



Town of Garner, North Carolina

Request for Qualifications (RFQ)



Town of Garner Public Works Facility Expansion – Architecture and Civil Design Services

January 2026



Summary of Key Information

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RFQ Title:	Town of Garner Public Works Facility Expansion – Architecture and Civil Design Services
Contact Person for Questions:	Randall Brookshire, PE Engineering Project Manager Questions on RFQ should be sent in writing via email by 5:00 PM EST on Friday, January 30, 2026, to: rbrookshire@garnernc.gov
SOQ Submissions Address:	Submissions should be mailed or delivered to: Town of Garner Engineering ATTN: Leah Harrison, PE 900 7 th Avenue Garner, NC 27529 lharrison@garnernc.gov
Date Issued:	January 5, 2026
Submission Deadline:	By 5:00 PM EST on March 2, 2026
Selection Date:	March/April 2026

General Information

Purpose:

The Town of Garner is soliciting Statement of Qualifications (SOQ) submissions from professional architectural and civil firms to perform design and professional services for the redevelopment of the Town of Garner Public Works Facility Center. Teams may consist of a single firm that provides all design components or multiple consultants that make up the design team. If the SOQ consists of a team, there must be a clear prime identified.

Background:

The Town of Garner Public Works Center, located at 610 Rand Mill Road, was constructed in 1980. Significant growth in both the Town area and population have steadily increased the demand on the Public Works Department. In October 2020, a Space Needs Assessment was prepared by IBI Group and WithersRavenel in coordination with the Town Public Works Department. The final assessment, dated October 20, 2020, is attached to this RFQ for reference as Appendix 1.

The report concluded that:

...these buildings have reached the end of their useful life and are now facing increasingly significant maintenance, repair and replacement costs. The majority of these buildings are nearly forty years old and were likely planned to only accommodate a twenty-year horizon.

The Public Works Center currently houses the following:

- Administration Office for Public Works
- Town employee parking
- Workshops and Garages
- Work Fleet Vehicles
- Stockpiled Materials (inside and outside of sheds)
- Paving Equipment
- Car Wash Facilities
- Asphalt Paved Travel and Storage Areas
- Stormwater Management Facilities
- Unpaved Storage Areas (gravel and dirt)

SOQ Selection Criteria

Selection:

Procurement of the architecture and civil design services will be made in accordance with the provisions of N.C. General Statute 143-64.31 which requires that firms be selected to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee.

A selection committee of Town staff members will review submissions and rank them in keeping with the criteria contained herein. Each submission will be evaluated based on the Consultant's responses to the requirements of this RFQ. The Town reserves the right to select the firm providing the best benefit to the Town. The Town reserves the right to obtain clarifications or additional information from any consultant regarding its submission. All consultants that submit responses will be notified of the final selection decision.

Selection Criteria:

In evaluating the proposals, the following criteria will be used for scoring:

- Strength of project team including qualifications of key personnel. (30% of total score)
- The firm's or teaming partner's experience and knowledge of architectural and civil design for Public Works Facilities or similar maintenance buildings and grounds (30% of total score)
- Quality of work performed by the project team on previous assignments which are generally similar to the proposed project. (15% of total score)
- Project Approach: Consider phasing, site priorities, challenges anticipated, project specific limitation/challenges, and understanding of the site area (10%)
- Current Workload/Firm Capacity (10%)
- Organization, completeness, and overall presentation of SOQ. (5% of total score)

The Selection Committee may conduct consultant interviews or make other contact for clarification on issues that may arise during proposal review. After review of the proposals by the Selection Committee, selection of the top firm will be made and fee negotiations will commence. Final recommendations and approval of the design fee will be taken to Town Council once the fee negotiations have been completed.

SOQ Selection Criteria

Contact:

Questions related to this solicitation must be submitted in writing via email by 5:00 PM EST on Friday, January 30, 2026, to:

Randall Brookshire | *Engineering Project Manager* | rbrookshire@garnernc.gov

Information regarding this RFQ, including any addenda, will be posted on the Town's website at www.garnernc.gov.

Scope of Services

Scope of Services:

The scope of services will generally include design of all necessary improvements for the proposed project, as described herein, needed to reach and prepare Final Design Documents. A detailed breakdown of the scope of services is as follows:

1. Review and update/amend the Space Needs Assessment from October 2020 based on actual Public Works growth documented. See Appendix 1.
2. Architectural/Engineering plans for the demolition and reconstruction/expansion of the Public Works Facility. This may include, but is not necessarily limited to, the facilities noted below:
 - Administration Office for Public Works – 26,500 square feet (two floors)
 - Workshop – 17,000 square feet
 - Warehouse Storage Building – 25,000 square feet
 - Fleet Vehicle Shop – 20,000 square feet
 - Fleet Vehicle Enclosed Storage – 18,500 square feet
 - Fleet Vehicle Covered Storage – 70,500 square feet
 - Enclosed Salt Storage Building – 5,500 square feet
 - Police Admin. Building – 6,500 square feet
 - Police Impound Yard (Concrete Pad) – 11,000 square feet
 - Laydown Yard (Concrete Pad) – 40,000 square feet
 - Town Staff Parking – 120 spots
 - Visitor and Staff Parking – 75 spots
 - Fleet Staging Parking – 85 spots
 - Car Wash Facilities – Approx. 1 acre, including paving and car wash building
 - Asphalt Paved Travel and Storage Areas – Site Interconnectivity
 - Stormwater Management Facilities as Required by Town of Garner
 - Utility Layout and Connectivity
 - Water
 - Sanitary Sewer
 - Storm Sewer
 - Electric
 - Communications

Scope of Services

3. Also to be included in Design:
 - Topographic Survey
 - Private Utility Locates – within limits of property
 - Geotechnical Report – to include borings as needed to provide earthwork recommendations
 - Wetland Delineations
 - Traffic Impact Analysis
4. Cost Estimates for facility upgrades, separated out by each component noted above. Cost estimates will need to consider current construction prices and price increases over the timeline for construction (the next 4 to 5 years) for budgeting.
5. To achieve the final expanded layout, the Town of Garner purchased additional property immediately to the west of the current public works property. This additional property will approximately double the public works grounds (from 9 acres existing to 18 acres proposed).
6. A phased construction approach will need to be considered, as the Town will need to continue their operations out of the Public Works grounds.
7. All necessary permitting required for construction including, but not limited to NCDEQ, NCDOT, City of Raleigh, and the Town of Garner, will be required.

SOQ Content Requirements

Content Requirements:

If your firm is interested in this work, please submit a proposal expressing your interest and qualifications organized in the following manner. All items are to be thoroughly answered for the proposal to be considered complete:

1. Provide a Table of Contents.
2. Provide a cover letter that clearly states why your firm/team is best suited for the project.
3. Provide previous experience and examples of similar projects designed by the office where the work will be performed. Give the name of the client, a brief description of the project and the services your firm provided, and dates when work was started and completed. List only projects involving current staff, specifying which team members were directly involved and their roles in the project. Limit examples to projects performed in the last five years.
4. Provide an organizational chart of the consultant team, including subconsultants and their respective assignments/responsibilities that will be assigned to the project. A maximum one-page resume for each team member is allowed. Include projects each member has worked on within the past five years that are similar to the project for which you are proposing. If a similar project was done by a team member while employed by another firm, include the firm name, name and title of the responsible supervisor, and the supervisor's current phone number. Availability of team members for the duration of the project should be discussed.
5. Provide a project approach to include anticipated project specific challenges and understanding of Town of Garner site development.
6. Although not a requirement for this proposal, the Town of Garner encourages the use of minority and women owned businesses equal opportunity to participate in Town contracts and procurement programs. If you have inquiries regarding MWBE involvement, please contact Kaden Brown, Purchasing Manager for the Town at kbrown@garnernc.gov.
7. Provide a list of projects and dates of any direct consultant/architecture contract work done with Town of Garner departments during the past seven years. For each project, include the name, title, and current phone number of the Town staff contact.
8. Provide the amounts of professional liability and general liability insurance carried by the firm.
9. Provide a list of billable hourly rates for all classifications of personnel to be used on the project.

SOQ Content Requirements

Format:

The submittal package is required to contain the previous information with an emphasis on conciseness, clarity and completeness. Firms interested must submit the proposal on 8½" x 11" size paper, minimum font size 11, and proposal shall be organized in sections according to the content requirements. The package shall not exceed 12 pages (front and back counts as 2 pages). Cover letter, Table of Contents, and resumes are excluded from the page count total.

Applicants must provide **five (5) paper copies** and **one (1) electronic copy** in PDF format.

Due Date:

Submittals should be delivered to the Town of Garner address provided on the first page and received by **By 5:00 PM EST on March 2, 2026**. The PDF copy should be emailed to lharrison@garnernc.gov and copied to rbrookshire@garnernc.gov.

Miscellaneous Provisions

Costs:

Any cost incurred by respondents in preparing or submitting a response for the project shall be the Proposer's sole responsibility.

Ownership of Proposals:

Upon receipt by the Town, each submittal becomes the property of the Town and is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute 66-152 et seq. Submittals will be reviewed by the Town's selection committee, as well as other Town staff and members of the general public who submit public record requests after a selection result has been announced to the public.

To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by the firm should be submitted in a separate, sealed envelope marked "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Qualification package," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope. Any firm that designates its entire proposal as a trade secret may be disqualified from consideration.

Registration with Secretary of State for North Carolina; Licensed Architects and

Engineers: Consultants wishing to be considered for Architecture and Civil Design Services must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Architecture and Registered Interior Designers and the North Carolina Board of Examiners for Engineers and Surveyors, respectively, at the time of submission of the SOQ. Architecture and Civil firms selected under this RFQ will be responsible for providing all professional, technical, managerial, and administrative staff with the appropriate skills and qualifications to perform required services.

The architects and engineers in responsible charge of the work must be licensed to practice architecture in the State of North Carolina and must have good ethical and professional standing. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Architecture and Registered Interior Designers and/or the North Carolina Board of Examiners for Engineers and Surveyors. It will be the responsibility of the prime firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting an SOQ.

Miscellaneous Provisions

Disclosures of Conflict of Interest:

Pursuant to the North Carolina Board of Architecture and Registered Interior Designers Rules of Professional Conduct (21 NCAC 02.0203), the Consultants wishing to be considered for Architecture and Civil Design Services are asked to inform the Town regarding all potential organizational conflicts of interest in its proposal, including any subconsultants which may present an organizational conflict of interest. If there are any such conflicts, the information should be attached in a letter addressed to the Town's project manager as identified on first page of this RFQ. The letter should carefully consider roles and responsibilities of the organization and/or individual identified and provide a recommended approach for resolving any said conflicts.

Town Reserved Rights and Options:

The Town expects to select one (1) consultant or (1) consultant team. The Town reserves the right to modify any part of this RFQ by issuing one (1) or more addenda during the RFQ response period. The Town reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses or to accept any SOQ response, in whole or part, deemed to be in the best interest of the Town.

Contract terms and conditions will be negotiated with the selected firm prior to execution of the final agreement. Submission of a proposal does not constitute acceptance of any contract terms. A copy of the Town's standard contract language is attached for your review as Appendix 2.

Appendices:

Appendix 1 – Garner Space Needs Assessment Interim Report 2020

Appendix 2 – Standard Town of Garner Professional Services Contract