

<b>Department/Agency</b>	<b>Natural and Cultural Resources – Archives &amp; History</b>
<b>Project Title</b>	<b>Western Office – Chiller &amp; HVAC Replacement</b>
<b>Design Services</b>	<b>Engineering</b>
<b>Scope of Work</b>	<p>Design, bidding, construction administration, and closeout services to evaluate and design the replacement of an existing chiller system and mini-splits serving the DNCR Western Office in Asheville, NC. The project will consist of a like-for-like replacement of the existing chiller system and 5 commercial mini-splits, evaluation of the existing air distribution system, and modernization of the HVAC controls.</p> <p><b><u>IN ADDITION TO</u> the paper submittals, please email a PDF copy of the letter of Interest and SF-254 to <a href="mailto:david.lewis@dncr.nc.gov">david.lewis@dncr.nc.gov</a> for easier electronic sharing with the pre-selection committee (HARD COPIES ARE STILL REQUIRED)</b></p>
<b>Contact</b>	<b>David Lewis, Project Manager</b>
<b>Telephone</b>	<b>919-814-6616</b>
<b>Email</b>	<b><a href="mailto:david.lewis@dncr.nc.gov">david.lewis@dncr.nc.gov</a></b>
<b>Total Project Budget</b>	<b>\$678,000 (with \$70,000 Available for Planning &amp; Design)</b>
<b>Source of Funds</b>	<b>SCIF General (2023-2024 Repairs &amp; Renovations Reserve)</b>
<b>Approved OC-25 #</b>	<b>#20274820014</b>
<b>Publish Date</b>	<b>June 8, 2026</b>
<b>Closing Date</b>	<b>Tuesday - June 30, 2026 @ 3:00 PM</b>
<b>Submit THREE (3) Copies of Letter of Interest and SF-254 (Mailing Address):</b>	<b>NC Dept. of Natural &amp; Cultural Resources Attn: David Lewis Capital Projects Office 4605 Mail Service Center Raleigh, NC 27699-4605</b>
<b>Physical Location for Fed Ex/UPS Delivery (Delivery Address):</b>	<b>NC Dept. of Natural &amp; Cultural Resources Attn: David Lewis Capital Projects Office 109 E. Jones Street Raleigh, NC 27601</b>
<b>NC Licensing Statement</b>	<p>In order to offer architectural, engineering, or landscape architectural services in response to this solicitation, the proposing firm must be properly licensed to practice Architecture, Engineering, or Landscape Architecture in the State of North Carolina. More information on the North Carolina state boards may be found at the following websites:</p> <p><b>NC Board of Architecture:</b> (<a href="http://www.ncbarch.org">http://www.ncbarch.org</a>)  <b>NC Board of Examiners for Engineers &amp; Surveyors:</b> (<a href="http://www.ncbels.org">http://www.ncbels.org</a>)  <b>NC Board of Landscape Architects:</b> (<a href="http://www.ncbola.org">http://www.ncbola.org</a>)</p>

### **STATE BUILDING COMMISSION - SELECTING CRITERIA**

In selecting designers, the selection committee should take into consideration qualification information including such factors as:

1. Specialized or appropriate expertise in the type of project.
2. Past performance on similar projects.
3. Adequate staff and proposed design or consultant team for the project.
4. Current workload and State projects awarded.
5. Proposed design approach for the project including design team and consultants.
6. 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. Other factors which may be appropriate for the project.

### **STATE BUILDING COMMISSION - SUBMITTAL CRITERIA**

Proposing firms must submit THREE (3) copies of the Letter of Interest and THREE (3) copies of your current Standard Form 254 (SF 254) with the information package. The current SF 254 template is located at <http://ncadmin.nc.gov/businesses/construction/forms-documents> which is the State Building Commission approved form.

In the interest of cost-savings to the designers, consistency of the submittals and more efficient use of time by the pre-selection committee, the submitted information package should not include any notebooks, binders, tab, clips, etc. The format should be 8-1/2" x 11" pages stapled in the upper left-hand corner. The Letter of Interest should not exceed ten (10) single-sided pages or five (5) double-sided pages plus the SF 254.

**E-mail Only** and Fax submittals will not be accepted.