



REQUEST FOR QUALIFICATIONS

RFQ#01-4260q

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR NATIONAL GUARD ARMORY RENOVATIONS

ISSUE DATE: SEPTEMBER 17, 2025

ISSUING DEPARTMENT:

MACON COUNTY FINANCE DEPARTMENT

5 WEST MAIN STREET

FRANKLIN, NC 28734

PHONE: (828) 524-1640

FAX: (828) 349-2520

ATTN: LINDSAY LEOPARD, ACCOUNTANT/PURCHASING AGENT

lleopard@maconnc.org

**RESPONSES WILL BE RECEIVED UNTIL
OCTOBER 2, 2025 AT 4:00 p.m.**

RESPONSES ARE TO BE SEALED AND MAILED VIA USPS TO THE ABOVE ADDRESS OR DELIVERED TO
THE MACON COUNTY FINANCE DEPARTMENT LOCATED IN THE MACON COUNTY ANNEX BUILDING
AT 5 WEST MAIN STREET, FRANKLIN, NC 28734

MACON COUNTY, NORTH CAROLINA

FINANCE DEPARTMENT

RFP No. 01-4260q

September 17, 2025

**REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR NATIONAL GUARD
ARMORY RENOVATIONS**

Pursuant to General Statutes of North Carolina, Section 143-64.31, as amended, responses to Request for Qualifications, subject to the conditions and specifications herein, are invited for furnishing architectural services. **Responses to Request for Qualifications will be received by the Macon County Finance Department until 4:00 p.m. local time October 2, 2025.**

MAILING INSTRUCTIONS

1. Bidder shall submit a complete, fully executed RFQ document.
2. If mailed, response should be forwarded by certified U.S. Postal Service. Please address and mark your bid as shown below.

**MACON COUNTY FINANCE
DEPARTMENT
ATTN: LINDSAY LEOPARD
5 WEST MAIN STREET
FRANKLIN, NC 28734
RFQ NO 01-4260q**

3. If forwarded other than by U.S. Postal Service, delivery must be made directly to Macon County Finance Department, 5 West Main Street, Franklin, NC 28734.

NOTE: IF MAIL OR DELIVERY BY ANY OTHER MEANS IS DELAYED BEYOND THE DEADLINE FOR RESPONSES TO REQUEST FOR QUALIFICATIONS, RESPONSES THUS DELAYED WILL NOT BE CONSIDERED.

INTRODUCTION

Macon County invites all qualified and interested architectural firms to submit proposals to perform consultation, planning and project administration services for National Guard Armory renovations.

SCOPE OF WORK

- Replacement of exterior door
- Replacement of flooring including gymnasium flooring
- Replacement of ceiling tiles including adding drop ceiling in classroom that currently does not have a ceiling
- Various Electrical upgrades including: Electrical Room, adding electrical to the room formerly used as a firing range, update lighting to new LED fixtures and a new fire/security alarm
- Replacement of Existing Roof and repair of parapet wall
- Add AC throughout the building
- Clean existing Ducts
- Replace exhaust fans in maintenance and restrooms
- Repaint interior walls
- Convert current commercial kitchen into a business style break room
- Update existing sidewalks to ensure ADA compliance
- Update existing restrooms to ensure ADA compliance
- Add exit door as required by NC Building Code
- Insulate ceiling
- Remove old boiler units and components
- Remove existing wall hung gas heaters
- Replacement of window in room formerly used as a clean room during the Covid Pandemic

REQUESTED SERVICES

The scope of work is anticipated to include the following:

- ☐ Provide interim and final cost estimated for construction and contingency.
- ☐ Provide assistance with the construction contract bidding and award process.
- ☐ Provide construction administration and management services for the project including final project closeout.

The selected firm shall indemnify, defend and hold harmless the County and its subsidiaries, divisions, officers, directors and employees from all liability, loss, costs, claims, damages, expenses, attorney fees, judgments and awards arising or claimed to have arisen, from any injury caused by or allegedly caused by, any act or omission of the Contractor or any employee agent or assign.

The selected firm will be required to furnish proof of Professional Liability Insurance coverage in the minimum amount of \$1,000,000.

MINIMUM REQUIREMENTS AND QUALIFICATIONS

Respondents, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of North Carolina, at the time of submittal to their response to this Request for Qualifications (RFQ). Should the Respondent not be fully licensed and certified, its submittal will be rejected.

CONTENT OF RESPONSE TO REQUEST FOR QUALIFICATIONS AND SUBMISSION REQUIREMENTS

The Respondent shall submit the following required information/documents with sufficient depth and breadth necessary to substantiate his or her ability to perform the services being sought by the County. Failure to provide the required information may result in rejection of the submittal.

1. Introductory Letter: An informative, narrative letter pertinent to your firm's capabilities and services.
2. Experience of Firm and References:
 - a. Firm name, address, telephone number, email address and contact person, NC License number, the state the entity is incorporated in and chiefly located.
 - b. Firm biography, profile and current workload.
 - c. Listings and detailed descriptions of similar projects successfully completed by the firm during the past three (3) years. Include the name and telephone number of a contact person for each client who can verify the information provided.
 - d. Firms experience, including but not limited to, Macon County and North Carolina.
 - e. Provide a brief photographic and written overview of similar renovation work.
 - f. Any judgments against firm within the last five (5) years or pending litigation related to professional conduct or services.
3. Team Organization, Management and General Qualifications:
 - a. Multiple firms, joint venture or any/all subcontractor(s)/consultant(s) teams shall clearly identify roles, responsibilities and office location of the proposed project personnel.
 - b. Team and project management structure shall be documented and the principal with the prime firm responsible for the contact shall be identified. This information may be provided in an organizational chart.
 - c. The Respondent shall demonstrate current staff capacity to provide the services requested and credentials and qualifications of the project team members.
4. Insurance Requirements: Provide a copy of a certificate of insurance that identifies current levels of insurance in areas of general liability, automobile liability, workers compensation and professional liability.
5. Proposed Schedule: The proposed time schedule for this project is below. Project must be completed in a timely manner and within a reasonable period. Dates are tentative and are subject to change (except the issue date of RFQ, deadline to submit questions, and the due date of RFQ).

Issue date of RFQ: September 17, 2025

Deadline to submit questions: September 24, 2025 by 4:00 pm

Due date of RFQ: October 2, 2025 by 4:00 pm

Committee evaluation of RFQ: Week of October 6, 2025

Board of County Commissioners approve architect selection: October 14, 2025

Architect prepare plans & specifications: within 6 months of contract date

6. Format: Submittals shall be printed on 8½" x 11" paper, include front and back covers, cover letter, and Table of Contents. Submittal shall be side bound and include reference tabs for key sections.
7. Non-Collusion Affidavit: The Non-Collusion Affidavit attached to this RFQ must be properly executed and submitted.

SUBMITTAL INSTRUCTIONS

Firms/individuals interested in being considered for providing the specified services shall submit one (1) original and two (2) copies of their submittal in addition to one (1) electronic copy of the submittal on a flash drive in response to this RFQ. Submittals must be received on or before 4:00 p.m. local time on Thursday, October 2, 2025. All submittals received after the noted deadline will not be considered and will be returned to the Respondent unopened.

INQUIRIES

All requests for clarifications or additional information must be submitted in writing to Lindsay Leopard, via electronic mail: lleopard@maconnc.org. The County will record responses to inquiries, if any, and address them in the form of a written addendum that will be posted on the County's website at www.maconnc.org.

ADDENDA

Should revisions to this RFQ become necessary, the County will post a written addendum on the County's website at www.maconnc.org.

SUBMITTAL PREPARATION COSTS

The County shall not be liable for any expenses incurred by Respondents in connection with the preparation of a response to this RFQ. Respondents should prepare their submittal providing a straightforward and concise description of the Respondent's ability to meet the requirements of this RFQ. Unnecessarily elaborate brochures, artwork, expensive paper, bindings, visual and presentation materials, beyond that sufficient to present a complete and effective response to this RFQ is not desired.

SELECTION PROCESS

Macon County intends to ensure that all technically qualified individuals/firms are provided the opportunity to be considered for providing professional architectural services to Macon County. The individual/firm that is most qualified to conduct this scope of work and meet the needs of Macon County will be selected.

A committee will evaluate the proposals. Preliminary design or work product regarding this project in your response is prohibited. The committee will make a selection based on the firm's level of interest, qualifications and expertise. After the selection has been made, the committee will make a recommendation to the Macon County Board of Commissioners.

SELECTION CRITERIA

The County will use the following criteria to select an individual/firm for further consideration:

1. Completeness of the response to this RFQ.
2. Expertise and qualifications of key professional staff and the firm as a whole in the specific areas of architectural services.
3. Performance history of the firm and its staff members with Macon County and other clients.
4. Availability of resources and current workload of the consultant team proposed for this project to meet project deadline.
5. Proximity to and familiarity with Macon County.
6. Proposed hourly rates for professional services.

The most qualified firm will be notified and the County will commence negotiations with said firm to develop a fee proposal. If the County and firm cannot reach an agreement, negotiations will terminate and the County will commence fee negotiations with the next most qualified firm.

GENERAL COMMENTS

All qualifications responses, inquiries or correspondence relating to this RFQ will become the property of Macon County when received and will not be returned.

Macon County reserves the right to reject any and all responses, or any portions thereof, or select responses, which, in its opinion, are in the best interest of the County.

Macon County reserves the right to waive any informalities and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the County. This solicitation in no way obligates the County to award a contract.

Respondents are requested to refrain from contact with the committee members or county employees regarding this solicitation, with the exception of written communication described in this RFQ.

Macon County reserves the right to approve all personnel working on Macon County projects. Key professional staff may not be removed, reassigned or replaced without prior approval from Macon County.

The County encourages participation by minority and women-owned businesses and respondents should be prepared to provide evidence of such classification and/or attempt to engage such firms within the qualification package.

E-VERIFY: Respondent is hereby required to be in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes concerning e-verification at the time of entering the Contract and at all times during the performance of this Contract. All subcontractors utilized by Respondent are likewise required to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes concerning e-verification at the time of entering this Contract and at all times during the performance of this Contract. Respondent shall take necessary steps to include this provision in all contracts with its subcontractors who will perform any portion of the work covered by this Contract.

When responding to this RFQ, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit documents according to the instructions.

By submitting a proposal, Respondents acknowledge that the County reserves the right to reconsider any submittal at any phase of this procurement process.

Submittals will be received by Macon County at the time and place designated in this document. At that point, Macon County will close the receipt of submittals and begin the evaluation process.

Macon County will not be held responsible for the failure of any mail or delivery service to deliver a proposal response prior to the stated proposal due date and time. It is solely the Respondent's responsibility to: (1) ascertain that they have all required and necessary information, documents and addenda, prior to submitting a response; (2) ensure that the response is received at the correct location and time. Late responses, regardless of delivery means, will not be accepted. Submittals received by telephone, facsimile, or email will not be accepted.

By submission of a response, the Respondent agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire an interest, either direct or indirect, that would conflict in any manner or degree with the performance of the Respondent's services, or (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Macon County.

Macon County assumes no responsibility for confidentiality of information offered in this submittal. This RFQ does not intend to elicit proprietary information. However, if

proprietary information is submitted as part of the proposal, the information is to be labeled as such. Proprietary or confidential information must be clearly labeled as such at the time of initial submission and to the extent provided by N.C.G.S. Chapter 132, will not be made available for public inspection. In the event that a request for inspection is made under public records law, the Respondents will be notified of the request and may participate in any subsequent civil action to compel disclosure of confidential information.

NON-COLLUSION AFFIDAVIT

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MACON COUNTY
RFQ 01-4260q

REQUEST FOR QUALIFICATIONS FOR NATIONAL GUARD ARMORY RENOVATIONS

The undersigned affirms that the proposal made herein is made without any connections with any other person, or persons, making any other proposal for the above item(s): that it is in all respects fair and without collusion or fraud:

That _____ (Firm Name) is not connected in any official capacity with Macon County, and that no person, or persons, acting in such a capacity are directly, or indirectly, interested herein or in any of the profit arising or anticipated from this transaction.

In making this proposal, it is understood and agreed, that the conditions set forth in the advertisement for bids, instructions to bidders, terms and conditions and specifications together with the proposal shall form a part of and be construed with the contract under the same.

The acceptance of this proposal by Macon County, as evidenced by the issuance of a Macon County Purchase Order, will be held to be a mutual agreement as to each and every clause of this proposal and to constitute a contract between the parties hereto.

FIRM NAME: _____

ADDRESS: _____

BY: _____

TITLE: _____

State of North Carolina
County of: _____

Sworn to and subscribed
before me, this
_____ day of _____, 20____.

Notary Public

My commission expires: _____