

Department/Agency	Rowan-Cabarrus Community College
Project Title	Open-Ended Surveying Services
Design Services	Survey Services
Scope	Surveying design services that are to be provided on a routine or as needed basis for small, miscellaneous projects under \$300,000. Annual fees may not exceed \$150,000 in total value and no single project shall exceed a \$36,000 fee. The base contract will be for one year, with one possible one-year extension.
Contact	Ronda Holland
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Email	<a href="mailto:collegeenvironment@rccc.edu">collegeenvironment@rccc.edu</a>
Total Project Budget	\$150,000
Source of Funds	State &/or local &/or private
Approved OC-25 #	N/A
Publish Date	<b>May 7, 2026</b>
Closing Date	<b>June 11 , 2026 @ 2:00 PM</b>
Submittal Packages should be transmitted to:	<b>Electronic submissions only</b> (Read Receipt Requested) to:  Email: <a href="mailto:collegeenvironment@rccc.edu">collegeenvironment@rccc.edu</a> Subject Line: <b>121-050726DC-S – Open-Ended Surveying Services</b>
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 Examiners for Engineers & Surveyors: <a href="http://www.ncbels.org">http://www.ncbels.org</a>  <b>HUB Certified Firms are encouraged to submit a proposal.</b>
It is the intent of Rowan-Cabarrus Community College to select up to two (2) Surveying firms to support the occasional needs in the construction and operation of its facilities.	
<b><u>SELECTION CRITERIA</u></b>	
In selecting the Surveyors, the College's Selection Committee will take into consideration qualifying factors addressed below with their relative weighting:	
<ol style="list-style-type: none"> <li>1. Expertise and previous experience in educational/institutional projects. 25%</li> <li>2. Demonstrated understanding and implementation of renovation and remodel of existing buildings, sustainable and innovative design, developing "AsBuilts" of existing buildings and site plans, phasing of projects in occupied buildings, and contractor pre-qualification. 20%</li> <li>3. Demonstrated mastery of the following critical concepts in the design of public educational facilities: Sustainability and Low Impact Design, Crime Prevention Through Environmental Design (CPTED), site lighting, integrated design, the North Carolina State Construction Manual and related forms, and State Construction Office's Site Preparation and Grading Criteria. 10%</li> <li>4. Technical expertise including AutoCAD, BIM, Microsoft Project GANTT chart scheduling, life-cycle costing, LIDAR mapping, and conceptual estimating. 10%</li> <li>5. Demonstrated understanding of the College's Facilities Design Manual. 10%</li> <li>6. Qualifications and experience of proposed staff and consultant team. 10%</li> <li>7. Quality of the proposal, including inclusion of all the Submittal Requirements addressed below. 10%</li> <li>8. Proximity to and familiarity with the College's service area (Rowan County and Cabarrus County). 5%</li> <li>9. After Selection Committee Members votes have been tallied and averaged, one (1) additional point will be awarded to Historically Underutilized Business (HUB) certified proposers with an additional one half (1/2) point for each HUB certified subconsultant necessary to support the effort of this contract. A maximum of two (2) additional points may be granted under this criterion.</li> </ol>	

**SUBMITTAL REQUIREMENTS**

Proposing firms must submit one (1) electronic copy of the submittal package in Adobe.pdf format to the email address provided: [collegeenvironment@rccc.edu](mailto:collegeenvironment@rccc.edu) . Hard copies are not accepted at this time.

**Firms must be registered and active with the North Carolina Electronic Vendor Portal prior to submitting a proposal.**  
<https://evp.nc.gov/> Failure to register may result in disqualification.

Each package shall include in the following order:

1. A Letter of Interest – no more than one page.
2. A design approach for a typical informal project from Initial Concept through Close-out, including Owner Team/Design Team organizational chart.
3. Three single page examples of appropriate projects, including photos and/or renderings, a description of key elements and challenges, estimated and constructed cost, and estimated and actual design and construction durations (with explanation of significant deviations).
4. A proposed Gantt Chart Schedule for a project from concept through completion.
5. 3 letters of recommendation from prior education clients, on their letterhead.
6. Resumes of key staff (Surveyors, Administrators) proposed to support the effort of this contract.
7. A listing of key sub-consultants to support the effort of this contract (Specialty Architects/Designers, Electrical, Structural, Civil Engineers, Cost Consultant, Scheduling Consultant).
8. Historically Underutilized Business (HUB) Certification for any entity proposed to support the effort of this contract.
9. Signed copy of all addendums issued to this advertisement.

**Electronic submissions only (Read Receipt Requested)**