

POSTED: February 8, 2019

SUBJECT: OPEN-END DESIGN SERVICE AGREEMENTS

Elizabeth City State University is accepting qualification submittals for Open-End Design Service Agreements for the following categories; Advance Planning & Estimating; Architecture, including interior design, space planning, graphic design and ADA; Civil/Site Engineering, including environmental (hazardous material – asbestos, lead, and mold), landscape design, structural, roofing design, land planning, water/sewer and survey mapping; Commissioning/Retro-commissioning; Construction Testing Services, including materials testing, soil compaction, and special inspections; Mechanical/Electrical/Plumbing; Surveying; Special Design Services including Fire Protection, Food Service and Lab Consultants.

All submittals should be received no later than 3:00 P.M. Tuesday, March 12, 2019. Do not transmit any submittal information via email.

Address submittals for delivery by mail to:
Mr. Harley Grimes
Elizabeth City State University
Facilities Management - Design & Construction
1704 Weeksville Road, Campus Box 749
Elizabeth City, NC 27909

Hand Delivered submittals go to:
Mr. Harley Grimes
Elizabeth City State University
Dixon Hall Room 224
1704 Weeksville Road
Elizabeth City, NC 27909
252-335-3961

Any/all questions regarding this requirement need to be submitted via email (Subject: Open End Design Agreements) no later than 5:00 p.m. Thursday, February 21, 2019, to Harley Grimes at hgrimes@ecsu.edu. Responses to all questions will be posted to the Design & Construction website at https://www.ecsu.edu/administration/chancellor/design-construction/proposal_requests.html no later than Tuesday, February 26, 2019.

INSTRUCTIONS FOR SUBMITTALS

1. Provide three (3) hard copies of your submittal package, along with one digital copy (pdf format).
2. Provide **separate submittal packages for each category** being offered by your firm.

3. **Maximum dimensions of submittal documents are 9” x 11-1/2”** Limit package to thirty (30) one-sided pages (8-1/2” x 11”). Cover sheets do not count in the thirty (30) page maximum.

4. Include these items in the submittal, **in the sequence listed:**
   a) The Elizabeth City State University Supplemental Information Sheet.
   b) Provide a list of responsibilities which each person has provided on three State owned projects, if available;
   c) Cover Letter (optional);
   d) Standard Form (SF) 330 Form for the office(s) which are offering services. If your firm has more than one office location, we are most interested in the office which will offer services to us. The SF-330 is included in the thirty (30) page limit.
   e) Other information you believe to be relevant.

5. **IMPORTANT:** The **Supplemental Information Sheet** is to be the top sheet of the submittal.

**Reference**

The selection and contracting of professional design services for open-end agreements will be administered as authorized in NCAC 30D.0303 and N.C.GS143-135.26.

**Terms**

The University will determine the length of each open-end contract, which will be a one-year agreement with an additional one-year option (if executed by the University and accepted by the design firm).

**Projects**

The University is empowered to negotiate and execute open-end agreements for these professional services. Additionally, the University may select any firm which has an open-end Agreement and negotiate a contract to design or provide professional services for any project meeting the criteria of the general statutes. There can be no assurance that any projects will be funded which creates a need for designers under this procedure.

Typical projects include small renovations (less than $300,000 construction cost) to existing buildings, structures, infrastructure, etc.; limited scope studies and planning endeavors.

**Notes:**

- Do not alter the format of the **SUPPLEMENTAL INFORMATION SHEET**
- Please type or neatly print the requested information.
- More than four (4) personnel may be listed on your Supplemental Information Sheet.
- Categories are: Advance Planning & Estimating; Architecture; Civil/Site Engineering;
Commissioning/Retro-commissioning; Construction Testing Services; Mechanical/Electrical/Plumbing; Special Design Services

- A separate submittal and appropriate number of copies is needed if submitting for more than one (1) category.
**ELIZABETH CITY STATE UNIVERSITY**  
**OPEN-END DESIGN SERVICES SUBMITTAL**  
**SUPPLEMENTAL INFORMATION SHEET**

Type of Service Offered (Category)  
(List only one per submittal—(1) Advance Planning & Estimating (2) Architecture (3) Civil/Site Engineering (4) Commissioning/Retro-commissioning (5) Construction Testing Services (6) Mechanical/Electrical/Plumbing (7) Surveying (8) Special Design Services)

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<td>Name of Official Authorized to Execute Agreements</td>
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<td>City/State location of office from where services will be provided</td>
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Please check here if your firm is a North Carolina Certified Historically Underutilized Business (HUB)  

List of Personnel who would actually perform work:

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*Add other personnel if needed.*

*This Supplemental Information Sheet is to be on top.*