



Request for Qualifications for Cabarrus County Facilities Design and Construction

March 23, 2026

Project Description

Cabarrus County is soliciting responses from qualified firms licensed in North Carolina to provide landscape architecture and contract administration services to the County at the Concord branch of the Cannon Memorial Library (27 Union St. North, Concord, NC 28025). The project involves the design of basic landscape and hardscape enhancements that will:

- Improve the visual appeal of the space between the library and the adjacent restaurant
- Support potential programming opportunities for the library

The work site is identified in the aerial photograph included on the final page of this document.

Scope of Services

The selected firm will, in consultation with County staff, be responsible for providing the following services:

1. Utility location
 - a. Identify existing utilities withing the project site.
2. Landscape design
 - a. Develop a conceptual and final landscape/hardscape design plan that aligns with the project goals.
3. Design Renderings
 - a. Prepare visual renderings to illustrate the proposed design.
4. Opinion of Probable Construction Costs
 - a. Provide cost estimates based on proposed design.
5. Permitting and Design Review
 - a. Manage the design review and permitting process with the City of Concord and Cabarrus County.
6. Bidding Assistance
 - a. Support the County during the bidding phase, including preparation of bid documents and responding to contractor inquiries.
7. Construction administration
 - a. Provide oversight during construction to ensure compliance with design intent and project specifications.



Qualification Package Evaluation Criteria

Qualifications packages will be evaluated on the firm's demonstrated ability to successfully meet the requirements outlined in this Request for Qualifications. Particular emphasis will be placed on the experience and qualifications of the proposed team.

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

- Relevant Experience
 - Experience of the firm and proposed team members with projects of similar scope, scale, and function, particularly within local government or public sector settings.
- Team Qualifications
 - Qualifications, certifications, technical experience, availability, and geographic proximity of key personnel assigned to the project.
- Past performance and References
 - Quality of references from previous clients, including demonstrated success in delivering projects on time and within budget.

SOQ Requirements

Firms interested in providing the requested services to Cabarrus County are invited to submit a Statement of Qualifications (SOQ) in electronic format only.

SOQs shall be submitted to:

Michael Miller
Director of Design and Construction
mamiller@cabarruscounty.us

Each firm is solely responsible for ensuring the timely delivery of its Statement of Qualifications (SOQ). All SOQs must be received by 3:00 pm (local time) on March 31, 2026.

Qualifications packages received after this deadline will not be accepted or considered. Firms assume all risks associated with delivery, including delays beyond their control.

The SOQ package should be no more than **15** pages in total length.

Please identify a contact person for questions during the RFQ process and provide contact information including telephone number, email, and postal address.



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.

