



ELIZABETH CITY STATE UNIVERSITY

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Elizabeth City State University Flight School Commissioning

Project Description

The Flight School will further the mission of Elizabeth City State University by providing a much-needed state of the art, iconic building to house the Department of Aviation and Emergency Management on campus. The Aviation Program includes Avionics, Aviation Management, Flight Education, Professional Aeronautics/Air Traffic Control, and Unmanned Aircraft Systems concentrations. As the only four-year collegiate aviation education program in North Carolina, ECSU offers a Bachelor of Science degree in Aviation Science and is certified by the FAA as a Part 141 Flight Training Program. It will be a catalyst for transforming the aviation science program at Elizabeth City State University. Located in the heart of the STEM precinct of campus and will border the Academic Green, it serves as a crossroads for campus connectivity and student learning. The Flight School will be an inspiring, flexible model for academic and research creativity that is focused on collaboration, discovery, and transfer of knowledge.

The building design will promote creativity and collaboration and will showcase and celebrate the aviation science program at Elizabeth City State University. The building will be approximately 56,000 gross square feet (GSF) comprised of specialty classrooms, lab spaces, indoor drone flight pavilion, flight simulator lab, conference center, grab and go cafe, collaboration/study space, and office space.

Project Funding

The total project budget of \$37,000,000 includes construction and associated construction costs.

Project Scope

The University seeks the professional service of a Commissioning Agent (CxA) to join the team in the construction design phase to provide services for the project through design, construction and post acceptance. Commissioning services shall be provided as defined by the latest State Construction Office manual, guidelines and checklists.

Preliminary Project Schedule

Schematic Design: June 2024

Design Development: July 2024

Construction Documents: November 2024

Construction Start: February 2025

Construction Completion: August 2026

Qualifications

The CxA must be a registered engineering firm in the State of North Carolina and the selection process will be based upon qualifications. The CxA must exhibit the basic qualifications outlined in the State Construction Office Building Commissioning Guidelines for Third Party Commissioning. <http://www.nc-sco.com/guidelines.aspx>

Critical Selection 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 SF 330 form and addressing the following in a written proposal. Please note that only electronic copies of the proposal, submitted via email to the Project Manager, are requested. 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 15 pages. Both sides of the sheet may be used for a total of 30 pages.



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Firms are requested to assure receipt of proposals at the email address listed below by **2:00 pm on July 31, 2024**. Proposals may be submitted electronically to aebrooks@ecsu.edu.

1. Experience and expertise in the project type being evaluated.
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
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.

Contract

The contract will be negotiated with the CxA in two parts. Part one of the contract starts during design and ends upon completion of the project bidding process. After the scope and costs for the project are finalized, a second part of the contract would then be executed for the construction and occupancy phases of commissioning. The contract with the CxA will be in the form of a Letter Agreement approved by the State Construction Office.

Selection Process

Following the receipt of proposals, a University Interview Committee will shortlist, interview, and select a Commissioning Agent (CxA).

Questions/Proposal Submittal

In order that the selection process be as objective as possible, do not contact members of the Board of Trustees, or any university officials other than the project manager. All questions must be submitted electronically in writing at aebrooks@ecsu.edu by 5:00pm July 19, 2024, and will be answered via email by July 24, 2024.

All project submittals are to be directed to:

Amanda Brooks
Elizabeth City State University
Design and Construction
Phone 919-413-3566
aebrooks@ecsu.edu