



Request for Qualifications (RFQ)

ARCHITECTURAL AND ENGINEERING SERVICES FOR NEW HANGAR-IN-COMMON HANGAR PROJECT AT CONCORD-PADGETT REGIONAL AIRPORT

ISSUED: July 10, 2025

DUE: July 31, 2025

I. OVERVIEW AND PURPOSE

The City of Concord (“City”) Aviation Department is soliciting Statement of Qualification (SOQ) proposals from qualified consultants to provide architectural and engineering design for an anticipated new aircraft hangar-in-common (HIC) project at Concord-Padgett Regional Airport. Our purpose is to obtain expert professional, architectural and engineering design services at the discretion of the City of Concord for the project at the Concord-Padgett Regional Airport with a design and construction timeline not to exceed three (3) years. This RFQ may be responded to by an individual firm or a joint venture (team).

Note: This is a qualifications-based selection. No fee or cost proposals should be submitted in response to this RFQ.

II. SCOPE OF WORK

The consultant selected may be asked to provide the following services for an anticipated HIC hangar project: preliminary design, site plan, building plans, cost estimates, bidding documents, bidding administration, construction administration, and inspection.

Description of the project:

New Hangar-In-Common (HIC) with associated offices and shops. This facility would house a variety of jet aircraft (up to G700 size) with offices for corporate aviation industry companies and shops that could support aircraft operations and maintenance. A general floor plan and site layout would include hangar storage and maintenance areas, attached office and shops, a mezzanine for general storage and HVAC unit access, a fire protection system, powered rolling hangar doors, a vehicle access rollup door, and a vehicle parking lot for hangar tenants and limited guests. The building size would be determined based upon site considerations and funding availability between 30,000 to 40,000 total square feet.



The Aviation Department expects design of the Hangar-In-Common (HIC) to begin in the fall of 2025, with construction beginning by summer 2026, and completion by the end of 2027. While the anticipated project reflects current planning, this does not limit or determine the actual project to be undertaken by the City.

The prospective firm is encouraged to specifically list all services related to the anticipated project that the firm is willing and prepared to undertake.

Questions concerning the scope of this project should be directed in writing to Dirk Vanderleest, Aviation Director for the City of Concord, at the address below. Any amendments to this RFQ shall be made in writing and will be distributed as an addendum. Firms must acknowledge receipt of all addenda in their proposal.

Dirk B. Vanderleest, A.A.E.
Aviation Director
Concord-Padgett Regional Airport
9000 Aviation Blvd NW
Concord, NC 28027
E-Mail: vanderleestd@concordnc.gov

Any actual or potential conflicts of interest must be disclosed. **Firms shall have no contact related to this project with elected officials, appointed officials, or Aviation Department employees other than as directed herein during the RFQ process.** Any such contact will subject the firm to immediate disqualification for consideration for this project.

A deadline of Thursday, July 24, 2025, has been set for receipt of any questions.

III. SUBMITTAL REQUIREMENTS

The SOQ submitted shall be in a sealed package and received in accordance with the instructions detailed in this RFQ.

Qualification statements should clearly and concisely address the following:

1. Firm name and office location(s) where work will be performed, including project manager and any known sub-consultants.
2. Brief overview and history of the firm.
3. Experience in designing aircraft hangars and related facilities.
4. Experience in designing publicly funded or governmental projects in North Carolina.
5. Qualifications and resumes of the project manager, key personnel, and any sub-consultants. Specific experience related to the scope of work detailed above should be highlighted.
6. Workload and availability of key personnel during the next two-year time frame and a description of the firm's work capacity as a whole to supplement these key personnel.
7. Client references for at least three comparable hangar projects in the past five years. Include name, address, telephone number, and the client contact person most involved with the project.
8. Historical performance data on at least three similar projects, including schedule performance, change order history, original budget, pre-bid estimate, guaranteed maximum price (if applicable), and final cost.
9. Experience and approach to managing Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and Women-Owned Business Enterprise (WBE) participation. Please indicate whether your firm is a certified DBE/MBE/WBE and provide a statement of commitment or plan to include such firms.
10. Disclosure of any litigation associated with project performance or professional liability within the past five years.
11. Documentation of the firm's safety history.
12. Documentation of the firm's financial standing and proof of insurance coverage. For insurance coverage, include coverage amounts for general liability, professional liability, workers' compensation, and auto insurance.
13. Description of Firms processes and procedures to track costs and expenses.
14. A commitment to maintaining a drug-free workplace and ensuring all workers (including subcontractors) are free of felony convictions. Describe your compliance plan.
15. **A step-by-step example project timeline as well as a description of services the Firm is willing to provide or be involved with concerning the project listed in this RFQ.**
16. Disclosure of any actual or potential conflicts of interest.

VI. PRE SUBMITTAL INTEREST MEETING

A voluntary RFQ pre-submittal interest meeting will be held on Wednesday, July 23, 2025, at 10 AM in the General Aviation Terminal Building 2nd floor, Aviation Department Administration Conference Room at Concord-Padgett Regional Airport (9000 Aviation Blvd., Concord, NC 28027). A Microsoft Teams virtual meeting option for those interested parties who may not be able to attend in person will also be available using the following information:

Meeting ID: 288 819 836 473 0
Passcode: 39cx2Q6x

This meeting will be an opportunity to learn more about the project and ask questions about the RFQ. As a reminder, the **deadline to submit questions is Thursday, July 24, 2025.**

A site visit will also be available after the meeting. This will be the only opportunity to visit the site as its location is within a restricted area at the airport.

V. QUALIFICATION STATEMENT FORMAT AND DEADLINE

The Firm's Statement of Qualification should list each item by number (as outlined above), be printed on one side, single-spaced, on 8½" by 11" paper.

A firm's Statement of Qualifications should be limited to no more than 20 pages.

Submit four (4) original and one electronic .pdf copy of the Statement of Qualification.

Submissions should be placed in a sealed envelope and labeled appropriately.

(Your Company Name)

(Address)

To: City of Concord Aviation Department
Attn: Aviation Director
9000 Aviation Blvd.
Concord, NC 28027

RFQ ARCHITECTURAL SERVICES

Submissions are due by 4:00 PM, July 31, 2025.

VI. SELECTION AND SELECTION CRITERIA

The selection of the firm will be based on the totality of the qualifications of the firm as presented in the detailed qualifications statement. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be totally disqualifying but shall be taken into consideration as a portion of the totality reflecting positively or negatively on the qualifications of the firm.

The considerations below, with their weighted scores, will be utilized for the selection of the firm. Selection will be made after a thorough review conducted by an RFQ review panel ("Panel").

1. Relevant experience and design quality (30%)

The firm's recent experience, knowledge, and familiarity in the construction of similar projects, and the firm's demonstrated ability in construction incorporating the client's design preferences (as verified by the firm's references).

2. Project manager/staff experience and capacity (25%)

The successful experience of the project manager and staff assigned to the project, and their history of performing the type of work required within the established budget. Quality of the support capabilities of the firm.

3. Ability to meet timeline and delivery expectations (30%)

Demonstrated ability of the consultant to meet delivery and implementation timing established for projects it has worked on, including the detail, timeline, and services proposed for this project.

4. Financial capability, risk mitigation, and cost tracking systems (15%)

The firm's financial capacity to support the scope of work, including the firm's ability to manage professional liability and maintain an accounting system capable of accurately tracking project-specific costs.

Compliance with the City's drug-free and felony-free workforce policy is mandatory.

The Panel may take up to thirty (30) days to complete its review of the qualification statements.

The Panel may narrow the applicants to a few finalists. Interviews (virtual or in-person) may then be requested for finalists. Firms must make key personnel available within two weeks of notification.

The Panel shall ultimately recommend a top firm to the City Council.

Following City Council approval, the top-ranked firm will enter contract negotiations. The selected firm will be expected to sign a [City of Concord Standard Professional Services Contract](#) with negotiated items and standard contract terms for working with a government entity receiving federal and state funding. The City of Concord's insurance requirements and other important terms are specified in the contract.

If negotiations are unsuccessful, the City will proceed to the next highest-ranked firm.

Contracts will follow North Carolina state law and be subject to jurisdiction in Cabarrus County.

Firms that are not selected will be notified in writing.

VII. PROJECT SCHEDULE

The project will begin after funding is secured and approval is given by the City Council. It is anticipated that a work authorization and Notice to Proceed will be issued for the large Hangar-in-Common design project in the fall of 2025.

Key Dates:

RFQ Advertisement Date	July 10, 2025
RFQ Pre-Submittal Meeting Date:	July 23, 2025 at 10 AM (in-person with virtual option)
RFQ Submittal Date:	July 31, 2025
Evaluation and Selection Period:	August 2025
City Council Selection Approval:	September 2025
Contract Negotiation Period:	September 2025
Project Funding Approval:	October 2025
Notice To Proceed:	October 2025

VIII. EQUAL EMPLOYMENT OPPORTUNITY

The City of Concord does not discriminate in administering any of its programs and activities. The Firm awarded the contract for work will be required to ensure that no person shall be denied employment or fair treatment, or in any way discriminated against based on race, sex, religion, age, national origin, or disability.

{End of RFQ}