



North Carolina Department of Administration

Beverly Eaves Perdue, Governor
Moses Carey, Jr., Secretary

State Construction Office
Gregory A. Driver, P.E., Director

September 22, 2010

To: Capital Project Coordinators

From: Latif Kaid
Assistant Director, State Construction Office

Subject: ARRA (American Recovery & Reinvestment Act) Projects
State Construction Office Review

Internal Design Work

For those agencies and universities that have design expertise on staff, construction documents may be provided without a Professional seal for projects where the cost does not exceed \$300,000. For projects valued at \$300,000 or greater the construction documents will require a Professional seal, but may still be done in-house. In most cases, your design and construction departments have a general understanding of what level of documentation is required on projects.

Projects Exempt from SCO review

Projects that are maintenance work in nature are not required to be submitted to SCO for review. Examples are:

1. Changing out lamps and ballasts (such as T12 lamps with magnetic ballasts to T8 lamps with electronic ballasts) while continuing to use the same light fixture).
2. Changing a product out for a new one if the new one is of a like kind. (such as VFD to VFD, but not constant speed drive to VFD motors).
3. Retro-commissioning involving controls and programs not involving construction.
4. Repairs to hot water and chilled water piping if no new routing is involved.
5. Installation of occupancy sensors when no new switches or wiring is involved.
6. Installation of programmable thermostats.
7. Changing existing exit signs to LED types.
8. Relocating switches as long as new ones are not being added to the circuit.

Mailing Address:
1307 Mail Service Center
Raleigh, NC 27699-1307

Telephone (919)807-4100
Fax (919)807-4110
State Courier #56-02-01

Location:
301 N. Wilmington St. Suite 450
Raleigh, North Carolina 27601

Projects Requiring Only Narrative Description

1. If a lighting retro-fit project involves a large number of lights or buildings, a description of the project is required to be submitted, but not necessarily construction documents.
2. If the airflow is changed from 'xx' cfm to 'xx' cfm a description of how this meets the current ASHRAE standards for air exchange will be required.

Projects Requiring Documentation

1. Changing light fixtures from one type to another (such as 400 watt metal halide to T5).
2. Changing one type of motor to another type.
3. Addition of a new building automation system.
4. Addition of new equipment that involves new wiring or circuits.
5. Changing motors or other electrical equipment (to larger or smaller) such that different wiring or overcurrent protection is required.

Based on the above guidelines, please prepare a brief description of each of your projects and indicate whether or not you think the project needs SCO review. If you think it needs review, please indicate briefly what level of documentation you think is needed. You will then send that list to Michael Hughes at SCO for review (michael.hughes@doa.nc.gov). If SCO agrees, we will indicate such and that will be the requirements for your projects. If SCO sees a project differently, we will let you know, and you will need to adjust accordingly.

If you have any questions regarding SCO review, please contact Latif Kaid at the State Construction Office at 919-807-4095 or latif.kaid@doa.nc.gov. We will be happy to provide you clarification for each unique requirement of your project. If your question relates to the ARRA grant process, please contact Renee Hutcheson at the State Energy Office at 919-715-1158 or rhutcheson@nccommerce.com.