



Town of Midway

Request for Qualifications for Midway Public Works Facility

RFQ Issue Date: September 12th, 2025

Project Description

The Town of Midway is requesting responses from qualified firms licensed in North Carolina to provide the schematic and architectural designs and cost estimating services for a new Public Works facility in Midway, NC. The building is estimated to be at least 5000 square feet will be constructed on an existing pad of approximately 100' x 100'.

The facility may also house several amenities including a Council meeting room, community room, offices, bathrooms, porch/deck, storage, etc. The firm selected will have to work in conjunction with the Town of Midway design team on the facility's infrastructure, aesthetic concept, layout, and operational cohesiveness.

Scope of Work – The Town of Midway envisions the project broken into 5 phases. It is the Town's desire to determine whether to move forward with the project after the Preliminary Design Phase (Phase #1) is completed and presented to the Town.

- 1. Preliminary Design Phase:** Conduct a site analysis and assessment of proposed facility location. Develop initial conceptual design options based on our requirements and preferences. Prepare schematic drawings, floor plans, and elevations as well as an initial opinion of probable cost.
- 2. Design Development Phase:** Refine the approved design concept into a comprehensive architectural plan. Prepare detailed construction drawings, including floor plans, sections, and details. Provide specifications for materials, finishes, furnishings, and equipment. Propose a designer opinion of probable costs based on these plans.
- 3. Construction Documentation Phase:** Prepare construction documents, including drawings and specifications, for bidding and permitting purposes.
- 4. Bidding Phase:** Assist in the review and evaluation of contractor bids.
- 5. Construction Administration Phase:** Provide periodic site visits to ensure adherence to the plans and design intent and assist in resolving construction-related issues. Assist in reviewing and responding to inquiries from contractors. Conduct final walkthrough and/or inspections and assist in the project close out process.

Statement of Qualification Requirements

Firms that are interested in providing the requested services to the Town of Midway are invited to submit a Statement of Qualifications (SOQ), in electronic format only, to Hank Perkins, Interim Town Manager at whperkins@midway-nc.gov.

The SOQ should include an estimated project timeline and milestones.

Each firm is solely responsible for the timely delivery of its SOQ. **All SOQs must be delivered by 5:00 pm local time on October 17th, 2025.** No SOQ packages will be accepted for review after this deadline. Firms accept all risk of late delivery regardless of fault.

The SOQ package should be no more than **20** pages in length and include the names and qualifications of those on the design team including any known subcontractors by area of expertise. The SOQ should also include, at a minimum, examples of similar projects with references.

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

Statement of Qualification Package Evaluation Criteria

Qualification packages will be evaluated on the firm's ability to meet the requirements of this RFQ. Special emphasis will be placed on the proposed team's experience and qualifications. The SOQ should include, at a minimum, information that will allow for the evaluation of the SOQ according to the Evaluation Criteria stated below.

Evaluation criteria are as follows:

- Firm and individual employee experience with projects of similar scope in terms of public works facilities
- Firm and individual employee experience with local government projects
- Qualifications, certifications, abilities, availability, and geographic location of the key employees
- References from past projects

RFQ Decision Timeline

Any questions should be submitted directly to Hank Perkins, Interim Town Manager in electronic format at whperkins@midway-nc.gov no later than **September 26th, 2025**. Any Addendum (if needed) sent out will be done by **October 3rd, 2025**. The deadline for the RFQ submission deadline is **October 17th, 2025**.

A review committee will select a respondent to recommend to Council for the project based on the evaluation criteria referenced above.

The Town Manager may present a recommendation made by the Selection Committee to the Midway Town Council to award the contract to the selected respondent during the Council meeting on **Monday, November 3rd, 2026**. The recommended firm may be asked to attend this Council meeting for introductions and for the Council to ask any questions that they may have. The Town Council may then authorize staff to begin negotiations on a proposal agreement.

If the Town and the respondent are unable to successfully negotiate an agreement, the Town will move to negotiate with the next qualified respondent. The Town reserves the right to conduct a further process if no qualified respondent is selected.

Timeline Table of Dates

	Date
RFQ Request Sent out	09/12/2025
Deadline for Questions	09/26/2025
Addendum(s) sent out <u>if needed</u>	10/03/2025
RFQ Responses Deadline	10/17/2025
Review Committee Selection of Finalist Deadline	10/31/2025
Presentation of Committee Recommendation to Council	11/03/2025

Terms and Conditions

The following terms and conditions apply to this RFQ:

1. All responses shall become the property of the Town.
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 Town 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 Town 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 Town 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 Town's proposal process.
5. The Town will not be liable for, nor pay for any costs incurred by respondents relating to the preparation of any SOQ or proposal for this RFQ.
6. Acceptance will be defined as the Town selecting you as our provider of service for the intent of negotiating a contract for services.
7. It is the intent of the Town that after the successful Vendor has been selected, the Town and the selected vendor will enter 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 Town 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.
8. If the Town and selected vendor are unable to successfully negotiate a contract, the Town will then move to select another respondent firm for the project and begin contract negotiations.