



## Facilities Engineering & Architectural Services

East Carolina University  
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### MEMORANDUM

TO: Interested Commissioning Agents  
FROM: Lloyd B. Nobles  
DATE: September 30, 2009  
SUBJECT: The Coastal Studies Institute

East Carolina University is seeking a Building Commissioning Agent (CxA) to evaluate the finished buildings and all supporting service systems planned for the new Coastal Studies Institute to be located in Manteo, NC. The entire project will include a Research Building, a Marine Service Building and Residential quarters totaling approximately 79,000 gross square feet (GSF) floor space. One of the primary design objectives of this project is to achieve LEED gold certification for the Research Building. The CxA will initiate the commissioning with a review of the drawings, specifications, and construction documents. In addition, the CxA will be responsible for verifying the building's performance test results to insure that building systems are operating within normal limits of the design criteria and meets the owner's project requirements. The buildings will house administrative offices, educational classrooms and laboratory facilities designed to conduct coastal studies research. Dormitory buildings will be provided to house approximately 30 students involved in programmed graduate studies.

The Agent's scope of work will include, but not limited to, the following commissioning services:

- Commissioning Plan
- Design Review
- Performance testing of the building's service support systems to verify design performance.
- Review and approval of the building's service systems.
- Review equipment and services documentation and coordinate the training needed to bring the buildings to a fully functional state.

The selected CxA shall have demonstrated experience in providing commissioning services. The Letter of Interest should include a comprehensive listing of the CxA's previous experience, including work on university campuses and experience (if any) with The State of North Carolina. In addition, a current list of references with specific points of contact shall be provided. All members of the CxA's team should be indicated along with their individual experience and qualifications.

Interested firms should submit three (3) copies of a letter of interest and a current SF254 to the following address by October 16, 2009:

Gerald A. Stein, P.E.  
East Carolina University  
Facilities Engineering and Architectural Services  
1001 E. Fourth St.  
Greenville, NC 27858

In accordance with our qualifications-based selection process, interested CxA's are expected to make no contact with our University staff, faculty or trustees at this stage of the selection process. All questions should be directed to the attention of this office. The use of a fax machine and/or computer generated electronic files are recommended.

East Carolina University encourages participation by MWBE firms and supports UNC system's policy of ensuring and promoting opportunities for minority businesses.

Thank you for your interest in East Carolina University.