


# CPC Training

## 2025



# AGENDA



Introductions
eVP
Responsibilities of a Capital Projects Coordinator (CPC)
State Construction Manual

# INTRODUCTIONS

## Michael Shumsky, PE

- Director of State Construction

## Michael Ali, PE

- Asst. Director of Construction Management/Facility Conditions Assessment Program (FCAP)

## Vibha Goel, RA

- Asst. Director of Design Review

## William Johnson, RA

- Asst. Director of Capital Project Management

## Robert Talley, PE

- Asst. Director of Consulting Services Section (Downtown Complex)

## Ryan Scruggs

- Design Contract Coordinator

## Aaron Lumpe, PE

- Construction Contract Coordinator

## Azim Sabouri

- Interscope System Administrator



# eVP Electronic Vendor Portal



# What is eVP

## eVP

- Electronic Vendor Portal



Must be  
registered in eVP  
to be in  
Interscope

Free email  
notifications for  
bidding  
opportunities

eVP advertises  
solicitations from

- all state agencies
- Community Colleges
- Universities
- Public schools
- Some local governments

# Who Participates in E-Procurement



State Agencies

K-12 schools

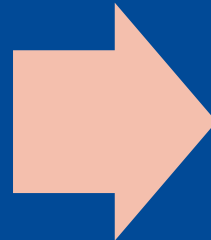
Community  
Colleges

Local  
Governments

- Counties
- Municipalities

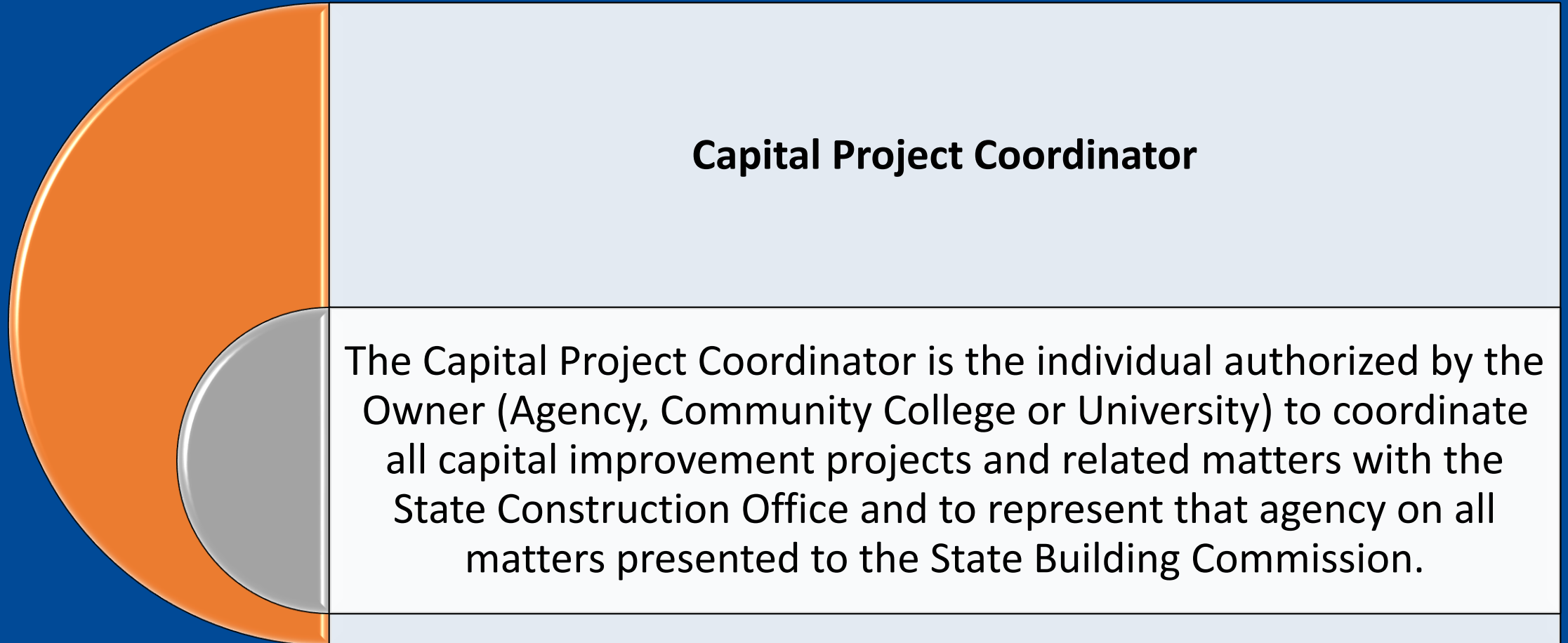
# What else is in eVP

eQuote




HUB

# RESPONSIBILITIES OF A CPC




# RESPONSIBILITIES OF A CPC



This individual may have other titles and responsibilities within his or her institution, but shall carry out the duties assigned as Capital Project Coordinator (CPC).

# RESPONSIBILITIES OF A CPC



The duties of the Capital Project Coordinator (CPC) may be delegated to a designated assistant or representative.

# State Construction Manual



## State of North Carolina

Josh Stein, Governor

### Department of Administration

Gabriel J. Esparza, Secretary

### State Construction Office

Michael J. Shumsky, P.E., Director

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Thirteenth Edition  
January 2025



**NC★DOA**  
Department of Administration  
State Construction Office

CHAPTER 100 State Construction Office

CHAPTER 200 Agencies and Institution Capital Projects

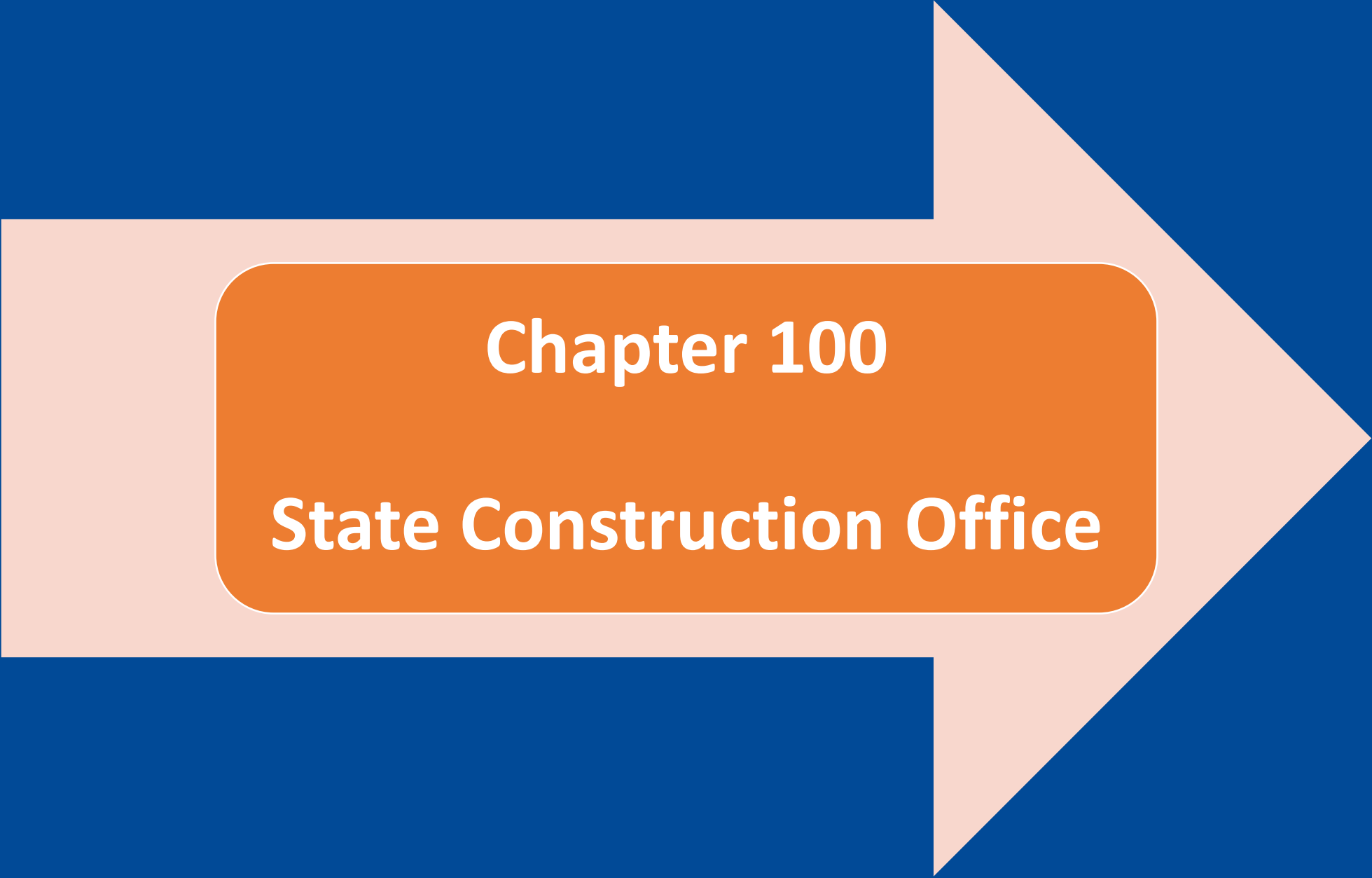
CHAPTER 300 Procurement of Design Services

CHAPTER 400 Regulatory Review Agencies

CHAPTER 500 Design Guidelines

CHAPTER 600 Construction Contracts and Bidding

CHAPTER 700 Construction Management



# Chapter 100

## State Construction Office

# Section 101

# Jurisdiction



## Definition of “State Buildings”

“State buildings,” as defined by General Statute [General Statute \(GS\) 143-336](#), refers to *all State buildings, utilities, and other property developments except the State Legislative Building, railroads, highway structures, bridge structures, and any buildings, utilities, or property owned or leased by the North Carolina Global TransPark Authority.*

The definition of construction and renovation work, for which the State Construction Office has oversight on State buildings, is defined in the Permits Section of the [General Statute \(GS\) 160D-1110](#) and the [State Building Code](#).

This also includes the installation, extension or general repair of any plumbing, heating, cooling or electrical systems.

# Building Code Enforcement

All State and University projects which construct, alter, renovate or add to State buildings or property, or are affected by any of the North Carolina Building Codes shall be submitted for code review and approval prior to the start of construction.

This includes the UNC Healthcare system and ECU Medical Faculty Practice Plan. For all state buildings, the Department of Administration, through the State Construction Office, is the Authority Having Jurisdiction (AHJ) over the administration and enforcement of all sections of the North Carolina State Building Code as described in [GS 143-139\(e\)](#).

# University Project Exemptions

University projects with total project expenditure (budget) of four million dollars (\$4,000,000) or less, as defined in [GS 116-31.11](#), are exempt from State Construction architectural and engineering oversight required by [GS 143-341](#).

However, these projects are not exempt from State Construction code enforcement required by [GS 143-139\(e\)](#).

In addition, designer selection and construction administration for these projects is the responsibility of the owner.

## Community College Project Exemptions



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graph LR; A[Community College Project Exemptions] --- B[All community college projects with an estimated total project expenditure (budget) below the public bidding threshold of five hundred thousand dollars ($2,000,000) or less are exempt from State Construction oversight, as required in GS 143-129.]; A --- C[The building code is enforced through the local Authority Having Jurisdiction (AHJ), which is usually a county, town or city inspections department.];
```

All community college projects with an estimated total project expenditure (budget) below the public bidding threshold of five hundred thousand dollars (\$2,000,000) or less are exempt from State Construction oversight, as required in [GS 143-129](#).

The building code is enforced through the local Authority Having Jurisdiction (AHJ), which is usually a county, town or city inspections department.

# SB 105 “Budget Act”



# Community College Project Exemptions

Four Valid delegations by the State Board of  
Community Colleges (SBCC)

- Wake Technical Community College
- Central Piedmont Community College
- Guilford Technical Community College
- Fayetteville Technical Community COLlege

# HB 243 (SL 2022-06) “Technical Corrections Act”

## II. The SCO has oversight of all construction projects started prior to July 1, 2022.

Until July 1, 2022, for all construction or renovation of any community college building requiring the estimated expenditure of \$500,000 or more, the Department of Administration through the State Construction Office has the power and duty:

- To examine and approve all plans and specifications prior to the awarding of a contract for such work;
- To examine and approve all changes in those plans and specifications made after the contract for such work has been awarded;
- To supervise the letting of all contracts for the design, construction or renovation of all community college buildings;
- To supervise and inspect all work done and materials used in the construction or renovation of all community college buildings

# SCO Oversight for Projects Started Prior to July 1, 2022

### III. Oversight of Community College Construction Projects: \$0 > \$2,000,000 on and after July 1, 2022.

On July 1, 2022, the SBCC will be the entity responsible for the design, construction, repair, or renovation of buildings, utilities, and other State-funded property developments of the North Carolina Community College System requiring the estimated expenditure of public money under two million dollars (\$2,000,000).

# Starting on July 1, 2022, the SBCC will have one of three mutually exclusive options:

1. Supervise the project itself,



2. Delegate the project to the Community College pursuant to NCGS 115D-9(c) for the College to supervise "if the community college is qualified under guidelines adopted by the State Board and approved by the State Building Commission and the Director of the Budget," or



3. Submit a written request to the SCO Director for the SCO to supervise.

# Request for Oversight

[Effective on and after July 1, 2022 only.]

[Insert Letter Head of College or Its Trustees]

Michael J. Shumsky, PE  
Director of State Construction Office  
1307 Mail Service Center,  
Raleigh, NC 27699-1307

[date]

## **Request for Oversight of Projects under \$2,000,000**

The Trustees of \_\_\_\_ Community College, or through their undersigned designee, ("College") hereby request that the Department of Administration through its Office of State Construction ("SCO") exercise, or continue to exercise, jurisdiction and oversight of construction or repair work on all community college buildings for which public bidding is required under NCGS 143-129 and pursuant to NCGS 143-341(3)(a)(2), (c), & (d), despite the cost of the project being less than \$2,000,000.

The College will present this request to the State Board of Community Colleges ("Board") as soon as possible for the Board's review and approval. The College agrees that it will seek and support ratification by the Board of the SCO's decisions and involvement in the project occurring prior to the Board's approval of this request.

This request shall remain in effect until the project is terminated, completed, or through final acceptance of the project, whichever occurs first.

This request is being made for good cause, to assist the College in the transition of the changes implemented by SB 105/SL 2021-180 ("Budget Act") and HB 243/SL 2022-06 ("Technical Corrections Act"), and will benefit the College and promote the effective delivery of its projects.

# Other Facility Exemptions

Exemptions exist, with no dollar limit, for UNC HealthCare Systems and ECU Medical Faculty Practice Plan, [GS 116-350.50](#) and [GS 116-360.35](#) respectively.

Department of Transportation 'Right-of-Way' construction is exempt according to [GS 143-341\(4\)k](#).

NC State Legislative Building and property owned/leased by the NC global TransPark Authority are exempt by definition, [GS 143-336](#)

## **Privately Funded Projects on State Owned Land**

All projects, regardless of land, ground or other lease arrangements, shall be submitted to the State Construction Office for code review and approval.

For projects with a total project expenditure (budget) of more than two million dollars (\$2,000,000), reviews for energy efficiency, Performance Standards for Sustainable Energy-Efficient Public Buildings [Article 8C](#) and [State Construction Guidelines](#) will also be performed.

Acceptance of the project at completion will be subject to a complete State Construction Office final inspection with all life safety systems tested.

# Privately Funded Projects on Private Land

For all projects constructed with private funds on private land for use by the State or any State institution, or connected to the State's utilities, reviews for energy efficiency, Performance Standards for Sustainable Energy-Efficient Public Buildings [Article 8C](#) and [State Construction Guidelines](#) will be performed.

Permitting and code compliance review will be conducted by the local Authority Having Jurisdiction (AHJ).

The State Construction Office will not be involved in contractual matters or construction administration.

A complete facility assessment and inspection shall be conducted prior to the building being donated and/or purchased by the State.

To expedite the transfer of the private property to the State's inventory, the State Construction Office should review and inspect during the construction phase of the project.

# Privately Funded Projects on Community College Land

All privately funded projects with total project expenditure (budget) of five hundred thousand dollars (\$500,000) or larger, constructed on Community College land shall be submitted to the State Construction Office review of energy efficiency, Performance Standards for Sustainable Energy-Efficient Public Buildings [Article 8C](#) and [State Construction Guidelines](#).

Permitting and code compliance reviews are required to be conducted by the local Authority Having Jurisdiction (AHJ).

The State Construction Office will inspect, observe and assist with construction administration.

Acceptance of the project at completion will be subject to a complete State Construction Office Final Inspection with all life safety systems tested, and issuance of the local Authority Having Jurisdiction (AHJ) Certificate of Occupancy.

# Section 102

## Responsibility of State Construction Office

Certification of State of Needs (OC-25) according to [GS 143-341\(3\)b1](#)

- [Form OC-25](#)

Procurement of Design Services

- State Construction Office and State Building Commission Rules are in [North Carolina Administrative Code \(NCAC\) 30](#) of the [NC Administrative Code](#)

Review and Approval of Plans and Specs

- [General Statute GS 143-341\(3\)a](#)
- [General Statute GS 143-139\(e\)](#)

Management of Bidding and  
Construction Contracting

[General Statute  
GS 143-128](#)

[General Statute  
GS 143-129](#)

The State Construction Office is the  
awarding authority for construction  
contracts except as noted in Section  
101 of the State Construction Manual.

Supervision and Inspection of  
Construction Work

[GS 143-341\(3\)d](#) except as  
noted in Section 101 of the  
State Construction Manual

## Facilities Condition Assessment Program (FCAP)

The FCAP was established to meet the requirements of [GS 143C-8-4](#), which gives the DOA responsibility for providing a condition assessment of State owned facilities every three years.

## Assessment for Purchase of Buildings:

```
graph LR; A[Assessment for Purchase of Buildings:] --- B[The Department of Administration is responsible for Real Property Control, including the purchase of buildings, under Council of State oversight.]; A --- C[The Facility Condition Assessment Program (FCAP) supports this statutory responsibility of the Department by inspecting buildings prior to purchase and providing cost estimates on needed repairs to aid in purchase price negotiations.]; A --- D[This helps the Department ensure purchased buildings are safe and economical to operate and maintain.]
```

The Department of Administration is responsible for Real Property Control, including the purchase of buildings, under Council of State oversight.

The Facility Condition Assessment Program (FCAP) supports this statutory responsibility of the Department by inspecting buildings prior to purchase and providing cost estimates on needed repairs to aid in purchase price negotiations.

This helps the Department ensure purchased buildings are safe and economical to operate and maintain.

# Section 103

## Other Responsibilities

Administration  
of Flood Plain  
Guidelines

Executive  
Order 123

Flood Plain  
Management  
Documents

Allocation of  
Energy  
Efficiency Tax  
Deduction

General  
Statute  
GS 143-341(3)f

# Section 104

## Organization of State Construction Office

# Office Organization

**CONSTRUCTION  
MANAGEMENT/  
FCAP**

**DESIGN REVIEW**

**CONSULTING SERVICES  
/DOWNTOWN  
COMPLEX/ELECTRICAL  
INSPECTIONS**

**CAPITAL PROJECT  
MANAGEMENT**

A large yellow arrow pointing to the right, centered on a blue background. The arrow has a 3D effect with a slight shadow.

A staff listing is available on the  
State Construction website  
under [Contact Us-SCO Staff  
Listing.](#)



# Design Review

Examination and approval of all plans and specifications for construction or renovation of State buildings throughout the state, including building code enforcement

Contracts for design.



## Construction Management

Supervision and inspection of all work done and materials used in construction or renovation of State buildings

Acting as the official electrical inspector through Consulting Services Section

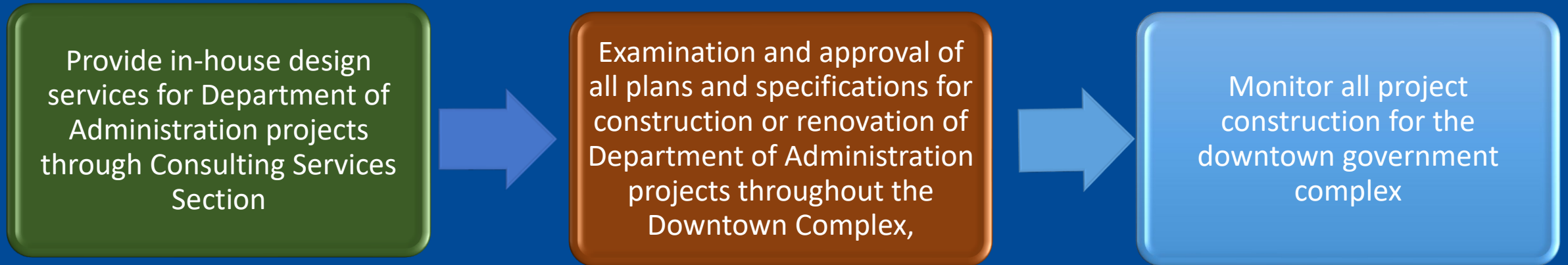
Acceptance of constructed buildings on behalf of the State

Management of State buildings in Wake County through Consulting Services Section

Assessment of State and private buildings

Certification that statements of need are feasible

## Design and Construction Services



# Section 105

## State Building Commission

Created in July 1987 by the Legislature, [GS 143-135.25](#) established the State Building Commission as the successor to the previous Capital Building Authority.

Nine members are appointed by the Governor and the General Assembly, representing owners, designers, contractors, local governments and the public.

Members serve three-year terms with each member limited to two consecutive terms.

The Commission is only required to meet four times annually but, typically, meets monthly in the State Construction Office.

The State Construction Office and State Building Commission Rules are in [North Carolina Administrative Code \(NCAC\) 30](#) of the [NC Administrative Code](#)



**CHAPTER 200**

**Agencies and  
Institution  
Capital Projects**

# Section 201

## Definitions

# Section 202

## Responsibilities of Owning Agencies

# Appointment of Capital Project Coordinator (CPC)

Agencies, Community Colleges or Universities shall name staff members as Capital Projects Coordinators (CPC's) responsible for all capital project.

The term "Owner" typically refers to the owning agency Capital Projects Coordinator (CPC) or designee.

The State Construction Office will periodically, and based on demand, conduct a course of instruction on the role and duties of the Capital Project Coordinator (CPC), as well as topics pertinent to the state construction process. [GS 143-135.26\(4\)](#) and NCAC-30E &30F.

## **Establishment of Needs, Scope and Budget**

State agencies, institutions, and community colleges (owners) shall establish needs, scope, schedule and budgets for new physical facilities as well as repair and renovation needs.

The owner shall request legislative funding by describing the proposed capital project on Form OC-25 Cost Estimate. The Form OC-25 Cost Estimate can be completed online in the State Construction Office InterScope database as a Cost Estimate.

The State Construction Office Facility Condition Assessment Program (FCAP) reports can assist owners in prioritizing needs and preparing cost estimates, and should be included with each renovation funding request.

Once the Form OC-25 Cost Estimate is complete and certified by the State Construction Office, the owner submits the request to the Office of State Budget and Management for possible inclusion in a budget request for funding project.

Community Colleges are exempt from OC-25 process.

Capital Improvement Funding Categories have typically included:

**Appropriations/Bonds:** Funding authorized by legislation with funds provided by the State for specific projects.

**COPS:** Funding authorized by legislation with funds provided by borrowing under a “Certificates of Participation” debt mechanism. COPS funding may be for specific projects or for repairs and renovations.

**Repairs and Renovations:** Funding authorized and provided by the State for repairs and renovations necessary to maintain existing facilities.

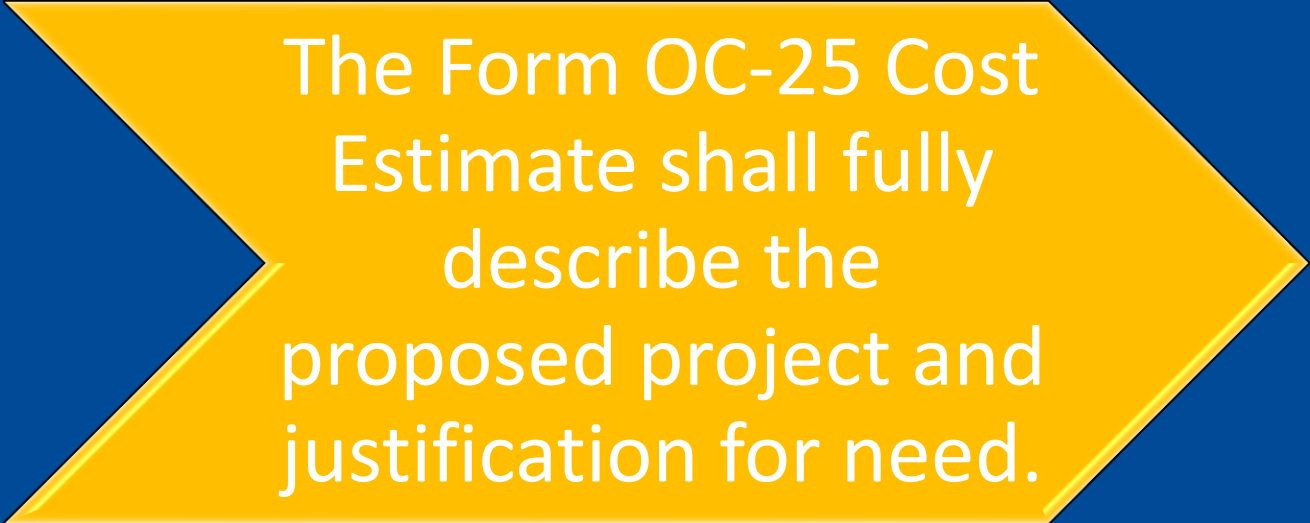
**Self Liquidating:** Funding authorized by legislation for specific projects with funds provided from debt where proceeds generated from the sale of goods or services, such as Housing, Bookstore, Dining, Athletics, etc. are used to retire the debt.

**Other Non-Appropriated:** Funding from other sources such as gifts, grants, donations, or other non-State sources.

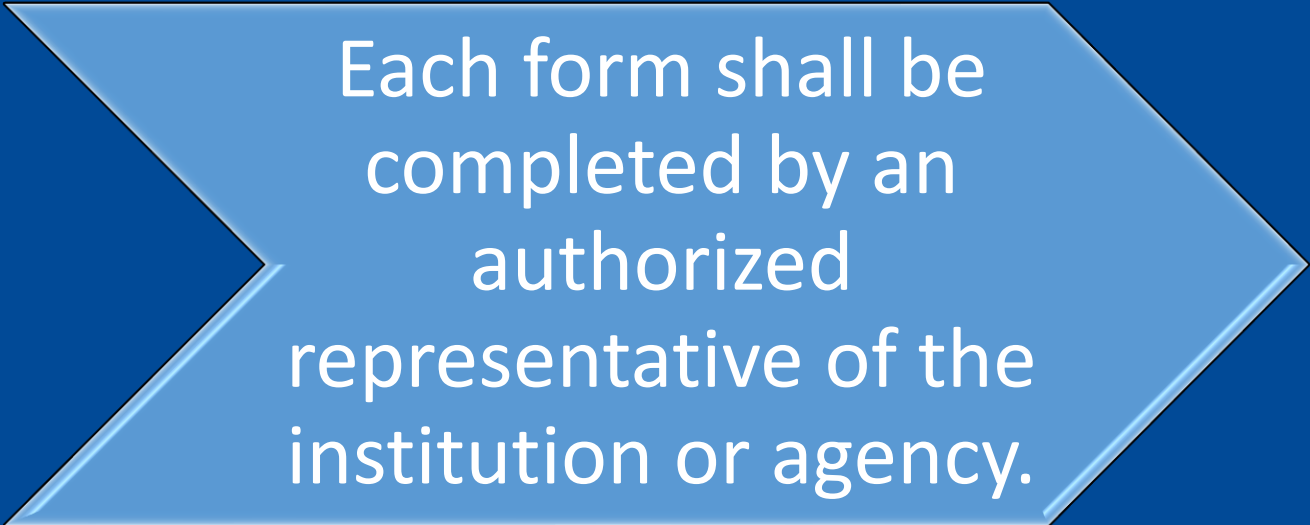
## Certification of Form OC-25 (Cost Estimate)

State institutions and agencies planning a capital project request shall use Form OC-25 Cost Estimate Proposed Repair and Renovation Capital Improvement Project for verification of scope, schedule and cost estimate.

This form is available on the State Construction Office InterScope Project Environment under the heading Cost Estimate, and can be completed on-line once the Capital Project Coordinator has obtained a log-in password.



The Form OC-25 Cost Estimate shall fully describe the proposed project and justification for need.



Each form shall be completed by an authorized representative of the institution or agency.

The State Construction Office is to certify the statements of need submitted as Form OC-25 Cost Estimate are feasible, or sufficiently defined in overall scope; building program; site development; construction and equipment budgets; and comprehensive project scheduling so as to reasonably ensure completion within the amount of funds requested. [GS 143-341\(3\)b1](#).

# Owner Responsibility for Design and Construction

Projects are authorized by the legislature.

The Owner will expeditiously follow all procedures and actively participate in the designer selection, commissioning and contracting processes.

The Owner will also provide all programming and information needed for the designer to prepare an appropriate scope of design work, schedule and design fee to meet the requirements established in the authorization.

# Owner Responsibility for Design and Construction

For design and construction of Capital Projects, the owner shall ensure that the performance of building systems meets the design intent.

To provide quality assurance on a project, the owner may contract with an independent Commissioning Authority to serve as an advisor, depending on the method of compliance is selected, on projects above the size thresholds in [GS 143-135.37\(d\)](#), currently 20,000 square feet with some exceptions.

Commissioning Guidelines are available on the [State Construction Office](#) website.

# Section 203


## Emergency Projects

Emergency situations are addressed in Administrative [Code NCAC 30D.0302\(e\)](#) for Special Procedures for Emergency Projects and reads as follows:

*On occasion, emergency design or consultation services may be required for restoration or correction of a facility condition which by its nature poses a hazard to persons or property, or when an emergency exists.*

*Should this situation occur, in all likelihood there will not be sufficient time to follow the normal procedures described in this Rule.*

*The Capital Project Coordinator on these occasions may declare an emergency, notify the State Construction Office and then obtain the services of a designer or consultant for consultation or design of the corrective action.*



*In all cases, such uses of these emergency powers shall involve a written description of the condition and rationale for employing this special authority signed by the head of the agency and presented to the SBC at its next normal meeting.*

*Timeliness for obligation of funds or other non-hazardous or non-emergency situations do not constitute sufficient grounds for invoking this special authority.*

# Section 204

## Real Property

# Demolition of Buildings

Request for authority to raze or demolish any building or structure as defined above shall be made to the State Property Office on Form PO-2, Disposition of Real Property.

No building or structure owned by the State of North Carolina, with the exception of highways, bridges and railroads, demolished or otherwise disposed of unless and until authority for such disposition has been approved by the Council of State and given in writing by the Department of Administration, State Property Office according to the conditions of GS 143-341(4) and other applicable statutes.

All buildings to be razed or demolished shall be surveyed for asbestos-containing materials or other hazardous materials that shall be properly removed in accordance with environmental regulations and legally disposed of prior to demolition.

## **Acquisition of Property – Gift of Existing Real Estate to the State**

For the State to accept a gift of land, buildings or other structures, proposals shall be submitted by the recipient institution to the State Property Office.

# CHAPTER 300

## Procurement of Design Services

# Section 302

## Designer Selection – Basic Requirements

Procurement of design services for architectural, engineering (which includes commissioning), and surveying are governed by “Article 3D - Procurement of Architectural, Engineering, and Surveying Services” in [GS 143-64.31-.34](#) and the “State Building Commission Designer and Consultant Selection Policy” in 01 NCAC 30D.

[1. GS 143-64.31\(a\)](#) exempts special emergency projects involving the health and safety of people or property and

[2. GS 143-64.34](#) exempts Capital Improvement Projects under the jurisdiction of the State Building Commission, University of North Carolina, and Community Colleges with an estimated total project budget of less than \$500,000.

“Major” projects with an estimated total project budget greater than \$500,000 must meet all the requirements of GS 143-64.31-.34 which are:

Public advertisement on the State of North Carolina Interactive Purchasing System (IPS) website for a period of at least 15 calendar days.

Qualifications based selection process without regard for fee.

Good faith efforts by the Owner to notify minority firms of the opportunity to submit qualifications for consideration.

Preference of North Carolina resident firm over non-resident firm.

# Section 303

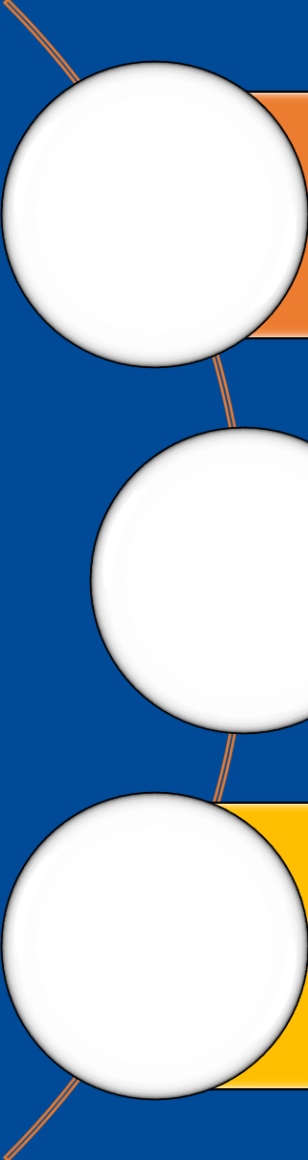
## Roles in Designer Selection Process

Owner	Project Type (Total Project Budget)	Public Advertisement	Designer Selection Approval	Design Contract Negotiation
State Agency	Minor - SCO Oversight (≤\$500,000)	Not Required	State Construction Office	SCO
State Agency	Major - SCO Oversight (>\$500,000)	eVP Website for minimum of 15 calendar days	State Building Commission	SCO
State Agency	Emergency	Not Required	Agency Reporting to SBC	SCO
University	Download - Minor(≤ \$500K)	Not Required	University	University
University	Download Major- (\$500K and \$4,000,000)	UNC Website & IPS Website for 15 calendar days	University	University
University	Major (>\$4,000,000)	UNC Website & IPS Website for 15 calendar days	University	SCO
University	Emergency	Not Required	University with Reporting to SBC	SCO (If >\$4,000,000)
Community College	Minor(≤\$500K)	Not Required [RC1]	Community College	Community College
Community College	Major - SCO Oversight (This varies *)	eVP Website for minimum 15 calendar days	Community College	SCO
Community College	Emergency	Not Required	Community College with Reporting to SBC	SCO (If >\$500,000)

\* (1) \$500,000, (2) \$2,000,000, (3) \$4,000,000

# Section 304

## Designer Selection for Major Projects (>\$500,000)



For State Agency projects, the Owner's Capital Projects Coordinator (CPC) should complete the Advertisement for Design Services form from the SCO website and email the completed form to [scoads@doa.nc.gov](mailto:scoads@doa.nc.gov) for posting on the State of North Carolina Electronic Vendor Portal (eVP)

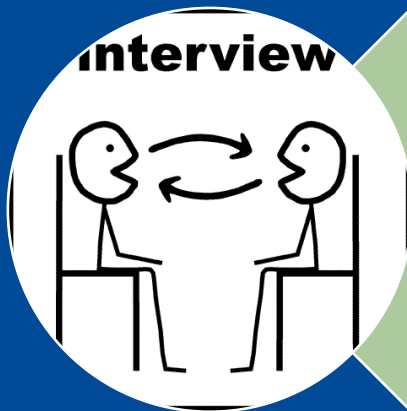
For University projects, the University should publicly advertise using the standard University procedures.

**For Community College projects, the Community College should publicly advertise using their own procedures appropriate to their respective Board of Trustees. Community Colleges may use the Advertisement for Design Services form from the SCO website but should post their completed form to the State of North Carolina Electronic Vendor Portal (eVP) website on their own.**

# Pre-Selection



For State Agency projects, the CPC will coordinate with SCO to create a pre-selection committee of interested parties to include a minimum of two representatives from State Construction Office with at least one member of the pre-selection committee being a licensed professional.




The pre-selection committee will review the responsive qualification packages submitted in response to the Advertisement for Design Services and determine the most qualified firms to be interviewed by the pre-selection committee.

This list of most qualified firms should include at least three firms but no more than six firms to be interviewed and evaluated.



The pre-selection of the most qualified firms should include review of designer evaluations from InterScope.

The firms to be interviewed will be notified by the State Construction Office. Firms should prepare a presentation of their qualifications and experience to the pre-selection committee.



Interviews are typically held at the State Construction Office, but may also be held at the Owner's facility depending on specific projects.



Interviews for smaller projects are typically 30 minutes in total duration with time shared between a presentation session and a questions and answers session.

Interviews for larger projects are typically 45 minutes in total duration with time shared between a presentation session and a questions and answers session.



Any specific issues that the designers need to address in the presentation should be provided to them in advance as part of the invitation interview

Following the interviews, the pre-selection committee should determine the three most qualified firms for the particular project and rank the three firms in priority order. In selecting the three firms to be presented to the SBC, the pre-selection committee should take into consideration the following ten factors identified in 01 NCAC 30D 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 project is located.
9. Record of successfully completed projects without major legal or technical problems.
10. Other factors that may be appropriate for the project.

Universities should follow procedures appropriate to their respective Board of Trustees.

Community Colleges should follow their own procedures appropriate to their respective Board of Trustees.

# Selection

For State Agency projects, the Pre-Selection committee members should understand that the final approval of a designer selection is the responsibility and authority of the State Building Commission.

As such, no pre-selection committee members shall divulge any information about discussions or decisions made by the pre-selection committee.

Designers and other interested parties should not contact any member of the pre-selection committee prior to final action by the State Building Commission.

Universities should follow procedures appropriate to their respective Board of Trustees

Community Colleges should follow their own procedures appropriate to their respective Board of Trustees.

# Notification

The selected designer will be notified by the Owner or the State Construction Office.

Following notification of the selected designer, the CPC should contact the selected designer to share all necessary project information and obtain a design fee proposal for the project.

Upon review and approval of the information contained in the designer's proposal, the CPC will forward the design fee proposal along with all appropriate project information to the SCO Design Contracts Coordinator to allow for negotiation of a design contract.

# Section 305

## Designer Selection for Minor Projects ( $\leq$ \$500,000)

# Public Announcement

Projects with an estimated total project budget less than or equal to \$500,000 are considered to be “Minor” projects and are not required to be publicly advertised.

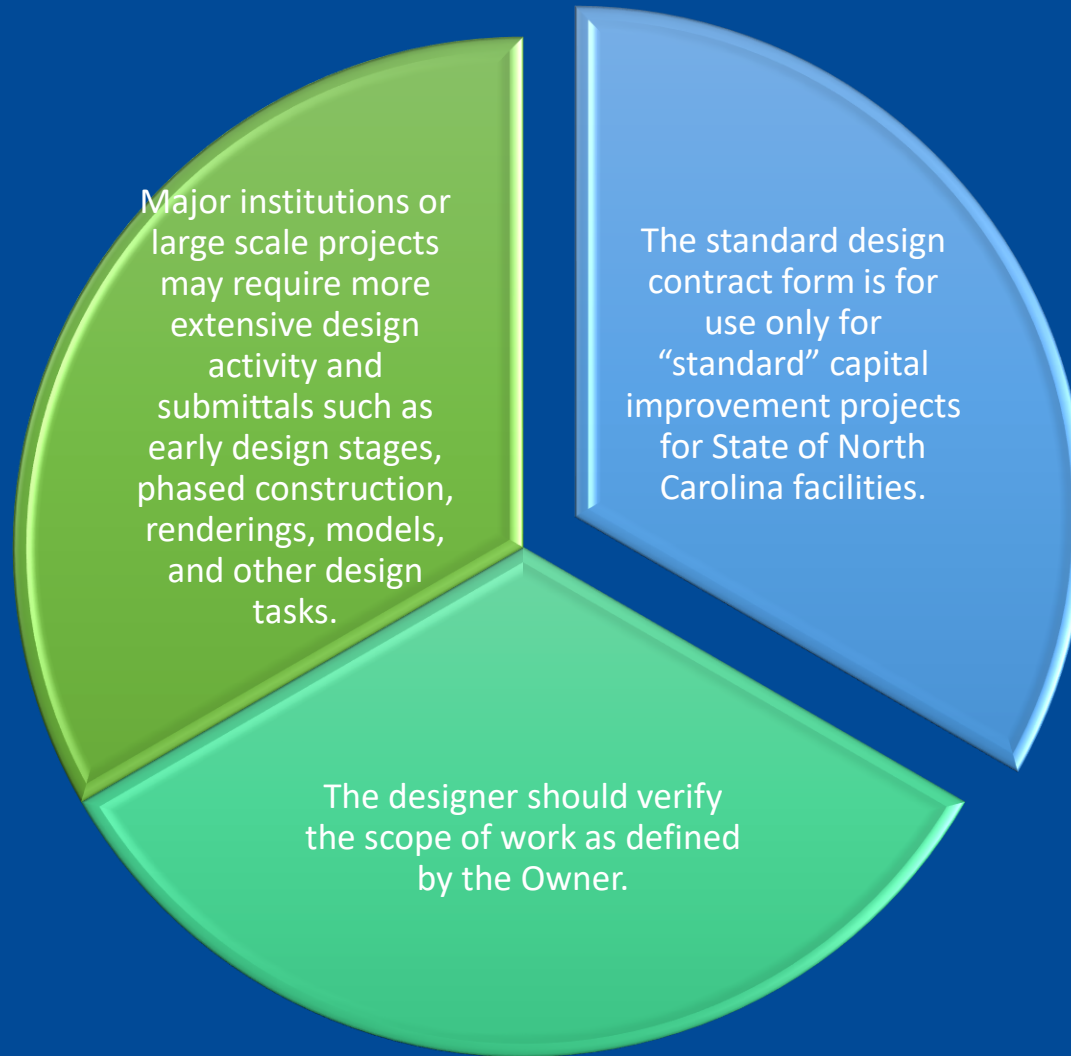
There are no General Statute requirements for public advertisement for design services on projects where the estimated expenditure of public money is less than \$500,000.

- The designer selection process for Major projects may be used for any Minor project if desired but is strictly optional.

Per GS 143-341(3)b1, an SCO approved Estimated Project Cost Estimate (OC-25) is required for any State Agency project with an estimated total project budget greater than \$100,000.

# Section 306

## Standard Design Contract



## Negotiation of Design Agreement

The selected designer will be notified by the Owner or the State Construction Office. Following notification of the selected designer, the CPC should contact the selected designer to share all necessary project information and obtain a design fee proposal for the project.

Upon review and approval of the information contained in the designer's proposal, the CPC will forward the design fee proposal along with all appropriate project information to the SCO Design Contracts Coordinator to allow for negotiation of a design contract.

The selected Designer will receive a written request to submit a design fee proposal for consideration.

The Designer shall carefully review scope, budget, site, special requirements and regulatory time frames of the project with Consultants and the Owner.

The design contract fees will be negotiated with the State Construction Office on an individual project basis with input from the Owner.

The Designer should consult with the Owner as to the number of submittal copies the Owner requires for each stage of review and for record drawings, including facility management needs.

# Section 307

## Other Types of Design Contracts

# Advance Planning Phase or Preliminary Design

Owners are encouraged to engage designers as necessary to assist in programming, scope and budget analysis, site selection, studies, master planning, and other strategic project decisions.

Typically, these preliminary design services are performed independently from the design contract for Basic Services that includes Schematic Design, Design Development, Construction Documents, Bidding, Construction Administration, and Closeout services required by the Standard Form of Agreement between Owner and Designer (Form OC-22).

Certain projects require compliance with the Performance Standards for Sustainable, Energy-Efficient Public Buildings (Article 8C) per GS 143-135.35-.40 and, therefore, require an Advance Planning Phase submittal to SCO for review and approval based on confirmation that the project qualifies as a Major Facility Construction Project or a Major Facility Renovation Project per the definitions in GS 143-136.36. In accordance with GS 143-135.37(a1), a “Net Savings Required” cost analysis is required to be included in the Advance Planning Phase submittal to SCO for review and approval.

# Commissioning

For projects subject to compliance with the Performance Standards for Sustainable, Energy-Efficient Public Buildings (Article 8C) per [GS 143-135.35-.40](#), an engineering firm should be selected to provide Building Commissioning services.

The Commissioning Agent should be an independent, third party firm that is not part of the design team or the construction team working on the project. Commissioning Agents should be selected using the qualifications based selection process and based on the estimated total project budget for the project.

# **CHAPTER 400**

# **Regulatory Review Agencies**

# Section 401

## General Requirements

This chapter is intended to provide the Designer a listing of the possible regulatory review or permitting agencies that may impact the project.

There are other agencies exercising inspection authority such as OSHA, who are not involved in the review process but may be involved during construction.

According to the Standard Form of Agreement between Owner and Designer, Article 1 “Basic Services of the Designer” Paragraphs 1-12 shall be the responsibility of the Designer except where noted otherwise.

The Designer is to file all applicable permits and submit plans, specifications and other required documents directly to any local, state or federal agency having jurisdiction over any part of the project.

Review comments and approval from all agencies having jurisdiction shall be provided directly to the Designer with copies to the State Construction Office.

All reviews and approvals shall be obtained by the Designer prior to establishing a bid date.

While a county or city cannot restrict the use of land for State use, under the provisions of [GS 153A Article 18](#), and under [GS 160A Article 19](#), respectively, they may regulate and restrict the following:

**The height, number of stories, and size of buildings and other structures**

**The percentage of a lot that may be occupied**

**The size of yards, courts and other open spaces**

**The density of population**

**The location and use of buildings, structures, and land for trade, industry, residence, or other purposes, except farming.**

It shall be the Designer's responsibility to submit the necessary plans, specifications and other information as may be required to obtain zoning approval from the city or county.

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graph TD; A[It shall be the Designer's responsibility to submit the necessary plans, specifications and other information as may be required to obtain zoning approval from the city or county.] --> B[Copies of the city or county approval shall be forwarded by the Designer to the Owner and to the State Construction Office.]; A --> C[The Designer shall also obtain required local approvals (city, county, utility authority) for tie-ins for water, sanitary sewer, storm sewers and other utilities, as well as modifications and/or improvements to streets, curbs and sidewalks on public right-of-way.];
```

Copies of the city or county approval shall be forwarded by the Designer to the Owner and to the State Construction Office.

The Designer shall also obtain required local approvals (city, county, utility authority) for tie-ins for water, sanitary sewer, storm sewers and other utilities, as well as modifications and/or improvements to streets, curbs and sidewalks on public right-of-way.

Under [GS143-135.1](#), State owned facilities are exempt from local building authority inspections or local codes when plans and specifications are approved by the Department of Administration.

It is the responsibility of the Designer to determine federal requirements that may impact the project.

The Designer should confer with the Owner, the State Construction Office, other State agencies, and federal authorities regarding this process.

The State of North Carolina web site provides access to all State departments, agencies and institutions and should be used as a source of information.

Website addresses and phone numbers change quite often, which means accessing the main State Website may be easier for first time users.

Agencies are listed in a drop down list under  
“Government” tab at:  
<http://ncgov.com/government/agencies>

The NC Administrative Code requires projects to be resubmitted for review if they have not been bid within six (6) months of final approval by the State Construction Office.

This ensures code and/or regulation changes are current as possible.

# Section 402

## Agency Review Times

The State Building Commission has adopted rules to provide for consistent, concurrent and expeditious reviews for State and Community College capital improvement projects.

The times given are calendar days from receipt of submittal until completion of the review for each discipline of review required.

These times should be used by Owners and Designers when estimating project schedules.

The review times for each design phase are:

**FULL SCO OVERSIGHT PROJECTS (*including courtesy review oversight*)**

Advance Planning	15 calendar days
Schematic Design	30 calendar days
Design Development	30 calendar days
Construction Documents	60 calendar days
Final Approval	15 calendar days

## LIMITED SCO OVERSIGHT PROJECTS

(project subject to Code Review only – CD phase only)

Code Enforcement Review	15 calendar days
Six (6) Month Expiration Re-Review	15 calendar days

Other statutory timeframes, such as Department of Environment and Natural Resources regulations, may override this schedule.

Meeting these timeframes will be contingent upon the Owner and Designer providing finished, complete submittals as defined by this Manual for each stage of design.

# Section 403

## Owner Review

The owning agency or institution of a capital project may not be a regulatory Agency, but their review and approval is the most important in the process.

- The public funds were appropriated to the owning Agency for facilities to support a program or service provided by the State or Community College.
- It is important that the Owner approve all plans submitted prior to their transmittal to the State Construction Office and other review entity.

The Owner is the most familiar with the program, staff, spaces and overall operation, and needs to ensure that the design, materials, equipment and systems meet those needs and that the project is within the scope and funds established by the appropriation or budget.

The Facilities Management department of each owning agency or institution must, by State Building Commission Rules, be a major participant in the design, review and approval of any capital project to ensure that not only the scope and program are addressed, but that the maintenance, serviceability, life safety and environmental support systems operate safely, effectively and efficiently over the life of the building.

The Capital Project Coordinator (CPC) shall be responsible for ensuring that facilities maintenance personnel are fully involved in the review and input provided to the Designer.

Their comments should also be included with the Owner's review and approval letter to the State Construction.

# Section 404

## Department of Administration

# State Construction Office

**984-236-5400**

The State Construction Office has jurisdiction and responsibilities as described in Chapter 100 of this Manual.



State Environmental Clearinghouse: 984-236-0023

The North Carolina Environmental Policy Act, as set forth in [GS113A](#), involving construction of structures, grading, land/air/water-disturbing activities, or the construction of water distribution or sewer collection systems or extensions be subject to the provisions of this Act.

The Act is applicable to projects involving the expenditure of public funds or use of public land where there is a state approval action.

Projects funded in part or wholly by federal funds are not subject to review under the North Carolina Environmental Policy Act if, as of the federal environmental policy requirements, the necessary environmental documents were submitted to the State Clearinghouse.

Projects involving only interior renovations, except those projects involving a state or national historic site, are not required to be reviewed under the Environmental Policy Act. Other projects may also fall into the category of not having to be reviewed under the Environmental Policy Act if the Agency has established “minimum criteria” with the State Clearinghouse. For those projects subject to the Environmental Policy Act. The requirements of the Act may be fulfilled by filing one or more of the following with the State Clearinghouse:

a) Environmental Assessment  
(EA)

b) A Finding of No Significant  
Impact (FONSI)

c) Environmental Impact  
Statement (EIS)

State Clearinghouse, Department  
of Administration, 1301 Mail  
services Center

Raleigh, NC 27699-1301.

- Submission instructions may be obtained directly from the State Clearinghouse. Submissions must include the following:

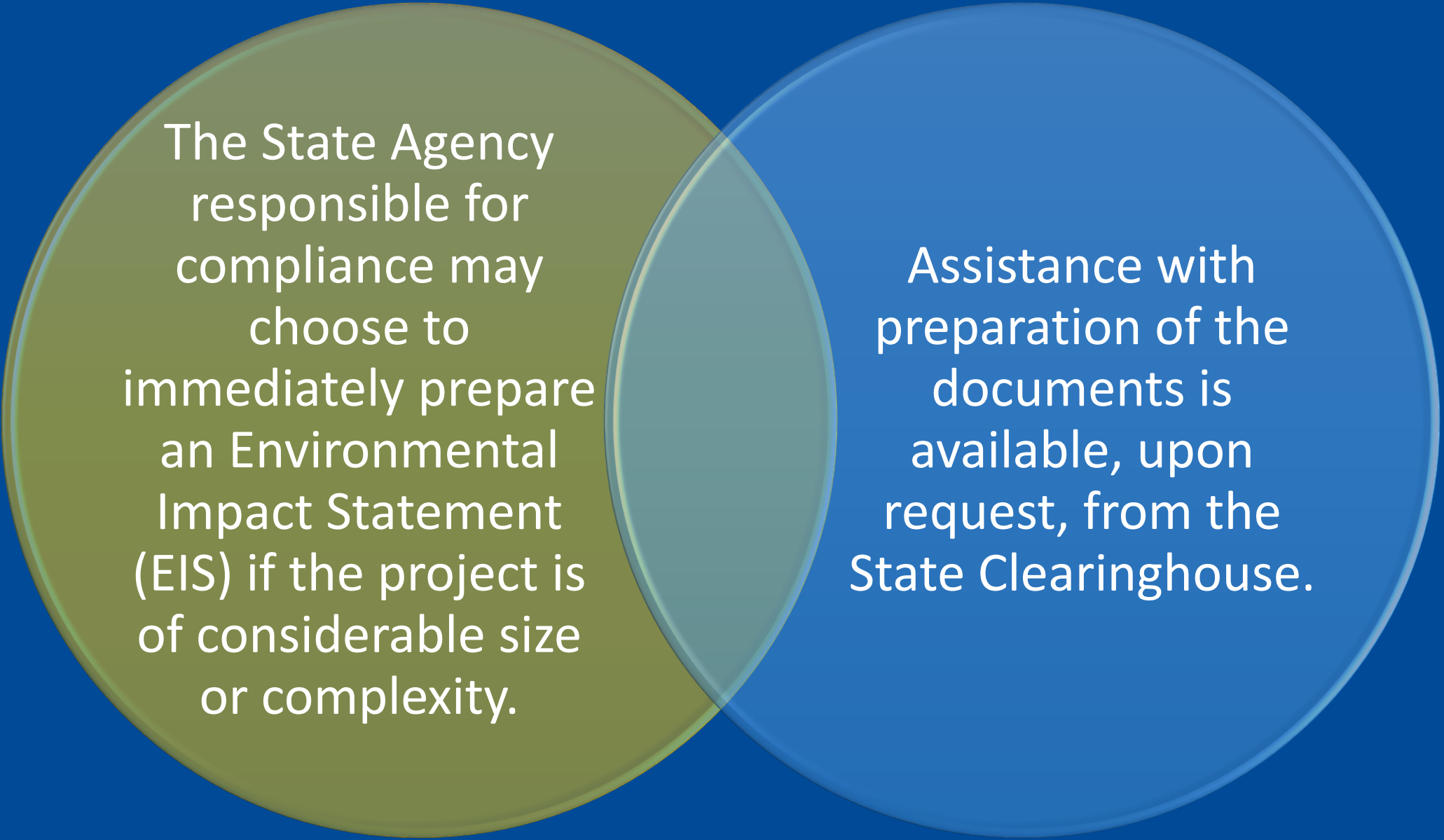
a) Sixteen (16) copies of a clear  
readable map

b) A summary of the proposed  
action (to be published in the  
*North Carolina Environmental  
Bulletin*)

c) Identification of the State Agency  
(Owner) responsible for the project

d) Contact person for the project

e) Source of funding (budget code  
and item numbers)



The State Agency responsible for compliance may choose to immediately prepare an Environmental Impact Statement (EIS) if the project is of considerable size or complexity.

Assistance with preparation of the documents is available, upon request, from the State Clearinghouse.

# State Property Office

**984-236-0270**

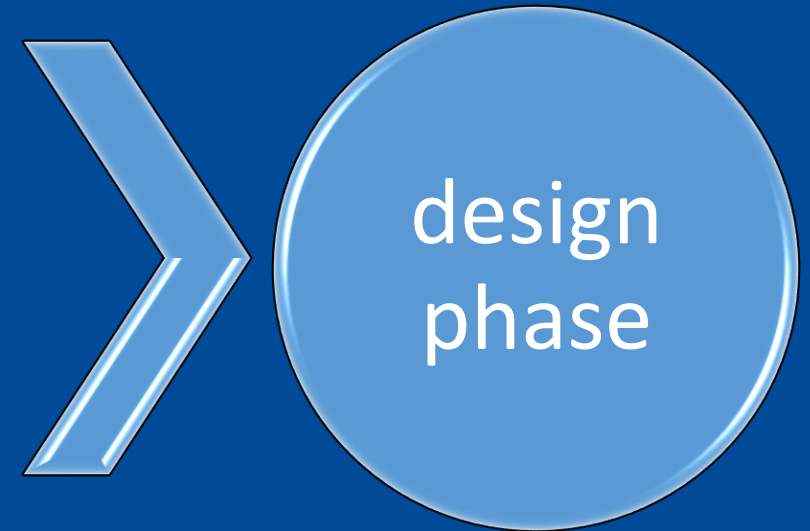
The primary mission of State Property Office is to administer the acquisition and disposition of all state-owned land or any interest by deed, lease, easement, or allocation; manage the State's submerged lands, and maintain an accurate inventory of state lands and buildings.

# Section 405

# Department of Labor



no longer  
reviews plans  
and  
specifications  
during



# Elevator and Amusement Device Bureau

## 800-625-2267

The Department of Labor will inspect and approve installations on all projects involving elevators, dumbwaiters, escalators, moving walks, stairway inclined lifts, and vertical wheelchair lifts.

Inspection and approval must be obtained prior to building occupancy and inspections are made annually thereafter.

Elevator design and installation shall be in accordance with the North Carolina Building Code, Chapter 30 – Elevators and Conveying Systems.

# Boiler and Pressure Vessel Division

## 919-707-7918

The Department of Labor will inspect and approve installations of all pressure vessels. Copies of the Uniform Boiler and Pressure Vessel Act of North Carolina may be obtained directly from the Department of Labor website or from the NCGS 95 Article 7A and 7B.



Inspection and approval must be obtained prior to building occupancy and inspections are made annually thereafter.

# Section 406

**Department of Health  
Human Services**

# Division of Health Service Regulation Construction Section 919-855-3893

Construction or renovation of any state-owned facility, which is licensed in whole or in part as an acute general hospital (more than two beds), must be reviewed and approved by the DHHS Construction section.

The review is for compliance with minimum standards for facility licensure (copies available from the Division of Health Service Regulation).

Plan review by the Division of Health Service Regulation will be made at each design phase described in Chapter 500 of the State Construction Manual.

One set of plans and specifications are to be forwarded directly to the Division, simultaneous with the submission to the State Construction Office.

# Section 407

## Department of Natural and Cultural Resources

# State Historic Preservation Office

## 919-807-6570

The staff of the North Carolina Historic Preservation Commission, under GS 121-12(a), is required to review and comment on plans and specifications for any construction, renovation, demolition and interior or exterior rehabilitation of projects affecting properties included in the National Register of Historic Places in North Carolina.

Plan review is required at each design stage.

Standards for historic preservation projects with guidelines for applying the standards are available from this section.

# Division of Parks and Recreation 919-707-9300

The Division of Parks and Recreation is required to issue a state lakes construction permit prior to the construction of any pier, boat ramp, seawall, boat stall, pavilion, platform, patio or other structure upon the floor of any state lake. (GS 113-35).

The application shall be made to the Division of Parks and Recreation prior to the initiation of the project.

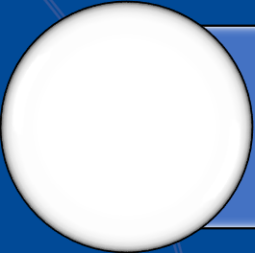
Three sets of plans and specifications shall be submitted at each design stage to the Division of Parks and Recreation.

Normal review time is 15 to 20 days.

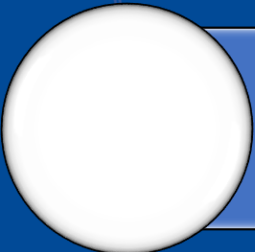
# Section 408

## Information Technology Services

# Information Technology Services 919-981-5555



ITS under [GS147-33.82](#) is a receipts supported agency providing design consulting and procurement for information technology systems for state agencies, except constituent institutions of the UNC system.



The Designer should consult and cooperate with the Owner about his information technology systems needs and the role of ITS as the Owner's consultant and provider.



ITS may be the Owner's consultant and provider of equipment and cabling.

# Section 409

## Department of Environmental Quality


The DENR Contacts tab on the [Department of Environment and Natural Resources](#) website provides the locations of the regional offices and contacts for many of their programs.

- The website also has a Customer Service Center to assist in review and permit requirements.

# Division of Waste Management: 877-623-6748

Plans and specifications relating to the construction, renovation or alterations to hazardous waste management facilities and, including solid waste incinerators, underground storage tanks (UST's), Brownfields, Superfund sites, etc. may need to be reviewed and approved and permits issued

# Division of Air Quality:877-623-6748



The Division of Air Quality, under the provisions of [GS143-215.108](#) and [GS143-215.109](#), is required to issue an air quality permit prior to the construction or operation of any air contaminant source, any equipment which may result in emissions of air contaminants or is likely to cause air pollution, and any construction or installation of any air-cleaning device.

Some activities have been designated by the Environmental Management Commission as not likely to contravene air quality standards and therefore do not require a permit.

A permit is required for the construction or modification of any facility that would result in:

a) Open parking lots, including shopping center lots having 1,500 or more vehicle capacity, and parking decks, including shopping center decks and parking garages having capacity for 750 or more vehicles.

b) Subdivisions, housing developments, apartment complexes and trailer courts having 500 or more units resulting in a population density of 7,680 per square mile (12 persons per acre) or more.

c) Stadiums and sport arenas having a seating capacity of 25,000 or more, or 8,000 vehicle parking spaces or more.

d) Drive-in theaters having 700 or more parking spaces.

e) Amusement parks and recreation areas designed to serve 25,000 persons per day or more, or to accommodate parking of 8,000 vehicles or more.

## Division of Energy, Mineral Land Resources: 919-707-9200

Prior to the commencement of any land-disturbing activity on any state construction project that involves earth moving (grading, filling, excavating, etc.) of more than 1.0 contiguous acre an erosion control plan must be submitted to and approved by the **Land Quality Section** regional engineer.

One set of plans is required for the review process. Plans shall be submitted directly to the regional engineer by the Designer.

A copy of the letter of approval shall be submitted by the Designer to the State Construction Office.

Project construction will not be commenced without this letter of approval.

# Division of Water Resources: 877-623-6748

The goal is to maintain, restore and improve an aquatic environment able to protect the existing or best intended uses of North Carolina's surface waters and to ensure compliance with state and federal water quality standards.

Those uses include drinking water, recreational activities, agricultural and other purposes and the protection and maintenance of aquatic life.

The Water Quality Section is required to review and approve plans and specifications, and a National Pollutant Discharge Elimination System (NPDES) permit must be issued prior to the construction or operation of **any treatment works, or disposal system which would result in a discharge into surface waters.**

# Division of Coastal Management: 252-515-5400

A Coastal Area Management Act (CAMA) permit for your project may be required if it meets all of the following conditions:

It is in one of the 20 counties covered by CAMA (see list in the manual).

It is considered "development" under CAMA

it is in, or it affects, an Area of Environmental Concern (AEC) established by the Coastal Resources Commission.

It does not qualify for an exemption.



If your project is in one of these areas, contact the Division of Coastal Management office nearest you.

in or on navigable waters within the 20 CAMA counties

on a marsh or wetland

within 75 feet of the mean high water line along an estuarine shoreline

near the ocean beach

near an inlet

within 30 feet of the normal high water level of areas designated as inland fishing waters by the [North Carolina Marine Fisheries Commission](#)

near a public water supply.

A CAMA permit is required for any person (agency) who undertakes any major development in an area of environmental concern in any of the 20 counties of the coastal zone. The 20 counties of the coastal zone are:

Beaufort	Chowan	Hertford	Pasquotank
Bertie	Craven	Hyde	Pender
Brunswick	Currituck	New Hanover	Perquimans
Camden	Dare	Onslow	Tyrrell
Carteret	Gates	Pamlico	Washington

**Division of Environmental Health**  
**Food Protection Branch Division of Air Quality**  
**919-707-5854**

Is required to review and approve plans and specifications for new construction and renovation of educational institutions, hospitals, nursing and rest homes, sanitariums, orphanages, residential care, and confinement institutions where lodging is provided or food is handled.

# On-Site Waste Water Section

919-707-5854

Projects with on-site waste water systems (septic tanks, etc.) shall make application and submit plans and specifications to the local health department having jurisdiction in the project area.



State review and approval is prerequisite for any subsurface system designed for the collection, treatment and disposal of industrial process water.




Prior to local approval, projects with subsurface wastewater systems exceeding 3000 gallons per day shall have plans and specifications submitted for review and approval by the Section's Engineering Team.

# Section 410

## Department of Transportation

The [North Carolina Department of Transportation](#) website provides locations of all Division and District Offices, addresses and phone numbers.



The [Board of Transportation](#) has established rules, regulations and ordinances relating to utilities on highway rights of way and driveway entrance regulations.

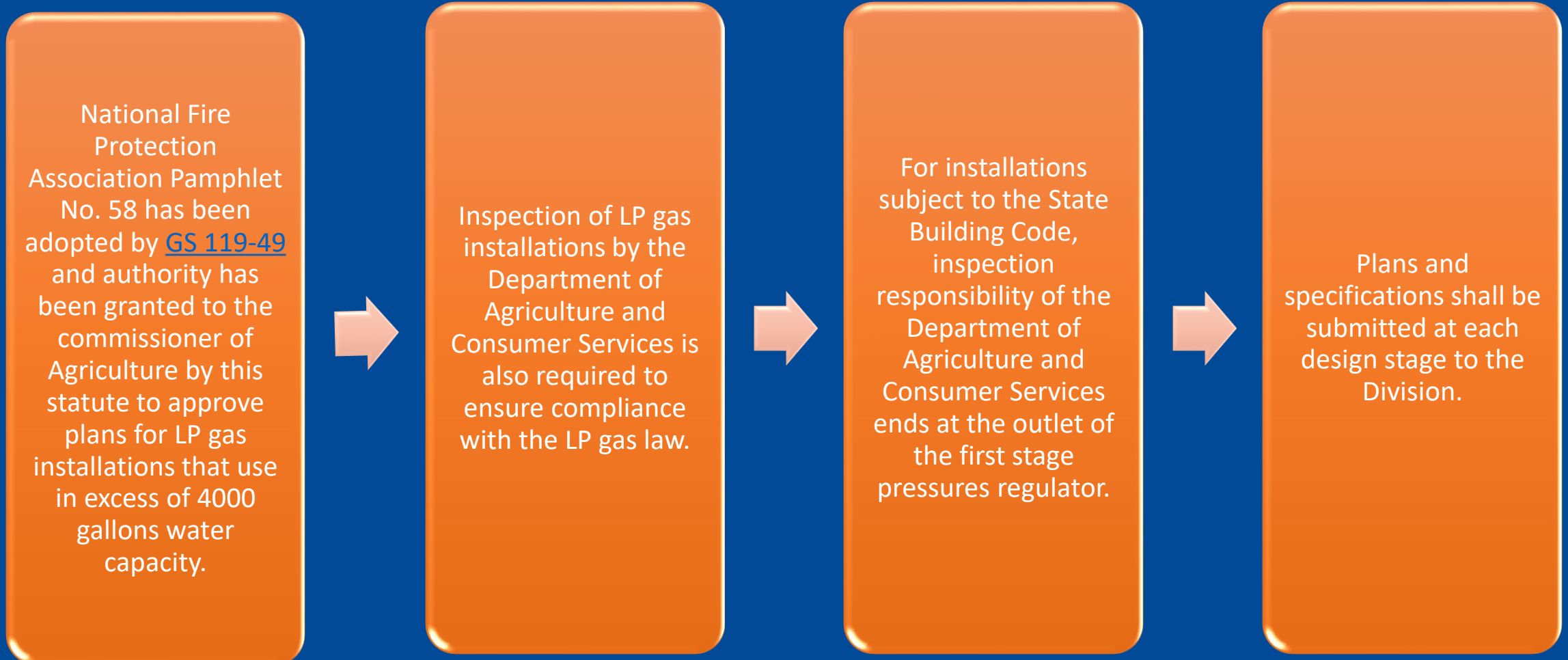
It shall be the responsibility Owner with the assistance of the Designer to obtain required encroachment agreements and driveway permits.

Certification by the Designer that all such agreements and permits have been obtained shall be made to the State Construction Office before a bid date will be established. ([GS 136-18](#))

# Section 411

## Department of Agriculture & Consumer Services

# Standards Division - LP Gas: 919-707-3225





# **CHAPTER 500**

## **Design Guidelines**

# Section 501

## General

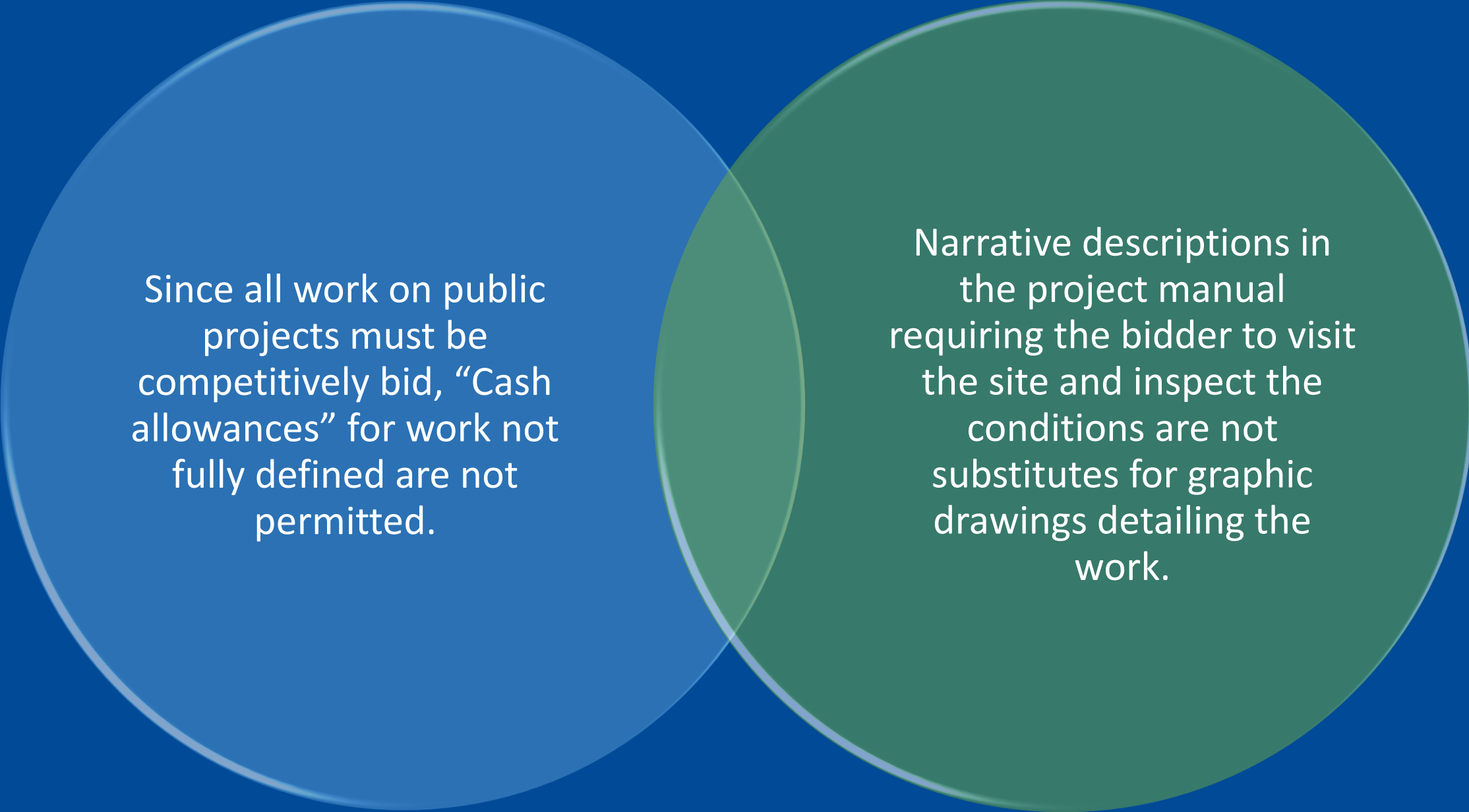
**TABLE 500**  
**TYPES OF REVIEWS**

Owner	Project Type	SCO Code Review <sup>7</sup>	SCO Tech Review	Local AHJ Code Review <sup>9</sup>	SCO <a href="#">Forms Documents</a> Required	
State Agencies	Minor (<\$500K)	X	X		X	Notes 1, 2, 5
State Agencies	Major (>=\$500K)	X	X		X	
State Agencies	Emergency	X	X			Note 6
University	Download-Minor (<\$500K)	X				Notes 2, 5
University	Download-Major (>\$500K and <\$4M)	X				
University	Major (>\$4M)	X	X		X	
University	Emergency	X	X			Note 6
Community College	Minor (<\$500K)			X		Notes 2,5
Community College	Major ( <a href="#">this varies *</a> )		X	X	X	
Community College	Emergency		X	X		Note 6
Fed Funded - State Land	DOT Highway Visitor Center	X				Notes 2,4,5
UNC Hospitals		X				Notes 2,4,5
<del>Global Transpark</del>		X				Notes 2,4,5,10
Privately Funded	State Land	X	X			Notes 2,4,5
Privately Funded	Private Land		X	X		Notes 2, 3,
Privately Funded	Community College Land		X	X		Notes 2,4,5

\* (1) \$500,000, (2) \$2,000,000, (3) \$4,000,000

**Notes:**

- 1 - May be exempt from SCO technical review on request.
- 2 - HUB Documentation for projects that cost <\$300K is the responsibility of the owner. Comply with Agency HUB.
- 3 - SCO Courtesy Review.
- 4 - Formal Bids and contracts are required on construction projects that have a total project cost of \$500,000 or more. (Major)
- 5 - Informal bidding may be used for projects with a total project [cost](#) less than \$500,000 (Minor).
- 6 - Emergency designation requires approval of SCO. Emergency projects may begin construction prior to completion of SCO review.
- 7 - Building Code review by the State Construction Office is required for all State and University projects by GS143-139.
- 8 - Review for energy efficiency GS143-135.35 to .40 and State Construction Guidelines by the State Construction Office jurisdiction.
- 9- Local Authority Having Jurisdiction Code review and permitting are required.
- 10- Does not include buildings, facilities, or projects that are (1) privately owned (2) located within the North Carolina global trans park.



Since all work on public projects must be competitively bid, “Cash allowances” for work not fully defined are not permitted.

Narrative descriptions in the project manual requiring the bidder to visit the site and inspect the conditions are not substitutes for graphic drawings detailing the work.

The State Construction Office Project ID#, contact name, phone number, and e-mail address must be on all documents and correspondence.

The Designer shall perform a thorough job check and design team coordination of documents prior to each submittal.

It is not the role of State Construction Office review staff to resolve errors and omissions in the Designer's work.

On projects to be delivered by CM at Risk method, the design team shall include the CM.

- It is expected that the CM will attend design meetings and will be involved with decisions regarding the use of materials, constructability issues, schedule and cost estimating.

A Sustainable Energy Efficient Buildings Deliverables Checklist is available on the SCO website at <http://ncadmin.nc.gov/businesses/construction/forms-documents>, to assist the design team with requirements of energy and water efficient buildings.

- The standards are based on GS.143-135.35 40.

[Executive Order 50](#) requires preference for use of North Carolina manufactured materials shall be followed.



## Professional Seals

Public projects above certain cost thresholds must be designed by an architect or engineer as described in [GS 133-1.1](#).

Professional seals identifying the Designer of Record shall be affixed to all drawings, specifications and other technical submissions at all design phase submittals.

- No signature or date is required over the imprinted seals until final bid documents are printed for release to bidders. Designers may stamp documents as “Review Only”, “Not for Construction”, “Design Development” or any other statement accepted by their respective licensing boards.
- Do not stamp over the seal such that name, license number and state are obscured.

The State Construction Office follows the NC Architecture and Engineering licensing board rules.

Professional seals are required on the following documents:

All consultants' drawings and specifications including Architecture, Civil/Structural, Landscape Architecture, Electrical, Mechanical, plumbing, gas, and Fire Protection.

Other consultant drawings and specification that may include but limited to; kitchen, theater lighting, low-voltage, communications, security, audio visual, building automation, CCTV etc.

## Legislative Requirements for the Design of Public Works:

1. [GS133-1.1](#) states that public projects above certain Legislative cost thresholds must be designed by an Architect or Engineer.
2. [GS133-1](#) states it is unlawful for Designers to specify products or materials in which they have a financial interest.
3. [GS133-2](#) states it is unlawful for Designers of public work to employ or allow any manufacturer or representative to write, plan or draw any part thereof.

4. GS133-3 states specifications shall be competitive by using performance specifications or specifying three or more brand names. Owner preferred alternates are permitted in limited circumstances that will provide cost savings, maintain or improve the functioning of any process or system affected by the preferred item or items.

- A justification for the preferred alternate must be available to the public, in writing, and explained in an open meeting prior to bid.
- Substitutions are allowed prior to bid with Designer approval.

5. GS133-4 states any person, firm or corporation violating GS 133-3 shall be guilty of a Class 3 Misdemeanor - loss of license to practice profession for 1 year and subject to \$500 fine.

# Section 502

## Forms and Guidelines

The State Construction Office has specific Bidding and Contract Forms, Design Review Forms, and Design Guidelines that must be incorporated into State projects where appropriate.



These Forms and Guidelines are available for download on the State Construction Office website at [www.nc-sco.com](http://www.nc-sco.com).

# Section 503

## Drawings

# Sizes

Drawing sheet size shall be consistent throughout the set. 24"x36", 30"x42" and 36"x48" are common sizes.

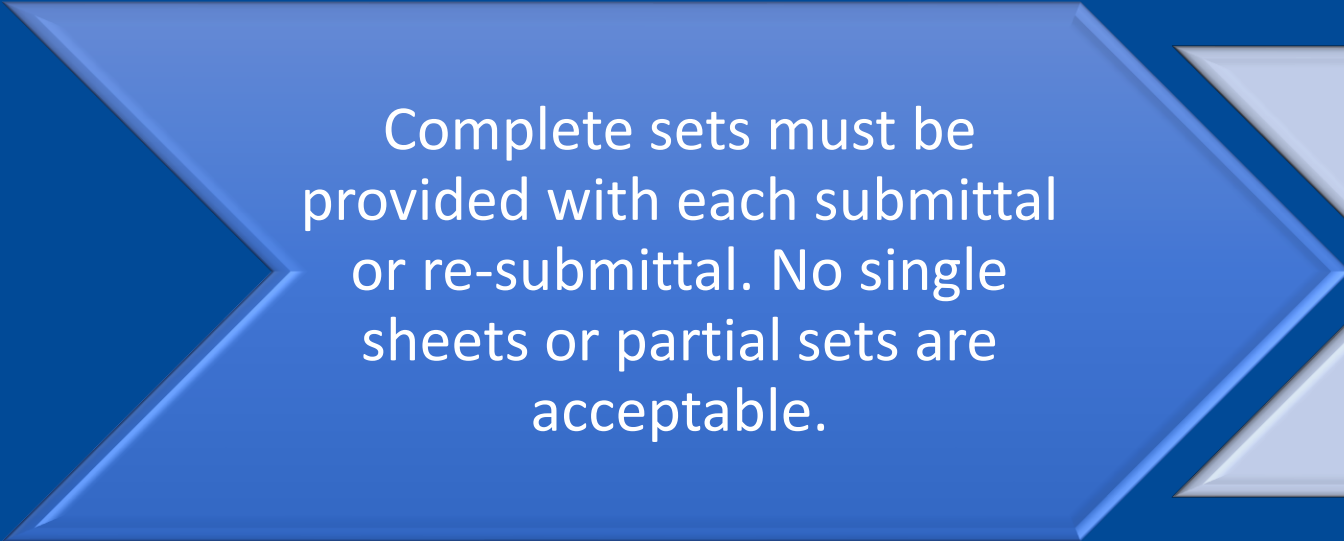
Use of oversize sheets must be approved by State Construction Office prior to start of work.

Do not mix drawing sizes within the same project documents.

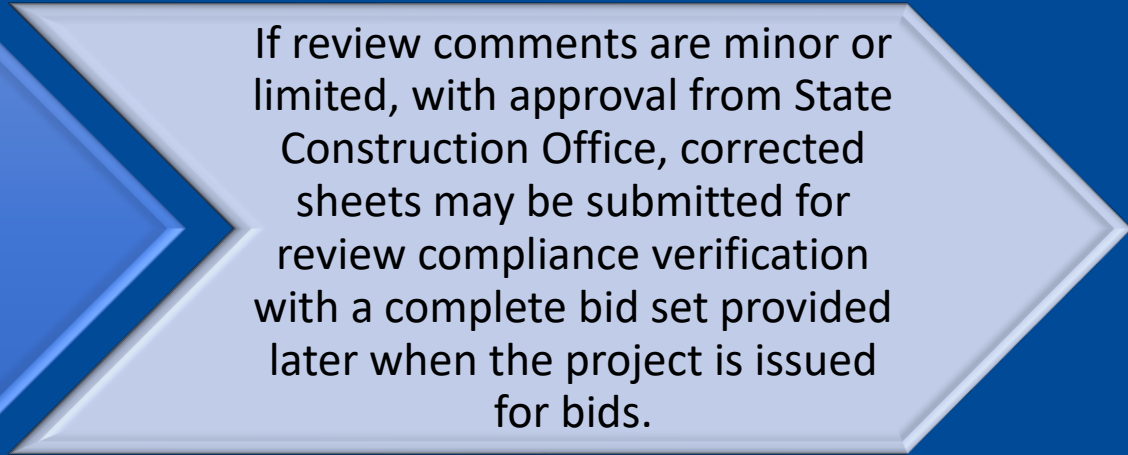
Drawing shall be edge bound.

For convenience and handing, each bound set shall not exceed 1 inch in thickness.

Large project may require multiple volumes.



Complete sets must be provided with each submittal or re-submittal. No single sheets or partial sets are acceptable.



If review comments are minor or limited, with approval from State Construction Office, corrected sheets may be submitted for review compliance verification with a complete bid set provided later when the project is issued for bids.

# Cover Sheet and Title

Cover Sheet and all drawings shall have project name, agency/institution, Designer and Consultants, the SCO Project ID number and drawing index.

The SCO project ID number is on the Owner/Designer Agreement.

The current North Carolina State Building Code summary Sheet, Appendix B, shall follow the cover sheet.

This form is required by the North Carolina State Building Code to identify all code decisions and information for the project.

An electronic template is available from the State Construction Office website at [www.nc-sco.com](http://www.nc-sco.com).

# Arrangement of Drawings

The following drawing order is recommended but can be modified by the Designer to fit the specific project:

Cover Sheet, Drawing Index, Vicinity and Location Maps. General "G" series.

Building Code Summary, Appendix B

Life Safety Plans

Reprint of Test Reports such as UL Design

Civil "C" Series

Landscape "LS" Series

Architecture "A" Series

Structure "S" Series

Mechanical "M" Series

Plumbing "P" Series

Fire Protection "FP" Series

Other specialty drawings may include

Kitchen "K" Series

Theatre Lighting "TL" Series

Demolition drawing such as Arch Demo "AD" etc. should precede their respective discipline.

# Section 504

## Programming and Advance Planning

The project scope, complexity and/or the Owner's need for clarification and definition of the program, budget, space needs, site considerations, etc., may necessitate or benefit from pre-design or Advance Planning effort.

Such effort should occur prior to preparation of Form OC-25 cost estimate.

The Advance Planning contract may be a letter agreement or limited scope design contract.

Advance Planning documents can be a cost effective approach for creating a realistic program and budget.

# At a minimum, the Advance Planning document should:

## **Establish Components of the Project Budget:**

- Reserves funds for furniture, equipment, utilities, landscaping, communications, special inspections, etc.
- Some of these items may not be in design or construction contracts.

Owner Construction Contingency for change orders, testing, soils, survey, to be used at the discretion of the Owner.

- This contingency is not part of construction cost estimate.

Design Fees for basic services, additional services – programming, models, presentations, etc.

Construction Funds Available (CFA) is the remaining funds available to award a construction contract.

- The Designer should use this as the construction cost estimate target.

### **Construction Procurement Method:**

- The Owner and Designer should review Chapter 600, Construction Contracts and Bidding, to determine the procurement method proposed for the project.
- The plans and specification shall be properly prepared to reflect the construction procurement method selected.

# Special Owner/User Requirements

Special requirements from the Owner such as guidelines for energy conservation, sustainable design and construction, life cycle cost evaluations, hazardous materials used, asbestos and lead paint.

For research, laboratory and other building types where hazardous materials are used or stored, the Designer shall discuss with the Owner the chemicals that will be used within the facility.

Development of the Hazardous Material Analysis takes time that must be accounted for the Designer's schedule.

The Analysis is to be submitted no later than the Design Development phase.

## Site Evaluation

Evaluate each site for regulatory zoning constraints, physical characteristics, historic and environmental issues, subsurface investigations, flood plain, and any other requirement information.

# Space Program

Provide a space program to identify the primary users and spaces planned for the facility.



The program will allow an early test of the project budget assumptions allowing adjustments to be made prior to starting the design phase.



The space program should include individual room square footages, primary adjacencies and special space requirements for building equipment such as mechanical, electrical, plumbing and structural systems.

# Facilities Condition Assessment Program Recommendations

If available for existing building, integrate Facilities Condition Assessment Program recommendations and Department of Insurance inspections reports for code compliance and life safety.

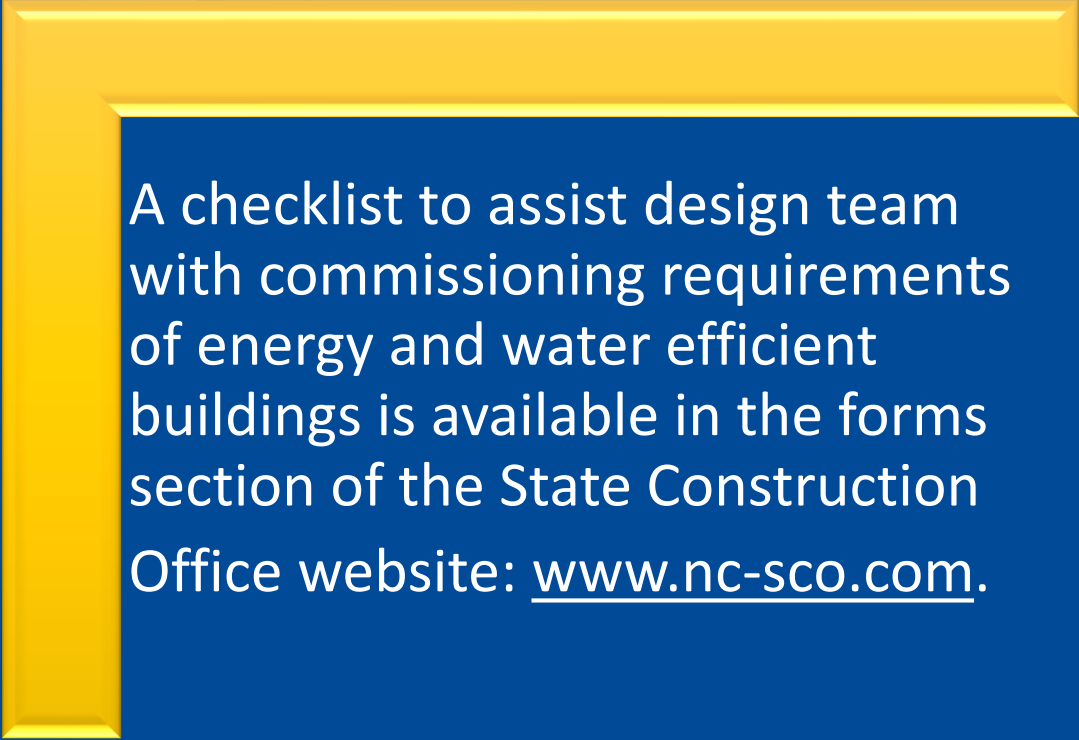
## Sustainable, Energy Efficient Buildings (GS 143-135.35-40):

All State project that meet the limits stated in the statute reference above shall require that the Project Team identify the following items in the Advance Planning Phase:


Construction Cost

Design Fee

Commissioning Cost

A yellow L-shaped graphic with a 3D effect, consisting of a horizontal bar at the top and a vertical bar on the left, framing the text.

A checklist to assist design team with commissioning requirements of energy and water efficient buildings is available in the forms section of the State Construction Office website: [www.nc-sco.com](http://www.nc-sco.com).



“Net Savings Required” Cost  
Analysis per G.S. 143-  
13J..37(a1)

Determine the “Net Savings” for a  
major facility construction or  
renovation project.

# Section 505

## Schematic Design Phase

# Schematic Plan Overview

The Designer shall prepare Schematic Design drawings and documents illustrating the recommended implementation of the program and project requirements.



It is essential that consultants for site work, structural, mechanical, plumbing, electrical, and fire protection be involved in the early design process.



The Owner and regulatory agencies shall forward copies of the review comments to the State Construction Office.

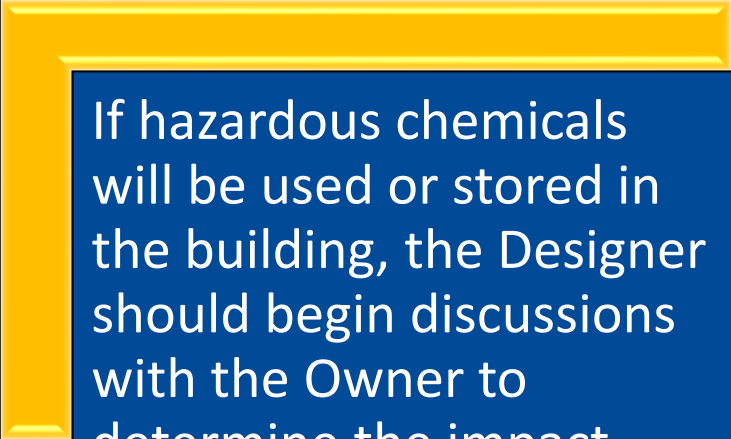
# Project Scope and Budget

The Designer shall consult with the Owner to review the program and establish or verify the project scope and budget requirements.

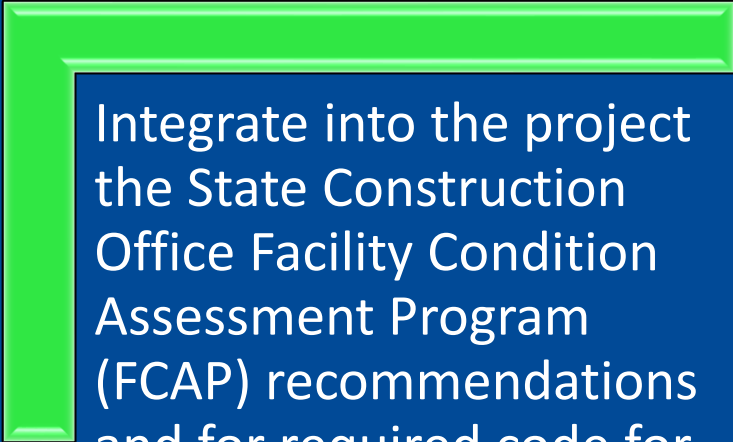
The State Construction Office recommends the base bid scope be established at approximately 90% of the available Construction Funding.

The program shall include the Owner's goal for energy conservation and energy use; sustainable design and construction including life cycle cost evaluations and the application and suitability of these goals for the particular project.

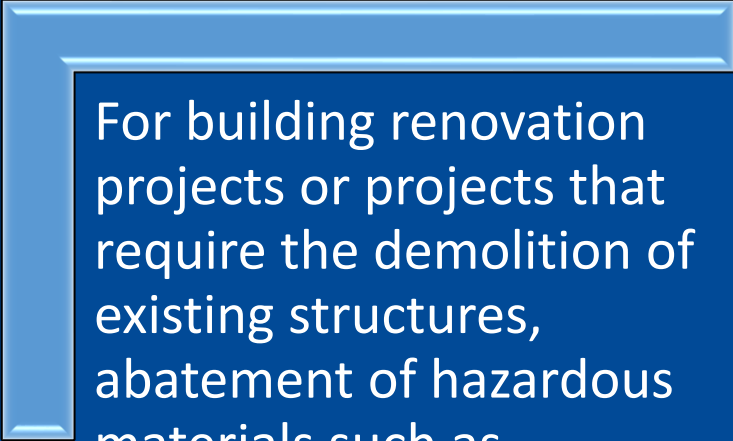
The Designer shall confirm in writing such requirements to the Owner with a copy included in the Schematic Design submittal to the State Construction Office.



If hazardous chemicals will be used or stored in the building, the Designer should begin discussions with the Owner to determine the impact such materials may have on the design.



Integrate into the project the State Construction Office Facility Condition Assessment Program (FCAP) recommendations and for required code for life safety improvements.



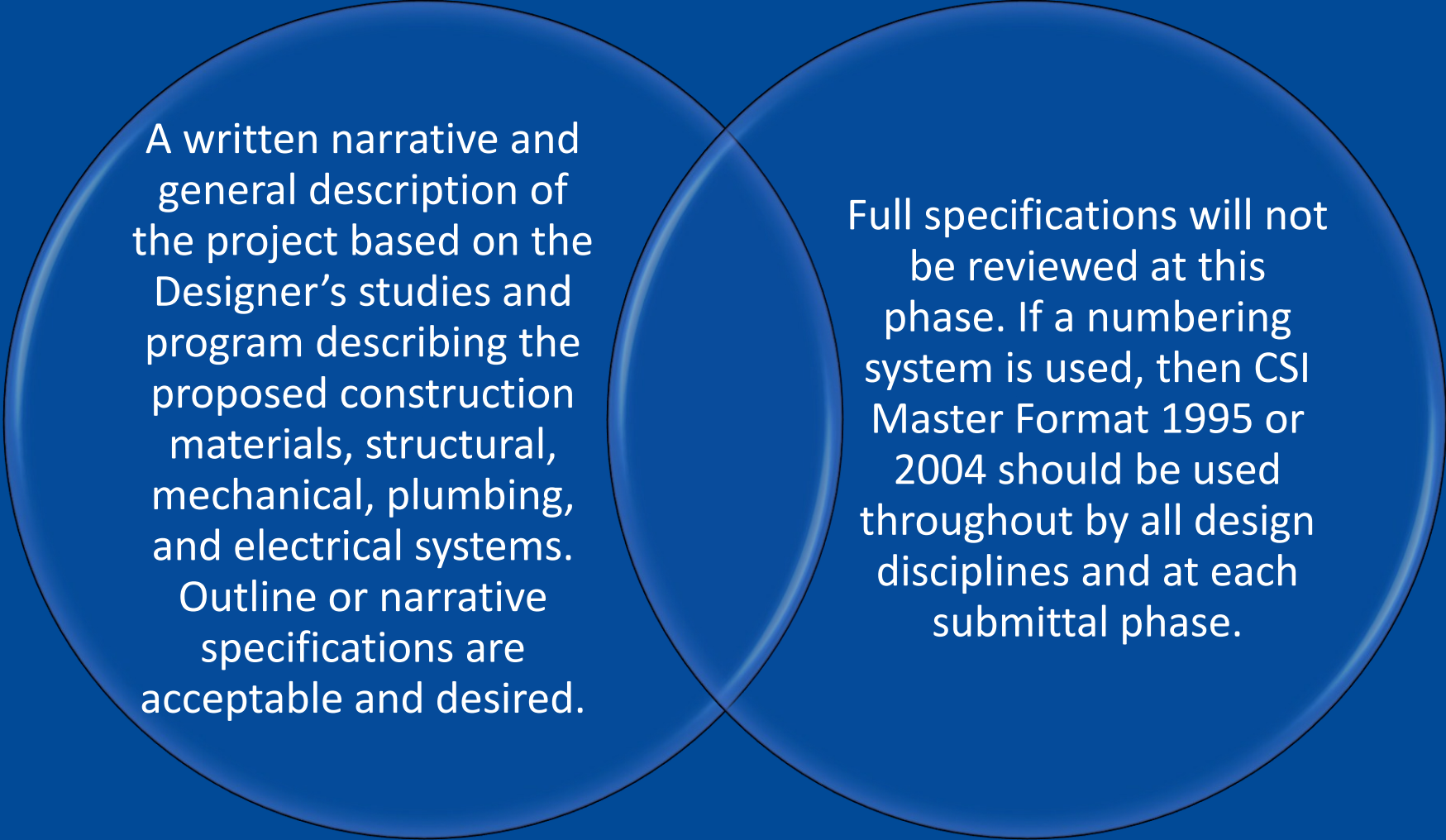
For building renovation projects or projects that require the demolition of existing structures, abatement of hazardous materials such as asbestos and lead paint shall be considered.

# Additional Design Scope

The Designer should verify any additional scope of work or submittals required by the Owner.

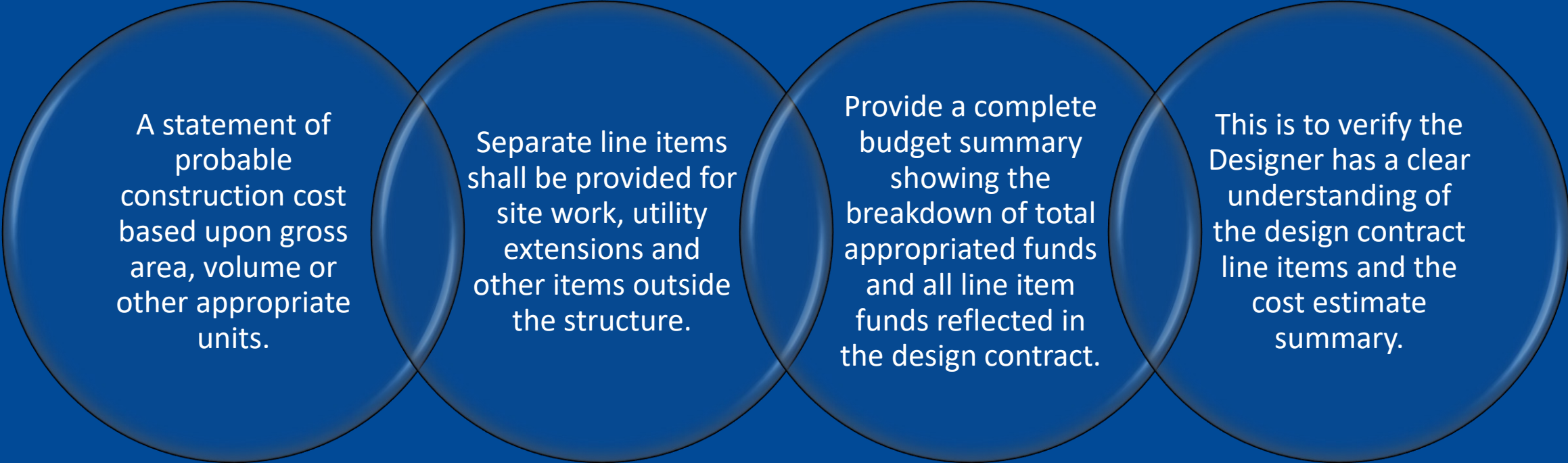
Examples include documents required for presentations to other interested groups or stakeholders, phased construction, or CMR involvement.

# Minimum Requirements for Schematic Design Submittal



A written narrative and general description of the project based on the Designer's studies and program describing the proposed construction materials, structural, mechanical, plumbing, and electrical systems. Outline or narrative specifications are acceptable and desired.

Full specifications will not be reviewed at this phase. If a numbering system is used, then CSI Master Format 1995 or 2004 should be used throughout by all design disciplines and at each submittal phase.

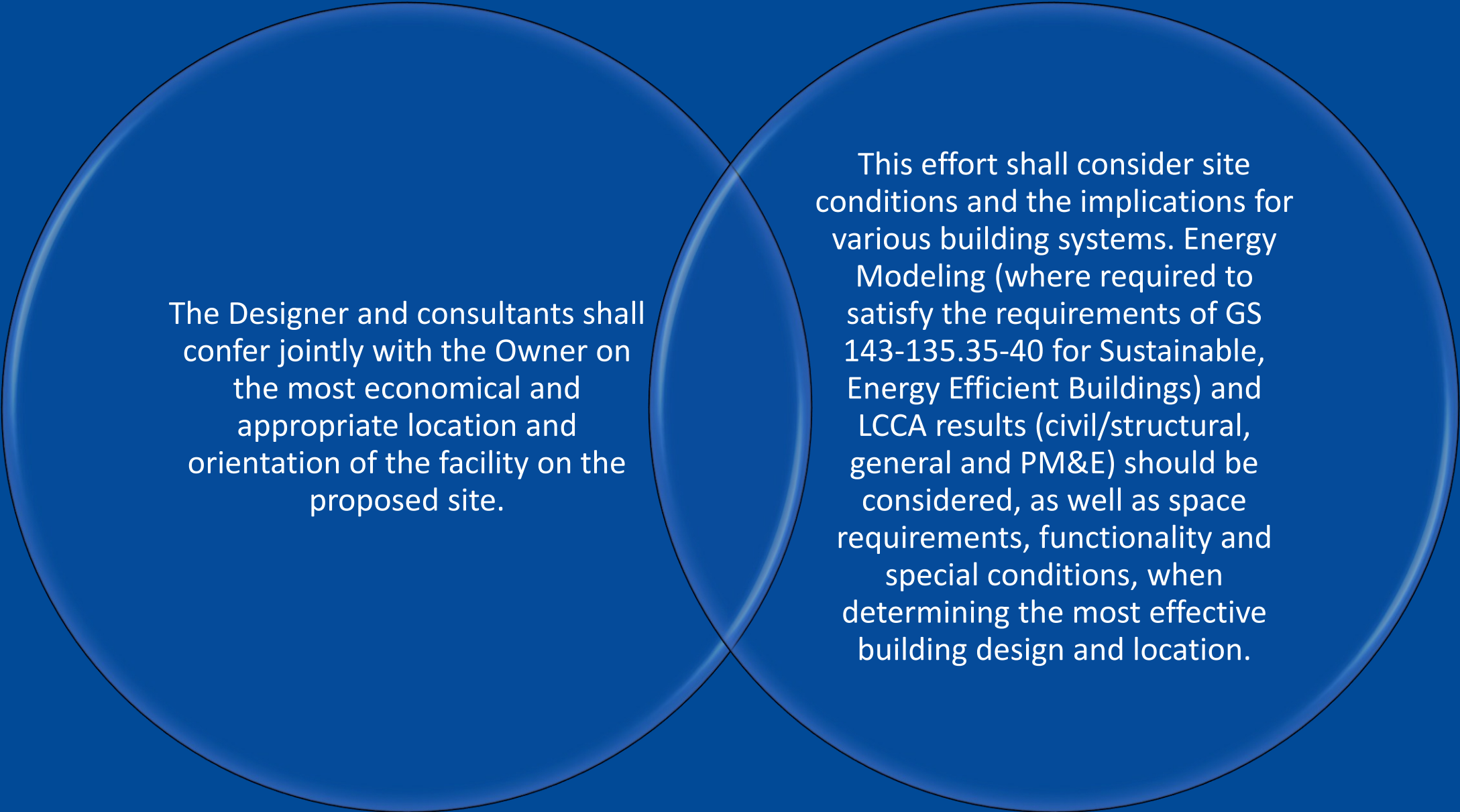


A statement of probable construction cost based upon gross area, volume or other appropriate units.

Separate line items shall be provided for site work, utility extensions and other items outside the structure.

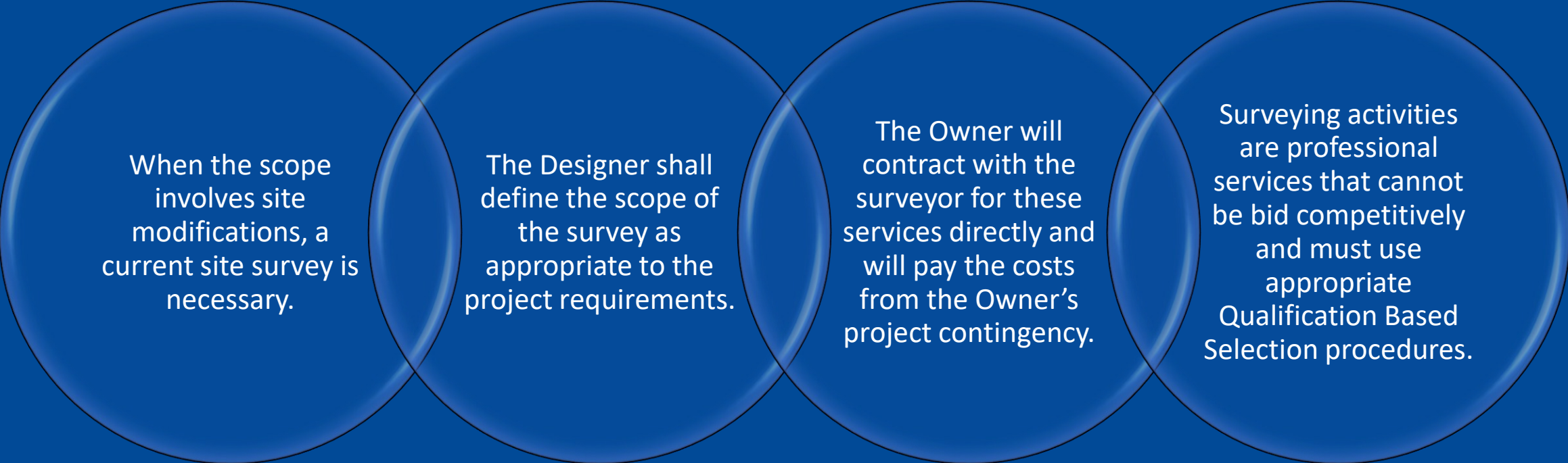
Provide a complete budget summary showing the breakdown of total appropriated funds and all line item funds reflected in the design contract.

This is to verify the Designer has a clear understanding of the design contract line items and the cost estimate summary.



The Designer and consultants shall confer jointly with the Owner on the most economical and appropriate location and orientation of the facility on the proposed site.

This effort shall consider site conditions and the implications for various building systems. Energy Modeling (where required to satisfy the requirements of GS 143-135.35-40 for Sustainable, Energy Efficient Buildings) and LCCA results (civil/structural, general and PM&E) should be considered, as well as space requirements, functionality and special conditions, when determining the most effective building design and location.

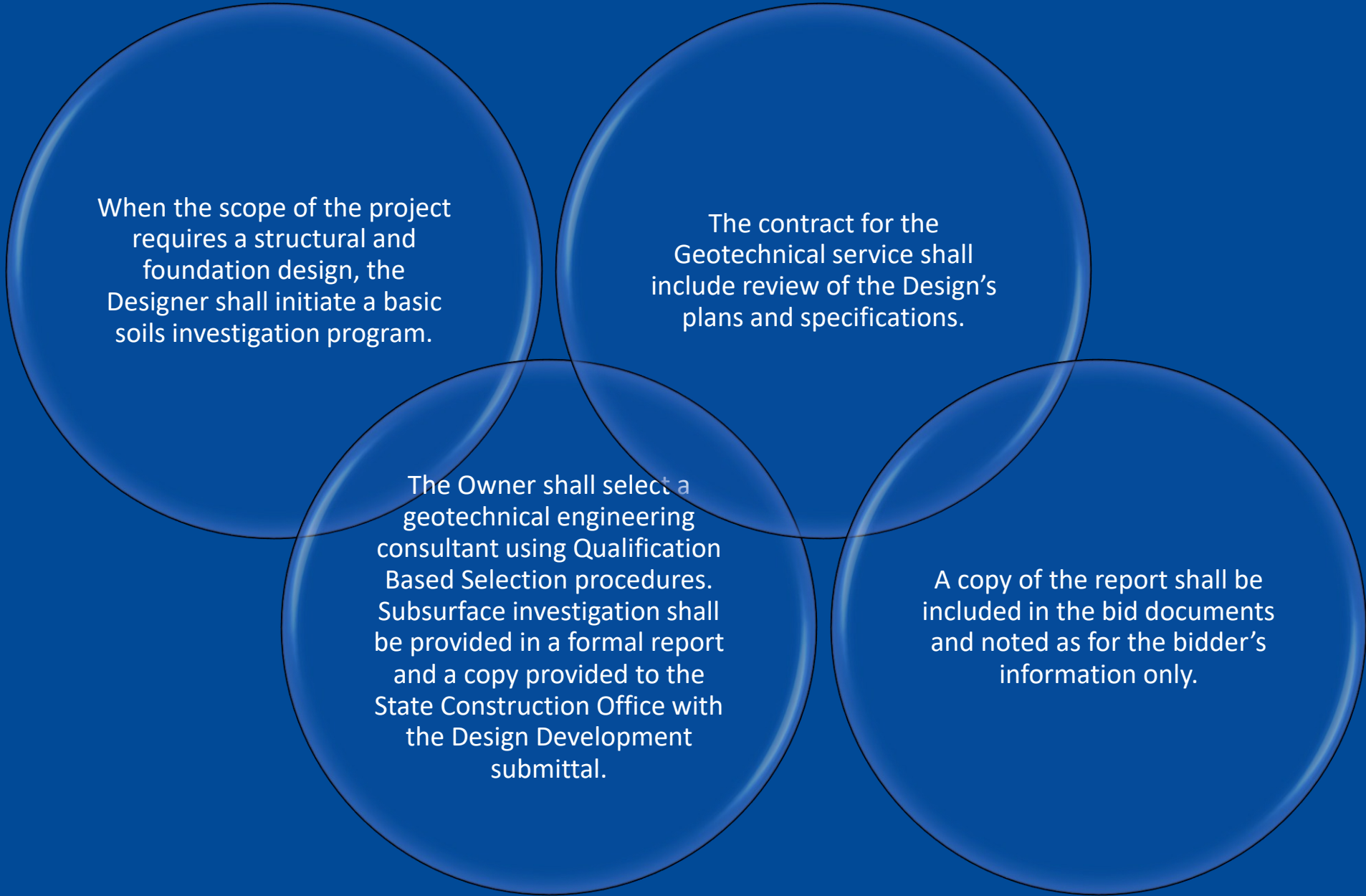


When the scope involves site modifications, a current site survey is necessary.

The Designer shall define the scope of the survey as appropriate to the project requirements.

The Owner will contract with the surveyor for these services directly and will pay the costs from the Owner's project contingency.

Surveying activities are professional services that cannot be bid competitively and must use appropriate Qualification Based Selection procedures.



When the scope of the project requires a structural and foundation design, the Designer shall initiate a basic soils investigation program.

The contract for the Geotechnical service shall include review of the Design's plans and specifications.

The Owner shall select a geotechnical engineering consultant using Qualification Based Selection procedures. Subsurface investigation shall be provided in a formal report and a copy provided to the State Construction Office with the Design Development submittal.

A copy of the report shall be included in the bid documents and noted as for the bidder's information only.

For Sustainable, Energy Efficient Buildings (GS 148-135.35-40), the Designer shall submit the following data to the State Construction Office as part of the Schematic Design phase:

b) Base building characteristics that are to be used for an hourly energy performance simulation model based on specific building geometry.

a) Daylight factor  
Calculations to confirm proportion and characterize programmed spaces and areas where daylighting is desirable or allowed by the owner's program.

c) A baseline energy simulation model to establish a base building that meets the ASHRAE 90.1 2004 baseline building and is NC Code compliant.

A Life Cycle Cost Analysis (GS 143-64.10-15) with preliminary calculations of the cost to construct the ASHRAE 90.1 baseline and alternate buildings, along with their projected payback.

The Life Cycle Cost Analysis (LCCA) shall be submitted to ensure preliminary decisions regarding site characteristics and building orientation (including internal room arrangements and fenestration) are optimized relative to life cycle cost decisions for building systems.

The LCCA shall be sealed, signed and dated, and then updated at each future submittal to reflect any changes to the project.

The Designer shall consider the results of the LCCA throughout the design of the project.

Submittals without the appropriate LCCA report will not be approved to proceed to the next phase.

Energy strategies for variable building elements  
that investigate each of the following:


Building Envelope

Lighting control and lighting design

HVAC system control and design

Service water heating systems

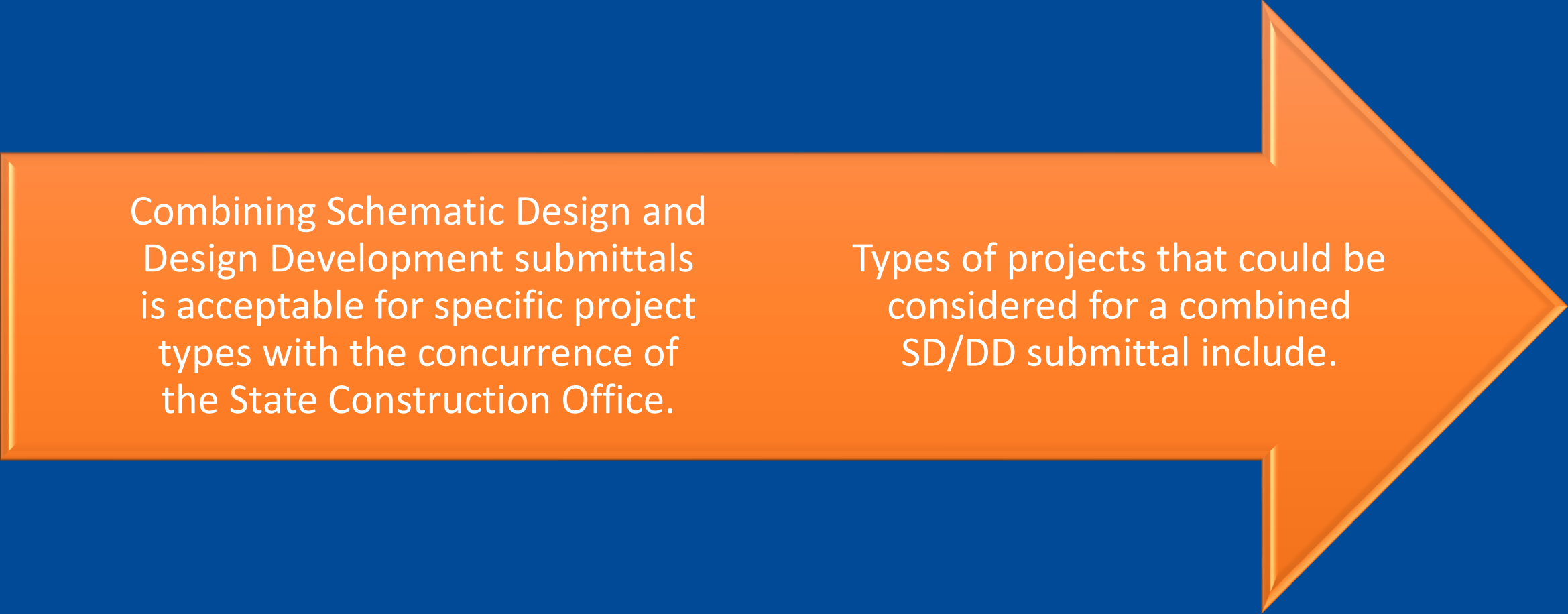
# Approval to Proceed



The Designer should secure from the Owner and the State Construction Office written approval of the Schematic Design submittal before proceeding to the next phase. If the submittal does not sufficiently address the basic elements of the project, it will be returned “Not Approved” and a re-submittal showing further development will be required.

# Section 506

## Combined Schematic and Design Development



Combining Schematic Design and Design Development submittals is acceptable for specific project types with the concurrence of the State Construction Office.

Types of projects that could be considered for a combined SD/DD submittal include.

**Architecture:** Minor Renovations/upfit, Small Metal Buildings, Window Replacement, Roofing Repair/Replacement, Waterproofing, etc.

**Civil/Structure:** Sitework/Utility Infrastructure, Repair/Renovation of Structural Elements, Grading, Paving and on-grade parking.

**Mechanical:** Mechanical Equipment replacement, Fire Sprinkler Upgrade, Life safety Code Renovations, Mechanical Systems Upfit/Retrofit.

**Electrical:** Electrical Equipment Upgrades/Replacements, Fire Alarm Systems, Telecommunication Systems, Lighting Renovations, etc.

# Section 507

## Design Development Phase

# Design Development Overview

Based on the approved Schematic Design submittal, the Designer shall prepare the Design Development documents, which shall set forth in writing and drawings all basic program elements, systems and materials to be used in the project.

The Designer and their consultants shall have completed a Life Cycle Cost Analysis of various building orientations, materials, finishes, and PME system alternatives.

The Designer shall select the systems and materials that are the best value for the project over the life of the building.

Life Cycle Cost Analysis (LCCA) guidelines are available at <http://ncadmin.nc.gov/businesses/construction/forms-documents>.

## Minimum Requirements of Design Development Submittal



A written response to Schematic Design review comments on the design firm's letterhead.

The letter shall include the name of respondents for each discipline.

The response must detail how and where the comments have been addressed.

An electronic copy (pdf) of the review letter, copied to the Owner, will be provided to the Designer.

A statement of probable construction cost using the CSI Master Format Division, 1995 or 2004, with appropriate units of measure such as area, volume, linear feet, tons BTU/hour, etc.

The Designer shall carefully consider the cost estimate at this phase and whether the project is within budget.

Take into consideration the actual systems and materials proposed. Provide a complete budget tabulation summary showing the breakdown of total appropriated funds and line items from the design contract.

Site work and utility services shall be shown as separate items.

If the scope and budget are not aligned at this point, making the necessary adjustments in scope or funding later could be costly in time and dollars to both the Owner and the Designer.

If applicable, a Hazardous Materials Analysis formatted in accordance with the requirements of Chapters 3 and 4 of the North Carolina State Building Code is required at this submittal to verify types and quantities of hazardous chemicals, and the number and placement of control areas relative to the allowances and limitations of the Building Code.

The Analysis must be included with the Design Development submittal to ensure approval to proceed to the next design phase. If the Analysis is not submitted until the Construction Document phase, it may require re-design and result in significant delays for the Owner

Drawings at the Design Development phase shall clearly show the locations of all rated walls.

- Plans shall have a common compass orientation with north at the top of the sheet, and include a north arrow, numeral scale, and graphic scale. Up/down direction of all stairs and ramps is required.

Discipline specific drawing requirements for Design Development submittals shall include all requirements of Schematic Design drawings (see Section 505) and the following:

- Building Code Summary (Appendix B) to include all preliminary code information needed to support the proposed design including but not limited to occupancy group, construction type, building height, number of stories, floor area, and sprinkler protection. The Building Code Summary is available for download from the State Construction Office website at [www.nc-sco.com](http://www.nc-sco.com).
- Life Safety Plans showing the occupancy group, area in square feet, and occupant load of each room or space, dead ends corridors, common paths of travel, travel distances, dimensions to show remoteness of exits, exit widths at each exit and stair, actual and allowable occupant load at each exit and stair, and doors equipped with panic hardware.

Fire Resistance Construction Plans to show areas of fire rated floor assemblies, and the fire rated columns and beams required to support them.

Civil Drawings. Civil plans showing proposed grading, benchmarks, site drainage and sedimentation control; utility infrastructure, roads, parking, adjacent structures and site data as furnished on previous submittals. All plans shall include information relative to flood plain involvement of this project. (See Floodplain Evaluation Procedures on the State Construction Office website at [www.nc-sco.com](http://www.nc-sco.com)).

# Architectural Drawings

Scaled Architectural Site Plan:  
Show adjacent structures,  
separation distances between  
structures and all real and  
assumed property lines, parking,  
accessible routes, and identify all  
building entrances/exits.

Floor Plans at 1/8" or 1/4" scale:  
Show all fire rated wall  
construction. The plans shall  
clearly reflect the requirements  
of the building code analysis for  
the building type.

## Structural Drawings

- Identify allowable soil bearing pressures and live loads used in the design.
- Provide a foundation plan showing the basic elements of the foundation and additional details and information as necessary to delineate the size, type and probable depth of special foundations such as piles or caissons.
- Provide floor and roof framing plans showing size, spacing and type of primary members. Show locations of shear walls and/or bracing with such additional details and information as necessary to describe the method of lateral load resistance.

## Mechanical Drawings



At a minimum, mechanical drawings shall include the following: major HVAC equipment rooms and the basic layout of the heating, ventilating and air conditioning distribution system, a diagram of the temperature control systems; schematic diagram of air, hot water and/or steam systems, chilled water and condenser water systems. Rated walls shall be shown on all plans.

## Plumbing Drawings



At a minimum, plumbing drawings shall include the general development of the plumbing system. The drawing shall show source of water supply and waste disposal termination; water distribution and waste collection plan diagrams, including fixtures.

## Electrical Drawings

At a minimum, electrical drawings shall include the following: basic electrical service equipment and its location to include the electrical power distribution components, primary service switches, transformers, generators, main switchgear, motor control centers, and the locations of the electrical and telecommunication rooms

Provide single line diagrams of the power distribution systems including primary, secondary and emergency power.

Provide similar diagrams for fire alarm, telecommunications, security and all other systems included in the electrical scope of work.

An estimated load summary in KVA rating, the connected load, the demand load and the DF are required with this submittal.

Electrical floor plans shall show the basic layout of the lighting, emergency lighting, power receptacles, smoke and heat detectors, data/telecommunications outlets or other systems in the project. The plans shall show location of all fire rated construction.

## Fire Protection



At a minimum, fire protection drawings shall clearly reflect compliance with NFPA 13, 13R, 14, 20, and 24, the NC State Fire Code, the NC State Building Code, and applicable State Construction Office Guidelines.

## Energy Code Compliance



For all State buildings, the Designer shall comply with the NC Energy Conservation Code and State Construction Office procedures for Implementation of Life Cycle Cost Analysis for State Buildings. Compliance may be demonstrated by using the appropriate forms from ASHRAE/IESNA Standard 90.1 User's Manual or other methods approved by the State Construction Office. The Life Cycle Cost Analysis shall be sealed, signed and dated by the designer. Use only the methods and forms provided in the guidelines.


**Sustainable, Energy  
Efficient Buildings GS  
143-135.35-40**

**Final submittal of  
energy Model should be  
submitted at this phase.**

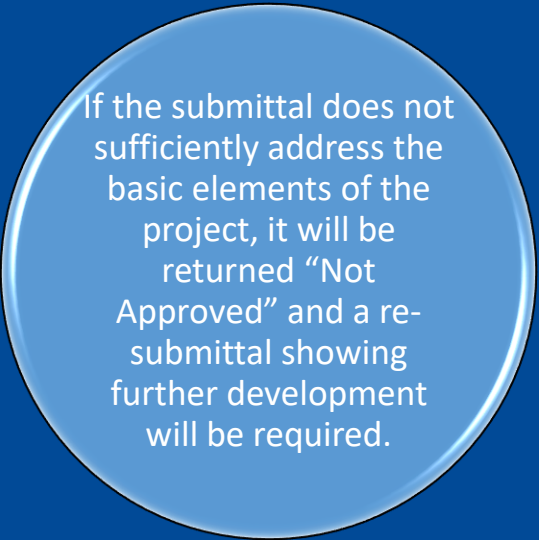

**The Commissioning Authority shall review the DD design package against the modeling assumptions and shall make recommendations for incorporation into the project by the design team. Refer to “Building Commissioning” in the drop down menu under “Guidelines” on the State Construction Office website. (Sustainable, Energy Efficient Buildings Advanced Planning Flowchart, GS 143-135.35-40.**



Approval to Proceed



The Designer should secure from the Owner and the State Construction Office written approval of the Design Development submittal before proceeding to the next phase.



If the submittal does not sufficiently address the basic elements of the project, it will be returned “Not Approved” and a re-submittal showing further development will be required.

# Section 507

## Construction Documents Phase

## **Construction Document Overview**

Based upon the approved Design Development, the Designer shall prepare construction drawings and specifications setting forth all the work in detail and describing the work to be performed, including: materials, products, and finishes; workmanship; finishes; plumbing, mechanical, electrical, and fire protection systems; special equipment; site work; and utility connections.

Complete bidding information including the Proposal, Contract, Bond Forms, General and Supplementary General Conditions of the Contract, and all other information, forms, and documents required to effectively bid the project and receive competitive bids shall be provided.

## Owner/Other Agency Reviews

Submittal of the Construction Document phase shall be reviewed and approved by the Owner prior to submission to the State Construction Office and other regulatory agencies having jurisdiction such that all agency reviews are concurrent. The Designer shall forward a copy of any review comments to the State Construction Office.

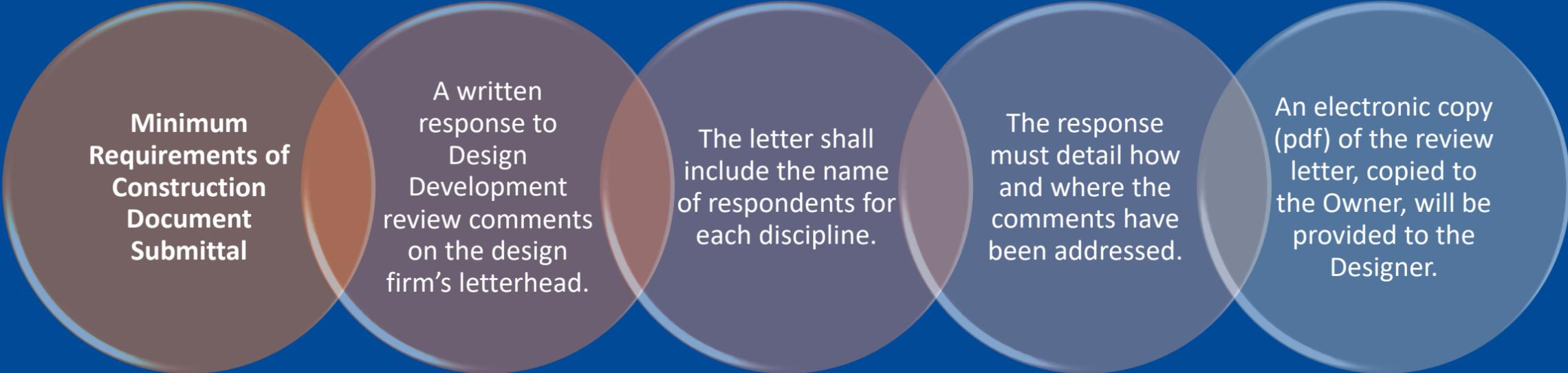
The transmittal letter shall indicate any other reviewing agencies receiving copies for review.

See Chapter 400 for the number of copies to be submitted by regulatory review agencies and the Owner. The State Construction Office will typically require only one set of complete documents. On large projects where drawings and specifications must be printed in 2 or more large volumes, 2 complete sets may reduce time in review. In addition, 2 sets of reduced drawings may assist the Design Review Staff in conducting concurrent reviews and cross referencing information.

## Design Calculations

The Designer and his consultants shall retain design calculations for all systems, including roofing, structural, special foundations, and mechanical and electrical designs.

Calculations shall be submitted to the State Construction Office upon request.



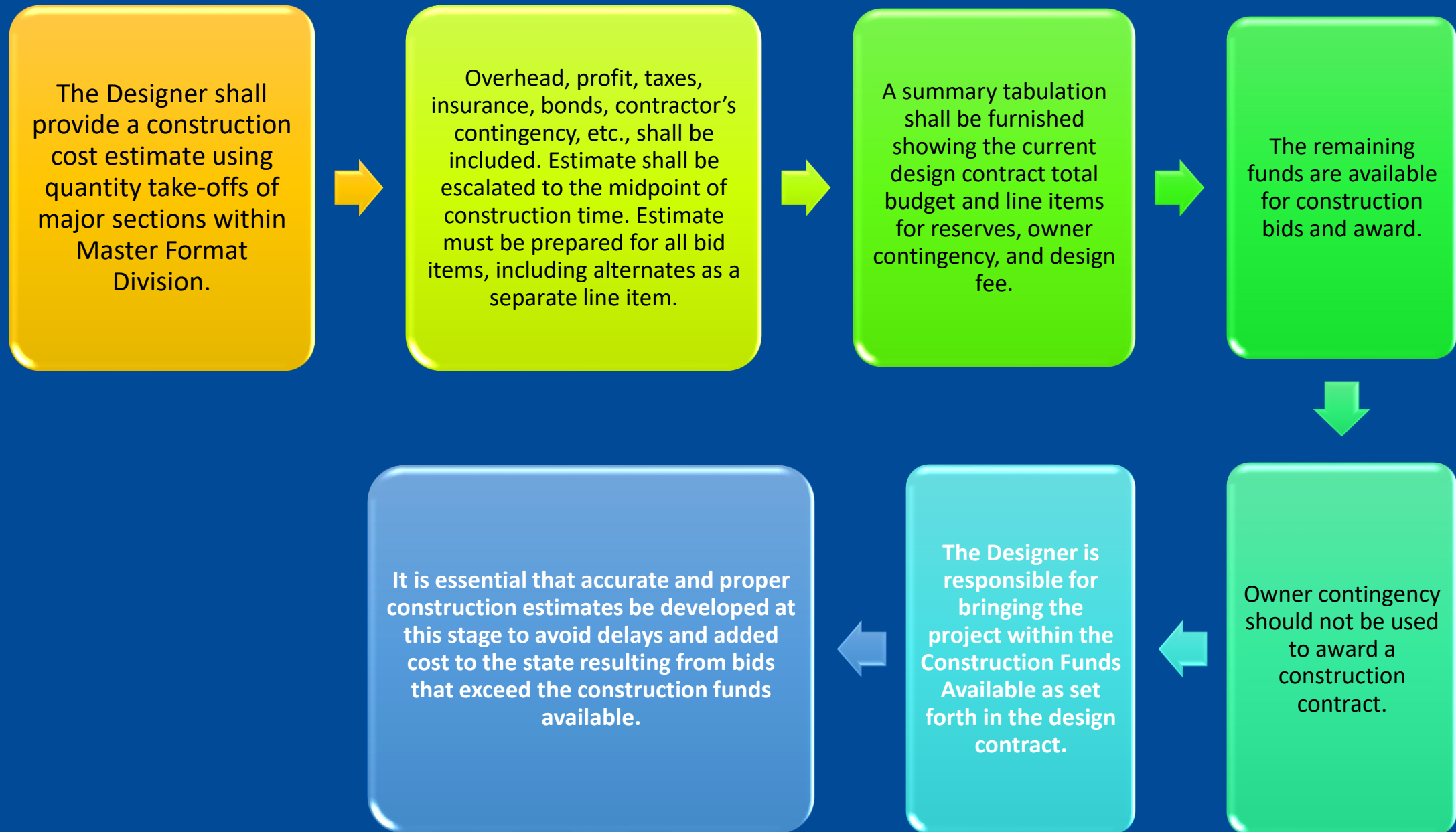
**Minimum  
Requirements of  
Construction  
Document  
Submittal**

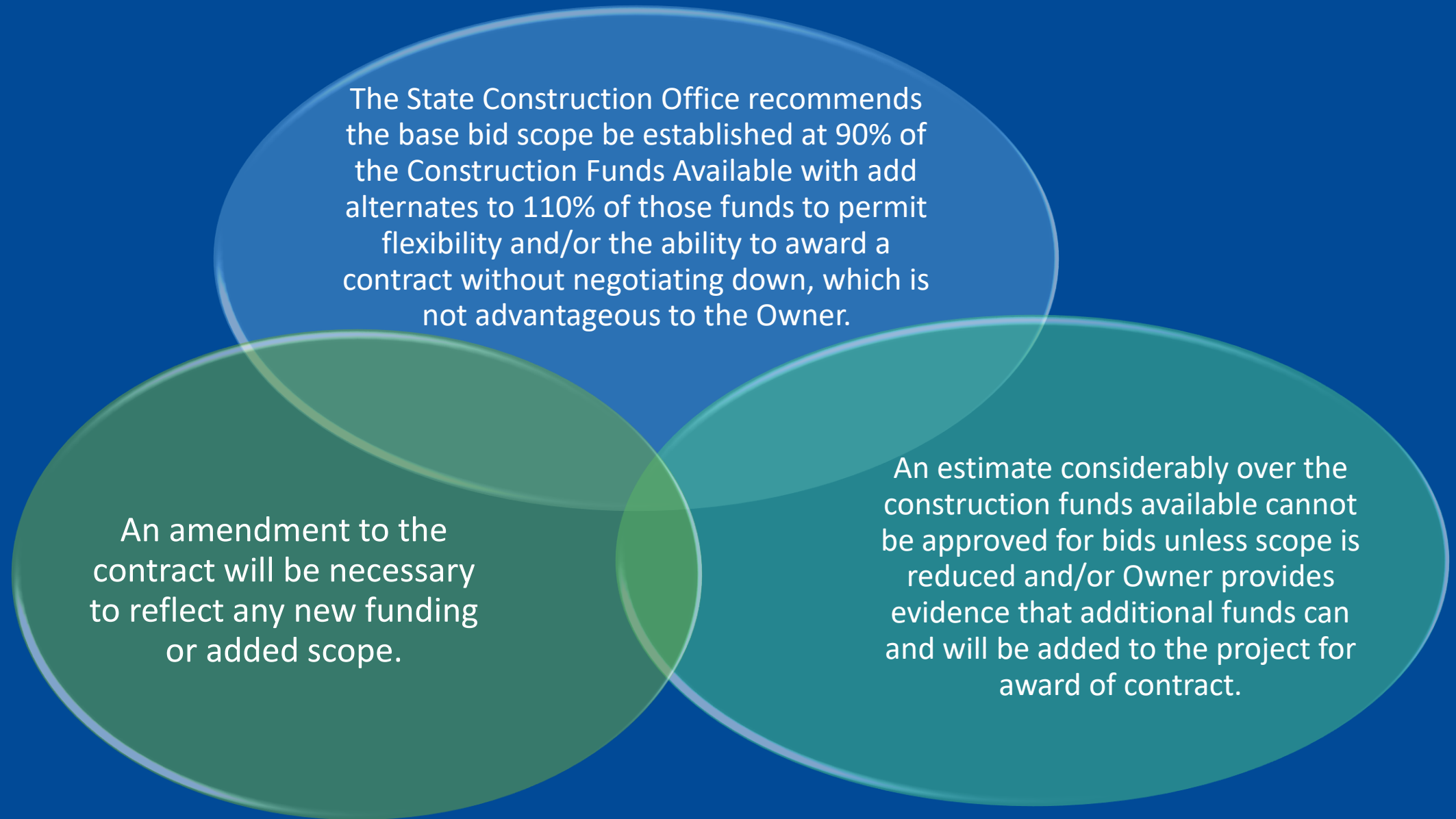
A written  
response to  
Design  
Development  
review comments  
on the design  
firm's letterhead.

The letter shall  
include the name  
of respondents for  
each discipline.

The response  
must detail how  
and where the  
comments have  
been addressed.

An electronic copy  
(pdf) of the review  
letter, copied to  
the Owner, will be  
provided to the  
Designer.





The State Construction Office recommends the base bid scope be established at 90% of the Construction Funds Available with add alternates to 110% of those funds to permit flexibility and/or the ability to award a contract without negotiating down, which is not advantageous to the Owner.

An amendment to the contract will be necessary to reflect any new funding or added scope.

An estimate considerably over the construction funds available cannot be approved for bids unless scope is reduced and/or Owner provides evidence that additional funds can and will be added to the project for award of contract.



If the low bid(s) are over the construction funds available for the project and additional funds are not available, negotiations in consultation with the State Construction Office may be successful in bringing the project within the available budget.
Bids exceeding the construction funds by 15% or more will be difficult to resolve.
It is generally viewed as a better value to reduce scope and re-bid than to negotiate more than 15%.

The Project Manual shall be complete and contain all the required SCO bidding and contract forms and documents, as listed below and available on the State Construction Office website at [www.nc-sco.com](http://www.nc-sco.com), and includes the following

The format shall be 8½ x 11 securely left side bound in the following order.

Single Volume Project Manual:

- Manual Cover – State Construction Office Project ID number and Professional Seals affixed. [Professional Seals may be on a flysheet following the cover]
- Newspaper Advertisement formatted and edited for the project.

Notice to Bidders formatted and edited for the project

Table of Contents

Instructions to Bidders  
and General Conditions  
of the Contract

Supplementary General  
Conditions prepared by  
the Designer, formatted  
and edited specifically  
for the project

Guidelines for MBE  
Participation

Special Conditions if any  
by agency/institution

Subsurface Investigation  
report, hazardous  
materials surveys, etc.

Statement of Special  
Inspections (if required  
by the State Construction  
Office in DD Phase review  
or earlier)

Statement of Contractor's  
Responsibility (if required  
by wind and/or seismic  
conditions.)

Technical Specification  
Divisions, CSI 1995 or  
2004 version

Form of Proposal  
formatted and edited for  
the project

MBE Contractor List and  
Affidavits A through D

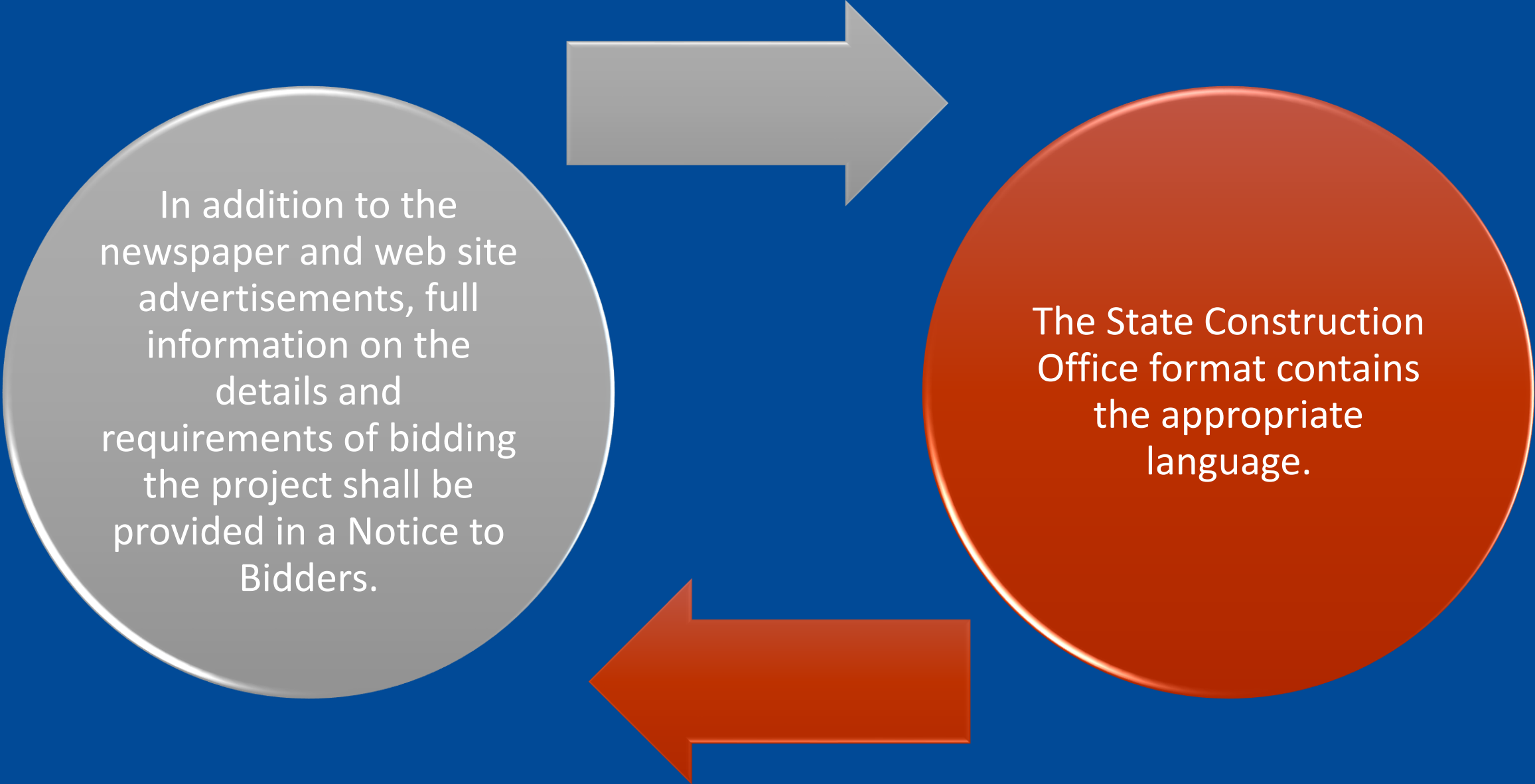


Sheet for  
attaching  
Power of  
Attorney

Sheet for  
attaching  
Insurance  
Certificates

Approval of  
the Attorney  
General

Office of State  
Budget and  
Management.



In addition to the newspaper and web site advertisements, full information on the details and requirements of bidding the project shall be provided in a Notice to Bidders.

The State Construction Office format contains the appropriate language.

Items to be edited by the Designer include:

Identify the “Owner as the State of North Carolina (or Trustees of \_\_\_\_ Community College) through the using agency, department, institution, etc. including the location of the project.

Identify the specific physical location where bids will be received including the building name, floor, and room/room number, and the name of the person to receive bids.

The bid opening must be held in a “public place” meaning publicly owned facility and not a private facility or office.

There must be a “physical address” for use by delivery services or postal service (NO P.O. Box).

Many state facilities have centralized mail service that can be problematic in timely delivery of bids.

If the pre-bid location is the same as the bid opening, then bidders are less likely to have delivery problems on bid day.

The bid opening and bid receiving location must be the same to avoid confusion.

The prospective bidder is responsible for on-time delivery of his bid at the proper location and time.

The AIA/AGC Joint Cooperative Committee recommendation for bid openings is Tuesday through Thursday 1:00 to 4:00 pm with 3:00 pm being traditional.

- Dual bidding is required to be separated by 1 hour. (Note: AIA/AGC recommendations may not agree with State requirements in some instances. In such cases, SCO requirements will govern and shall be followed).

Identify the project contract type being bid – Single Prime, Separate, Dual, etc.

Instructions to Bidders and  
General Conditions of the  
Contract:

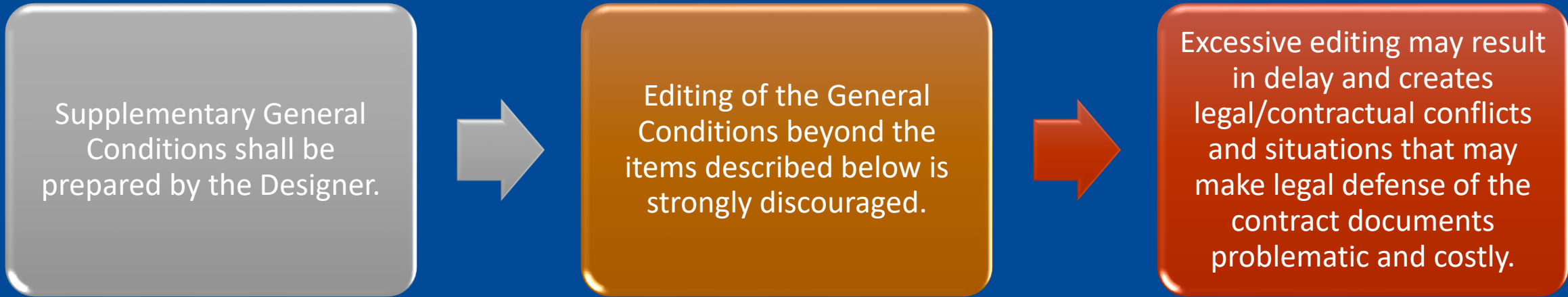


Form OC-15: This document  
is to be used for single and  
multi-prime bidding on  
State capital construction  
projects and Community  
College projects that are  
reviewed, approved, and  
inspected by the State  
Construction Office.



For projects less than \$2  
million, constituent  
institutions of UNC system  
use a modified version of  
the OC-15, the Instructions  
to Bidders, and the General  
Conditions of the Contract  
Standard Form for  
Construction Projects.

Supplementary General  
Conditions shall be  
prepared by the Designer.



```
graph LR; A[Supplementary General Conditions shall be prepared by the Designer.] --> B[Editing of the General Conditions beyond the items described below is strongly discouraged.]; B --> C[Excessive editing may result in delay and creates legal/contractual conflicts and situations that may make legal defense of the contract documents problematic and costly.];
```

Editing of the General  
Conditions beyond the  
items described below is  
strongly discouraged.

Excessive editing may result  
in delay and creates  
legal/contractual conflicts  
and situations that may  
make legal defense of the  
contract documents  
problematic and costly.

Supplementary General Conditions shall be prepared by the Designer and are reserved for additions or modifications as indicated below:

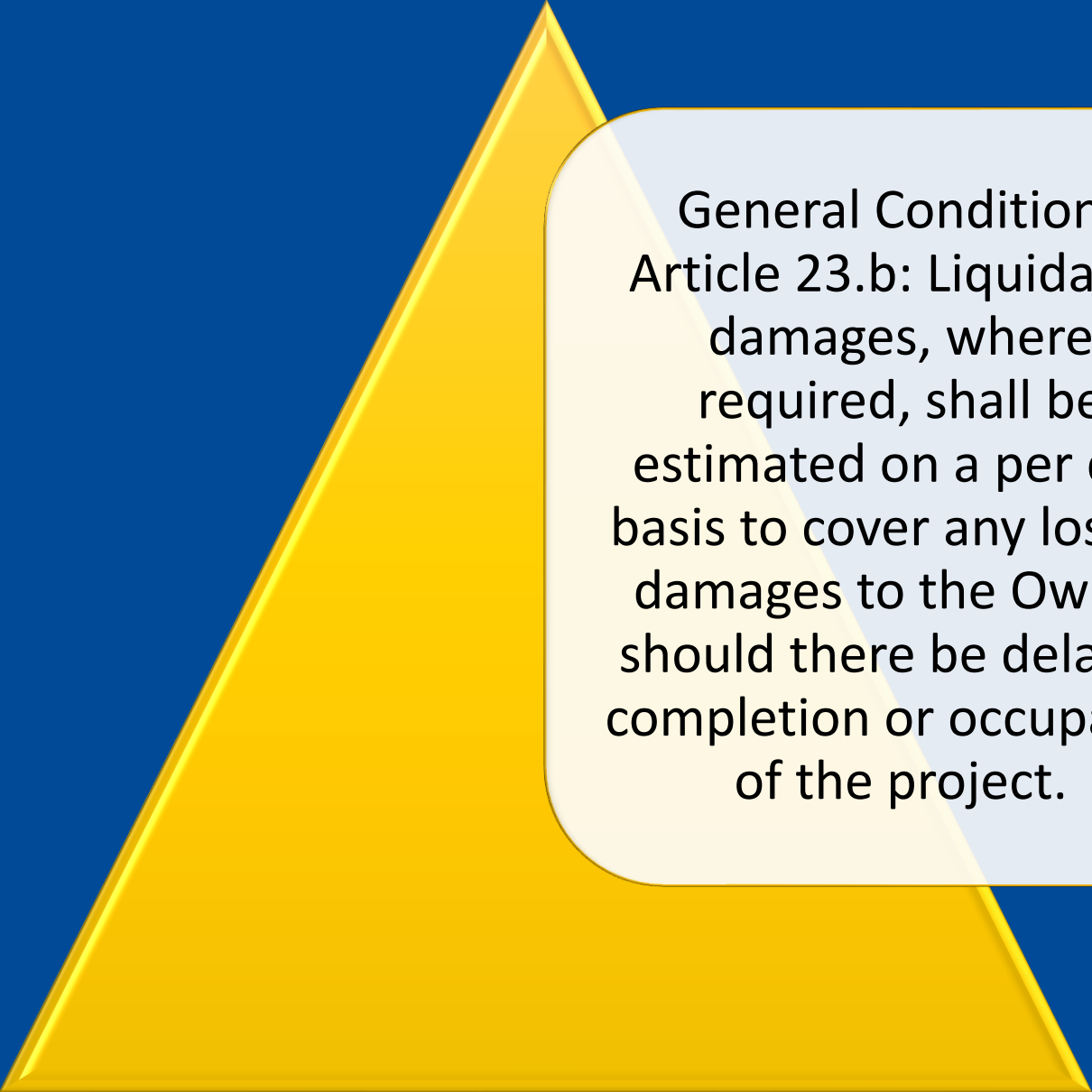
General Conditions Article 1.b:  
Owner may be Trustee of a  
Community College.

General Conditions Article 14.e: If  
the service of a surveyor is  
required for bench marks,  
elevations, layout, and utilities.

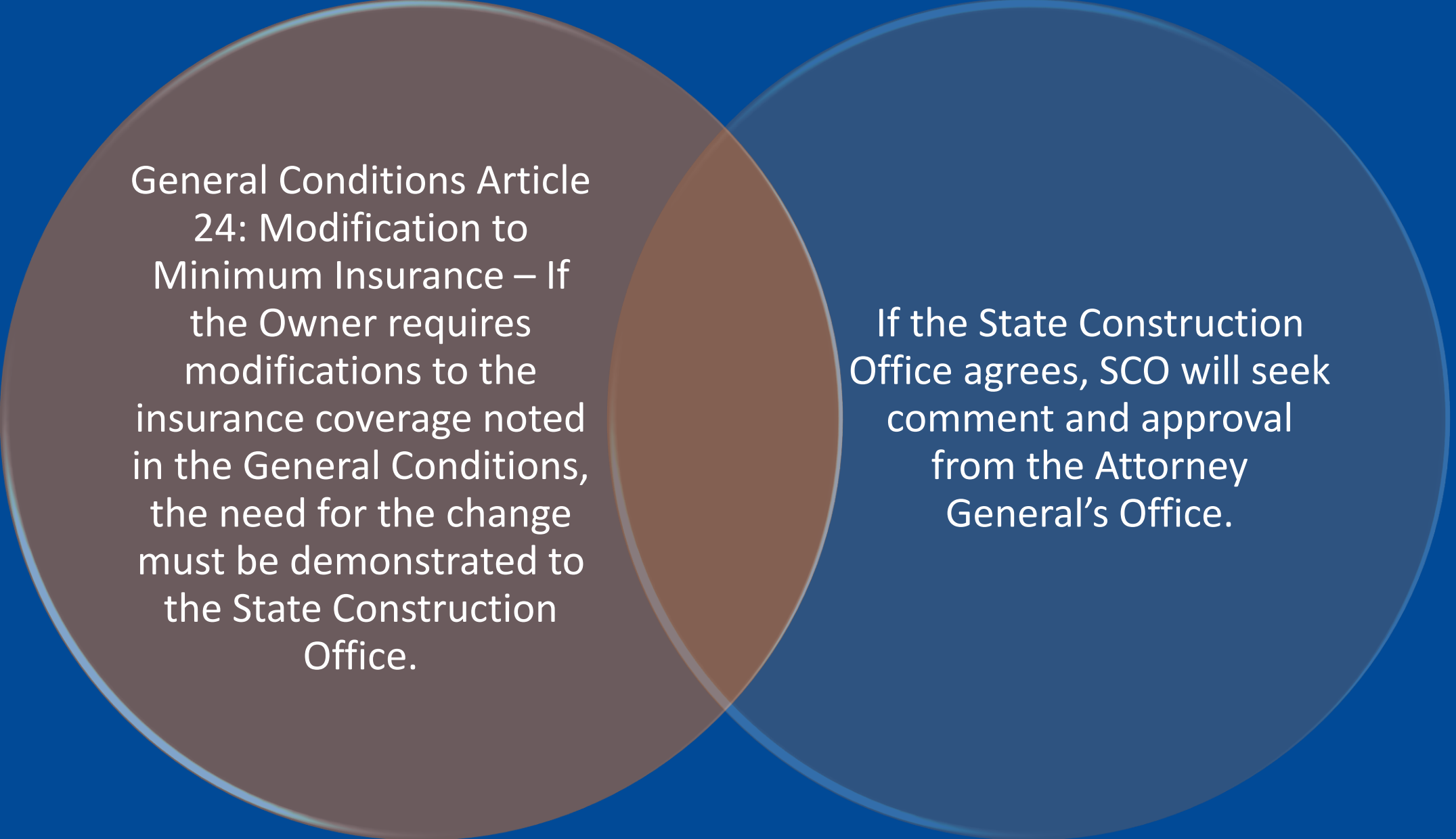
General Conditions Article 14.f: If  
the project is a single prime  
construction contract, the single  
prime contractor by default is the  
project expeditor. See General  
Conditions Article 1.i.

General Conditions Article 14.g and 14.j: If the construction contract is over \$500,000, remove all languages pertaining to Bar Chart Schedule. If the construction contract is less than \$500,000, remove all languages pertaining to CPM Schedule.





General Conditions  
Article 23.b: Liquidated  
damages, where  
required, shall be  
estimated on a per day  
basis to cover any loss or  
damages to the Owner  
should there be delay in  
completion or occupancy  
of the project.



General Conditions Article  
24: Modification to  
Minimum Insurance – If  
the Owner requires  
modifications to the  
insurance coverage noted  
in the General Conditions,  
the need for the change  
must be demonstrated to  
the State Construction  
Office.

If the State Construction  
Office agrees, SCO will seek  
comment and approval  
from the Attorney  
General's Office.

## Other

```
graph TD; A[Other] --> B[Owner prepared Supplementary General Conditions or Special Conditions are not an acceptable substitution for the required Designer prepared Supplementary General Conditions unless prior approval have been obtained from the State Construction Office (GS 116-31.11(b)).]; B --> C[Many Owner requirements can be effectively addressed within Division 1 of the specifications rather than being incorporated into the General Conditions.];
```

Owner prepared Supplementary General Conditions or Special Conditions are not an acceptable substitution for the required Designer prepared Supplementary General Conditions unless prior approval have been obtained from the State Construction Office (GS 116-31.11(b)).


Many Owner requirements can be effectively addressed within Division 1 of the specifications rather than being incorporated into the General Conditions.

**Minority Business Enterprise Guidelines, a contractor list form, Affidavits A, B, C, D, and Appendix E are available on State Construction Office website and require no editing.**

**The Guidelines and Appendix E should follow the Supplementary General Conditions in the manual.**

**The List and Affidavits A-D should follow the Proposal Form.**

**The MBE guidelines and MBE forms provide all necessary instructions for use and are available on the State Construction Office website.**



# Division 1 Specifications – General Requirements

Temporary Utilities: Many State institutions have their own utility systems. Clarify with the Owner whether any Owner utilities may be used and how, especially on renovations/additions projects. Include any charges to be assessed.

Alternates: List and describe Alternates to be used.

Limit the use of alternates and “Owner-preferred” alternates.

An excessive number of alternates can discourage bidders, over complicate design and construction, and be misconstrued as “price shopping”.

Keep alternates simple and clearly identified in scope and details.

If the “base bid” is set at 90% of the project construction funds with add alternates adding up to 110% of funds available, then award of contract may be expedited without time lost on negotiations or “value engineering”.

Bid Alternates – Bid Alternates are line item components of the project that are set aside on the Proposal Form for separate bids to give the Owner control and flexibility over how budgeted funds can best be used to adjust scope or meet budget limitations.

It is State Construction Office policy to only use ADD alternates and not DEDUCT alternates to control project costs.

The construction industry consensus is that deleting work on a bid project returns only a portion of the true value of the alternate scope.

Owner Preferred Alternates – Owner preferred Alternates were established by GS 133-3 in 2002.

The Owner may bid an alternate for a preferred 'brand' of product under the conditions and procedures described in the statute.

Such preferred alternates should be limited to equipment and components of building control systems, fire alarm systems, energy management systems, building security systems, (including door hardware), and central utility systems.

Appearance and color, while important, are not a performance standard. If a particular item must match an existing element, color, or texture, it is sufficient to specify that as a requirement and let other manufacturers meet those requirements. Procedures to comply with GS 133-3 are available at the State Construction Office website under Guidelines.

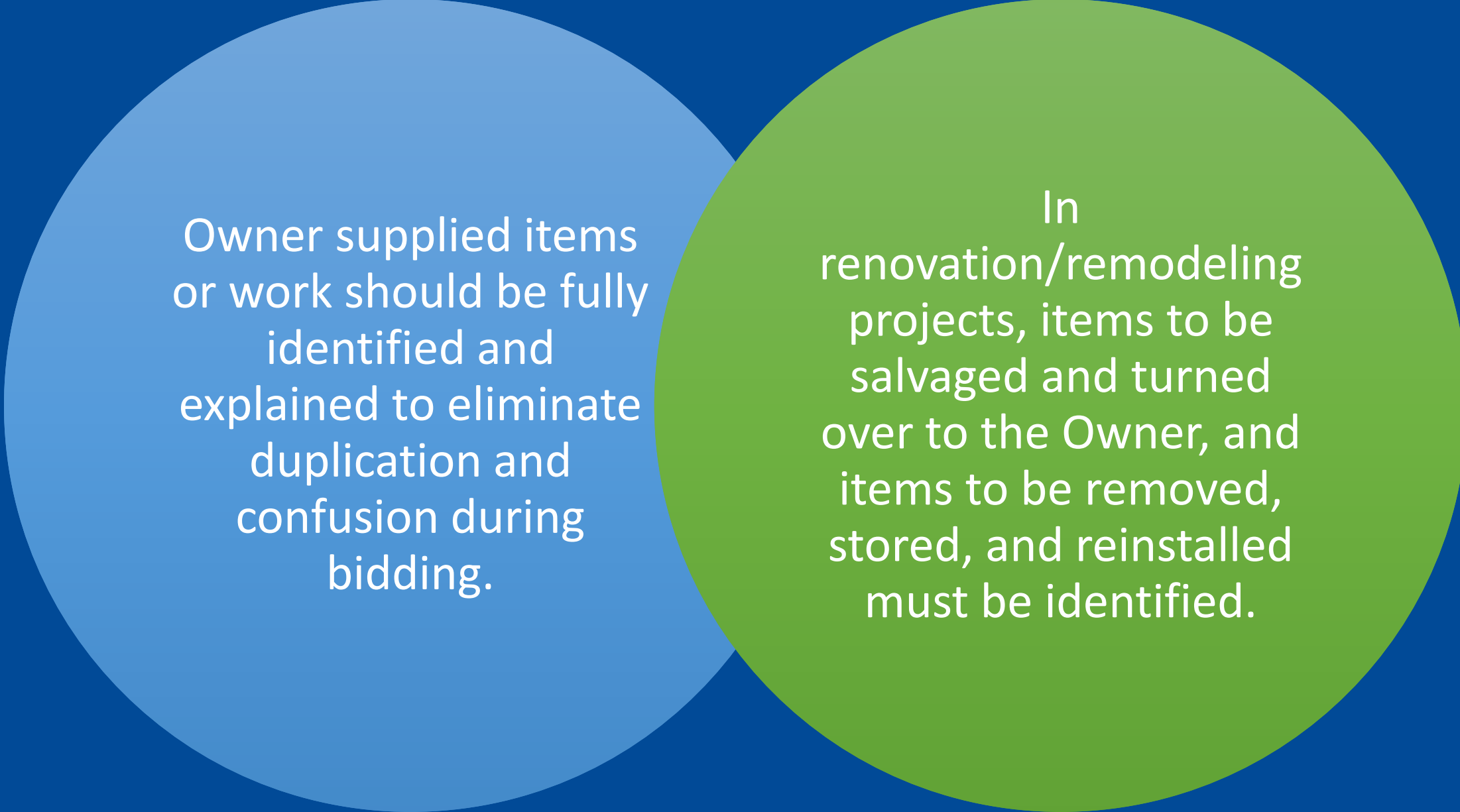
Cash Allowances are not used in public work as there is no “competitive bidding” process as required by statute.

- Estimated quantity allowances are acceptable with a unit price solicitation on the Proposal Form.
- Quantity Allowances can be used to adjust the cost up or down after the actual quantity has been established and verified.
- Base bid quantities should be carefully estimated to ensure project contingency is not critically depleted.

Unit prices are not considered in determining the low bidder and may be negotiated with the low bidder if prices are out of line compared to other bids.

The Designer shall estimate and provide a “quantity allowance” in the bid documents for the bidder to include in the base bid.

The bid Proposal Form shall request a single unit price from the bidder that will be used to adjust the actual quantity or scope up or down.



Owner supplied items or work should be fully identified and explained to eliminate duplication and confusion during bidding.

In renovation/remodeling projects, items to be salvaged and turned over to the Owner, and items to be removed, stored, and reinstalled must be identified.

## Technical Specifications

Divisions: The CSI Master Format should be used for uniformity and consistency in all State projects.

- Designer may use either the CSI 1995 or 2004 version. However, it is recommended the CSI 2004 be used since the 1995 version is no longer supported by CSI.

Format for all specifications shall be in narrative or “imperative” form. So-called “streamline”, “short form” or “outline” specification are not acceptable for a Construction Document submittal.

Specifications shall be complete and concise, in simple language known to the construction trades.

- Specification content shall relate only to the specific project requirements.
- The division of responsibility between prime contracts (such as between food service equipment and plumbing or electrical and mechanical) shall be carefully coordinate and noted. The specifications shall be customized and tailored to the project.

Do not mix CSI 1995 and CSI 2004 version of the specification in the construction manual.

The two formats are not consistent with each other.

Specifications shall be created via electronic word processor.

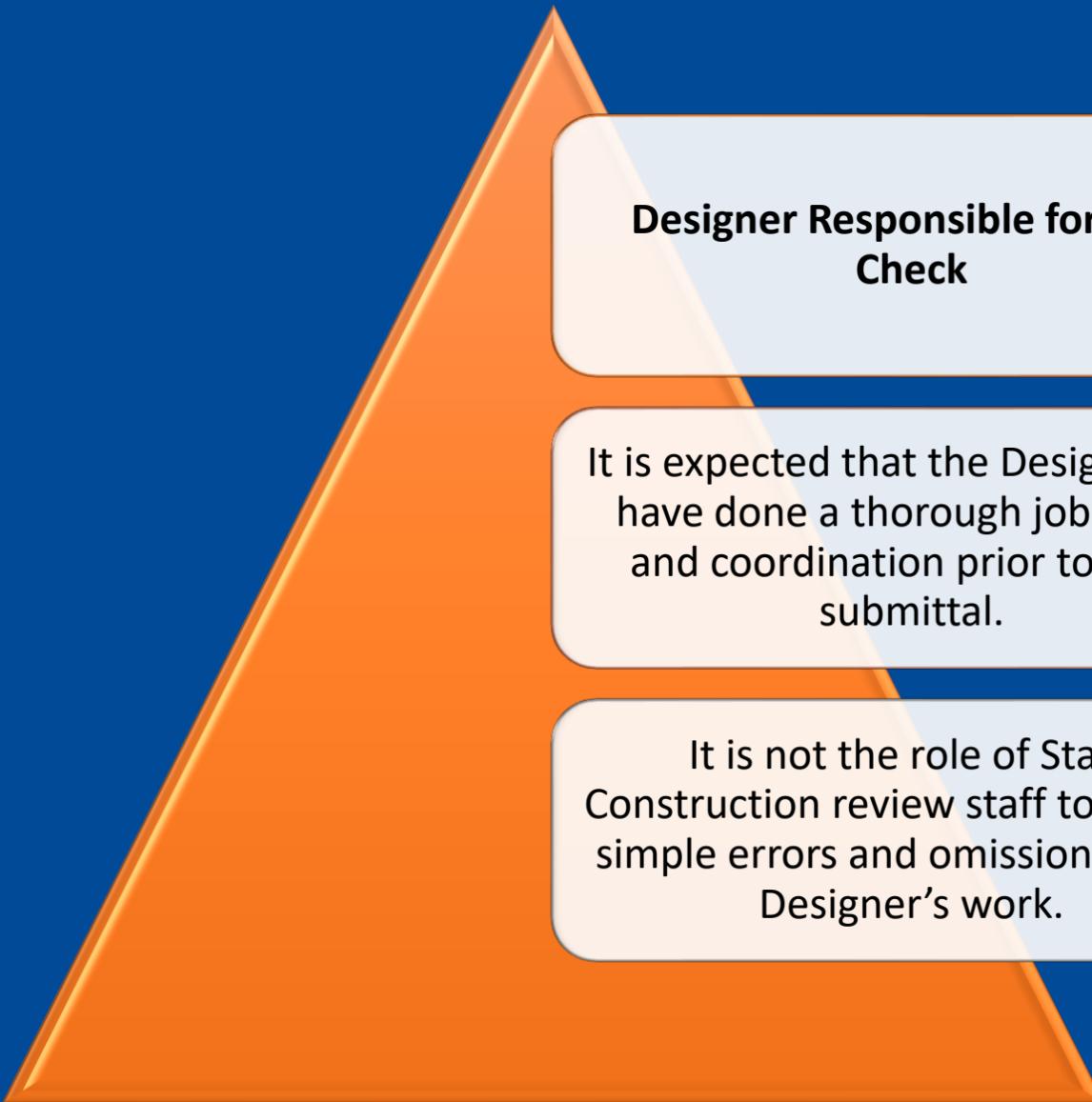
Copies shall be legible and securely bound.

Review sets shall be complete and fully edited for the project.

Neither Federal Specification (FS) nor Military Specification (MS) are to be used or referenced.

The State Construction Office and many contractors do not have those specifications.

Reference standards such as UL, FM, NFPA, etc. are appropriate.



**Designer Responsible for Plan Check**

It is expected that the Designer will have done a thorough job check and coordination prior to each submittal.

It is not the role of State Construction review staff to resolve simple errors and omissions in the Designer's work.

# Approval to Proceed

The Designer should secure from the Owner and the State Construction Office written approval of the Construction Document submittal before proceeding to the next phase.

If the submittal does not sufficiently address the basic elements of the project, it will be returned “Not Approved” and a re-submittal showing further development will be required.

# Section 508

# Final Submittal

Final Submittal for Bid

The Final Submittal is not intended to be another project review.

Final submittal is to verify the Designer's written responses to the State Construction Office Construction Document review comments and verify the required revisions have been made to the project documents.

If the Construction Document submittal was incomplete, the Designer's responses or the Final submittal may generate additional questions or comments. If the Final submittal shows non-compliance with previous CD review comments or has generated more comments, the submittal is considered "Not Approved for Bid" and another submittal will be necessary.

An e-copy of the Final Review/Approval letter will be e-mailed, copied to the Owner, to the Designer to facilitate a response letter.

Final project approval letters from the Owner and all regulatory agencies having jurisdiction must be on file with the State Construction

## **“Sit-down” Final**

While the Designer may request a “sit-down” final when the Final is submitted, the State Construction Office will schedule the meeting for a date no less than 14 days after receipt of the Final documents.

Upon request by the Designer and only where the conditions listed below are met, a “sit-down” review meeting may be scheduled at the State Construction Office in Raleigh.

Note that the 14 days starts when the project is logged into our tracking system (InterScope).

1. The Final submittal resolves all code issues identified at the CD.

2. The Final submittal satisfactorily addresses all CD review comments.

3. Other regulatory approvals are provided.

4. Approval letter from the Owner.

If the submittal is complete, all comments satisfactorily addressed, and other regulatory approvals are provided, the project may be approved to bid the day of the sit down review.

# Approved for Bid

The State Construction Office Final Review letter states that the project is Approved for Bids subject to approval of involved regulatory agencies. Coordinate a bid date with State Construction Office when all approvals have been obtained.

Email approval letters to [scoreview@doa.nc.gov](mailto:scoreview@doa.nc.gov)

# Section 509

## Bid Date

## Setting Bid Date

Upon approval of all regulatory agencies, the Owner and Designer in consultation with the State Construction Office, shall establish the date of receipt of bids.

When the bid date is established, email State Construction Office at [scoads@doa.nc.gov](mailto:scoads@doa.nc.gov), a copy of the completed Notice to Bidders to State Construction Office for posting on the State IPS website for public advertisements.

# Section 510

## Addenda/Proposed Change Order



## Addenda

Design Review Section at the State Construction Office will continue to assist the Designer and Owner in the review of Addenda that affect Life Safety, Structural and Code changes during the bid period.

The submitted Addendum or Addenda shall include a Transmittal Letter, A letter explaining the change, full size drawing sheet(s) with change(s) highlighted.

## Proposed Change Order



```
graph LR; A[Proposed Change Order] --> B[Design Review Section will continue to assist the Designer and Owner in the review of Proposed Change Order (PCO) that affect Life Safety, Structural and Code changes during construction.]; B --> C[The submitted PCO shall include a Transmittal Letter, A letter explaining the change, full size drawing sheet(s) with change(s) highlighted.];
```

Design Review Section will continue to assist the Designer and Owner in the review of Proposed Change Order (PCO) that affect Life Safety, Structural and Code changes during construction.

The submitted PCO shall include a Transmittal Letter, A letter explaining the change, full size drawing sheet(s) with change(s) highlighted.

# Section 511

## Electronic Submittal Requirements

**ALL PROJECTS SUBMITTED ELECTRONICALLY NOW.**

The following  
project types can  
be submitted  
electronically:


1. University  
Download project  
less than \$4 million  
for Code Review  
Only.

2. Small projects  
such as informal.

3. Other projects  
requiring “Code  
Only” reviews.



Additional information for specifications and drawings include seal of the design firm and designer on the specification and on each drawing sheet. See Chapter 500 Design Guidelines in the State Construction Manual.



Electronic submittals should be emailed to our General Email address at [scoreview@doa.nc.gov](mailto:scoreview@doa.nc.gov). Your email subject should indicate this as a “REVIEW SUBMITTAL.”

# Section 512

## Electronic/Digital Submittal Requirements

# Digital Files

The State Construction Office is currently accepting digital files for review in Bluebeam through “InterScope.”

Each new digital submission shall be via same media from beginning of project to final punch out.

If project was submitted initially as hard copy (paper) continue to do so for the duration of the project to facilitate filing for State Construction Office.

Complete sets must be submitted for every phase. If both hard copy and digital are submitted must remain both throughout, including Bid Set.



# Preparing Documents For Submission

# 1. Drawings

a) Submitted PDF drawing files shall be converted directly from drawing files.

Complete set of one continuous file with one exception, large submittals may be divided by discipline.

All Drawings shall have electronically recognized page labels based on the numbering convention shown in the bottom right hand corner of the drawing (i.e. G001, etc.) See Appendix A.

Providing these electronically recognized labels are not required for the Project Manual/Specifications but is encouraged as it can help with clarity in the SCO comment letter.

b) All drawings shall be labeled (page numbered) and titled (i.e. Plan) in Bluebeam.

c) All drawings shall be flattened such that the document appears as one layer with no markups in a PDF viewer.

d) If the Designer has the “Extreme” version of Bluebeam, please batch hyperlink for details/sections etc.

## 2. Submittal shall include the following files:

a) A transmittal letter with SCO project ID number, contact information - name of person, email address and phone number, list of items included, and a brief description of the project.

b) A complete cost estimate for every phase and/or other documents such as LCCA, calculations etc.

c) Documents (project manual/specification and drawings). d) Additional information such as cut sheets etc. can should be in a different file.

## 3. Files

Files for submitting shall be labelled following the SCO convention.

State ID – Agency – Current submittal – phase – document

Ex: XX-XXXXX-XX-UNC-CD-DWG (First submission)

Ex: XX-XXXXX-XX-UNC-CD2-DWG (Second submission)

Ex: XX-XXXXX-XX-UNC-CD-CE (Cost Estimate)

*For listing of all labelling convention, see Appendix B.*

## 4. Seals

Seals are required on all drawings and project manual in all submissions without exception to identify the author.



The bid set shall include seals, signatures and dates on all drawing sheets and project manual.



This set may be "locked" due to digitized signature security.



Designer should keep a bid set without signature for field construction.



It will be shared by contractors, owners, inspectors, project managers etc.




# Submission

1. Digital submission shall be submitted by logging in through “Interscope.”

2. As SCO reviewers are still in the transition stage, a paper (hardcopy) set is still required for those who need it.

For instructions on How-To, go to “Help” after login, “User Training”, “Designer Submittal” to walk through the process.

## D. Designer Responses



Responses need to be in the same format as the comments from SCO.
If comments are in the traditional letter, responses need to be on the traditional letter.
If comments are in Bluebeam, Designer needs to respond on the Bluebeam PDF, or the Designer can respond to the comment directly in Bluebeam session:

1. To do so, click on the comment response and select “reply” while in the “studio session.” There you can type your comment.

We request that a printed (PDF) copy of the reply to accompany your resubmission or response since we are still in the transition period.



2. To create a PDF copy of your response in Bluebeam Revu: Open all the files in this phase of the project (and only these files), click Batch -> Summary, at the top of the new window select the “Add” dropdown and choose “open files”.



3. Next scroll to the bottom and click “Load Config”, then find the configuration provided [here].

Change the title field based on the convention stated in 512 (B)(3).  
Change the “Export to” field to the location you intend to save the file  
and click “OK”.

If you respond without using Bluebeam just add your responses beneath  
the comment.

## E. Bid Set

The bid set shall include seals, signatures and dates on all drawing sheets and project manual.

This set may be “locked” due to digitized signature security.

Designer should keep a bid set without signature for field construction to be shared by contractors, owners, inspectors, project managers etc.



# **CHAPTER 600**

## **Construction Contracts and Bidding**

# Section 601

## Formal & Informal Contract Definitions

GS 143-128 and 129 govern construction contracting for public work in North Carolina.

The terms formal and informal are not clearly established in the statutes except to prescribe dollar limit classifications for public contracting and bidding.

The total construction contracting value is used to determine if a project is informal or formal.

The current threshold is \$500,000, above which projects are formal, and below informal.

This classification impacts how the project construction documents and contracts are written and organized as well as the method and procedures for bidding and award of a public project.

A project may not be subdivided or phased with the purpose or the intent to evade the formal contract requirements, according to [GS143-133.](#)

# Section 602

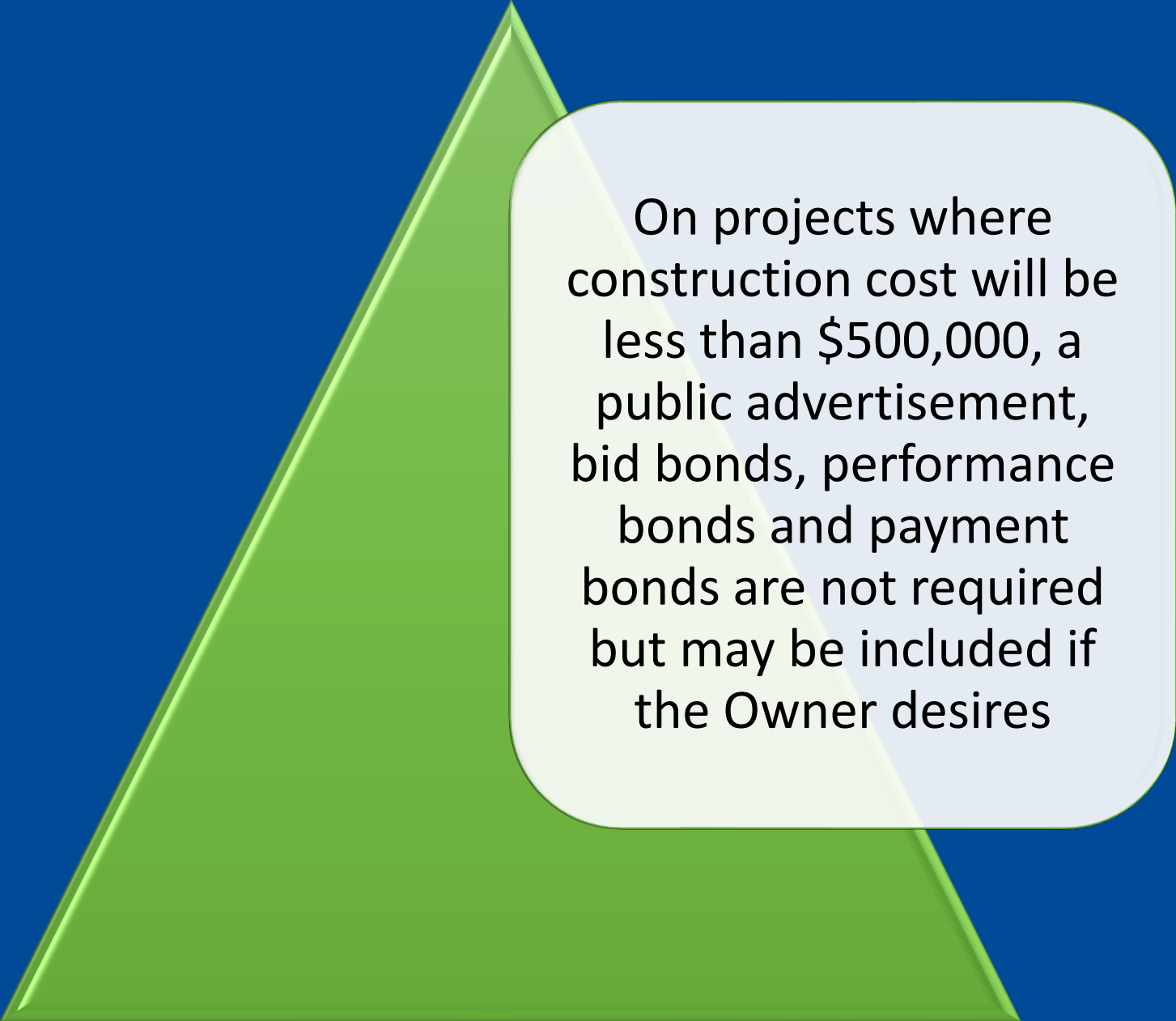
## Informal Contacts, Bidding Procedures & Award

An SCO [Informal Contract](#) format is available on the [SCO Website](#).

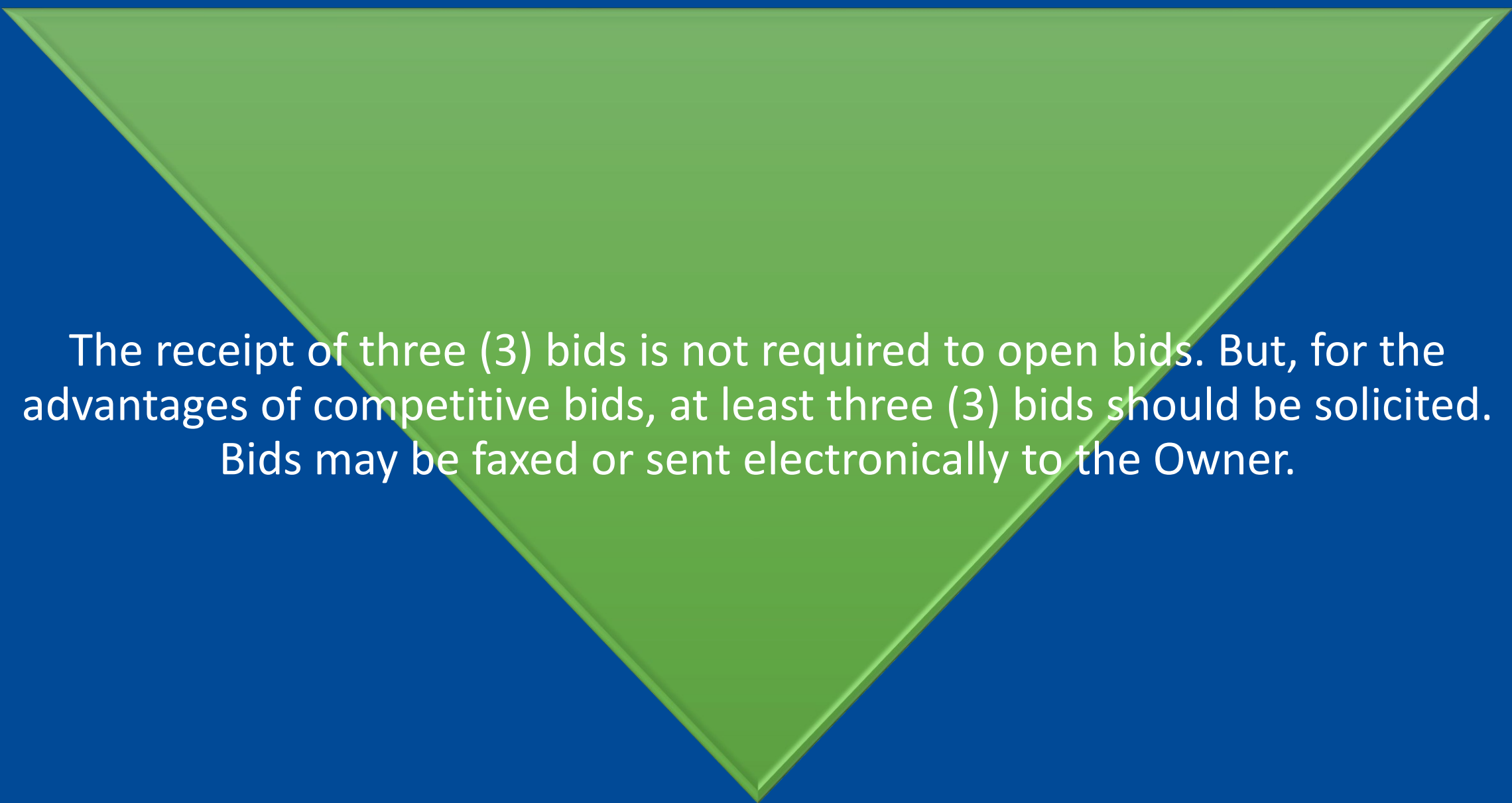
It is a simplified and condensed form with a Notice to Bidders, abbreviated OC-15 General Conditions of the Contract, a Supplementary General Conditions page for Designer edits and a simplified combination proposal and contract form.

An Informal Contract in no way implies that plans and specifications may be less than fully developed or inadequately describe the work to be done.

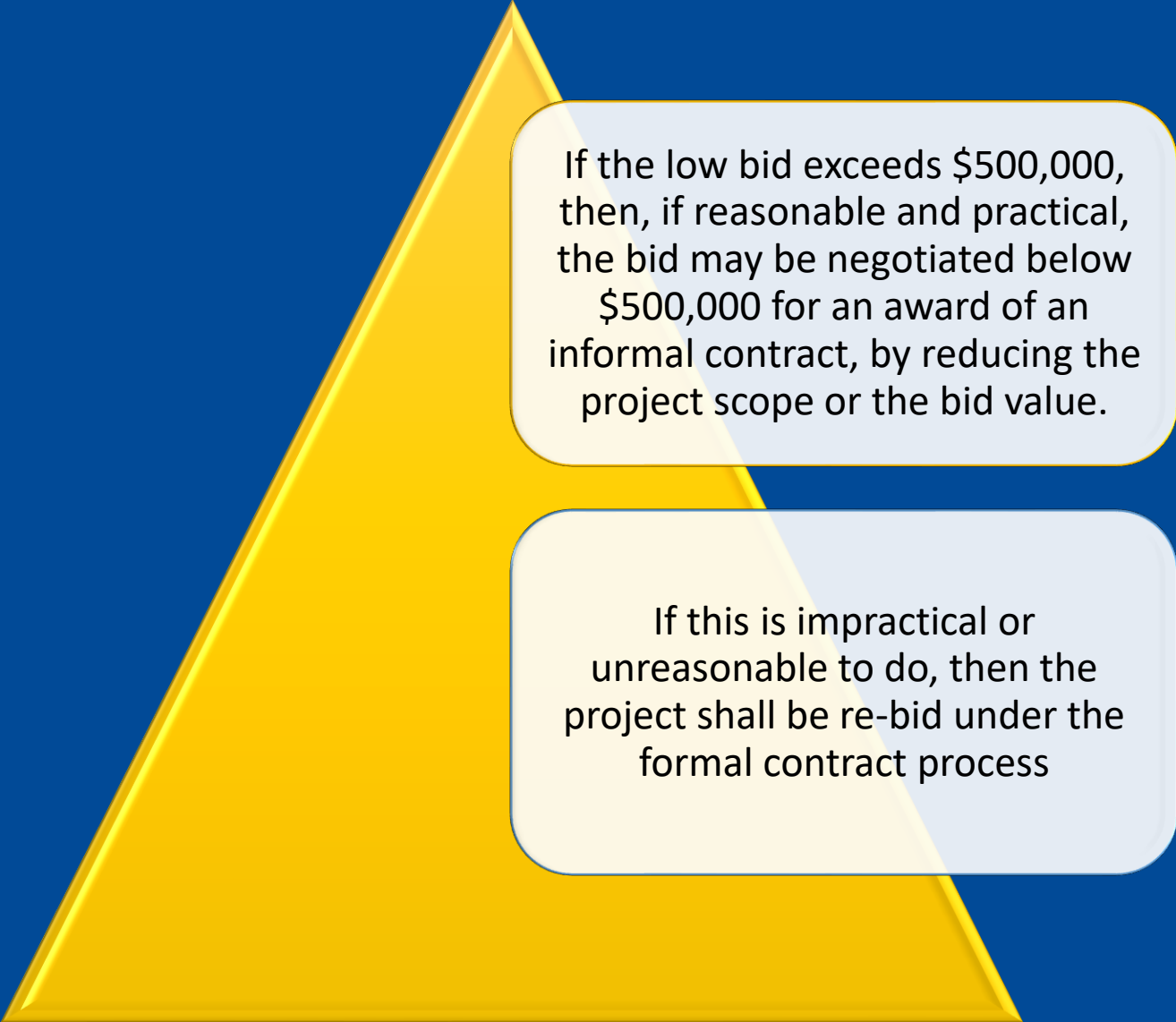
Constituent institutions of the UNC system may use the SCO format or develop their own.



On projects where construction cost will be less than \$500,000, a public advertisement, bid bonds, performance bonds and payment bonds are not required but may be included if the Owner desires



The receipt of three (3) bids is not required to open bids. But, for the advantages of competitive bids, at least three (3) bids should be solicited. Bids may be faxed or sent electronically to the Owner.



If the low bid exceeds \$500,000, then, if reasonable and practical, the bid may be negotiated below \$500,000 for an award of an informal contract, by reducing the project scope or the bid value.

If this is impractical or unreasonable to do, then the project shall be re-bid under the formal contract process



MBE requirements and 10% goal also apply on informal contracts BUT the Owner has the responsibility to make a good faith effort to solicit minority bids and to attain the goal.



(GS 143-131 (b)). Documentation and data on MBE participation is required for informal projects and must be reported annually to the Department of Administration – HUB Office.



A reporting form is is now done under INTERSCOPE.

# Section 603

## Formal Contracts Bidding Procedures & Award

**GS143-129** establishes considerable requirements for the public bidding process and is the basis for many of the rules and forms created for this most important part of the capital construction process.

# Construction bidding involves:

## Advertisement

**Newspaper/Electronic Advertising:** Where the contract is to be let by a board or governing body of the State government or of a State institution, proposals shall be invited by advertisement in a newspaper having general circulation in the State of North Carolina.”

(GS 143-129 (b)) The Sunday editions of the major newspapers in the State are usually selected for their larger circulation.

Other days are not excluded but may be less effective in attracting bidders.

In addition to the newspapers, the State Electronic Vendor Portal ([eVP](#)) is the electronic notification system for all State purchasing, designer solicitations and construction bidding.

Upon approval to bid by SCO for State agencies and Community Colleges, provide an e-copy of the final completed Notice to Bidders to the State Construction Office for posting on eVP.

Constituent institutions of the UNC system submit advertisements electronically through the [UNC web site](#) which are then also placed on the State eVP site.

Elapsed Time  
from  
Advertisement  
to Bid Opening

"Bids may not  
be received  
until at least  
seven (7) days  
have lapsed  
from the date of  
advertisement,"  
according to  
GS143-129 (b).

The statute  
requires a  
minimum of at  
least seven (7)  
full days  
elapsed time  
between the  
date of  
publication and  
the date of the  
opening of bids.

There are  
numerous  
requirements  
for more time  
such as the MBE  
program which  
requires 21 days  
elapsed time.

Pre-bid  
conferences or  
the issuance of  
addendums  
may also extend  
the bid time.

A period of  
three (3) to six  
(6) weeks  
between  
advertising and  
receipt of bids  
should be  
provided as a  
matter of  
general policy.

Seven-day bid  
times are only  
used in re-bid  
situations A  
copy of the  
actual  
advertisement  
shall be  
furnished with  
affidavit of  
publication to  
the Owner.

Payment for  
advertisement  
shall be by the  
Owner.

**All contractors who desire to bid shall be furnished complete sets of plans and specifications upon payment of a plan deposit when required.**

**Plan deposit amount shall reflect the cost of replacement should the documents not be returned in good usable condition.**

**Plan deposit shall be returned in accordance with the Notice to Bidders.**

**Cost of mailing plans and specifications to the bidder shall be borne by the Designer.**

**The Designer shall take into consideration the fact that it is necessary for a bidder to mark-up plans on those portions of the work for which he is submitting a bid.**

# Plan Rooms

Plans are to be made broadly accessible to prospective bidders with physical and electronic plan rooms providing support.

The full plan deposit will be returned to those bidders provided all documents are returned in good, usable condition within ten (10) days after the bid date.

## Projects within the following counties:

Buncombe, Haywood, Henderson, Jackson, Madison and Swain shall have bid documents (Plans and Specifications) submitted to the Asheville Business Development Center, 70 Woodfin Place, Suite 305, Asheville, NC 28801, Phone: 828-252 2516.

## Projects within the following counties:

Durham, Person , Orange, Chatham and Wake shall have bid documents submitted to NC Institute of Minority Economic Development, Inc. at MCTAP/NCIMED, Inc., 114 West Parrish Street, 4th Floor, Durham, NC. 27701.(919-956-8889).

## Projects within the following counties:

Mecklenburg, Cabarrus, Iredell, Union, Gaston, Anson, Rowan and Lincoln shall have bid documents submitted to Minority Contractors Resource Center, 418 W. Trade St., Charlotte, NC 28202. Ph. (704)-332-5746 Fax (704)-332-5990.

## Projects in the Greenville/Eastern NC areas:

shall have bid documents submitted to **East Coast Digital (ECD) Plan Room, Minority Plan Room Provider**, 210 E 14th. St., STE. D, Greenville, NC 27858, Tel. 252-758-1616, Fax 252-758-7311.

## Prequalification (See Section 605):

```
graph TD; A[Prequalification (See Section 605):] --> B[When prime contractors are pre-qualified, the Advertisement for Bidders shall be published as described but shall include a listing of the pre-qualified prime contractors.]; A --> C[Subcontractors will know who the prime bidders are and plans and specifications shall be made available as described in the Notice to Bidders.];
```

When prime contractors are pre-qualified, the Advertisement for Bidders shall be published as described but shall include a listing of the pre-qualified prime contractors.

Subcontractors will know who the prime bidders are and plans and specifications shall be made available as described in the Notice to Bidders.

# Bid Bonds

Bid security, bid bond or cash, in the amount of 5% of the total bid is required with the bid.

Bid bonds are required with the bid at the bid opening. According to [GS 143-129\(b\)](#), “No proposal for construction or repair work may be considered or accepted by said board or governing body unless at the time of its filing the same shall be accompanied by a deposit with said board or governing body of cash, or a cashier's check, or a certified check on some bank or trust company insured by the Federal Deposit Insurance Corporation in an amount equal to not less than five percent (5%) of the proposal.”

## Performance and Payment Bonds

Performance and payment bonds are required on formal projects on any prime construction contracts awarded over \$500,000 under [\(GS44A-26\)](#).

When the total amount of construction contracts awarded for any one project exceeds five hundred thousand dollars (\$500,000), performance and payment bonds, each for 100% of the amount of the contract, are **required** by the contracting body from any contractor or construction manager at risk with a contract more than fifty thousand dollars (\$50,000).

The performance bond shall be solely for the protection of the contracting body that is constructing the project.

- The payment bond shall be solely for the protection of the persons furnishing materials or performing labor for which a contractor, subcontractor, or construction manager at risk is liable.
- In the discretion of the contracting body, performance and payment bonds may be required on any construction contract.

The performance bond and the payment bond shall be executed by one or more surety companies legally authorized to do business in the State of North Carolina and shall become effective upon the awarding of the construction contract.

- The prescribed forms are available on the [SCO Website](#).

## Number of Bids

```
graph TD; A[Number of Bids] --> B[Receipt of three bids on any formal contract is required to open bids on the first advertisement.]; B --> C[If an insufficient number of bids are received, then bids shall not be opened and the project shall be re-advertised and bids received again in no less than 7 days from re-advertisement.]; C --> D[Do not make any changes to the bid documents between 1st and 2nd opening.]; D --> E[Whatever number of bids received at the second opening may be opened and read, if desired, or the project may be bid again at a later time. (GS143-132).];
```

Receipt of three bids on any formal contract is required to open bids on the first advertisement.

If an insufficient number of bids are received, then bids shall not be opened and the project shall be re-advertised and bids received again in no less than 7 days from re-advertisement.

Do not make any changes to the bid documents between 1st and 2nd opening.

Whatever number of bids received at the second opening may be opened and read, if desired, or the project may be bid again at a later time. [\(GS143-132\)](#).



## State of North Carolina General Conditions and Forms

State General Conditions of the Contract (UNC General Conditions of the Contract for formal projects under \$2M) and all forms, formats and guidelines and must be used to ensure consistency in the process of design, contracting and construction across state government agencies and institutions.

All forms are available on the SCO or UNC website.



## State of North Carolina MBE Requirements

MBE Requirements (GS143-128 (f)) – The State has a 10% goal for minority participation in State projects.

MBE Guidelines and Affidavit forms are described in the project manual which also provides MBE program information and instructions for MBE Forms.

Department of Administration HUB website has additional HUB program information, as well as listing HUB certified MBE firms.

## Bids Under or Over Formal Threshold

Should the low bid in a formal project be <\$500,000 the formal award process would still apply.

If a project is bid as a formal project, it cannot be changed and awarded as an informal one.

# Section 604

## Formal Bidding Methods and Contracting

The State under [GS143-128](#) has required, since the 1930's, that public construction contracts be competitively bid in at least 4 subdivisions or branches of work – General, Plumbing, HVAC and Electrical contracts. “Separate plans and specifications” are required, and the Designer shall identify the scope of work required for each category in the specifications and on the drawings.

Following are the 7 major methods of bidding and contracting public work currently available for public entities.

# Single Prime Contracting

A single prime bid and contract with the Owner is permitted for any construction contracts of any dollar amount. [GS143-128](#) requires a single prime bidder to identify on the proposal form the subcontractors selected for the subdivisions or branches of work for: (1) General construction; (2) HVAC; (3) Plumbing; and (4) Electrical.

The sub's license number is not required by statute but may be requested. The subcontractor bid quote to the prime bidder shall not be requested.

The single prime contractor whose bid is accepted shall not substitute any person as subcontractor in the place of the subcontractor listed in the original bid, except by permission of the Owner and in accordance with the statute. (See the Proposal Form format for listing of subcontractors.)

Under [GS 87-1](#), a contractor that superintends or manages construction of any building, highway, public utility, grading, structure or improvement shall be deemed a "general contractor" and shall be so licensed.

A 2004 revision to GS87.1.1 allows a PM or E contractor under GS 87 to contract directly (as single prime) with a public Owner and subcontract to other contractors provided the total general construction work does not exceed 25% of the total construction costs. (See [GS 87-1](#) and [NCLB GC Rules 0200.0210.](#))

# Separate Prime Contracting

Separate prime bids and contracts are still an option for the Owner. [GS 143-128](#) has established the basic subdivisions of work as General, Plumbing, HVAC, and Electrical contracts.

The Owner signs separate prime construction contracts with each subdivision contractor.

Project documents shall have “separate specifications and drawings” prepared for each subdivision.

The Owner shall designate one contractor, typically the General or the contractor having the largest contract, as the “Project Expediter” to coordinate and schedule the work.

The project expeditor has no contract with the other primes so the general contractor definition in [GS 87-1](#) does not apply.

# Dual Bidding

Dual Bidding, defined in [GS143-128](#) (d1), is a combination of bidding that permits both single prime and separate prime bids to be received together on one project and permits the Owner to contract with the lowest separate prime bids OR the lowest single prime bid.

In determining the award, consideration may be given to the cost of construction oversight, time for completion, and other factors as appropriate.

The lowest bid overall does not have to be accepted but, awarding to other than the low bidder should have reasonable justification.

Separate drawings and specifications shall be prepared for the dual method as well.



Dual bids are to be received one hour apart.

Separate prime bids are received on the first hour but not opened. Then single prime bids are received on the second hour and all bids received are then opened and read.

Ex: 2:00 - Separate prime bids received but not opened. 3:00 - Single prime received.

If sufficient bids are received per SBC procedures, then all bids may be opened. (A bidder may withdraw or change his bid up until the first bid is opened.)

# Construction Manager at Risk and as Agent

Construction Management at Risk is an authorized contracting method. The procedures for selecting a "Construction Manager at Risk" (CMR) are posted on the State Construction Office web site.

The Request for Proposals (RFP) to be used in soliciting prospective Construction Managers is also on the web site.

The CMR is selected on a qualification-based solicitation typically at the beginning of the design process and, working with the Owner and Designer, provides constructability input and cost estimating advice during design.

When the construction documents are reviewed and approved by regulatory agencies, the CMR provides a GMP (guaranteed maximum price) acting as a construction manager to deliver the project. The GMP will be presented as either a pre-bid GMP (Final) or post-bid GMP (Preliminary). As suggested by the titles, a preliminary GMP is subject to adjustment after the bids are received, while the final GMP is a fixed price.

The Owner may accept, negotiate or decline the GMP offering and bid the work under another construction delivery method.

If the GMP is accepted, the CMR is required by [GS143-128.1 \(a-d\)](#) to act as a fiduciary of the Owner in the bid process.

The CMR shall publicly advertise for and pre-qualify all “first tier subcontractors,” shall comply with the state MBE program requirements and open all bids in a public venue.

All bids become public records.

The CMR may self-perform work only under limited circumstances.

The Designer should familiarize himself with the scope of his work under this delivery method and address this in his design contract if necessary.

SCO Design Review Section reviews and approves the construction document plans and specifications for GMP.

The CMR prepares the bid forms and bid packages.

The Designer interprets the documents, approves products, issues addenda, change orders, etc. and performs contract administration.

A Construction Manager (CMA) as Agent is not a construction contracting method.

The CM is an “agent” of the Owner similar to the Designer and is selected on a qualification-based solicitation and has a negotiated contract.

The CM prepares the trade packages and solicits the bids for the Owner and then provides scheduling and construction administration.

However, all construction contracts are with the Owner, not the CM.

This is separate prime contracting, but may involve many more construction trade contracts with the Owner than just the P, M & E contracts.

# Design Build

The Design Build is an authorized contracting method. The procedures for selecting a Builder are posted on the State Construction Office web site.  
143-128.1A

The Request for Proposals (RFP) to be used in soliciting prospective Design Builder is also on the web site.

# Design Build Bridging

The Design Build is an authorized contracting method. The procedures for selecting a Builder are posted on the State Construction Office web site.  
143-128.1B

The Request for Proposals (RFP) to be used in soliciting prospective Design Builder is also on the web site.

# Public Private Partnership

The P3 is an authorized contracting method. The procedures for selecting this method is still under evaluation. 143-128.1C

This method is a financial mean. It can use any of the major deliveries mentioned earlier.

# Alternative Contracting Methods

A written request and presentation may be made to the State Building Commission for consideration of a contracting method other than those listed above.

Application procedures are available from SCO.

Examples of alternate methods are design-build or separate prime bidding-single prime award, where separate primes are assigned to a general.

**In approving an alternate contracting method, the State Building Commission cannot waive bidding.**

# Section 605

## Prequalification of Bidders

GS143-135.8. Pre-qualification - Bidders may be pre-qualified for any public construction project.

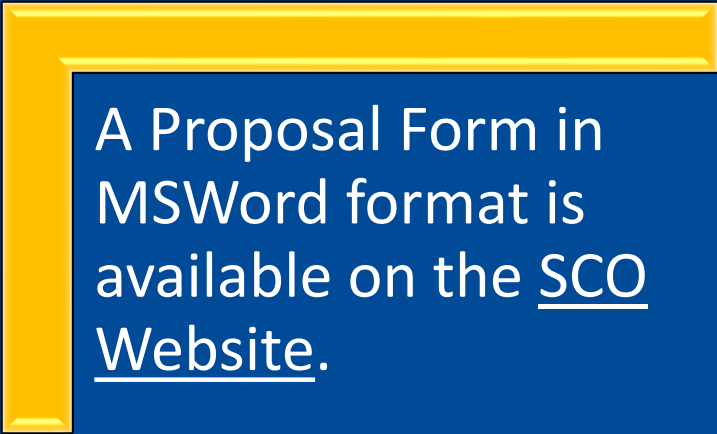
Under the CMR contracting method, first tier subcontractors must be prequalified. Forms for prequalification are on the SCO Website.

If the Owner wishes to pre-qualify bidders under single-prime or multi-prime contracting prior to issuing bid documents, the forms and procedures prescribed by the State Building Commission as available on the SCO web site under "Prequalification of General Contractor" are to be used.

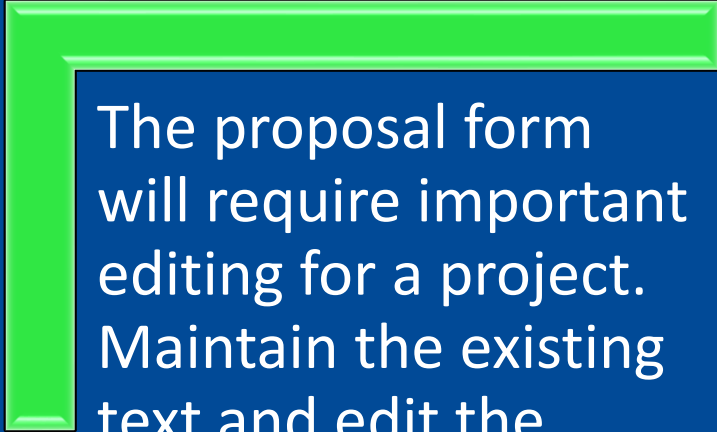
Advertising to prequalify should follow the same procedures as advertising for bids.

**Section 606**

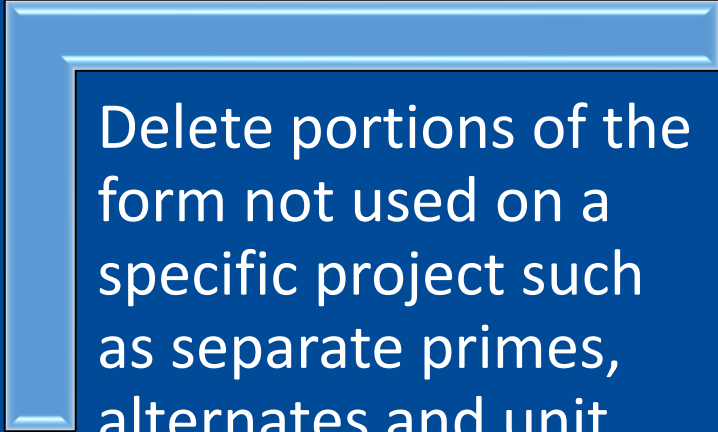
**Proposal Form**



A Proposal Form in MSWord format is available on the SCO Website.



The proposal form will require important editing for a project. Maintain the existing text and edit the material in red or italics.



Delete portions of the form not used on a specific project such as separate primes, alternates and unit prices, etc.

# Section 607

## Bidder Proposed Substitutions

Bidder proposed substitutions should be submitted no later than 10 days prior to bid date for Designer evaluation and inclusion in the last addenda that may be issued no later than 7 days prior to bid date. [GS133-3](#) requires bidder proposed substitutions be submitted and approved prior to bid receipt.

These would be bidder's "desired or voluntary" substitutions. Necessary or required substitutions can occur later when specified products are not available, late delivery, model changes, etc. then substitutions can be made after contract award per usual procedure in the General Conditions of the Contract.

# Section 608

## Pre-Bid Meetings

Prebid meetings should be scheduled no less than 7 days after posting of the bid advertisement and no later than 10 days prior to the bid opening to allow sufficient time for the Designer to prepare pre-bid minutes and any addenda that may need to be issued as a result of the meeting work and locating the place to receive bids.

Project requirements may be explained and discussed and questions asked.

Attendance sign-in sheets should be provided and questions and answers recorded for use in minutes and in any Addenda.

Mandatory attendance may be required in the Notice to Bidders if desired by the Owner but it can be problematic to the bid process.

An attendance record must be made and it must be made clear in the notice to bidders and at the pre-bid meeting that any prospective bidder not attending will not be permitted to submit a bid on the project.

MBE Guidelines, bid forms and affidavits shall be discussed and clarified.

Owner Preferred Alternate(s) may be presented at the pre-bid meeting as it meets the requirements for a publicly advertised, open meeting as required by GS133-3. See GS133-3 Recommended Procedures under [Guidelines on the SCO website](#).

Prebid meetings should be scheduled no later than 10 days prior to the bid opening to allow sufficient time for the Designer to prepare pre-bid minutes and any addenda that may need to be issued as a result of the meeting.

# Section 609

## Addenda

Addenda are changes made to the construction documents after project bid sets have been issued to bidders.

Copies shall also be provided to the Owner, the State Construction Office and any other regulatory or review agencies involved.

Addenda are issued to all plan rooms and plan holders.

No addenda shall be issued later than 7 days prior to bid opening. Should significant changes or issues arise prior to or after that time, an addendum may be issued to delay or postpone the bid opening as necessary to resolve and then properly inform bidders of such changes.

In the case of the CM at Risk delivery method, designers should put any addenda in the hands of the CM no later than 10 days prior to first-tier subcontractor bid opening.

Addenda should be kept to a minimum, both as to number and content.

# Section 610

## Bid Opening time and Location

# Location and Time

Bid openings must be in a “public place” such as the owner’s facility, a public library or similar publicly owned and readily accessible facility.

Not a private office such as Designer’s office or privately owned facility.

# Dual Bidding

Under dual bidding method, separate prime and single prime split bidding time is required in public projects.

Separate prime bids are received one hour prior to single prime bids to allow time for single prime bidders to receive quotes from the other bidders and subcontractors.

All bids may be opened and read only after receipt of the single prime bids.

No bids may be withdrawn after any bid is opened.

Bid tabulation forms shall be provided by the Designer to all parties present at the bid opening for all single and multi-prime bids with adequate space and spaces to record base bids, all alternates, license numbers and bid bonds that may affect the bid award.



Bid tabulations shall be provided by the CM at Risk on projects delivered by that construction method.

Bid clock time shall be determined as accurately as possible by the Owner/Designer.

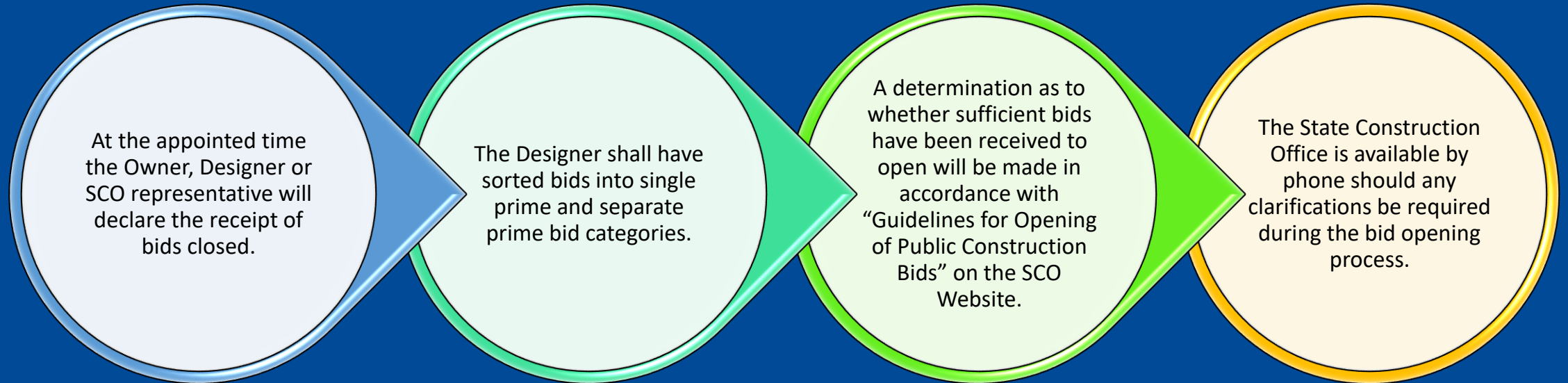
No further bids will be received after the designated time.

If there is a “serious” event beyond the control of bidders and that is impacting a significant number of bidders being able to meet the bid deadline, then the Designer may postpone the opening a short time to allow the problem to be resolved.

Example: Phone outage, fire alarm, traffic jam, Designer missing, etc.

# Section 611

## Close of Bidding



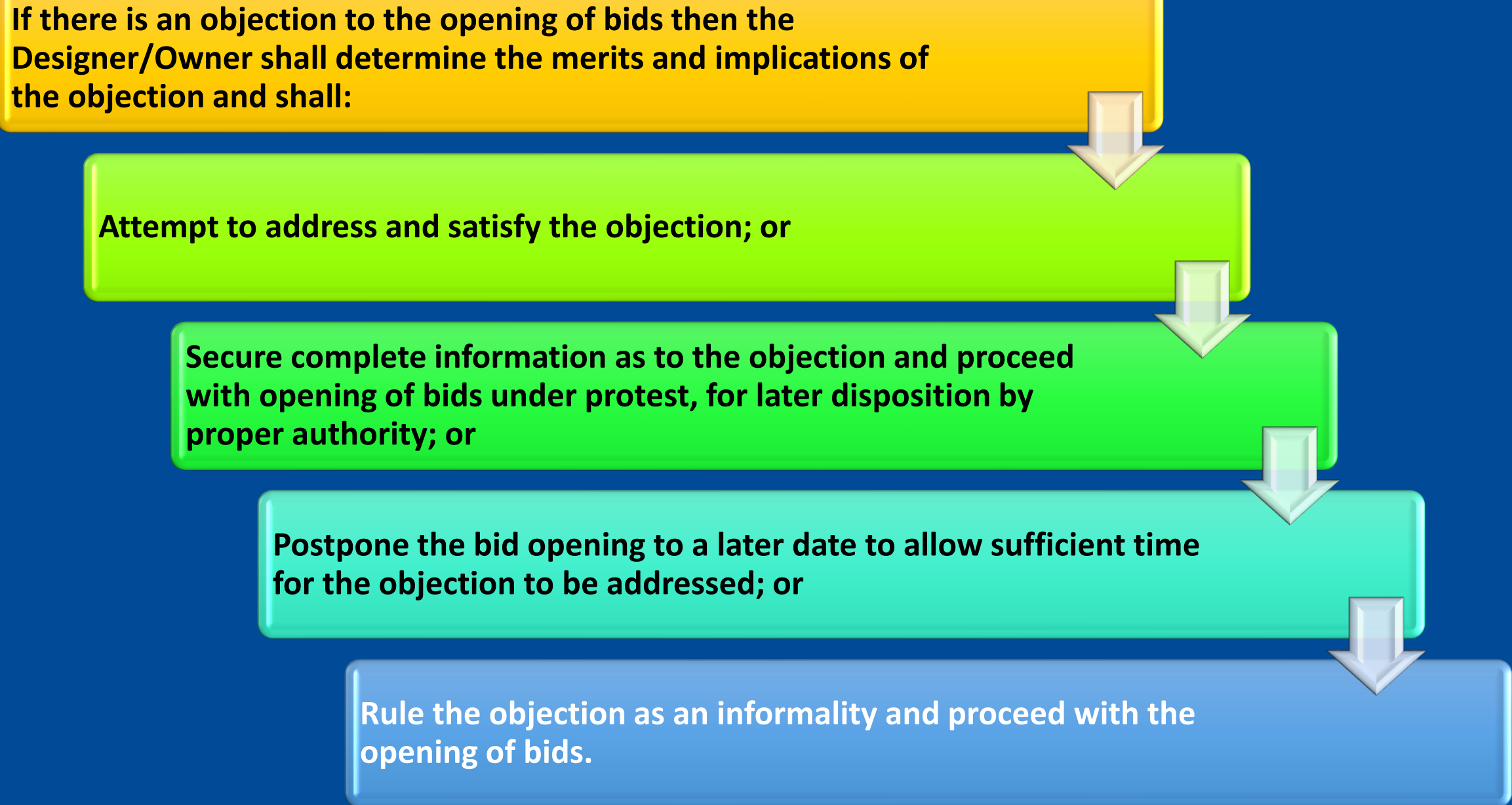
If sufficient bids are available to proceed with the bid opening, then the following will be asked:

Whether bidders (present) have received all addenda issued.

Whether anyone was denied the right to bid.

Whether there are any objections to proceeding with the bid opening

**If there is an objection to the opening of bids then the Designer/Owner shall determine the merits and implications of the objection and shall:**



```
graph TD; A[If there is an objection to the opening of bids then the Designer/Owner shall determine the merits and implications of the objection and shall:] --> B[Attempt to address and satisfy the objection; or]; B --> C[Secure complete information as to the objection and proceed with opening of bids under protest, for later disposition by proper authority; or]; C --> D[Postpone the bid opening to a later date to allow sufficient time for the objection to be addressed; or]; D --> E[Rule the objection as an informality and proceed with the opening of bids.];
```

**Attempt to address and satisfy the objection; or**

**Secure complete information as to the objection and proceed with opening of bids under protest, for later disposition by proper authority; or**

**Postpone the bid opening to a later date to allow sufficient time for the objection to be addressed; or**

**Rule the objection as an informality and proceed with the opening of bids.**

# Section 612

## Change or Withdrawal of Bid

Prior to the opening of any bids, a bid may be changed or withdrawn.

Example: Should a bidder not have received an addendum, he will have an opportunity to read the addenda to determine the impact on his work or bid.

- Then, he may change his bid, leave his bid as is or withdraw his bid.

Once any bid is opened,  
there shall be no  
changes or withdrawal  
of any bids by any  
bidder, nor bids  
returned to any bidders.

After the bid opening, a bidder may withdraw his bid from consideration without forfeiture of his bid security when the provisions of [GS143-129.1](#) are followed and applicable.

A written request must be made to the Owner or Designer prior to award of contract and no later than 72 hours after the bid opening.

The Owner or Designer will contact the State Construction Office.

A hearing will be held to determine if [GS143-129.1](#) is applicable and whether the bid security may be returned.

Once a letter requesting withdrawal is received, the bidder may no longer participate in the project in any manner.

He may not be a supplier of materials or labor, subcontractor at any level or bid the project should it be re-bid, without the prior written approval of the Owner.

[GS143-129.1](#)

# Section 613

## Formal Opening of Bids

All bids shall be read aloud.

- The Designer/Owner/CM shall state the name of bidder, license number if applicable, bid security, base bid and all alternates.
- Unit prices are not typically read as they are not considered in the award of the contract.
- Any irregularities noted should also be stated during the reading of bids.

No announcements on low bidder(s) or decisions on irregularities should be made at the bid opening.

- State that bids will be reviewed and validated and decisions will be made public at a later time.

# Section 614

## Formal Re-Advertisement

If insufficient bids are received at the first bid opening, a new bid date may be set as early as possible; however, the minimum advertising period shall be seven (7) days.

Note that this period must be 7 days elapsed time after reposting the advertisement, not necessarily 7 days from the initial bid opening date.

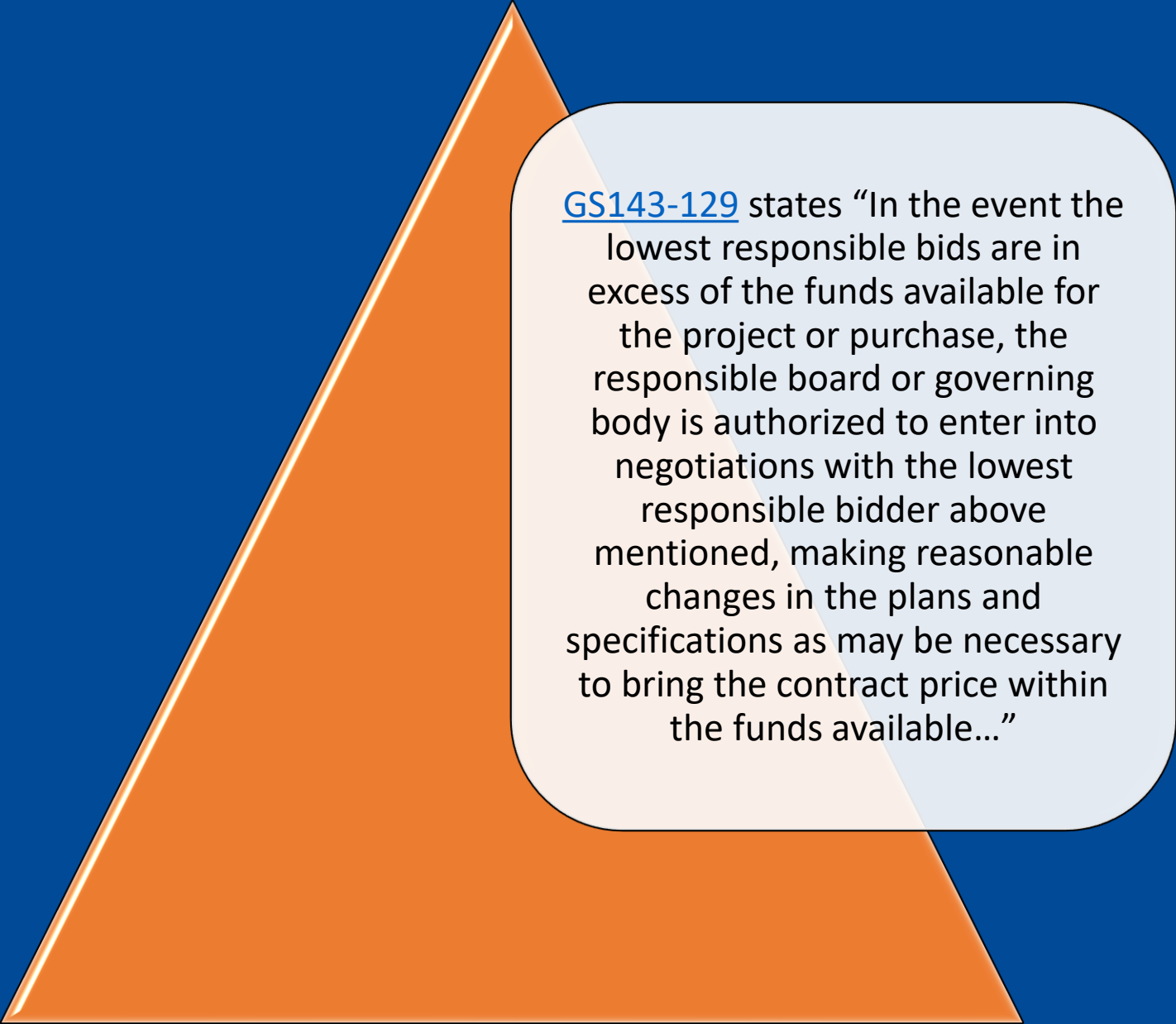
At the re-bid, any number of bids received may be opened.

This is the only occasion, insufficient number of bids at first opening, that less than 3 bids may be opened.


Bid Postponement by addendum, cancellation or rejection of bids, and a second bidding after a scope change are not considered a re-bids.

# Section 615

# Negotiations



[GS143-129](#) states “In the event the lowest responsible bids are in excess of the funds available for the project or purchase, the responsible board or governing body is authorized to enter into negotiations with the lowest responsible bidder above mentioned, making reasonable changes in the plans and specifications as may be necessary to bring the contract price within the funds available...”



The State Construction Office considers a 10-15% reduction of the bid price as being “reasonable changes” to the project.

In general, if negotiation requires more than a 15% reduction, a better value may be received by making changes to the project and re-bidding.

# Section 616

## Form of Formal Construction Contracts

The format for the standard Construction Contract is available on the [SCO Website](#).

The same form is used for constituent institutions of the UNC system.

Selecting the form will also download the following associated documents and forms.

This package of forms may be incorporated into the project manual without editing.

After award, SCO will draft your contract and send for electronic signatures.

A Construction Contract Checklist for use by Designer and contractor for formal contract preparation is attached to the documents on the SCO Website but should not be included in the bid documents.

Standard Construction Contract for formal bid projects.

Performance Bond form

Payment Bond form

Sheet reminder for attaching Power of Attorney

Sheet reminder for attaching Insurance Certificates

**Attachment page for Approval of the Attorney General**

Construction Contract,  
Performance and Payments  
Bonds, Insurance Page, Power of  
Attorney and the Attorney  
General Approval/Budget Office  
Approval are all “bundled under  
“[Construction Contract](#)” under  
“Forms, on the SCO Website.



Standard Construction Manager at Risk (CMR) Contract- The formats for the standard Construction Manager at Risk contracts are available on the SCO Website.

The CMR preconstruction services agreement is typically negotiated and executed prior to or during the early phases of design and terminates with the acceptance by the Owner of the GMP.

The CMR provides a guaranteed maximum contract price (GMP) based on the Final approved set of construction drawings and specifications.

If accepted by the Owner, the construction services contract is executed.

A Construction Manager at Risk Checklist for contract preparation is available on the SCO Website.

# Section 617

## Formal Construction Contract Award

The following procedures will be followed in the award of construction contracts: ([Checklist](#))

The Designer shall provide the Owner with a certified bid tabulation, a Bid Summary Sheet, a copy of the recommended bidder's Proposal Form, an Affidavit of MBE participation and the Designer's recommendations concerning disposition of bids.

The certified bid tabulation sheet should indicate the project name, SCO #, each contractor's name (as listed with the Secretary of State or local county), each contractor's contractor license number, base bids, price of alternates, total price of each bid, and indicate the apparent low bidder.

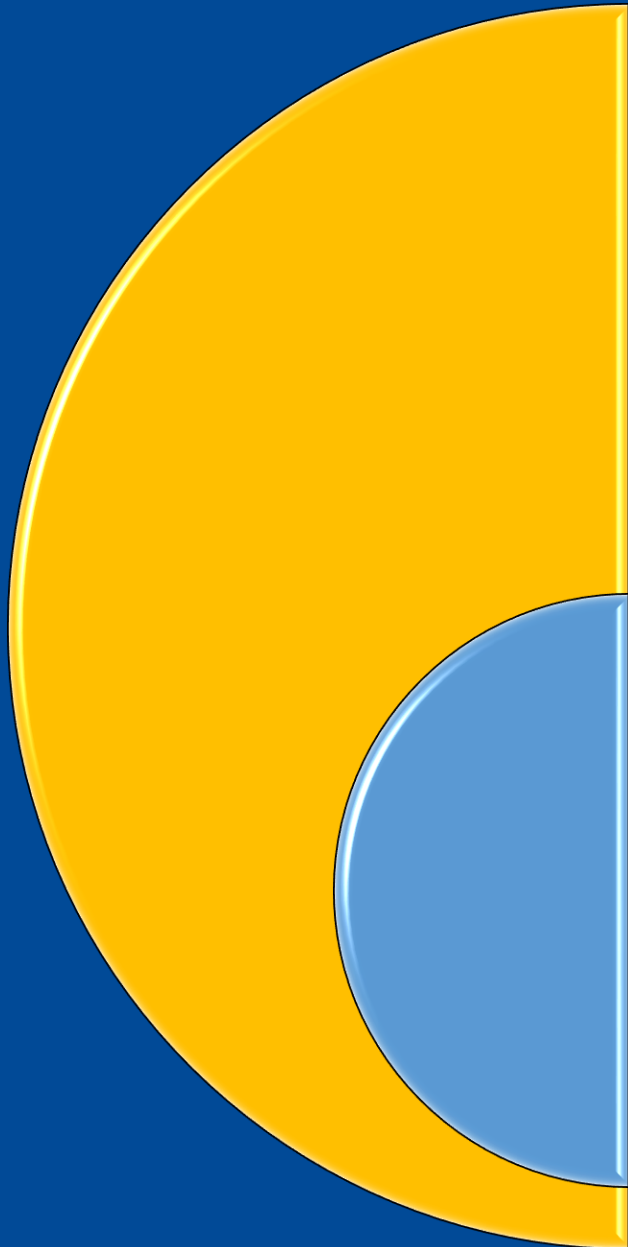
The Bid Summary Sheet shall include the gross square footage of the new or renovated project, and/or other pertinent information of the project that will enable the State Construction Office to develop realistic cost data.

If bids are in excess of funds available, the Designer shall redesign and rebid the project or under provisions of G.S. 143-129 bring the project within the authorized budget.

All negotiations are subject to approval of the State Construction Office.


Negotiations shall show complete price breakdowns, including quantities of materials, material cost, labor, etc.

Proposed negotiations shall be submitted to the State Construction Office for evaluation not less than ten (10) days prior to bid expiration date.



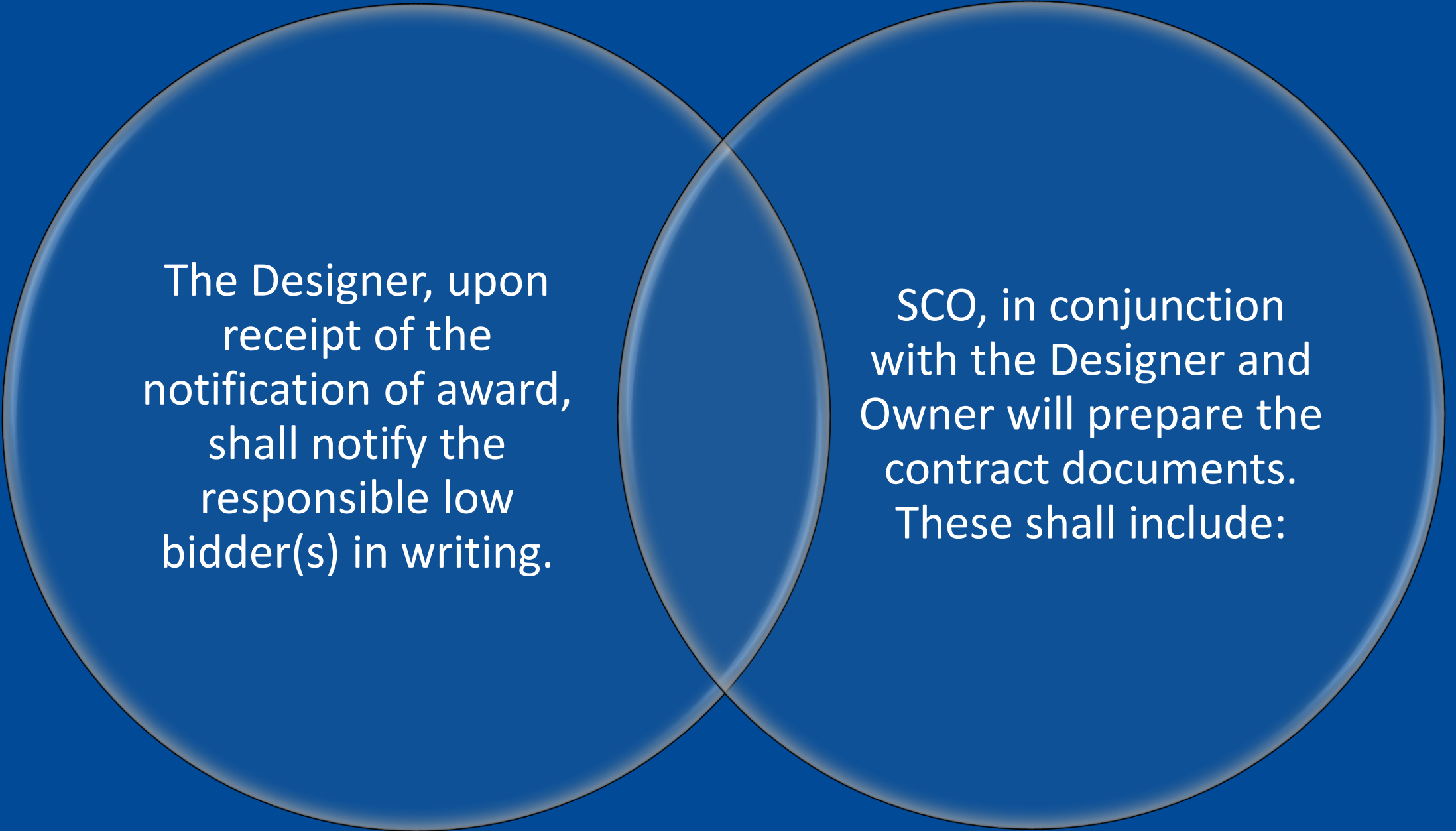
The Owner shall provide the State Construction Office with a copy of the certified bid tabulation, a Bid Summary Sheet, a copy of the recommended bidder's Proposal Form, an Affidavit of MBE participation and the Owner's recommendations concerning disposition of bids. This is submitted in Interscope.

The State Construction Office will review the documents for completeness and correctness and provide them to the Office of State Budget and Management.



Upon approval of the Office of State Budget and Management the State Construction Office shall issue an award letter to the Owner which shall detail the complete budget for the project including construction cost, Designer's fee, contingency reserve, movable equipment and any other specific reserves.

The State Building Commission may delegate to the Department of Administration authority to award contracts for construction of buildings and other projects, which are not required by [GS143-129](#) to be publicly advertised for proposals.



The Designer, upon receipt of the notification of award, shall notify the responsible low bidder(s) in writing.

SCO, in conjunction with the Designer and Owner will prepare the contract documents. These shall include:



*A copy of the  
contractor's proposal*



*Form of Construction  
Contract*



*Form of Performance  
Bond in the amount of  
100 percent of the  
contract (G.S. 44A, Art. 3)*



*Form of Payment Bond in  
the amount of 100  
percent of the contract  
(G.S. 44A, Art. 3)*



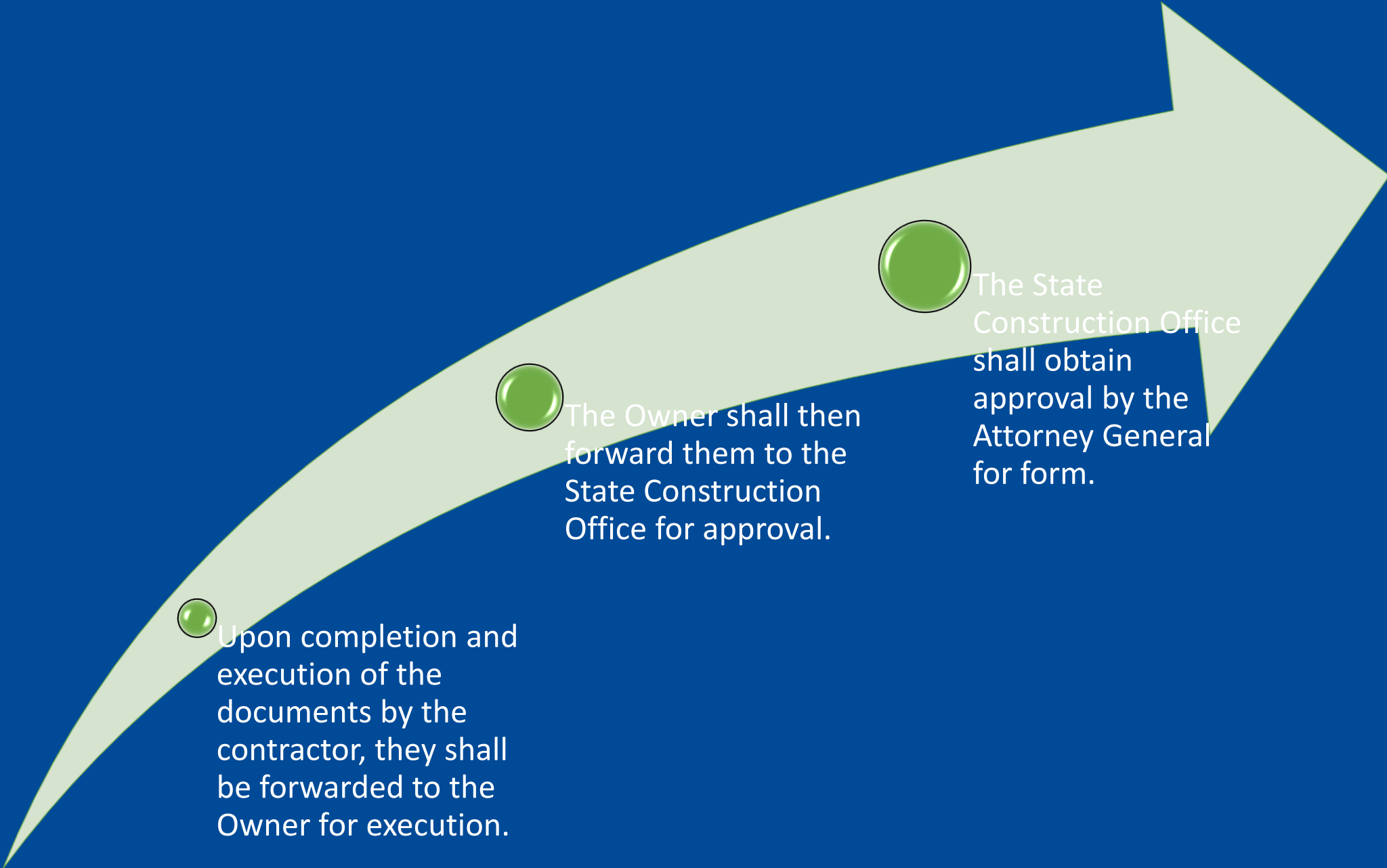
*Power of attorney (an instrument of a surety indicating that the person signing the performance and payment bonds is authorized to act in its behalf)*



*Public liability and property damage insurance and builder's risk policy, as required in the General Conditions of the Contract; and*



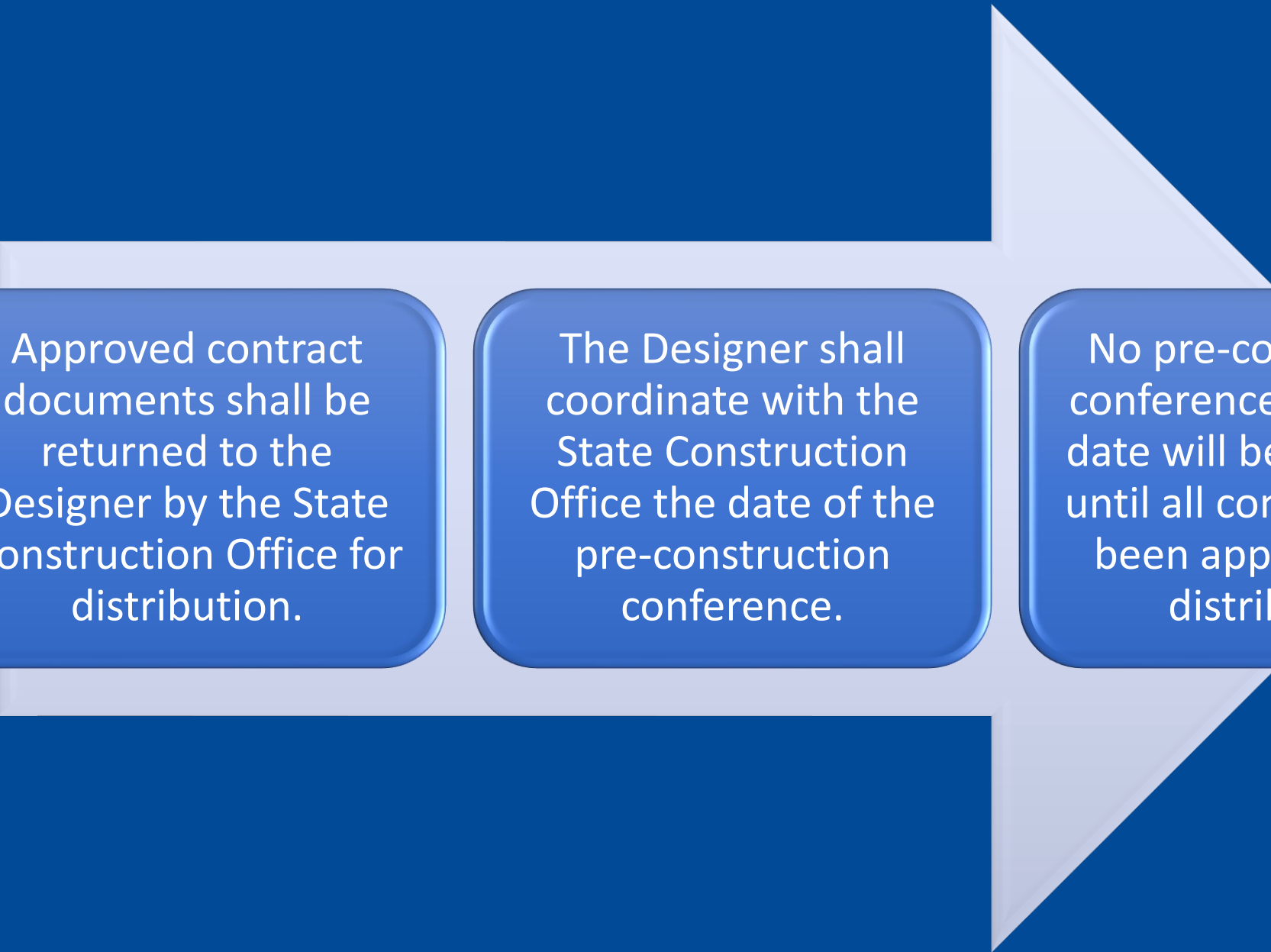
*Approval of the Attorney General and certification by the Office of State Budget and Management.*



Upon completion and execution of the documents by the contractor, they shall be forwarded to the Owner for execution.

The Owner shall then forward them to the State Construction Office for approval.


The State Construction Office shall obtain approval by the Attorney General for form.



Approved contract documents shall be returned to the Designer by the State Construction Office for distribution.

The Designer shall coordinate with the State Construction Office the date of the pre-construction conference.

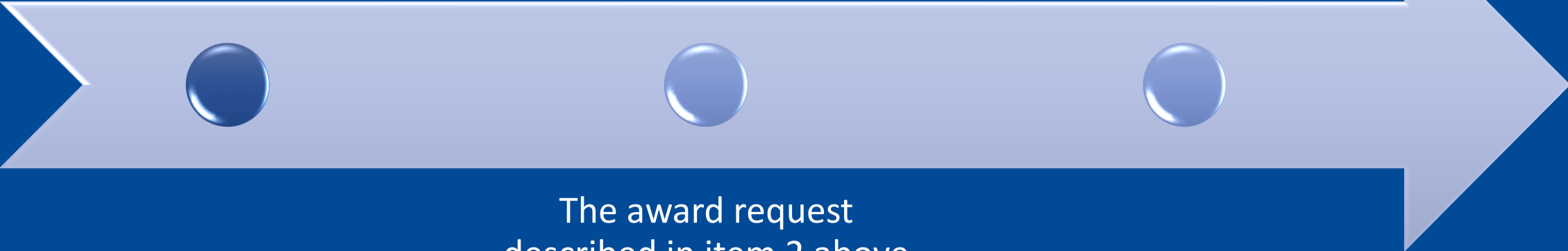
No pre-construction conference or starting date will be scheduled until all contracts have been approved and distributed.



Upon award of the project construction contract(s), the SCO Construction Administration Section will assign a project monitor to represent the State Construction Office at the project during construction until completion and acceptance.

Note that for UNC institutions the awarding authority for formal projects under \$4M is UNC-System Office.

The awarding authority for informal projects in the UNC institutions is the campus on which the project is located.



The award request described in item 2 above is prepared as described and submitted to General Administration for approval.

# Electronic Request to Award

Azim Sabouri  
Business Systems Analyst



# Bid Solicitations are Required Entries Prior to Construction Contract Entry



Program #: 954 - Administration General - TEST

Project #: 10562 - Administration General - TEST

Design #: 13-10562-01 - In-House Design by Department of Administration

Package: 13-10562-01A - BLANK

Detail

Plan Reviews

Construction Contracts

Monthly Progress

Weekly Inspection

Inspections and Certificates

Construction Closeout

Evaluations

Milestones

Bid Solicitations

See EO143 SCO Memorandum (7/28/2020)

Action

Close

Request Exemption from Executive Order 143? 

No

CONTRACTOR	HUB TYPE	HUB CERTIFIED	NCSBE CERTIFIED	SOLICITATION DATE	RESPONSE DATE	BID DATE	BID AMOUNT	AWARDED?
0 found								
<div>Add Contractor</div>								

Uploads

Comments

ProjectManagers

Delete?	Date	Type	File Name	Description	Uploaded By
0 found					
<div>Upload Files</div>					

7/17/2025 12:51:42 PM [1752766697848]

InterscopePlus 2025-07.01.0522 Copyright © 2025 - State of North Carolina : Department of Administration : State Construction Office

Report a Problem

# Package and Contract Status

## Package Status

- “Approve to Bid”

## Construction Contract Status

- “Request to Award”

# Request to Award

Program #: 15805 - Alamance Community College - EO143 Test

\_Project #: 21980 - Alamance Community College - test 5

\_Design #: 21-21980-01 - HALE ARCHITECTURE

\_Package: 21-21980-01A - test 5

Detail | Plan Reviews | Construction Contracts | Monthly Progress | Weekly Inspection | Inspections and Certificates | Construction Closeout | Evaluations | Milestones | Bid Solicitations

★ This project is subject to Executive Order 143.

Package A

Oversight: A - Advisory/Courtesy

Plan Review: Courtesy

\* Title: test 5

\* Type: Undetermined

\* Status: Approved for Award

Status Reason:

Square Footage: 0

Plan Location:

\* County: UNKNOWN

test 5

\* Description:

Designer Rep:

Bidding/Construction Contracts

Approved for Bid: 2021-04-01

Approved for Award: 2021-04-08

Executive Order 143: ☒

Formal Contracts? ☒ Y

\* Project Delivery Method: ☒ U

Construction Administration

\* Project Monitor: Unassigned

Monthly Conference:

Percent Complete: 0%

Final Punchlist: Complete

Fees / Funds

Liquidated Damages:

CD Cost Estimate: 0

Plan Deposit:

Total Change Orders: \$0

Total Construction Contract: \$6,400

Archive Information

Archive Date: / /

Archive Box#:

Micro Film#:

Action

Save

Delete

Prepare Award Letter

Request To Award

# Select Contractor

The screenshot shows a 'Select Contractor...' pop-up window. A red arrow labeled '1' points to the 'License #' field. Another red arrow labeled '2' points to the 'Search' button at the bottom of the form. The form contains various fields for contractor information, including License #, License Type, Name, Email, Status, Contact Person, Line 1, Line 2, City, State, County, Zip, Voice#, Fax#, Website URL, Year Established, Parent, Parent Branch, In IPS?, Minority Type, HUB Certified?, NCSBE Certified?, Small Business?, and Last Update from IPS. There are 'Search', 'Done', and 'Reset' buttons at the bottom.

Select contractor in pop up window.

Search by contractor's name.

Select appropriate contractor profile.

Status should be active and listed as in IPS ideally. Contact SCO if contractor does not have a profile in Interscope.

# Change Contract Type (if needed)

Change Contract Type if needed.

Use General Contract if contract is single prime.

If doing a Construction Manager at Risk contract, select General Management Contract.

Action > Save.

**Award Data**

Package Status: Review Only	Award Type: Single Prime
Approved For Bid:	Formal Contract: Y
Bid Advertised:	* Contract Type: General Contract
Bid Opening:	Negotiation (VE)? No

# HUB Participation

## New Construction Award Request Tab

Under HUB  
Participation

Select Which  
Affidavit  
Contractor  
Submitted.

Click Action >  
Save.

HUB Participation

Contractors Affidavit: ☐ B - Work performed by Prime contractor's own workforce  
☐ C - Work performed by HUB Certified subcontractors will be 10% or greater of the bidder's total contract price  
☐ D - Work performed by HUB Certified subcontractors be less than 10% of the bidder's total contract price

HUB Award\$: \$0.00

HUB Participation:

Program #: 15805 - Alamance Community College - EO143 Test

Project #: 21980 - Alamance Community College - test 5

Design #: 21-21980-01 - HALE ARCHITECTURE

Package: 21-21980-01A - test 5

Construction Contract #: 21-21980-01A-1 - Armen Construction LLC

Award Request

Documents

Good Faith Efforts (Affidavits)

Project Funding and Costs

Bid Items

HUB Participation

Bid Solicitations



This project is subject to Executive Order 143.

[See Required Documentation by Contract type](#)

Action

Close

#### Project Financial Worksheet

Funding Source	Original C-I-C	Current C-I-C	Assigned Amount
NGF	12345-1234	12345-1234	\$175,000.00

#### Funding Summary

Assigned Amount:	\$175,000.00
Committed:	\$14,400.00
Available to Commit:	\$160,600.00
This Contract:	\$8,400.00
Available After Commitment:	\$154,200.00

#### Award Data

Package Status: Approved for Award  
Approved For Bid: 4/1/2021  
Bid Advertised:  
Bid Opening: 4/1/2021  
Approved for Award: 4/8/2021

Award Type: Unknown  
Formal Contract: Y  
\* Contract Type: General Contract  
Negotiation (VE)? N  
Contract Amount: \$8,400.00

#### HUB Participation

Contractors Affidavit: ☐ B - Work performed by Prime contractor's own workforce  
☐ C - Work performed by HUB Certified subcontractors will be 10% or greater of the bidder's total contract price  
☐ D - Work performed by HUB Certified subcontractors be less than 10% of the bidder's total contract price

HUB Award\$: \$8,400

HUB Participation: 100.0%

#### Contractor

Contractor: Armen Construction LLC  
Address: P.O. Box 38630

Charlotte, NC 28278

License#: N/A  
Contact: CAPSTAT Import  
: armencontractors@aol.com

HUB Type: Hispanic  
HUB Certified?: Y

# Required Documents by Contract Type

Program #: 15805 - Alamance Community College - EO143 Test  
Project #: 21980 - Alamance Community College - test 5  
Design #: 21-21980-01 - HALE ARCHITECTURE  
Package: 21-21980-01A - test 5  
Construction Contract #: 21-21980-01A-1 - Armen Construction LLC

Award Request Documents Good Faith Efforts (Affidavits) Project Funding and Costs Bid Items HUB Participation Bid Solicitations

★ This project is subject to Executive Order 143. [See Required Documentation by Contract type](#) Action Close

### Project Financial Worksheet

Funding Source	Original C-I-C	Current C-I-C	Assigned Amount
NGF	12345-1234	12345-1234	\$175,000.00

### Funding Summary

Assigned Amount:	\$175,000.00
Committed:	\$14,400.00
Available to Commit:	\$160,600.00
This Contract:	\$6,400.00
Available After Commitment:	\$154,200.00

### Award Data

Package Status: Approved for Award  
Approved For Bid: 4/1/2021  
Bid Advertised:  
Bid Opening: 4/1/2021  
Approved for Award: 4/8/2021

Award Type: Unknown  
Formal Contract: Y  
\* Contract Type: General Contract  
Negotiation (VE)? N  
Contract Amount: \$6,400.00

### HUB Participation

Contractors Affidavit: ☐ B - Work performed by Prime contractor's own workforce  
☐ C - Work performed by HUB Certified subcontractors will be 10% or greater of the bidder's total contract price  
☐ D - Work performed by HUB Certified subcontractors be less than 10% of the bidder's total contract price

HUB Award\$: \$6,400 HUB Participation: 100.0%

### Contractor

Contractor: Armen Construction LLC  
Address: P.O. Box 38630  
Charlotte, NC 28278

License#: N/A  
Contact: CAPSTAT Import  
: armencontractors@aol.com

HUB Type: Hispanic  
HUB Certified?: Y

### Construction Contract Request For Award

Required Documents	Single Prime			CMR Formal		Design-Build			In-House Design	
	Formal	Informal				Formal	Informal		Formal	Informal
Request To Award										
Designer Recommendation										
Bid Tab										
Bid Proposal										
Bid Solicitations										
State Bid Bond										
Power of Attorney Bid Bond										
HUB Documentation (inc certification)										
Cost Proposal, General Conditions and Fees										
Bid Acceptance Form										
Certificate of Insurance										
Design-Build Cost Proposal										
Design-Build Contractor RFP Response										
Design-Build SCO Approval										
State Building Commission Approval ( State Agencies Only)										
Bid Summary Sheet										
Project Costs Sheet										

(May 2021)

Required

Optional

Not Required for Emergency Projects

Required for EO 143

Not Required for EO 143

# Documents Tab

Program #: 15805 - Alamance Community College - EO143 Test

Project #: 21980 - Alamance Community College - test 5

Design #: 21-21980-01 - HALE ARCHITECTURE

Package: 21-21980-01A - test 5

Construction Contract #: 21-21980-01A-1 - Armen Construction LLC

Award Request Documents Good Faith Efforts (Affidavits) Project Funding and Costs Bid Items HUB Participation Bid Solicitations

★ This project is subject to Executive Order 143. See Required Documentation by Contract type Action Close

### Project Financial Worksheet

Funding Source	Original C-I-C	Current C-I-C	Assigned Amount
NGF	12345-1234	12345-1234	\$175,000.00

### Funding Summary

Assigned Amount:	\$175,000.00
Committed:	\$14,400.00
Available to Commit:	\$160,600.00
This Contract:	\$8,400.00
Available After Commitment:	\$154,200.00

### Award Data

Package Status: Approved for Award	Award Type: Unknown
Approved For Bid: 4/1/2021	Formal Contract: Y
Bid Advertised:	* Contract Type: General Contract
Bid Opening: 4/1/2021	Negotiation (VE)? N
Approved for Award: 4/8/2021	Contract Amount: \$8,400.00

### HUB Participation

Contractors Affidavit: ☐ B - Work performed by Prime contractor's own workforce

☐ C - Work performed by HUB Certified subcontractors will be 10% or greater of the bidder's total contract price

☐ D - Work performed by HUB Certified subcontractors be less than 10% of the bidder's total contract price

HUB Award\$: \$8,400 HUB Participation: 100.0%

### Contractor

Contractor: Armen Construction LLC	License#: N/A	HUB Type: Hispanic
Address: P.O. Box 38630	Contact: CAPSTAT Import	HUB Certified?: Y
Charlotte, NC 28278	: armencontractors@aol.com	

# Bid Documents

Upload documents required according to contract type.

Construction Contract #: 21-21983-01A-1 - BARNHILL CONTRACTING CO. INC.

Award Request Documents Good Faith Efforts (Affidavits) Project Funding and Costs Bid Items HUB Participation Bid Solicitations

[Documents Required By Contract Type](#)

Request to Award :	Upload
Designer Recommendation :	Upload
Bid Tab	Upload
Bid Proposal :	Upload
State Bid Bond :	Upload
Power of Attorney for Bid Bond :	Upload

For SCO Use

Award Letter :	Upload	Download Template
----------------	--------	-------------------

Comments

Go through each tab and upload required documents and enter information where required.

- Bid Documents: Upload documents required according to contract type.
- Good Faith Efforts (Affidavits): Upload appropriate affidavits and enter information as needed.
- Project Funding and Costs: Download workbook and complete sheet to detail construction contract bid prices and other anticipated project costs. Upload sheet.
- Bid Items: This is auto populated from the Project Costs sheet to display the Base Bid, all alternates and any VE items.
- HUB Participation: Good Faith Efforts must be populated before this tab works. Add any HUB subcontractors identified on the contractor's Affidavit C or D. Look up by contractor name. In cases where there are multiple profiles for the contractor, be sure to choose one that is marked as HUB certified. Fill in CSI Division, Work and Awarded amount.
- Bid Summary Sheet: Download sheet and complete. If single prime, only the general section needs to be completed. Upload sheet.

Click Action > Save as needed.

When all required documentation uploaded and completed, click Workflow > Submit.

# Good Faith Efforts Tab

Program #: 15805 - Alamance Community College - EO143 Test  
Project #: 21980 - Alamance Community College - test 5  
Design #: 21-21980-01 - HALE ARCHITECTURE  
Package: 21-21980-01A - test 5  
Construction Contract #: 21-21980-01A-1 - Armen Construction LLC

Award Request Documents **Good Faith Efforts (Affidavits)** Project Funding and Costs Bid Items HUB Participation

(Note: Affidavit C Or D - has been selected - Affidavit A is required.)

Action Close

### Affidavits

[Download State Construction Manual: Good-Faith Efforts Forms](#)

☐ B - Work performed by Prime contractor's own workforce

☐ C - Work performed by HUB Certified subcontractors will be 10% or greater of the bidder's total contract price

☐ D - Work performed by HUB Certified subcontractors be less than 10% of the bidder's total contract price

### Affidavit Execution

Date Affidavit Executed:

Company Submitting Affidavit:

Supporting Documentation:

### Construction Contractor's Good-Faith Effort - Affidavit A

- ☐ 1 - (10 pts) Then Contacted minority businesses.
- ☐ 2 - (10 pts) Then Made the construction plans, specifications and requirements available.
- ☐ 3 - (15 pts) Then Broken down or combined elements of work.
- ☐ 4 - (10 pts) Then Worked with minority trade, community or contractor organizations.
- ☐ 5 - (10 pts) Then Attended prebid meetings scheduled by the public owner
- ☐ 6 - (20 pts) Then Provided assistance in getting required bonding or insurance
- ☐ 7 - (15 pts) Then Negotiated in good faith with interested minority businesses.
- ☐ 8 - (25 pts) Then Provided assistance to an otherwise qualified minority business.
- ☐ 9 - (20 pts) Then Negotiated joint venture and partnership arrangements.
- ☐ 10 - (20 pts) Then Provided quick pay agreements and policies.

0 Points Achieved GFE Assessment: ✗ Not Responsive  
(50 points required to be considered responsive)

Supporting Documentation:

# Project Funding and Cost Tab

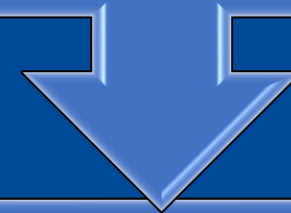
Download  
Worksheet

The screenshot shows a web-based application interface for project management. At the top, there are several tabs: 'Award Request', 'Documents', 'Good Faith Efforts (Affidavits)', 'Project Funding and Costs' (which is selected), 'Bid Items', 'HUB Participation', and 'Bid Solicitations'. Below the tabs, the 'Project Funding Assigned' section contains a table with the following data:

Funding Source	Original CAC	Current CAC	Amount
HGF	12345-1234	12345-1234	\$175,000.00

Below the table, it states 'Funds Authorized for Project: \$175,000.00'. In the 'Project Costs Worksheet' section, there is a 'Projected Costs Input File (Excel):' label and a 'Download workbook' button. A blue callout bubble points to this button with the text 'Download Worksheet'.

Download workbook and complete sheet to detail construction contract bid prices and other anticipated project costs.



Upload sheet.

# Project Cost Worksheet

Detail Construction Contract Bid Prices And Other Anticipated Project Costs

Add or delete lines as needed.

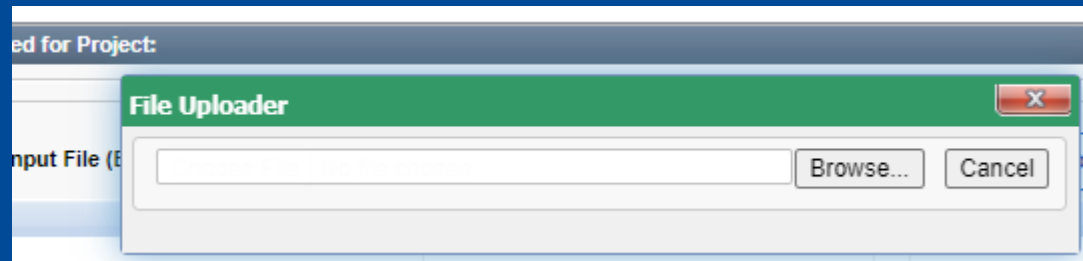
This should match the Request for Award letter.

Items under Construction Contract will populate the Bid Items tab and must start with Base Bid, Alt or VE (Value Engineered)

Only accepted alternates are to be entered.

STATE CONSTRUCTION OFFICE			
PROJECT COSTS WORKSHEET			
DESIGNER:		HALE ARCHITECTURE	
OWNER/AGENCY:		Alamance Community Col	
PROJECT NAME:		test 5	
SCO ID#:		21-21980-01A	
<b>Existing Commitments</b>			
	Design Contracts		\$8,000.00
	Construction Contracts		\$6,400.00
	Other Commitments		\$0.00
<b>A Total Existing Commitments</b>		\$14,400.00	
<b>Other Costs</b>			
	Misc. Project Costs		\$0.00
	Hazardous Materials Testing		\$0.00
<b>B Total Other Costs</b>		\$0.00	
<b>Construction Contract</b>			
	Base Bid		\$0.00
	Alt # 1		\$0.00
	Alt # 2		\$0.00
	Alt # 3		\$0.00
<b>C Total Construction Contract</b>		\$0.00	
<b>D Total Project Cost to Date (A + B + C)</b>		\$14,400.00	
<b>Identified Anticipated Cost</b>			
	Contingency (New 3%/Renovation 5%)		\$0.00
	Other Owner Construction Related Costs		\$0.00
<b>E Total Identified Anticipated Cost</b>		\$0.00	
<b>Reserve for Planned Expenses</b>			
	Owner's Reserve		\$0.00
	Reserve for Furniture and Fixed Equipment		\$0.00
<b>F Total Reserve</b>		\$0.00	
<b>G Total Projected Project Costs (D + E + F)</b>		\$14,400.00	
<b>H Current Project Funds Assigned</b>		\$175,000.00	
<b>I Anticipated Funding Needed</b>		\$0.00	
Escalations:			
		3.00%	\$0.00
		5.00%	\$0.00
		5.86%	\$0.00

# Upload Worksheet



Funding Source	Original C-I-C	Current C-I-C	Assigned Amount
NGF	46001-6548	46001-6548	\$250,000.00
Funds Authorized for Project:			\$250,000.00

Changes can be made if needed

Projected Costs Input File (Excel): [AWARD\\_21-21356-01A\\_worksheet\\_637661870169201545.xlsx](#)

[Download workbook](#)
[Change](#)

<b>Existing Commitments</b>		
	Design Contracts	\$25,000.00
	Construction Contracts	\$0.00
	Other Commitments	\$0.00
<b>A Total Existing Commitments</b>		\$25,000.00
<b>Other Costs</b>		
	Misc. Project Costs	\$0.00
	Hazardous Materials Testing	\$0.00
<b>B Total Other Costs</b>		\$0.00
<b>Construction Contract</b>		
	Base Bid	\$221,000.00
	Alt # 1	\$264,000.00
	Alt # 2	\$240,000.00
	Alt # 3	\$0.00
<b>C Total Construction Contract</b>		\$725,000.00
<b>D Total Project Costs to Date (A + B + C)</b>		\$750,000.00

# Bid Items Tab

Package: 21-21983-01A - Test project  
Construction Contract #: 21-21983-01A-1 - BARNHILL CONTRACTING CO. INC.

Award Request Documents Good Faith Efforts (Affidavits) Project Funding and Costs **Bid Items** HUB Participation Bid Solicitations

**Bid Item Summary**  
Contract Award Amount: **\$166,000**

Bid Item Title	Amount
Base Bid	40,000.00
Alt # 1	41,000.00
Alt # 2	42,000.00
Alt # 3	43,000.00

This is auto populated from the Project Costs sheet to display the Base Bid, all alternates and any VE items.

# Hub Participation Tab

Program #: 15805 - Alamance Community College - EO143 Test

Project #: 21980 - Alamance Community College - test 5

Design #: 21-21980-01 - HALE ARCHITECTURE

Package: 21-21980-01A - test 5

Construction Contract #: 21-21980-01A-1 - Armen Construction LLC

Award Request Documents Good Faith Efforts (Affidavits) Project Funding and Costs Bid Items **HUB Participation** Bid Solicitations

Action Close

Construction Contract HUB Participation

General Contractor: [Armen Construction LLC](#)

GC HUB Type: **H (Certified)**

☐ HUB Data is FINAL as of:  /  /

Show HUB Details/Status as of: **Award** Source of Information: ☐ Affidavit B ☐ Affidavit C ☐ Affidavit D [\(GFEs req'd\)](#) [\(GFEs req'd\)](#)

**HUB Participation Summary (Certified Only)**

	Awarded	Current
Construction Contract Amount:	\$8,400.00	\$8,400.00
Total HUB Participation:	\$8,400.00	\$8,400.00
HUB %:	100.0%	100.0%
HUB (Prime) %:	0.0%	0.0%

Contractor	HUB Type	HUB Certified?	CSI Division	Work	Awarded	Current Contract	Payments To Date	Final Payment?
found								

Add Subcontractor

# Bid Solicitation Tab

Program #: 15805 - Alamance Community College - EO143 Test

Project #: 21980 - Alamance Community College - test 5

Design #: 21-21980-01 - HALE ARCHITECTURE

Package: 21-21980-01A - test 5

Construction Contract #: 21-21980-01A-1 - Armen Construction LLC

[Award Request](#) [Documents](#) [Good Faith Efforts \(Affidavits\)](#) [Project Funding and Costs](#) [Bid Items](#) [HUB Participation](#) [Bid Solicitations](#)

This project is subject to Executive Order 143. ... Project is now compliant with EO 143. A new contract can be created. [Close](#)

Request Exemption from Executive Order 143? No ▼

CONTRACTOR	HUB TYPE	HUB CERTIFIED	NCSBE CERTIFIED	SOLICITATION DATE	RESPONSE DATE	BID DATE	BID AMOUNT	AWARDED?
<a href="#">Bailey Hall Ltd</a>				3/16/2021 12:00:00 AM	4/1/2021 12:00:00 AM	4/1/2021 12:00:00 AM	\$ 6,500.00	N
<a href="#">Armen Construction LLC</a>	H	Y	Y	3/16/2021 12:00:00 AM	4/1/2021 12:00:00 AM	4/1/2021 12:00:00 AM	\$ 6,400.00	Y

2 found

# CHAPTER 700

## Construction Management

# Section 701

## Construction Management Section Responsibilities



## Architecture and Engineering

The State Construction Office (SCO) has the responsibility to inspect and accept construction of State buildings, from an architectural, engineering, and life-safety standpoint, for all projects that fall under the jurisdiction of [GS143-341\(3\)\(d\)](#)

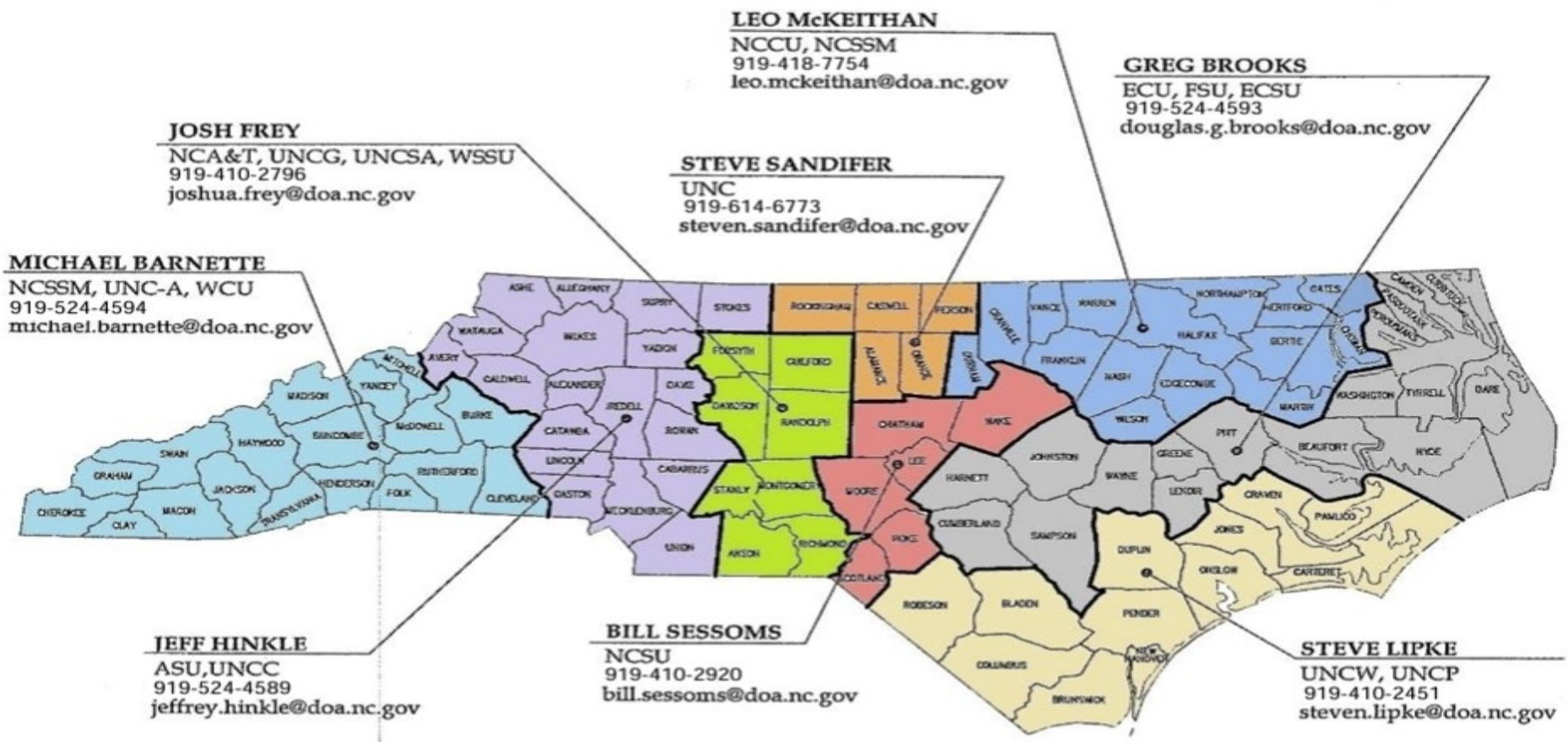
# Jurisdiction

[GS 143-139\(e\)](#) gives SCO responsibility for enforcing the building code on State Buildings. SCO staff in the Construction Management Section will confirm that adequate on-site inspections have been performed for code compliance, and that Certificates of Compliance have been issued when the project is complete, including University Download Projects [GS 116-31.11](#), and Community College projects.

[GS 143-341\(d\)](#) gives the Department of Administration responsibility for electrical wiring inspections described in [GS 143-143.2](#).

SCO Electrical Inspectors provide these electrical inspections on all State projects where SCO is the Authority Having Jurisdiction.

SCO Electrical Inspectors are assigned specific geographic areas of the State and a territory assignment map can be accessed under the “Contact US” tab of the SCO website. ([Electrical inspector map](#))



**STATE OF NORTH CAROLINA**  
**SCO MONITORS ZONES**  
 MARCH 2024

SUPPLEMENTAL INSPECTOR STAFF  
 WESTERN NC: **Gary "Mitch" Bryant** - 919-605-4272  
 EASTERN NC: **Joseph Peszko** - 984-297-1030

DOWNTOWN COMPLEX  
**Randy "Scott" Jones**  
 919-214-1010  
 randy.jones@doa.nc.gov

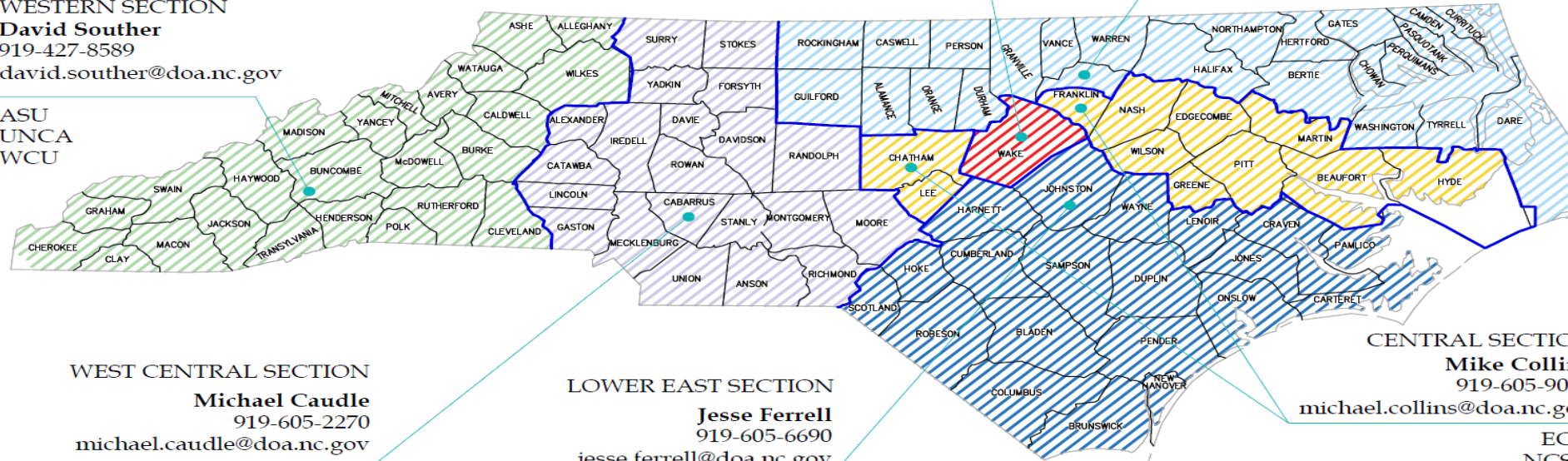
DOWNTOWN COMPLEX  
 WAKE COUNTY

UPPER EAST SECTION  
**Stanley Frazier**  
 919-208-0057  
 stanley.frazier@doa.nc.gov

ECSU  
 NCA&T  
 NCCU  
 NCSSM  
 UNCG  
 UNC HOSPITAL HILLSBORO

WESTERN SECTION  
**David Souther**  
 919-427-8589  
 david.souther@doa.nc.gov

ASU  
 UNCA  
 WCU



WEST CENTRAL SECTION  
**Michael Caudle**  
 919-605-2270  
 michael.caudle@doa.nc.gov

NC ZOO  
 UNCC  
 UNC-SA  
 WSSU

LOWER EAST SECTION  
**Jesse Ferrell**  
 919-605-6690  
 jesse.ferrell@doa.nc.gov

FSU  
 UNCP  
 UNCW

CENTRAL SECTION  
**Mike Collins**  
 919-605-9001  
 michael.collins@doa.nc.gov

ECU  
 NCSU  
 UNC CH  
 UNC HOSPITAL

**STATE OF NORTH CAROLINA**  
**ELECTRICAL INSPECTORS**  
**TERRITORY - 2024**

# Section 702

## Project Monitor Responsibilities

# Assignment of Project Monitor

Upon receiving notification of the award of the construction contract, the Construction Management Section will assign a Project Monitor to represent the State Construction Office at the project site.

Contracts within the State Government Center, in downtown Raleigh and Department of Administration projects will be administered and monitored by the Construction Management Section of the State Construction Office.

Project monitors are not assigned to University Download Projects as defined by [GS 116-31.11](#), Department of Transportation building construction projects located within a State or Federal Highway right-of-way (welcome centers, visitor centers and rest-stops), or any property owned by the North Carolina Global Transpark.

# Supervision Responsibilities

The Project Monitor must be present at the pre-construction meeting to ensure that all required documentation throughout the duration of the project is presented to the project team.

The Project Monitor will attend the monthly construction meetings at the site and other meetings as needed to facilitate progress of the project.

The project monitor will verify that all project documentation is complete as listed on the "final inspection checklist"

Any State Construction project pre-construction meeting held without the Project Monitor is not valid and must be re-held with the Monitor in attendance.

The Project Monitor will confirm that each project has been adequately inspected for code enforcement.

The Project Monitor will verify that the Certificates of Compliance have been issued by each designer on the project.

# Code Enforcement

# Section 703

## Designer Responsibilities

# Pre-Construction Conference

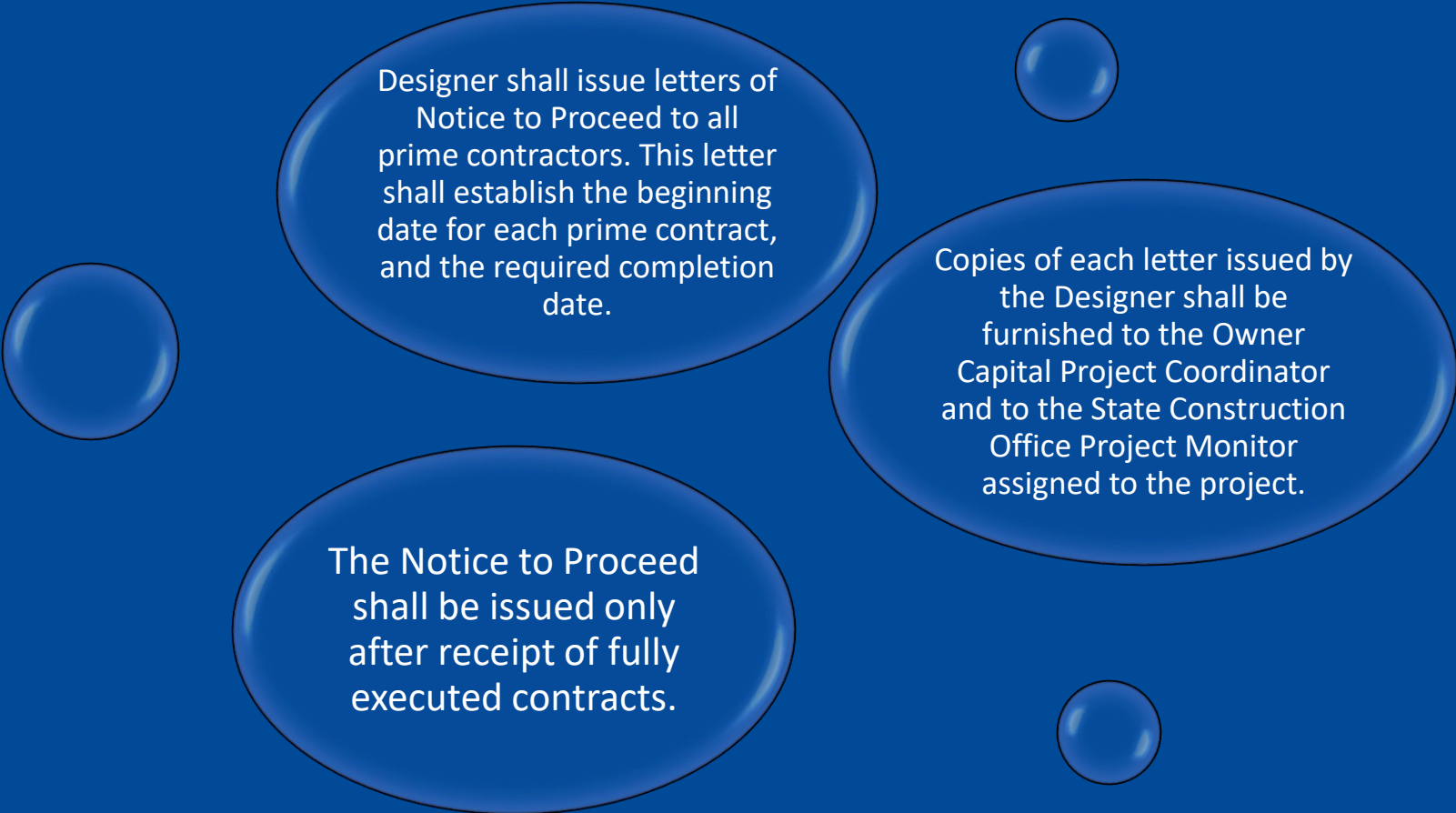
The Designer shall coordinate with the Owner and assigned State Construction Office Project Monitor to schedule a pre-construction conference.

The Designer shall then give written notice to all contractors, the Owner and the State Construction Office as to the time and place of this conference.

The purpose of this meeting is to review and confirm the requirements of the contract and the requirements of the State Construction Office and to coordinate activities for all construction, as described in the Pre-Construction Meeting Requirements & Agenda.

The Designer shall send copies of the minutes of this conference to all contractors, the Owner, the State Construction Office Project Monitor and any other interested parties.

No pre-construction conference will be scheduled, or starting date established, until all contracts have been signed, fully executed by all Departments (including the Attorney General's Office) and distributed to all parties.

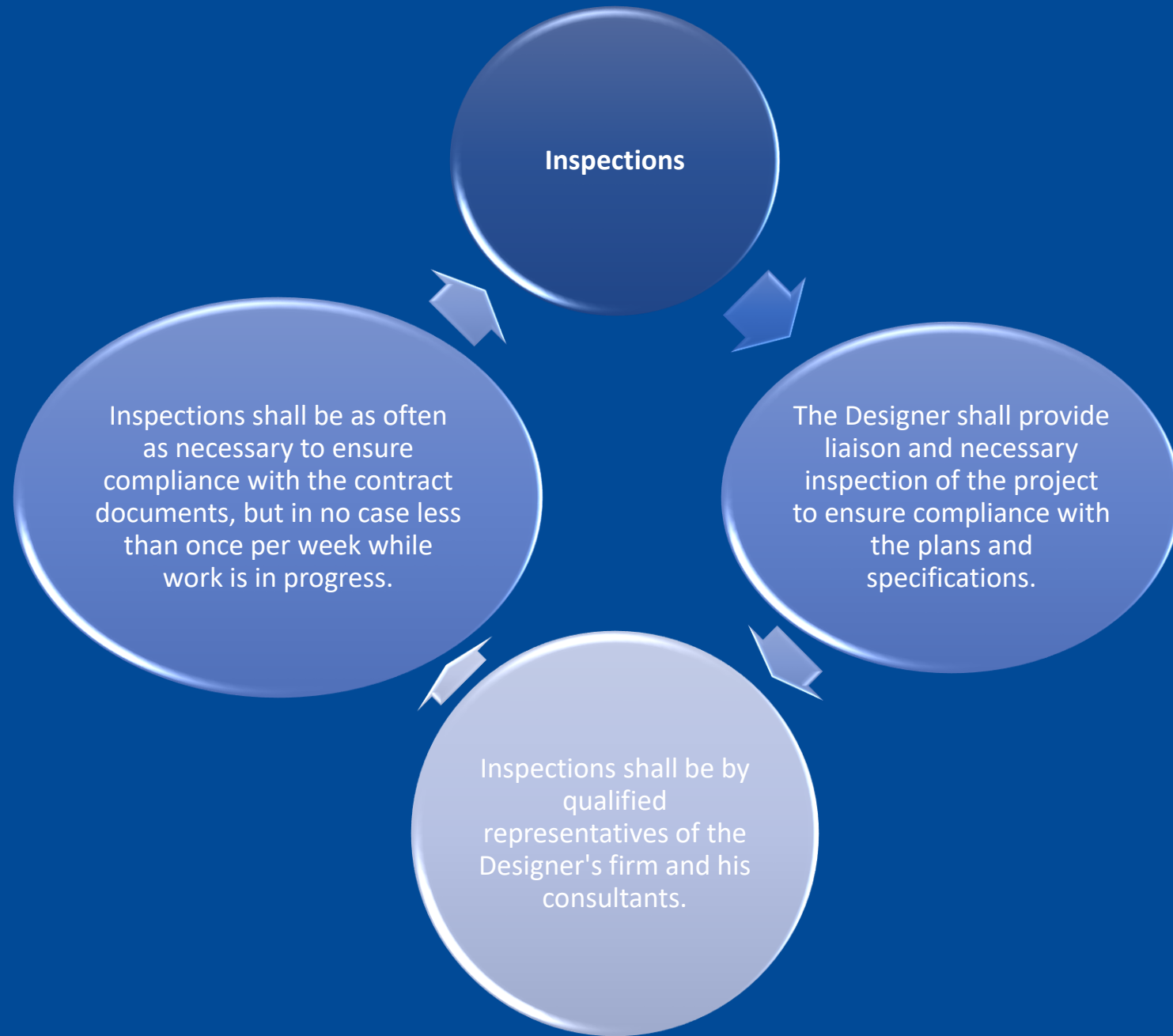


Designer shall issue letters of Notice to Proceed to all prime contractors. This letter shall establish the beginning date for each prime contract, and the required completion date.

Copies of each letter issued by the Designer shall be furnished to the Owner Capital Project Coordinator and to the State Construction Office Project Monitor assigned to the project.

The Notice to Proceed shall be issued only after receipt of fully executed contracts.

# Notice to Proceed



The Designer shall establish and conduct a regularly scheduled monthly meeting to be held at the job site for all single and multi-prime projects.

Under CM at Risk, the construction manager shall establish and conduct the regularly scheduled monthly meetings.

All in-house consultants and contract consultants whose design is under current active construction shall be present at the job site for the monthly meeting.

The consultants shall be available to answer questions and resolve all problems within their discipline.

# Monthly Meetings

These meetings shall be open to subcontractors, material suppliers and any others who contribute to the progress of the project.

Designer shall request that each prime contractor, or in the case of CM, each first tier subcontractor be represented by appropriately authorized project personnel.

These representatives shall have authority to act on behalf of the contractor.

It shall be the purpose of these meetings to effect coordination, cooperation and assistance in maintaining progress of the project on schedule in order to complete the project within the contract time.

**The format of these meetings shall include the following:**

Review minutes of last job conference and resolve all uncorrected problems.

Review the required and official construction schedule for completion by all contractors and update when necessary.

Discuss the progress of work and field observations since the previous meeting.

Review of Designer's Logs and discuss Issues, Information, & Instructions; Proposals and Modifications.

Review any pending change orders or field orders.

# Monthly Reports

The Designer shall provide written copies of monthly construction progress reports.

These reports shall be submitted in accordance with the Monthly Progress Report document.

The Monthly Reports can be uploaded into the State Construction Office InterScope database as Package Documents, with a copy or email notice sent to the Owner's designated representative and the State Construction Office Project Monitor.

Reports shall be submitted by the 10th of each month.

These reports shall include copies of weekly inspection reports by the Designer and by all consultants involved, consistent with work in progress. A sample form for a weekly inspection report is on the SCO web site.



## Shop Drawings

The Designer shall process shop drawings, provide details, clarifications, interpretations, process material lists and other data with sufficient dispatch to avoid delay in the progress of construction.

The Design Team shall also review shop drawings to verify compliance with energy conservation options.

## Progress Payments

The Designer shall provide general administration for construction contract processing, as well as payment request processing.

Requests from contractors, including Construction Managers, shall be submitted to the Designer for approval.

After payment requests have been approved by the Designer, the Designer's signature shall be affixed and the payment request forwarded to the Owner (with sufficient copies) for payment.

# Designer's certificate shall reflect each of the following:

Total amount of contract	Extra work	Credits	Total contract plus or minus any changes	Value of work performed to date	Retainage	Amount previously paid	Amount of present certificates	Balance of contract sum
--------------------------	------------	---------	--	---------------------------------	-----------	------------------------	--------------------------------	-------------------------

# Field Testing and Delegated Authority Having Jurisdiction (AHJ)

The Designer shall approve results of all field testing on the project; and observe the operations of all building systems for determining compliance with specification requirements.

The Designer shall observe and approve life-safety tests, as well as provide all documents required by the National Fire Protection Association (NFPA) guidelines.

For the purpose of completing NFPA testing and inspection reports, the SCO delegates to the Designer of Record the responsibility of signing the forms as the Authority Having Jurisdiction (AHJ) for the Designer's specific area of expertise and professional license.

# Change Orders and Field Orders

Change Orders shall be filed electronically using the State Construction Office InterScope project environment.

Field orders may be issued to the contractors when necessary, so as not to delay the progress of construction.

Change orders shall be accompanied by a complete breakdown showing computation of the cost, together with a written explanation of the change.

Under CM at Risk, changes in the work that are funded by the CM Contingency or project reserve that are part of the GMP contract must be documented in the same manner as a change order and authorized in writing by the Designer and Owner as a field change.

# Section 704

## Commissioning Authority

## **Requirement for Commissioning**

Commissioning is required on State projects according to GS 143-135.37(d) and the State Construction Building Commissioning Guidelines.

In general, the Commissioning Authority will be under a separate contract with the Owner, but projects under the 20,000 square footage threshold of GS 143-135.37, with some exceptions, may be commissioned by the Designer.

# Responsibilities of Commissioning Authority

The Commissioning Authority responsibilities will include review of component and equipment submittals by contractors, review of systems to be commissioned, and review the contractor's pre-functional/start-up check lists.

The Commissioning Authority will provide the projects functional testing procedures, validate the Test, Adjust, and Balance effort, and lead functional acceptance testing of commissioned systems.

The Commissioning Authority will also review and approve training agendas, operation and maintenance manuals, project as-built documentation and record documents.

Functional testing must be completed satisfactorily prior to final acceptance of the project.



## Commissioning Report

Evidence of completed functional testing is sufficient to accept the building at the final inspection.

The commissioning report should be provided to the Owner no later than the project closeout phase, which is within 60 days of project acceptance.

# Section 705

## Electrical Inspection

Electrical wiring inspections are required in [GS 143-143.2](#), by the appropriate official electrical inspector or inspection department.

For State buildings, the State Construction Office has that inspection responsibility for ALL projects as noted in [GS 143-341\(3\)\(d\)](#).

# General

# Scope of Electrical Inspection

- Electrical inspectors will perform periodic electrical inspections for ALL State projects, regardless of dollar value.

# Periodic electrical inspections coincide with the following construction phases:

Construction site power system

Trench and duct bank rough-ins

Under slab and in slab rough-ins

Wall rough-ins

Above ceiling

Conditional premises power

Final inspection (after a final inspection, an electrical certificate will be issued to describe permission for electrical power to be supplied to the building.)

# Section 706

## Special Inspection

Since 2009, the NC Building Code has required mandatory special inspections based upon specific building categories and components.

Special inspections are no longer conducted at the discretion of the Building Code Official.

The State Construction Office has published thorough Special Inspections Requirements and Guidelines which must be adhered to in the construction process.

# Section 708

## Beneficial Occupancy

The Owner, with the approval of State Construction Office, may use a specified part of the project without significant interference with construction of the other parts of the project.

Permission to use part of the project by the Owner shall be obtained from the prime contractors.

The Designer shall schedule and conduct a beneficial occupancy inspection, with the approval of State Construction Office.

Beneficial occupancy or partial utilization of the project shall not be permitted until all life safety is satisfactorily inspected by the Designers, and supporting documentation provided including National Fire Protection Association forms.

The Designer must complete the State Construction Office “Project Approval Authorization: Partial Utilization (Beneficial Occupancy)” form. Refer to General Conditions, Article 24, for more information.

# Section 709

## Final Inspection



## Inspection Scheduling and Attendance

Upon notification from the contractors that the project is complete, the Designer shall make a preliminary final inspection of the project.

The Designer shall prepare a list of discrepancies as a punch list for the contractors.

A copy of the punch list shall be sent to the State Construction Office prior to scheduling the final inspection.

Upon notification by the contractors that the discrepancies have been completed, the Designer shall verify the completeness of the project and schedule a formal final inspection.

For final inspection procedures, the Designer may utilize State Construction Office "Project Approval Authorization: Final Inspection for Owner Occupancy" form.

When complete, the form should be uploaded into the State Construction Office InterScope database as one of the closeout documents.

# Punch-list

The Designers, including all in-house and contract consultants, shall be responsible for conducting the inspection in the presence of the above listed parties, and shall tabulate a punch list of any defects or discrepancies for correction by the responsible prime contractors.

A scheduled time for completion of the punch-list items shall be established as required by contract, typically 30 days.

Copies of the list will be furnished to all parties concerned.

On completion of this final punch list, the Designer shall issue a letter stating that these final punch list items are complete, and upload the letter into the State Construction InterScope database as a project closeout document.

## Completion Date and Liquidated Damages

Upon completion of the project, the Designer shall compute the total time for completion as allow in the contract, plus any time extensions granted and determine the number of days, if any, in excess of the contract construction time for which the prime contractors appear liable for liquidated damages.

The Designer shall then notify the affected contractors of any proposed assessments of liquidated damages and allow the contractors time to respond.

The Designer shall then prepare recommendations to the Owner and to the State Construction Office as to the amount of liquidated damages, if any, to be assessed and the portion of such assessment attributed to each prime contractor.

# Maintain Builders Risk Insurance

The contractors shall not cancel their builder's risk insurance until final acceptance of the project.

The contractor shall forward cancellation notice to the Designer and the Owner.

# Contractor and Designer Affidavits

Upon acceptance of the project, the Designer shall assemble written guarantees, affidavits, and materials of instruction for operation, and other closeout documents from contractors; issue certificates of final completion and certificates of compliance as required by GS 133-1.1b which requires that:

The inspections of the construction, repairs or installations have been conducted with the degree of care and professional skill and judgment ordinarily exercised by a member of my (our) profession; and

To the best of my (our) knowledge, and in my (our) professional opinion as an architect or engineer, the contractor has fulfilled the obligations of such plans, specifications and contract; final certificates for payment; set the date for the beginning of the guarantee period; and forward all closing papers to the Owner



## Certificates of Compliance

Within 15 days of the acceptance of the project, or within 15 days of verifying completion of the punch list items, the Designer shall provide certificates of compliance to the Owner, the State Construction Office and to the surety company.

Also, Certificates of Compliance shall be provided by various in-house and contract consultants as required by law.

The Certificates of Compliance should be uploaded into the State Construction Office InterScope database, as a closeout document.

# Section 710

## Owner Insurance Coverage

The Owner shall notify the State Property Office and Department of Insurance of notice of either Beneficial Occupancy and/or Final Acceptance of a project and complete and submit the “Property Reporting Form (Building Update Form)”

# Section 711

## Construction Claims

# Contractor Claims

The Designer shall be advised of the dispute and, in consultation with the Owner, render a decision.

If the Designer's decision is unacceptable to the contractor, the Designer will request that the State Construction Office Project Monitor meet with the contractor and the Designer to attempt to resolve the dispute.

On failing to reach a satisfactory settlement, the claim will proceed in accordance with [GS 143-135.3](#).

For University Download projects [GS 116-31.11](#) the Designer will request that UNC-General Administration meet to attempt to resolve the controversy.

If it cannot be resolved to the contractor's satisfaction, the decision may be appealed to the State Construction Office.

## Designer Claims

The Owner shall be advised by the Designer of the claim and the Owner in consultation with the State Construction Office will render a decision.

If the decision is unacceptable to the Designer, and a satisfactory settlement cannot be achieved, the Designer may request an informal hearing with the State Construction Office in accordance with [GS 143-135.3](#).


On failing to reach a satisfactory settlement, the claim will proceed in accordance with [GS 143-135.3](#).

For University Download Projects [GS 116-31.11](#) the Designer will request that UNC-General Administration meet to attempt to resolve the controversy.


If it cannot be resolved to the Designer's satisfaction, the decision may be appealed to the State Construction Office.

# Section 712

## Designer Evaluation



The Capital Projects Coordinator is required to follow the procedures established by the State Building Commission, under NCAC-30F, to evaluate the Designer at the completion of the project. Interim evaluation of the Designer is allowed under the State Building Commission rule.



Specific requirements and guidelines for entering Designer Evaluations into InterScope are found at: Designer Electronic Evaluations.

# Section 713

# Contractor Evaluation



The Capital Projects Coordinator is required to follow the procedures established by the State Building Commission, under NCAC-30F to evaluate the contractor at the completion of the project.

Interim evaluation of the Contractor is allowed under the State Building Commission rules.

Specific requirements and guidelines for entering Contractor Evaluations into InterScope are found at: Contractor Electronic Evaluations.

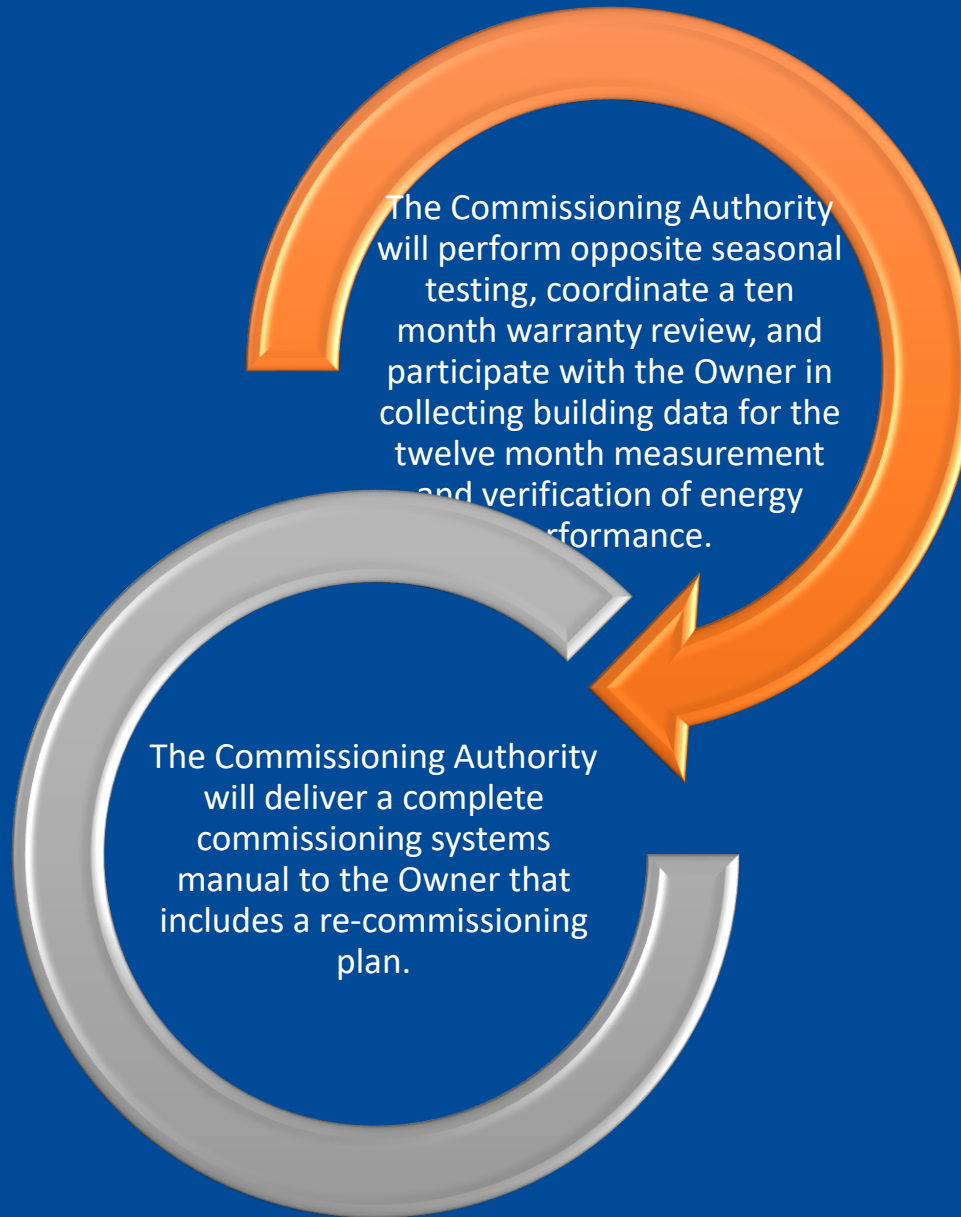
# Section 714

## Post Occupancy Phase

Starting with the first month of operation of a building, the public agency shall compare data obtained from the building energy usage (via meters installed on-site) with the final energy model results.

At the completion of the first twelve months of building operations, the Owner is required by [GS 143-135,37\(e\)](#) to compare the actual energy and water use data with the energy model results and assumptions.

If energy and/or water usage exceeds the model projections by 15% or more, the Owner will further investigate and resolve any issues found, or recommend further corrections or modifications to meet efficiency standards.



# Section 715

## Project Closeout and Record Documents



## **Final Payment to Designer**

Final payment to the Designer will not be made until all closeout documents listed below have been provided to and approved by the Owner and the State Construction Office.

# Contractor As-Built Drawings

The contractor shall provide marked-up drawings, specifications and other material that reflect actual final conditions of the project in compliance with the Article 32 (d) of the General Conditions of the Contract.

The contractor should forward the marked-up drawings and material to the designer for editing of the record documents, and the original marked-up plans should be given to the owner to document details of the actual conditions that may not be completely shown on the electronic Record Drawing files.

## Approval of Final Project Closeout Documents

The closeout documents, required upon acceptance of the project, should be uploaded by the Designer into the State Construction Office InterScope database and provided to the Owner.

The Project Monitor will verify that all required closeout documents have been uploaded and approved prior to authorizing final payment to the Designer.

All closeout documents should be provided within 60 days of project acceptance, unless required earlier by the contract.

Closeout documents uploaded into the State Construction InterScope database are considered to be the Final Report on the project.

A separate Final Report, a past requirement of the State Construction Office, does not need to be submitted.

### Final Inspection Checklist

- The Designer shall provide a completed, signed copy of the Final Inspection for Owner Occupancy form, which should have been available at the time of final inspection.

### Verification of Punch List Completion

- The Designer shall provide written confirmation that the final punch list items are complete.

### Unsettled Claim Verification

- The Designer shall confirm that no unsettled claims exist on the project.

# Record Documents

Record drawings shall be provided for the project.


Two files should be made available for each drawing.

One file type should be computer-aided design (CAD) drawing files, with or without designer seals, for the owner to use as a basis for future project drawings.

A full set of these CAD drawing files should be provided to the owner, in a digital media acceptable to the owner such as a compact disk.

Printed copies of record drawings may be provided at the owner's request.

The building summary sheet and the architectural floor plans should be given to the State Property Office as CAD drawing files, in the same digital media as the owner drawing files.



Pdf files should also be provided as permanent drawings, with Designer seals, that cannot be electronically edited.

The pdf files can either be uploaded into the State Construction Office InterScope database, which is preferred, or for extremely large files, another digital media such as a compact disk can be provided. For any record drawing digital media delivered to State Construction, identical files should be given to the owner.

# Final Pay Application

Minority  
Business  
Enterprise Final  
Documentation

Consent of  
Surety of Final  
Payment

Contractor's  
Affidavit of  
Release of Liens

Contractor's  
Affidavit of  
Payment of  
Debts and  
Claims

## Certificates of Compliance

```
graph LR; A[Certificates of Compliance] --> B[A Certificate of Compliance from every Designer or consultant sealing drawings on the project shall be uploaded onto the State Construction InterScope database.]; B --> C[On University Download Projects GS 116-31.11 this certificate should be uploaded into InterScope and provided to the Owner.];
```

A Certificate of Compliance from every Designer or consultant sealing drawings on the project shall be uploaded onto the State Construction InterScope database.

On University Download Projects [GS 116-31.11](#) this certificate should be uploaded into InterScope and provided to the Owner.

## Certificate of Completion



One Certificate of Completion shall be issued for each project by the lead Designer and uploaded into the State Construction Office InterScope database.



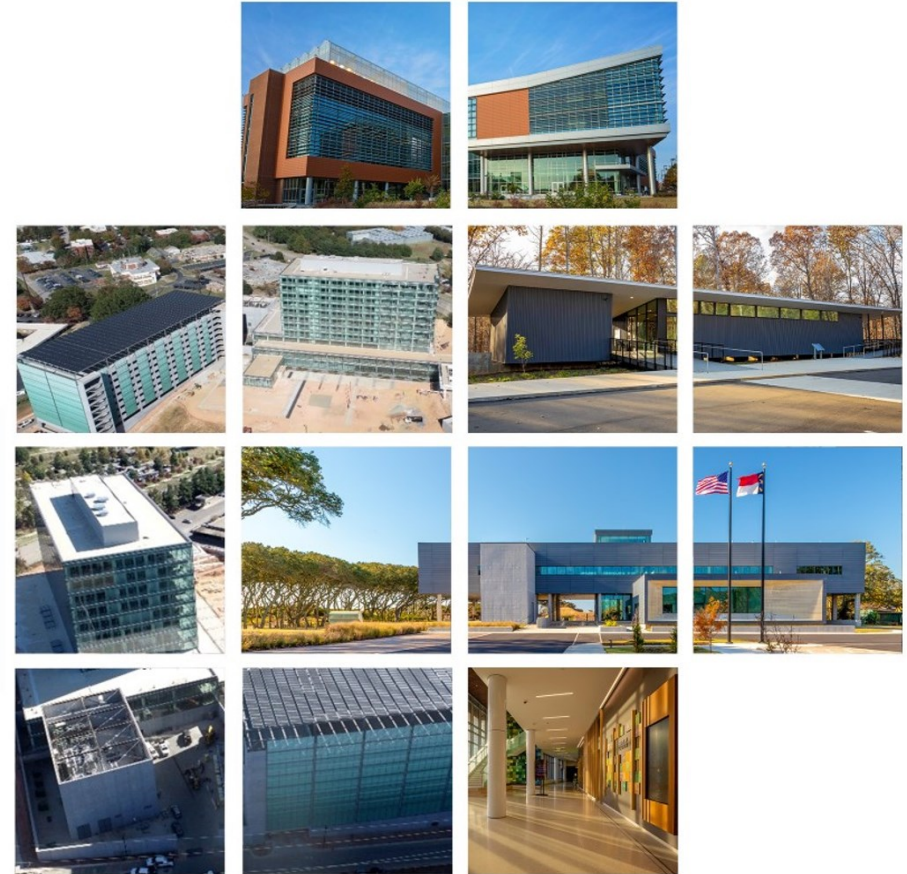
On University Download Projects [GS 116-31.11](#) this certificate should be uploaded into InterScope and provided to the Owner.

# Thank you

Michael Shumsky, PE

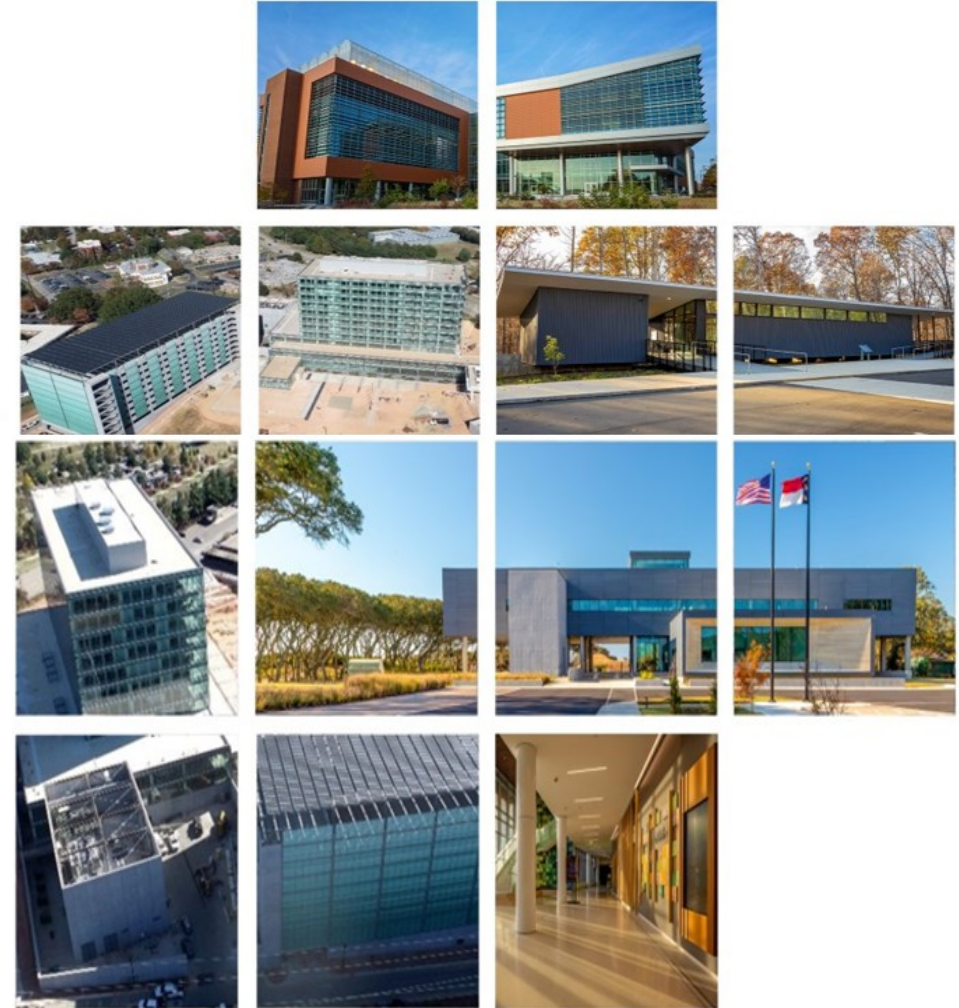
(984) 236-5401

[michael.Shumsky@doa.nc.gov](mailto:michael.Shumsky@doa.nc.gov)



# Thank you

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# Thank you

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