

**Professional Design Services for  
University Hall Fire Sprinkler System**  
Appalachian State University Project # 20240620  
January 8, 2025

## **Project Summary**

### **Project Description**

This project is for the addition of a new fire sprinkler system to University Hall which is an existing two-story office building totaling approximately 35,000 Sq. Ft.

The 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, possible materials abatement and contingencies is \$1,000,000.00.

### **Schedule**

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

Proposals Due	January 31, 2025
Shortlist Firms	February 7, 2025
Interviews Conducted	February 12, 2025
Design Start	February 24, 2025
Design Completion	April 2025
Bidding and Award	May 2025
Construction Start	June 16, 2025
Construction Completion	December 31, 2025

### **Critical Factors**

**In order to offer architectural or engineering 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 in design projects as part of an existing campus context
4. Adequate staff and proposed consultant 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 to 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 January 31, 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:

James Perry, Project Manager  
Office of Planning, Design & Construction  
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Boone, NC 28607  
828-262-6579  
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