



# **REQUEST FOR QUALIFICATIONS FOR ROWAN COUNTY**

## **Feasibility Study & Architectural Services**

**Sheriff's Office Facility Assessment, Expansion, Renovation, or New  
Construction**

**# 2027-011**

### **ROWAN COUNTY**

130 West Innes Street  
Salisbury, NC 28144  
704-216-8178

[jody.farrow-bennett@rowancountync.gov](mailto:jody.farrow-bennett@rowancountync.gov)

Date Issued: Thursday, August 20, 2026

Date Due: Thursday, September 17, 2026, at 3:00 PM ET

Administered By: Jody Farrow-Bennett, Purchasing Director

**Rowan County Facilities Management  
Request for Qualifications (RFQ)**

SOQs shall be clearly marked:

**RFQ 2027-011**

**Feasibility Study & Architectural Services for the Sheriff's Office**

Rowan County is soliciting **Statements of Qualifications (SOQs)** from qualified architectural firms to provide professional architectural, engineering, planning, feasibility study, site selection, design, and construction administration services for the Rowan County Sheriff's Office Facility Project. Rowan County anticipates awarding a single contract for the required services.

SOQs will be accepted until **3:00 PM ET on Thursday, September 17, 2026**, at the Rowan County Purchasing Department, 130 West Innes Street, Suite 31, Salisbury, NC 28144. Submittals received after the deadline will not be considered. Faxed submissions will not be accepted. Electronic submission via email is preferred.

Upon issuance of this RFQ, all communications regarding the solicitation shall be directed solely to the Purchasing Director. Contact with County staff, Sheriff's Office personnel, or members of the Rowan County Board of Commissioners regarding this RFQ is prohibited and may result in disqualification.

All questions regarding this RFQ shall be submitted in writing to the Purchasing Director no later than **12:00 PM ET on September 8, 2026**.

Any contract awarded that is funded, in whole or in part, with federal grant funds shall be procured and administered in accordance with all applicable federal laws, regulations, policies, and standards.

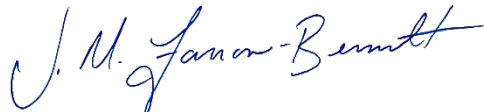
Rowan County reserves the right to reject any or all submittals, waive informalities or irregularities, request additional information, and award the contract deemed to be in the best interest of the County.

For complete details and submission requirements, refer to the full RFQ document available from the Rowan County Purchasing Department.

**Jody M. Farrow-Bennett**

Director of Purchasing & Contract Administration  
Rowan County Purchasing Department  
130 West Innes Street, Suite 31  
Salisbury, NC 28144  
[jody.farrow-bennett@rowancountync.gov](mailto:jody.farrow-bennett@rowancountync.gov)

Rowan County



By: Jody Farrow-Bennett  
Rowan County Director of Purchasing

## **1. Section 1: Introduction & General Instructions**

### **1.1. Intent of Request**

Rowan County Facilities Management seeks Statements of Qualifications from qualified architectural and engineering firms to conduct a comprehensive feasibility study for existing Sheriff's Office facilities and provide recommendations regarding renovation, expansion, consolidation, or construction of new facilities.

The selected firm shall evaluate current and future operational needs and develop practical, cost-effective facility solutions that support law enforcement operations, public service functions, employee safety, and long-term growth. Following completion of the feasibility study, the County may negotiate a separate agreement with the selected firm for architectural and engineering design services.

### **1.2. Schedule:**

| <u>Task</u>                | <u>Date</u>                |
|----------------------------|----------------------------|
| Release RFQ                | August 20, 2026            |
| Questions                  | September 8, 2026, 12pm ET |
| Accept Qualifications      | September 17, 2026, 3pm ET |
| Interview (if applicable)  | Week of September 21, 2026 |
| Award Contract on or after | October 5, 2026            |

## **2. Section 2: Requirement/Scope**

The selected firm shall provide all professional services necessary to complete the feasibility study, including but not limited to:

### **2.1. Existing Conditions Assessment**

- Review and evaluate existing Sheriff's Office facilities.
- Assess building conditions, systems, infrastructure, and site constraints.
- Document facility deficiencies and operational challenges.
- Evaluate compliance with applicable building codes, accessibility requirements, life safety standards, and law enforcement facility best practices.

### **2.2. Operational Needs Assessment**

- Conduct stakeholder interviews and workshops with Sheriff's Office leadership, County staff, and other relevant stakeholders.
- Review existing organizational structure, staffing levels, operational workflows, and service delivery requirements.
- Analyze current and projected staffing, equipment, fleet, storage, training, and support space needs.

### **2.3. Space Needs Analysis**

- Develop current and future space requirements.

- Identify deficiencies in existing space allocations.
- Project facility needs based on anticipated growth over a minimum 20-year planning horizon.

2.4. **Facility Alternatives Evaluation**

Evaluate feasible options, including:

- Renovation of existing facilities.
- Expansion of existing facilities.
- Consolidation of functions into a single facility or campus.
- Construction of new facilities.
- Hybrid approaches combining renovation and new construction.

2.5. **Site Evaluation**

Where applicable, evaluate potential sites and identify:

- Site suitability.
- Accessibility.
- Security considerations.
- Utility availability.
- Traffic impacts.
- Expansion potential.

2.6. **Parking Needs Assessment and Conceptual Design**

- Evaluate existing parking conditions and utilization.
- Assess current and future parking requirements for Sheriff's Office staff, visitors, inmates, official vehicles, fleet operations, evidence transport, and other operational functions.
- Evaluate site circulation, traffic flow, access points, and security considerations related to parking areas.
- Identify opportunities for parking expansion, reconfiguration, or shared-use arrangements where appropriate.
- Review accessibility requirements and compliance with ADA standards.
- Develop conceptual parking layouts for viable alternatives and provide recommendations to accommodate projected operational needs and future growth.

2.7. **Conceptual Planning**

- Develop conceptual layouts and planning diagrams for viable alternatives.
- Provide preliminary space programming.
- Identify operational advantages and disadvantages of each option

2.8. **Cost Analysis**

- Develop preliminary construction cost estimates for each alternative.
- Identify projected lifecycle considerations and operating impacts.
- Provide comparative cost-benefit analyses.

2.9. **Final Recommendations**

- Present recommended solution(s).
- Establish a phased implementation strategy if applicable.

- Identify project priorities and estimated timelines.
- Deliver a final feasibility study report suitable for presentation to County leadership and governing officials.

### **3. Section 3: SOQ Submission Requirements**

#### **3.1. Submission and Deadline**

**One (1)** electronic SOQ should be submitted in .pdf format using software such as Adobe, CutePDF or PDF Writer.

The address for electronic deliveries is: [jody.farrow-bennett@rowancountync.gov](mailto:jody.farrow-bennett@rowancountync.gov) and, if the firm prefers delivering a paper version; the address for mailings/hand-deliveries is:

Rowan County Purchasing Department  
Attn: Jody Farrow-Bennett, Purchasing Director  
130 West Innes Street, Suite 31  
Salisbury, NC 28144

Subject: **"RFQ 2027-011 Feasibility Study & Architectural Services for the Sheriff's Office"**.

SOQs received after the deadline of Thursday, September 17, 2026, at 3:00 PM ET, will not be considered.

All questions regarding this RFQ shall be submitted by 12 pm, September 8, 2026, by email to the same email address listed above.

No Contact shall be made with any Rowan County staff or elected officials once this RFQ is released to the public. Rowan County reserves the right to reject any and /or all SOQ's and to waive informalities therein.

#### **3.2. Submission Format**

To facilitate review of your SOQ by Rowan County, it is requested that your submission conform to the following format:

**Coversheet** – List project title (Feasibility Study & Architectural Services) the name of your firm, and the name, address, email address and telephone number of a contact person for questions concerning the proposal submitted.

**Experience of the Firm** – Provide a narrative of your firm's prior experience and qualifications in planning and administrative work for similar projects. Provide a list of similar projects completed within the last five (5) years. Also, please reference the experience of firm personnel in working with similar projects.

**Project Team** – Provide a list of the project team members that you propose to use on this project and identify the responsibility of each team member and their current office location. Provide a brief resume for each person, detailing specific similar project experience.

**References** – Provide the name, address, email address and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects.

**Other Supporting Data** – Include any other information you feel to be relevant to the selection of your firm for this project. The entire SOQ must not exceed fifteen (15) pages, excluding the cover sheet and letter of introduction. SOQ's exceeding 15 pages will not be considered.

#### **4. Section 4: SOQ Evaluation and Selection**

##### **4.1. General Evaluation Procedure**

Criteria to be used in screening and ranking of the SOQ and selection of the successful firm are as follows:

**Qualifications of the Firm, Including Firm Personnel** – Preference shall be given to those firms and personnel with experience and training in planning and administration for similar projects, as outlined in this RFQ.

**Availability** - Preference shall be afforded to those firms, who in the opinion of Rowan County are able to adequately respond to requests for consultation meetings and meet project administration requirements.

**Experience with Similar Projects** – Qualifications of the Project Manager and those personnel that will be assigned to the project, including the location of their office, will be considered. Preference shall be given to project teams with specific experience in similar projects and any familiarity with the region and proposed projects, as outlined in this RFQ.

**Methodology** –The firm's system of methods, principles, understand of our detailed project requirements will be evaluated.

##### **4.2. Evaluation Criteria**

The evaluation criteria are intended to allow the County to evaluate specific aspects of a Respondent's experience, technical competence, and capability to perform. The County will evaluate and rank responsive Statements of Qualifications (SOQs) by scoring the qualitative evaluation criteria set forth below to generate a shortlist. Preference shall be given to firms and personnel with experience and training in planning and administration for similar projects, as outlined in this RFQ.

Additional preference may be given to firms whose proposed project team includes personnel with prior law enforcement leadership experience, particularly those who have served in command, administrative, or executive-level roles and can provide operational insight into the planning, programming, and design of law enforcement facilities. The total number of points that will be used in evaluating all factors for this SOQ is 100, allocated as shown below:

1. 20% = Qualifications of Key Personnel
2. 20% = Availability
3. 30% = Experience with Similar Projects
4. 20% = Methodology
5. 10% = References

4.3 **Contract**

After all the SOQ's have been reviewed, the firm selected will be invited to negotiate a contract with Rowan County. Rowan County reserves the right to contract with the selected firm for all or a portion of the services described in this Request for Qualifications.

A detailed scope of work will be developed and agreed to by the Architecture firm and Rowan County for each project undertaken. This detailed scope of work and associated fee will be developed into a work authorization and included as an attachment to the contract. The terms of the contract will not be exclusive, and the contract may be cancelled by either party for any reason at any time.

**5. Section 5: General Comments**

1. Any cost incurred by respondents in preparing or submitting a proposal shall be the respondents' sole responsibility.
2. All responses, inquiries or correspondence relating to this RFQ will become the property of the County.
3. The County reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications. It is the intention of the County to negotiate contracts for services at fair and reasonable prices with what it determines to be the best qualified Consultant.
4. The County may or may not conduct interviews. If interviews are held, firms are hereby notified that the interview process will quickly follow the submittal deadline and firms should prepare their submittal and proposed team accordingly. Elaborate presentations and submittals during the interview process are not expected or requested. Each interview will last no more than two hours and will be conducted at the J. Newton Cohen, Sr. Rowan County Administration Building located at 130 West Innes Street.
5. The following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable):  
Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Rights to Inventions (37 C.F.R. § 401.2) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.323); Record Retention Requirements (2 CFR § 200.324); Prohibition on Certain Telecommunications (2 C.F.R. § 200.216); and Domestic Preferences for Procurements (2 C.F.R. § 200.322)