

REQUEST FOR QUALIFICATIONS

Design-Build

Lenoir County, North Carolina – Pad-Ready Shell Building

Date of Issue: January 23, 2026

RFQ# 26-01

Lenoir County, North Carolina (the “County”) is seeking statement of qualification (“SOQ”) packages from interested parties (the “Design-Builder”) for design/engineering, and construction services (“Services”) for the construction of a shell building by Lenoir County, North Carolina for use by County for economic development purposes (the “Project”).

The complete RFQ package will be available to view and download on the Lenoir County website at the following address: <https://lenoircountync.gov/business/bid-opportunities/>

Submittals will be received at the Lenoir County Administration Building (101 North Queen Street, Kinston, NC 28501) until 2:00p.m. EST on February 25, 2026. SOQ packages must be delivered in a physical sealed envelope containing: one (1) bound hard copy print version AND one (1) digital PDF file saved on an external thumb drive. Submittals received not containing these required contents and/or received after this date and time will not be opened.

Please reference the RFQ# 26-01 on the front of the sealed envelope, with attention to: Adam Short, Assistant County Manager.

Candidates are also invited to attend an optional pre-submittal meeting on February 4, 2026 from 10:00 am to 11:00 am EST at the project site (2140 Sanderson Way, Kinston, NC 28504) This meeting will include: (a) a brief overview of the information presented in this RFQ package; and (b) a site walk with local officials and other members of the project team. If planning to attend the pre-submittal meeting, please RSVP to the Project Manager(s) via the email addresses provided below by .

Please direct questions and inquiries pertaining to this RFQ to the following email addresses:

Project Manager(s)

Trey Cash

email: trey.cash@ncgtpedr.com

phone: (252) 663-0871

Adam Short

email: adam.short@lenoircountync.gov

phone: 252-559-2260 ext. 7249

1. GENERAL DESCRIPTION OF WORK

1.1. Project Title

Lenoir County Economic Development Pad-ready Shell Building

1.2. Project Location

The project is located on Lenoir County Parcel 26174 (2140 Sanderson Way, Kinston, NC 28504).

1.3. Background

Lenoir County seeks to construct a shell commercial structure to be used by the County to induce businesses to locate or relocate to Lenoir County. This RFQ is seeking Design-Build services to design, permit, and construct that shell building on property located at the Lenoir County Industrial Park, which property a portion of the property shown on the map recorded on Plat Cabinet 3, Page 201.

1.4. Project Description

The construction of the shell building shall include design, site preparation, utility relocation (if applicable), construction oversight and administration, and actual building construction. The following information summarizes the proposed scope of work with regard to the project footprint:

Structure/Capital Item	Improved Area: \approx 115,000 sf Structures and Easements (sq ft): \approx 26,000 sf Utilities (linear ft): TBD
Main Shell Building	<p>Approximately, 26,000 sf total, with \approx 4,000 sf of front office space and \approx 22,000 sf of warehouse space.</p> <p>The following assumptions should be included in the construction of the shell building:</p> <ol style="list-style-type: none">1. Concrete flooring installed for the office portion, no less than 3 ½ inches in thickness;2. Aggregate stone flooring with vapor barrier installed in warehouse portion;<ol style="list-style-type: none">a. Provide alternative pricing for poured concrete flooring throughout the warehouse portion.3. Not less than 200-amp service installed, sufficient to power electrical service, wiring, lighting, and HVAC for the entire building.<ol style="list-style-type: none">a. Provide alternative pricing to provide conduit, wiring, and panel, for larger service conductors, sufficient to support light industrial customer.4. Install HVAC system for front office area.5. Install ventilation system for warehouse area.6. Install plumbing for restroom facilities, to include finishes and fixtures, for restroom facilities in the office portion of the building. Restroom requirements shall be compliant with NC Building Code.7. Install finished interior improvements for office area, to include flooring and baseboard, insulation, drywall, paint, doors, fixtures, outlets, trim, plumbing fixtures, ceiling

	grid and tile, and lighting.
Drive/Roads	Install driveway access to Sanderson Way and Innovation Drive. Install a parking lot and access drive at the front and rear of the shell building, ≈ 90,000 sf in total area. Install handicapped parking stalls in compliance with NC Building Code and applicable ADA accessibility requirements.
Drainage	Ensure the site has positive drainage away from the building and is appropriately sloped and graded such that water does not collect around the building. All stormwater provisions should be designed to meet requirements of the state of NC, as they may be applicable.
Utilities	Ensure all utility connections are made in compliance with NC Building Code and coordinated with all appropriate local utility providers.

1.5. Summary of Project Goals

The following goals are associated with the Project:

1. Create a complete set of architectural drawings necessary for the construction of the Project in compliance with local, state, and federal regulations and standards;
2. Offer designs that remain “cost-effective” per provided cost parameters;
3. Construct the project in a timely fashion without undue delays.

1.6. Data Availability

“Attachment A” contains property information and available project information.

1.7. Attachments

1. Attachment A: “Available Project Information”

2. PROJECT DELIVERY

2.1. Design-Build Delivery

The Project will be completed using a "Design-Build" delivery format. As such, when the design documents are at a stage of completion previously agreed to by both the County and the selected Design-Builder (e.g., 90% Design Package), the Design-Builder shall submit an Architectural Design/Engineering Package that includes a Construction Documentation Set (“CD Set”) and Guaranteed Maximum Price (“GMP”) to the County.

The CD Set and GMP are to include the following information, at minimum: (a) all applicable sheets and information to be included in the final Construction Documentation drawing and specification set; (b) a detailed Cost of Work breakdown for the GMP, with subtotals defined by each subcontract, trade, or bid division; (c) the Design-Builder's Contingency for the Work; (d) the Design-Builder's Staffing Cost; (e) General Conditions Cost; and (f) the Design-Builder's Overhead and Profit (i.e., fee). Any work to be subcontracted by the Design-Builder shall be pre-approved by the County in all circumstances.

Once the CD Set and GMP have been approved by the County, the Design-Builder shall proceed to complete any remaining construction documentation and permitting actions necessary to ready the project for construction. The County reserves the right to request design revisions, in

congruence with the aforementioned design intent of the Project, up to and through final issuance of a formal Notice to Proceed (“NTP”) for construction. Once a NTP is issued, the Design-Builder shall construct the Project in accordance with the final approved CD Set and GMP.

2.2. Coordination Expectations

Throughout the project delivery sequence, the Design-Builder shall work cooperatively with the County as part of design/engineering services: progress drawings, project status reports/updates, invoices, and other requested material, as needed, per County specifications. Monthly progress meetings, at minimum, are expected during both the “design” and “build” phases of the project.

3. PROJECT SCOPE, BUDGET, AND SCHEDULE

The complete scope of services and associated deliverables sought for the Project are included below, and are organized by the following Task categories: (1) Architectural Design/Engineering and Permitting; and (2) Construction.

3.1. Task One: Architectural Design / Engineering and Permitting

The selected Design-Builder shall develop all necessary reports, plans and specifications to complete the Project. Specific disciplines, and associated deliverables, anticipated to complete this scope of work include but are not limited to:

- Architectural Design/Engineering
 - Design Package: interim and final versions of all listed subtasks to be delivered at 30%, 60%, 90%, and 100% milestones
 - Existing Conditions Plans (e.g., utility locations and connections, parcel boundaries, etc., as needed)
 - Architectural Design Drawing Set (e.g., plans, sections, elevations, details, etc.)
 - Specifications / Project Manual
 - Cost Estimates: to be generated
 - Guaranteed Maximum Price (“GMP”) to be submitted prior to issuance of a NTP for construction
 - Permits: to include the creation of all necessary permit reports and data sets to complete the Project (e.g., state agency permits, local Building Permits, Zoning Permits, etc.).
- Structural Design / Engineering
 - Design and Detailing (as necessary, to ensure the structural integrity of any building modifications; any and all deliverables are to be incorporated into the 30%, 60%, 90%, and 100% Design Packages)
- M/E/P Engineering
 - Design and Detailing (as necessary, to ensure the appropriateness of mechanical, electrical, and plumbing modifications; any and all deliverables are to be incorporated into the 30%, 60%, 90%, and 100% Design Packages).

Specific M/E/P scopes of work are anticipated to include, at minimum, the following:

- Electrical
- Plumbing
- HVAC

A full project schedule, including anticipated dates for meeting interim and final project milestones, shall be included in a final contract provided by the selected Design-Builder to the County prior to initiating Task One.

Please note: (a) permitting authorities may require the creation and/or transmission of additional analyses (e.g., existing and proposed illustrations, calculations, modeling, opinions of probable costs, etc.) that further explain the validity and compliance of the proposed design; and (b) all applicable federal, state, and local permits must be obtained prior to the County's issuance of a NTP for construction. **All individuals performing architectural services must be employees of the selected Design-Builder and not independent contractors or subcontractors.**

3.2. Task Two: Construction

The selected Design-Builder shall perform all construction activities as necessary to complete the Project within the approved GMP and schedule. Specific activities may include, but are not limited to, the following: site preparation, temporary and permanent drainage, and the installation of: (i) foundation(s), utilities, framing, roofing, and paving; (ii) flooring, stairs, decks and/or ramps; (iii) various fixture installations; (iv) interior and exterior finishes (e.g., insulation, drywall, paint, masonry, etc.); and (v) M/E/P systems as specified in Task One ("Architectural Design / Engineering and Permitting")

3.3. Project Budget

The County has established the following budget range for completing the aforementioned scope of work (i.e., Tasks One and Two) associated with this Project:

\$1,500,000 (anticipated Project Minimum) - \$3,500,000 (anticipated Project Maximum).

Additional funds – separate from the stated Project Maximum – are available for anticipated administrative / legal expenses borne by County. It will, however, be the responsibility of the selected Design-Builder to provide a cost estimate for anticipated permitting fees as part of the GMP.

3.4. Project Schedule

The scope of services outlined in this RFQ must be fully complete by April 30, 2027. A contract must be entered into between the County and the selected Design-Builder no later than April 1, 2026.

4. INSTRUCTIONS FOR SUBMISSION

The following items describe the minimum requirements to be included in a Statement of Qualifications ("SOQ") package for interested Design-Builders:

4.1. Cover Letter

- 4.1.1. Project Understanding
 - Statement including an understanding of the Project (e.g., location, existing conditions, the community the project is serving, project goals, etc.).
- 4.1.2. Project Approach
 - Explicit explanation of how the Design-Builder is uniquely qualified to deliver the project at the highest possible value / quality, on time, and within the anticipated budget.

4.2. Project Team

- 4.2.1. Project Team
 - An explanation of Project Team selection, consisting of a list of licensed contractors, licensed subcontractors and licensed design professionals the Design-Builder proposes to use on the Project. The Project Team shall be of the makeup stated in N.C. Gen. Stat. 143-128.1A(c)(8)(a).
- 4.2.2. Organizational Chart
 - A visual diagram illustrating the relationship between all Project Team entities, including: (a) the explicit roles of the designated prime firm/organization and anticipated subcontractors, at minimum; and (b) designation of responsibilities for each Project Team entity as they specifically relate to the Tasks listed in Sections 3.1.1. - 3.1.4. ("Architectural Design / Engineering and Permitting") and 3.2.1. - 3.2.2. ("Construction") of this RFQ.

4.3. Relevant Project Experience

Information concerning three (3) recently completed projects must be provided, and include the following for each:

- 4.3.1. Relevance
 - Summary of project type, client, location, cost, or other factors.
- 4.3.2. Contacts / References
 - Provided for each project.
- 4.3.3. Key Team Members
 - Background information for all participating firms or subcontractors within the Project Team.
 - Resumes of key individual members on the Project Team.
 - Explicit description of roles and/or responsibilities of key individual members on provided project references.
- 4.3.4. Budgets and Schedules
 - Proven ability to meet predetermined budgets and schedules.
 - For all relevant project experience referenced, provide the initial project contract amount and the final costs, inclusive of any change orders.

4.4. Equity

MBE/HUB Utilization, including the following information:

- 4.4.1. Evidence of MBE/HUB Utilization in the Project Team
 - In accordance with G.S. 143-128.2 (i.e., vendors must demonstrate meeting a verifiable percentage goal of 10% for participation by minority business).
- 4.4.2. Evidence of MBE/HUB Utilization through Relevant Project Experience
 - To be either included as part of Section 4.3.3. or as standalone information in Section 4.4.2 (e.g., previous project fee structures of the prime firm / organization or previous annual distributions of project fees to MBE/HUB entities).
- 4.4.3. Non-Discrimination Certification and/or Statement

Please note: the purpose of this Request is to solicit interest by and information about firms who have qualifications that match the needs of the Project. Design-Builders who supply proposals related to cost or design in their responses will be automatically disqualified.

5. EVALUATION CRITERIA

Each entity responding to this RFQ will be evaluated based on the Design-Builder's qualifications, and the qualifications of the identified team members. Evaluation criteria are outlined below:

5.1 Evaluation Criteria Table

Criteria Description	Weight
Cover Letter: Project Understanding + Approach see Section 4.1 (Project Understanding; Project Approach)	10 pts
Project Team: Project Team + Organizational Chart see Section 4.2 (Project Team; Organizational Chart)	40 pts
Relevant Project Experience: See Section 4.3 (Relevance; Contacts / References; Key Team Members; Budgets and Schedules)	40 pts
Equity: See Section 4.4 (MBE/HUB Utilization on Project Team; MBE/HUB Utilization through Relevant Project Experience; Non-Discrimination Certification / Statement)	10 pts
Total Points Possible	100 pts

The County will enter into contract negotiations with the first-ranked Design-Build respondent that it deems most capable of fulfilling the intent of the Project, in accordance with the provided Evaluation Criteria. If the two parties (i.e., the County and first-ranked Design-Build respondent)

negotiating in good faith are unable to reach a contract agreement, the County reserves the right to terminate discussions with the first-ranked Design-Build respondent, in writing, and invite the second-ranked Design-Build respondent to enter into contract discussions.

Once an agreement on scope, budget, and schedule has been reached between the County and a Design-Builder, the two entities will enter into a contractual agreement.

5.2 Selection Schedule

The schedule for this RFQ is tentatively as follows:

DATE	ITEM
January 23, 2026	RFQ Release
February 11, 2026	Questions from Potential Respondents Due (by 5:00p.m. EST)
February 18, 2026	Notes from the Pre-Submittal Meeting (held on February 4, 2026) and Responses to Questions (February 11, 2026) Posted as Addendum
February 25, 2026	Statement of Qualification ("SOQ") Packages Due at 2:00p.m. EST
March 16, 2026	Selection Notice *
March 16, 2026 – April 1, 2026	Contract Negotiations + Selected Contractor to Proceed with Services
April 30, 2027	Services to Conclude

*** If more than one Design-Builder is chosen for further consideration, the County will contact all considered Design-Builders for further information and/or an interview.**

5.3 Questions + Submission Formatting and Delivery

Please reference the information provided below for responding to this RFQ:

- 5.3.1. Questions
 - Interested Design-Builders can submit questions pertaining to this RFQ until February 11, 2026 at 5:00p.m. EST. Questions are to be submitted via email to the project manager(s). Responses to these questions will be posted as an Addendum by February 18, 2026.
- 5.3.2. SOQ Formatting
 - SOQ packages are not to exceed thirty (30) pages (30 sides of paper - if single sided, 30 pages; if double sided, 15 pages) single spaced, 10pt font minimum. The Cover Letter and Dividers between sections do not count against the 30 pages total.

- 5.3.3. SOQ Submission
 - Submittals will be received at the Lenoir County Administration Building (101 N. Queen St., Kinston, NC 28501) until 2:00p.m. EST on February 25, 2026. SOQ packages must be delivered in a physical sealed envelope containing: one (1) bound hard copy print version AND one (1) digital PDF file saved on an external thumb drive. Submittals received not containing these required contents and/or received after this date and time will not be opened. Please reference the RFQ# 26-01 on the front of the sealed envelope, with attention to: Adam Short, Assistant County Manager.

Please note: The County (a) reserves the right to cancel this solicitation and/or reject any or all candidates; and (b) assumes no responsibility for costs incurred by entities preparing responses to this solicitation.

Addendum #1

**Lenoir County, North Carolina Pad-Ready Shell Building Project
(RFQ#: 26-01)**

1. PRE-SUBMITTAL MEETING

1.1. Vendors in Attendance

The following vendors were in attendance during the optional pre-submittal meeting in Kinston, NC, held on _____ :

NAME	COMPANY	EMAIL

1.2. Project Management Team Members in Attendance

The following members of the project management team were in attendance during the optional pre-submittal meeting in Kinston, NC held on _____ :

[illegible]

1.3. Additional Information Provided / Clarified During the Pre-Submittal Meeting

The following items were clarified during the pre-submittal meeting:

2. QUESTIONS RECEIVED

The following questions were received prior to February 11, 2026 at 5 pm EST.