

DHHS POLICIES AND PROCEDURES

Section VI:	Property and Construction
Title:	Selection and Employment of Design Firms
Current Effective Date:	8/1/02
Revision History:	
Original Effective Date:	8/1/02

Purpose

The purpose of this policy is to clarify how design firms are selected by the North Carolina Department of Health and Human Services (NC DHHS).

Policy

The selection and employment of design firms for all DHHS capital improvement projects is the responsibility of the Division of Property and Construction. Selection of design firms for informal projects, which do not require approval of the State Building Commission, will be done directly by the division. Selection of design firms for all other projects will be coordinated by the Division of Property and Construction and will involve input from the capital projects coordinator from the division, facility or school involved in the project. The division may in certain circumstances, including emergencies, directly employ a design firm for any size project at the division's discretion. All design contracts, design fee negotiations and design contract changes must be approved by the director of the Division of Property and Construction or his designee in order to obligate departmental funds for that purpose. Designer evaluations will be coordinated by the Division of Property and Construction with involvement from the capital projects coordinator where appropriate.

Implementation

The selection of design firms will follow the procedures established by the State Building Commission where those procedures apply. Design fee proposals and any amendments to fee schedules must be submitted to the director of the Division of Property and Construction and receive his approval or the approval of his designee prior to their submission to the State Construction Office for negotiation.

Reference

DHHS Directive Number II-17 and G.S. 143 B-10; 122C-403(1) through (8); G.S. 160A-148

For additional relevant information and forms:

State Construction Office: <http://www.nc-sco.com>

For questions or clarification on any of the information contained in this policy, please contact [Property and Construction](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#)