1. CALL TO ORDER AND ETHICS STATEMENT
   Chairman Aaron Thomas called the meeting to order at 9:30 am and read the ethics statement.

2. APPROVAL OF MINUTES (September 26, 2017)
   Roger Woods made a motion to approve September 26, 2017 minutes with minor revisions. Blair Bordeaux seconded the motion.

3. ELECTION OF NEW OFFICERS
   To be added to the December 12, 2017 agenda.

4. ETHICS TRAINING UPDATE AND REIMBURSEMENT FOR PER DIEM AND SUBSISTENCE
   Latif explained paperwork to be completed for reimbursement of travel and subsistence or need to send an email declining reimbursement. Paperwork will be provided after the December 12, 2017 meeting.

5. EMERGENCY DECLARATION LETTERS
   Latif Kaid, Director of the State Construction office, shared details about the Emergency Declaration Letter submitted.
   - UNC Chapel Hill – Emergency Justification for Boiler Replacement in Art Lab Building

6. SELECTION OF DESIGN FIRM
   Department of Natural and Cultural Resources
   NC Aquariums
   Fort Fisher Aquarium – Asian Small-Clawed Otter Exhibit
   New Hanover County, NC
   Ryan Scruggs presented the project. The following firms were recommended in priority order:
   1. Szostak Design, Inc. - Chapel Hill, NC
   2. HH Architecture, P.A. – Raleigh, NC
   3. Bowman, Murray, Hemmingway Architects, P.C. – Wilmington, NC
   Motion by Roger Woods to approve the Committee’s recommendations, Matt Messick seconded.
   The selection was approved as recommended.

7. SELECTION OF DESIGN FIRM
   Department of Natural and Cultural Resources
   Parks and Recreation
   Lake Norman State Park – Campground Expansion & Improvements
   Iredell County, NC
   Ryan Scruggs presented the project. The following firms were recommended in priority order:
   1. Matthews Architecture, P.A. – Ashville, NC
   Motion by Susie Lewis to approve the Committee’s recommendations, Roger Woods seconded.
   The selection was approved as recommended.
8. SELECTION OF DESIGN FIRM
   Department of Natural and Cultural Resources
   Parks and Recreation
   Mount Mitchell State Park – Restaurant, Summit Restroom & Barracks Improvements
   Yancey County, NC
   Ryan Scruggs presented the project. The following firms were recommended in priority order:
   1. CBSA Architects, Inc. – Hickory, NC
   2. Matthews Architecture, P.A. – Asheville, NC
   3. Form & Function Architecture, P.C. – Asheville, NC
   Motion by Mike Benson to approve the Committee's recommendations, Blair Bordeaux seconded.
The selection was approved as recommended.

9. SELECTION OF DESIGN FIRM
   Department of Natural and Cultural Resources
   Parks and Recreation
   Lumber River State Park – Wire Pasture Access Development
   Robeson County, NC
   Ryan Scruggs presented the project. The following firms were recommended in priority order:
   1. Native American Design Services – Pembroke, NC
   2. Kirwan Architecture, PLLC – Raleigh, NC
   3. Huffman Architects, PA – Raleigh, NC
   Motion by Raynor Smith to approve the Committee's recommendations, Susie Lewis seconded.
The selection was approved as recommended.

10. SELECTION OF DESIGN FIRM
    Department of Natural and Cultural Resources
    Parks and Recreation
    Eno River State Park – Visitor Contact Station & Maintenance Building
    Durham County and Orange County, NC
    Ryan Scruggs presented the project. The following firms were recommended in priority order:
    1. in situ studio, inc – Raleigh, NC
    2. Hobbs Architects, P.A. – Pittsboro, NC
    3. LS3P Associates Ltd. – Raleigh, NC
    Motion by Roger Woods to approve the Committee's recommendations, Raynor Smith seconded.
The selection was approved as recommended.

11. SELECTION OF DESIGN FIRM
    Department of Natural and Cultural Resources
    Parks and Recreation
    Pettigrew State Park – New Visitor Center (Washington County)
    and Jockey’s Ridge State Park – Visitor Center Improvements (Dare County, NC)
    Ryan Scruggs presented the project. The following firms were recommended in priority order:
    1. Evoke Studio Architecture, PLLC – Durham, NC
    2. Bowman, Murray, Hemingway Architects, PC – Wilmington, NC
    3. Allison Blanks, Architect, PLLC – Pittsboro, NC
    Motion by Blair Bordeaux to approve the Committee's recommendations, Roger Woods seconded.
The selection was approved as recommended.

12. SELECTION OF DESIGN FIRM
    Department of Natural and Cultural Resources
    Parks and Recreation
    Carvers Creek State Park – Long Valley Farm Initial Development
    Cumberland County, NC
    Ryan Scruggs presented the project. The following firms were recommended in priority order:
    1. Williard Stewart Architects, P.A. – Raleigh, NC
    2. Tise-Keister Architects, P.A. – Chapel Hill, NC
    3. Ellen Cassilly Architect, Inc. – Durham, NC
    Motion by Roger Woods to approve the Committee's recommendations, Susie Lewis seconded.
The selection was approved as recommended.

13. SELECTION OF DESIGN FIRM
   Department of Military and Veterans Affairs
   Kinston State Veterans Home - Roof Repairs
   Lenoir County, NC
   Ryan Scruggs presented the project. The following firms were recommended in priority order:
   1. Atlas Engineering, Inc. - Raleigh, NC
   2. REI Engineers, Inc. – Raleigh, NC
   3. Raymond Engineering-Georgia, Inc. – Raleigh, NC
   Motion by Matt Messick to approve the Committee's recommendations, Mike Benson seconded.
   The selection was approved as recommended.

14. SELECTION OF DESIGN FIRM
   Department of Military and Veterans Affairs
   Salisbury State Veterans Home - Elevator Modernization
   Rowan County, NC
   Ryan Scruggs presented the project. The following firms were recommended in priority order:
   1. RND Architects, P.A. – Durham, NC
   2. John B. Hawkins, AIA Architect – Chapel Hill, NC
   3. David E. Gall, Architect, P.A. – Winston-Salem, NC
   Motion by Susie Lewis to approve the Committee's recommendations, Roger Woods seconded.
   The selection was approved as recommended.

15. SELECTION OF DESIGN FIRM
   Department of Military and Veterans Affairs
   Western Carolina State Veterans Cemetery - Expansion
   Buncombe County, NC
   Ryan Scruggs presented the project. The following firms were recommended in priority order:
   1. Civil Design Concepts, P.A. – Asheville, NC
   2. Zapata Engineering of North Carolina, Inc. – Charlotte, NC
   3. Vaughn & Melton Consulting Engineers, Inc – Asheville, NC
   Motion by Mike Benson to approve the Committee's recommendations, Raynor Smith seconded.
   The selection was approved as recommended.

16. SELECTION OF DESIGN FIRM
   Department of Military and Veterans Affairs
   Sandhills State Veterans Cemetery - Expansion
   Cumberland County, NC
   Ryan Scruggs presented the project. The following firms were recommended in priority order:
   1. SFL+A Architects, PA – Fayetteville, NC
   2. Zapata Engineering of North Carolina, Inc. – Charlotte, NC
   3. RND Architects, P.A. – Durham, NC
   Motion by Roger Woods to approve the Committee's recommendations, Matt Messick seconded.
   The selection was approved as recommended.

17. SELECTION OF DESIGN FIRM
   Department of Transportation
   Winfall Roadside Environmental Office Building
   Perquimans County, NC
   Ryan Scruggs presented the project. The following firms were recommended in priority order:
   1. The Wooten Company, Inc – Raleigh, NC
   3. Summit Design & Engineering Services, PLLC – Raleigh, NC
   Motion by Raynor Smith to approve the Committee's recommendations, Mike Benson seconded.
   The selection was approved as recommended.
18. **SELECTION OF DESIGN FIRM**  
Department of Transportation  
Transportation Building Complex Improvements  
Raleigh, NC  
Ryan Scruggs presented the project. The following firms were recommended in priority order:  
1. Stanford White, Inc. – Raleigh, NC  
2. McKim & Creed, Inc. – Raleigh, NC  
3. MHAworks, P.A. – Durham, NC  
Motion by Roger Woods approve the Committee's recommendations, Mike Benson seconded. The selection was approved as recommended.

19. **SELECTION OF DESIGN FIRM**  
Department of Agriculture and Consumer Services  
Commissioning for NC Agricultural Sciences Center  
Raleigh, NC  
Ryan Scruggs presented the project. The following firms were recommended in priority order:  
1. Facility Dynamics Engineering Corporation – Columbia, MD  
2. Affiliated Engineers Inc. – Chapel Hill, NC  
3. MBP Carolinas Inc. – Raleigh, NC  
Motion by Susie Lewis approve the Committee's recommendations, Blair Bordeaux seconded. The selection was approved as recommended.

20. **OLD BUSINESS**  
Motion by William Johnson to request Designer Evaluation & Contractor Evaluation for the Kinston State Veterans Home Project that was completed in February 2013. Agenda Item for December 12, 2017 SBC meeting Mike Benson seconded.

21. **NEW BUSINESS**  
Latif Kaid mentioned Agenda item 3 and the need to have an Election of New Officers at the next meeting. Add as agenda item with nominations on December 12, 2017.

22. **STATE CONSTRUCTION OFFICE REPORT**  
Latif Kaid gave an update on FCAP and R&R. There are currently two claims being finalized for Brunswick Community College & DHHS New Cherry Hospital (6 million in claims).

23. **SCHEDULE NEXT MEETING**  
- December 12, 2017

24. **ADJOURNMENT**  
Susie Lewis made a motion to adjourn; Mike Benson second. Chairman Aaron Thomas adjourned the meeting at 10:19 am.