

Town of Forest City



Request for Qualifications: Fire Department Facility PAR/PER

Issue Date	10/14/2026
Questions Due	10/28/2026
SOQs Due	11/11/2026
Town Contact	Preston Janco, Planning and Zoning Director prestonjanco@townofforestcity.com 828-247-4412

Town of Forest City

Request for Qualifications:
Fire Department Facility PAR/PER

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Part 1: Purpose and Background

RFQ Purpose

The Town of Forest City invites qualified architectural and engineering firms to submit Statements of Qualifications (SOQs) to prepare a Preliminary Architectural Report (PAR) and, as needed, a Preliminary Engineering Report (PER) for proposed improvements to the Town's fire department facility at 186 South Church Street, Forest City, North Carolina 28043. The planning documents will support the Town's Community Development Block Grant Disaster Recovery (CDBG-DR) infrastructure application and evaluation of a feasible, resilient, and cost-effective project.

The contemplated project includes additions to the existing fire department for additional bedrooms and living space and construction of a separate storage building for fire apparatus, equipment, supplies, or related operational needs. The selected firm will work directly with the Town to confirm needs, evaluate alternatives, develop conceptual plans, prepare cost estimates, and complete the requested PAR/PER documentation.

Town staff will coordinate with the Town's grant consultant and will communicate applicable CDBG-DR program requirements, formats, comments, and deadlines to the selected firm.

Project Background

The Forest City Fire Department operates from the property at 186 South Church Street. The Town is considering facility improvements to provide additional overnight sleeping accommodations and living space for fire personnel and a storage building capable of protecting fire equipment and supporting department operations. The final size, configuration, location, and phasing of the improvements have not been determined and will be evaluated through this assignment.

The final PAR/PER must describe the project need, alternatives, recommended improvements, site and environmental considerations, estimated costs, implementation schedule, and long-term operation and maintenance considerations. Town staff will provide the selected firm with the specific CDBG-DR documentation requirements received from the grant consultant.

Project Objectives

- Document existing facility conditions, operational constraints, staffing and space needs, equipment-storage needs, and the public-safety purpose of the proposed improvements.
- Evaluate practical alternatives, including reasonable configurations, sizes, locations, phasing, and a no-action alternative.
- Recommend a project that is buildable, code-compliant, accessible, resilient, cost-effective, and appropriate for CDBG-DR consideration.
- Develop planning-level cost estimates and an implementation schedule suitable for the grant application and future budgeting.
- Provide the Town with narratives, exhibits, maps, and technical documentation needed for the application and environmental review.

Part 2: Scope of Services

The Town expects the selected firm to complete the following tasks. Firms may recommend reasonable refinements that improve the usefulness of the final work product.

Project Initiation and Data Review

- Conduct a kickoff meeting with Town administration, fire department leadership, planning staff, public works staff, and other Town representatives identified by the Town.

Existing Conditions and Needs Assessment

- Visit and document the existing building and site, including sleeping and living areas, circulation, equipment storage, parking, access, utilities, drainage, topography, accessibility, and apparent building-system constraints.
- Interview Town and fire department representatives to define current needs and reasonable future operational requirements.
- Identify apparent code, life-safety, accessibility, zoning, floodplain, environmental, utility, and site-development considerations. Destructive testing and hazardous-material surveys are excluded unless added by written amendment.
- Document the functional and public-safety basis for the additions and storage building, including support for continuity of operations and disaster response or recovery.

Programming and Alternatives Analysis

- Prepare a preliminary space program for bedrooms, living space, support areas, storage, circulation, and associated building systems.
- Evaluate at least three reasonable alternatives when practicable.
- Compare alternatives using operational effectiveness, site fit, resiliency, constructability, code implications, environmental effects, schedule, life-cycle considerations, and cost.
- Facilitate a Town review meeting and document the basis for the recommended alternative.

Conceptual Architectural and Engineering Development

- Prepare conceptual site plans, floor plans, building massing or elevations as appropriate, and diagrams sufficient to communicate the recommended project.
- Identify anticipated structural, mechanical, electrical, plumbing, fire-protection, communications, security, civil, stormwater, utility, and access improvements at a planning level.
- Address applicable building and fire codes, accessibility requirements, zoning and permitting considerations, and continuity of fire department operations during construction.
- Incorporate practical hazard mitigation, energy efficiency, durability, emergency power, flood resistance, stormwater management, and other relevant resilience measures.

Site and Environmental Considerations

- Prepare or coordinate planning-level site information, including parcel boundaries, existing and proposed improvements, access, utilities, drainage features, and known environmental constraints.
- Review readily available mapping and records for flood hazards, wetlands, hazardous materials, and other topics identified by the Town.
- Identify surveys, geotechnical work, environmental studies, consultations, or permits likely to be required during final design or environmental review.

Cost Estimate and Implementation Schedule

- Prepare an itemized planning-level opinion of probable project cost for each viable alternative and a more detailed estimate for the recommended alternative.
- Include construction, site work, utilities, integral furnishings or equipment, professional services, testing, permits, contingencies, and other reasonable project costs, with assumptions clearly stated.
- Identify potentially ineligible or uncertain costs separately when directed by the Town.
- Prepare an implementation schedule covering environmental review, design, permitting, procurement, construction, closeout, and grant milestones supplied by the Town.

Town Coordination and Grant Requirements

- Prepare project descriptions, need statements, maps, exhibits, cost information, and technical responses requested by the Town for the infrastructure application.
- Incorporate CDBG-DR requirements, formats, and comments communicated by Town staff after the Town's coordination with its grant consultant.
- Respond to reasonable technical questions and requests for clarification submitted by the Town.
- Revise the PAR/PER to address one consolidated set of Town comments and one additional consolidated set of program comments transmitted by Town staff, unless otherwise negotiated.

Part 3: Deliverables and Schedule

Required Deliverables

- Kickoff meeting and schedule.
- Existing-conditions and needs-assessment memorandum with photographs and supporting exhibits.
- Conceptual plans and drawings needed to describe the alternatives and recommended project.
- Planning-level opinions of probable cost and implementation schedule.
- Draft PAR and, where needed, PER in the format communicated by Town staff.
- Final sealed PAR and PER, as applicable, incorporating required comments.
- Application narratives, maps, figures, tables, and technical attachments requested by the Town in editable and print-ready formats.
- Electronic source files, including Word or Excel files, PDFs, and GIS or CAD files developed specifically for the project.

Anticipated Schedule

The Town intends to proceed promptly so the completed planning documents can support the applicable CDBG-DR application schedule. Dates will be finalized before advertisement or during contract negotiation.

Milestone	Target Date
RFQ issued	10/14/2026
Questions due	10/28/2026
SOQs due	11/11/2026
Interviews, if conducted	TBD
Selection and contract negotiation	TBD
Draft PAR/PER	December 2026
Final PAR/PER	December/January 2027

Part 4: SOQ Content and Qualifications

Minimum Qualifications

- The prime firm must be authorized to do business in North Carolina and provide the professional disciplines necessary for the assignment.
- Architectural and engineering work must be performed under the responsible charge of professionals licensed in North Carolina, as applicable.
- The project manager and key personnel must demonstrate relevant experience with municipal or public-safety facilities, preliminary reports, cost estimating, and public funding requirements.

SOQ Content

SOQs should be concise, organized in the order below, and limited to 15 single-sided pages, excluding the cover, tabs, resumes, and required forms. Do not include a fee, billing rates, reimbursable expenses, or other price information. Price will be negotiated only after qualifications-based selection.

1. Cover letter signed by an authorized representative, including the firm's legal name, address, telephone number, email address, and acknowledgment of addenda.
2. Firm profile, office location that will manage the work, years in business, legal form, North Carolina registrations, and proposed joint-venture arrangement, if any.
3. Project team organization, names and roles of key personnel, professional licenses, concise resumes, current workload, availability, and identification of subconsultants.
4. Experience on up to five comparable projects, emphasizing fire or emergency-services facilities, additions to occupied public buildings, equipment-storage facilities, PAR/PER preparation, and federally funded work.
5. Understanding of the project and proposed approach, including Town coordination, alternatives analysis, resilience, cost estimating, quality control, and schedule management.
6. Three client references for comparable assignments, including current contact information, project description, and the role of proposed team members.
7. Disclosure of actual or potential conflicts of interest, pending litigation materially affecting performance, terminations for default within the past five years, and debarment or suspension history.
8. Required certifications and forms included with the RFQ or requested by the Town.

Part 5: Solicitation Process

Questions and Addenda

Questions must be submitted in writing to the Town contact by the deadline stated on the cover. Responses that materially affect this solicitation will be issued by written addendum. Firms are responsible for confirming receipt of all addenda. Contact with Town officials or employees concerning this selection outside the designated process may be grounds for disqualification.

Submission Instructions

Submit one (1) printed copy and one (1) electronic PDF of the SOQ no later than 5:00 PM on 11/11/2026. Late submissions may be rejected. The package and electronic subject line should state Fire Department Facility PAR/PER RFQ.

Delivery Address:

Town of Forest City
Attention: Preston Janco, Planning and Zoning Director
128 N Powell St
Forest City, North Carolina 28043

Electronic Submission: prestonjanco@townofforestcity.com

Town Contact

Preston Janco
Planning and Zoning Director
Town of Forest City
prestonjanco@townofforestcity.com
828-247-4412

Part 6: Evaluation and Selection

A Town evaluation committee will review responsive SOQs. The Town may select a firm based on the written submissions or may invite one or more firms to interviews. The Town will rank firms based on demonstrated qualifications and competence. The initial evaluation will not consider price.

Evaluation Criterion	Points	Score
Comparable fire, emergency-services, municipal, or occupied-facility experience	20	
PAR/PER and comparable federal-funding experience	20	
Qualifications and experience of the proposed team	20	
Project understanding and technical approach	20	
Capacity, availability, schedule, and quality control	15	
References and past performance	5	
Total	100	

After ranking, the Town will negotiate a fair and reasonable scope and fee with the highest-ranked firm. If an agreement cannot be reached, the Town may end negotiations and proceed to the next-ranked firm. Final award is contingent on required approvals, verification of eligibility, successful contract negotiation, funding availability, and execution of a written contract containing the required pre-audit certification.

Part 7: Miscellaneous

Reservation of Rights

The Town reserves the right to reject any or all submissions; waive minor informalities; request clarification or additional information; verify qualifications and references; conduct interviews; cancel or amend the solicitation; reduce, expand, or phase the scope; and negotiate a contract determined to be in the Town's best interest. The Town is not responsible for costs incurred by firms in preparing a submission, attending an interview, or participating in negotiations.

Issuance of this RFQ does not commit the Town to award a contract or proceed with the project. Any contract is contingent on lawful authorization, availability of funds, and compliance with applicable grant requirements.