



**CENTRAL CAROLINA COMMUNITY COLLEGE
POLICY & PROCEDURE MANUAL**

Administration Section

Policy 2.2.5 - Design Professional Services & Construction Work

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I. ARCHITECTS, ENGINEERS, SURVEYORS, AND DESIGN SERVICES

A. Use of Architects & Engineers Required

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. In addition, architects or engineers may be used for other services including:

- 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 Expenditures Less than \$500,000

The College shall follow all laws, rules, and regulations as required and shall have oversight authority over all projects with expenditures less than \$500,000. 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. Project Expenditures of \$500,000 and Greater

The College shall follow all laws, rules, and regulations as required for all projects with expenditures of \$500,000 and greater. The Office of State Construction shall have oversight authority and define the solicitation process over all such projects. The Board shall have final authority to approve and execute any such contract.

C. Annual Service Agreements

The College may enter into annual service agreements as allowable under statute and the rules and regulations promulgated by the State Construction Office. The Board shall have final authority to approve and execute any such contract.

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

B. Selection Process for Construction Contracts

i. Project Expenditures Less than \$30,000

Projects with expenditures less than \$30,000 may be contracted using either the informal bid process below or a modified quote on a College standard form based off of the informal bid documents and processes. General Counsel shall review and approve any such College standard forms.

ii. Project Expenditures \$30,000 and Greater but Less than \$500,000

Informal bids will be obtained for construction and repair contracts below \$500,000. The College shall follow all laws, rules, and regulations as required and shall have oversight authority over all projects with expenditures less than \$500,000.

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 State Construction documents and requirements will be used for informal contracts.

iii. Project Expenditures of \$500,000 and Greater

All construction and repair work requiring the estimated expenditure of \$500,000 or more will be advertised for bid and awarded using the formal bidding requirements pursuant to N.C.G.S. § 143-129. The College shall follow all laws, rules, and regulations as required, and the State Construction Office shall have oversight authority for all such projects.

All construction and repair contracts in the formal bidding range must be approved by the Board. 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 formal contracts.

iv. Participation by Women and Minority-Owned Businesses

The College shall make a good faith effort to reach the State of North Carolina's verifiable percentage goal of ten percent (10%) participation in construction contracts by minority and female-owned businesses.

v. 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. 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	<i>State Construction Manual</i> , Thirteenth Edition (January 2025)
Policy Manual Cross-References	Referencing: <ul style="list-style-type: none"> ● Policy 2.3.11 - Signature Authority ● Policy 6.3.11 - Excluded Vendors for Contracting Purposes

POLICY HISTORY

February 10, 2026	Adopted.
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