



College of The Albemarle Policy

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Title: Use of Design Professional Services

Related Policy and Procedures:

Division of Responsibility: Operations

I. USE OF ARCHITECTS AND/OR ENGINEERS

- a. As required by N.C.G.S. § 133-1.1 and the Office of State Construction ("State Construction"), the college must use a licensed, registered, architect and/or engineer for college buildings that are being repaired and/or constructed. In addition, architects and/or engineers may be used for other services including:
 - b. Preparing feasibility studies for additions, alterations or renovations of existing facilities;
 - c. Providing consulting services on technical matters;
 - d. Providing services related to long-range planning or facility design; and
 - e. Assisting in the preparation and submission of any documents requested by other governmental agencies.

II. SELECTION PROCESS FOR ARCHITECTS, ENGINEERS, SURVEYORS, AND OTHER CONSTRUCTION DESIGN SERVICES

- a. Project Expenditures \$500,000 or Greater
 - i. The president shall solicit proposals from design service providers based on a request for qualifications using a uniform criterion that the president deems relevant. At a minimum, the college shall publicly advertise on the State of North Carolina electronic Vendor Portal (eVP) website for a period of at least fifteen (15) calendar days.
 - ii. The president shall provide a list of the qualified, responsive service providers to the board for its consideration and approval. The board, or a committee thereof, will select its top three candidates ranked in order.
 - iii. A North Carolina resident firm will be granted a preference over a nonresident firm if the home state of the nonresident firm has a practice of granting a preference to its resident firms over North Carolina resident firms. Any preference granted to a resident firm will be in the same manner, on the same basis and to the same extent as the preference granted by the nonresident firm's home state. The solicitation documents must require that nonresident



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firms disclose and describe any construction contract preferences granted by the firm's home state.

- iv. State construction will conduct contract negotiations with the top ranked candidate. If a fair and reasonable fee cannot be agreed upon, state construction will negotiate with the next ranked candidate and so forth. The contract with the selected design professional will be developed by state construction. The board will approve the final contract or delegate this authority to the president to approve and execute the contract.
 - v. If the college has approval for special construction delegation for certain capital projects the college accepts the responsibility of projects cost of \$500,000.00 to less than \$2,000,000.00. The college will follow the policies, procedures, and guidelines as provided by General Statute, The Administrative Code, the North Carolina Community College System (NCCCS) Construction Manual, and the State Construction Manual.
- b. Project Expenditures less than \$500,000
- i. The request for qualification (RFQ) process outlined above is not required; however, the President may use this selection process if s/he so desires.
 - ii. The president is authorized by the Board to enter into such contracts within the price limitation. The contract with the selected design professional must be reviewed by the Board's attorney and meet all applicable laws and Board policies.
 - iii. At the next regularly scheduled Board meeting, the president will, as information items, update the board on all contracts executed under this section.
- c. Annual Service Agreements
- i. The board may enter into an annual service agreement. An annual service agreement is a contract option when the college needs the services of a design professional for projects under \$300,000 on a fixed term basis for the period of one (1) year. Annual service agreements may be extended for a term of one additional year. No individual fee shall exceed \$36,000 per project. Total fees shall not exceed \$150,000 for the first year or \$300,000 for the two-year period regardless of the number of projects.
 - ii. The president or designee shall solicit qualifications for annual service agreements from design service providers (one RFQ for engineering services category and one RFQ for architect services category) based on a request for qualifications using a uniform criterion that the president deems relevant.



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- iii. The president shall provide a list of the qualified, responsive design service providers in both categories to the Board or appropriate committee of the board. The committee will recommend its top candidate and one alternate for each category and shall present its recommendation to the board. The board will vote on the recommendation.
- iv. The president is authorized by the board to enter into such contracts within the price limitation. The contract with the selected design professionals must be reviewed by the board's attorney and meet all applicable laws and board policies.
- v. All contracts shall be for a term of one (1) year. The president is to extend the term of the contract for one (1) additional year. At the end of two years, if the contract is extended, or if the contract is not extended after one year, the president will repeat the RFQ process.

November 17, 2025

February 17, 2026

February 17, 2026

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision