

<b>Department/Agency</b>	NC Department of Public Safety
<b>Project Title</b>	Cabarrus Youth Development Center - New Modular Office
<b>Design Services</b>	Architecture/Engineering
<b>Scope of Work</b>	<p>The NC Department of Public Safety invites experienced design firms to submit qualifications to provide design, bidding, construction administration, and closeout services for the Division of Juvenile Justice's (DJJ) New Modular Office project at the Cabarrus Youth Development Center located in Concord, NC.</p> <p>The designer will work with the department &amp; its representatives to determine the best location on site for the new modular office based on site suitability, utility connections and proximity to other elements on the property.</p> <p>The project scope consists of the following:</p> <ul style="list-style-type: none"> <li>One (1) Modular Building (24 Ft x 70 Ft) <ul style="list-style-type: none"> <li>◦ Seven (7) Offices</li> <li>◦ One (1) Storage Room (transitions to an office if necessary)</li> <li>◦ Two (2) Accessible Restrooms</li> <li>◦ All work pertaining to MEP, Utilities, Data, &amp; Security, including connections, as required</li> <li>◦ Access Ramp &amp; Stairs, as required by code</li> <li>◦ Minor Landscaping, if required based on placement</li> <li>◦ Modifications to the existing site, as required</li> </ul> </li> </ul> <p>Full Architecture/Engineering design services are required and will include all submittal requirements for the State Construction Office for all submittal phases (SD, DD, and CD), Cost Estimates updated at each phase with each SCO submittal, bidding services, construction administration services, record drawings in AutoCAD (latest version), and project closeout as defined by the State Construction Manual (Thirteenth Ed.) dated January 2025.</p>
<b>Contact</b>	Gabrielle Joseph
<b>Telephone</b>	(984) 800-3798
<b>Email</b>	<a href="mailto:gabrielle.joseph@ncdps.gov">gabrielle.joseph@ncdps.gov</a>
<b>Total Project Budget</b>	\$690,000
<b>Source of Funds</b>	Capital Improvement (SL2023-134, DPS23-6)
<b>Approved OC-25 #</b>	#202370920016
<b>Publish Date</b>	<b>October 21, 2025</b>
<b>Closing Date</b>	<b>Friday November 7, 2025 @ 4:00 PM</b>
<b>Submit THREE (3) Copies of Letter of Interest and SF-254 (Mailing Address):</b>	Department of Public Safety Attn: Gabrielle Joseph Engineering 4201 Mail Service Center Raleigh, NC 27699-4201
<b>Physical Location for Fed Ex/UPS Delivery (Delivery Address):</b>	Department of Public Safety Attn: Gabrielle Joseph Engineering 512 N. Salisbury Street, 2 <sup>nd</sup> Floor Raleigh, NC 27604

## 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://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, tabs, 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.