



**Agenda Action Form Overview**

The Board is requested to authorize the County Manager to execute a contract with Central Builders of Mebane, Inc. to provide General Contractor Services for the Legal Department SE Corner Office Renovation, in the amount of \$144,500 (See Attachment) plus ten percent (10%) contingency in the amount of \$14,450.00, for a total contract not to exceed \$158,950.00.

**Background/Justification**

The Legal Department has identified an operational need to convert its existing open work area, in the SE corner of their suite, into enclosed private offices to support the functional requirements of its staff and the sensitive nature of legal work. The current open layout does not provide sufficient confidentiality for attorney–client discussions, personnel matters, or the handling of privileged materials. Private offices are essential to ensure compliance with legal and ethical obligations, reduce disruptions, and maintain productivity in an environment where staff regularly engage in confidential consultations, case strategy discussions, and document review. Renovating the space into individual offices will increase operational efficiency, improve information security, and provide an appropriate professional setting for conversations involving sensitive or protected information. The requested renovation aligns with the County’s commitment to providing secure, functional, and compliant work environments for departments handling confidential matters.

The Invitation for Bids (IFB) for the Durham County Administration I Building Legal Department – Suite Renovation was advertised informally by the County’s consultant, DTW Architects, on February 24, 2026. Eight (8) responses were received on March 12, 2026. Following the bid opening, DTW Architects conducted a review of the low bid submitted by Central Builders to confirm responsiveness and the firm’s ability to perform the required work. DTW Architects’ assessment verified that Central Builders’ bid met the project specifications and that the firm was capable of completing the renovation as designed. Based on this review and in consultation with the Legal Department, staff recommends accepting the bid and proceeding with the construction phase of the project. Approval of this item will allow the County to move forward with the necessary renovations to provide an appropriate and secure working environment for Legal Department staff.

The Legal Department has identified internal funding to fully support the cost of this renovation, and no additional funds are being requested from the Board of County Commissioners for this project.

**Policy Impact**

This action supports existing County policies related to providing secure, compliant, and functional work environments for departments handling sensitive information. No new policies are created or amended as a result of this renovation.

**Procurement Background**

**Type of purchase**

Goods



**Durham County Government**  
**Agenda Action Form Supplemental Document**

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- Services
- Architect, Engineer or Surveyor Services
- Construction and Repair

**Did this request for purchase go through a bid process? Yes  No**

*Goods: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$90,000*

*Services: Bids required if  $\geq$  \$30,000, BOCC approval if  $>$  \$40,000*

*Construction/Repair work: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$500,000*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- Sole source exemption
- Cooperative purchasing program exemption
- State and federal contract exemption
- Contract is an amendment to an existing contract
- Other – Qualifications based selection based on advertisement and receipt of proposals from interested firms (RFQ 24-016)

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes  No**

If no, why?

**Fiscal Impact**

Adequate funding for this renovation has been identified by the Legal Department.

**Recommendation**

The County Manager recommends that the Board approve execution of a contract with Central Builders of Mebane, Inc. to provide General Contractor Services for the Legal Department SE Corner Office Renovation, in the amount of \$144,500 plus ten percent (10%) contingency in the amount of \$14,450.00, for a total contract not to exceed \$158,950.00.