



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
***H. Martin Lancaster, President***

September 29, 2000

**IMPORTANT**

**MEMORANDUM**

To: Business Officers

From: Philip Albano, Director  
Administrative & Facility Services

Subject: Designer Services Announcements

The question has been raised as to whether community colleges can place announcements prior to November 7th in the North Carolina State Purchase Directory for designer services for projects to be constructed with the state bond funds. The answer is a conditional yes. The conditions for announcing are as follows:

- If the project will only have anticipated state bond funds, you may place the announcement. The letter requesting the announcement (sample attached) would show the total estimated cost of the project, but the source of funds, since unknown, would either not be specified or would be labeled as “undetermined.” After the announcement, you can receive the designer’s responses and screen the responses. You **cannot** conduct interviews, make a selection, or request a design contract from the State Construction Office. It is not fair to designers to conduct interviews or proceed further when funds are not available.
- If the project consists of anticipated state bond funds and “other” funds **that are available now for planning**, you may place the announcement. The letter requesting the announcement would say that you are “seeking services for advance planning only,” and you would show a breakout of the sources of funds. The breakout would broadly identify the “other” funds, but the anticipated state bond funds would not be specified or would be labeled as “undetermined.” After the announcement, you can complete the selection process, request and sign a design contract for advance planning only, and begin the design process.

CCOO-230  
E-Mail

Business Officers  
Page 2  
September 28, 2000

I am enclosing a sample letter for you to use when announcing for designer services. Please replace page 27 of your NCCCS Construction Manual with this revised page.

If you have any questions about this procedure, please contact Ms. Dee Burns or me.

PVA/rm

Enclosure

c: Kennon Briggs  
Presidents  
Capital Project Coordinators

**SAMPLE LETTER FOR ANNOUNCING PROJECTS OVER \$100,000**

Date

Ms. Donna Roughton  
State Construction Office  
Department of Administration  
1307 Mail Service Center  
Raleigh, NC 27699-1307

Subject : Announcement for Designer Services  
Project Name

Dear Ms. Roughton:

Please run the following announcement in the next issue of the North Carolina Purchase Directory:

Owner:	College Name NCCCS Project No. 0000
Designer Services:	Indicate services required. For example, Architectural, Engineering, Electrical Engineering, Landscape Architectural, etc.
Project:	Construct a Classroom Building, Reroof the Administration Building, etc. (If for advance planning only, so state.)
Budget: (show total estimated budget)	\$500,000 (specify type - e.g., state funds, federal funds 450,000 local funds, undetermined funds) \$950,000 Total
Contact Person:	Name, Phone number
Submit letters of interest and federal form SF 254 to:	Name of contact person College name Address

Thank you for your assistance.

Sincerely,

President

cc: Philip V. Albano

Rev. 9-00