

Department/Agency	Guilford Technical Community College
Project Name	Aviation Center at Cameron Campus – Building 1
Solicitation #	306-1025-0432 (2 nd Readvertisement)
Testing Firms	Request for Qualifications - Test and Balance Services for HVAC and Hydronic Systems
Project ID#/Agency ID #	25362/2610
Scope	<p>Letters of Interest with qualifications statements and SF-254 will be received until Wednesday, October 22 at 3:00 p.m. EDT in the Construction Office, Campus Operations Building, 1003 Bonner Drive, Jamestown, NC 27282, Attn: Evan Warren for testing and balancing of the HVAC air and hydronic systems for the new 2-story, 70,000 sq. ft. building at the Cameron Campus, 7908 Leabourne Road, Colfax, N.C., including site work for new concrete sidewalks, asphalt paving, and landscaping, as well as an elevator and sprinkler system. Construction services performed under CMAR contract; TAB services performed under the direction of owner.</p> <p>Work included but not limited to the following services, and all work shall be performed in accordance with the project specifications and plans:</p> <ol style="list-style-type: none"> 1. Balancing of constant-volume, variable-volume, and exhaust air systems 2. Balancing of constant-flow and variable-flow hydronic piping systems 3. Testing firm needs to be knowledgeable of Direct Digital Controls (DCC) and instrumentation accuracy and calibration. 4. Testing required to produce Testing Air Balancing (TAB) reports. 5. Produce a TAB plan, which includes strategies for a step-by-step procedure for balancing all air and hydronic systems. 6. Testing firm must be Associated Air Balance Council (AABC) certified. 7. Testing firm must have knowledge of applicable requirements in accordance with ASHRAE/IES 90.1 Section 6.7.2.3 “System Balancing.” 8. Testing firm shall have a representative present at minimally one monthly OAC meeting through the construction phase and at every OAC meeting once the testing and balancing begin. 9. Examine HVAC equipment and verify filters are cleaned, functioning under controls, and ready for operation. 10. Report deficiencies discovered before and during the performance of TAB procedures.
Contact	Evan Warren, Construction Coordinator
Telephone	(336) 334-4822, extension 50586
Email	eswarren@gtcc.edu
Estimated Construction Budget	\$32 Million
Source of Funds	State/County
Publish Date	Wednesday, October 15, 2025
Closing Date	Wednesday, October 22, 2025, at 3 p.m. EDT
Submit three (3) copies of Letter of Interest, Qualifications Statement, and SF-254 to:	
Physical Location for FedEx/UPS or In-person Delivery – Highly Recommended: (Delivery Address)	Attn: Evan Warren, Construction Coordinator Guilford Technical Community College 1003 Bonner Drive Jamestown, NC 27282
Mailing Address (if using U.S. Postal Service)	Attn: Evan Warren, Construction Coordinator Guilford Technical Community College PO Box 309 Jamestown, NC 27282

SELECTION CRITERIA

The selection committee will consider qualification information including the following factors. Please address each in your response:

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 project approach including team and potential consultants
6. Recent experience with project costs and schedules
7. Project administration capabilities
8. Proximity to and familiarity with Guilford County and the project location
9. Record of successfully completed projects without major legal or technical problems
10. Other factors which may be appropriate for the project
11. Prior experience with SCO and NCCCS projects

SUBMITTAL CRITERIA

Submit three (3) copies of Letter of Interest and qualifications statement not exceeding ten (10) pages front and back or twenty (20) single-sided pages. Cover letter and SF-254 would be additional pages. In the interest of cost savings, consistency of submittals, and ease of review by the selection committee, please format your submissions in 8.5"x 11" pages, stapled in the upper lefthand corner.

Email and fax submittals will not be accepted.

Solicitation (IFB, RFP, RFQ) No. 306-1025-0432

Firm Name: _____

THIS PAGE IS TO BE FILLED OUT AND RETURNED WITH YOUR PROPOSAL. FAILURE TO DO SO MAY SUBJECT YOUR SUBMISSION TO REJECTION.

ATTENTION

Federal Employer Identification Number or alternate identification number (e.g., Social Security Number) is used for internal processing, including bid tabulation.

Enter ID number here: _____

Pursuant to N.C.G.S. 132-1.10(b) this identification number shall not be released to the public.

Check the appropriate box(es):

Historically Underutilized Business: _____ Yes _____ No

HUB Classification: _____ Female Owned _____ African American Owned

_____ Hispanic Owned _____ Other (List)

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