

Department/Agency	Lenoir Community College
Project Title	Open-End Design Agreement
Design Services	Open-End Design Agreement
Scope of Work	Project Description: Open-ended Design Agreement for small informal projects on an as-needed basis for Architecture Design, Mechanical, Electrical, Plumbing, Commissioning and Fire Protection Engineering, Civil Engineering, Roofing Consultant Engineering, and Landscape Architectural Design.
Contact	Deborah Sutton
Telephone	252-527-6223 ext. 350
Email	dssutton14@lenoircc.edu
Total Project Budget	Each project budget (includes design, construction and contingency) is not to exceed \$300,000
Source of Funds	Federal, State, County, Institutional-depends on project
Approved OC-25 #	
Publish Date	6/2/26
Closing Date	6/30/26
Submit THREE (3) Copies of Letter of Interest and SF-254 (Mailing Address):	Cindy Jones Lenoir Community College PO Box 188 Kinston, NC 28502
Physical Location for Fed Ex/UPS Delivery (Delivery Address):	Cindy Jones Lenoir Community College 231 Hwy 58 S Kinston, NC 28504
NC Licensing Statement	<p>Note: 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) NC Board of Examiners for Engineers & Surveyors: (http://www.ncbels.org) 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.

*****Please include information related to the selection criteria in your proposal and information regarding the services that your company provides.**

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.