

Haywood Community College – Architectural Open-End Design Agreement

Closing Date: February 4, 2025

Statement of Need

Haywood Community College requires the services of an architectural firm to produce feasibility studies, conceptual plans, renovation designs, and/or construction contract documents for site development projects, renovation projects, repairs, or new buildings. One architectural design firm will be chosen for a one-year term, with the possibility of a one-year renewal, to be an open-end design provider. The selected firm will be on call to provide architectural design, interior design, space planning, feasibility studies, cost estimating, and consultation on an as-needed basis.

Typical Project Scope

Design fees will be negotiated for new projects as needed. The design fee for any single project will not exceed \$36,000.00. Regardless of the number of projects, the total design fees associated with the open-end agreement will not exceed \$150,000.00 during the one-year period. The term of the one-year open-end agreement may be extended for one additional year if the HCC Board of Trustees so chooses. If the agreement is extended an additional year, the total for design fees during the entire agreement shall not exceed \$300,000.00.

Design Process

The selected firm will work through the Haywood Community College Infrastructure Operations & Technology Division for each project. Once selected as an open-end design service provider, the design firm will be on call to provide services for specific projects. A fee proposal for that specific project will be requested. The proposal must include a description and full scope of the project, a detailed preliminary estimate if applicable, a project schedule, and a description of the design work and fees. For projects that proceed to construction, the designer will be expected to provide construction administration services.

Criteria for Selection

In order to offer architectural 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 PDF proposal with a cover letter, no more than thirty (30) double-sided pages of marketing material, and the current SF 254 form addressing the following criteria. Firms are requested to ensure receipt of proposals at the email address listed below by 4:00 p.m. on February 4, 2025.

1. Experience and expertise with open-end design agreements.
2. Past performance on feasibility studies and small community college projects
3. Experience with campus design projects
4. Adequate staff
5. Historically Underutilized Business representation in the proposed consultant team
6. Current workload
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
11. A minimum of three references with current contact information

Designer Selection Process

Following the receipt of letters of interest, a selection committee will develop a ranked list and make selection recommendations to Dr. Shelley White, President of Haywood Community College. After the final selection has been approved, firms will be notified as to the status of their submittals. Notification will occur within thirty (30) days of the closing date.

Questions

For the selection process to be as objective as possible, do not contact Haywood Community College officials, other than Brek Lanning, Vice President of Infrastructure Operations & Technology. All questions and inquiries concerning the open-end design agreement are to be directed via email to: bwlaning@haywood.edu The email subject line should state: HCC Architectural Open-End Design Agreement