

Request for Qualifications for Engineering, Architectural and/or Consulting Services for renovation of a former EMS building for use as the Gaston Community Center

**Proposals Due:
February 18, 2026, by 5:00 pm**

I. Project

The Town of Gaston (“Owner”) is seeking statements of qualifications from civil engineering and/or architectural firms (the “Firm”, or “Firms”) to provide planning, engineering design, permitting, and bidding assistance which includes stamped plans, specifications (Bid Documents) as well as contract administration and observation for a series of renovations and installations to enhance the building’s functionality and efficiency while ensuring safety and accessibility for its users.

All services performed pursuant to the award of a contract resulting from this Request for Qualifications will be funded using Community Development Block Grant – Neighborhood Revitalization funds, which have been awarded to The Town of Gaston by the North Carolina Department of Commerce, Rural and Economic Development Division under Title I of the Housing and Community Development Act of 1974. As such, all awarded contracts will be subject to any and/or all Federal Requirements as required and codified by United States Code of Federal Regulations, noted in Section XI herein below.

The project consists of renovating the Town-owned former EMS building, located on an approximate 0.45-acre site located at 224 Craige Street, Gaston, North Carolina 27832, in Northampton County. The Subject Property can be accessed from the west via Craige Street and from the south via South Bay Street. The site is clear, relatively level, and free of debris and obstacles. A Phase One Environmental Study has been completed for the property. A preliminary scope of work for the related building renovation is attached to provide further context to bidders (Attachment A).

Utilities are available as follows:

Water: Provided by the Roanoke Rapids Sanitary District
Sewer: Provided by the Roanoke Rapids Sanitary District
Electricity: Provided by Dominion Energy
Propane: Provided by Daughtridge Gas & Oil

II. Intent

The intent of this Request for Qualifications (RFQ) is to have professional architectural and engineering firms specifically address the services required and provide the Owner with a well-considered response for those services. It is anticipated that a contract will be negotiated with the successful firm properly licensed in the State of North Carolina based on demonstrated competence and qualifications for the type of professional services required. A firm that does not have all services in-house may contract with other qualified firms in a team approach, but the Town will only contract with the lead Firm. The lead Firm will be responsible for the management of all sub-consultants.

III. Scope of Services Required

In general, the Scope of Services may include, but not be limited to, the following:

- Prepare project plans and specifications in accordance with program requirements and state regulations, including N.C.G.S. 133-1.1, and all other regulations pertaining to NC public building projects in excess of \$300,000.00.
- Assist The Town of Gaston with CDBG Neighborhood Revitalization funding requirements, including procurement regulations. Firm should have, and be able to demonstrate, successful experience with NC Commerce or US Housing and Urban Development projects and with projects funded in whole or in part by governmental grants, including projects subject, in whole or in part, to 2 C.F.R. 200.0 et seq, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”;
- Surveying services, field staking (as applicable);
- Prepare the final design and construction bid package in conformance with applicable regulations and requirements;
- Supervise the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed.
- State and local permitting processes, including for HVAC, electrical, plumbing, and other systems, as applicable;
- Construction administration, including but not limited to:
 - Project oversight and inspections, including on-site supervising construction work, and preparing inspection reports.
 - During construction contract administration, assist the Town in obtaining all required and necessary information from the contractors and previously approved, in writing, sub-contractors.
 - Conduct monthly progress meetings, and submit written monthly progress reports, no later than the 5th business day of the following month, to the Town of Gaston and UCPCOG Grant Administrator being mindful that if the Reports are not submitted, Construction payments may be frozen.
 - Determinations of whether work is in accordance with applicable State and applicable Federal Regulations, both the construction and funding contract documents, plans, and specifications.
 - Shop drawing review and interpretation of contract documents, plans, and specifications.
 - Process written contract change orders (not for changes substantially changing scope of the project), as determined by the funding conditions.
 - Review, process, and approve/disapprove contractor’s applications for payment.
 - Monitor contractor’s compliance with Davis Bacon requirements, American Iron & Steel requirements, Buy America, Build America, Federal & State Reports, and Contractors Eligibility Requirements, as applicable to this project.
- Project closeout, including but not limited to:
 - Final inspections to ensure compliance with the applicable State and Federal Regulations, funding and construction contracts, contract documents, plans, and specifications.
 - Written approval of final payment to contractor.
 - Submit certified “as-built” drawings to Town of Gaston.

- All other engineering/inspection services necessary for successful projects and timely completion.
- Promptly assist, when requested, with the Funding Closeout Process.

IV. Proposal Contents

The following information must be included in all responses to this Request for Proposals:

1. Professional experience of the individual(s) or firm to provide the requested services outlined above, with emphasis on prior experience in state or federally funded construction/renovation/rehabilitation programs and thorough knowledge of their requirements. Individuals or firms must also provide the following information:
2. Legal name of firm, type of business entity (i.e. proprietorship, partnership, corporation, LLC, etc.), engineer's employer ID #, NC License #, mailing address, street address, including street location of office that will be handling subject project, and telephone and fax numbers,.
3. Name, telephone number, cell phone number, fax number and e-mail address of the designated principal project contact.
4. Resumes, inclusive of all NC Professional Licensure, of key employees to be assigned to the project.
5. Current company brochure, if available. Describe how the firm is prepared to be responsive to local preferences and Northampton County NC Works.
6. Prior experience to include types of services and program activities.
7. Hourly fee schedule to include all overhead, travel, communication, printing, postage and miscellaneous expenses.
8. Location list (dated) of previous state and federally funded projects and other related experience. Provide written references where available.
9. Management & Staffing: Describe in detail the management plan to be used and proposed staffing configurations. This will include a detailed project schedule illustrating start and completion dates for all milestone tasks.
10. For the purpose of negotiation, if needed, the Firm is required to provide a proposed hourly rate for each project team member, both existing and new hires. The hourly rate must include direct labor, fringe benefits, indirect costs, expenses and profit. Fee will not be a criteria for selection.

V. Criteria for Evaluation/Awards

Proposals will be reviewed and evaluated, and a recommendation will be forwarded to the Mayor and Town of Gaston Board of Commissioners, subject to negotiation of fair and reasonable compensation. Firms will be notified of the Town's selection.

The following factors will be used in evaluating Firm proposals and awarding of contract:

1. Work Plan/Technical Approach/Understanding of Program – Detail of proposal, specific work products identified, understanding of state and federally funded infrastructure grant programs. (20 points).
2. Experience of Firm – Past involvement of firm with state and federally funded infrastructure programs, and other similar/allied programs. References for past involvement and resumes of key staff/personnel (20 points).

3. Qualifications of Staff, professional and non-professional, assigned to Project/ Work Management Plan/Experience of Proposed Personnel – Identification of staff assignments, NC Licensure, roles and responsibilities. Identification of staff experience with ARPA, CDBG Infrastructure and CDBG Catalyst, NC DENR, CWMTF, Rural Center, and other similar infrastructure projects (20 points);
4. Understanding of Area – Responsiveness of firm to elements in RFQ, familiarity with the project’s geographic area, and familiarity with NC Building Code and Northampton County Building Permit Requirements (20 points).
5. Proposal – While proposed cost will be an evaluation factor, the Town reserves the right to negotiate price with successful proposer (15 points).
6. Small, female or minority-owned forms (5 points).
7. The cot of service will be considered but will not be a primary selection criterion.
8. Firm election and procurement shall be conducted in accordance with 2 CFR 200.320 Competitive Negotiation Process. Proposals will be solicited from all qualified Firms wishing to be considered. All proposals received by the deadline and prepared in accordance with the proposal instructions will be reviewed in accordance with the previously listed criteria. The Town of Gaston will select the Firm best qualified to perform Engineering, Architectural and/or Consulting Services for the funded CDBG-NR Grant program and negotiate appropriate compensation for services desired, including a final lump sum price.

VI. Project Timeline

The proposed key activities and milestone dates for the project include:

- RFQ Announced and Distributed – January 28, 2026
- Deadline for Respondent Questions – February 11, 2026
- Proposal Submission Deadline – February 18, 2026
- Firm interviews and site visits, if needed – February 25, 2026
- Anticipated Contract Negotiation and Award – Prior to March 10, 2026

VII. Submission of Proposal Packages

RFQs accepted by email as a PDF to gastontownclerk@outlook.com, or by mail to the address below. Electronic preferred. To be considered, submissions must be received no later than 5:00 pm on February 18, 2026.

Mailing Address

Town of Gaston
Attn: Town Clerk
223 Craige Street
Gaston, NC 27832

VIII. General Conditions

1. All costs incurred by respondents in preparing or submitting a statement of qualifications for the project shall be the respondents' sole responsibility.
2. All submissions, responses, inquiries, or correspondence relating to this RFQ will become the property of The Town of Gaston when received.
3. The Town of Gaston reserves the right to: accept or reject any and all submissions received in response to this Request for Qualifications; cancel the RFQ process at any time; request

additional information or clarification of information provided in a response without changing the terms of the Request for Qualifications; elect not to proceed with any of the respondents; modify the scope of the work; re-solicit RFQs; or choose not to award for any reason.

IX. Confidentiality of Documents

North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. In general, all documents submitted in response to this Request for Qualifications are subject to public disclosure unless specifically exempted by North Carolina General Statute §132-1.2 and §66-152 which provide definitions and protection of certain documents and information from public disclosure that constitute a “trade secret,” provided it meets the specific conditions as outlined in §132-1.2(1)a-d.

The Town of Gaston will attempt to withhold from public disclosure, or redact documents or information, designated “confidential trade secret” that clearly meet the conditions of NC G.S. §1321.2(1)a-d to the extent that it is entitled or required to do so by applicable law. Regardless, The Town of Gaston shall not be held responsible for any information that is released nor shall The Town of Gaston be held responsible for nor pay any penalty or expense in relation to information so released. Any submission marked “confidential” or “trade secret” in its entirety may be rejected at the sole discretion of The Town of Gaston.

X. State and Federal Contracting Requirements

The following State and Federal Contracting Requirements may be incorporated into the Service Contract between the Town and the selected Firm (the “Consultant”). Capitalized terms not defined in this Attachment shall have the meanings assigned to such terms in the Contract. All references to the “Contractor”, “Consultant” or “Company” or “Vendor” or “Provider” shall be deemed to mean the Consultant so named in the agreement. This Contract will be funded in whole or in part with state and federal funding. As such, state and federal laws, regulations, policies, and related administrative practices apply to this Contract. The most recent of such state and federal requirements, including any amendments made after the execution of this Contract shall govern the Contract, unless the state and federal governments determine otherwise. This document identifies the state and federal requirements that may be applicable to this contract. The Consultant is responsible for complying with all applicable provisions, updates or modifications that occur in the future relating to these clauses. The state requirements found at N.C. Gen. Stat. §§143C-6-22 and 143C-6-23 and Title 9, Chapter 3, Subchapter 3M of the North Carolina Administrative Code and the federal requirements contained in the most recent version of the Uniform Administrative Requirements for federal awards (Uniform Rules, or Guidance) codified at 2 CFR Part 200, including any certifications and contractual provisions required by any federal statutes or regulation referenced therein to be included in this contract are deemed incorporated into this contract by reference and shall be incorporated into any sub-agreement or subcontract executed by the Consultant pursuant to its obligations under this Contract to the extent required by law. The Consultant and its sub-consultants, if any, hereby represent and covenant that they have complied with and shall comply in the future with the applicable provisions of the original contract then in effect and with all applicable federal, state, and local laws, regulations, executive orders, and rules and local policies and procedures, as amended from time to time, relating to Work to be performed under this contract.

Questions

Any questions concerning this RFQ should be directed to:

Tammy Johnson, Town Clerk, at 252-537-1046 or gastontownclerk@outlook.com

THE TOWN OF GASTON IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER.