

**Professional Design Services for
NRLP Oak Grove Substation & Misc. Repairs**
SCO Project # 29928, Appalachian State University Project # 20250691
June 10, 2025

Project Summary

Project Description

Appalachian State University is seeking design services for the Design and Construction Administration services for the following project: Repairs to Hurricane Helene damages to the Oak Grove Substation and other locations. The scope will include replacement of an underground drain line, repairs to concrete transformer bases, installation of new fence, and repairs to building doors.

This project will be administered as a General Administration formal project. Additional project requirements will be given to the teams that are short listed and /or selected.

This solicitation is for design services only.

Project Budget

The total project budget including design fees and contingencies is \$748,000.

Schedule

Project schedule, including time for agency reviews, is as follows:

Proposals Due	July 2, 2025
Shortlist Firms	July 7, 2025
Interviews Conducted	July 16, 2025
Design Start	July 31, 2025
Design Completion	September 8, 2025
Bidding and Award	October 15, 2025
Construction Start	November 3, 2025
Construction Completion	February 8, 2026

Critical Factors

In order to offer design services in response to this solicitation, the proposer must be licensed in the State of North Carolina.

Interested firms can participate in the process by submitting a current SF330 form, for lead firm and major consultants, addressing the following in a written proposal:

1. Experience and expertise in the project type being evaluated.
2. Past performance on similar projects.
3. Experience with campus design projects.
4. Adequate staff and proposed team—qualifications, related similar experience and examples of previous collaborations
5. Historically Underutilized Business representation in proposed consultant team
6. Current workload and State projects awarded.

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. Other factors which may be appropriate for the project

Proposal Requirements

Submit only one hardcopy of the proposal and SF330. Submission to be limited to 20 pages one-sided or 10 pages two-sided, exclusive of the SF330. **Proposals are due by 4:00 PM on July 2, 2025.** Firms are responsible for ensuring proposals are received by the due date. An electronic copy of the submittal shall be transmitted to the project manager as a pdf.

Communication

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 are to be directed to:

Mark Ward, PE, Project Manager
Office of Planning, Design & Construction
Facilities Annex
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Boone, NC 28607
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