

<b>Department/Agency</b>	Rowan-Cabarrus Community College
<b>Project Title</b>	Open-Ended Architectural Design Services
<b>Design Services</b>	Architectural
<b>Scope</b>	Architectural design services that are to be provided on a routine or as needed basis for small, miscellaneous projects under \$300,000. Annual fees may not exceed \$150,000 in total value and no single project shall exceed a \$36,000 fee. The base contract will be for a period of one year, with one possible one year extension.
<b>Contact</b>	Ronda Holland
<b>Telephone</b>	704-216-3455
<b>Email</b>	<a href="mailto:collegeenvironment@rccc.edu">collegeenvironment@rccc.edu</a>
<b>Total Project Budget</b>	\$150,000.
<b>Source of Funds</b>	State &/or local &/or private
<b>Approved OC-25 #</b>	N/A
<b>Publish Date</b>	May 1, 2026
<b>Closing Date</b>	<b>June 16, 2026 @ 2:00 PM</b>
<b>Submittal Packages should be transmitted to:</b>	Electronic submissions only (Read Receipt Requested) to: Email: <a href="mailto:collegeenvironment@rccc.edu">collegeenvironment@rccc.edu</a> Subject Line: <b>121-050126DC</b>
<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:  NC Board of Architecture: ( <a href="http://www.ncbarch.org">http://www.ncbarch.org</a> ) NC Board of Examiners for Engineers & 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> )  <b>HUB Certified Firms are encouraged to submit a proposal.</b>

It is the intent of Rowan-Cabarrus Community College to select up to three (3) Architectural Design firms to support the occasional needs in the construction and operation of its facilities.

### **SELECTION CRITERIA**

In selecting the Architects, the College's Selection Committee will take into consideration qualifying factors addressed below with their relative weighting:

1. Expertise and previous experience in educational/institutional renovation and remodel projects. 25%
2. Demonstrated understanding and implementation of renovation and remodel of existing buildings, Advanced Planning, preliminary design, sustainable design, site master planning and development of site concepts to assist in site acquisition, developing "as-builts" of existing buildings, phasing of projects in occupied buildings, integration of building security systems (electronic access controls, video surveillance, and mass notification) into architectural design, and contractor pre-qualification. 20%
3. Demonstrated mastery of the following critical concepts in the design of public educational facilities. Space programming, acoustics in the educational environment, indoor air quality, Crime Prevention through Environmental Design (CPTED), Passive House Institute US (PHIUS) Standards, WELL Building Standards, Evaluation, and Certification, the North Carolina State Construction Manual and related forms, NCCCS Capital Improvement Program Guide and the North Carolina HUB Office Requirements. 10%
4. Technical expertise including BIM, photo-realistic rendering, Microsoft Project GANTT chart scheduling, life-cycle costing, and conceptual estimating. 10%
5. Demonstrated understanding of the College's Facilities Design Manual. 10%
6. Qualifications and experience of proposed staff and consultant team. 10%
7. Quality of the Architect's proposal, including inclusion of all the Submittal Requirements addressed below. 10%
8. Proximity to and familiarity with the College's service area (Rowan County and Cabarrus County). 5%
9. One (1) additional point will be awarded to Historically Underutilized Business (HUB) certified proposers with an additional one half (1/2) point for each HUB certified subconsultant necessary to support the effort of this contract. A maximum of two (2) additional points may be granted under this criterion.

**SUBMITTAL REQUIREMENTS**

Proposing firms must submit one (1) electronic copy of the complete submittal package in Adobe.pdf format to the email address provided: [collegeenvironment@rccc.edu](mailto:collegeenvironment@rccc.edu) Hard copies are not accepted at this time.

**Firms must be registered and active with the North Carolina Electronic Vendor Portal prior to submitting a proposal.**

<https://evp.nc.gov/> Failure to register may result in disqualification.

**Contractual Requirement:** All bidders must agree to execute a contract that incorporates and adheres to the State of North Carolina's General Terms and Conditions. These terms are available for review at: <https://www.doa.nc.gov/north-carolina-general-terms-and-conditions-5-2025/open>.

**Each package shall include in the following order:**

1. A Letter of Interest – no more than one page. Letter of interest should include Architectural License Number, E-Procure number, SCO Vendor Number.
2. A design approach for a typical informal project from Initial Concept through Close-out, including Owner Team/Design Team organizational chart.
3. A minimum of four (4) single page examples of appropriate projects meeting the limitations of the identified scope of work, including photos and/or renderings, a description of key elements and challenges, estimated and constructed cost, and estimated and actual design and construction durations, with explanation of significant deviations.
4. A proposed Construction Budget for a hypothetical informal project (broken into major sub areas), and contingency (using State Construction Office Form OC-25) demonstrating familiarity with the public project budgeting process in North Carolina.
5. A proposed Gantt Chart Schedule for a project from Conceptual Design through Construction Completion.
6. 3 letters of recommendation from prior education clients within the State of North Carolina, on their letterhead.
7. Resumes of key staff (Project Architects, Construction Administrators, Landscape Architect, Electrical Engineer, Mechanical Engineer, and Civil Engineer) proposed to support the effort of this contract.
8. A listing of key sub-consultants to support the effort of this contract (Specialty Architects/Designers, Electrical, Mechanical, Structural, Civil Engineers, Cost Consultant, Scheduling Consultant).
9. Historically Underutilized Business (HUB) Certification for any entity proposed to support the effort of this contract.
10. Signed copy of all addendums issued to this advertisement.

Electronic submissions only (Read Receipt Requested)