

<b>Department/Agency</b>	Cape Fear Community College
<b>Project Title</b>	Facilities and Campus Master Plan Update
<b>Design Services</b>	Architectural/Planning firm with all supporting consultants
<b>Scope</b>	<p>Cape Fear Community College seeks proposals from qualified Professional Campus Planners/Designer Services for the development of a comprehensive Facilities and Campus Improvement Plan for the College's Downtown Campus, North Campus, Burgaw Center and the Alston Burke Center locations. The project will outline and plan for renovations and development of property including all infrastructure and utilities required for a fully functional campus or center. The development of a comprehensive master plan shall include the following, in order of priority from highest to lowest:</p> <ul style="list-style-type: none"> <li>• Analysis of the college's available information regarding instructional facilities (classroom, laboratory, assembly, office) space utilization, growth projections and develop a roadmap for how to maximize utilization and support the areas of greatest need.</li> <li>• Coordination and integration of the Plan with CFCC's mission, vision, and institutional goals.</li> <li>• An assessment and prioritization of new building needs and siting.</li> <li>• An updated comprehensive facility condition assessment for existing buildings useful to develop capital improvement and repair priorities and budget cost projections.</li> <li>• An assessment of campus security systems including security cameras, keying, area lighting and landscaping</li> <li>• Consideration of campus parking and transportation plans that facilitate access to education sites</li> <li>• A plan for infrastructure needs (utilities, information technology, PME systems, pedestrian paths, roads, etc.)</li> <li>• Consideration of integration of campus development with the community surrounding the College</li> <li>• The scope of work, amount of funds to be utilized and work schedule will be determined in the consultation with the selected designer during program development.</li> </ul> <p><b>A Pre submittal meeting will be held at 10:00 am on Thursday, September 18, 2025 at CFCC's downtown Wilmington campus in the Union Station Building -502 N. Front St, Wilmington NC 28401, Room 528. <u>Attendance is mandatory</u>, materials necessary for your preparation will be distributed at the Pre-proposal meeting.</b></p> <p><b>DISADVANTAGED BUSINESS ENTERPRISES AND HISTORICALLY UNDERUTILIZED BUSINESSES ARE ENCOURAGED TO APPLY FOR PREQUALIFICATION EITHER INDEPENDENTLY OR AS PART OF A TEAMING ARRANGEMENT.</b></p>
<b>Contact</b>	David Kanoy
<b>Telephone</b>	910-362-7695

<b>Email</b>	dkanoy@cfcc.edu
<b>Total Project Budget</b>	Budget to be finalized upon definitive scope definition with the selected firm.
<b>Source of Funds</b>	County funding
<b>Approved OC-25 #</b>	
<b>Publish Date</b>	9/5/2025
<b>Closing Date</b>	4:00 pm 10/02/2025
<b>Submit THREE (3) Copies of Letter of Interest and SF-254:</b>	Responders are required to submit a reproducible digital copy of RFP response as well.
<b>Mailing address and Physical Location for all deliveries:</b>	Cape Fear Community College 411 N. Front St. Wilmington NC 28401 Attn: David Kanoy
<b>NC Licensing Statement</b>	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:  <b>NC Board of Architecture:</b> ( <a href="http://www.ncbarch.org">http://www.ncbarch.org</a> ) <b>NC Board of Examiners for Engineers &amp; Surveyors:</b> ( <a href="http://www.ncbels.org">http://www.ncbels.org</a> ) <b>NC Board of Landscape Architects:</b> ( <a href="http://www.ncbola.org">http://www.ncbola.org</a> )

**SELECTING CRITERIA**

In selecting designers, the selection committee should take into consideration qualification information including the following factors:

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) or SF 330 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 twenty (20) single-sided pages or five (10) double-sided pages plus the SF 254 or SF 330.

E-mail and Fax submittals will not be accepted.