

<b>Department/Agency</b>	<b>Johnston Community College</b>
Project Title	Open-ended agreement for design / engineering services for small projects under \$300,000.00
Design Services	<ul style="list-style-type: none"> <li>• Structural Design</li> <li>• Civil Engineering</li> <li>• Architectural Services</li> <li>• Mechanical, Electrical, Plumbing, Commissioning and Fire Protection Engineering</li> <li>• Environmental Testing/Construction Material Testing/Geotechnical Testing/Special Inspections</li> </ul>
Scope of Work	Open-End Service Agreement for Design and Engineering Services for small projects on as as-needed basis for the disciplines listed above
Contact	Wade Quinn
Telephone	(919) 209-2035
Email	<a href="mailto:dwquinn@johnstoncc.edu">dwquinn@johnstoncc.edu</a>
Total Project Budget	Each project budget (includes design, construction and contingency) is not to exceed \$300,000
Source of Funds	Local, State, Private Funds
Approved OC-25 #	N/A
Publish Date	November 4, 2024
Closing Date	November 19, 2024 at 2:00 PM
Submit One (1) Copy of Letter of Interest and SF-254 (Mailing Address):	Interested firms are requested to assure receipt of proposals at address listed below by 2:00 pm on the Closing Date. Clearly indicate on the outside of the package which discipline your submission is for. If your firm is submitting for more than one discipline, a separate submission is required for each.
Physical Location for Fed Ex/UPS Delivery (Delivery Address):	Wade Quinn Director of Purchasing Johnston Community College Wilson Building 245 College Rd Smithfield, NC 27577 <b>**MUST include a flash drive with electronic copy of Letter of Interest and Standard Form 254 (SF 254) with information package**</b>
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><b>NC Board of Architecture:</b> (<a href="http://www.ncbarch.org">http://www.ncbarch.org</a>)  <b>NC Board of Examiners for Engineers &amp; Surveyors:</b> (<a href="http://www.ncbels.org">http://www.ncbels.org</a>)  <b>NC Board of Landscape Architects:</b> (<a href="http://www.ncbola.org">http://www.ncbola.org</a>)</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 ONE (1) copy of the Letter of Interest and ONE (1) copy 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.

## OWNER REQUIREMENT - SUBMITTAL CRITERIA

**\*\*All submission packages should be accompanied by a flash drive with the contents of the submittal in its entirety\*\***