



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

August 24, 2026

## **Project Introduction**

Cabarrus County is soliciting Statements of Qualifications (SOQs) from qualified firms, or combinations of firms, licensed in North Carolina to provide schematic design and advanced planning services for the future construction of a new Animal Shelter at 2892 Zion Church Rd, Concord, NC 28025.

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

## **Project Background**

Construction of the current 7,000-square-foot animal shelter was completed in 1998. Since then, the County has outgrown the facility, and the current site does not allow for expansion. Consequently, a new site has been purchased. At this time the County wishes to further investigate the potential of building a shelter on the new site and to move into schematic design and advanced planning for a new facility before securing funding to complete design and construction of the new shelter. Design of the new shelter will be based on a recently completed Needs Assessment Study and an initial conceptual test-fit plan for the new site. The needs assessment projected future requirements using historical data, County population growth, and national animal relinquishment rates.



## Project Description

The project includes limited design and planning of a new shelter with core spaces as well as potentially the following additional features:

- Estimated square footage of 20,500
- Sallyport
- Crematory
- Veterinary clinic
- Spay/neuter clinic
- 1,000 square feet of community room/training space
- Additional office space

The first task for the selected firm will be an evaluation of the activities conducted by the businesses on the neighboring parcels, both current and planned, and then providing a recommendation if the site is suitable for an animal shelter.

If, after the first phase, the County decides to proceed with the project the selected firm will be responsible for creating a schematic design and performing advanced planning services based on the Needs Study to create a design that the County will use to secure funding to complete the planning, design, and construction process.



## Project Scope

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

- Limited Design
  - Review of the existing needs study and site test fit
  - Review of operations on neighboring parcels
  - Traffic impact analysis
  - Schematic building design
  - Civil engineering of the site will be included in the schematic design
  - Stormwater management evaluation
  - Utility coordination
  - Preparation of a cost estimate for full design and construction
  - Renderings
  - Consultation with local, state, and federal agencies
- Permitting and Regulatory Compliance
  - Consultation and coordination with local, state, and federal agencies



## 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
  - 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.
- Documentation of any lawsuits, arbitrations, or administrative proceedings involving the firm along with a brief description of the matter and it's current status.



## Submission Instructions

- Deadline: All SOQ Packages must be received by 3:00 PM on Sept 9, 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



## 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.