

Department/Agency	NC State Highway Patrol
Project Title	New SHP Headquarters
Design Services	Architecture/Engineering
Scope of Work	The NC State Highway Patrol (SHP) invites experienced design firms to submit qualifications to provide design services for the new SHP Headquarters project. The project will design and construct a new Administrative Headquarters Building for the State Highway Patrol. The 70,000 SF office building will be located at the SHP Training Academy in Raleigh to accommodate a 280 person administrative support section of the SHP. It includes all associated parking and site elements, including connections to pedestrian plaza areas. Full A/E design services are required and will include all requirements for the State Construction Office for all submittal phases, cost estimates updated at each phase, bidding services, construction administration services, record drawings, and project closeout. IN ADDITION TO the required paper submittals, please email a PDF copy of the letter of Interest and SF-254 to melanie.butler@ncshp.gov for easier electronic sharing with the pre-selection committee. (HARD COPIES ARE STILL REQUIRED)
Contact	Melanie Butler, PE
Telephone	(919) 624 - 8948
Email	melanie.butler@ncshp.gov
Total Project Budget	\$120,000,000
Source of Funds	Session Law 2026-41 (DPS26-1)
Approved OC-25 #	#202770920814
Publish Date	August 19, 2026
Closing Date	Tuesday - September 15, 2026 @ 4:00 PM
Submit THREE (3) Copies of Letter of Interest and SF-254 (Mailing Address):	State Highway Patrol Attn: Melanie Butler Engineering 4231 Mail Service Center Raleigh, NC 27699-4231
Physical Location for Fed Ex/UPS Delivery (Delivery Address):	State Highway Patrol Attn: Melanie Butler Engineering 3318 Garner Road, Building 2 (TSU) Raleigh, NC 27610
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.

E-mail and Fax submittals will not be accepted.