

PITT COMMUNITY COLLEGE

Winterville, North Carolina

FACILITIES AND CONSTRUCTION DEPARTMENT



REQUEST FOR QUALIFICATIONS

RFQ Name: Pitt CC Main Campus Williams Building Lab
Ventilation Fan Renovation #2975

Issue Date: 8/08/2025
Date: _____

Proposal Due Date: 9/2/2025 @ 3:00pm
Date: _____

1. RFQ Advertisement

Department/Agency	Pitt Community College
Project Title	Pitt CC Main Campus Roof Replacement Project
Design Services	Architectural/Engineer
Scope of Work	This project is to facilitate renovation of the lab ventilation fan at the Williams Building.
Contact	Glenn Sheppard, AVP of Facilities
Telephone	252-493-7593
Email	Glsheppard063@my.pittcc.edu
Total Project Budget	\$650,000
Source of Funds	Pitt County Funding
Approved OC-25 #	
Publish Date	8/08/2025
Closing Date	9/2/2025
Submit FOUR (4) Copies of Letter of Interest and SF-254 (Mailing Address):	Pitt CC/Attn: Glenn Sheppard PO Box 7007 Greenville, NC 27835
Physical Location for Fed Ex/UPS Delivery (Delivery Address):	Pitt CC/Attn: Glenn Sheppard 2064 Warren Drive Winterville, NC 28590
NC Licensing Statement	<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: (http://www.ncbarch.org)</p> <p>NC Board of Examiners for Engineers & Surveyors: (http://www.ncbels.org)</p> <p>NC Board of Landscape Architects: (http://www.ncbola.org)</p>

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 FOUR (4) copies of the Letter of Interest and FOUR (4) 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, 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.

2. Project Purpose and Background

Introduction

This project is to relocate the current lab ventilation fan to an area in the mechanical courtyard. This will require relocation of ductwork and related utilities and potential installation of structured catwalk.

Existing Facility Description

The Williams Building was constructed in 2015. There have been continued issues related to the proper operation and maintenance of the lab ventilation. The fan system is currently not serviceable due to limited access.

3. Scope of Work

Pitt Community College is issuing this Request for Qualifications (RFQ) for qualified Architectural/Engineering firms with to select a qualified designer to provide design services related to the Williams Building Lab Ventilation Fan Renovation (Project).

Major tasks shall include the following:

Design, bid, and construction inspection services related to the project. The project coordinates with AHJ and SCO for compliance and construction processes.

Project Schedule

Projected timeline is design and construction completion by Winter 2026-27

4. Proposal Submittal Requirements

The Respondent shall submit four (4) copies of their proposal in a sealed envelope or box along with a digital version of the proposal (PDF format) in the submission for the College. No facsimile or email responses will be accepted or considered. The digital version shall be included in the package on a CD, DVD, or USB flash drive with the Respondent's name and RFQ name clearly marked. Responses must be received no later than 3:00PM Eastern Daylight Time (EDT) on September 2, 2025. Submittals may be mailed or hand-delivered, see specific addresses below. Any submittal received after the deadline by any delivery method will not be considered or evaluated.

The proposal packages should be enclosed in a sealed envelope/box marked: Request for Qualifications-PCC Main Campus Roof Replacement Project #2974 and delivered via either of the following methods:

By Mail:	Hand-delivery*:
Pitt Community College-Facilities & Construction	Pitt Community College-Facilities & Construction
Attention: Glenn Sheppard	Attention: Glenn Sheppard
P.O. Box 7007	2064 Warren Drive
Greenville, NC 27836-7200	Winterville, NC 28590

*Fedex, UPS, or similar carriers methods may require this address for delivery. Please verify information with carrier.

5. RFQ QUESTIONS

Questions concerning this RFQ shall be submitted in writing to Glenn Sheppard via email to glsheppard@my.pittcc.edu no later than 2:00pm, EDT on August 22, 2025. Indicate RFQ name and project number (if supplied) in the subject heading of the email. Addenda will be sent via email to those in attendance of the pre-submittal meeting.

Only emailed questions will be addressed and answered. The issuance of such written responses is the only official method by which interpretation, clarification, or additional information will be given by the College. Only requests answered by formal written responses will be binding. If a pre-submittal meeting is scheduled all potential respondents are encouraged to attend. There will be no individual meetings or marketing meetings conducted or allowed. The pre-submittal meeting is scheduled for Tuesday August 19, 2025 at 9:00am in Facility Services Building. There will be short review and then time for site visit to locations.

6. PROPOSAL SUBMITTAL FORMAT AND CONTENTS

The instructions below provide guidance and information to Respondents to prepare and submit concise responses for this RFQ. The purpose is to establish the format and contents so that responses are complete, contain all essential information, and can be easily evaluated.

Proposal Format

The qualifications proposal should be no longer than 20 pages (Ten (10) double sided sheets) in length plus current Standard Form 254. Proposals shall be presented in a well-organized and concise manner and is preferred to be bound with one staple or binder clip for ease of recycling. Please do not bind, provide covers or tabs.

Proposal Content

The following must be addressed in your package:

- Introductory Letter: Respondents shall submit a clear concise response identifying the following:
- a. Name of firm,
 - b. Primary contact person working on Project and his/her contact information,
 - c. Firm's contact information (i.e., phone, facsimile, email, etc.),
 - d. Why the Pitt Community College should select your firm for this work, and
1. Specialized or appropriate expertise in the type of project: The firm's experience in similar work and the record of successful results of that work.
 - a. Provide similar experience illustrating similar projects or work related to the technical aspects and processes described in the scope of work. Include sub-consultant (if any) capabilities as related to the scope of work. Site specific projects of a similar nature to the Project described herein and list a reference with contact information for each project cited.
 - b. Indicate any previous project experience working for the College, as a Consultant, within the past five (5) years. Please include brief project statement, primary College department and staff responsible for project, and whether the project was completed within scope, budget, and schedule.
 - c. Provide a minimum of three (3) references related to similar projects. Include name of project, brief description of project, and primary contact information of reference
 2. Past Performance on Similar Projects: Past performance on North Carolina Community College projects will be evaluated, with particular emphasis on whether the project was completed successfully in accordance with the agreed fee, deliverables, schedule, and responsiveness to the College. A demonstrated understanding of the NC Community College project processes, working with third-party entities and outside agencies that are required for Project performance will be given consideration.
 3. Adequate Staff and Proposed Design or Consultant Team for the project: Provide an Organization Chart of the project team specifying the dedicated Project Manager, key personnel, and sub-consultants assigned to the team and the availability of backup personnel that will support this Project. Include a brief summary identifying roles and responsibilities and general qualifications (i.e., professional registrations, certifications and/or licenses) of each team member (including sub-consultants) in disciplines appropriate to the Project, as well as education, availability to work on this Project, experience, years of experience

(with current firm and other firms). Please do not list firm staff that is not directly working on the Project team. If more than one Project Manager or team is desired, please include this information and describe why this is necessary and how it is anticipated to work.

4. Current Workload and State Projects awarded: Consideration will be given to the firm's ability to take on additional work, demonstrate understanding of the College's goals and purposes of this Project, specific management approach, how well the firm's organization structure show sufficient depth of its present workload, approach to managing the College's budget and time, and the firm's ability to offer the breadth and quality of services required for this Project.
5. Proposed Design Approach for the Project including Design Team and Consultants: A detailed description of how your firm proposes to approach this Project. Include sufficient discussion of proposed methodologies, techniques, and procedures for each work item. Provide a breakdown and description of tasks assigned per project team member. Describe the hierarchy of project management. Provide suggestions for any additional services which may enhance the value and/or affect the overall economy and effectiveness of the Project.
6. Recent Experience with Project Costs and Schedules: A detail list of recent projects including approved budget, actual bid, final cost. Were the listed projects completed on time? What items, if any, are potentially causing added costs and delays.
7. Construction Administration Abilities:
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: Consultants must identify all lawsuits, administrative claims or fine proceedings Consultant has been a party to in the past five (5) years. Include any fines levied by any governmental unit relating to the proposed work in this RFQ such as fines from the EEOC, Department of Labor or other unit of government.
10. Other Factors which may be Appropriate for the Project:

7. EVALUATION METHOD

Evaluation Criteria

All proposals will be evaluated based on the following criteria:

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.

Selection Procedures

The College will review Proposals and all the information provided in the submittals package. A selection committee comprised of PCC Staff will be convened to review the proposal packages. The College reserves the right to reject any and/or all proposals. Respondents that are deemed competitive may be asked to attend an interview and should make themselves available for a presentation of their proposal to the selection committee. Each firm will be responsible for all costs (e.g., travel and presentation materials) related to the presentation.

The selected firm will be notified by the College and will begin contract negotiations. If no agreement can be reached with the selected firm, then the College will negotiate with another qualified firm(s).

The College anticipates initial approval of the selected firm in September 2025 and a goal to begin in November 2025 after final Professional Services Agreement is negotiated and executed.

The College assumes no contractual obligation as a result of the issuance of this request, the preparation, or submission of a qualifications statement by a Respondent, the evaluation of statements, or final selection. All submissions may be kept by the College and may be disclosed to third parties at the College's discretion.

8. MINIMUM REQUIREMENTS TO MEET SUBMITTAL REQUIREMENTS

Minimum Engineering Credentials

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>)

Conflict of Interest Statement

By submission of a response, the Consultant agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Consultant's services, and (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the College. Consultants shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the College, in consultation with legal counsel, may reject their proposal.

Changes in Personnel

Changes to personnel on project team(s), particularly a Project Manager, are to be avoided wherever possible. If during the contract negotiation phase the Consultant requests to make a change to any personnel listed within the Consultant's submitted Proposal, the request to the College must be made in writing and detail the proposed replacement personnel, resume(s) and reason(s) as to why the replacement is needed.