

**Request for Qualifications (RFQ)**

**RFQ NO.: 10611**

**HR Talent Portal Construction Document Design, Architectural Services, and  
Construction Management Services**

**Issue Date: September 15, 2025, at 2:00 pm ET**

**Questions Due Date: September 19, 2025, at 2:00 pm ET**

**Closing Date: September 26, 2025, at 2:00 pm ET**

**Direct all inquiries concerning this RFQ to:**

**Chela Scott**

**Project Manager**

**Email: [chela@fcedc.com](mailto:chela@fcedc.com)**

## **Request for Qualifications (RFQ) for HR Talent Portal Construction Document Design, Architectural Services, and Construction Management Services**

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### **1.0 General Information and Background**

#### **Project Summary**

FCEDC invites qualified firms interested in providing Pre-Construction Services and Construction Services for the FCEDC project, including interior demolition and upfit, collaboration with the FCEDC project team during the construction document phases, development of a guaranteed maximum price (GMP) proposal, and construction, assuming successful negotiation of a GMP with the owner. The purpose of this solicitation is to provide a timely, cost-effective, and efficient project delivery method as authorized under 24 CFR Part 85.

#### **Project Background**

The Fayetteville Cumberland Economic Development Corporation (FCEDC) will relocate from its current facility to a permanent facility at 611 W. Russell Street, Fayetteville, NC 28301. This property was evaluated and determined to be an optimal site. The property is currently owned by FCEDC. This project involves the renovation of an existing Furniture Store into offices and meeting facilities for the HR Talent Portal, to be managed by the FCEDC (who will relocate from current facilities). The building is 35,800 SF and has a 15,000 SF footprint and is two stories with 5,800 SF basement. Two floors will be private “key man” offices, computing labs, and meeting/presentation spaces for the HR Talent Portal and defense/corporate users. The remaining floor will be split between FCEDC offices and vanilla shell space for future tenants. According to the Cumberland County Tax Property Summary, the building was constructed in 1972, with concrete block, masonry veneer walls, and is sprinklered. Based on the construction date, there is the possibility of asbestos in the building. The current use is a Mercantile-Furniture Store. The proposed use is B-Business (offices). This will be a full change of use and will need to comply with either the NCBC or Change of Use within the NC Existing Building code.

### **2.0 Scope of Services**

**The selected firm will provide comprehensive services, which may include, but are not limited to:**

#### **Architectural & Design Services**

- Conceptual design, studies, and planning.
- Site and land planning.
- Full civil, structural, mechanical, electrical, and Fire Alarm engineering. This building is sprinkled, so the fire alarm will need to be submitted with the Construction Documents to permitting.
- Preparation of design development documents, construction drawings, and specifications.
  - Preparation of up to two preliminary floor plan options, refined to an approved base plan.
  - Inclusion of modular systems to allow long-term flexibility and reconfiguration.
  - Integration of natural light and efficient space utilization.
- Cost estimating and value engineering.
- Assistance with permitting and regulatory reviews.

- Bidding and award assistance.
- Construction administration services, including submittal review, on-site observation, and project closeout.
- Compliance with ADA, NC Building Code, and federal accessibility standards.

As part of the proposal, the firm must provide a flat fee for architectural and design services, inclusive of all deliverables and coordination outlined in this scope.

### **Construction Management Services**

- Serve as Owner's Representative throughout pre-construction, construction, and closeout.
- Develop a project phasing plan ensuring continuous construction until completion.
- Conduct competitive subcontractor bidding consistent with HUD procurement standards.
- Assist in negotiation of a Guaranteed Maximum Price (GMP).
- Maintain compliance with HUD reporting requirements, including documentation for DRGR drawdowns.
- Deliverables: schedules, cost control reports, meeting minutes, Davis-Bacon payroll records, Section 3 reporting, progress updates, and final closeout package.

As part of the proposal, the firm must provide a detailed fee schedule for construction management services, including any fixed fees, hourly rates, reimbursable expenses, and contingency allowances.

### **3.0 Statement of Qualifications (SOQ) Requirements**

**Submitted SOQs must follow the format and criteria below. Failure to include any of the following may result in disqualification.**

- **Tab 1: Executive Summary**
  - A brief overview of the firm's submission and understanding of the project.
- **Tab 2: Firm Experience and Qualifications**
  - **Firm Profile:** Include the firm's history, resources, and contact information.
  - **Relevant Experience:** Describe at least one project of a similar nature, especially those involving HUD or federally funded projects. Include a list of past government clients.
  - **Secure and Sensitive Compartmented Information Facilities Project Experience:** Describe experience and knowledge in the Sensitive Compartmented Information facilities. Include any recent secured Defense projects, recent SCIF construction projects, and experience in pre-qualifying contractors and subcontractors with SCIF construction experience. Also include the firm's approach to cost and quality management in the design phase.
  - **Defense Experience:** Describe experience with Defense projects and constructing secure, controlled spaces.
  - **Financial and Technical Resources:** Demonstrate that your firm has the financial and technical capacity to perform and complete the project successfully.
- **Tab 3: Key Personnel**
  - Provide resumes for key personnel and sub-consultants, highlighting education, professional credentials, and relevant experience on similar projects. The designated project manager's resume should be clearly marked.
  - Provide availability and projected workload of the project team.

- Describe your current workload in terms of project size, percent complete, and completion dates. Indicate the percentage of time that will be devoted to this project by each staff member.
- Describe experience in collaborative relationships with designers, with contact information.
- Provide project experience and comparison of estimates with the range of bids for the three most recent Construction Management at Risk projects with a budget of at least \$1,250,000.
- Describe the firm's Approach to maximize contractor and subcontractor participation.
- **Tab 4: Professional Licensing and Insurance**
  - Provide evidence that the firm is licensed to perform the required services in the state of North Carolina.
  - Provide documentation of current professional liability insurance.
- **Tab 5: Required HUD Forms and Disclosures**
  - **HUD Form 5369-B:** This form contains certifications regarding debarment, lobbying, and conflicts of interest. It must be completed and submitted.
  - **Disclosure of Conflicts of Interest:** Affirm that no employee, officer, or agent of the firm has a conflict of interest, real or apparent, with FCEDC.
  - **Affirmative Actions:** Describe your firm's approach to satisfying Small and/or Disadvantaged Business Enterprise (S/DBE), Women and/or Minority Business Enterprise (W/MBE), and Section 3 business concerns.

#### 4.0 Evaluation and Selection Process

**This is a qualifications-based selection (QBS) process, and price will not be a factor in the initial selection.**

- **Evaluation Criteria:** will evaluate all submitted SOQs based on the following weighted criteria:
  - **Experience:** Previous experience on related projects of a complex nature **(30%)**
  - **Methodology:** Demonstrated understanding and technical approach for the project **(30%)**
  - **Capacity and Staffing:** Capability and availability of professional staff **(15%)**
  - **Past Performance:** Record of performance, including quality of work and timeliness **(15%)**
  - **References:** Relevance and feedback from references **(10%)**
- **Negotiation:** The most qualified firm will be selected, and a contract will be negotiated for fair and reasonable compensation. If an agreement cannot be reached, negotiations will begin with the next most qualified firm.

#### 5.0 Submission Details

- **Response Format:**
  - Cover letter identifying interest and commitment to HUD compliance.
  - Firm background, licensure, and insurance.
  - SAM.gov verification (not debarred/suspended).
  - Resumes of key staff with HUD/DRGR/CDBG-DR project experience.
  - At least three references from recent projects.
  - Section 3 and HUB participation plan.

- Fee schedule for design and construction management services.
- Completed Attachments (A-D).
- **Delivery Address:** Submissions must be delivered to:  
Fayetteville Cumberland Economic Development Corporation (FCEDC)  
Attn: Chela Scott, Project Manager  
201 Hay Street, Suite 401A  
Fayetteville, NC 28301
- **Contact Person:** For questions, contact Chela Scott, Project Manager at [chela@fcedc.com](mailto:chela@fcedc.com) no later than 2:00 pm, Friday, September 19, 2025. All communications between FCEDC and prospective firms shall be in writing. No oral questions shall be accepted.  
*Questions received after this date and time will not be considered for response.*  
Upon receipt of questions, an Addendum will be issued if deemed necessary. A signed copy of each addendum must be included in the proposal package (the signed addendum will not be counted towards the page limit). Prospective firms are strictly prohibited from contacting FCEDC employees regarding this Request for Qualifications, except in the manner described above. Violation of this provision may result in the disqualification of the firm's submittal.
- **Deadline:** Submissions must be received by September 26, 2025, at 2:00 pm. Late submissions will not be considered.

**Attachments to this RFQ begin on the next page.**

## **Attachment A: Instructions to Vendors**

### **1. General Information**

These instructions are provided to assist vendors in preparing proposals for the Pre-Construction Services and Construction Services for the HR Talent Portal Project. Vendors must comply with these requirements to ensure eligibility for consideration. Failure to follow instructions may result in rejection of the proposal.

This procurement is funded with HUD funds administered through the Disaster Recovery Grant Reporting (DRGR) system. All vendors must comply with applicable federal, state, and local regulations.

### **2. Submission Requirements**

#### **Number of Copies:**

- Five (5) hard copies of the complete proposal, each bound and labeled.
- One (1) digital copy (USB drive) in searchable PDF format.

#### **Submission Deadline:**

- Proposals must be received by 2:00 PM, September 26, 2025.
- Late submissions will not be accepted.

#### **Delivery Address:**

Fayetteville Cumberland Economic Development Corporation (FCEDC)  
Attn: Chela Scott, Project Manager  
201 Hay Street, Suite 401A  
Fayetteville, NC 28301

### **3. Required Proposal Content**

Each proposal must include the following in the order listed:

1. Cover Letter – signed by an authorized officer.
2. Execution of Proposal (Attachment B) – fully completed and signed.
3. Firm Qualifications – overview of history, services, and relevant federally funded project experience.
4. Project Team – resumes of key staff with specific HUD/CDBG-DR experience.
5. Technical Approach – description of methodology, schedule, and approach to cost control.
6. Proposal Cost Form (Attachment C) – including hourly rates, fees, and reimbursables.
7. Section 3 and HUB Plan – strategy for compliance with HUD Section 3 and NC HUB participation.
8. References – at least three (3) recent clients for similar projects, including at least one (1) federally-funded work.
9. Certification of Financial Condition (Attachment D) – signed and supported with recent financial statements (audited preferred).
10. Proof of Insurance – including professional liability and general liability.
11. SAM.gov Registration – screenshot or printout verifying active registration and no exclusions.

#### **4. Compliance with Federal Regulations**

All vendors must acknowledge and comply with the following requirements:

- 2 CFR Part 200 (Uniform Guidance): Cost reasonableness, documentation, and procurement standards.
- Debarment & Suspension (2 CFR Part 2424): Vendor must not be suspended, debarred, or otherwise excluded from federally funded contracts.
- Davis-Bacon and Related Acts (DBRA): Compliance with wage determinations, certified payrolls, and reporting.
- Section 3 Requirements: Contractors must make best efforts to provide employment, training, and contracting opportunities to Section 3 residents and businesses.
- Civil Rights & Equal Opportunity: Compliance with Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and related laws.
- Environmental Review (24 CFR Part 58): No choice-limiting actions prior to HUD's approval of the environmental review and release of funds.
- Build America, Buy America (BABA) & American Iron and Steel: As applicable to materials and construction.

#### **5. Questions and Addenda**

- All questions must be submitted in writing by September 19, 2025, at 2:00 PM to: chela@fcedc.com
- Answers will be provided in writing via addendum to all known recipients of the RFQ.
- Oral statements are not permitted.

#### **6. Evaluation and Selection**

Proposals will be evaluated on the criteria listed in the RFQ. FCEDC reserves the right to:

- Request clarification or additional information.
- Reject any or all proposals.
- Waive minor informalities.
- Negotiate final terms and fees with the selected firm.

#### **7. Contract Award**

The selected firm will be required to enter into a contract with FCEDC that incorporates all HUD, state, and local requirements. The contract is subject to approval of HUD and the availability of funds through DRGR.

#### **Acknowledgment of Instructions to Vendors**

I/We have read and understand the requirements of Attachment A and agree to comply with all federal, state, and local procurement requirements.

Signature of Authorized Representative:

Name, Title, and Date

**Attachment B: Execution of Proposal**

The undersigned, having examined and familiarized themselves with the RFQ, hereby offers and agrees to provide all services in accordance with the requirements of the Fayetteville Cumberland Economic Development Corporation (FCEDC), the State of North Carolina, and the U.S. Department of Housing and Urban Development (HUD).

Company Information

- Firm Name: \_\_\_\_\_
- Street Address: \_\_\_\_\_
- City/State/Zip: \_\_\_\_\_
- Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
- Email: \_\_\_\_\_
- Authorized Representative: \_\_\_\_\_
- Title: \_\_\_\_\_

Certifications (Initial each box):

We certify that our firm is not debarred, suspended, or otherwise excluded from participation in federal assistance programs and is in good standing in SAM.gov.

We certify compliance with the Davis-Bacon and Related Acts, including submission of weekly certified payrolls.

We certify compliance with Section 3 of the Housing and Urban Development Act of 1968, and will provide hiring, contracting, and training opportunities to the greatest extent feasible.

We certify compliance with Civil Rights, Equal Employment Opportunity (EOE), and Affirmative Action requirements.

We acknowledge that no choice-limiting actions may occur prior to HUD's Environmental Review clearance.

We acknowledge that all reporting and drawdowns will be processed through HUD's DRGR system.

We certify that all costs will comply with 2 CFR Part 200 Subpart E (Cost Principles) and that documentation of cost reasonableness will be maintained.

Signature of Authorized Representative:

Name, Title, and Date

**Attachment C: Proposal Cost Form**

**Attachment D: Certification of Financial Condition**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

The undersigned certifies the following:

1. Our firm is financially solvent, and no receivership, bankruptcy, or other insolvency proceedings are pending.
2. Our firm has not defaulted on any federal, state, or local contracts within the past five years.
3. Our firm has adequate financial capacity to perform the services under this RFQ.
4. We authorize FCEDC and HUD to verify financial condition, including review of:
  - Audited financial statements (past two fiscal years)
  - Current balance sheet and income statement
  - Bank reference letters (if requested)
5. Our firm acknowledges that false or misleading financial information is grounds for rejection of the proposal or termination of the contract.

Signature of Authorized Representative:

Name, Title, and Date