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I. ARCHITECTS, ENGINEERS, SURVEYORS, AND DESIGN SERVICES

A. Use of Architects & Engineers Required for Certain Projects

As required by N.C.G.S. § 133-1.1 and the Office of State Construction, the College must use a licensed and registered architect or engineer for College buildings that are being repaired or constructed when valued at certain thresholds.[1] In addition, architects or engineers may be used for other services including:

[1] As of June 19, 2026, Session Law 2026-9, Part V amended N.C.G.S. § 133-1.1 and established the threshold for (a) repairs that do not involve major structural change in framing or foundation support systems at three hundred thousand dollars ($300,000), (b) repairs to buildings affecting life safety systems at one hundred fifty thousand dollars ($150,000), (c) where repairs include major structural changes in framing or foundation support systems at one hundred fifty thousand dollars ($150,000), and (d) the construction of or additions to a building at one hundred fifty thousand dollars ($150,000). When contracting for projects not requiring a registered architect or engineer, the College shall require a certificate of compliance with the State Building Code from the city or county inspector unless the project is exempt from the State Building Code or has a cost of less than one hundred fifty thousand dollars ($150,000) and does not affect life safety systems.

- Preparing feasibility studies for additions, alterations or renovations of existing facilities;
- Providing consulting services on technical matters;
- Providing services related to long-range planning or facility design; and
- Assisting in the preparation and submission of any documents requested by other governmental agencies.

B. Selection Process for Architects, Engineers, Surveyors, and other Construction Design Services

i. Project-Specific Services

In accordance with N.C.G.S. § 143-64.31 and unless otherwise exempted, the College procures project-specific architectural, engineering, surveying, construction management at risk services, design-build services, and public-private partnership construction services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information through solicitation, and thereafter negotiates a contract for those services at a fair and reasonable fee with the best qualified firm.[2] If a contract is unable to be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. All contracts entered into under this subsection shall be reviewed by General Counsel to ensure compliance with applicable laws and Board policies. The President shall present any such contracts entered into by the College as an information item at the next regularly scheduled Board meeting.

ii. Open-End Design Agreements (Annual Service Agreements)

In accordance with 1H SBCCC 400.5, the College may enter into open-end design agreements for professional design services provided on a routine or as-needed basis for miscellaneous projects as described in 01 NCAC 30D .0302(f). When entering into an open-end design agreement, the College must do the following:

1. Publicly announce the open-end design agreement in a manner reasonably expected to inform interested designers of the college's need for an open-end agreement for designer services,[3]
2. Select the designer in accordance with the College's procedures for the selection of its designers for informal construction projects,
3. Utilize the designer only for informal capital projects that do not exceed the exemption amount authorized under N.C.G.S. § 143-64.34,[4]
4. Agree to an initial term for the contract equal to or less than the duration authorized for fixed term contracts under 01 NCAC 30D .0302(f),[5]

[2] As of June 19, 2026, Session Law 2026-9, Part V amended N.C.G.S. § 143-64.34 to exempt projects valued at less than one million five hundred thousand dollars ($1,500,000) from this requirement.
[3] 1H SBCCC 400.5 references 25 NCAC 2D .0605, which was repealed March 21, 2018. The language from the repealed regulation is used here.
[4] As of June 19, 2026, Session Law 2026-9, Part V amended N.C.G.S. § 143-64.34 to exempt projects valued at less than one million five hundred thousand dollars ($1,500,000) from this requirement.
[5] 01 NCAC 30D .0302(f) allows for a term of one (1) year for all fixed term contracts.

5. Utilize the designer only for projects whose design fees do not exceed the single project monetary limit established for a fixed term contract under 01 NCAC 30D .0302(f),[6] and
6. Utilize the designer during the initial term for aggregate design fees not to exceed the maximum amount authorized under a fixed term contract as established under 01 NCAC 30D .0302(f).[7]

The College may extend the initial term of an open-end design agreement for a maximum of one (1) additional year under the following conditions:

1. The maximum amount payable under the open-end design agreement during the additional term shall not exceed the maximum amount payable under a fixed term contract during any additional term after the initial term as established by 01 NCAC 30D .0302(f),[8]
2. The aggregate amount payable for both the initial term and the additional term shall not exceed the limitation established by the State Building Commission for the maximum amount payable under 01 NCAC 30D .0302(f).[9]

In no circumstance shall the College have more than one open-end design agreement with the same firm at the same time. The Board shall have final authority to approve and execute any such contract or contract extensions.

II. CONSTRUCTION WORK

A. Standards for Participation in Construction Contracts

All contracts formally or informally bid will be awarded to the lowest responsible, responsive bidder taking into consideration quality, performance, reliability, and the time specified in the bids for performance of the contract. Prior to bidding, contractors may be required to prequalify. For all contracts valued at $1,000 or more, the College will ensure that each bidder is not a restricted company identified in accordance with Policy 6.3.11 - Excluded Vendors for Contracting Purposes.

The College may request bids for contracts to build using the following construction delivery methods as permitted by law:

- Single prime,
- Multi-prime,
- Construction management at-risk,
- Dual bidding,

[6] 01 NCAC 30D .0302(f) allows for the use of a fixed term contract for single projects less than thirty-six thousand dollars ($36,000).
[7] 01 NCAC 30D .0302(f) allows for the use of a fixed term contract for projects in the aggregate value of one hundred fifty thousand dollars ($150,000) per year.
[8] 01 NCAC 30D .0302(f) allows for the use of a fixed term contract for projects in the aggregate value of one hundred fifty thousand dollars ($150,000) per year.
[9] 01 NCAC 30D .0302(f) allows for the use of a fixed term contract for projects in the aggregate value of three hundred thousand dollars ($300,000) for the two-year period.

- Design build,
- Design-build bridging, and
- Public-private partnership.

B. Selection Process for Construction Contracts

i. Project Expenditures Less than the Capital Improvement Threshold

In accordance with 1H SBCCC 400.1, the capital improvement project threshold is defined by N.C.G.S. § 143C-1-1.[10] Projects with expenditures less than the capital improvement project threshold may be contracted using either the College's standard procurement processes or through the informal construction bid process described below. General Counsel shall review and approve any such College contracts or standard forms, as applicable.

ii. Informal Construction Bid Process

In accordance with 1H SBCCC 400.1, the informal capital improvement project threshold is defined as amounts below the monetary threshold established by N.C.G.S. § 143-129(a).[11] For projects below this threshold, informal bids will be obtained for all construction and repair contracts, the College shall have oversight authority, and the College will be responsible for following all laws, rules, and regulations, as required.

The Board hereby delegates to the President the authority to enter into all construction and repair contracts in the informal bidding range that are not supported by State funds. At the next regularly scheduled Board meeting, the President will, as information items, update the Board regarding all contracts executed under this section. All construction and repair contracts in the informal bidding range that are supported in whole or in part by State funds must be approved by the Board. All State Construction documents and requirements will be used for informal contracts.

iii. Formal Construction Bid Process

In accordance with 1H SBCCC 400.1, the formal capital improvement project threshold is defined as amounts equal to or in excess of the monetary threshold established by N.C.G.S. § 143-129(a). For projects equal to or in excess of this threshold, all construction and repair contracts will be advertised for bid and awarded using the formal bidding requirements pursuant to N.C.G.S. § 143-129.

In accordance with procedures established by the North Carolina Community Colleges System Office, the College has duly and formally requested special delegated authority to manage formal construction projects up to a certain threshold.[12] For projects below this threshold, the College

[10] As of June 19, 2026, Session Law 2026-9, Part V amended N.C.G.S. § 143C-1-1 to establish the capital improvement threshold at one hundred fifty thousand dollars ($150,000) in value.
[11] N.C.G.S. § 143-129(a) establishes the monetary threshold as five hundred thousand dollars ($500,000).
[12] As of March 20, 2026, the State Board of Community Colleges approved Central Carolina Community College to have delegated authority over construction projects at two million dollars ($2,000,000) in value.

shall have oversight authority; for projects equal to or in excess of this threshold, the State Construction Office shall have oversight authority. In all instances, the College shall be responsible for following all laws, rules, and regulations, as required.

All construction and repair contracts in the formal bidding range must be approved by the Board. All State Construction documents and requirements will be used for formal contracts.

iv. Change Orders

Unless otherwise prohibited by statute or regulation, the President is authorized to approve change orders involving additive or deductive sums in the aggregate up to the contingency approved for the project and so long as funding for the change order is available within the established project budget.

At the next regularly scheduled Board meeting, the President shall report to the Board all change orders that were approved by the President including those that do not impact the contract amount. The report will include the following information:

1. The contractor's name,
2. The project name,
3. A brief description of the change,
4. The contract amount, including amount(s) of any prior changes, and
5. The change order amount.

The President is not required to report any proposed change order that was denied by the President.

All other change orders must be approved by the Board. If, in the President's opinion, a change order requires expedited review, the President shall notify the Board Chair who may either call a special meeting or jointly approve the change order in accordance with Policy 2.3.11 - Signature Authority.

III. DELEGATED AUTHORITY

Notwithstanding the provisions of this Policy, if the College has received delegated authority over certain projects or contracts that are the subject of this Policy in excess of the values established by this Policy, the College shall have oversight authority over any such project or contract up to the delegated authority amount. The President or the President’s designee is further authorized to submit applications for increased delegated authority, whether initial applications or renewal applications, at any time. All other provisions and requirements of this Policy shall remain in full force and effect.

REFERENCES

Statutory References	N.C.G.S. § 133-1.1, N.C.G.S. § 143-129

Regulatory References	None
Relevant Guidance	*State Construction Manual*, Thirteenth Edition (January 2025)
Policy Manual Cross-References	Referencing: ● Policy 2.3.11 - Signature Authority ● Policy 6.3.11 - Excluded Vendors for Contracting Purposes

POLICY HISTORY

February 10, 2026	Adopted.
August 5, 2026	Revised in response to Session Law 2026-9 and State Board approval of the delegated authority request made by the College. Increased relevant thresholds. Reorganized sections to read more intuitively and to reflect the standard workflow.
September 14, 2026	Revised in conformity with Session Law 2026-21.
November 4, 2026	Revised to allow the President or designee to submit applications for increased delegated authority as needed.