Department/Agency	Rowan-Cabarrus Community College
Project Title	CBTC Annex Automotive Expansion
Design Services	Architectural Design Services
Scope of Work	This request is for proposals for Architectural Design Services for the renovations and retrofit of spaces within Building B402 (CBTC Annex) on Rowan-Cabarrus CBTC Campus in Concord, NC. The project will include remodeling of spaces to house the expansion of the Automotive Technologies Programs into Cabarrus County, which includes the construction of a Lift Lab, modification of a classroom, storage spaces, and an office. Systems work includes upgrades of HVAC, plumbing, electrical, and lighting. The scope of work will include conceptual, schematic, design development, and construction documents, along with construction administration and close-out services. The designer will seek all approvals, handle bidding, and perform construction administration in design/bid/build delivery method. This project will be designed and administered under the College's direction as a formal project.
Contact	Ronda Holland
Telephone	704-216-3455
Email	collegeenvironment@rccc.edu
Total Project Budget	$ 1,275,888
Source of Funds	Golden Leaf Grant and Cabarrus Reserves
Approved OC-25 #	NCCCS #2970
Publish Date	Thursday, July 31, 2025
Closing Date	Thursday, August 28, 2025 at 02:00 PM
Submit Electronic your Electronic Submittal (Adobe.pdf format) to:	collegeenvironment@rccc.edu Please identify the **RFQ # 121-073125JC** and **Project Title** in the subject line of your e-mail
Physical Location for Fed Ex/UPS Delivery (Delivery Address):	**Hard copies are not accepted at this time.**
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 on 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)

SUBMITTAL REQUIREMENTS

Proposing firms must submit an electronic copy of the complete submittal package in Adobe.pdf format to the email address provided: **collegeenvironment@rccc.edu** Hard copies are not accepted at this time.

Each package shall include:

1. A Letter of Interest – no more than one page.
2. A design approach for the project, including: Owner/SCO/Design Team organizational chart with sub consultants; an analysis of the project budget, particularly taking into consideration the requirements of the College's Facilities Design Manual and the Owner's Project Requirements for the Project.
3. An example of a Contractor Pre-Qualification Plan.
4. A proposed Gantt Chart Schedule for the Project from Conceptual Design through Completion.
5. Between three (3) and five (5) examples of similar projects, including; photos and/or renderings, a description of key elements and challenges, and both estimated and constructed cost for each project (with an explanation of significant deviations), estimated and actual design and construction durations, Owners point of contact (with phone number), and CM/GC point of contact (with phone number).
6. Resumes of key staff (Project Architects, Construction Administrators, Electrical Engineer, Mechanical Engineer, Civil Engineer, and Cost Consultant) proposed to support the design effort, including an indication of other projects on which the individual is assigned for the next 12 months.
7. Signed copies of all addendums issued to this advertisement.
8. Historically Underutilized Business (HUB) Certification for any entity proposed to support the effort of this contract.

SELECTION CRITERIA

In selecting the Architect, the College's Selection Committee will take into consideration qualifying factors addressed below with their relative weighting:

1. Specialized or appropriate expertise in the higher education automotive lab construction/renovation, with an emphasis on phased projects within an occupied facility. 30%
2. An understanding of the College's Facilities Design Manual, the Owner's Project Requirements for the project, and the location in which the project will be executed. 20%
3. Qualifications and experience of proposed staff and consultant team. 20%
4. Quality of a Contractor Pre-Qualification Plan. 10%
5. Quality of the Architect's proposal (short list) and presentation, and answers to questions during any interviews (final interview). 20%
6. After Selection Committee Members' votes have been tallied and averaged, one half (1/2) additional point will be awarded to Historically Underutilized Business (HUB) certified proposers. Teams with at least one HUB-certified sub-consultant (necessary to support the effort of this contract), will be awarded one half (1/2) additional point. A maximum of one (1) additional point may be granted under this criterion.

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CBTC Annex Automotive Renovations
Project Requirements
July 29, 2025

1. General Description

This project will include:

1.1. Remodel roughly 4,500SF in the CBTC Annex Building (Bldg. B402) into an Automotive Technologies Lift Lab.

1.2. Creation of an open office from within the footprint of Classroom 107 with space for two cubicle desks.

2. Project Budget

Design	126,000
Construction	1,050,000
Contingency	52,500
Other	47,388
Total	1,275,888

3. General Project Requirements

3.1. Owner Directives

3.1.1. The Project will be designed using the November 2024 RCCC Facility Design Manual, which shall be included by reference in the Design Contract.

3.1.2. Project is planned to be constructed through the Design-Bid-Build method of delivery.

3.1.3. Review the OC-25 and become familiar with the Conceptual Space Plan and Budget Estimate for the Project.

3.1.4. The design should be organized such that the project could be accomplished within an occupied building.

3.2. Approvals

3.2.1. Cabarrus County is the Authority Having Jurisdiction (AHJ) and will issue Building Permits and perform building inspections.

3.2.2. Other Permits as required by AHJ.

3.2.3. As a formal project (over $500,000), but under the $2,000,000 delegated Authority of the College, the project will be reviewed, approved, and administered under the College's requirements, however, the following will be required:

3.2.3.1. Standard SCO Design Contract will be utilized for all Design Phases after Pre-Planning, with scope requirements of the Owner, beyond those of SCO, carried as Additional Services.

3.2.3.2. Architect shall use SCO GC Prequalification, bidding, and contract documents.

3.2.3.3. Project shall be constructed under the SCO Formal Single-prime Construction Contract.

3.2.3.4. Project stakeholders will be interviewed by the Architect; and Conceptual, Design Development, and Final Construction Documents will be presented to stakeholders by the Architect and Design Team.

3.3. Standards

3.4. Drawing Requirements:

3.4.1. Compliance with RCCC Facility Design Manual 2024 Edition.

3.5. Basis of Design

3.5.1. Door hardware to use the Allegion family of products (Schlage, Von Duprin, LCN, etc.) as the basis of design and as the Owner's Preferred Alternate in Bid Documents. Keying system to be Schlage Everest "R" Small Format. Coordinate with Scott Adamczak with Allegion at (704) 894-0728 to develop the door hardware schedule.

3.5.2. Electronic Access Control System shall be Aviglion, with installation by an authorized integrator. All associated hardware will be approved by Aviglion for integration into their system.

3.5.3. Video Surveillance System will be IP Configure, and all cameras and associated hardware will be approved by IP Configure for integration into that system.

3.5.4. Fire Alarm and Mass Notification System will use Notifier voice annunciated fire alarm system, with integrated Mass Notification as the basis of design, and as an Owner's Preferred Alternate in the Bid Documents. Systems will seamlessly integrate into the existing College-wide Notifier Fire Alarm and Mass Notification System and must include a Notifier system integrator to ensure complete interoperability.

3.5.5. Interior Wayfinding Signage will use the College Standard APCO Arcadia Signs as the basis of design and as the Owner's Preferred Alternate in Bid Documents

3.5.6. Shaw Contract flooring 24" carpet tiles as the basis of design and as the Owner's Preferred Alternate in Bid Documents.

3.5.7. Shaw Contract Flooring VCT as the basis of design and as the Owner's Preferred Alternate in Bid Documents.

4. **Building Design**

4.1. Building Requirements

4.1.1. Envelope

4.1.1.1. Fenestration:

4.1.1.1.1. Windows – Inspect all windows and replace:

4.1.1.1.1.1. Corroded or failing window frames with aluminum frames.

4.1.1.1.1.2. All glass with insulated glass in the Lab (clerestory on the back wall of the building;

4.1.1.1.1.3. Gaskets and other components that are failing or past their useful life.

4.1.1.1.2. Existing Steel Doors and Frames – Inspect and, if necessary, replace dented or rusted doors or frames. New doors and frames should be insulated, galvanized, morticed hardware, configured for electric hardware, and anti-tamper hardware. If re-used, refinish and provide new hardware, gaskets, bumpers, sweeps, and stops where appropriate.

4.1.1.1.3. Replace the roll-up doors on the north and east walls with new doors and mechanisms.

4.1.1.2. Brick and Grout - In order to minimize outside air and water infiltration inspect the exterior of the building and patch and point up any failed brick or grout or unused penetrations.

4.1.1.3. Caulking/Sealing – In order to minimize outside air and water infiltration add, replace, and upgrade caulking and sealing where necessary.

4.1.2. Interior

4.1.2.1. Walls

4.1.2.1.1. Metal Stud and Gypsum Board. Configured and insulated as appropriate to achieve the desired acoustics. Rubber Base to match existing. Painted.

4.1.2.1.2. Install stainless steel corner guards throughout on all exterior corners

4.1.2.2. Ceilings

4.1.2.2.1. Acoustical Ceiling Tile: Where required, utilize 15/16 grid on a 2'x2' spacing and tile using the college standard 2x2 tiles.

4.1.2.3. Floors

4.1.2.3.1. Resilient Flooring

4.1.2.3.1.1. Match existing VCT and LVT where appropriate.

4.1.2.3.2. Painted Concrete

4.1.2.3.2.1. Where appropriate.

4.1.2.4. Fenestration

4.1.2.4.1. New Interior Doors: Match existing. Match existing hardware. Shall include acoustical gasketing, where appropriate.

4.1.2.4.2. Existing Interior Doors: Inspect, and if deemed acceptable, refinish and provide new hardware, gaskets, bumpers, sweeps, and stops where appropriate. Ensure all offices, classrooms, labs, etc. have locksets that allow the door to be secured from inside the space.

4.1.2.4.3. Interior Windows: Interior window frames are to be hollow metal. Where appropriate to mitigate sound double-paned glass shall be utilized. Replace any existing door side lights with breach-resistant glass.

4.1.2.4.4. Window Shades will be installed where appropriate.

4.1.2.5. Fit Out

4.1.2.5.1. Install new Automobile Lifts in the lift lab.

4.1.2.5.2. Relocate the air compressor to the building exterior

4.1.2.5.3. All new, and any replacement, countertops to be solid surface.

4.1.2.5.4. Interior Signage and Room Numbers will match the existing in the building.

4.1.3. Systems

4.1.3.1. General:

4.1.3.1.1. None.

4.1.3.2. Lighting

4.1.3.2.1. Inspect all existing lighting and repair/replace any units not functioning properly or in compliance with current standards.

4.1.3.2.2. Replace any non-LED lighting with high-efficiency LED

4.1.3.2.3. Ensure differing lighting intensity, coverage, and temperature

needs are addressed in each use of space.

4.1.3.3. Mechanical
- 4.1.3.3.1. Upgrade any existing components and configure new equipment to be fully integrated into the college-wide Tridium Niagara N4 system.
- 4.1.3.3.2. Extend ventilation systems into any newly created spaces as appropriate for their use.
- 4.1.3.3.3. Inspect all existing HVAC components and repair/replace any equipment not functioning properly.
- 4.1.3.3.4. Inspect, test, calibrate all sensors, and if necessary, replace them.
- 4.1.3.3.5. Install high volume low speed fans to move air in the lift labs.

4.1.3.4. Electric:
- 4.1.3.4.1. Inspect (thermal, visual, etc.) all electrical panels and repair/replace components where necessary. Provide updated panel schedules for all panels.
- 4.1.3.4.2. Inspect all electric motors and where not functioning properly, or beyond their anticipated useful life, replace with new high-efficiency motors. Consider installing variable frequency drives and adjustable speed motors where appropriate.
- 4.1.3.4.3. Ensure adequate convenience power throughout.

4.1.3.5. Life Safety:
- 4.1.3.5.1. Fire Alarm: Extend the voice annunciated Fire Alarm System into all new spaces.
- 4.1.3.5.2. Mass Notification: Mass notification shall be extended into remodeled spaces as appropriate.

4.1.3.6. Data/Telecommunications:
- 4.1.3.6.1. All data conduit, cabling, terminations, racks, and associated permanently installed equipment will be provided by GC.
- 4.1.3.6.2. Provide a fully functioning Electronic Access Control on all exterior doors integrated into the existing campus-wide system.
- 4.1.3.6.3. Provide a fully functioning Video Surveillance integrated into the existing campus- wide system.
- 4.1.3.6.4. Remove all redundant copper communications cable.

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CBTC Annex Automotive Program – Stakeholder Meeting

Date: July 17, 2025
Location: Teams meeting

Attendees:

- Program Chair - Automotive Systems Technology
- Faculty – Automotive Systems Technology
- Program Chair – Motorsports Technology
- Program Dean – Technical Programs
- Grants
- College Environment
- Planning & Capital Projects

Agenda

- Review of project details
- Review of project concept sketch
- Discussion of stakeholder expectations for inclusion in the Designer RFP (Owner's Project Requirements)

Project Scope

The project will renovate approximately 4,500 SF of remaining space within the 12,000 SF CBTC Annex Building to expand the Automotive Systems Technology program. The renovation will include:

- New automotive lab space
- Electrical, mechanical, plumbing, and lighting upgrades to support program equipment and lifts
- Construction of an open office area within the existing classroom

Project Creation

- Approved by the College Board of Trustees in July 2025

Project Budget

- **Design:** $126,000
- **Construction:** $1,050,000
- **Contingency:** $52,500
- **Other Costs:** $47,388
- **Total Budget:** $1,275,888

Project Schedule

- **Planning:** Fall 2024 – July 2025
- **Proposals & Selection:** Fall 2025
- **Design Phase:** Fall 2025 – Spring 2026
- **Bidding & Contracting:** Summer 2026
- **Construction:** Fall 2026 – Summer 2027
- **Opening:** August 2027

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Discussion & Notes from Building Plan Review

- Motorsports area will remain in place
- LSHV (Low Speed High Volume) fan needed in Motorsports area
- Air compressor will be relocated outdoors
- Add exhaust fans to support new lifts at the rear of the building
- Install electrical outlets along the wall adjacent to Classroom 107
- Designate space for a welder near the exit door in Motorsports
- Add (2) two-post lifts (approx. 9,000 lbs.) along the back wall
- No current designated space for:
    - Small engine repair
    - Storage and equipment
- Portable lift to return to North Campus
- AP Wi-Fi coverage required in open areas
- Create office space at the back of Classroom 107

Stakeholder Comments

- Office spaces should function as hoteling workspaces
- Repair roll-up doors at rear of the building
- Provide additional electrical outlets and air supply along most walls
- Consider ceiling-mounted drops for power and compressed air
- Project scope must align with grant documentation
- Inquiry about the possibility of air conditioning
- HVAC design should include airflow considerations
- Confirm need for conditioned space to reflect industry standards in automotive service centers

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