

# REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES



## ARCHITECTURAL AND ENGINEERING SERVICES CONTRACT FOR CITY OF CONCORD HOUSING DEPARTMENT

RFO Issued:

Wednesday, December 10, 2025

Deadline for informing of intent to submit RFO response:

5:00 PM Wednesday, January 7, 2026

Inquiries/Questions Deadline:

5:00 PM Wednesday, January 21, 2026

Submittal of SOQ Deadline:

5:00 PM Thursday, February 12, 2026

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## **REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR WILKINSON HOMES APARTMENTS**

### **1.0 PURPOSE**

The City of Concord is soliciting Statements of Qualifications (“SOQs”) from firms for the architecture and engineering design of Wilkinson Homes Apartments. This project consists of an illustrative site plan, supplemental design and engineering work, as noted in the Project Description, The Wilkinson Homes Apartments site is 9 +/- acres located in Concord, NC, adjacent to the downtown. The best qualified firm will be selected to execute the design intent of the Masterplan. The firm will be selected using a qualifications-based selection process based on demonstrated competence and qualification without regard to fees. However, the selection of a firm does not ensure that the firm will enter into a contract with the City. The project will be delivered with the Construction Manager At Risk (CMR) approach. The selected firm will have to coordinate closely with the CMR.

### **2.0 PROJECT DESCRIPTION**

Wilkinson Homes Apartments currently has 46 public housing units which will be replaced through Rental Assistance Demonstration (RAD). Replacement of the units will be in a phased approach to ensure no program displacement occurs. Residents will move into the new buildings as the old units will be demolished. The remainder of the site must be minimally prepared for a future residential phase of construction. The unit matrix is shown in Exhibit A and referenced on the attached Exhibit B (Latest Site Plan)

The following work has been completed and will be provided to the firm selected for this project upon request:

- Survey (Boundary and Topo)
- Development Plan Review feedback when available

The firm selected will be required to provide an update to the illustrative Masterplan, including recommendations for any combination of new affordable apartment buildings and units.

The selected firm will also be required to provide supplemental design and engineering work, including:

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- Illustrative site map that shows developable acres, based on required setbacks and ordinances as established by the City of Concord, or other jurisdictional agencies.
- Illustrative site map that shows existing utilities (water, sewer, and electric) in proximity to the property.
- Based on an approved illustrative site Masterplan, prepare Preliminary Engineering Reports (PER) that include probable costs.
- Pad-ready site analysis, including an illustrative site map, and probable costs for SF foot residential buildings light commercial buildings.
- Provide conceptual rendering and probable costs for SF residential buildings, including footings, spacing, columns, lighting, sprinkler system, etc.

The City of Concord reserves the right to award an architectural, engineering, and or design contract on all, a portion of, or none of the above-described projects. The City of Concord further reserves the right to remove any or all of the elements of the project described in this RFQ and issue a new RFQ for any portion of the work. Even after the City of Concord enters into a contract, the assignment of particular elements of the project shall be contingent on the availability of funds, in City of Concord sole discretion.

### **3.0     SCOPE OF SERVICES**

The following is a general description of the work required. This is not intended to be all-inclusive.

1. Schematic Design
  - a. Ascertain requirements of the project from the owner.
  - b. Study existing conditions of site.
  - c. Prepare schematic drawings.
  - d. Prepare probable construction cost based on area, volume or other current unit costs.
2. Design Development
  - a. From approved schematic drawings, complete design drawings including site and floor plans, elevations and other drawings.
  - b. Prepare probable construction cost based upon design drawings.
3. Construction Documents
  - a. From approved design drawings, complete working drawings and specifications.
  - b. Obtain all permits and approvals for construction and pay associated permitting fees.
  - c. Prepare probable construction cost based upon construction documents.
4. Contract Administration and Construction Inspection, as required.
  - a. Attend pre-construction conferences.
  - b. Shop drawing review.
  - c. Provide construction inspection.

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- d. Attend monthly progress meetings.
- e. Review change orders.
- f. Review pay requests from contractors.

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## 4.0 SELECTION PROCESS / SCHEDULE

Pursuant to N.C. Gen. Stat. § 143-64.31 and 2 C.F.R. § 200.320(b)(2), The City of Concord utilizes a qualifications-based selection process without consideration of fee proposals in the initial stage for selecting architects. The selection process and schedule will be as follows:

**4.1 Advertisement** - An advertisement for the Request for Qualifications (RFQ) may be posted at the following locations:

- Published in the AGC.
- Posted on the City of Concord website.
- Posted on the North Carolina Department of Administration's Historically Underutilized Business ("HUB") website.

### Notification of Interest, and Inquiries/Questions

**4.21 Notification of Interest / Addenda** - Upon receipt of this RFQ, firms interested in submitting qualifications are strongly encouraged to notify by email [dealj@concordnc.gov](mailto:dealj@concordnc.gov) in order to place the firm's name on a Notification of Interest list for distribution of possible addenda to this RFQ no later than **5:00 PM, January 7, 2025**. Please include the firm's name and primary contact person and email address in the notification. Addenda will only be sent to those firms that have submitted a notification of interest.

**4.22 Inquiries/Questions and Deadline** - All inquiries/questions regarding this RFQ must be directed to the Engineering Director at [dealj@concordnc.gov](mailto:dealj@concordnc.gov) by **5:00 PM, January 21, 2026** in order to be considered for a response. Oral answers will not be authoritative. Any changes or additions to the RFQ information will be emailed to each firm who has submitted a Notification of Interest.

**4.3 Qualifications Submittal** – A Statement of Qualifications (SOQ) must be received by City of Concord no later than **5:00 PM, February 12, 2026**. Submittals received after this deadline will not be considered. Submittals shall be limited to 20 pages.

**4.3.1 Submittal Material** - The submittals must be delivered to the Microsoft One Drive to ensure receipt by the city no later than **5:00 PM, February 12, 2026**. [dealj@concordnc.gov](mailto:dealj@concordnc.gov).

**4.4 Selection** – In order to proceed to selection of a firm, City of Concord must receive SOQs from an adequate number of qualified firms. The firm that is selected will become eligible to perform work on the project described in this RFQ. Firms will be notified after selection is made. However, the selection of a firm does not assure

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that the firm will be awarded a contract for all or any of the project identified in this RFQ. Project assignment will be based upon the availability of funds, and other factors that City of Concord may deem relevant.

- 4.5 **Interviews** - City of Concord reserves the right to interview or not interview firms as it deems necessary. Should interviews be deemed necessary, they will be tentatively scheduled for late January 2026.
- 4.6 **Council Approval** – The City of Concord, City council will consider authorizing the City Manager to negotiate and execute a contract with the selected firm.
- 4.7 **Contract** - Provided that a fair and reasonable fee can be negotiated, a contract will be executed with the selected firm. The projected execution date of the contract is March 2026 with services to be completed no later than March 2029. The contract will incorporate those terms and conditions set forth in this RFQ and such additional terms as City of Concord may require. Thereafter, projects will be assigned based upon the availability of funds, and other factors that City of Concord may deem relevant. In the event that a fair and reasonable agreement cannot be reached with the selected firm, the City will enter into contract negotiations with the next best qualified firm.

## 5.0 SELECTION CRITERIA

The selection of the best qualified firm will be based on the qualification information exhibited in both written and graphic information in the firm's submittal, interviews (if conducted), past performance, and reference checks. Firms will be evaluated on the following criteria:

### **Quality of Response to the RFQ:** (5%)

- The firm's SOQ is presented in a focused and professional manner, covers all the components requested in the RFQ, and demonstrates the firm's ability to successfully provide the engineering services identified in this RFQ.

### **Past Performance:** (20%)

- The project team's experience, knowledge, familiarity, and past performance with design and engineering activities as referenced in the Project Description. Documentation should demonstrate similar experience of the team members. The firm shall submit projects only for work that can be attributed to key members of the project team being proposed. Office or firm experience in similar projects attributed to staff no longer with the firm or staff not being proposed as a key member of the team for this project will not be considered relevant. A record of successful completed problems without major legal or technical problems.

### **Professional Expertise:** (15%)

- The experience and composition of the proposed project team to perform the type of work specific experience with housing authorities undergoing Rental Assistance Demonstration activities and working with municipal entities

### **Project Approach:** (15%)

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- The firm has demonstrated that it understands the requirements of the projects identified in this RFQ. The firm's response provides a logical and understandable sequence of activities and demonstrates the firm's ability to work with the city as a team to complete the identified projects and adequate staff for project and current workload.

**Cost Control and Scheduling:** (15%)

- The team's approach to cost control and scheduling. Historical data on at least three comparable projects in size completed over the past five years showing schedule performance **and change order history**. Include original budget, pre-bid estimate, guaranteed maximum price, if applicable, and final cost.

**Involvement and Utility Coordination:** (15%)

- Project team understanding of typical project issues, methods for dealing with those issues, and working and coordinating with utilities and government agencies.

**Permitting and Local Knowledge:** (15%)

- The project team's experience in submitting for permits and approvals required for work in Concord along with familiarity of the area.

Final selection will be made after thorough review conducted by a City panel.

The City of Concord will negotiate a contract with the top-rated firm. If a contract cannot be successfully negotiated with the top rated firm, the City will proceed to the second rated firm.

Firms not selected will be notified. Questions related to the scope of this project should be directed to [dealj@concordnc.gov](mailto:dealj@concordnc.gov), Engineering Director. Questions regarding the selection process should be directed to Ryan LeClear, Purchasing Manager, at 704-920-5441.

## 6.0 SUBMITTAL DOCUMENT REQUIREMENTS

Submittals may be color or black and white and should be an 8.5" x 11" format. Links or references to websites will not be allowed. The SOQ submittal must be received in its entirety. Scanned signatures shall be valid for this submittal. The digital copy will be submitted on a Microsoft OneDrive for the SOQ.

Do not submit any conceptual, sketches, or work product as part of the SOQ. Pursuant to N.C. Gen. Stat. § 143-64.31(f), no work product or design may be solicited, submitted, or considered as part of the qualifications-based selection process. However, examples of prior completed work may be solicited, submitted, and considered in order to determine the demonstrated competence and qualification of the firm. Discussion of concepts or approaches to the project, including impact on project schedules, is encouraged.

No costs or fees, maybe solicited, submitted, or considered.

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The maximum total number of pages shall not exceed 20. Please address the Selection Criteria within your RFQ as well as the following:

- **General Information**

The following information and topics should be included:

- Name of lead contact person and their email address. Brief description of the project team, what each team member will be responsible for, and the location of the office that will be completing projects.
- An organizational chart of the project team, listing key individuals involved, the role they will perform (principal-in-charge, project manager, etc.), the location of staff, and the firm's NC license number
- Information about the firm's approach to diversity and a list of MWSBE, Small Business Inclusion Program Certification or Office of Historically Underutilized Business Statewide Uniform Certification (HUB). If subconsultants are utilized, the firm should indicate the affirmative steps it has taken or will take to ensure that minority businesses, women's business enterprises, and labor surplus area firms will be used when possible. (These steps should include, at a minimum, placing qualified small and minority businesses and women's business enterprises on solicitation lists, assuring that these businesses are solicited whenever they are potential sources, dividing total requirements, when economically feasible, to permit maximum participation by these businesses, establishing delivery schedules, where the requirement permits, which encourage participation by these businesses, and using the services and assistance, as appropriate, of organizations such as the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce.)

- **Project Experience**

Include projects completed during the last five years that demonstrate experience with projects of similar character and scope. Include for each project:

- Specific project name, location, and client.
- Description of the work.
- Project goals and how those goals were achieved.
- Estimated project cost.
- Actual project cost.
- Was the project completed on or before the original schedule timeline or was there an extension.
- Contact information for references.

- **Individual Qualifications/Experience**

Provide a description of the qualifications and experience of the key individuals who will be actively involved in the work. Include the office location in which each key individual is located. Clearly identify each key individual's experience with similar projects, the specific role that individual performed, and the firm they were employed by at the time of the project work.

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- **Project Issues**

For two of the projects described in the Project Experience section, list one or more challenges for each project and how those challenges were overcome or mitigated by your team.

- Document any history of litigation involving the company or any of its principals, including the case name, number and year for the past five years. Include litigation involving construction, contract, bond or insurance disputes.
- Document all safety or OSHA violations associated with construction project performance over the past five years.

- **Why Your Team Should Be Selected**

Describe why your project team should be selected.

## 7.0 GENERAL PROVISIONS

**7.1 Submittal Ownership / Costs** - Upon submission, all information becomes the property of the City of Concord, which has the right to use any or all ideas presented in any submission in response to this RFQ, whether or not the submittal results in a contract with the submitting engineering firm. All costs for development of the written submittal and the oral presentation are entirely the obligation of the firm and shall not be remunerated in any manner by the City of Concord.

**7.2 Non-Warranty of Request for Qualifications** - Due care and diligence has been used in preparing this RFQ. However, the City shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the firm to ensure that it has all the information necessary to complete its SOQ.

**7.3 Request for Clarification** – The City of Concord reserves the right to request clarification of information submitted and to request additional information of one or more firms, either orally or in writing.

**7.4 Acceptance / Rejection of Submittals** – The City of Concord reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in the City's judgment, best serve the interest of the City. The City further reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services at any time.

**7.5 Consideration of Submittals** - Proposals will be considered by firms and their teams normally engaged in providing and performing services as specified in this RFQ. The firm and their team must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to the city. The

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City reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms, and conditions before recommending any award.

**7.6 Insurance and Indemnity Requirements** - To the extent permitted by law, the firm shall indemnify and save harmless the City, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the firm in the performance of professional services provided to the City.

The firm further agrees to purchase and maintain during the life of any contracts entered into with the City the following insurance with an insurance company acceptable to City and authorized to do business in the State of North Carolina:

**Automobile:** Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/ \$1,000,000 each occurrence.

**Comprehensive General Liability:** Bodily injury and property damage liability insurance as shall protect the firm from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. City shall be listed as an "Additional Insured" and shall be noted on the Insurance Certificate.

**Professional Liability:** In a limit of not less than \$1,000,000.

**Umbrella:** In a limit of not less than \$1,000,000.

**Workers' Compensation and Occupational Disease Insurance:**

Coverage A - Worker's Compensation: Meeting the statutory requirements of the State of North Carolina.

Coverage B - Employer's Liability: \$500,000 each accident / \$500,000 disease - each employee / \$500,000 disease - policy limits.

Certificates of such insurance will be furnished to the City and shall contain the provision that the County be given thirty day's written notice of any intent to amend or terminate by either the firm or the insuring company.

**7.7 Americans with Disabilities Act (ADA) Compliance** – The City will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the

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basis of a disability. The City will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. City programs will be available in the most integrated setting for each individual. If any accommodation is necessary for participation in any program or services, participants are encouraged to notify City staff.

**7.8 Minority / Women / Small Business Enterprise** - It is the policy of the City of Concord to provide minorities, women, and small business enterprises (collectively “M/W/SBE) equal opportunity for participating in all aspects of the County’s contracting and procurement programs, including but not limited to employment, construction development projects, and materials/services, consistent with the laws of the State of North Carolina. The policy of The City prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran’s status. It is further the policy of The City to conduct its contracting and procurement programs so as to prevent such discrimination. The city has a commitment to promote this type of participation in City projects, and to the creation of project teams that include and assign importance to social and cultural diversity. To the extent that subconsultants will be utilized, firms should take affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used, when possible, as outlined in 2 C.F.R. § 200.321.

**7.9 E-Verify Compliance** - The firm shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the firm utilizes a subconsultant, the firm shall require the subconsultant to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a Statement of Qualifications, the firm represents that its firm and its subconsultants are in compliance with the requirements of Chapter 64 of the North Carolina General Statutes. Upon request by The City of Concord, the firm shall submit an affidavit to this effect.

**7.10 Notices**

HOME-ARP Compliance- All individuals and firms working on this project shall comply with HOME-ARP Provisions for Professional Services Contracts and federal construction contract provisions.

NC Licensing Requirements – All individuals and firms working on this project shall be properly licensed under the NC laws governing their trades.

**Firms should have no contact related to this project with elected or appointed officials other than Purchasing Manager Ryan LeClear during the selection process. Engineering Director Jackie Deal is available for questions about the project scope. Other contacts will subject the firm to immediate disqualification for**

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**consideration for this project. A committee will screen the SOQ's submitted, conduct interviews of selected firms and make a recommendation to City Council.**

Contracting – Any contract developed for this work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Cabarrus County, North Carolina.

A verifiable ten percent (10%) goal for participation by minority businesses is required for this project.

Equal Employment Opportunity - The local government of the City of Concord does not discriminate administering any of its programs and activities. The firm awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.

Public Disclosure – All documentation and submittals provided to the City of Concord are subject to public records requirements and November be subject to disclosure.

Expenses of Firms – The City accepts no liability for the costs and expenses incurred by firms in responding to this request.

Owner rights – The City reserves the right to reject any and all statements of qualifications, waive any informality or irregularity, revise the documents or schedule via an addendum, contact references who are not listed in the submittal, and to take any action affecting the RFQ process or the project that is determined to be in the City's best interests.

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