

<b>Department/Agency</b>	<b>Edgecombe Community College</b>
<b>Project Title</b>	<b>Havens Building Classroom Modifications</b>
<b>Design Services</b>	
<b>Scope</b>	<p>I -Combine two underutilized classrooms into a single, modernized flexible learning space. Renovating an adjacent classroom to create another adaptable learning environment.</p> <p>II - Renovate two science lab classrooms with dated permanent lab stations into a modernized learning environment that focuses on flexibility, accessibility, and collaboration while maintaining safety and functionality.</p> <p>These updates will enhance the functionality of one of our central buildings, making it more appealing and better suited for diverse instructional needs. The improvements will increase efficiency, support student engagement, and maximize the use of available space.</p> <p>Phase I would be completed before Phase II can be started.</p>
<b>Contact</b>	<b>Raymond A. Pachnar</b>
<b>Telephone</b>	<b>252-618-6512</b>
<b>Email</b>	<a href="mailto:pachnarr@edgecombe.edu">pachnarr@edgecombe.edu</a>
<b>Total Project Budget</b>	<b>\$350,000</b>
<b>Source of Funds</b>	<b>SCIF</b>
<b>Approved OC-25 #</b>	
<b>Publish Date</b>	<b>08/20/2025</b>
<b>Closing Date</b>	<b>09/02/2025</b>
<b>Submit THREE (3) Copies of Letter of Interest and SF-254:</b>	<b>Raymond A. Pachnar 2009 West Wilson St. Taboro NC 27886</b>
<b>Physical Location for Fed Ex/UPS Delivery:</b>	<b>Raymond A. Pachnar 2009 West Wilson St. Taboro NC 27886</b>
<b>NC Licensing Statement</b>	<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>NC Board of Architecture: (<a href="http://www.ncbarch.org">http://www.ncbarch.org</a>)  NC Board of Examiners for Engineers &amp; Surveyors: (<a href="http://www.ncbels.org">http://www.ncbels.org</a>)  NC Board of Landscape Architects: (<a href="http://www.ncbola.org">http://www.ncbola.org</a>)</p>

### 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.

### 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.