

Department/Agency	Department of Natural and Cultural Resources – Division of Parks and Recreation
Project Title	Dismal Swamp State Park - Equipment Storage Building
Design Services	Architecture/Engineering
Scope of Work	This project is for a new equipment storage building at Dismal Swamp State Park in Camden County. The approximately 1,700 SF storage building should include 5 open air bays with gravel and should include electrical services. This project will meet all required NC Building and ADA codes.
Contact	Justin Williamson
Telephone	919-971-0833 (Cell)
Email	Justin.Williamson@ncparks.gov
Total Project Budget	\$530,000
Source of Funds	Parks And Recreation Trust Fund (PARTF)
Approved OC-25 #	#202748903411
Publish Date	December 9, 2025
Closing Date	Friday - January 16, 2026 @ 4:00 PM
Submit THREE (3) Copies of Letter of Interest and SF-254 (Mailing Address):	NC Division of Parks and Recreation Attn: Justin Williamson 1615 Mail Service Center Raleigh, NC 27699-1615
Physical Location for Fed Ex/UPS Delivery (Delivery Address):	NC Division of Parks and Recreation Attn: Justin Williamson c/o 2nd Floor Receptionist: Steve Livingstone Nature Research Center 121 West Jones Street Raleigh, NC 27603
NC Licensing Statement	<p>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:</p> <p>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)</p>

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.