

**Policy 2.2.10 Administrative: Use of Design Professional Services**

**TRI-COUNTY  
COMMUNITY COLLEGE**

**ADMINISTRATIVE  
USE OF DESIGN PROFESSIONAL  
SERVICES**

**POLICY  
2.2.10**

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**I. Use of Architects and/or Engineers**

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:

- A. Preparing feasibility studies for additions, alterations or renovations of existing facilities;
- B. Providing consulting services on technical matters;
- C. Providing services related to long-range planning or facility design; and
- D. 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**

- 1. 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 Interactive Purchasing System website for a period of at least fifteen (15) calendar days.
- 2. 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.
- 3. 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 firms disclose and describe any construction contract preferences granted by the firm’s home state.
- 4. 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.

**B. Project Expenditures less than \$500,000**

1. The request for qualification process outlined above is not required; however, the President may use this selection process if s/he so desires.
2. 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.
3. At the next regularly scheduled Board meeting, the President will, as information items, update the Board on all contracts executed under this section.

Adopted: 5/24/18 BOT; Wording Correction/Clarification 6/6/18 Campbell Shatley

Legal Reference: N.C.G.S. §§ 133-1.1, 143-64.31 - .34; [State Construction Manual – Chapter 300](#)