

Department/Agency	Guilford Technical Community College
Project Name	Letter of Interest for Open-end Agreements 2025-2026
Solicitation No.	306-0625-0425
Scope	Letters of interest, statements of qualifications, and SF 254s will be received until Thursday, June 12, 2025 at 5:00 p.m. EDT in the Construction Office, Campus Operations Building, 1003 Bonner Drive, Jamestown, NC 27282, Attn: Amy Schwartz, for each unique design or engineering discipline selected from the following list: Architectural, Civil, Structural, Mechanical, Electrical, and Plumbing, which are to be provided on a routine or as-needed basis for small miscellaneous construction projects under \$300,000. Annual fees may not exceed \$150,000 in total value, and no single project fee may exceed \$36,000. The agreement may be extended one additional year.
Contact	Amy Schwartz, Construction/Contracts Specialist
Telephone	336-334-4822, extension 50688
Email	amschwartz@gtcc.edu
Budget Estimate	< \$300,000
Source of Funds	County
Publish Date	May 22, 2025
Closing Date	June 12, 2025, by 5:00 PM
Submit three (3) copies of LOI, RFQ, and SF 254 to: (Mailing Address)	Guilford Technical Community College Attn: Amy Schwartz, Construction/Contracts Specialist PO Box 309 Jamestown, NC 27282
Physical Location for FedEx/UPS Delivery – Highly Recommended: (Delivery Address)	Guilford Technical Community College Attn: Amy Schwartz, Construction/Contracts Specialist 1003 Bonner Drive Jamestown, NC 27282

SELECTING CRITERIA

In selecting the firms for Open-end Agreements, the committee will take into consideration qualification information including these factors:

1. Appropriate NC license
2. Specialized or appropriate expertise in the type of project
3. Current workload and State projects awarded
4. Prior experience with NCCCS projects
5. Proposed design approach
6. Past performance on similar projects
7. Adequate staff and proposed consultant team for the project
8. Proximity to and familiarity with Guilford County
9. Record of successfully completed projects without major legal or technical problems
10. Other factors which may be appropriate for the project, i.e., HUB Program

SUBMITTAL CRITERIA

Submit three (3) copies of Letter of Interest and qualifications statement not exceeding 10 pages front and back or 20 single-sided pages. SF-254 would be additional pages. In the interest of cost savings, consistency of submittals, and ease of review by the selection committee, please format your submissions in 8.5"x 11" pages, stapled in the upper lefthand corner. Please do not send portable storage media such as flash drives.

Email and fax submittals will not be accepted.

