

NORTH CAROLINA

GUILFORD COUNTY

THIS CONTRACT is hereby made, entered into, and effective as of this 17th day of September, 2015, by and between **GUILFORD COUNTY**, a body politic and corporate of the State of North Carolina, hereinafter referred to as the "**COUNTY**," and **PNP DESIGN GROUP, PLLC**, a limited liability partnership with a place of business in Greensboro, North Carolina, hereinafter referred to as the "**CONTRACTOR**," and also collectively referred to as the "Parties."

WITNESSETH:

WHEREAS, for the purpose and subject to the terms and conditions hereinafter set forth, the COUNTY hereby contracts for the items, goods, service or services of the CONTRACTOR and the CONTRACTOR agrees to provide the items, goods, service or services to the COUNTY in accordance with the terms of this Agreement.

WHEREAS, the COUNTY is in need of **ARCHITECTURAL & ENGINEERING SERVICES**; and,

WHEREAS, the CONTRACTOR has submitted a proposal to provide such goods and/or services.

NOW, THEREFORE, in consideration of promises mutually exchanged the Parties agree as follows:

- 1. Goods and/or Services.** CONTRACTOR will provide the goods and/or services as set forth in the **Specifications (Attachment A)** and **Proposal (Attachment B)**, attached hereto and incorporated herein by reference. All items and/or services shall be provided in a competent, workmanlike and professional manner acceptable to the COUNTY. Should there be any discrepancy between the CONTRACTOR'S Proposal (Attachment B) and the Specifications (Attachment A) and/or the first four (4) pages of this Contract, the first four (4) pages of this Contract and/or the Specifications (Attachment A) shall prevail and control.
- 2. Pricing.** As full compensation for the CONTRACTOR'S delivery of the goods and/or services, the COUNTY agrees to pay the amounts for the goods and/or services as set out in Attachment B. Payment will be made by the COUNTY to CONTRACTOR within thirty (30) days of receipt of a correct invoice and proper documentation that the goods and/or services have been delivered or provided in accordance with this Contract.
- 3. Price Only Contract.** The COUNTY is not financially committed by this Contract to purchase any minimum amount of goods and/or services. The financial exposure to the COUNTY is not expected to exceed \$2,500,000.00, and in any event payment will be made only from budgeted funds in accordance with N.C.G.S. Chapter §159. Any work order submitted for this Contract which is \$200,000.00 or above will be presented to the GUILFORD COUNTY Board of County Commissioners for approval prior to beginning work.
- 4. Appropriation.** This Contract is subject to annual appropriation of funds by the GUILFORD COUNTY Board of Commissioners or other funding source, pursuant to N.C.G.S. Chapter §153A-13.
- 5. Term.** This Contract shall be in effect for one (1) year, beginning September 17, 2015, and ending September 16, 2016, with the option to extend for two (2) additional one (1) year renewals at the same pricing and terms and conditions upon mutual written Agreement executed by both Parties. A "Notice to Proceed" for each project will be issued by the COUNTY prior to the start of work by CONTRACTOR.
- 6. Amendment.** The terms of this Agreement may only be modified or amended with a written Contract Amendment executed by both Parties.

7. Termination. The COUNTY may at any time and for any reason terminate CONTRACTOR'S services and work at COUNTY'S convenience, after notification to the CONTRACTOR in writing via certified mail. Upon receipt of such notice, CONTRACTOR shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.

Upon such termination, CONTRACTOR shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement and (2) such other costs actually incurred by CONTRACTOR as approved by COUNTY. There shall be deducted from such sums as provided in this paragraph the amount of any payments made to CONTRACTOR prior to the date of the termination of this Agreement. CONTRACTOR shall not be entitled to any claim or claim of lien against COUNTY for any additional compensation or damages in the event of such termination and payment.

8. Notices. All notices pursuant to this Agreement shall be in writing and delivered personally or mailed by certified mail, registered mail, postage prepaid, with return receipt requested, at the addresses appearing below, but each Party may change such address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated as of three (3) days after mailing.

Marty K. Lawing, Guilford County Manager
GUILFORD COUNTY
P.O. Box 3427 (zip code 27402)
301 West Market Street
Greensboro, NC 27401

Talmage R. Payne, AIA, NCABR, LEED AP
Managing Partner
PNP DESIGN GROUP, PLLC
111 Paisley Street
Greensboro, NC 27401

9. Independent Contractor/Indemnification. CONTRACTOR shall operate as an independent contractor for all purposes. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the COUNTY and either the CONTRACTOR or any employee or agent of CONTRACTOR. CONTRACTOR is an independent contractor and not an employee, agent, joint venture or partner of the COUNTY.

The Parties agree to each be solely responsible for their own acts or omissions in the performance of each of their individual duties hereunder, and shall be financially and legally responsible for all liabilities, costs, damages, expenses and attorney fees resulting from, or attributable to any and all of their individual acts or omissions to the extent allowable by law.

10. Assumption. If CONTRACTOR should undergo merger, acquisition, bankruptcy or any change in their ownership or their name for any reason, CONTRACTOR must immediately notify GUILFORD COUNTY in writing of these changes and provide the COUNTY with legal documentation supporting these changes, such as an Assumption Agreement, Bill of Sale, Articles of Incorporation, Articles of Amendment, sales contract, merger documents, etc. Further, CONTRACTOR will submit the name and address of the assuming CONTRACTOR'S registered agent for service of process and/or all notices required under this Contract.

11. Severability. If any provision of this Contract is held unenforceable, then such provision will be modified to reflect the Parties' intention. All remaining provisions of this Contract shall remain in full force and effect.

12. Force Majeure. Neither Party shall be liable to the other Party for any failure or delay caused by events beyond such Party's control and not due to its own negligence, provided that such Party uses commercially reasonable efforts to resume performance as soon as reasonably practicable. The non-performing Party shall notify the other Party of the force majeure event within twenty-four (24) hours of the onset thereof. In the event that a force majeure event precludes CONTRACTOR from performing services and/or providing goods for a period of ten (10) consecutive business days, the COUNTY shall have the right to: (a) procure replacement

goods and/or services from an alternative source and/or (b) terminate the Contract or portion(s) of Contract upon written notice to CONTRACTOR.

13. Headings/Titles/Wording. Inclusion of titles of paragraphs or section headings, capitalization of certain words or phrases and/or bold face typestyle of certain words or phrases in this Contract are for convenience purposes only and shall not be used to interpret or construe the provisions of this Agreement. The terms "Contract" and "Agreement" have the same meaning and may be used interchangeably throughout this document. The terms "Attachment", "Exhibit" and "Addendum" have the same meaning and may be used interchangeably throughout this document.

14. Entire Agreement. This Contract, including the Exhibits and/or Attachments, if any, sets forth the entire Agreement between the Parties. All prior conversations or writings between the Parties hereto or their representatives are merged within and extinguished. This Contract shall not be modified except by a writing subscribed to by all the Parties.

15. Jurisdiction. The Parties agree that this Contract is subject to the jurisdiction and laws of the State of North Carolina. The CONTRACTOR will comply with bid restrictions, if any, and applicable laws, including N.C.G.S. §143-129(j) regarding E-Verify. Any controversies arising out of this Contract shall be governed by and construed in accordance with the laws of the State of North Carolina. An **Affidavit Regarding E-Verify** is attached hereto and incorporated herein by reference as **Exhibit I**.

(The remainder of this page is intentionally left blank.
This Contract continues on the following page.)

WITNESS the following signatures and seals all pursuant to authority duly granted, effective as of the day and year first above written.

GUILFORD COUNTY

ATTEST:

Marty K. Lawing, Guilford County Manager

Guilford County Clerk to Board

(COUNTY SEAL)

PNP DESIGN GROUP, PLLC

ATTEST/WITNESS:

Talmage R. Payne, AIA, NCABR, LEED AP
Managing Partner

Printed Name and Title:

This contract does not create an obligation to purchase and, therefore, has not been preaudited. Purchases under this contract shall only be made pursuant to purchase orders, each of which will contain a preaudit certificate.

Guilford County Finance Director

STATE OF NORTH CAROLINA

EXHIBIT I

COUNTY OF GUILFORD

AFFIDAVIT REGARDING E-VERIFY

I, _____ (the individual attesting below), being duly authorized by and on behalf of
_____ (the entity bidding on project hereinafter "Employer") after first being duly sworn
hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. Mark "Yes" or "No":
 - a. YES _____; or,
 - b. NO _____
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This ____ day of _____, 2015.

Signature of Affiant

Print or Type Name: _____

State of North Carolina County of Guilford

Signed and sworn to (or affirmed) before me, this the _____

day of _____, 2015.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)

**ATTACHMENT A – GUILFORD COUNTY CONTRACT NO. 111016-08/15-133
PNP DESIGN GROUP, PLLC (CONTRACTOR)**

Guilford County – REQUEST FOR QUALIFICATIONS

This advertisement is for ARCHITECT & ENGINEERING SERVICES for two types of projects: (1) new construction and (2) repair and alteration (R&A) projects. A firm must be willing to perform services required under both types of projects. The work includes design for new facilities and expansions, design services for repair and alteration projects, engineering evaluations, project management support, preparation of contract documents, contract administration, commissioning, and inspection services. The contract will cover facilities in Guilford County, NC. The contract will have a **base term of one year** and will have **(2) one-year** renewal options. The total contract amount over the **three-year** period cannot exceed \$5,000,000. Individual work orders will be negotiated for each project. Work orders for any one project cannot exceed \$500,000. Typical work orders range from \$500 to \$100,000. Firms that have the qualifications to perform the services described are invited to submit one (1) original and two (2) copies of the their information in a format that is comparable to the information and format that is being requested in the GSA form SF-330, (Architect-Engineer Qualifications. SF-330 can be found at www.gsa.gov under the Forms Library.) The Architect-Engineer may use the SF-330 form as their submittal documents, but the information will apply to Guilford County and not the Federal Government as indicated in the SF-330.

Firms must also submit a statement that addresses the following questions / items: (1) How long has the technical team been working together? Provide areas of expertise for each team member, and provide details on how the technical team will be structured and managed. Note: The technical team is defined as all architects, engineers, project managers, and construction administrators that will be directly assigned to support this contract (2) What experience does the team have in renovation projects? Provide information on specific projects. (3) What experience does the team have in historical preservation projects? Provide information on specific projects. (4) What experience does the team have in responding to emergencies (i.e. flooding, accidents resulting in structural damage, etc.)? Provide information on specific projects. (5) What experience does the team have in HVAC controls renovation projects? Provide information on specific projects. (6) What approach does the team have on ensuring that projects are completed on schedule and within budget? (7) Provide typical office information on work hours, days of operation, emergency contact information, and evidence of current errors and omissions insurance of \$200,000 per claim.

All firms must be licensed to perform architect and engineering services in North Carolina. Prime firms must have at least two licensed architects on staff who maintains licenses for North Carolina. The prime firm, in conjunction with any consultants, must have at least one electrical engineer, one mechanical engineer, one structural engineer, and one civil engineer licensed in North Carolina. Prime firms must be located within 75 miles of Greensboro, NC. There is no restriction on the geographical location of consultants. Prime firms that plan to use resources from more than one of their offices in North Carolina must indicate on their SF-330 the staffing compositions of each of those offices.

Firms will be evaluated on the content of their submitted forms and the responses to the questions / items above. At the discretion of Guilford County, contracts may be awarded to more than one A/E firm. Participation of minority-owned and woman-owned businesses is encouraged but is not an evaluation factor. It is prohibited to pay any fee, commission, percentage, or brokerage fee to any person or firm contingent upon or resulting from award of a contract for this project.

Submissions will not be retained or returned. This is not a request for proposal.

Submit the required documentation to:

Guilford County Purchasing Department
Attn: Bonnie Stellfox, Director
Old County Courthouse, 301 W. Market Street, Room B-32
Greensboro, North Carolina 27401

Guilford County
REQUEST FOR QUALIFICATIONS

This advertisement is for ARCHITECT & ENGINEERING SERVICES for two (2) types of projects:

(1) new construction and (2) repair and alteration (R&A) projects.

A firm must be willing to perform services required under both types of projects. The work includes the following:

- design for new facilities and expansions,
- design services for repair and alteration projects,
- engineering evaluations,
- project management support,
- preparation of contract documents, contract administration,
- commissioning and inspection services.

The contract(s) will cover facilities in Guilford County, NC. The contract will have a base term of one year and will have **(2) one-year** renewal options, for an overall contract period of three years. The total contract amount over the **three-year** period cannot exceed \$5,000,000. Individual work orders will be negotiated for each project. Work orders for any one project cannot exceed \$500,000. Typical work orders range from \$500 to \$100,000. Firms that have the qualifications to perform the services described are invited to submit one (1) original and two (2) hard copies of the their information in a format that is comparable to the information and format that is being requested in the GSA form SF-330, (Architect-Engineer Qualifications. SF-330 can be found at www.gsa.gov under the Forms Library.) The Architect-Engineer may use the SF-330 form as their submittal documents, but the information will apply to Guilford County and not the Federal Government as indicated in the SF-330.

Firms must also submit a statement that addresses the following questions / items:

- (1) How long has the technical team been working together? Provide areas of expertise for each team member, and provide details on how the technical team will be structured and managed. Note: The technical team is defined as all architects, engineers, project managers, and construction administrators that will be directly assigned to support this contract
- (2) What experience does the team have in renovation projects? Provide information on specific projects.
- (3) What experience does the team have in historical preservation projects? Provide information on specific projects.
- (4) What experience does the team have in responding to emergencies (i.e. flooding, accidents resulting in structural damage, etc.)? Provide information on specific projects.
- (5) What experience does the team have in HVAC controls renovation projects? Provide information on specific projects.
- (6) What approach does the team have on ensuring that projects are completed on schedule and within budget?
- (7) Provide typical office information on work hours, days of operation, emergency contact information, and evidence of current errors and omissions insurance of \$200,000 per claim.

All firms must be licensed to perform Architect and Engineering services in North Carolina. Prime firms must have at least two (s) licensed Architects on staff who maintain licenses for North Carolina. The prime firm, in conjunction with any consultants, must have at least one electrical engineer, one mechanical engineer, one structural engineer, and one civil

**ATTACHMENT A – GUILFORD COUNTY CONTRACT NO. 111016-08/15-133
PNP DESIGN GROUP, PLLC (CONTRACTOR)**

engineer licensed in North Carolina. Prime firms must be located within 75 miles of Greensboro, NC. There is no restriction on the geographical location of consultants. Prime firms that plan to use resources from more than one of their offices in North Carolina must indicate this in their submittal package. The package must indicate the staffing compositions of each of those offices.

Firms will be evaluated on the content of their submittal forms and the responses to the questions / items above. At the discretion of Guilford County, contracts may be awarded to more than one A/E firm. Participation of minority-owned and woman-owned businesses is encouraged but is not an evaluation factor. It is prohibited to pay any fee, commission, percentage, or brokerage fee to any person or firm contingent upon or resulting from award of a contract for this project. Submissions will not be retained or returned. Please submit your response(s) with one (1) original and two (2) copies to the address listed below, and your responses must be received by the event close date and time of June 16, 2015 @ 10:00 AM (EST). This is not a request for proposal.

Submit the required documentation to:

Guilford County Purchasing Department
Attn: Bonnie Stellfox
Old County Courthouse, 301 W. Market Street, Room B-32
Greensboro, North Carolina 27401



Guilford County's General Terms and Conditions

1. This bid package serves as official notice that GUILFORD COUNTY is soliciting and will receive bids for the item(s) and/or service(s) stated on the event cover page and outlined in the Bid specifications. Bids shall be submitted electronically via the Purchasing Department's Strategic Sourcing website: www.co.guilford.nc.us/sourcing **by the event close date and time specified.**
2. All addenda to this bid package will be issued electronically. No oral changes by anyone shall affect this bid package.
3. The official bid price, quote, response for RFP, RFQ, or otherwise instructed; shall be signed by a duly authorized person acknowledging full understanding of the bid information and all addenda. The signature shall be witnessed and the Corporate Seal affixed if a corporation. The exact legal name of the corporation or other entity shall be provided
4. Price quotes shall be net, to include all discounts and delivery charges to GUILFORD COUNTY. In cases of difference between unit price and total price, unit price shall prevail unless otherwise noted.
5. Items and services bid are for delivery or completion as soon as possible unless otherwise stated. Delivery or completion dates could therefore be important in making the award.
6. State and local sales taxes are not to be included in quotes, but they are to be added later to all invoices shown as a separate line item for payment. Federal (sales-excise) taxes, where applicable, are to be included in quotes as they are a part of the purchase price.
7. All Formal Bids will be publicly opened and recorded at the date and time specified by and in the Purchasing Department. It is GUILFORD COUNTY's policy to announce the award electronically. All other information, except that specifically noted by the Supplier as being of a Confidential nature, becomes public record in accordance with GS 132 and other applicable North Carolina laws. All interested parties are invited to attend any Formal Bid opening.
8. GUILFORD COUNTY will have a period of thirty (30) days, unless otherwise stated, after opening to analyze and award to lowest responsive and responsible bidder based on service, quality, delivery date, performance data and price. The successful supplier shall promptly enter into a contract acceptable to Guilford County.
9. All Events/Bids in the Formal Range require the final approval of the GUILFORD COUNTY Board of Commissioners who normally meet in open session two times each month, the first and third Thursday at 5:30 PM. Everyone is invited to attend those meetings.
10. A Bid Deposit may be required. If this is the case, it will be clearly stated in the Event specifications for each package. If a bid deposit is required, it should be no less than 5% of the total bid in cash, cashier's check, certified check, or a Bid Bond. The checks shall be drawn on a bank or trust company insured by the Federal Deposit Insurance Corporation; and, the bond shall be a corporate surety licensed under the State of North Carolina. The obligee in either check or bond shall be Guilford County.
11. If Bid Deposit Checks are received, they will be returned to all suppliers when the successful supplier has been selected and the contract awarded by Guilford County. The successful deposit check will be returned when the required contract has been executed.
12. In addition to the bid deposit or bid bond, some supplier's may require a separate

Performance Bond and/or laborers-materials men's bond as provided by law in the amount of the contract by the awarded supplier(s). If this is required, it will be clearly stated in the bid specifications. In place of a bond; cash, cashiers check, certified check or government securities shall be acceptable.

13. Guilford County reserves the right to reject any or all bids if in the best interest of the County.
14. In case of default by the Supplier, Guilford County shall retain the Bid Deposit or call upon the Bid Bond surety unless otherwise provided by Law.
15. Guilford County's policy is normally Net 30 days upon completion and acceptance. In the case of some longer term projects, Guilford County may choose to release partial payments to the supplier each month based on 90% of the estimated value of the work completed. The final payment will be released within thirty (30) days or less after the satisfactory completion of all work, its acceptance by Guilford County and the settlement of all other claims and accounts.
16. In the case of Continuing Service Type Contracts, payment will be made monthly or as otherwise agreed upon.
17. It is Guilford County's Purchasing Policy to conduct all purchasing within the North Carolina Laws and Guilford County Purchasing Policy, to provide each supplier/contractor an equal opportunity to participate, and to award on a best value basis. In order to accomplish our policy, we intend to make every supplier/contractor aware of each purchasing opportunity. Contracts shall be awarded to the lowest responsive and responsible bidder(s) based on quality, performance and the time specified in the proposal for the performance of the contract. Suppliers/contractors should register online at www.co.guilford.nc.us/sourcing.
18. A Material Safety Data Sheet (MSDS) shall be furnished to Guilford County for all products purchased that contain hazardous material and/or components.
19. Any supplier/contractor performing work on GUILFORD COUNTY property is required to have adequate Liability and Workers Compensation Insurance that will fully protect GUILFORD COUNTY from any damages to property and/or persons caused by the supplier/contractor.
20. The successful supplier shall be required (and is responsible) to take Affirmative Action to employ Disabled Veterans and Veterans of the Viet Nam era, including listing vacancies with the North Carolina Employment Security Commission, under 42 US Code 4212 and applicable regulations thereafter.

The successful supplier shall be required to employ in the workforce only those laborers whose employment is consistent with all applicable State and Federal Laws. The successful supplier, and each subcontractor, shall prior to performance of the work receive clear written evidence from each laborer that said laborer may lawfully be employed. Said evidence shall immediately be submitted to the County. Failure of said Supplier or Subcontractor to receive, retain and/or provide to the County such evidence shall constitute a material breach of the Contract with the County.

21. The Supplier shall take Affirmative Action in complying with all Federal and State requirements concerning fair employment without regard to discrimination by reason of race, color, religion, sex, national origin or physical handicap.
22. The successful Supplier is responsible for compliance with all applicable Local, State and Federal Laws, including all state and local permits, licenses and fees.

23. If the Supplier/Contractor should undergo merger, acquisition or any change in their ownership or their name for any reason, the provider shall immediately notify Guilford County in writing of these changes and provide Guilford County with legal documentation supporting these changes, such as an Assumption Agreement, Bill of Sale, Articles of Incorporation, Articles of Amendment, sales contract, merger documents, etc. Further, the Supplier/Contractor shall submit the name and address of their registered agent for Service of Process and/or all notices required under the contract(s). This contract shall not be assumed or otherwise transferred to another party by the Supplier/Contractor without the express written consent of Guilford County, which said consent will be evidenced by acceptance memo, letter or e-mail from the Guilford County Manager, or designee, to the original Supplier/Contractor under the contract and the assuming Supplier/Contractor.
24. Provider shall operate as an independent contractor for all purposes. The Parties agree to each be solely responsible for their own acts or omissions in the performance of each of their individual duties hereunder, and shall be financially and legally responsible for all liabilities, costs, damages, expenses and attorney fees resulting from, or attributable to any and all of their individual acts or omissions to the extent allowable by law.
25. This contract is governed by the Laws of the State of North Carolina.

ATTACHMENT A - GUILFORD COUNTY CONTRACT NO. 111016-08/15-133
PNP DESIGN GROUP, PLLC (CONTRACTOR)

**REQUIREMENTS PERTAINING TO THE PARTICIPATION OF MINORITY BUSINESSES IN BUILDING
(CONSTRUCTION - REPAIR) CONTRACTS FOR GUILFORD COUNTY, N.C.**

Date 1-1-02

One primary responsibility of Guilford County (GC) government is the proper use of public revenue to purchase the various items, services, construction and repairs needed to operate. All expenditures of county funds must be in accordance with the NC laws. Construction contracts are subject to applicable laws, including Article 8, N.C.G.S. Chapter 143, which shall control in the event of any conflict.

For building (construction - repair), whose estimated total cost is \$300,000 or more, a formal bid process is required. This generally consists of written specifications, advertisement, bid bond, usually a prebid meeting, at least three responses on the first opening, public opening of bids, Commissioners' approval, notice of award to all participants, and written contract.

Specifications for building (construction - repair) projects requiring an expenditure of \$300,000 or more requires separate specifications for the following areas of work:

- Heating, Ventilating and Air Conditioning (HVAC)
- Plumbing
- Electrical
- General

and may be bid separate-prime (allowing bids for each of the above categories), single-prime (a bid for the total project), or dual-prime, as provided in Article 8, N.C.G.S. Chapter 143. Award is made to the lowest responsive, responsible bidder(s), as provided by law.

Contractors who bid single-prime must identify in their bid response the names of each sub-contractor for HVAC, Plumbing and Electrical.

For building (construction - repair) projects requiring an expenditure of \$100,000 or more, state law (G.S. 143-128.2) requires the public government (awarding authority) involved to adopt, after a public notice and a public hearing, an appropriate verifiable percentage goal for participation by minority business in the total value of work for each building (construction - repair) contract awarded. G.S. 143-128.2 must be read, understood, and complied with by each bidder.

Guilford County has established its verifiable minority participation goal on 3-5-90 at ten (10) percent.

In addition, each separate-prime and single-prime contractor must establish its own goal when dealing with sub-contractors and provide appropriate documentation to the awarding authority.

In each case, the responsibilities of auditing and compliance with this law is that of the awarding authority, which in this case is Guilford County.

A minority business is defined as ownership of 51% or more by a minority. Minorities are officially defined as:

- (a) Black, that is, a person having origins in any of the black racial groups in Africa;
- (b) Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, in South or Central America, or the Caribbean Islands, regardless of race;
- (c) Asian American, that is, a person with origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, or the Pacific Islands;
- (d) American Indian, that is, a person having origins in any of the original Indian peoples of North America; or
- (e) Female.

(Requirements - continued)

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The Guilford County method of compliance is basically as follows:

1. For any expenditure of funds, including building construction and repair, it is GC's policy to give every supplier, business or contractor in Guilford County an equal and fair opportunity to participate. In order to accomplish this, we maintain a list of all suppliers, businesses and contractors. We have also identified all minorities on this list and we update this list on a continuous basis.
2. When bids are needed for any item, service, construction or repair, we make sure that all on our list are contacted by mail and/or phone. Larger expenditure items requiring formal bids are advertised.
3. All building construction and repair contracts over \$300,000 would be in the formal bid range requiring the mailing of bid packages (specifications), advertising and prebid meetings. All contractors on our list will either be mailed a copy of the bid package or notified in writing as to how a bid package can be obtained. All contractors on our list will also be invited to our prebid meetings.
4. In our bid package and at our prebid meeting, we explain that every contractor will be given an equal opportunity to obtain all or part of the contract award. Guilford County is ready and willing to work with any contractor to help it understand and properly compete for contract awards. The other requirements of G.S. 143-128.2 and G.S. 143-128.3 will be complied with by the County, when applicable.
5. Guilford County maintains a record as to who was awarded contracts and with the minority identification GC can state the percentage of minority participation.
6. This goal of ten (10) percent is a goal, and is not a requirement, demand, set aside or guarantee to minorities. It is, however, a serious goal and we seek to achieve this goal, as explained above, by continuing to give every supplier, business and contractor an equal opportunity to participate but to make all purchases and to award all contracts on the basis of best value.
7. All bidders shall make the minority participation disclosures required by G.S. 143-128.2(c) and comply with the other requirements of G.S. 143-128.2.

The state law requires and Guilford County expects its contractors to deal with their sub-contractors in the same manner and the state law and Guilford County require verification that this approach is being followed. The minority percentage goal set by each contractor for their sub-contractors is up to them and does not necessarily have to agree with the ten (10) percent which has been set by Guilford County. The method in which all prime contractors plan to attain this goal is, however, very important to GC and must be fully explained and it will be audited by GC.

Guilford County will help any contractor in this effort by supplying a list of all minority suppliers by trade category. Guilford County will consider a "good faith" effort by the contractor involved if the contractor makes a positive effort to contact each minority supplier and to allow each an equal opportunity to quote on the particular work involved.

If anyone has questions concerning GC's approach to the minority participation percentage goal, what is covered here, what is covered by the GC resolution, or the NC laws, they should contact Guilford County Purchasing at 336-641-3226.

(Requirements - continued)

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MINORITY BUSINESS PARTICIPATION REQUIREMENTS;

Provide on the bid - Under GS 143-128.2(c) the undersigned bidder shall identify on its bid (Identity of Minority Business Participation Form) the minority businesses that it will use on the project with the total dollar value of the bids that will be performed by the minority businesses. Also list the good faith efforts (Affidavit A) made to solicit minority participation in the bid effort.

Note: A contractor that performs all of the work with its own workforce may submit an Affidavit (B) to that effect in lieu of the participation form and Affidavit (A) required above.

After the bid opening - The Owner will consider all bids and alternates and determine the lowest responsible, responsive bidder. Upon notification of being the apparent low bidder, the bidder shall then file within 72 hours of the notification of being the apparent lowest bidder, the following:

An Affidavit (C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the 10% goal established. This affidavit shall give rise to the presumption that the bidder has made the required good faith effort and Affidavit D is not necessary;

OR

If less than the 10% goal, Affidavit (D) of its good faith effort to meet the goal shall be provided. The document must include evidence of all good faith efforts that were implemented, including any advertisements, solicitations and other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract.

Note: Bidders must submit with their bid the Identification of Minority Business Participation list and Affidavit A or Affidavit B as applicable. Failure to file a required affidavit or documentation with the bid or after being notified apparent low bidder may be grounds for rejection of the bid.

R09-02

Attach to Bid

R09-02

**ATTACHMENT A – GUILFORD COUNTY CONTRACT NO. 111016-08/15-133
PNP DESIGN GROUP, PLLC (CONTRACTOR)**

Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

State of North Carolina - AFFIDAVIT A - Listing of the Good Faith Effort

County of _____

Affidavit of _____
(Name of Bidder)

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 1.0101)

- ☐ 1 - (10 pts) Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ 2 - (10 pts) Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☐ 3 - (15 pts) Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ 4 - (10 pts) Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☐ 5 - (10 pts) Attended prebid meetings scheduled by the public owner.
- ☐ 6 - (20 pts) Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ 7 - (15 pts) Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ 8 - (25 pts) Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ 9 - (20 pts) Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ 10 - (20 pts) Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

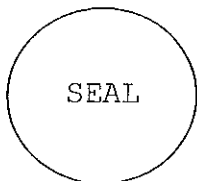
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d). Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of North Carolina, County of _____
Subscribed and sworn to before me this _____ day of _____ 20____
Notary Public _____
My commission expires _____

ATTACHMENT A – GUILFORD COUNTY CONTRACT NO. 111016-08/15-133
PNP DESIGN GROUP, PLLC (CONTRACTOR)

Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

**State of North Carolina -AFFIDAVIT B - Intent to Perform Contract
with Own Workforce.**

County of _____

Affidavit of _____
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the
_____ contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

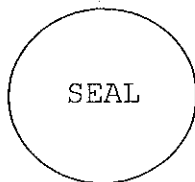
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of North Carolina, County of _____

Subscribed and sworn to before me this _____ day of _____ 20

Notary Public _____

My commission expires _____

**ATTACHMENT A - GUILFORD COUNTY CONTRACT NO. 111016-08/15-133
PNP DESIGN GROUP, PLLC (CONTRACTOR)**

Do not submit with bid

Do not submit with bid

Do not submit with bid

Do not submit with bid

State of North Carolina - AFFIDAVIT C - Portion of the Work to be

Performed by Minority Firms

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by minority businesses as defined in GS143-128.2(g) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit. This affidavit shall be provided by the apparent lowest responsible, responsive bidder within 72 hours after notification of being low bidder.

Affidavit of _____ I do hereby certify that on the

(Project Name)

Project ID# _____ Amount of Bid \$ _____

I will expend a minimum of _____ % of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

Attach additional sheets if required

Name and Phone Number	*Minority Category	Work description	Dollar Value

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____

SEAL

State of North Carolina, County of _____
Subscribed and sworn to before me this _____ day of _____ 20____
Notary Public _____
My commission expires _____

**ATTACHMENT A – GUILFORD COUNTY CONTRACT NO. 111016-08/15-133
PNP DESIGN GROUP, PLLC (CONTRACTOR)**

R09-02

Do not submit with bid Do not submit with bid Do not submit with bid Do not submit with bid

State of North Carolina - AFFIDAVIT D - Good Faith Efforts

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the goal of 10% participation by minority business is not achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

(Name of Bidder)

Affidavit of: _____

I do certify the attached documentation as true and accurate representation of my good faith efforts.

(Attach additional sheets if required)

Name and Phone Number	*Minority Category	Work description	Dollar Value

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

Documentation of the Bidder's good faith efforts to meet the goals set forth in these provisions. Examples of documentation include, but are not limited to, the following evidence:

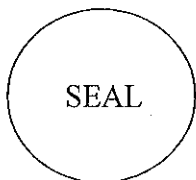
- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State or local government for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster.
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of North Carolina, County of _____
Subscribed and sworn to before me this _____ day of _____ 20____
Notary Public _____ My commission expires _____

APPENDIX E

MBE DOCUMENTATION FOR CONTRACT PAYMENTS

Prime Contractor/Architect: _____

Address & Phone: _____

Project Name: _____

SCO Project ID: _____

Pay Application #: _____ Period: _____

The following is a list of payments made to Minority Business Enterprises on this project for the above-mentioned period.

MBE FIRM NAME	* TYPE OF MBE	AMOUNT PAID THIS MONTH (With This Pay App)	TOTAL PAYMENTS TO DATE	TOTAL AMOUNT COMMITTED

*Minority categories: Black (B), Hispanic (H), Asian American (AA), American Indian (AI), White Female (WF), Socially and Economically Disadvantaged (SED), Disabled (D)

Approved/Certified By:

Name

Title

Date

Signature

SUBMIT WITH EACH PAY REQUEST - FINAL PAYMENT - FINAL REPORT

**Guilford County North Carolina
Indefinite Delivery Indefinite Quantity contract
for Architectural Services**

This **AGREEMENT** is made this _____ day of _____, 20____ between Guilford County, hereinafter called the "Owner", and _____ hereinafter called the "Designer".

This is an Indefinite Delivery Indefinite Quantity (IDIQ) type contract. Individual work orders will be negotiated for each project. The work order will include details on the scope of work, schedule, deliverables, budget, etc.

Any work order over \$90k must be reviewed / approved by the Board of Commissioners. The attached rate schedule is to be used for all services provided unless otherwise agreed. Additional services such as geotechnical, surveys, testing, commissioning, onsite project management, and their associated fees may be negotiated for specific projects. All work performed under this contract shall be per the provided terms and agreements.

TERMS AND CONDITIONS OF THE AGREEMENT

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ARTICLE 1

BASIC SERVICES OF THE DESIGNER

Schematic Design Phase

- 1-1 The Designer shall consult with the Owner to ascertain the requirements of the project and shall confirm such requirements to the Owner in writing.
- 1-2 He shall prepare schematic design studies, leading to a recommended solution together with a general description of the project for approval by the Owner.
- 1-3 He shall submit to the Owner a statement of probable construction cost based on the area, volume or other current unit costs.
- 1-4 The Designer will be permitted to reduce the scope of the project, within reasonable limits approved by Owner, if such reduction is deemed necessary in order to not exceed the total project budget cost as set forth in the body of Page 1 of this Agreement.

Design Development Phase

- 1-5 The Designer shall prepare from the approved schematic design studies, for approval by the Owner, the design development documents which shall include site and floor plans, elevations and other drawings, and outline specifications as are necessary to fix and illustrate the size and character of the entire project in its essentials as to kinds of material, type of structure, mechanical and electrical systems, and such other work as may be required, including site and utility requirements.
- 1-6 The Designer shall submit to the Owner a further statement of probable construction cost.

Construction Document Phase

- 1-7 The Designer shall prepare from the approved design development documents, working drawings and specifications setting forth in detail and prescribing the work to be done and the materials, workmanship, finishes and equipment required for the engineering, architectural, structural, mechanical, electrical and the site work, and for service-connected equipment; and assemble the necessary bidding information, proposal and contract forms, and conditions of the contract, for approval by the Owner. Designer shall submit to the Owner drawings and specifications for reviews at the following stages:
- a) 30% Design – This review will include plans and specifications. Civil should show site and building layout and basic parking areas, Architectural will have the floor plans, some details, room finish schedule started and other items to a 30% completion stage. Mechanical and electrical is to show plans and basic system concepts. Specifications to be started with front end started and some sections complete. The design can be changed at this stage to address the Owners needs.
 - b) 60% Design – This is to be the same as above but with greater detail. Concept changes should not happen on this review. However, minor adjustments may happen.
 - c) 95% Design – This review is of the 100% plans and specifications. This review is for quality control and to make sure the AE has complied with the owners needs. Any changes on this review should be for corrections to the plans and specifications.
- 1-8 He shall submit to the Owner a detailed statement of probable construction cost. The cost should reflect the fully developed requirements and current market conditions.
- 1-9 The Designer shall assist in the requesting of proposals and conducting the bid opening. He shall evaluate same and make recommendations of award to the Owner within two (2) workdays of the bid opening unless negotiations or redesign is required. Upon award of contracts, Designer shall assure proper execution of the contract documents by the contractors and forward to the Owner for his execution and further approval.
- 1-10 Designer shall fulfill the responsibilities of Guilford County to notify and attract minority businesses including:
- a) Attend the scheduled pre-bid conference to explain minority business requirements to the prospective bidders.
 - b) Assist the Owner to identify and notify prospective minority business prime and subcontractors of potential contracting opportunities.
 - c) Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
 - d) Make documentation showing evidence of implementation of Designer's responsibilities available for review upon request.
- 1-11 The Designer shall prepare and file the required documents for the approval of governmental authorities having jurisdiction over the project.
- 1-12 In the event that bids and design fees exceed the total project cost as set forth on Page 1 of this Agreement, then the provisions of Article 5 hereof, Limitations of Project Cost and Project Scope, shall apply.

Construction Phase

- 1-13 The Construction Phase will begin with the notification of award of contracts. The Owner will issue separate appropriate letters of "Notice to Proceed" to the single prime, construction manager at risk, or separate letters to each prime contractor in the case of separate prime bidding, which letters shall fix and definitely establish the beginning date of time of performance for the respective contract types, and

the required completion date. Copies of each such letter issued by the Owner shall be furnished to the Designer and to the County Purchasing Office.

1-14 The designer's responsibilities during the Construction Phase shall be as set forth hereinafter. His responsibilities shall include the following:

- a) Arrange for and give written notice to all appropriate parties as to the time and place as well as conduct the pre-construction conference.
- b) Establish and conduct a regular schedule of monthly meetings for contractors' representatives and a representative of the Owner. Such monthly meetings shall be maintained throughout the entire construction period and shall be for the primary purpose of assessing the progress of the work and recommending such remedial actions as are necessary to maintain progress and to complete the project within the contract time. The Designer shall submit to the Owner a full report of each such meeting. Attendance, purposes, results, reports and conduct of these monthly meetings shall be fully described.
- c) Process and approve, or take other appropriate action in respect of, progress schedules, shop drawings and other required submissions of contractors promptly.
- d) Prepare change orders as required, and have such change orders properly executed and approved before authorizing work on account thereof;
- e) Process contractors' applications for payment promptly for authorized work and issue certificates of payment;
- f) Review "MBE Documentation for Contract Payment" – (Appendix E) for compliance with minority business utilization commitments. Submit Appendix E form with monthly pay applications to the Owner.
- g) Provide general administration of the performance of construction contracts, including inspection and continuous liaison of the work to ensure compliance with plans and specifications, which inspection shall be by qualified and mutually agreed upon representatives of the designer's firm not less than once per week while work is in progress, and as often as necessary to ensure compliance with plans and specifications;
- h) Require all in-house consultants and contract consultants participating in the design of the project, and as named in Article 13 of this contract, to provide liaison and inspection services with respect to their portion of the design not less than once per week while work related to their design is in progress and as often as necessary to ensure compliance with plans and specifications;
- i) Schedule and conduct final inspection of the project, coordinating the date for such inspection with the Owner;
- j) Assemble written guarantees, affidavits, manuals of instruction for operation, and other required and closing papers of the contractors; issue certificates of final completion, certificates of compliance from various in-house and contract consultants, final certificates for payment; and set date for beginning of the guarantee period, forwarding all closing papers to the Owner;
- k) Serve as agent of the Owner as described in this contract, and within the limits and conditions of this contract, guarding the Owner against defects but not guaranteeing performance of the construction contractors.

1-15 The Designer agrees that his representatives on the construction project shall be qualified by training and experience to make decisions and interpretations of plans and specifications, and shall be empowered by the Designer to do so; such decisions and interpretations shall be binding upon the Designer as if made by him; all such decisions shall be confirmed in writing at the earliest reasonable date, with copies to the Owner, conditioned that such decisions and interpretations shall not modify adversely the requirements of the contract documents; the designer's representatives shall be replaced promptly and without protest at the request of the Owner, if in the opinion of the Owner, such representatives are either negligent or unqualified to perform their duties; and all of the above in this

paragraph shall be applicable to consultants referred to in Paragraph 1-14(h) above.

Post-Construction Phase

- 1-16 Upon completion of the project, the Designer shall correct the drawings to conform to the project as finally constructed, and shall deliver to the Owner corrected record drawings.
Prior to final payment to the Designer, he shall prepare and deliver to the Owner a final report.
- 1-17 Five percent (5%) of the total fee of the Designer shall be retained until approval of the record drawings and final report by the Owner. Final payment can be made after letter of approval is received by the Owner.
- 1-18

Other Professional Services

- 1-19 If the Designer renders basically architectural services, he hereby agrees that all plans, specifications, detail drawings, construction inspection, etc., for engineering work pertaining to heating, ventilating, refrigeration, power service, or other special mechanical or structural work shall be done by his own organization, by registered professional engineers regularly engaged and particularly qualified by experience and training to do this work, or agrees to employ without additional cost to the Owner, and subject to the approval of the Owner, the services of a registered professional engineer, which contract shall bind the engineer to terms and responsibilities substantially as set forth herein regarding design and construction phase services. (See Article 1.) Copies of this Agreement shall be furnished to the Owner.
- 1-20 If the Designer who is a party to this contract renders basically engineering services, he hereby agrees that plans, specifications, detailed drawings, construction inspection, etc., for architectural work pertaining to this project shall be done by his own organization, by registered professional architects regularly engaged in and particularly qualified by experience and training to do this work, or agrees to employ without additional cost to the Owner, and subject to approval of the Owner, the services of a registered professional architect regularly engaged in the work. This engineer shall enter into a contract agreement with such registered professional architect, which contract shall bind the architect to terms and responsibilities substantially as set forth herein regarding design and construction phase services. (See Article 1.) Copies of this Agreement shall be furnished to the Owner.
- 1-21 The Designer shall be responsible for all Designer administrative cost related to the project, including, but not limited to, the following:
 - a) Providing required number of plans and specifications for review for all agencies involved in the project;
 - b) Paying for all reproduction cost except as set forth in Article 6;
 - c) Paying all cost of handling, mailing, etc., of plans and specifications to the contractors;
 - d) Paying for all telephone calls, travel, administrative overhead cost and any other expense incurred by the Designer except for those items set forth in Article 2, Additional Services of the Designer.

ARTICLE 2
ADDITIONAL SERVICES OF THE DESIGNER

- 2-1 In the event the Owner, requests in writing that the Designer perform services over, above and beyond the basic services described in Article 1 hereof, then the Designer may be paid for such additional services as herein before provided. Additional services, for which additional compensation may be allowed, are as described hereinafter.
- a) Revising previously approved design development or working drawings or specifications to accomplish changes ordered by the Owner, except where required to get the cost within the total project budget;
 - b) Preparing drawings and specifications for alternate bids for work beyond the scope of that originally contemplated in this Agreement; (when alternates are used to assure keeping project within the total project budget, no additional fee shall apply);
 - c) Arranging for the work to proceed should the Contractor default due to delinquency or insolvency;
 - d) Providing contract administration and inspection of construction should the construction contract time be extended due to no fault of the Designer;
 - e) Making an inspection of the project prior to expiration of the guarantee period and reporting observed discrepancies under guarantees provided by the construction contracts;
 - f) Other services as may be required will be negotiated.

ARTICLE 3
FULL-TIME CONSTRUCTION INSPECTION

- 3-1 The Owner, may direct the Designer in writing to provide full-time construction inspection services. The Designer shall be compensated for the additional expense in a manner as mutually agreed upon between the Owner and the Designer and as set forth in a written amendment to this Agreement. Such additional compensation as is agreed to shall take into account the value of inspection services required to be furnished by the Designer under his fee for basic services. If arrangements are effected for the Designer to provide full-time inspection service, the representative proposed by the Designer to act in his capacity shall be subject to the prior approval of the Owner, and the conditions of Paragraph 1-15 under Article 1 hereof shall apply to such full-time inspection representative. The use of a full-time inspector does not negate the conditions of Paragraph 1-14(h) under Article 1.

ARTICLE 4
THE OWNER'S RESPONSIBILITY

- 4-1 The Owner shall provide full information as to its requirements for the project, consistent with the total project budget indicated on Page 1 of this Agreement.
- 4-2 The Owner shall designate, when necessary, a representative authorized to act in his behalf, who shall examine documents submitted by the Designer, and render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of the designer's work. The owner's representative shall observe the procedure of issuing instruction to contractors only through the Designer. The owner's representative shall attend monthly job meetings scheduled by the Designer and shall be empowered to make commitments for the Owner at such meetings.
- 4-3 The Owner shall furnish or pay for, at cost, to the Designer, a survey of the site; giving grades and lines of streets, alleys, pavement and adjoining property, rights of way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries, elevations at grid points; locations, dimensions,

and data pertaining to existing buildings, utilities and trees; or other requirements for the project. The Owner will pay, at cost, for tests and/or reports requested by Owner for determining subsoil and conditions. However, this shall not apply in engineering contracts where the survey is part of the design.

- 4-4 The Owner shall provide legal services as may be required or necessary for the project.

ARTICLE 5

LIMITATIONS OF PROJECT COST AND PROJECT SCOPE

Total Project Cost

- 5-1 The total project cost as indicated in the body of Page 1 of this Agreement shall include all costs and expenses for which the Designer is responsible, including the design fee. The contingency fund noted on Page 1 shall be reserved at the time of award of construction contracts.

Cost Limitations

- 5-2 The total project cost, as indicated in the body of Page 1 of this Agreement, is derived from a specific appropriation or funds specifically provided for the particular project described on Page 1. Accordingly it shall be a condition of this Agreement that the Designer shall conform his plans to a design, the construction cost of which together with the addition of design fees, shall not exceed the total project cost limitations as set forth in the body of Page 1 of this Agreement.
- 5-3 In the event that during the several stages of development of his plans the designer's Statement of Probable Construction Cost together with design fees exceeds the limitations set forth on Page 1 of this Agreement, or in the event that after receipt of bids the sum total of the lowest bona fide bids for the entire project together with design fees exceeds the limitation set forth on Page 1 of this Agreement, then the Owner shall have the right to require the Designer, without any additional cost to the Owner, to modify his plans and specifications or redesign the project as may be necessary to bring the construction cost plus design fees within the Total Project Cost limitation set forth on Page 1 of this Agreement.
- 5-4 If the probable construction cost plus design fees, or the sum total of lowest bona fide bids plus design fees, exceeds the limitation of total project cost set forth in the body of Page 1 of this Agreement, and in view of this excess of cost the Owner elects to and does effect arrangements for additional financing sufficient to permit the project to proceed at a total project cost in excess of that originally contemplated by this Agreement, then the Owner may modify the terms of this Agreement with respect to a new authorized and increased total project cost.

Scope of Project

- 5-5 The proposed scope of the project is indicated on Page 1 of this Agreement. The Designer will be permitted to reduce the scope of the project, within reasonable limits approved by Owner, if such reduction is deemed necessary in order to not exceed the total project cost as set forth in the body of Page 1 of this Agreement.
- 5-6 The total project cost is the primary control criteria and limitation; the scope of the project is secondary to project cost.

ARTICLE 6
REPRODUCTION EXPENSES

- 6-1 The Designer shall be required to furnish up to 20 sets of complete, approved final plans and specifications for the project. For sets required in excess of the above-mentioned number, the Designer will be paid the actual cost of reproduction. A list of plan deposits not returned to the contractors shall be furnished to the Owner. These deposits, as set forth in Notice to Bidders, shall be credited to the Owner.

ARTICLE 7
PAYMENTS TO THE DESIGNER

- 7-1 Payments on account of the designer's basic services shall become due and payable in an amount sufficient to increase the compensation for basic services to the following percentages of the basic fee upon completion of the phases of work as indicated hereinafter; monthly payments may be made if progress is satisfactory to the Owner. Payments are not to exceed the stated percentages.
- | | |
|---|-----|
| a) Upon approval of Schematic Design Phase__ | 15% |
| b) Upon approval of Design Development Phase__ | 20% |
| c) Upon approval of Working Drawings and Specifications__ | 30% |
| d) Upon Receipt of Bids__ | 5% |
| e) During the Construction Phase, monthly in proportion to the progress of the work,
up to and including final inspection and acceptance | 25% |
| f) Upon the closing of all construction contracts and the approval of record
drawings and final report. | 5% |
- 7-2 Payments for additional services of the Designer, as defined in Article 2, shall be made at the time of the next payment due under schedule of payments for basic services above.

ARTICLE 8
ACCOUNTING RECORDS OF THE DESIGNER

- 8-1 Records of the designer's personnel, consultants, additional services and reimbursable expenses pertaining to the project, and records of accounts between the Owner and the contractors, shall be kept on a generally recognized account basis, and all such records shall be available to the Owner or his authorized representative at mutually convenient times.

ARTICLE 9
OWNERSHIP OF PLANS AND SPECIFICATIONS

- 9-1 All designs, drawings, specifications, design calculations, notes and other works developed in the performance of this contract shall become the sole property of Guilford County and may be used on any other design or construction without additional compensation to the Designer. The use of the design, including tracings and specifications, by any person or entity, for the purpose other than the project as set forth in the body on Page 1 of this Agreement, shall be at the full risk of such person or entity and the Designer shall be relieved of any liability whatsoever, including claims for personal injury, property damage, or death as a result of such other use.

ARTICLE 10
TERMINATION OF AGREEMENT

- 10-1 The owner may terminate this Agreement for any reason upon ten (10) calendar days' written notice.
- 10-2 This Agreement may be terminated by either party upon seven (7) calendar days' written notice (delivered by certified mail, return receipt requested) should one party fail to perform in accordance with its terms through no fault of the other.
- 10-3 In event of termination, the Designer shall receive payment for services rendered prior to the receipt of written termination notice from the Owner. If termination results from abandonment or suspension of the project, then the Designer will receive termination expenses in the amount of five percent (5%) of the above due payment. If termination results from non-performance of work, then the Designer will not receive termination expenses. Any work done by the Designer prior to termination shall become the property of the Owner.
- 10-4 For the purpose of evaluating services rendered to termination, the following shall apply:
- | | |
|---|-----|
| a) Schematic Design Phase | 15% |
| b) Completion of Design Development Phase | 20% |
| c) Delivery of Working Drawings and Specifications for review | 25% |
| d) Approval of final drawings and specifications | 5% |
| e) Upon Receipt of Bids | 5% |
| f) Construction Phase monthly in proportion to progress of work | 25% |
| g) Approval of record drawings and final report | 5% |

ARTICLE 11
SUCCESSORS AND ASSIGNS

- 11-1 The Owner and the Designer each binds himself, his partners, successors, legal representatives and assigns to the other party to this Agreement and to the partners, successors, legal representatives and assigns of such other party in respect to all covenants of this Agreement. Neither the Owner nor the Designer shall assign, sublet or transfer his interest in this Agreement without the written consent of the other.

ARTICLE 12
EXTENT OF AGREEMENT

- 12-1 This Agreement represents the entire and integrated agreement between the Owner and the Designer and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written consent.

The logo for PNP Design Group features a large, stylized 'P' on the left, composed of green, blue, and white segments. To the right of the 'P' is a dark blue horizontal bar containing the text 'PNP Design Group' in a white serif font.

PNP Design Group

A Letter of Interest:

**Guilford County
Event # 473-0**

June 16, 2015





PNP Design Group

June 16, 2015

Bonnie Stellfox
Guilford County Purchasing Department
Old County Courthouse
301 West Market Street, Room B-32
Greensboro, North Carolina 27401

Re: Event 473-0
Architect and Engineering Services RFQ

Dear Ms. Stellfox:

PNP Design Group, PLLC and our team members are excited to share with you our qualifications to be your design team for various new construction projects and repair and alteration projects. We are teaming with highly qualified engineering firms to make us your one source for all of your facility needs. Our team has collaborated and produced successful new and renovation projects together for many years.


PNP Design Group is centrally located in Greensboro, NC. Our clients have building portfolios that include large and small facilities, each with unique issues. Our clients call on this team regularly to assist with all types of building issues, from chiller plant replacements, to caulking issues. We are their "go-to" team for their facility needs.

You will be hearing from many architects and engineers and we know it will be difficult to make a selection for which teams to interview. Here are a few reasons why you should consider us.

1. We have a proven track record with successful building projects, re-roofing, parking lot expansions and repair projects throughout the eastern United States.
2. Our team is creative and innovative, with the required expertise.
3. PNP and our team of engineers will be able to respond quickly to issues as they arise during design and construction.
4. PNP is a certified HUB firm.
5. We have the attitude that deadlines and budgets are real and not optional.

Our goal for our clients is to make their lives easier. We strive to meet your needs and make your priorities ours. Thank you for considering our team.

With Best Regards,
PNP Design Group, PLLC


(Ms.) Talmage R. Payne, AIA, NCARB, LEED AP
Managing Partner

111 Paisley Street
Greensboro, NC 27401
336.378.1812
336.378.1460 fax

Attachment B

Hourly Rates

Established rates for professional services

[illegible]



PNP Design Group

1. *How long has the technical team been working together? Provide areas of expertise for each team member and provide details on how the technical team will be structured and managed. Note: the technical team is defined as all architects, engineers, project managers, and construction administrators that will be directly assigned to support this contract.*

The basic PNP Design Group team consists of:

- a. PNP's key staff members:
 - Talmage R Payne, AIA NCARB LEED®AP Managing Partner
 - Mitchell L. Parsons, AIA Partner in Charge of Design
 - Arianna Hood, Project Manager
 - Marilyn Mittelman, Project Manager
- b. Structural Solutions, PA Key staff members:
 - Tom Shelmerdine, PE Structural Engineer
- c. Borum Wade and Associates key staff members:
 - Homer Wade, PE, Civil Engineer
 - Tim Knowles, RLA, Landscape Architect
- d. Fincastle Engineering, Inc. key staff members:
 - Lyle D. Hogan, PE RRC

For Mechanical and Electrical Engineering we are proposing two options depending on the type of project that is being considered. For smaller projects and repair and alterations we are proposing:

- c. Black Mountain Engineering, Michael B. Sprague, PE for Mechanical Engineering
- f. Sole Source Engineering, Jim Peacock, PE for Electrical Engineering

For larger more complex projects and repair and alterations we are proposing:

Stanford White Inc. Key personnel that will be working with this team are:

- g. Adam F. Spach, PE Mechanical Engineer

111 Paisley Street
Greensboro, NC 27401
336.378.1812
336.378.1460 fax



h. Matt J. Johnson, PE Electrical Engineer

This provides Guilford County with a team that is tailored for the project at hand. These "two" teams have been working together for over 10 years on new construction, renovations, and analyses of all types. Because of the longevity of the teams we have worked out the communication snafus and understand each member's role on the team.

PNP will assign a project manager to the project. This project manager is then the clearing house for information of the technical and design team. The project manager is responsible for deadlines, quality control, and timely responses. The project manager ensures that everyone is getting the information that they need whether it is the Principal Designer or the Roofing Consultant, they all count on the project manager to see that their resources are fully utilized.

The Project Manager also serves as construction administrator. This keeps the project information intact from start to finish. Important details are a part of the project data base and the project manager is the keeper of this data base.

You will note several examples of this team (either version) completing several project successfully; on time, within budget and with happy clients.

2. What experience does the team have in renovation projects? Provide information on specific projects.

The PNP Team that includes Stanford White renovated the 1911 Building at NCSU. You will find a project sheet for 1911 in the body of this RFQ. Also the PNP/Stanford White team recently completed the renovation of the second floor renovation of a three story building on LabCorp's York Court Main Campus in Burlington. Specifically Adam Spach and Talmage Payne worked out the details for installing a new Air Handling Unit that would be slid into an opening on the second floor. The unique part of this installation is that the air handler had to "fly" over a three story portion of the building and slide into the second floor opening over a one-story portion of the building; all this while the crane operator was "blind". Guy M. Turner executed the plan brilliantly.



The PNP Team that includes Sole Source Engineering and Black Mountain Engineering recently completed the renovation of the third floor of the building mention above. This renovation was 33,000 square foot renovation to the Microbiology Laboratory. LabCorp was running low on funds for this renovation and asked the PNP team to be very clever about how the space was renovated to get the most for the money spent. The PNP team was successful by all accounts.

This same team PNP, Sole Source and Black Mountain have renovated many postal facilities along the eastern seaboard. Of note, this team recently completed the renovation of five premier post offices for a new postal "look" in the cap metro area.

3. *What experience does the team have in historic preservation projects? Provide information on specific projects.*

PNP along with Fincastle Engineering renovated the Main Post Office in Newport News, Virginia. The building needed \$10 million in renovations but PNP was asked to hold the line to \$1.25 million to repair the most critical items. Water infiltration into the building was causing the most damage and this was deemed the most critical item. The roof was repaired and drainage pathways restored. Overflow scuppers were installed. The exterior granite and marble was cleaned and pointed up. Water damage on the interior of the building was repaired, all under the scrutiny of SHPO. The Main Post of Newport News, Virginia was also the county courthouse, built in 1925 it was on the historic register. PNP coordinated all efforts with SHPO.

4. *What experience does the team have in responding to emergencies (i.e. flooding, accidents resulting in structural damage, etc.)? Provide information on specific projects.*

In January of 2006 the Main Post Office in Mt. Ephraim, New Jersey collapsed after a series of cold days and particular nasty wind storm. PNP and Fincastle Engineering were asked to provide an analysis of the collapse. The analysis was assembled quickly since the collapse of this building created difficult political ramifications for the postal service.

The PNP team including Black Mountain, Sole Source and Fincastle Engineering provided the United States Postal Service with building assessments of 330 buildings



in a span of three months. These buildings were in seven states. Since the team was on the road for several days at a time, careful planning allowed the team to come together out in the field and share their findings and to collaborate. A team of dedicated professionals assisted them PNP's offices. The team completed the mission early.

5. *Provide typical office information on work hours, days of operation, emergency contact information and evidence of current errors and omissions insurance of \$200,000 per claim.*

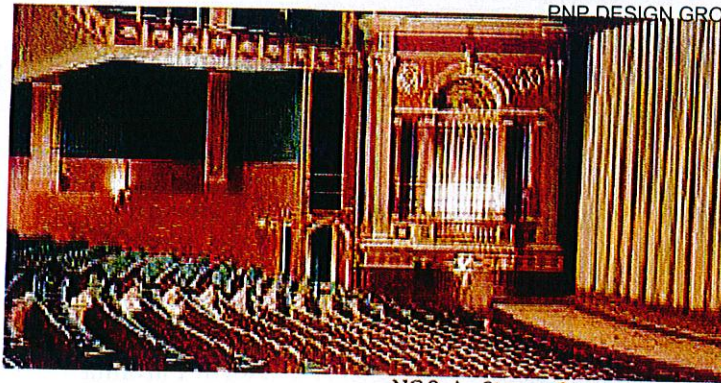
PNP Design Group, PLLC
111 Paisley Street
Greensboro, NC 27401
(336) 378-1812

Talmage Robinson Payne, Extension 309 or cell (336) 580-0964

Office Hours: 8AM until 5PM Monday through Friday

Please see our section labeled "Insurance Certificate" for evidence of our errors and omissions coverage.

111 Paisley Street
Greensboro, NC 27401
336.378.1812
336.378.1460 fax



NC SoA - Stevens Center Renovation



PNP Design Group

What Sets Us Apart? Seven Good Reasons

1. The **people who care the most** and are responsible for your project, the firm's principals, will be with you from start to finish.
2. We are **large enough** to get it done on time, yet **small enough** to turn on a dime – quick plan changes, accommodate scope changes, program changes, schedule changes and cost conscience.
3. We have the **expertise**. You will get our very best overseeing your project.
4. We have **the right proficiency** for each task.
5. We are **on target** with opinions of probable construction costs.
6. 80% of our current clients are **repeat clients** and have been doing business with us for over 18 years.

7. These clients think we're great:

Guilford Technical Community College

Billy Harris

Special Projects Coordinator

336.334.4822 ext. 50244

bjharris2@gtcc.edu

United States Postal Service

Thomas J. Russel

Manger of Facilities Planning

336.665.2801

tom.russell@usps.gov

LabCorp

Gary Aherron

VP of Facilities

336.222.7566, ext. 66590

aherrog@labcorp.com

Call them. Call us.
Let's get started!



PNP Design Group

Architects

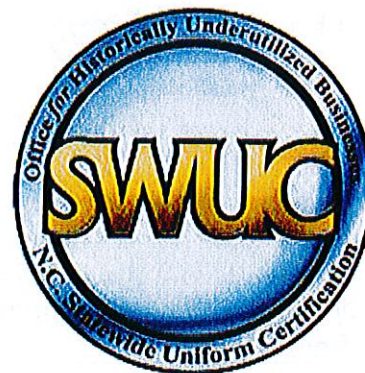
Our Firm / Principals

Our Firm

Dedicated professionals working for unique and specialized clients is what drives PNP Design Group. Our clients own, lease, and maintain multiple buildings in campus environments. This requires that we understand their culture and core business. Working to understand the needs of our clients in this way gives us a stake in their success.

PNP provides creative, sustainable and energy efficient designs to satisfy both the simplest or most complex problems. Our sustainable design coordinator ensures that we maintain our high level of commitment to energy efficient design and sustainable design practices on all our projects.

We constantly hear from our clients that we care. We understand their need for creative, and clever solutions to difficult problems in a short time frame. If you ask our long term clients, we know this is one of their main reasons for our ongoing partnership.



Talmage R. Payne, AIA NCARB LEED AP,
Managing Partner

Principals

Talmage serves as managing partner of PNP Design Group. Her clients consider her their "go-to Architect." Talmage has the gift of understanding how all of the pieces and parts of a building go together. She is particularly adept at bringing a group of construction professionals together and getting the group coordinated and integrated into the design and construction process. Having worked with the USPS since 1990 she understands how to renovate occupied buildings with complex issues. She relishes the challenge of technically complex construction projects.

Talmage is registered in 19 states: NC, SC, VA, MD, PA, OH, NJ, MA, KY, IL, IN, DE, AZ, FL, DC, AL, GA, TN, and LA.

Talmage has been working with:
LabCorp since 1989
United States Postal Service since 1996
Guilford County Schools since 1996

"What sets PNP apart from their competition is that aside from being creative, failure is not an option."

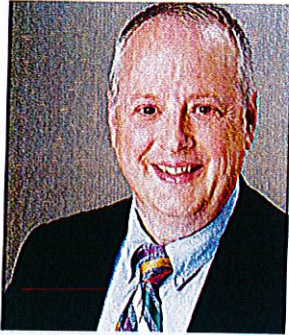
- Gary Aherron, VP Facilities LabCorp



PNP Design Group

Architects

PNP: Design Team



Principal, Lead Designer

Mitchell L. Parsons, AIA

Mitchell serves as partner in charge of design at PNP Design Group. He is strict in his beliefs that all things benefit from good design. Mitchell has designed all types of facilities, from university classroom buildings to 20,000 seat sporting arenas; from retail shopping centers to vacation homes. Through his wide range of design experience, Mitchell has gained the knowledge of the elements of good design. Clients seek out his design expertise on everything ranging from master planning campuses to fireplace design.

Key Staff

Ariana Hood, LEED AP BD+C

Ari has experience designing various types of projects including office, laboratory, commercial, government and hospitality facilities. She has had the opportunity to work with LabCorp on multiple office, laboratory, and patient service center projects and is familiar with their project process and needs.



Intern Architect

Marilyn Mittelman

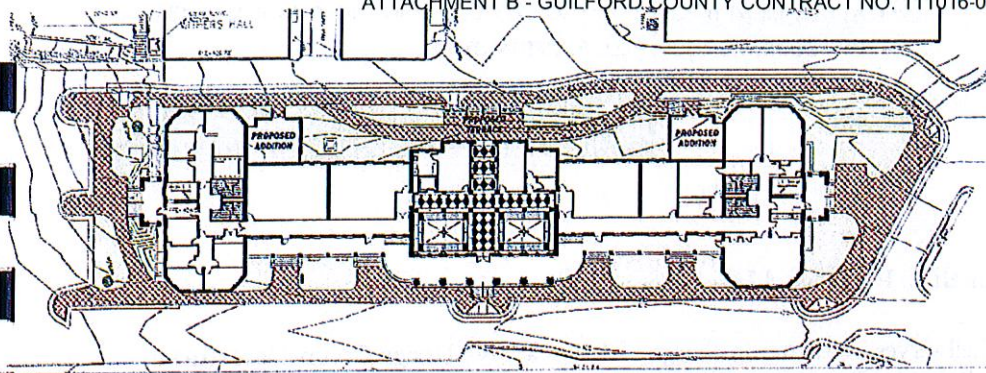
Marilyn consistently delves deep to get all the facts on the commissions that she is assigned. She wants to be sure that the design is successful, not only from the outside, but from the inside, and that the user group benefits from what she has envisioned. She is dedicated to making sure that all documents are coordinated and clear. Marilyn has been with PNP for 16 years.



Project Manager

+ 3 Other Professionals

"You have the best staff of anyone. Whenever I call you I always get an answer or I'm told how to get the answer. It was wonderful." - Ed Dishong, United States Postal Service



Projects



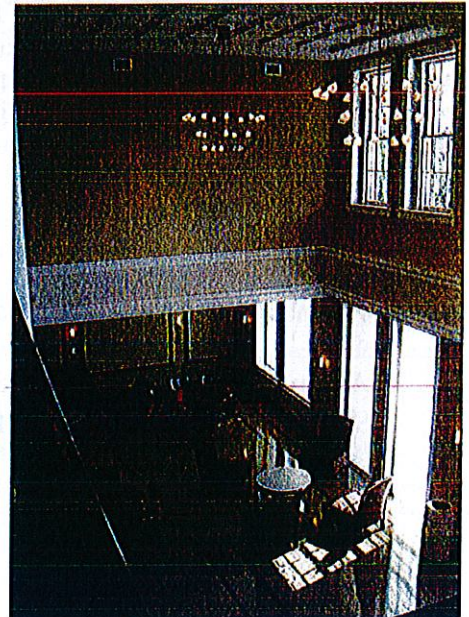
PNP Design Group

1911 Building, NC State

PNP kept the natural flow of circulation intact along with the building's setting in the larger campus context. Universal accessible entrances were introduced and the facility was brought up to current code standards. We focused on meeting these updated requirements by integrating them into the original aesthetic of the building.

This 50,527 s.f. building originally constructed in 1909 houses the Sociology & Anthropology departments as well as the Social Work Program. Design services included completely replacing the mechanical, electrical and plumbing systems and addressed building safety issues, accessibility deficiencies and pedestrian connection.

The exterior of the building was renovated, including a new asphalt shingle roof, a zinc coated roof and pointing up of exterior masonry. The project scope consisted of interior signage, building identification and wayfinding.



Entrance Lobby Atrium
1911 Building
North Carolina State University
Raleigh, NC



1911 Building
North Carolina State University
Raleigh, NC

Projects



PNP Design Group

In-house rendering of Allen Middle School

The new 19,000 square foot building primarily houses eighth grade classrooms, including new science classroom/laboratory spaces. The building also includes an auxiliary gymnasium. The design utilizes natural day lighting in the corridors and auxiliary gymnasium through the use of translucent building panel clerestories. The classroom windows include exterior architectural solar screens to reduce solar heat gain along with interior light shelves to maximize natural daylight in the classrooms. The new courtyard utilizes a circular paved area with a sitting wall surrounded with low-maintenance landscaping. New covered walkways connect the new classroom/gymnasium building to the two existing buildings onsite while defining the central campus courtyard. Mitchell Parsons is the Project Architect for this project.

Allen Middle School

Guilford County Schools
Greensboro, NC

PM&E Engineers:
Stanford White

Structural & Civil Engineers:
Stewart Engineering



Owner Information:

Guilford County Schools
336.669.7789

Contact Person Information:

Sam Masters
Guilford County Schools
336.370.3492
masters2@gcsnc.com

Services Provided: A/E

Project Cost: \$2.9 million

Change Order Cost: \$129,853.22

% of total construction cost: 4%

Owner requested change orders: \$129,853

Completion Date: 12/11

Contractor:

Welty Building Company, LLC

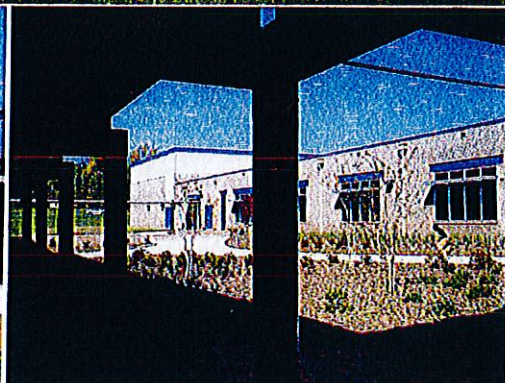
MWBE Participation :

PNP Design Group WBE

Stewart Engineering MBE



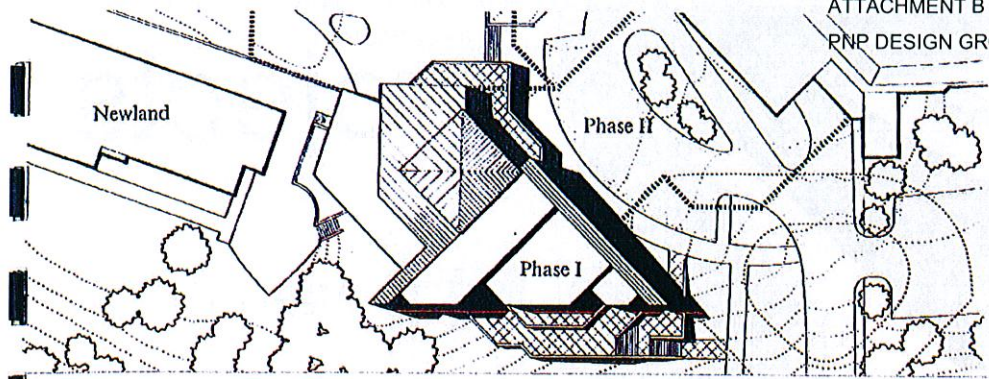
**Guilford
County Schools**



Projects



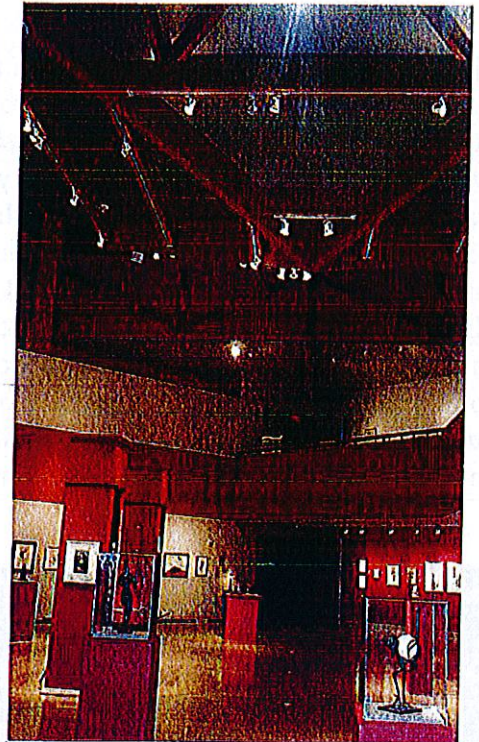
PNP Design Group



Appalachian State University - Visual Arts Center

A phased renovation transformed a former church into the ASU Turchin Visual Arts Center, devoted to gallery space for traveling and permanent art exhibitions. The first phase also includes preparation and art storage areas as well as an office space for the staff. A new humidity-controlled HVAC system and gallery-quality lighting systems are implemented in all exhibition areas. An 8' x 15' x 10' elevator, the only addition, connects the three levels and serves as the link to Phase 2, which will contain additional galleries, a visitors' entrance, lobby, gift/coffee shop, lecture hall, outdoor sculpture garden, and loading dock.

Located on King Street in the heart of downtown Boone, the Turchin Center is designed to gracefully link the town and the University. Talmage Payne was the Principal Architect during the Construction Administration phase on this project.



Visual Arts Center
Appalachian State University
Boone, NC

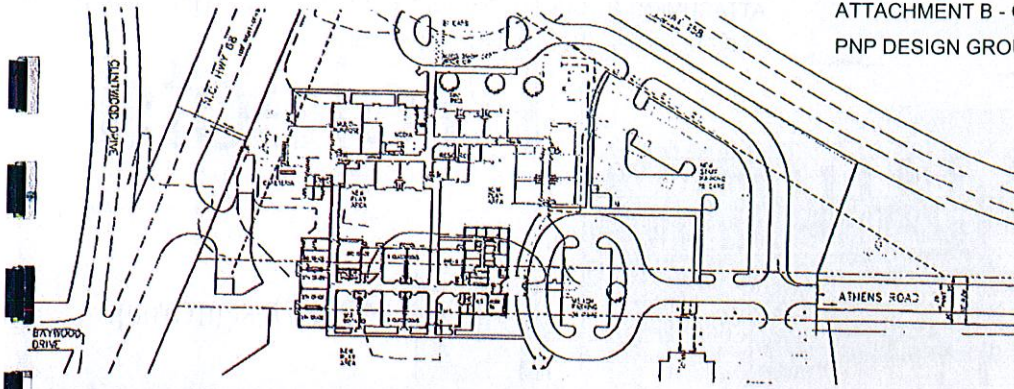


Appalachian
STATE UNIVERSITY
BOONE, NORTH CAROLINA 28608

Projects



PNP Design Group



Stokesdale Elementary School
Guilford County Schools
Stokesdale, NC



Guilford
County Schools

Completed in 2007 this project consisted of a renovation and addition to the existing elementary school building. A new 48,500 sf building was connected to the existing building by two covered breezeways. The new classroom building houses pre-kindergarten, kindergarten, third and fifth grades as well as a new office area for the administration. The existing building was completely renovated with new mechanical, electrical and fire protection systems. A new media center addition and a new multi purpose room were added to the existing building. A new master plan was developed and designates a new arrival and drop off area for students. Mitchell Parsons was the Principal Architect for this project.

Owner Information:

Guilford County Schools
336.669.7789

Contact Person Information:

Sam Masters
Guilford County Schools
336.370.3492
masters2@gcsnc.com

Services Provided: A/E

Project Cost: \$6.4 million

Change Order Cost: \$154,046

% of total construction cost: 2%

Owner requested change orders: \$154,046

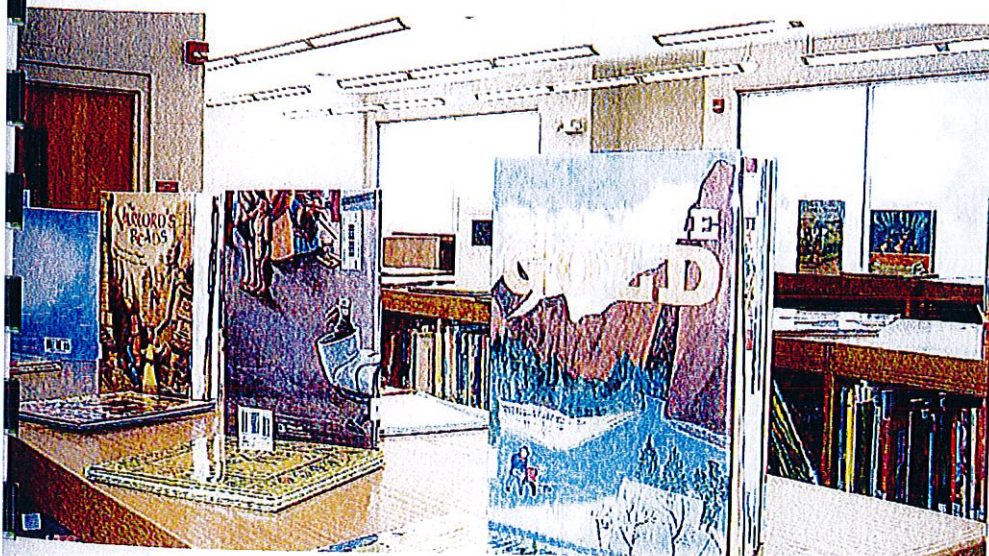
Completion Date: 10/07

Contractor:

Bar Construction

MWBE Participation :

PNP Design Group WBE



Projects



PNP Design Group

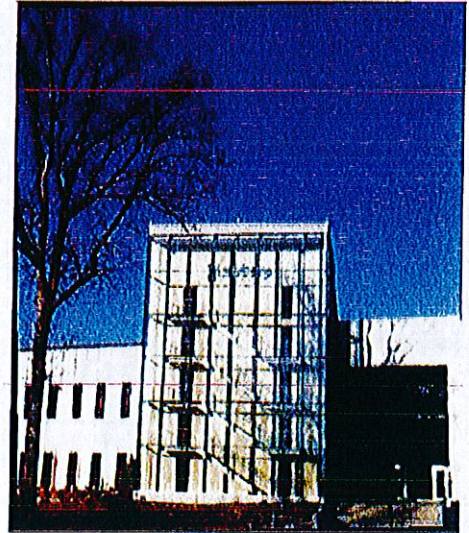


Project Infinity, Laboratory Corporation of America

PNP Design Group is currently wrapping up the Construction Administration phase on a 110,000 ft Clinical Trials Laboratory for LabCorp in Burlington, NC. This facility aimed to create additional laboratory space for LabCorp's expanding operations along with the required administrative support spaces.

PNP kept intact the natural flow of circulation along with the building's setting in the larger campus context, while bringing the facility up to code and introduced universal accessible entrances. We focused on meeting these updated requirements by integrating them into the past aesthetic of the building.

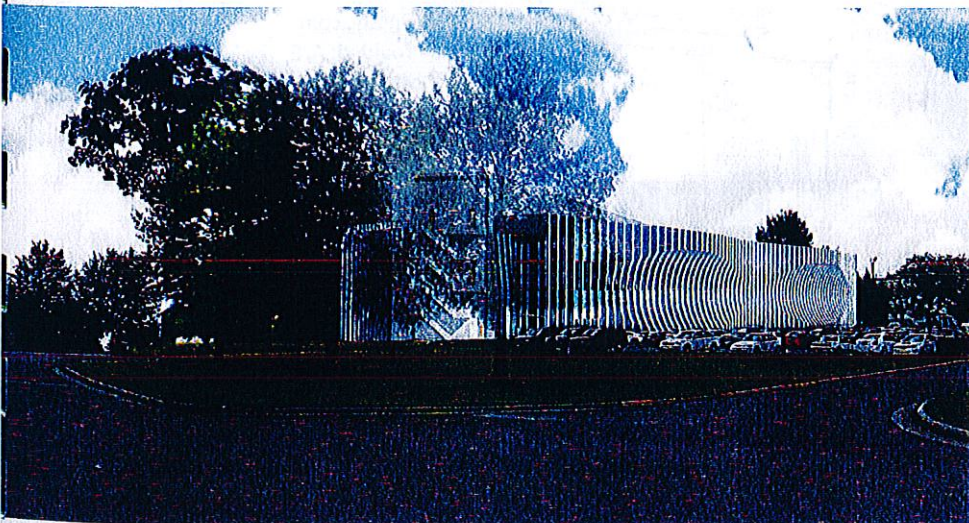
This facility houses a large medical testing laboratory; the design team took great pride in creating the best working environment possible. Great effort was made to create healthy working conditions by incorporating natural day lighting systems into every spaces possible and providing the very best high efficiency indoor air quality equipment to maintain a comfortable and healthy environment.



Project Infinity
Laboratory Corporation of America
Burlington, NC
Completion: December, 2011



Project Infinity
Concept Rendering by
PNP Design Group



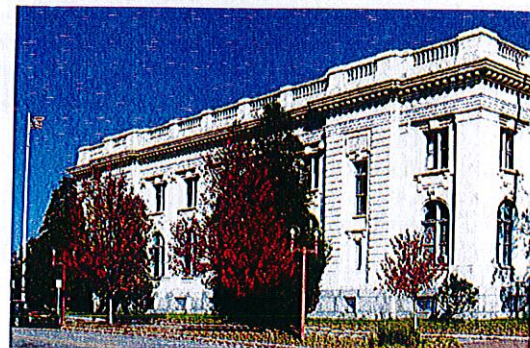


Construction Administration

PNP Design Group realizes the critical nature of construction, so they commit priority service to their clients during this phase of the project. Their team members remain proactive, providing timely communication with those in the field, minimizing schedule interruptions and inconvenience to the contractor and owner.

The contractor is considered a crucial part of the team, and communication is based on cooperation not confrontation. PNP has developed procedures to make the process go smoother, making use of a Construction Administration Specialist who closely monitors the project's progress. The Principal-in-Charge also participates in weekly update meetings.

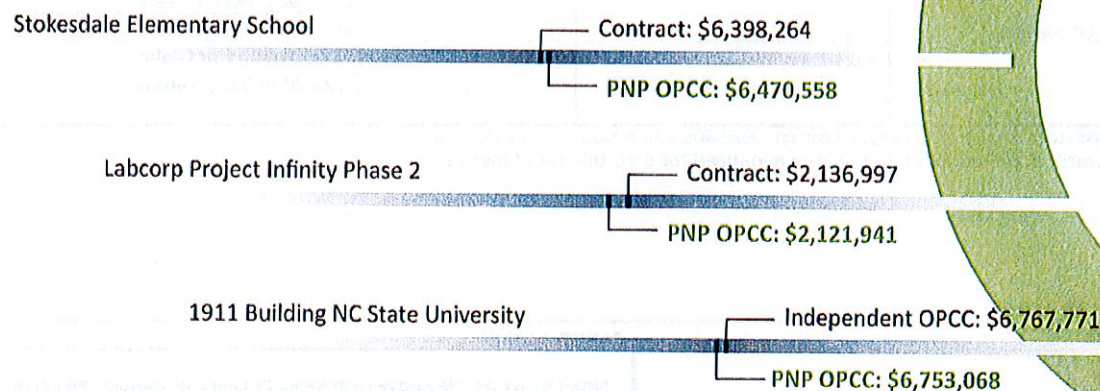
To expedite shop drawing processing, they are typically reviewed at the weekly meetings and returned to the contractor on the same day. And to keep things progressing, PNP creates bulletin drawings and makes written requests for information on-the-spot, and distributes requests for change orders immediately.



Main Post Office, Newport News, Virginia

Follow Through

Our cost opinions increase in detail with each phase of the design, but they maintain the same format to facilitate cost comparisons. These assessments fall at the end of the schematic and design development phases and at 95% completion of the construction document phase. At each phase, PNP Design Group makes necessary adjustments for review by team engineers and consultants. This cost control system also includes life cycle cost analysis and cost of alternative schemes, as needed.



"If all our construction issues could be resolved with this same sense of teamwork and cooperation, I might be able to stop taking my blood pressure medicine. However, I do believe my hair is gone for good."

- Billy Bryant, NC State University

Client#: 884143

80PNPDES

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/13/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BB&T Insurance Services, Inc. 3318 West Friendly Ave., Ste. 400 Greensboro, NC 27410		CONTACT NAME: Cyndy Cagle PHONE (A/C, No, Ext): 336 547-2137 FAX (A/C, No): 8888318409 E-MAIL ADDRESS: ccagle@bhandt.com	
INSURED PNP Design Group, PLLC 111 Paisley Street Greensboro, NC 27401		INSURER(S) AFFORDING COVERAGE	
		INSURER A: XL Specialty Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

NAIC #
37885

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		DPS9719022	07/27/2014	07/27/2015	\$2,000,000 Per Claim \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

If this contract is awarded, please contact the above Insured for a certificate of Insurance.

CERTIFICATE HOLDER

CANCELLATION

For Proposal Only

PNP Design Group PLLC
111 Paisley Street
Greensboro, NC 27401

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Cynthia P. Cagle

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ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

Indefinite Quantity Architect & Engineering Services for Guilford County

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

Event #421

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Ms. Talmage R. Payne, AIA, NCARB, LEED AP- Managing Partner

5. NAME OF FIRM

PNP Design Group, PLLC

6. TELEPHONE NUMBER

336-378-1812

7. FAX NUMBER

336-378-1460

8. E-MAIL ADDRESS

tpayne@pnppdesigngroup.com

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)	9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME J.V. PARTNER SUBCON- TRACTOR			
a.	✓	PNP Design Group, PLLC	111 Paisley Street Greensboro, NC 27401	Architect Construction Administration Project Management
		<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.		Stanford White Associates	1620 Midtown Place Raleigh, NC 27612	Mechanical & Electrical Engineering
		<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.		Structural Solutions, PA	5509-B West Friendly Avenue Suite A Greensboro, NC 27410	Structural Engineering
		<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.		Borum, Wade & Associates	621 Eugene Court, Suite 100 Greensboro, NC 27401	Civil Engineering, Landscape Architecture
		<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.		Fincastle Engineering, Inc	6213 Horseshoe Drive Summerfield, NC 27358	Roofing/Waterproofing Consultant
		<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.		Sole Source Engineering, P.C.	207 East Main Street Gibsonville, NC 27249	Electrical & Mechanical Engineering (For Smaller Projects)
		<input type="checkbox"/> CHECK IF BRANCH OFFICE		
	✓	Black Mountain Engineering, PA	720 West Main Street, Suite A Jamestown, NC 27282	
		<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ (Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT*(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Talmage R. Payne, AIA, NCARB, LEED AP	Managing Partner	a. TOTAL 32	b. WITH CURRENT FIRM 21
15. FIRM NAME AND LOCATION <i>(City and State)</i> PNP Design Group, PLLC / Greensboro, NC			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> Bachelor of Architecture, North Carolina State University Bachelor of Science, Clemson University	17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Architect: NC, SC, VA, MD, PA, OH, NJ, MA, KY, IL, IN, DE, AZ, DC, AL, FL		
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> US Green Building Council Triad Real Estate and Building Industry Coalition (TREBIC)			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
LabCorp Project Infinity / Burlington, NC	PROFESSIONAL SERVICES 2011	CONSTRUCTION <i>(If applicable)</i> 2012
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Principal-in-Charge] A 110,000 s.f. clinical laboratory in Burlington, NC. Infinity is attached to an existing 200,000 s.f. lab. Infinity was designed to have an open laboratory layout, with required support spaces along the perimeter. It exists now as the flagship laboratory on LabCorp's campus. This lab houses molecular oncology, histology, cytology, serology and infectious disease. Project Cost \$20,000,000		
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
LabCorp Salem Building	PROFESSIONAL SERVICES 2012	CONSTRUCTION <i>(If applicable)</i> 2013
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Principal-in-Charge] Project Cost \$3,000,000. This complete renovation of a 120,648 S.F Building was completed in two phases. PNP designed new office and training spaces on floors two through five and a new entrance, commissary and fitness room on the first floor. The building is controlled entry with a full card access system.		
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
USPS Greensboro Bulk Mail Center Reroof / Greensboro, NC	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Principal-in-Charge] PNP Design Group was asked to upgrade and renovate the card access and closed circuit television system at this facility Bulk Mail Center in Greensboro, NC for the United States Postal Service. This renovation included a full and complete renovation of the system for this 575,000 square foot facility in all areas of the building included office areas, the main post office, the work room and support areas as well as the employee parking lot.		
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
LabCorp Project Loon / Burlington, NC	PROFESSIONAL SERVICES 2012	CONSTRUCTION <i>(If applicable)</i> 2013
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Principal-in-Charge] LabCorp commissioned PNP Design Group to design the renovation of the third floor microbiology lab at their flagship facility in Burlington. Talmage Payne designed the original laboratory 23 years ago. The renovated lab will use the latest energy efficient equipment and provide a clean open lab environment. At \$1,300,000, the project had a tight budget. PNP was able to meet LabCorp's needs within budget.		
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
NASA Goddard Space Flight Center Renovation / Wallops Island, VA	PROFESSIONAL SERVICES 2013	CONSTRUCTION <i>(If applicable)</i> TBD
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Consultant] PNP Design Group and specifically Talmage Payne as chief designer were commissioned to provide laboratory design services to help with the workflow efficiencies and energy efficiencies of this NASA lab. The work included renovations of the lab, selection of laboratory equipment and selection of energy efficient lighting and HVAC as well as energy efficient fume hoods. The lab is 4,130 SF and the anticipated construction cost \$3,000,000.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Mitchell L. Parsons, AIA	13. ROLE IN THIS CONTRACT Partner and Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 22	b. WITH CURRENT FIRM 14
15. FIRM NAME AND LOCATION (City and State) PNP Design Group, PLLC / Greensboro, NC			
16. EDUCATION (DEGREE AND SPECIALIZATION) Master of Architecture, Virginia Tech Bachelor of Architecture- Cum Laude, Virginia Tech		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Architect: NC	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) American Institute of Architects Triad Real Estate and Building Industry Coalition (TREBIC)			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
NCSU 1911 Building Renovation / Raleigh, NC	2006	2008
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm a. [Lead Designer] This office and classroom building at North Carolina State University houses the sociology and anthropology departments. The 50,000 s.f. renovation included a new HVAC, plumbing, and electrical system, as well as a new roof. Project Cost \$7,000,000		
USPS Steel Creek Station/ Charlotte, NC	2010	2011
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check If project performed with current firm b. [Partner-in-Charge/ Construction Administration] Construction Cost \$650,000. This was a phased project that began with the renovation of toilets and locker space to accommodate additional carriers. Renovations to box lobby expanded for additional retail PO box capacity. Renovated toilets and expanded secured parking lot to add 61 new spaces. A 5,000 sf addition before the renovation of box lobby took place to accommodate additional carriers added to this facility.		
LabCorp Herndon, Virginia Master Plan / Herndon, VA	2014	2014
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm c. [Partner-in-Charge] LabCorp's existing lab in Herndon has been in place for over 30 years and has had numerous additions and alterations made as technology and the types of tests have changed over the years. A new warehouse will be carved out of unused lab space and the remaining labs will be reconfigured into one large lab that will facilitate growth and changes dictated by the market. The administrative support area will also be reworked for more efficiency.		
USPS Monroe Carrier Annex/ Monroe, NC	2009	2010
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm d. [Partner-in-Charge/ Construction Administration] Construction Cost \$1.2 million. This project consisted of an upfit to existing 15,000 sf metal building to be used as carrier annex. Provided design and construction documents for new secured parking lot, new loading dock and stormwater management, as well as topographic survey for the use of designing new parking lot.		
LabCorp Charlotte Northwoods / Charlotte, NC	2014	2014
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm e. [Partner-in-Charge] LabCorp's Northwoods lab project is an upfit of 24,115 SF of existing office/warehouse space. The new facility will house accessioning, stat and microbiology labs. Spaces will be provided for administrative support, training, and warehouse space to support LabCorp's area operations. Construction cost is \$1,696,140. Completion is scheduled for August, 2014.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT*(Complete one Section E for each key person.)*

12. NAME Marilyn Mittelman	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE a. TOTAL 19 b. WITH CURRENT FIRM 12	
15. FIRM NAME AND LOCATION (City and State) PNP Design Group, PLLC / Greensboro, NC			
16. EDUCATION (DEGREE AND SPECIALIZATION) Master of Architecture, University of Texas at Arlington Bachelor of Fine Arts in Design, Mississippi University for Woman		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) In process of taking exam for North Carolina	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) NCARB IDP Program			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State) USPS Green Post	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2011 CONSTRUCTION (If applicable) 2012	
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Project Manager] PNP Design Group was commissioned by the USPS to provide a prototype design for a net zero post office that could be mass produced and almost "drop shipped," and to "double" as an office for the energy management team for the USPS. PNP designed a facility that had a factory-built "generator hub" that contained the electrical panels, HVAC equipment (interior), toilets, break area, and other utility type spaces. Other spaces were modular.		
(1) TITLE AND LOCATION (City and State) USPS Steel Creek Station/ Charlotte, NC	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2010 CONSTRUCTION (If applicable) 2011	
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Project Manager] Construction Cost \$650,000. This was a phased project that began with the renovation of toilets and locker space to accommodate additional carriers. Renovations to box lobby expanded for additional retail PO box capacity. Renovated toilets and expanded secured parking lot to add 61 new spaces. A 5,000 sf addition before the renovation of box lobby took place to accommodate additional carriers added to this facility.		
(1) TITLE AND LOCATION (City and State) Guilford County Courthouse Reroof / Greensboro, NC	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2013 CONSTRUCTION (If applicable) 2013	
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Project Manager] PNP Design Group was asked to provide the design for the reroof of the Guilford County Courthouse in the Spring of 2012. This approximately 50,000 square foot roof was a built-up roof that had long since past its service life. The existing roof and insulation was completely removed and a new PVC roof was installed while keeping the courthouse completely operational.		
(1) TITLE AND LOCATION (City and State) USPS Monroe Carrier Annex/ Monroe, NC	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2009 CONSTRUCTION (If applicable) 2010	
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Project Manager] Construction Cost \$1.2 million. This project consisted of an upfit to existing 15,000 sf metal building to be used as carrier annex. Provided design and construction documents for new secured parking lot, new loading dock and stormwater management, as well as topographic survey for the use of designing new parking lot.		
(1) TITLE AND LOCATION (City and State) LabCorp Project Infinity / Burlington, NC	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2008 CONSTRUCTION (If applicable) 2009	
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Project Manager] A 110,000 s.f. clinical laboratory in Burlington, NC, Infinity is attached to an existing 200,000 s.f. lab. Infinity was designed to have an open laboratory layout, with required support spaces along the perimeter. It exists now as the flagship laboratory on LabCorp's campus. This lab houses molecular oncology, histology, cytology, serology and infectious disease. Project Cost \$20,000,000		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Arianna Hood	Project Manager	a. TOTAL 4	b. WITH CURRENT FIRM 2
15. FIRM NAME AND LOCATION (City and State) PNP Design Group, PLLC / Greensboro, NC			
16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Architecture, Rensselaer Polytechnic Institute		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Architect: Currently in the process of taking the examination for registration.	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) NCARB, LEED BD+C			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
LabCorp Salem Building	PROFESSIONAL SERVICES 2014	CONSTRUCTION (If applicable) 2014
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Project Manager] This complete renovation of a 120,648 S.F Building was completed in two phases. PNP designed new office and training spaces on floors two through five and a new entrance, commissary and fitness room on the first floor. The building is controlled entry with a full card access system.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
LabCorp Project Unity	PROFESSIONAL SERVICES 2014	CONSTRUCTION (If applicable) 2015
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Project Manager] A 176,200 s.f. office building in McLeansville, NC, that was renovated for LabCorp's accounting and law departments. Care was taken to reuse as much of the existing facility to keep costs in check. LabCorp occupied in three phases starting with the 3rd floor and working their way down.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Guilford County Family Justice Center	PROFESSIONAL SERVICES 2014	CONSTRUCTION (If applicable) 2015
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Project Manager] This new type of facility accommodates different departments such as, advocacy, legal, sheriff, police, exam room and child advocacy, into one space that will allow a family in crisis one location for the services they need. Careful planning and reuse of existing offices accommodated the sometimes disparate needs of each department. The new design allows them to function as one cohesive group.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
LabCorp Charlotte Northwoods Lab Renovation	PROFESSIONAL SERVICES 2014	CONSTRUCTION (If applicable) 2015
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Project Manager] The existing 24K sf space was completely removed, only reusing some existing HVAC equipment. The project focuses on the core services of a new accessioning lab, stat lab and microbiology lab. A new glass entry was created with view directly into the labs. New regional offices, meeting rooms and warehouse complete the facility. This facility set the new standard for LabCorp's regional labs. This total renovation was completed for \$1,820,078.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
USPS Greensboro NDC Repaving Project	PROFESSIONAL SERVICES 2014	CONSTRUCTION (If applicable) 2014
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Project Manager] This project was completed in two phases. The first phase was a study to determine the condition of the lot and to prioritize the repairs and prepare a Life Cycle Cost Analysis so the USPS could determine the scope of the repairs needed. The second phase was to provide Construction Documents and Construction Administration of the repaving and repairs. The cost of this project is \$ 693,361.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Lyle D. Hogan, PE, RRC	13. ROLE IN THIS CONTRACT Roofing / Waterproofing Consultant	14. YEARS EXPERIENCE a. TOTAL 34 b. WITH CURRENT FIRM 11	
15. FIRM NAME AND LOCATION (City and State) Fincastle Engineering, Inc., Summerfield, NC			
16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Civil Engineering North Carolina State university 1980		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Civil Engineer: North Carolina #11928 Georgia #15201 Virginia #16448 Florida #46915 Louisiana #29175 Texas #66445	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State) USPS Philadelphia District Office / Philadelphia, Pennsylvania	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2008 CONSTRUCTION (If applicable) 2009	
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Water Infiltration Specialist] \$3.3 Million Construction Cost: Renovated 30,000 square foot office building. New program for the District Office consisted of offices, open office areas, a large break room and several conference rooms.		
(1) TITLE AND LOCATION (City and State) USPS Main Post Office Re-roof / Absecon, New Jersey	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2006 CONSTRUCTION (If applicable) 2007	
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Roofing Consultant] \$77,000 Restoration Cost: PNP Design Group was asked to determine the source of leaks in the Absecon main Post Office. PNP and Lyle Hogan determined the leaks were caused by a tear in the EPDM membrane that was the roof of the clock tower, as well as the masonry pilasters taking on water. The roof was replaced with a decorative metal roof to enhance the entry feature and prevent the water from reaching the EPDM membrane.		
(1) TITLE AND LOCATION (City and State) USPS Main Post Office / Newport News, Virginia	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2004 CONSTRUCTION (If applicable) 2005	
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Roofing Consultant] \$1.26 Million Construction Cost: This was a renovation of a 70,389 square foot circa 1825 courthouse building in downtown Newport News, Virginia. the building was renovated to prevent further water infiltration, this entailed pointing up the exterior marble and granite, renovating the roof system, renovating deteriorating brickwork at the roof level and other exterior renovations.		
(1) TITLE AND LOCATION (City and State) USPS P&DC Re-roof / Norfolk, Virginia	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2004 CONSTRUCTION (If applicable) 2005	
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Roofing Consultant] \$650,000 Construction Cost: PNP Design Group and Fincastle Engineering re-roofed this 187,480 square foot production facility in 2005. This facility is the flagship for the United States Postal Service in the Tidewater Virginia Area. It houses the distribution for all of the postal service in the Tidewater area. The design team determined that the building could be over roofed with a new PVC membrane.		
(1) TITLE AND LOCATION (City and State) LabCorp Project Infinity / Burlington, NC	(2) YEAR COMPLETED PROFESSIONAL SERVICES 2012 CONSTRUCTION (If applicable) 2013	
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm [Roofing Consultant] A 110,000 s.f. clinical laboratory in Burlington, NC, Infinity is attached to an existing 200,000 s.f. lab. Infinity was designed to have an open laboratory layout, with required support spaces along the perimeter. It exists now as the flagship laboratory on LabCorp's campus. This lab houses molecular oncology, histology, cytology, serology and infectious disease.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME Homer Wade	13. ROLE IN THIS CONTRACT Civil Engineering	14. YEARS EXPERIENCE	
		a. TOTAL 37	b. WITH CURRENT FIRM 36
15. FIRM NAME AND LOCATION (City and State) Borum Wade and Associates, Greensboro, NC			
16. EDUCATION (DEGREE AND SPECIALIZATION) BSCE: NC State University		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Civil Engineering: NC #10771	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Triad Real Estate and Building Industry Coalition (TREBIC) Greensboro, NC			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a. LabCorp New Identity Parking Lot (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [Civil Engineering] A new 245 space parking lot and renovations to the existing 203 spaces including walking trail of rock dust bed, new LED lighting and a large bioretention sediment basin.	2013	2014
<input checked="" type="checkbox"/> Check if project performed with current firm		
b. Greensboro Day School Tennis Courts, Greensboro, NC (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [Civil Engineering] Design for 8 new tennis courts and a new main entrance for the school	2011	2012
<input checked="" type="checkbox"/> Check if project performed with current firm		
c. The Shops and Woodmont Station, Greensboro, NC (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [Civil Engineering] 300,000 SF expansion of the Friendly Center Shopping Center	2009	2010
<input checked="" type="checkbox"/> Check if project performed with current firm		
d. The Reserve at Rock Creek, Greensboro, NC (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [Civil Engineering] 217 acre, 518 unit Planned Residential Development	2010	2011
<input checked="" type="checkbox"/> Check if project performed with current firm		
e. LabCorp Project Infinity, Burlington, NC (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [Civil Engineering] 110,000 SF Laboratory with courtyards & patios, and site amenities	2011	2012
<input checked="" type="checkbox"/> Check if project performed with current firm		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Tim Knowles, R.L.A.	13. ROLE IN THIS CONTRACT Landscape Architect	14. YEARS EXPERIENCE	
		a. TOTAL 26	b. WITH CURRENT FIRM 9
15. FIRM NAME AND LOCATION (City and State) Borum Wade and Associates,			
16. EDUCATION (DEGREE AND SPECIALIZATION) BS Landscape Architecture West Virginia University		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Landscape Architect: NC #640	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) City of Greensboro's Advisory Commission on Trees (ACT), Triad GBC & USGBC Member. 13 National and State Landscape Contractors Environmental Improvement Awards			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Greensboro College Sports Park, Greensboro, NC	2008	2010
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm a. Tim served as the project manager for the Sports Park. His duties have included meetings with the college staff, City planning and storm water staff.		
The Natural Science Center of Greensboro PlayScape	2009	2010
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm b. Tim prepared a master plan, sketches, and a detailed layout plan.		
New Garden Square, Greensboro, NC	2009	2009
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm c. Tim prepared the master plan and site elevations used for the rezoning of this 10 acre mixed-use development including office, retail, and multi-family.		
LabCorp Project Infinity, Burlington, NC	2012	2013
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm d. Tim was the project manager and provided site & landscape design for this 110,000 SF laboratory addition which features an outdoor dining patio, courtyards, and plazas		
Greensboro Day School Tennis, Greensboro, NC	2011	2012
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm e. Tim provided the design layout for 8 new tennis courts with amphitheater seating and new entrance road that serves as the main entrance for the school.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME		13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
			a. TOTAL	b. WITH CURRENT FIRM
Thomas L. Shelmerdine, PE		Structural Engineer	30	19
15. FIRM NAME AND LOCATION (City and State) Structural Solutions, PA, Greensboro, NC				
16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Science in Civil Engineering- Bucknell University		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer NC, SC, VA, GA, FL, TX, NJ, MO, KS, AL, PA, MN, KY, MD, TN		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Member of American Society of Civil Engineers (ASCE), Professional Member of American Institute of Steel Construction (AISC), Member of Construction Professionals Network of North Carolina (CPN), Member of Structural Engineers Association of North Carolina				
19. RELEVANT PROJECTS				
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
USPS Steel Creek Station/ Charlotte, NC		PROFESSIONAL SERVICES 2009	CONSTRUCTION (If applicable) 2011	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm		
a. Provided structural engineering services for a 5,000 sf additional carrier space added to existing post office. The existing post office space was renovated, including the retail section and restrooms. The retail space was renovated to expand the post office box capacity. Fee for services, \$8,095.				
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
USPS Monroe Carrier Annex/ Monroe, NC		PROFESSIONAL SERVICES 2008	CONSTRUCTION (If applicable) 2010	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm		
b. Provided structural engineering services for the up-fit of a 15,000 sf metal building to be used as a carrier annex. Fee for services, \$5,400.				
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
LabCorp Project Infinity/ Burlington, NC		PROFESSIONAL SERVICES 2010	CONSTRUCTION (If applicable) 2012	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm		
c. Provided structural engineering services for a new 110,000 sf clinical laboratory on LabCorp's Burlington Campus. Project Infinity's skin is designed to relate to the precast double tee construction of the existing buildings. The façade is designed to incorporate regularly spaced curved precast fins that give the structure a unique image that relates to the rhythm of the existing building's precast.				
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
Aircraft Rescue and Fire Fighting Station, PTI Airport/ Greensboro, NC		PROFESSIONAL SERVICES 2009	CONSTRUCTION (If applicable) 2010	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm		
d. A 15,000 sf Aircraft Rescue and Firefighting Facility funded by the American Recovery and Reinvestment Act of 2009. Includes a new Command Center, training facilities, bunk rooms, and enough room to host coordinated city, county, and state disaster training.				
(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
McGirt Horton Branch Library/ Greensboro, NC		PROFESSIONAL SERVICES 2008	CONSTRUCTION (If applicable) 2009	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm		
e. A \$3.5 million, 10,000 square foot new library. This building was one of the first LEED Certified libraries in North Carolina.				

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

NAME:	Adam F. Spach, PE	EXPERIENCE
ROLE:	Project Manager, Mechanical Engineer	TOTAL: 13
FIRM:	Stanford White	FIRM: 9
LOCATION:	Raleigh, NC	
EDUCATION:	BS Mechanical Engineering, Alfred University, 2000	



REGISTRATION: Professional Engineer in NC
LEED Accredited Professional, USGBC

QUALIFICATIONS: Vice Chair, Wake County Citizens Energy Advisory Commission
American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE)
North Carolina Healthcare Engineers Association (NCHEA)
Regionalization Task Force, Triangle Chapter, US Green Building Council (USGBC)

RELEVANT PROJECTS

TITLE:	County & Courts Office Building	DESIGN:	2008	A
OWNER:	Mecklenburg County, NC	CONSTRUCTION:	2009	
LOCATION:	Charlotte, NC	COST:	\$ 400,000	
FIRM SCOPE:	Mechanical and Electrical Engineering	SIZE:	110,000 SF	
ROLE:	Project Manager, Mechanical Engineer	<i>Prime</i>	<input checked="" type="checkbox"/> PROJECT WITH CURRENT FIRM	
DESCRIPTION:	Renovation of HVAC equipment including the central boiler system, closed circuit cooler system, central pumping systems, condenser water system and HVAC controls			

TITLE:	Hilltop Recreation Center	DESIGN:	2012	B
OWNER:	City of Greensboro	CONSTRUCTION:	2014	
LOCATION:	Greensboro, NC	COST:	\$4,000,000	
FIRM SCOPE:	Plumbing, Fire Sprinkler, HVAC, Power, Lighting, Fire Alarm, Telecom	SIZE:	15,000 SF	
ROLE:	Project Manager, Mechanical Engineer	<i>Consultant</i>	<input checked="" type="checkbox"/> PROJECT WITH CURRENT FIRM	
DESCRIPTION:	New facility: features gym, locker rooms, fitness center, climbing wall and multipurpose rooms. The site will ultimately be developed with nature trails, playgrounds and athletic fields (softball, soccer, baseball).			

TITLE:	Curry Building Renovations	DESIGN:	2011	C
OWNER:	UNC Greensboro	CONSTRUCTION:	2012	
LOCATION:	Greensboro, NC	COST:	\$ 1,800,000	
FIRM SCOPE:	Mechanical, Electrical & Structural Engineering	SIZE:	79,000 SF	
ROLE:	Mechanical Engineer	<i>Consultant</i>	<input checked="" type="checkbox"/> PROJECT WITH CURRENT FIRM	
DESCRIPTION:	Renovation of classroom, office and child care training facility.			

TITLE:	Downtown Theater & Streetscape	DESIGN:	2012	D
OWNER:	Town of Cary	CONSTRUCTION:	2013	
LOCATION:	Cary, NC	COST:	\$ 2,700,000	
FIRM SCOPE:	Plumbing, Fire Sprinkler, HVAC, Power, Lighting, Fire Alarm, Telecom	SIZE:	15,800 SF	
ROLE:	Project Manager, Mechanical Engineer	<i>Consultant</i>	<input checked="" type="checkbox"/> PROJECT WITH CURRENT FIRM	
DESCRIPTION:	Renovations and additions to abandoned downtown building and improvements to streetscape. Multi-use cultural events space with focus on performance, film, theater and music. Includes 181 seat tiered theater.			

TITLE:	Science Hall	DESIGN:	2013	E
OWNER:	Guilford Technical Community College	CONSTRUCTION:	2014	
LOCATION:	Jamestown, NC	COST:	\$ 3,400,000	
FIRM SCOPE:	Plumbing, Fire Sprinkler, HVAC, Power, Lighting, Fire Alarm, Telecom	SIZE:	30,000 SF	
ROLE:	Project Manager, Mechanical Engineer	<i>Consultant</i>	<input checked="" type="checkbox"/> PROJECT WITH CURRENT FIRM	
DESCRIPTION:	Comprehensive mechanical and electrical renovation of this teaching laboratory building. Most infrastructure to be replaced with systems designed for improved performance.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

NAME: **Matt J. Johnson, PE** EXPERIENCE
ROLE: **Project Manager, Electrical Engineer** TOTAL: **10**
FIRM: **Stanford White** FIRM: **2**
LOCATION: **Raleigh, NC**
EDUCATION: **BS Electrical Engineering, Oregon State University, 2002**

REGISTRATION: **Professional Engineer in NC and AZ**

QUALIFICATIONS: **North Carolina Healthcare Engineers Association (NCHCA)**



RELEVANT PROJECTS

TITLE:	Diggs Gallery Lighting Upgrades	DESIGN:	2013	A
OWNER:	Winston-Salem State University	CONSTRUCTION:	2013	
LOCATION:	Winston-Salem, NC	COST:	\$ 80,000	
FIRM SCOPE:	Lighting, Power	SIZE:	8,000 SF	
ROLE:	Project Manager, Electrical Engineer	<i>Prime</i>	<input checked="" type="checkbox"/> PROJECT WITH CURRENT FIRM	
DESCRIPTION:	Electrical lighting design for the renovation of Diggs Gallery.			

TITLE:	Pegram Hall Renovation Study	DESIGN:	2012	B
OWNER:	Winston-Salem State University	CONSTRUCTION:	N/A	
LOCATION:	Winston-Salem, NC	COST:	N/A	
FIRM SCOPE:	Plumbing, Fire Sprinkler, HVAC, Electrical	SIZE:	24,200 SF	
ROLE:	Electrical Engineering		<input checked="" type="checkbox"/> PROJECT WITH CURRENT FIRM	
DESCRIPTION:	Analysis of existing building systems and feasibility study for the renovation and reuse of Pegram Hall.			

TITLE:	1600 West Lee Street Parking Lot	DESIGN:	2013	C
OWNER:	UNC Greensboro	CONSTRUCTION:	2014	
LOCATION:	Greensboro, NC	COST:	\$ 3,000,000	
FIRM SCOPE:	Power, Lighting	SIZE:	4.5 ACRES	
ROLE:	Project Manager, Electrical Engineer	<i>Consultant</i>	<input checked="" type="checkbox"/> PROJECT WITH CURRENT FIRM	
DESCRIPTION:	Site lighting for new parking lot.			

TITLE:	Myrtle Grove Middle School - HVAC Systems Study	DESIGN:	2013	D
OWNER:	New Hanover County Schools	CONSTRUCTION:	N/A	
LOCATION:	Wilmington, NC	COST:	N/A	
FIRM SCOPE:	HVAC, Power	SIZE:	N/A	
ROLE:	Electrical Engineer	<i>Prime</i>	<input checked="" type="checkbox"/> PROJECT WITH CURRENT FIRM	
DESCRIPTION:	Study to determine scope and budget for HVAC upgrade project.			

TITLE:	Science Hall	DESIGN:	2013	E
OWNER:	Guilford Technical Community College	CONSTRUCTION:	2014	
LOCATION:	Jamestown, NC	COST:	\$ 3,400,000	
FIRM SCOPE:	Plumbing, Fire Sprinkler, HVAC, Power, Lighting, Fire Alarm, Telecom	SIZE:	30,000 SF	
ROLE:	Electrical Engineer	<i>Consultant</i>	<input checked="" type="checkbox"/> PROJECT WITH CURRENT FIRM	
DESCRIPTION:	Comprehensive mechanical and electrical renovation of this teaching laboratory building. Most infrastructure to be replaced with systems designed for improved performance.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME Michael Sprague, PE	13. ROLE IN THIS CONTRACT Mechanical Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 25	b. WITH CURRENT FIRM 14
15. FIRM NAME AND LOCATION (City and State) Black Mountain Engineering, PA; 720 West Main Street, Suite A, Jamestown NC 27282			
16. EDUCATION (DEGREE AND SPECIALIZATION) BSME		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) FL, GA, KY, NC, OH, SC, TN, VA	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
USPS - Charlotte L&DC FSS Prep / Charlotte, NC (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. Designed Modifications to HVAC systems to prepare for the installation of an FSS line. Renovated area approximately 49,000 square feet. Mechanical work cost approximately \$46,000.00	2009	2010
<input checked="" type="checkbox"/> Check If project performed with current firm		
USPS - Steele Creek Station Renovation & Addition / Charlotte, NC (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. Designed plumbing & HVAC modifications required to modify employee locker rooms and restroom, customer box area and add a new carrier workroom to an existing brand post office. Approximately \$87,000.00	2010	
<input checked="" type="checkbox"/> Check If project performed with current firm		
LabCorp Louisville / Louisville, KY (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. Designed modifications to existing Plumbing, Fire Protection, and HVAC systems as required to renovate a former office building into a medical testing laboratory and it's associated support office areas. Building is approximately 42,000 square feet. Renovations to Plumbing, Fire Protection, and HVAC systems cost approximately \$810,000.00	2010	2010
<input checked="" type="checkbox"/> Check If project performed with current firm		
LabCorp Muncie / Muncie, IN (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. Designed modifications to existing Plumbing & HVAC systems to convert an existing medical office facility into a medical testing facility. Area renovated is approximately 9,000 square feet. Cost of modifications to Plumbing & HVAC systems is approximately \$260,000.00	2010	
<input checked="" type="checkbox"/> Check If project performed with current firm		
Anco-Eaglin, Inc., New Manufacturing Facility / High Point, NC (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e. Designed HVAC systems for new plant for a manufacturer of industrial food processing equipment. Building is approximately 60,000 square feet. The HVAC systems cost approximately \$140,000.00	2009	2010
<input checked="" type="checkbox"/> Check if project performed with current firm		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Jimmy L. Peacock, PR	13. ROLE IN THIS CONTRACT Electrical Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 29	b. WITH CURRENT FIRM 9

15. FIRM NAME AND LOCATION (City and State)

Sole Source Engineering, Gibsonville, NC

16. EDUCATION (DEGREE AND SPECIALIZATION)

BS Electrical Engineering
Tulane University

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Electrical Engineer: NC, GA, VA, FL, MA, KY, IN

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Level III Professional Electrical Inspector for NC
Certified (PMP) - Project Management Professional
LEED AP, NCEES, IEEE

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Charlotte L&DC FSS Prep, Charlotte, NC	2009	2010
<p>a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Provided Electrical Engineering design services for the renovation to an existing Post Office facility. Renovation included rearrangement of the FSS Staging area for the addition of an FSS / SAMP and their associated computer processing equipment and UPS in the facility IT room, rearrangement of CCTV and Fire Alarm system components. (Design fee: \$4,100, Electrical Construction Costs Est.: \$74,000)</p>		
USPS Steele Creek Station / Charlotte, NC	2010	2011
<p>b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Provided Electrical Engineering design services for the addition of a 5,000 s.f. workroom to an existing Post Office facility. The addition included new lighting, power, CCTV, Security, and FA design. Additionally, a proposed renovation to the retail self service area and existing workroom toilets was included. (Design fee: \$6,200, Electrical Construction Costs Est.: \$45,000)</p>		
LabCorp Louisville Kentucky Renovation	2010	2010
<p>c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Provided Electrical Engineering design services for the renovation of approximately 33,000 s.f. of laboratory and office space. Design services included lighting (interior & exterior), power, power distribution, emergency backup/UPS, lighting control, FA, access control, and communication (tele/data). Laboratory space is used for medical laboratory tests and services. (Design fee: \$24,000, Electrical Construction Costs Est.: \$400,000)</p>		
LabCorp Muncie, Indiana Renovation	2010	2011
<p>d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Provided Electrical Engineering design services for the renovation of approximately 7,000 s.f. of laboratory and office space. Design services included lighting (interior & exterior), power, power distribution, emergency backup/UPS, lighting control, FA, and communication (tele/data). Laboratory space is used for medical laboratory tests and services. (Design fee: \$7,200, Electrical Construction Costs Est.: \$70,000)</p>		
Hughes Furniture Industries, Inc. Randleman, NC	2010	2011
<p>e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Provided Electrical Engineering design services for the renovation of approximately 198,000 s.f. furniture warehouse and office space. Design services included lighting (interior), power, power distribution, and communication. Design-Build. (Design fee: \$5,700, Electrical Construction Costs Est.: \$163,000)</p>		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)	20. EXAMPLE PROJECT KEY NUMBER 1
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21. TITLE AND LOCATION (City and State) LabCorp Louisville Kentucky	22. YEAR COMPLETED PROFESSIONAL SERVICES 2010	CONSTRUCTION (if applicable) 2010
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23. PROJECT OWNER'S INFORMATION Laboratory Corporation of America, Burlington, NC		
a. PROJECT OWNER LabCorp	b. POINT OF CONTACT NAME Rhonda Blair	c. POINT OF CONTACT TELEPHONE NUMBER 502.800.4700x3181

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)

This laboratory upfit consists of 37,420 square feet of Histology and Stat labs with supporting laboratory and office upfit and another 4,000 square feet of Cytology screening and Customer Service spaces. The renovated space was recently occupied and some office spaces were in very good shape. PNP was charged with keeping as much of the existing space intact to keep construction costs down and still provide all of the programmatic and laboratory requirements for LabCorp. PNP was instrumental in assisting the Histology and Cytology Departments in the design and flow of their new laboratory and screening areas.



Due to the sensitive nature of the testing that LabCorp performs, all areas of the building are kept secure. Card access was installed on all exterior doors and access to the labs.

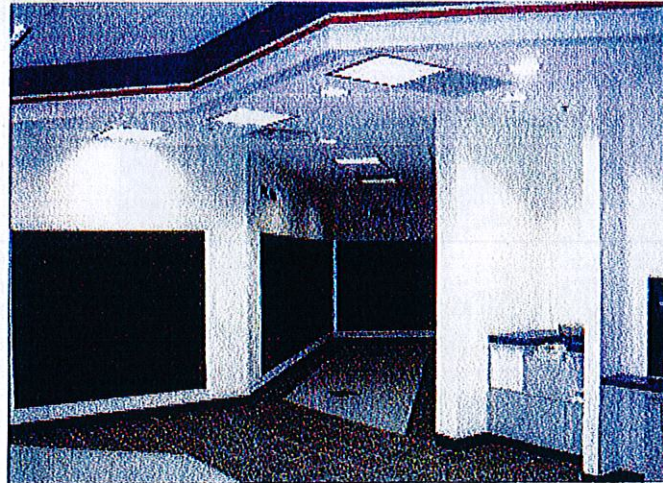
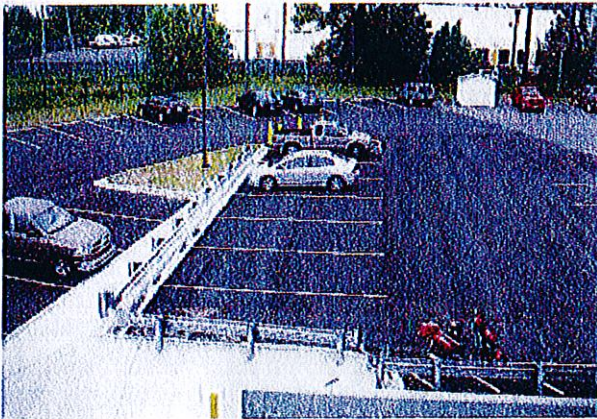


25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a. (1) FIRM NAME PNP Design Group, PLLC	(2) FIRM LOCATION (City and State) Greensboro, NC	(3) ROLE Architect / Project Management
b. (1) FIRM NAME Sole Source Engineering	(2) FIRM LOCATION (City and State) Gibsonville, NC	(3) ROLE Electrical Engineering
c. (1) FIRM NAME Black Mountain Engineering, PA	(2) FIRM LOCATION (City and State) Jamestown, NC	(3) ROLE Mechanical Engineering
d. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 2
21. TITLE AND LOCATION (City and State) USPS Steel Creek Station, Charlotte, NC		22. YEAR COMPLETED PROFESSIONAL SERVICES: 2010 CONSTRUCTION (if applicable): 2011
23. PROJECT OWNER'S INFORMATION United States Postal Service EFSO/ PO Box 27497/ Greensboro, NC 27498		
a. PROJECT OWNER United States Postal Service	b. POINT OF CONTACT NAME Jim Halberg	c. POINT OF CONTACT TELEPHONE NUMBER 336.665-2805
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)		

Our entire team worked together on this phased project that began with a 5,000 sf addition and the renovation of toilets and locker space to accommodate additional carriers added to this facility. Renovations to the box lobby (bid as an alternate) was expanded for additional retail PO box capacity. The team also expanded the secured parking lot to add 61 new spaces. The building addition was designed to coordinate with the existing brick detailing. It was constructed of masonry bearing walls with steel framed roof. Project Cost: \$650,500.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME PNP Design Group, PLLC	(2) FIRM LOCATION (City and State) Greensboro, NC
b.	(1) FIRM NAME Sole Source Engineering	(2) FIRM LOCATION (City and State) Gibsonville, NC
c.	(1) FIRM NAME Black Mountain Engineering	(2) FIRM LOCATION (City and State) Jamestown, NC
d.	(1) FIRM NAME Structural Solutions	(2) FIRM LOCATION (City and State) Greensboro, NC
e.	(1) FIRM NAME Fincastle Engineering	(2) FIRM LOCATION (City and State) Summerfield, NC
		(3) ROLE Project Architect
		(3) ROLE Electrical Engineer
		(3) ROLE Mechanical Engineer
		(3) ROLE Structural Engineer
		(3) ROLE Roofing Consultant

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 3
21. TITLE AND LOCATION (City and State) 1911 Building, North Carolina State University, Raleigh, NC		22. YEAR COMPLETED PROFESSIONAL SERVICES 2006 CONSTRUCTION (if applicable) 2008
23. PROJECT OWNER'S INFORMATION North Carolina State University, Raleigh, NC		
a. PROJECT OWNER North Carolina State University	b. POINT OF CONTACT NAME Billy Bryant	c. POINT OF CONTACT TELEPHONE NUMBER 919-515-6257
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)		

This 50,527 s.f. building originally constructed in 1909 houses the Sociology & Anthropology departments as well as the Social Work Program. Design services included completely replacing the mechanical, electrical, and plumbing systems and addressed building safety issues, accessibility deficiencies and pedestrian connection. The exterior of the building was renovated, including a new asphalt shingle roof, a zinc coated roof and pointing up of exterior masonry. The project scope consisted of interior signage, building identification and wayfinding.


25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME PNP Design Group, PLLC	(2) FIRM LOCATION (City and State) Greensboro, NC	(3) ROLE Project Architect
b.	(1) FIRM NAME Fincastle Engineering, Inc	(2) FIRM LOCATION (City and State) Summerfield, NC	(3) ROLE Roofing Consultant
c.	(1) FIRM NAME Structural Solutions, PA	(2) FIRM LOCATION (City and State) Greensboro, NC	(3) ROLE Structural Engineering
d.	(1) FIRM NAME Stanford White	(2) FIRM LOCATION (City and State) Raleigh, NC	(3) ROLE P,M,E,FP Engineering
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)	20. EXAMPLE PROJECT KEY NUMBER 4
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21. TITLE AND LOCATION (City and State) LabCorp Salem Building	22. YEAR COMPLETED PROFESSIONAL SERVICES 2010 / 2013	CONSTRUCTION (If applicable) 2010 / 2013
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23. PROJECT OWNER'S INFORMATION Laboratory Corporation of America, Burlington, NC		
a. PROJECT OWNER LabCorp	b. POINT OF CONTACT NAME Gary Aherron	c. POINT OF CONTACT TELEPHONE NUMBER 336.222.7566

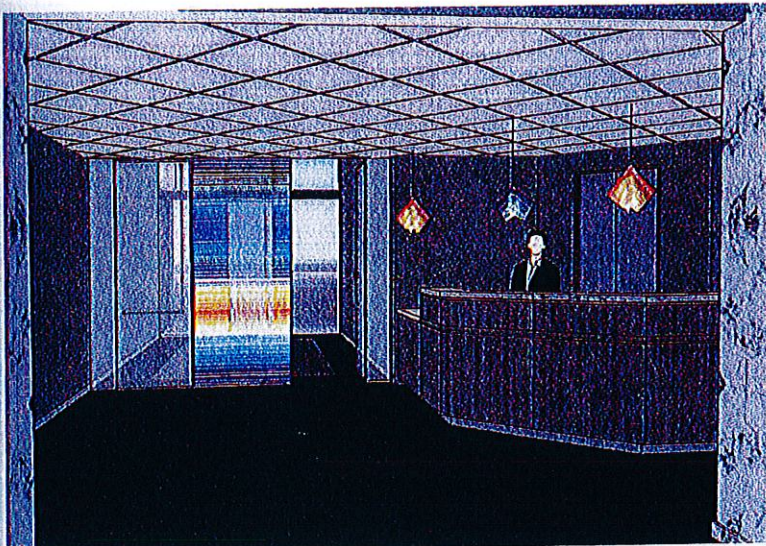
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)

This tenant upfit project consisted of completely renovating 120,648 square feet on five floors. The project was completed in two phases: floors three through five, and then floors one and two.

The renovations on the first floor added a large break room and fitness room for all employees. The renovations to the second through fifth floors were complete renovations that included large open office areas, private offices, training room and conference rooms.

In addition the toilets were upgraded and ADA improvements made, security issues were addressed and emergency power added.

Access is controlled to all areas of the building so a complete access control system was installed.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME PNP Design Group, PLLC	(2) FIRM LOCATION (City and State) Greensboro, NC	(3) ROLE Project Architect
b. (1) FIRM NAME Black Mountain Engineering, PA	(2) FIRM LOCATION (City and State) Jamestown, NC	(3) ROLE Mechanical Engineering
c. (1) FIRM NAME Sole Source Engineering	(2) FIRM LOCATION (City and State) Gibsonville, NC	(3) ROLE Electrical Engineering
d. (1) FIRM NAME Borum, Wade and Associates	(2) FIRM LOCATION (City and State) Greensboro, NC	(3) ROLE Civil Engineering and Landscape Architecture
e. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

PNP DESIGN GROUP, PLLC (CONTRACTOR)

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER
5

21. TITLE AND LOCATION (City and State)
USPS Green Post, Anytown, USA

22. YEAR COMPLETED
PROFESSIONAL SERVICES 2010
CONSTRUCTION (if applicable) 2010

23. PROJECT OWNER'S INFORMATION
United States Postal Service EFSO/ PO Box 27497/ Greensboro, NC 27498

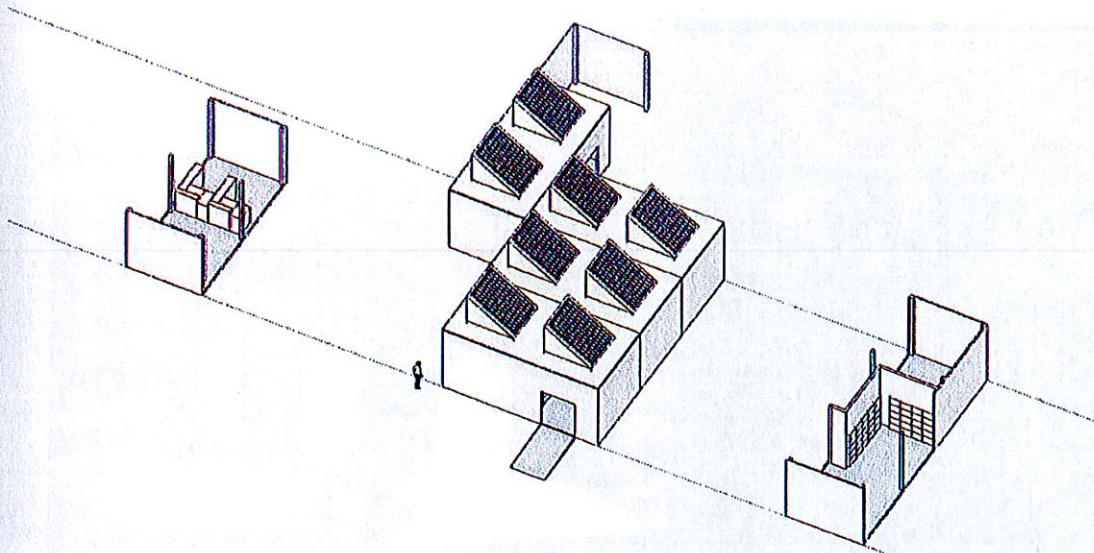
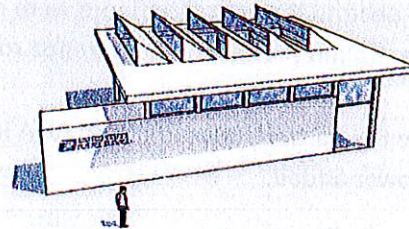
a. PROJECT OWNER
United States postal Service

b. POINT OF CONTACT NAME
Robert K. McNiece

c. POINT OF CONTACT TELEPHONE NUMBER
336.665.2828

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)

PNP Design Group was commissioned by the USPS to provide a prototype design for a net zero post office that could be mass produced and "almost drop shipped". PNP was also asked to have this facility prototype "double" as an office for the energy management team for the USPS. PNP designed a facility that had a factory built "generator hub" that contained the electrical panels, HVAC equipment (interior), toilets, break area, and other utility type spaces. The remainder of the space was stick built to this generator.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME PNP Design Group, PLLC	(2) FIRM LOCATION (City and State) Greensboro, NC	(3) ROLE Project Architect
b.	(1) FIRM NAME Stanford White	(2) FIRM LOCATION (City and State) Raleigh, NC	(3) ROLE Mechanical / electrical Engineering
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

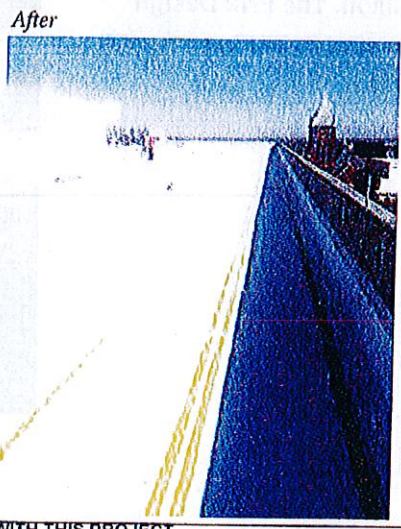
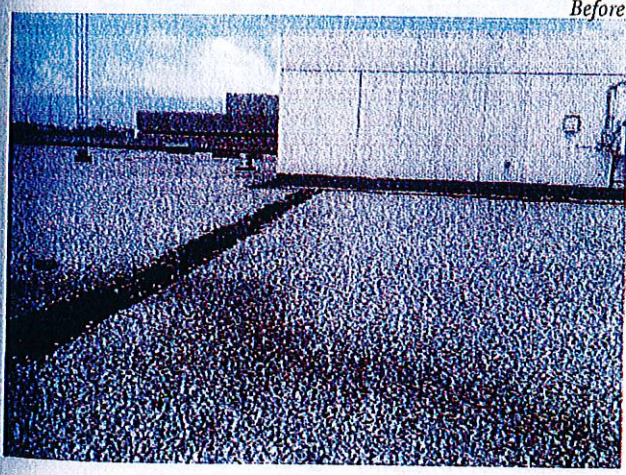
F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 6
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21. TITLE AND LOCATION (City and State) Guilford County Courthouse Reroof, Greensboro, NC	22. YEAR COMPLETED PROFESSIONAL SERVICES: 2012 CONSTRUCTION (If applicable): 2012
23. PROJECT OWNER'S INFORMATION Guilford County	

a. PROJECT OWNER Guilford County	b. POINT OF CONTACT NAME Orville Woodard	c. POINT OF CONTACT TELEPHONE NUMBER 336-451-6216
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)

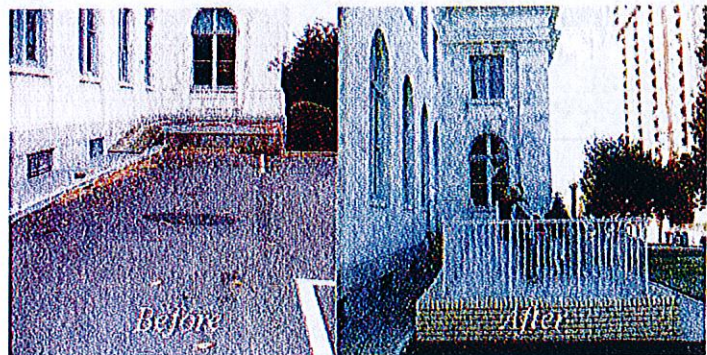
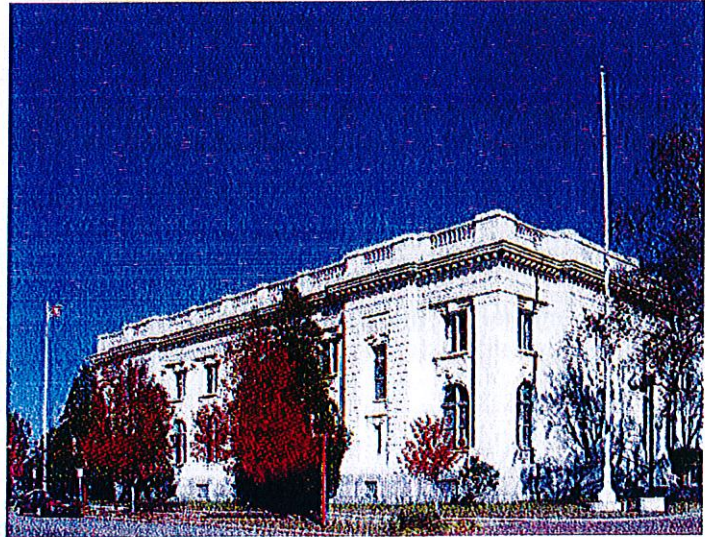
PNP Design Group was asked to provide the design for the reroof of the Guilford County Courthouse in the Spring of 2012. This approximately 50,000 square foot roof was a built-up roof that had long since past its service life. The existing roof and insulation was completely removed and a new PVC roof was installed while keeping the courthouse completely operational. PNP was instrumental in developing a phasing plan for the work and making this reroof a success.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME PNP Design Group, PLLC	(2) FIRM LOCATION (City and State) Greensboro, NC	(3) ROLE Project Architect
b. (1) FIRM NAME Fincastle Engineering, Inc	(2) FIRM LOCATION (City and State) Summerfield, NC	(3) ROLE Roofing Consultant
c. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f. (1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 7
21. TITLE AND LOCATION (City and State) USPS Newport News Main Post Office/ Newport News, VA	22. YEAR COMPLETED PROFESSIONAL SERVICES 2006	CONSTRUCTION (If applicable) 2007
23. PROJECT OWNER'S INFORMATION United States Postal Service EFSO/ PO Box 27497/ Greensboro, NC 27498		
a. PROJECT OWNER United States Postal Service	b. POINT OF CONTACT NAME Chris Dull	c. POINT OF CONTACT TELEPHONE NUMBER 336.665-2827
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)		

This project encompasses the renovation of a circa 1925 Courthouse building in downtown Newport News, Virginia. The building exterior was deteriorated and water was infiltrating and damaging the building. This team was charged with renovating the building to prevent further water infiltration. This entailed pointing up the exterior marble and granite, renovating the roof system, renovating deteriorating brickwork at the roof level and other exterior renovations. The team also made the building ADA accessible. The building is approximately 70,389 square feet and the cost of this project was \$1.26 million. The PNP Design Group Team provided a complete package for this project including design and construction administration services.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME PNP Design Group, PLLC	(2) FIRM LOCATION (City and State) Greensboro, NC	(3) ROLE Project Architect
b.	(1) FIRM NAME Fincastle Engineering, Inc	(2) FIRM LOCATION (City and State) Summerfield, NC	(3) ROLE Roofing Consultant
c.	(1) FIRM NAME Structural Solutions	(2) FIRM LOCATION (City and State) Greensboro, NC	(3) ROLE Structural Engineering
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

PNP DESIGN GROUP, PLLC (CONTRACTOR)

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 8		
21. TITLE AND LOCATION (City and State) LabCorp Project Loon, Burlington, NC	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2012</td> <td>CONSTRUCTION (if applicable) 2013</td> </tr> </table>		PROFESSIONAL SERVICES 2012	CONSTRUCTION (if applicable) 2013
PROFESSIONAL SERVICES 2012	CONSTRUCTION (if applicable) 2013			
23. PROJECT OWNER'S INFORMATION LabCorp / 348 S. Main Street/ Burlington, NC 27215				
a. PROJECT OWNER LabCorp	b. POINT OF CONTACT NAME Gary Aherron	c. POINT OF CONTACT TELEPHONE NUMBER 336.222.7586 x:66590		
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)				



LabCorp commissioned PNP Design Group to design the renovation of the third floor 30,000 SF microbiology lab at their flagship facility in Burlington. Talmage Payne designed the original laboratory 25 years ago. The renovated lab will use the latest energy efficient equipment and provide a clean open lab environment. LabCorp had very little money left from a previous lab renovation and asked that PNP be clever in their approach to the renovation. This project came in at \$1,300,000 and the laboratory personnel are thrilled with the outcome.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME PNP Design Group, PLLC	(2) FIRM LOCATION (City and State) Greensboro, NC
b.	(1) FIRM NAME Black Mountain Engineering, PA	(2) FIRM LOCATION (City and State) Jamestown, NC
c.	(1) FIRM NAME Sole Source Engineering	(2) FIRM LOCATION (City and State) Gibsonville, NC
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)
f.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)
		(3) ROLE
		Project Architect
		(3) ROLE
		Mechanical Engineering
		(3) ROLE
		Electrical Engineering
		(3) ROLE
		(3) ROLE
		(3) ROLE

PNP DESIGN GROUP, PLLC (CONTRACTOR)

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 9		
21. TITLE AND LOCATION (City and State) LabCorp Project Infinity, Burlington, NC	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2010</td> <td>CONSTRUCTION (if applicable) 2011</td> </tr> </table>		PROFESSIONAL SERVICES 2010	CONSTRUCTION (if applicable) 2011
PROFESSIONAL SERVICES 2010	CONSTRUCTION (if applicable) 2011			
23. PROJECT OWNER'S INFORMATION LabCorp / 348 S. Main Street/ Burlington, NC 27215				
a. PROJECT OWNER LabCorp	b. POINT OF CONTACT NAME Gary Aherron	c. POINT OF CONTACT TELEPHONE NUMBER 336.222.7586 x:66590		
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)				

PNP Design Group recently completed a 110,000 sf Center of Excellence Laboratory for LabCorp in Burlington, NC. This new two story facility is attached to an existing 200,000 square foot lab. This facility aimed to create additional laboratory space for LabCorp's expanding operations along with the required administrative support spaces.

PNP compiled an extensive matrix of the various equipment required for the lab spaces, and worked closely with equipment vendors and consultants on this project to ensure the proper connections were available. This facility houses LabCorp's Esoteric Departments - Molecular and Referral Microbiology - and its Clinical Departments - Cytology and Histology. Project construction cost: \$18.9 million.

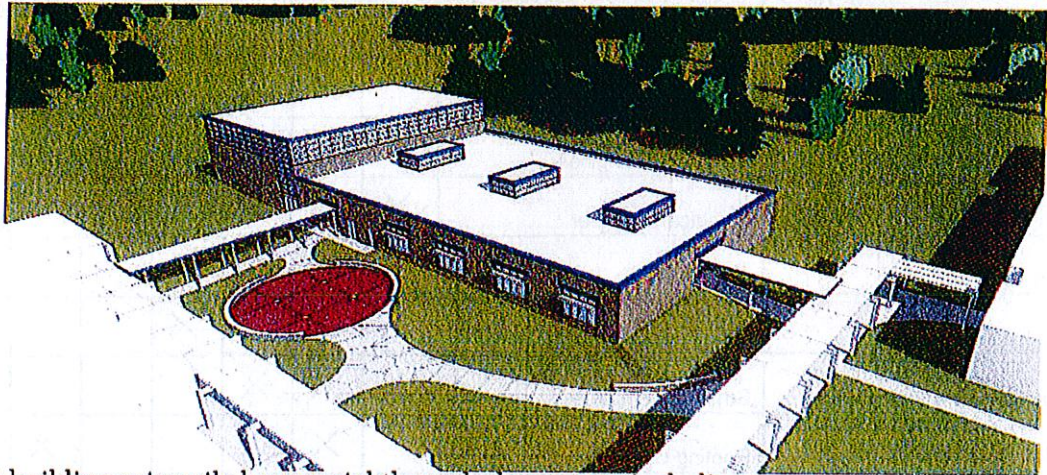


Due to the sensitive nature of the testing that LabCorp performs, all areas of the building are kept secure. Card access was installed on all exterior doors and access to the labs.

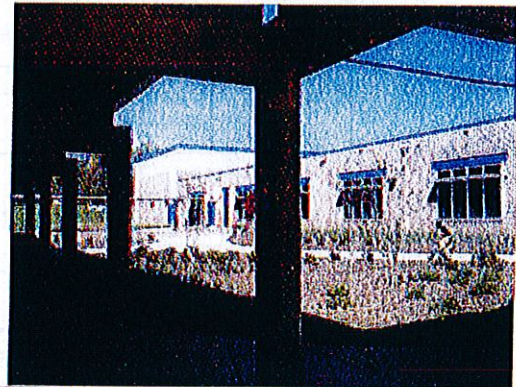
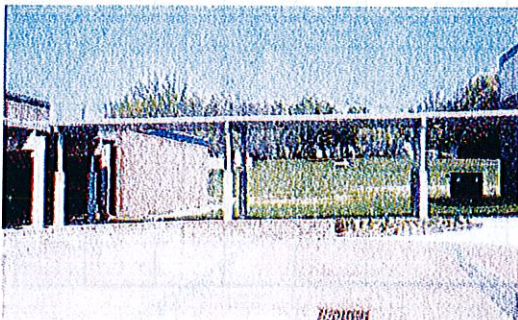


25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME PNP Design Group, PLLC	(2) FIRM LOCATION (City and State) Greensboro, NC	(3) ROLE Project Architect
b. (1) FIRM NAME Stanford White	(2) FIRM LOCATION (City and State) Raleigh, NC	(3) ROLE P,M,E Engineering
c. (1) FIRM NAME Structural Solutions	(2) FIRM LOCATION (City and State) Greensboro, NC	(3) ROLE Structural Engineering
d. (1) FIRM NAME Fincastle Engineering	(2) FIRM LOCATION (City and State) Summerfield, NC	(3) ROLE Roofing Consultant
e. (1) FIRM NAME Borum, Wade & Associates	(2) FIRM LOCATION (City and State) Greensboro, NC	(3) ROLE Civil Engineering, Landscape Architecture

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 10
21. TITLE AND LOCATION (City and State) Allen Middle School; Greensboro, NC		22. YEAR COMPLETED PROFESSIONAL SERVICES 2011 CONSTRUCTION (if applicable) 2011
23. PROJECT OWNER'S INFORMATION Guilford County Schools, Greensboro, NC		
a. PROJECT OWNER Guilford County Schools	b. POINT OF CONTACT NAME Sam Masters	c. POINT OF CONTACT TELEPHONE NUMBER 336.370.3492
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size and cost)		



The new 19,000 square foot building primarily houses eighth grade classrooms, including new science classroom/laboratory spaces. The building also includes a auxiliary gymnasium. The design utilizes natural day lighting in the corridors and auxiliary gymnasium through the use of translucent building panel clerestories. The classroom windows include exterior architectural solar screens to reduce solar heat gain along with interior light shelves to maximize natural daylight in the classrooms. The new courtyard utilizes a circular paved area with a sitting wall surrounded with low-maintenance landscaping. New covered walkways connect the new classroom/gymnasium building to the two existing buildings onsite while defining the central campus courtyard. Mitchell Parsons is the Project Architect for this project.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME PNP Design Group, PLLC	(2) FIRM LOCATION (City and State) Greensboro, NC
b.	(1) FIRM NAME Stanford White	(2) FIRM LOCATION (City and State) Raleigh, NC
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)
f.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)
		(3) ROLE Project Architect
		(3) ROLE P, M, E, FP Engineering
		(3) ROLE
		(3) ROLE
		(3) ROLE
		(3) ROLE

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

[illegible]

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	LabCorp Louisville - Lab Upfit	6	Guilford County Courthouse Re-Roof - Renovation
2	USPS Steel Creek Station	7	USPS Newport News - Historic Renovation
3	NCSU 1911 Building - Renovation	8	LabCorp Project Loon - Renovation
4	LabCorp Salem Building Phases 1 and 2	9	LabCorp Infinity Building
5	USPS Green Post	10	Allen Middle School

ARCHITECT - ENGINEER QUALIFICATIONS

PART II: GENERAL QUALIFICATIONS

SOLICITATION NUMBER:

FIRM:	Stanford White, Inc.	YEAR ESTABLISHED:	2007
STREET:	1620 Midtown Place	DUNS NUMBER:	618978464
CITY, STATE, ZIP:	Raleigh, NC 27612	OWNERSHIP TYPE:	Corporation
CONTACT:	William M. Smith, PE	SMALL BUSINESS STATUS:	SBE under NAICS 541330
TITLE:	President	PARENT COMPANY (IF ANY):	
TELE:	919-832-8118		
EMAIL:	wmsmith@stanfordwhite.com		

FORMER FIRM NAME:	YEAR ESTABLISHED:	DUNS NUMBER:
Stanford White Consulting Engineers, Inc.	1999	618978464
Stanford White Associates	1992	618978464
Stanford Associates	1985	
Advanced Energy Concepts	1978	
Energy Concepts	1977	

EMPLOYEE QUANTITY BY DISCIPLINE

CODE:	DISCIPLINE:	FIRM:	BRANCH:
02	Administrative	7	
15	Construction Inspector	2	
21	Electrical Engineer	4	
	Electrical Designer	3	
42	Mechanical Engineer	5	
	Mechanical Designer	5	

EXPERIENCE & AVERAGE REVENUE LAST 5 YEARS

CODE:	EXPERIENCE:	INDEX #:
	Plumbing Engineering	6
	Fire Sprinkler Engineering	4
	HVAC Engineering	6
	Electrical Engineering	5

TOTAL 26

AVERAGE REVENUE LAST 3 YEARS

EXPERIENCE:	INDEX #:
Federal Work	1
Non-Federal Work	6
Total Work	6

PROFESSIONAL SERVICES ANNUAL REVENUE INDEX NUMBER

1 LESS THAN \$100,000	6 \$2 MILLION TO LESS THAN \$5 MILLION
2 \$100,000 TO LESS THAN \$250,000	7 \$5 MILLION TO LESS THAN \$10 MILLION
3 \$250,000 TO LESS THAN \$500,000	8 \$10 MILLION TO LESS THAN \$25 MILLION
4 \$500,000 TO LESS THAN \$1 MILLION	9 \$25 MILLION TO LESS THAN \$50 MILLION
5 \$1 MILLION TO LESS THAN \$2 MILLION	10 \$50 MILLION OR GREATER

AUTHORIZED REPRESENTATIVE - the foregoing is a statement of facts

NAME:	William Smith	SIGNATURE:
TITLE:	Principal	
DATE:	April 14, 2014	

William M. Smith



1. SOLICITATION NUMBER (If any)

(If a firm has branch offices, complete for each specific branch office seeking work.)

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	0	1. Less than \$100,000.	6. \$2 million to less than \$5 million
b. Non-Federal Work	3	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	3	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

The foregoing is a statement of facts.

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ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

PART II - GENERAL QUALIFICATIONS

PART II - GENERAL QUALIFICATIONS
(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME

Black Mountain Engineering, PA

2b. STREET

720 West Main Street, Suite A

2c. CITY

Jamestown

2d. STATE

2e. ZIP CODE

NC

27282

3. YEAR ESTABLISHED

1997

4. DUNS NUMBER

091560586

5. OWNERSHIP

a. TYPE

Corporation

b. SMALL BUSINESS STATUS

7. NAME OF FIRM (If block 2a is a branch office)

8b. YR. ESTABLISHED

8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE

10. PROFILE OF FIRM'S EXPERIENCE
AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

[illegible]

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)

a. Federal Work	1
b. Non-Federal Work	2
c. Total Work	2

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- | REVENUE INDEX NUMBER | |
|---|---|
| 1. Less than \$100,000 | 6. \$2 million to less than \$5 million |
| 2. \$100,00 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| 3. \$250,000 to less than \$500,000 | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater |

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE

b. DATE

C. NAME AND TITLE

Michael Sprague, PE LEED AP

President

AUTHORIZED FOR LOCAL REPRODUCTION



Elaine F. Marshall
Secretary

North Carolina

**DEPARTMENT OF THE
SECRETARY OF STATE**

PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000

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Corporate Names

Legal: PNP Design Group, PLLC

Professional Limited Liability Company Information

SosId: 0707766
Status: Current-Active
Annual Report Status: Not Applicable
Citizenship: Domestic
Date Formed: 1/22/2004
Fiscal Month: December
State of Incorporation: NC
Registered Agent: Payne, Talmage R.

Corporate Addresses

Reg Office: 111 Paisley Street
Greensboro, NC 27401
Reg Mailing: 111 Paisley Street
Greensboro, NC 27401
Mailing: 507 North Church Street
Greensboro, NC 27401
Principal Office: 507 North Church Street
Greensboro, NC 27401

Professions

Architectural services

Form BE-06

ARTICLES OF ORGANIZATION

OF

PNP DESIGN GROUP, PLLC

The undersigned, being a natural person of the age of eighteen years or more, does hereby make and acknowledge these Articles of Organization for the purpose of forming a professional limited liability company under and by virtue of the laws of the State of North Carolina, as contained in Chapters 57C of the General Statutes of North Carolina entitled "North Carolina Limited Liability Company Act," and to that end does hereby set forth:

I.

The name of the limited liability company is: PNP Design Group, PLLC.

II.

The street address and mailing address and county of the initial registered office of the limited liability company is 507 North Church Street, Greensboro, Guilford County, North Carolina 27401 and the name of the initial registered agent at such address is Talmage R. Payne.

III.

The street address and mailing address and county of the principal office of the limited liability company is 507 North Church Street, Greensboro, Guilford County, North Carolina 27401.

IV.

The general nature of the business to be transacted by the limited liability company shall be and is to engage in every aspect of the practice of architecture and all specialties associated therewith. The professional services involved in the limited liability company's practice of architecture may be rendered only through its officers, agents and employees who are duly authorized and licensed to provide such services in the State of North Carolina; provided, however, this provision shall not be interpreted to include in the term "employee" as used herein, clerks, secretaries, bookkeepers, technicians and other assistants who are not considered by law to be rendering professional services to the public.

This limited liability company shall not engage in any business other than the practice of architecture and such services as may be ancillary thereto. However, this limited liability company may own real and personal property necessary or appropriate for rendering the type of professional services it was organized to render and it may invest in real estate, mortgages, stocks, bonds and any other type of investments.

V.

The period of duration of the limited liability company shall be perpetual.

VI.

The limited liability company shall be Member-managed. The Members shall be Managers by virtue of their status as Members of the limited liability company.

VII.

The names and address of the organizer is:

Name	Address
Talmage R. Payne	507 North Church Street Greensboro, North Carolina 27401

The organizer executes these Articles in the capacity of a Member. There shall be four (4) initial members of the limited liability company, as follows:

Name	Address
Talmage R. Payne	507 North Church Street Greensboro, North Carolina 27401
Mitchell L. Parsons	507 North Church Street Greensboro, North Carolina 27401
Michael Newman	507 North Church Street Greensboro, North Carolina 27401
Jimmy L. Norwood	507 North Church Street Greensboro, North Carolina 27401

VIII.

Upon a member becoming legally disqualified to practice architecture within the State of North Carolina, he or she shall sever all employment with, and financial interest in, this limited liability company forthwith. Such member's interest in the limited liability company shall be subject to purchase by the limited liability company or by the members at such price and upon such terms and conditions and in such manner as may be provided for in the operating agreement of the limited liability company or, in absence of such agreement, as provided for by statute.

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No member of this limited liability company may sell or transfer any of such member's interest in this limited liability company except to this limited liability company or to another individual who is then duly authorized and licensed to practice architecture in the State of North Carolina.

IX.

A certification by the appropriate licensing board that the membership interests of the limited liability company are in compliance with the requirements of N.C.G.S. Sections 55B-4(2) and 55B-6 is attached.

IN WITNESS WHEREOF, I have hereunto set my hand, this the 19 day of January, 2004.

ORGANIZER:


TALMAGE R. PAYNE

THE NORTH CAROLINA BOARD OF ARCHITECTURE

137 W. HARGETT STREET

SUITE 304

RALEIGH, NC 27601

919/733-9544

CERTIFICATION

To: Office of the Secretary of State
Corporations Division
300 North Salisbury Street
Raleigh, NC 27603

From: The Executive Director
North Carolina Board of Architecture

The members of:
PNP Design Group, PLLC

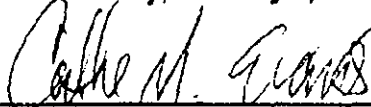
have identified by application to the North Carolina Board Of Architecture, the names and addresses of the proposed members.

The undersigned certified that the membership of the PLLC, as identified by application, is in accordance with the requirements of North Carolina General Statutes 57C and 55-B.

The following individual holds a valid North Carolina license to practice architecture:

<u>Name</u>	<u>Number</u>	<u>Title</u>
Talmage Payne	4596	Architect

The Certification is executed under the authority of the North Carolina Board of Architecture, this Thursday, January 8, 2004.



Cathe M. Evans
Executive Director
North Carolina Board of Architecture

Seal