



Request for Qualifications for Cabarrus County Facilities Design and Construction

August 26, 2026

Project Introduction

Cabarrus County is soliciting Statements of Qualifications (SOQs) from qualified firms, or combinations of firms, licensed in North Carolina to provide civil engineering services for private road repairs and assistance with an encroachment permit for the work within the DOT right of way along NC Hwy 24-27 East.

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

Project Background

The road repairs will be incorporated into the existing access road for the Midland Communications Tower owned by the County. The access road is within a right-of-way across property belonging to the adjacent land owner and connecting to NC Hwy 24-27.

Project Description

The road repairs will include drainage and stormwater management, a traffic rated connection to NC Hwy 24-27 East and to the Midland Volunteer Fire Department Station 2, and the associated encroachment permitting for the work within the NCDOT right of way. All additional permitting and regulatory compliance with local, State, federal agencies will also be required. A survey of the site and a basic site plan was previously completed.



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
- Key Personnel
- 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 Sept 3, 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: 15 pages maximum excluding the front page of the document
- Submission Method: by email only to mamiller@cabarruscounty.us
- Contact for Questions:
 - Michael Miller
 - Director of Design and Construction
 - 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
 - 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
 - Understanding of the project scope and goals
- Key Personnel
 - Qualifications, certifications, technical experience, etc. of assigned staff
- Past Performance and References
 - Quality of past work and client references
- Capacity and Availability
 - Ability to meet schedule and project demands
- Geographic Location
 - 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.