



# **Request for Qualifications for Cabarrus County Facilities Design and Construction**

April 17, 2026

## **Project Introduction**

Cabarrus County is soliciting Statements of Qualifications (SOQs) from qualified firms licensed in North Carolina to provide engineering, design, and contract/construction administration services for the construction of a second entrance road into Frank Liske Park (4001 Stough Rd, Concord, NC 28027).

The County intends to select the most qualified firm(s) to provide multidisciplinary services for the project.

## **Project Background**

Frank Liske Park is a major recreational facility serving citizens from Cabarrus County and surrounding areas. To improve access, safety, and traffic circulation, the County plans to construct a secondary entrance road.

A feasibility study and limited conceptual design for the project were completed in 2025. These documents will be the basis of design for the project and will be made available to the selected firm.

## **Project Description**

The project includes the design and construction of a new entrance road with the following general features:

- Approximately 6,000 linear feet in length
- Extends from the main area of the park
- Travels through the former Stonewall Jackson Training School property
- Connects to Jackson Terrace
- Includes a required stream crossing

The selected firm will be responsible for advancing the existing conceptual design into a final design and providing contract and construction administration services through construction.



## Project Scope

The selected firm(s) will, in consultation with County staff, provide, at a minimum, the following services:

- Engineering and Design
  - Review of the existing feasibility study and conceptual plans
  - Additional needed surveying and mapping
  - Roadway design
  - Additional needed hydrology and hydraulic analysis, including the stream crossing design
  - Stormwater management design
  - Environmental permitting and compliance
  - Utility coordination, conflict resolution, and input on future utility needs
  - Preparation of construction plans, specifications, and a cost estimate
  - Renderings
- Permitting and Regulatory Compliance
  - Coordination with local, state, and federal agencies
  - Preparation and submission of permit applications
  - Compliance with all NC regulations
- Bidding Support
  - Preparation of bid documents
  - Responding to bidder questions and issuing addenda
  - Assistance with evaluation of bids received and contractor selection process
- Construction Administration
  - Preparation of contract documents
  - Review of submittals
  - Construction observation and documentation
  - Responding to RFIs
  - Change order review and recommendations
  - Project closeout support



## Submittal Requirements

Firms shall submit a Statement of Qualifications including the following:

- Cover Letter
  - Brief Overview of the firm(s)
  - Statement of interest and availability
- Firm Profile
  - Legal name, address, and contact information
  - Office location(s) that will perform the work
  - North Carolina licensure information
- Team Composition
  - Identification of all subconsultants
  - The roles and responsibilities for each firm
- Relevant Experience
  - Description of at least three similar projects
  - Emphasis on roadway design, municipal work, stream crossings
  - Include project scope, budget, and references
- Project Approach
  - Understanding of the project
  - Proposed approach to design and delivery
  - Anticipated challenges and solutions
- Key Personnel
  - Resumes of key staff
  - Roles and responsibilities
  - Relevant experience
- Capacity and Availability
  - Current workload
  - Ability to meet the schedule requirements
- References
  - At least three client references
- Identification of a contact person for questions during the RFQ process with contact information including phone number, email, and mailing address.



## Submission Instructions

- **Deadline:** All SOQ Packages must be received by 3:00 PM on May 13, 2026
  - SOQ packages received after this deadline will not be accepted or considered. Firms assume all risks associated with delivery, including delays beyond their control.
- **Format:** PDF in electronic format only
- **Page Length:** 20 pages maximum excluding the front page of the document
- **Submission Method:** by email only to [mamiller@cabarruscounty.us](mailto:mamiller@cabarruscounty.us)
- **Contact for Questions:**
  - Michael Miller
  - Director of Design and Construction
  - [mamiller@cabarruscounty.us](mailto:mamiller@cabarruscounty.us)

## Evaluation Process

All Statements of Qualifications will be reviewed by a selection committee, the County may choose to shortlist firms and conduct interviews or to directly select a firm for the project based on the initial review of their SOQ package.

## Evaluation Criteria

Evaluation criteria will include, but are not limited to, the following:

- **Relevant Experience (25% weight)**
  - Experience of the firm and proposed team members with projects of similar scope, scale, and function, particularly in government or public sector settings
- **Project Approach (20% weight)**
  - Understanding of the project scope and goals
- **Key Personnel (20% weight)**
  - Qualifications, certifications, technical experience, etc. of assigned staff
- **Past Performance and References (15% weight)**
  - Quality of past work and client references
- **Capacity and Availability (10% weight)**
  - Ability to meet schedule and project demands
- **Geographic Location (10% weight)**
  - Accessibility and familiarity with Cabarrus County and NC regulations

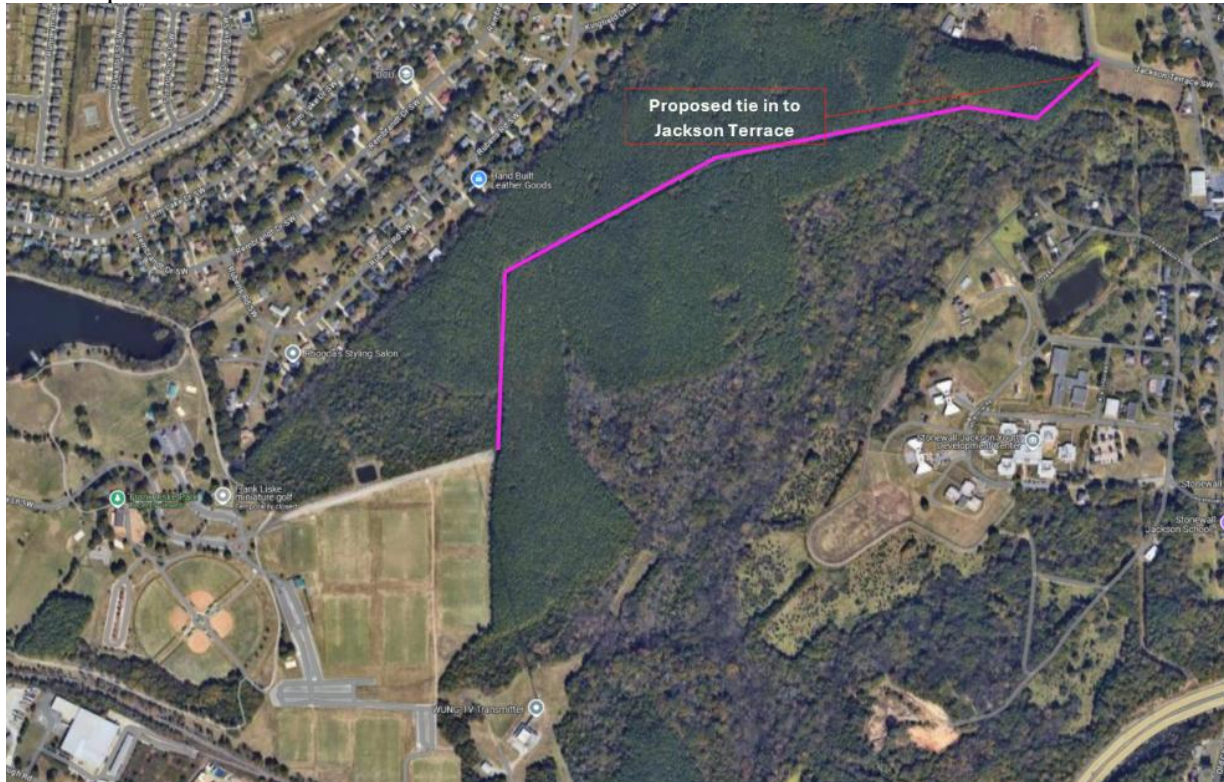


## Anticipated Schedule

- RFQ Issued: April 17, 2026
- Questions Date: By 5:00 PM on May 6, 2026
- SOQ Submission Deadline: 3:00 PM on May 13, 2026
- Shortlist Notification (if necessary): No later than May 22, 2026
- Interviews (if necessary): June 5, 2026
- Selection and Notice of Intent: No later than June 12, 2026

## Attachments:

### Site Map





## Terms and Conditions

The following terms and conditions apply to this RFQ:

1. All responses shall become the property of the County.
2. Due care and diligence has been exercised in the preparation of this RFQ and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither the County nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.
3. The County reserves the right to select the vendor from the responses received; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel any requirement in its entirety; or to reject any or all proposals received.
4. A response to this RFQ does not constitute a formal bid; therefore, the County retains the right to contact any/all proposing vendors after submittal in order to obtain supplemental information and/or clarification in either oral or written form. Furthermore, an explicit provision of this RFQ is that any oral communication made is not binding on the County's proposal process.
5. The County will not be liable for, nor pay for any costs incurred by responding vendors relating to the preparation of any proposal for this RFQ.
6. Acceptance will be defined as the County selecting you as our provider of service for the intent of negotiating a contract for services.
7. It is the intent of the County that after the successful Vendor has been selected, the County and the selected vendor will enter into contract negotiations containing all terms and conditions of the proposed service. Any acceptance of a proposal is contingent upon the execution of a written contract and the County shall not be contractually bound to any bidder prior to the execution of such written contractual agreement. The contents of the bid submitted shall become part of the contractual obligation and incorporated by reference into the ensuing contract. The contract with a successful vendor may include penalties for non-performance and failure to meet the proposal implementation schedule. Any vendor agreeing to do business with the County must first be validated as a vendor by The County's third party vendor platform which is Payment Works.