

Advertisement for Designer Services – Project Brief

Project: Fabrication Lab HVAC Renovation (AHU #5 & Chiller & Controls)

Advertised: June 15, 2026

Closing Date: July 7, 2026 3:00PM

The North Carolina School of Science and Mathematics (NCSSM) is soliciting qualifications submittals from firms interested in providing design services for the following project on their Durham campus.

I. Project Description

NCSSM is requesting design team qualifications submittals for the replacement of HVAC equipment and controls systems upgrades at their Durham campus. The work will take place in the Fabrication Lab-Classrooms and Workshop spaces.

The scope of this project includes replacement of the existing air handler, ductwork, piping and electrical components of the system, as well as any necessary infrastructure upgrades to MEP systems, envelope, life safety, that may be triggered by the condition of existing systems and/or code-compliance. In addition to the above listed spaces, the Fabrication Lab includes classroom and office/workshop (metal and wood fabrication) spaces which will need to be carefully considered in the design.

The design process may include engagement and workshopping with the Chancellor, Vice Chancellors, Capital Planning and Operations, Student Life, Campus Safety staff and others to ensure the final recommendations satisfy NCSSM's needs.

The program is authorized by the State Legislature as a SCIF R&R Minor Project and is approximately \$600,000.00, for an approximate construction cost of work of \$420,000.

It is in NCSSM's best interest to start construction for Fabrication Lab HVAC Renovation in February 2027, which would require the new design team to finalize CD's by mid-October 2026.

The anticipated designer selection schedule is shown below.

| <i>Step</i> | <i>Date</i> | <i>Notes</i> |
|----------------------|----------------------|--------------|
| Advertisement Posted | Monday June 15, 2026 | |

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| Non-mandatory Pre-Submittal Walkthrough | 1:00PM -2:30PM Thursday June, 25 | Meet at NCSSM Bryan Lobby. Arrive early to sign in and receive visitor badge. 1219 Broad Street, Durham, NC 27705. **Notify PM, Jonathan McDowell, by email if you plan to attend. If you are late and need to catch up to the tour, text Jonathan McDowell.** |
| Submittals Due | 3:00PM Friday July 3, 2026 | Electronic submissions only – email to PM, Jonathan McDowell, at jonathan.mcdowell@ncssm.edu <i>**I will acknowledge receipt asap. Contact me before 3:00 if you do not receive receipt from me.**</i> |
| Shortlist Notifications | Thursday July 9, 2026 | By email |
| Interviews | Morning Wednesday July 26, 2026 | Virtual – details to be issued to shortlisted teams. |
| Board of Trustees Approval | Thursday July 27, 2026 | Estimated |
| Designer Notification | | Estimated |

II. Design Services Scope

The design team shall:

- Prepare design phase submissions and contract documents in compliance with the NC Building Codes, UNC System Office, State Construction Office (SCO), and NCSSM requirements including preparation of cost estimates and project schedules as required.
- Assist in coordination of NCSSM stakeholders during each design phase, conduct formal page-turns by discipline with pertinent NCSSM staff, and respond to review comments.
- Conduct thorough assessment of existing building systems by review of available existing drawings and field verification.
- Provide construction administration in accordance with SCO requirements.

III. Design Team

NCSSM expects prospective design teams, and the individuals identified as members of those teams, to have demonstrated experience in projects of similar type, size and complexity. Design submittals should include a listing of the consultants anticipated to address the specific needs of this project.

IV. Selection Process

Selection will be based on qualifications submittals and, after shortlisting, interview.

All qualifications submittals are due by the date and time listed in the table above. Only electronic submittals will be accepted.

A Selection Committee consisting of school leadership including Capital Planning, Facilities Management, Student Life, and/or other members of the campus community will convene to discuss the design teams' submittals and to determine a shortlist for interviews. The Project Manager will then notify all teams as to the shortlisted firms. Shortlisted firms will also be provided with details for the design team interviews at that time.

Designer interviews are scheduled to be *virtual* for the date listed in the table above. The format of the interview will be a 30-35 minute presentation by the design team followed by a 10 minute question-and-answer session and 5-minute wrap-up. Each design team is expected to have present the person(s) from their firm(s) who will be responsible for leading the execution of this project. Interview details will be provided at the time of notification of shortlisting. *We are not planning on offering an in-person interview option. Existing drawings will not be made available to interviewing firms.*

Following the interviews, the Selection Committee will issue recommendations, in priority order, for the selection of the design team. This list will be presented on the date listed in the table above to the NCSSM's Board of Trustees (BOT) for approval. Shortlisted firms will be notified of the selection after BOT approval.

V. Submittals

NCSSM seeks qualification submittals from firms who have recent experience with similar projects. Submittals are not limited in page length but shall **not** include links to external websites or downloadable files; any provided will not be used. The submittal must include descriptions of (based on 01 NCAC 30J .0303 SELECTING CRITERIA):

1. Specialized or appropriate expertise in this type of project.
2. Past performance on similar projects.
3. Adequate staff and proposed design & consultant team for the project.
4. Current workload and State Construction Office projects awarded.
5. Proposed design approach for the project including design team and consultants.
6. Cost-estimating process and recent experience with project costs and schedules.
7. Construction administration capabilities.
8. Proximity to and familiarity with the area where the project is located.
9. Record of successfully completed projects without major legal or technical problems.

10. Historically Underutilized Business (HUB) participation & utilization in proposed team structure, and who/how HUB designers were utilized on previous projects.
11. Include the current SF-330 Form Part I (with resumes of key staff including consultants) and Part II of the lead firm AND each proposed consultant firm.

Please contact only the Project Manager for any matters related to this submittal. No other NCSSM staff, Facilities Management staff, the NCSSM's Board of Trustees, or any NCSSM officials are to be contacted other than the Project Manager. The Project Manager's contact information follows.

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Thank you for your interest.

