

Department/Agency	Department of Natural and Cultural Resources – Division of Parks and Recreation
Project Title	Carolina Beach State Park - Maintenance Area Improvements
Design Services	Engineering/Architecture
Scope of Work	Project is for Maintenance Area Improvements at Carolina Beach State Park that are needed to incorporate additional storage areas to include a new Maintenance Office building, and two Equipment Storage buildings, two above ground Fuel Tanks, and a planned Driveway Access route to protect equipment at both Carolina Beach State Park and Fort Fisher State Recreation Area.
Contact	David Lewis
Telephone	252-269-5727 (Cell)
Email	david.lewis@ncparks.gov
Total Project Budget	\$3,145,000 (with \$400,000 Available for Planning & Design)
Source of Funds	Parks and Recreation Trust Fund (PARTF)
Approved OC-25 #	#202748903423
Publish Date	August 19, 2026
Closing Date	Wednesday - September 9, 2026 @ 4:00 PM
Submit THREE (3) Copies of Letter of Interest and SF-254 (Mailing Address):	NC Division of Parks and Recreation Attn: David Lewis 1615 Mail Service Center Raleigh, NC 27699-1615
Physical Location for Fed Ex/UPS Delivery (Delivery Address):	NC Division of Parks and Recreation Attn: David Lewis c/o 2nd Floor Receptionist: Steve Livingstone Nature Research Center 121 West Jones Street Raleigh, NC 27603
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.