

Department/Agency	Edgecombe Community College
Project Title	Letter of Interest for Open-End Design Services Agreement
Solicitation Number	95-ECC05242021
Scope of Work	Submit three (3) copies of Letter of Interest and SF 254. Submissions will be received until 5:00 PM on June 8, 2021, Purchasing Department, 2009 W. Wilson Street, Tarboro, NC 27886. Attn: Raymond Pachnar. ECC is soliciting for firms to provide architectural/engineering services as part of an open-ended agreement. Scope of work for these services range in costs and Not To Exceed \$250,000 in total project costs. Annual fees may not exceed \$100,000 in total value and no single project shall exceed a \$25,000 fee. This agreement may be extended one additional year.
Contact	Raymond Pachnar, Purchasing Agent
Telephone	252-618-6512
Email	pachnarr@edgecombe.edu
Total Project Budget	\$500,000
Source of Funds	State and Federal
Publish Date	May 24, 2021
Closing Date	June 8, 2021 by 5:00 PM
Submit THREE (3) Copies of Letter of Interest and SF-254 (Mailing Address):	Edgecombe Community College Attn: Raymond Pachnar 2009 W. Wilson Street Tarboro, NC 27886
Physical Location for Fed Ex/UPS Delivery (Delivery Address):	Edgecombe Community College 2009 W. Wilson Street Tarboro, NC 27886
NC Licensing Statement	<p>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. Appropriate NC License
2. Specialized or appropriate expertise in the type of project
3. Past performance on similar projects
4. Adequate staff and proposed design or consultant team for the project
5. Current workload and State projects awarded
6. Proposed design approach for the project including design team and consultants
7. Recent experience with project costs and schedules
8. Construction administration capabilities
9. Proximity to and familiarity with Edgecombe County
10. Record of successfully completed projects without major legal or technical problems
11. 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.