

DAVIDSON-DAVIE COMMUNITY COLLEGE

Administrative

BIDDING FOR CONSTRUCTION WORK

PROCEDURE 2.2.10.1

I. Procedures for Completing a Formal Capital Improvement Project

The following procedures outline the process and sequence on all formal projects and may be used on informal projects when applicable. The procedures are taken from the North Carolina Community College System's Capital Improvement Guide.

- 1.** Educational Specifications. The educational specifications are prepared by the college to provide the designer the necessary information that is required to design a building or campus. The College's campus master plan serves as our educational specifications.
- 2.** Initial Budget Preparation. The total amount of funds available for the complete project must be determined.
- 3.** NCCCS Project Number. The Capital Projects Coordinator (CPC) should contact The North Carolina Community College System office (NCCCS) at the beginning of each project to obtain the NCCCS project number.
- 4.** Form NCCCS 3-1 (Tentative Approval for Capital Improvement). In order to obtain tentative approval of the State Board to begin the design of a project, the project must appear on the State Board's agenda, unless the NCCCS President is authorized to approve the project. The NCCCS 3-1 form contains information about the project which is used by NCCCS to prepare and submit the agenda item. Three copies of the NCCCS 3-1 form must be submitted three weeks prior to the State Board meeting.
- 5.** Request for Qualifications/Design Services. Under G.S. 143-64.31, colleges, prior to selecting a design firm, must publicly advertise for architectural, engineering, and surveying services and shall make good faith efforts to notify minority firms of the opportunity to submit qualifications for consideration. The closing date that the college establishes should be a minimum of 15 days and maximum of 21 days from the date of the announcement. The advertisement should be listed on the State of North Carolina Interactive Purchasing system website at a minimum.
- 6.** Designer Selection. The selection of the design firm(s) is the responsibility of the Board. The College selects designers utilizing designer selection procedures established by the SCO for state agencies and state institutions.

The College's CPC receives all proposals from the interested design firms and forms a pre-selection committee. The pre-selection committee reviews the qualifications of all design firms that submitted proposals and qualifications. The pre-selection committee selects three to six firms for interviews. The interview committee then ranks, in priority order, three firms, and submits this list to the Board for final approval. After considering the interview committee's recommendations, the Board approves three firms in priority order. The Board's final selection is based on qualifications and the designer's fee is not a factor in the selection process.

- 7.** Owner-Designer Agreement. The contract between the College and the design firm is prepared by either the College or by the SCO, when it is involved in a project. If the contract is prepared by the SCO, the College requests that a contract be prepared by sending a letter to the SCO with a copy to NCCCS. The parties to the Owner-Designer Agreement are the Board and the design firm.
- 8.** Schematic Design Phase. The schematic design (SD) phase is the first of three design phases. It is a simple, single line drawing of the project showing site location and room locations with a written description or outline of the specifications of the project.
- 9.** Design Development Phase. The design development (DD) phase is the second design phase. It is a more detailed expansion of the approved schematic design drawings and includes the type of structure, type of mechanical system, type of electrical system, other special features, an outline of the specifications, and a probable cost estimate.
- 10.** Construction Document Phase. The construction document (CD) phase is the third and final design phase. This submission includes the detailed construction drawings and full specifications for construction of the project and a probable cost estimate.
- 11.** Advertising for Bids. After final approval of the plans and specifications, the college can proceed with an advertisement for bids or requests for proposals. The College may choose any construction method of the state approved methods. They are separate-prime bidding, single-prime bidding, dual bidding, and construction manager at risk.

At a minimum, the design firm will place the advertisement for bids for one (1) day in a newspaper having general statewide circulation, as per G.S. 143-129(b). Bid opening should be four to six weeks after the advertisement has appeared in the newspaper.

- 12.** Award of Contract. Depending on the construction method selected, the design firm will tabulate all bids/proposals submitted and will review the bids/proposals with the College. After evaluating all bids/proposals, the Board, in formal session, approves the awarding of the contract(s) as recommended by the design firm and the President of the College.
- 13.** Form NCCCS 3-2 (Final Approval for Capital Improvement). In order to obtain final approval for the capital improvement project from the State Board, the College will submit the NCCCS 3-2 form to NCCCS.
- 14.** Construction Contracts. The design firm should prepare the construction contracts using the standard SCO's contract form. The contracts will be between the Board and the contractor(s). The college should not sign the contracts until notification is received from NCCCS that the project has received final approval by the State Board or the NCCCS Vice President for Business and Finance.
- 15.** Final Inspection. When the construction is nearly complete, the design firm will conduct pre-final inspections to point out deficiencies or areas of construction that need further work. The design firm will create a "punch list" of those deficiencies that need to be completed prior to scheduling a final inspection. When the items on the punch list are complete and the project is complete according to the plans and specifications, the design firm will notify the appropriate inspectors and schedule a final inspection. The final inspection will be held with representatives of the design firm, consulting engineers, contractors, college and the SCO, when applicable. Once all inspections are complete, the College will obtain a Certificate of Occupancy from the appropriate inspectors. The College's CPC will furnish the designer with three copies of a Final Inspection Certification (NCCCS 3-3) to be completed and signed by the design firm and the College President after the final inspection.
- 16.** Final Report and As-Built Drawings. The design firm is required to prepare a final report and reproducible as-built drawings that represent the finished product. The as-built drawings should reflect all the changes that were made to the original construction drawings during the construction of the facility.

Adopted: October 2020

Legal Reference: N.C.G.S. §§ 44A-26; 143-128, -128.3 and -128.3; -128.4, -129; -133.3, -135.26; 147- Articles 6C and 6G; [State Construction Manual](#)
[North Carolina Community Colleges System Capital Improvement Program Guide](#)