

<b>Department/Agency</b>	Cape Fear Community College
<b>Project Title</b>	First Floor Renovation – Building L – Downtown Campus
<b>Design Services</b>	Architect and Engineering Design Services
<b>Scope</b>	<p>Cape Fear Community College is seeking proposals from qualified Design Teams to design an interior renovation located at CFCC's Wilmington NC Campus.</p> <p>This project consists of an approximately 6000 sf interior renovation to CFCC's Building L, 1st floor. This floor currently houses CFCC's dental clinic, which will relocate in August 2025. These spaces were built in 1997 with very little renovation in the subsequent years. The new uses of the space will include a healthcare provider clinic and a drop-in childcare facility. There may also be upgrades to the exterior to establish an outdoor play area for the drop-in childcare facility if funding allows. The surrounding spaces including the licensed childcare center and the main lobby will remain in full operation during this work. This is the second of a sequence of projects to update this building. Due to small project size there will be no pre-proposal meeting and this advertisement comprises all materials/information that will be provided.</p> <p><b>DISADVANTAGED BUSINESS ENTERPRISES AND HISTORICALLY UNDERUTILIZED BUSINESSES ARE ENCOURAGED TO APPLY FOR PREQUALIFICATION EITHER INDEPENDENTLY OR AS PART OF A TEAMING ARRANGEMENT.</b></p>
<b>Contact</b>	David Kanoy, Executive Director of Capital Projects and Facilities
<b>Telephone</b>	910-362-7695
<b>Email</b>	<a href="mailto:dkanoy@cfcc.edu">dkanoy@cfcc.edu</a>
<b>Total Project Budget</b>	\$1,100,000
<b>Source of Funds</b>	State funds
<b>NCCCS #</b>	2933
<b>Publish Date</b>	2/18/2025
<b>Closing Date</b>	3/13/2025
<b>Submit THREE (3) Copies of Letter of Interest and SF-254:</b>	Responders are required to submit three (3)–hard copies along with a digital copy of RFP response.
<b>Address for Delivery:</b>	Cape Fear Community College Attn: David Kanoy 411 North Front Street Wilmington NC 28401

## 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>)

### SELECTING CRITERIA

In selecting Designers, the Selection Committee should take into consideration qualification information as follows. Please address each item below in a numbered section in your response:

1. Specialized or appropriate expertise in the type of project. Provide a brief narrative indicating specific relevance of any examples of previous projects to CFCC's proposed project. Some ideas for demonstrating this include information on past projects involving
  - Higher education, specifically community colleges and specifically NC community colleges,
  - Medical office spaces, specifically small general practice or urgent care.
  - Drop-in child care facilities, outdoor learning environments
  - Phased renovations, occupied building renovations.Unexplained project marketing slicks will not score as well.
2. Past performance on similar projects. Provide a brief narrative indicating specific relevance of any examples of projects to CFCC's current project.
3. Adequate Staffing level and proposed Design or Consultant Team for the project.
4. Detail your current workload and State of NC monitored or owned projects underway with your firm.
5. Proposed design approach for the project including Design Team and Consultants. Please include landscape architecture staff or consultants on your team. Due to floor elevation offsets within the space, include structural engineering staff or consultants on your team in case ramps or stairs are required.
6. Recent experience with project cost estimates and schedule adherence. Provide examples of cost and schedule estimating comparing favorably to actual cost and schedule adherence.
7. Construction Administration capabilities.
8. Proximity to and familiarity with the area where the project is located, and AHJ's involved.
9. Record of successfully completed projects without major legal or technical problems
10. Historically Underutilized Business representation in proposed consultant team. Provide a plan to increase participation.

### SUBMITTAL CRITERIA

**Proposing Firms must submit THREE (3) copies of the RFQ response and THREE (3) copies of your current Standard Form 254 OR SF 330 with the information package. A digital copy of the package will also be required as part of the submission. The current SF 254 template is located at <http://www.nc-sco.com/forms.aspx> 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, tabs, 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 twenty **(20)** single-sided pages or ten **(10)** double-sided pages plus the SF 254 form.

E-mail and Fax submittals will not be accepted.