

Department/Agency	NC Department of Transportation
Project Title	Renovations for Division 5 DMV in Fuquay-Varina
Design Services	Architecture / Engineering
Scope of Work	Renovation of former Walgreens in Fuquay-Varina, NC to serve as a new Division of Motor Vehicles (DMV) office for Division 5. Renovation of 11,000 SF building to include roof, HVAC, walls, floors, bathroom, and ceilings. Renovations for 28,000 SF parking area will also be included.
Contact	David Varel, Capital Projects Manager
Telephone	919-707-4543
Email	dvarel@ncdot.gov
Total Project Budget	\$1,666,000
Source of Funds	Non-General Fund
Approved OC-25 #	#202742800030
Publish Date	August 6, 2026
Closing Date	Monday - August 24, 2026 at 4:00 PM
Submit THREE (3) Copies of Letter of Interest and SF-254 (Mailing Address):	Attn: David Varel Facilities Management Division 1525 Mail Service Center Raleigh, NC 27699-1525
Physical Location for Fed Ex/UPS Delivery (Delivery Address):	Attn: David Varel Facilities Management Division 1 S. Wilmington Street Raleigh, NC 27601
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, 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.