



Request for Quotations (RFQ)

Construction Services

Lenoir County Government

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Request for Quotations (RFQ)

for services related to the design, permitting, and construction services for
Lenoir County Sheriff's Annex at the Deep Run EMS building

Proposal Submission Deadline – 4:00 pm Monday, April 27, 2026

Lenoir County will receive proposals herein described. The County reserves the right to reject any or all proposals. All changes to the terms, conditions, or specifications stated in this request for quotes (RFQ) shall be issued through formal addendums and posted on the County's website.

Section 1. Purpose

Lenoir County seeks proposals from a qualified contractor to provide a detailed scope, costs, and any requisite designs; acquire permits; and construct a sheriff's annex at Lenoir County EMS station #6. The primary goal of this RFQ will be to determine a contractor's ability to construct the new facility herein described.

Section 2. Submission Requirements

- 1. Deadline.** All applications are due to Lenoir County by **4:00 pm on Monday, April 27, 2026**. Proposals received after this deadline will not be considered.
- 2. Format.** Proposals may be submitted in electronic or hard copy format.
- 3. Contact Information.** For questions regarding this RFQ, please feel free to contact the Lenoir County Buildings and Grounds Department via phone at 252-559-6452 or via email at anthony.howard@lenoircountync.gov.
Please submit hard copy proposals to:
Lenoir County Administration
c/o Anthony Howard
PO Box 3289
Kinston, NC 28502
Please submit electronic copies to:
anthony.howard@lenoircountync.gov
- 4. Pre-submission Facility Inspections.** An optional facility inspection and tour of existing conditions will be held on Wednesday, April 8, 2026 at 10:00am. Please send notice of your intent to attend to, Anthony Howard at 252-559-6452 or by email at anthony.howard@lenoircountync.gov.

Section 3. Project Goal

Lenoir County is requesting quotes from qualified contractors for the construction of a new annex to support the Lenoir County Sheriff's Office operations at the Deep Run EMS facility located at 1891 Liddell Rd. The expansion will be approximately 20 feet by 40 feet and include full MEP services, interior build-out, and basic operational spaces.

Section 4. Scope of Work

The following scope of services is included as a guide for those individuals or organizations submitting proposals in response to this RFQ. It is designed to identify the minimum service level expected from the successful contractor as such should be modified and augmented, based upon the experience of the firm, as necessary, to complete the project or to ensure a long-term solution that addresses the needs of the Lenoir County Sheriff's Office

Building Expansion

1. Construction of an approximately 20' x 40' building addition tied into the eastern side of the existing structure.
2. Foundation, framing, roofing, exterior siding/finishes consistent with existing facility.

Interior Build-Out

1. Lobby area with storefront entrance system.
2. Public-facing service counter.
3. Two enclosed office spaces.
4. General interior finishes (flooring, ceiling, lighting, paint, etc.).
5. Interior door connecting to garage bay.

MEP (Mechanical, Electrical, Plumbing)

1. HVAC sized appropriately for the new space.
2. Electrical distribution, outlets, lighting, and data cabling as required.
3. Existing plumbing clean-outs are to be made accessible at floor level.
4. Any necessary connections to existing systems.
5. Compliance with all applicable code requirements (state, local, and federal).
6. Coordination with Lenoir County facilities staff as needed.
7. All permits, inspections, and documentation required for completion.

General

The contractor selected through this RFQ process will enter into an agreement with Lenoir County to provide construction, site management, and general oversight for construction of the Lenoir County Sheriff's Annex. The contractor shall determine the best approach and treatment for the proposed construction as well as a price for all phases performed collectively.

Section 5. General Requirements

1. The contractor shall demonstrate relevant experience with similar work and shall be competent to perform the services required under this RFQ;
2. The work being requested is professional in nature. It is understood that the consultant is of professional status and is licensed, as appropriate, to perform this work and undertake this scope in the State of North Carolina;
3. The contractor shall be financially solvent and the County reserves the right to request information to determine solvency; and
4. The contractor shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

Section 6. Bid Submissions

Proposals will be evaluated on the basis of all information provided. To evaluate capability for completing the work as outlined in this RFQ, each proposal should provide detailed responses to each of the following requirements herein listed:

Contractor Deliverables

Contractors submitting a quote should provide:

1. Total project cost (broken into major categories if possible).
2. Estimated project schedule or timeline.
3. Warranty information for materials and workmanship.
4. Any assumptions, exclusions, or optional additions or alternatives.
5. Proof of insurance and relevant licensing.

Selection Process

Quotes will be evaluated based on:

1. Cost competitiveness.
2. Ability to meet schedule.
3. Contractor qualifications and past performance.
4. Completeness and clarity of the proposal.

County staff will select a contractor based on critical factors including responsiveness to this RFQ; description of approach to services; relevant project experience; qualifications of the responding firm and principal staff; responsiveness to the scope of work and overview and qualifications; readiness to undertake the required services; ability to execute an acceptable written contract; and price of the proposed scope of work. The County reserves the right to reject any or all submissions and to request written clarifications and supporting materials. The County reserves the right to accept the proposal most favorable to the project after all proposals have been examined and evaluated.

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Michelle Langston, County Finance Director