

<b>Department/Agency</b>	Wilson Community College
<b>Project Title</b>	Building A Classroom Renovation
<b>Design Services</b>	Wilson Community College, 902 Herring Avenue E, is accepting statements of interest for design and/or engineering services for the design, layout, and construction management of Building A classroom renovation located at the Wilson Community College main campus.
<b>Scope</b>	<p>This project consists of renovation to approximately 7000 sq feet of classrooms that previously housed the HVAC, Electrical, and Building Construction Programs. The newly renovated space will accommodate instructional space for our Paralegal, Criminal Justice, and Interpreting Education Programs that are being relocated for improved accessibility and training space. The renovation will include demo of existing walls and create multiple new classroom spaces (6) and offices/and associated workspace, raising of ground (street) floor system to match existing Building hallway level. In additional new upgraded plumbing, HVAC, and electrical services will be provided.</p> <p>For additional information please contact: Will Robl, Purchasing and Capital Improvement Manager at <a href="mailto:Manager-Purchasing@wilsoncc.edu">Manager-Purchasing@wilsoncc.edu</a>.</p>
<b>Contact</b>	Will Robl
<b>Telephone</b>	252-246-1240
<b>Email</b>	<a href="mailto:Manager-Purchasing@wilsoncc.edu">Manager-Purchasing@wilsoncc.edu</a>
<b>Total Project Budget</b>	\$545,000
<b>Source of Funds</b>	County Appropriation
<b>Approved OC-25 #</b>	28768 (NCCCS Project #2884)
<b>Publish Date</b>	Tuesday, September 9, 2025
<b>Closing Date &amp; Time</b>	Tuesday, September 30, 2025, at 2:00 PM (No late submissions will be accepted.)
<b>Submit THREE (3) Copies of Letter of Interest and SF-254 (Mailing Address):</b>	Wilson Community College 902 Herring Ave F Building, Business Office Suite Wilson, NC 27893 ***Please include electronic copy on flash drive***
<b>Physical Location for Fed Ex/UPS Delivery (Delivery Address):</b>	Wilson Community College 902 Herring Ave F Building, Business Office Suite Wilson, NC 27893

## 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>)

### 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://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, 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.