

STATE OF NORTH CAROLINA

CRAVEN COMMUNITY COLLEGE

Public Safety Training Center

REQUEST FOR INFORMATION

Market Research for Modular/Mobile Classroom Structure

RFI Number:	RFI-92-27-001
Issue Date:	July 16, 2026
Response Due Date:	August 13, 2026, 5:00 PM EST
Issuing Agency:	Craven Community College (College)
Project:	Mobile Classroom Structure – Public Safety Training Center
Commodity/Service:	Modular/Mobile Classroom Building
Issuing Officer:	Carton Banks
Telephone:	252-638-7263
E-Mail:	banksc@cravencc.edu

SUBMIT RESPONSES TO:

banksc@cravencc.edu

Refer ALL inquiries regarding this RFI to the Issuing Officer identified above.

NOTICE TO VENDORS

This document is a Request for Information (RFI) only. This RFI is issued solely for market research, pricing information, and planning purposes. It does not constitute a Request for Proposal (RFP), Invitation for Bids (IFB), Request for Quotation (RFQ), or any other type of solicitation.

THIS IS NOT A REQUEST FOR OFFER. NO AWARD WILL RESULT FROM THIS RFI.

Issuance of this RFI does not commit the College to issue a solicitation, make an award, or pay any costs incurred in the preparation or submission of responses. The College reserves the right to cancel this RFI at any time without obligation or liability.

Information gathered through this RFI may be used by the College to develop specifications and requirements for a future competitive solicitation. Responses to this RFI will not be evaluated for award purposes and will not be considered as proposals or offers.

Vendors are encouraged to provide as much of the requested information as possible, but partial responses or responses that propose alternative approaches will be considered for informational purposes.

Submission of a response to this RFI is voluntary and will not adversely affect any vendor's eligibility to participate in any future procurement related to this project.

1.0 PURPOSE AND BACKGROUND

1.1 Purpose

The College issues this Request for Information to gather information, capabilities, and recommendations from qualified vendors regarding the provision, delivery, and installation of a mobile classroom structure at the College's Public Safety Training Center site.

The College does not currently have sufficient information readily available to prepare an adequate solicitation document. Information gathered through this RFI will be used to enhance future procurement planning and assist in developing the scope of a potential future solicitation.

1.2 Background

Craven Community College is a public community college located in New Bern, North Carolina. The College is in the process of developing plans to place a mobile classroom structure on its Public Safety Training Center site to support expanding training programs and educational capacity.

The College seeks a turnkey modular/mobile building solution that meets the functional, structural, and aesthetic requirements outlined in this RFI.

2.0 ANTICIPATED SCHEDULE

The following schedule represents the College's anticipated timeline for this RFI process. All dates are subject to change at the College's sole discretion. Any changes will be communicated via addendum.

Event	Date
RFI Issued	July 17, 2026
Deadline for Written Questions	July 31, 2026
Responses to Questions Issued (Addendum)	August 6, 2026
RFI Responses Due	August 13, 2026, 5:00 PM EST

3.0 COMMUNICATIONS, QUESTIONS, AND ADDENDA

3.1 Issuing Officer

All communications regarding this RFI shall be directed exclusively to the Issuing Officer identified on the cover page. Vendors shall not contact any other College employee, board member, or official regarding this RFI. **Unauthorized contact may result in disqualification from any future related procurement.**

3.2 Written Questions

Questions regarding this RFI must be submitted in writing (via e-mail) to the Issuing Officer no later than the deadline specified in Section 2.0. Questions should reference the specific section and paragraph of this RFI to which they relate. Oral questions will not be accepted.

3.3 Addenda

If the College determines that clarification or additional information is necessary, a written addendum will be issued. Addenda will be posted to North Carolina electronic vendor portal (NC eVP). It is the vendor's responsibility to check for addenda prior to submitting a response. All addenda become part of this RFI.

4.0 RESPONSE SUBMISSION INSTRUCTIONS

4.1 Submission Method

Responses shall be submitted electronically via banksc@cravencc.edu no later than the date and time specified in Section 2.0. Late submissions will not be considered.

4.2 Format Requirements

Responses should be submitted in PDF format and should not exceed 75 pages, excluding appendices, catalogs, and supporting documentation. Responses should be organized according to the section numbering in this RFI to facilitate review.

4.3 Number of Copies

Submit one (1) electronic copy to the address or portal specified above. No hard copies are required unless otherwise directed by addendum.

5.0 PUBLIC RECORDS AND CONFIDENTIAL INFORMATION

Craven Community College is a public entity subject to the North Carolina Public Records Act (N.C.G.S. § 132-1 et seq.). Responses submitted in connection with this RFI may be subject to public disclosure.

Respondents are cautioned NOT to include proprietary, confidential, trade secret, or business-sensitive information in their responses unless absolutely necessary. If a respondent believes that specific information qualifies as a “trade secret” under N.C.G.S. § 66-152(3), such information must be clearly identified and marked “CONFIDENTIAL” on each applicable page. Blanket designations of an entire response as confidential are not acceptable and may result in the entire response being treated as a public record.

The College cannot guarantee that any information submitted will be exempt from disclosure. In the event of a public records request, the College will make reasonable efforts to notify the respondent prior to disclosure of information marked as confidential, to the extent permitted by law.

6.0 PROJECT OBJECTIVES AND INFORMATION REQUESTED

6.1 General Description

The College seeks information from qualified vendors regarding the provision of a single mobile/modular classroom structure for placement at the Public Safety Training Center site. A modular halves (double-wide) configuration is preferred.

6.2 Functional Requirements

The College is interested in solutions that address the following functional objectives:

- Three (3) classrooms of approximately 700–800 square feet each
- A fourth space suitable for use as office space
- At least one (1) unisex restroom; two (2) restrooms preferred
- Full ADA compliance (Americans with Disabilities Act)
- Skirting and compliance with all North Carolina hurricane safety requirements
- Heating, ventilation, and air conditioning (HVAC) system
- Pre-installed data cabling and jacks for networking and internet connectivity
- Turnkey installation, ready for connection to water, electric, sewer, and related utilities
- Vendor responsibility for all site preparation, structure installation, and permitting
- Exterior finish in dark gray color to match existing buildings on the property

- On-site delivery and full operational status within one hundred eighty (180) calendar days following acceptance of the project

6.3 Site Information

The structure will be located at the Public Safety Training Center (PSTC) site operated by Craven Community College. The PSTC is located in the Craven County Industrial Park at 501 Executive Parkway in New Bern.

This state-supported \$12 million initiative, developed in partnership with Craven County and supported by local and state leaders, will serve as a premier regional hub for training firefighters, law enforcement, EMS, and other first responders across Eastern North Carolina.

The 31-acre facility will feature state-of-the-art resources including a combined burn building and drill tower, indoor firearms range, driving pad, and more, addressing critical workforce needs in emergency services. A site location has been designated; vendors interested in visiting the site should contact the issuing officer.

7.0 VENDOR RESPONSE FORMAT

The College requests that respondents organize their submissions as follows:

- A. Company Information – Company name, address, point of contact, telephone, e-mail, website, years in business, and a brief description of relevant experience with modular/mobile structures.
- B. Technical Capabilities – Description of proposed structure type(s), construction methods, materials, floor plan options, and how the vendor’s solution addresses each functional requirement listed in Section 6.2.
- C. Site Preparation and Installation – Description of site preparation approach, installation methodology, permitting process, and typical site preparation timeline.
- D. Compliance – Description of how the proposed solution meets ADA requirements, NC Building Code, NC hurricane safety requirements, and any applicable fire/life safety standards.
- E. Renderings and Drawings – Conceptual floor plan(s) and/or site layout drawings showing the proposed configuration, dimensions, utility connection points, and networking infrastructure.
- F. Delivery Timeline – Estimated timeline from project acceptance through on-site operational status.
- G. Rough Order of Magnitude (ROM) Cost Estimate – Non-binding cost estimate(s) as described in Section 10.0.

8.0 REQUESTED CAPABILITIES AND DISCUSSION QUESTIONS

In addition to the information requested above, the College invites respondents to address the following questions:

1. What modular/mobile structure configurations are available that would meet or exceed the College's stated functional requirements?
2. What options exist for networking and data infrastructure pre-installation?
3. What is the typical lead time from order to on-site delivery and operational readiness for a structure of this type and size?
4. What site conditions or utility infrastructure prerequisites should the College anticipate?
5. Are there lease, lease-to-own, or purchase options available?
6. What warranty and maintenance/service options are available post-installation?
7. What permitting requirements should the College anticipate, and does the vendor typically manage the permitting process?
8. Are there energy-efficient or sustainable design options that should be considered?

Respondents are encouraged to provide any additional information, recommendations, or innovative approaches that may assist the College in its planning efforts.

9.0 VENDOR PRESENTATIONS

The College may, at its sole discretion, invite one or more respondents to present their capabilities and discuss their submissions. Presentations, if scheduled, will be conducted at a location designated by the College. The College will provide at least two (2) weeks advance notice of any scheduled presentation.

Participation in any presentation is voluntary. The College is under no obligation to invite any or all respondents to present. Presentations are for informational purposes only and do not constitute negotiations or create any obligation on the part of the College.

10.0 ROUGH ORDER OF MAGNITUDE (ROM) COST ESTIMATE

Respondents are requested to provide a **non-binding ROM** cost estimate for the proposed solution. The ROM should include, to the extent practicable:

- Structure acquisition cost (purchase and/or lease options)

- Site preparation costs
- Transportation and delivery
- Installation and set-up
- Permitting fees
- Utility connection preparation (to point of connection)
- Networking/data infrastructure
- Any recurring costs (if lease option)

NOTE: Any cost estimates provided in response to this RFI are non-binding and for informational and planning purposes only. Cost estimates will not be used to evaluate or rank respondents and will not be binding on either party in any future procurement.

11.0 RESERVATION OF RIGHTS

The College reserves the right to:

- Request additional information or clarification from any respondent.
- Use information obtained through this RFI in developing future solicitations.
- Issue or not issue a subsequent solicitation at its sole discretion.
- Modify requirements, scope, or approach in any future solicitation based on information received.

This RFI does not obligate the College to procure any goods or services from any respondent, nor does it obligate the College to issue a solicitation of any kind.

12.0 RESPONDENT INFORMATION AND ACKNOWLEDGMENT

By submitting a response to this RFI, the respondent acknowledges that this is a Request for Information only, that no award will result, and that the College incurs no obligation as a result of this RFI or any response received.

Company Name:	
Street Address:	

City, State, ZIP:	
Contact Name and Title:	
Telephone:	
E-Mail:	
Signature:	
Date:	

--- END OF RFI ---

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