



## **Harnett County, North Carolina**

Request for Qualifications

Architectural Services

for the

Upfit of Warehouse Space for IT Department Offices

at

Harnett County IT Department  
420 McKinney Parkway  
Lillington, NC 27546

**County of Harnett**  
**REQUEST FOR QUALIFICATIONS**  
**For Upfit of Warehouse Space For IT Department Offices**  
**Harnett County IT Department**

**Sealed submittals are due by 2:00pm on October 23, 2025 and will be received at the address below.** Firms mailing responses should allow delivery time to ensure timely receipt of the proposals. The responsibility for getting the responses to Harnett County Resource Center and Library on or before the specified time and date is solely and strictly the responsibility of the responding firm. The County will in no way be responsible for delays caused by any occurrence. Responses may be hand-delivered or mailed via UPS or FedEx to:

Harnett County Resource Center and Library  
**Attn: Renea Warren-Ford, Procurement Manager**  
455 McKinney Parkway  
Lillington, NC 27546

All inquiries and questions about the RFQ must be submitted in writing by email to Renea Warren-Ford at the following email address: [bids@harnett.org](mailto:bids@harnett.org). Please include “Upfit for IT Warehouse” in the subject line. Questions will be received until **12:00pm on October 7, 2025**. Inspection of the premises may be arranged by contacting Chris Johnson at [cjohnson@harnett.org](mailto:cjohnson@harnett.org) or (910) 984-4173.

Only written questions will be considered formal. **Any information given by telephone will be considered informal.** Any questions that The County feels are pertinent to all proposers will be posted online as an addendum to the RFQ. Email messages will be treated as written questions.

Issuance of this Request for Qualifications does not commit The County of Harnett to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for related services or supplies.

The successful bidder(s) shall be required to comply with all applicable Equal Employment Opportunity laws and regulations. The County of Harnett encourages all businesses, including DBE, minority, and women-owned businesses to respond to all Requests for Qualifications.

The County of Harnett reserves the right to waive any informalities, to reject any and all responses to the Request for Qualifications, and to accept any responses which in its opinion may be in the best interest of The County of Harnett.

**Introduction:** The County of Harnett requests qualifications from qualified architectural firms to design the upfit of warehouse space for the Harnett County IT Department to use as office space, and conference room.

**Project Description:** County is seeking to upfit about 1500 sq. ft. of warehouse space located at 420 McKinney Parkway for the use of office space. Attached is a rough sketch, not to scale, including nine enclosed offices, and a conference room, to include electrical, data communication, and HVAC.

**Project Schedule:** The following is a preliminary milestone date list for this project:

<b>Task</b>	<b>Date</b>
RFQ Issued:	September 23, 2025
SOQs Accepted:	October 23, 2025
Notify Short-Listed Firms:	October 30, 2025
Interview Short-Listed Firms:	November 5, 2025
Recommend Award:	November 11, 2025

**Statement of Qualifications Format:** A written statement of qualifications must be submitted in the format outlined herein. Each statement of qualifications will be reviewed to determine if it is complete prior to actual evaluation. A total of six (6) copies of the qualifications statement shall be submitted. The statement of qualifications will be evaluated based on demonstration of meeting the requirements of this RFQ.

**Proposal Content:** The written statement of qualifications should provide background information about the firm, its employees, and its experience with related projects and related clients.

Specifically, the proposal should address the following information in order:

1. Firm profile listing: name, address, year established, type of ownership, size of company and staff, and an organizational chart. If company has multiple offices, list where the work for this project will be performed.
2. Current firm workload and ability to perform work for this project given the schedule listed above.
3. Identify the role and the relevant experience of each team member as it relates to this project, with specific regard to their participation in similar projects. Identify all co-consultant and/or sub-consultants that will be utilized for this project.

4. Relevant design projects to include square footage, number of programs, and cost of construction per square foot.
5. Walk us through the process in your studio in taking on this type of project. Include who would be involved and how the process works.
6. Firm proximity to and familiarity with the area where the project is located.
7. Provide references of three owners for whom firm has provided relevant design services. Include name, title, organization, and telephone number for each reference.
8. Additional information the respondent believes to be relevant to the selection efforts of Harnett County.

**Legal:** Provide details of any current litigation, in connection with your company's performance under a contract for architectural services. Describe the status of each suit or claim.

**Proposal Evaluation:** This is not a bid. There will not be a public bid opening. Proposals will be evaluated based on, but not necessarily limited to, the following criteria:

Criteria			
1. Qualifications and experience of the proposed team members for the requested services.			
2. Overall quality and detail of submittal; demonstrated understanding of the scope of services.			
3. Time required to implement all aspects of the scope of services.			
4. Demonstration of prior successes with similar services and projects.			
5. Financial Strength.			
6. Past success with and plan for maximizing local and minority participation.			
Criteria	(a) Weight	(b) Score (0 - 3)	(a) X (b) Weighted Score
1. Qualifications / Experience	20		
2. Demonstrated Understand Scope of Svcs.	5		
3. Time Required to Implement SOS	20		
4. Demonstration of Prior Successes	20		
5. Financial Strength	30		
6. Past Success w/ Local & Minority Part.	5		
<b>Final Score</b>			

0 – Does Not Meet Expectations  
2 – Meets Expectations

1 – Partial Meets Expectations  
3 – Exceeds Expectations

**General Comments:**

1. To ask further questions about the project or schedule site visits, respondents should contact Renovation and Construction Manager, Chris Johnson, at (910) 984-4173.
2. Any cost incurred by respondents in preparing or submitting qualifications for the project shall be the respondents' sole responsibility.
3. All statements of qualifications, responses, inquiries, or correspondence relating to this RFQ will become the property of The County when received.
4. The County reserves the right to refuse any or all packages received, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of The County in its sole and exclusive discretion. The County reserves the right to negotiate with one or more firms and is not obligated to enter any contract with any respondent on any terms or conditions.
5. A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. No recommendations or conclusions from this RFQ process concerning respondents shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of The County unless The County and respondent execute a Contract.
6. The County encourages participation by minority and women-owned businesses and respondents should be prepared to provide evidence of such classification and/or attempt to engage such firms within the qualification's package.
7. All statements of qualification are subject to public disclosure under the North Carolina Public Records Law. To the extent permissible by law, The County agrees to keep confidential any confidential proprietary information included in a response, provided that: (1) the respondent identifies the confidential proprietary portions of the response; (2) the respondent identifies as confidential and proprietary only those portions of the submittal that actually are confidential and proprietary; and (3) the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary nor shall they so designate information that is already public.
8. In submitting a statement of qualifications, each firm agrees that The County may reveal any trade secret materials contained in such response to all County staff involved in the

selection process and to any outside consultant or other third parties who serve on the selection committee or who are hired by The County to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret.