

Department/Agency	NC Department of Health and Human Services – Caswell Developmental Center (Kinston, NC)
Project Title	Facility-Wide HVAC Controls Upgrades
Design Services	Engineering
Scope of Work	This project is for the integration of several different Building Automation Systems (BAS) into one System. The project will include updating the graphics, HVAC scheduling, temperature optimization programming and other energy saving measures.
Contact	For site visits (by appointment only): contact Marty Hill For project questions: contact William Stevens
Telephone	(252) 526-8387 (Marty Hill)
Email	marty.hill@dhhs.nc.gov
Total Project Budget	\$700,000
Source of Funds	2024-2025 Repairs & Renovations Reserve
Approved OC-25 #	#20254420229
Publish Date	August 21, 2025
Closing Date	Friday - September 19, 2025 at 3:00 PM
Submit ONE (1) Copy of Letter of Interest and SF-254 in PDF format	William Stevens Phone: (919) 279-1463 Department of Health and Human Services Division of Property and Construction Email: william.stevens@dhhs.nc.gov Only ONE (1) electronic copy in PDF format is required to be emailed to Neal Enevoldsen at email address shown above.
Physical Location for Fed Ex/UPS Delivery (Delivery Address):	DHHS staff are working remotely. No paper copies are required to be submitted.
NC Licensing Statement	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: NC Board of Architecture: (http://www.ncbarch.org) NC Board of Examiners for Engineers & Surveyors: (http://www.ncbels.org) NC Board of Landscape Architects: (http://www.ncbola.org)

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.

Fax submittals will not be accepted.