

REQUEST FOR QUALIFICATIONS (RFQ)

DESIGN-BUILD SERVICES FOR FIRE STATION, STREET, AND FLEET FACILITIES EXPANSION PROJECT

Issuing Agency: Town of Oak Island, North Carolina

Issue Date: July 9th 2026

Question Deadline: August 1st, 2026

Submission Deadline: September 1st, 2026, by 5:00 p.m. EST

Submission Location: 4601 E. Oak Island Dr, Oak Island, NC 28465

1. Project Overview & Legal Framework

Pursuant to North Carolina General Statute §143-128.1A, the Town of Oak Island is officially soliciting Statements of Qualifications (SOQ) from qualified, experienced Design-Build firms. The Town has elected to utilize the Design-Build delivery method for the professional design, pre-construction, and construction administrative services required for multiple public safety and municipal infrastructure facilities.

At this stage, the Town is authorized to proceed with the design process only. The selected firm will collaborate with the Town to develop concept drawings, site plans, surveys, and cost-effective designs to bring the projects to a stage where an accurate Guaranteed Maximum Price (GMP) or cost estimate can be established. The Town intends to use these final designs to secure construction funding, likely through municipal borrowing.

2. Scope of Project & Facility Features

The expansion project features two distinct components:

A. Fire Station 1 Remodel & Expansion

- **Location:** 101 E. Oak Island Dr, Oak Island, NC 28465
- **New Addition:** Estimated 50 X 75 footprint, 2-story building addition.
 - *Lower Level:* Secure entrance, kitchen area (20-person capability), dayroom (12-person capability), office space, work-out gym, a decontamination room with a direct-access doorway to the apparatus bay area, storage/tool room with direct access to apparatus bay area, and a unisex bathroom with shower facilities.
 - *Upper Level:* Bunkrooms accommodating 3 single beds (equipped with nightstands and uniform lockers), 2-3 unisex bathrooms with showers, and a quick-response egress leading from the 2nd level directly into the apparatus bay.
- **Existing Space Renovation:** Remodel of existing office spaces, renovation of the current kitchen into a staff breakroom with a full kitchen, apparatus bay area renovations, and expansion of adequate on-site parking.

B. Station #4 / Public Safety Facility Construction

- **Location:** TBD, Oak Island, NC (Midway / NC-211 area)
- **Core Amenities:** Construction of a brand-new, joint-use Public Safety Facility housing both the Fire and Police Departments.
 - *Public & Admin Spaces:* Public-facing front reception desk built for at least two receptionists; dedicated community/meeting room, lower-level Police Department side (minimum 30-person capacity); lower-level shared breakroom with full kitchen (minimum 30-person capacity).
 - *Office Spaces:* Eight (8) non-public facing offices on each department side;
 - Office with a private bathroom on Fire Department Side
 - Office with a private bathroom on Police Department Side
 - Four (4) administrative offices on each department side
 - Three (3) dedicated administrative offices for Town municipal use (Public Works, Utilities, and Zoning/Inspections).
 - *Operations & Living:* Shower and bathroom (locker rooms and showers) areas for each department side
 - Twelve (12) total bunkrooms housing 3 bunks per unit, inclusive of nightstands and clothing lockers. (Fire Department side)
 - *Site & Storage:* Perimeter site security and sufficient parking installations. A detached storage facility located at the rear of the Public Safety Center containing three (3) 12 X 12 bay doors and four (4) interior-access secured storage spaces.

C. Street Department Building

- **Structure Type:** Engineered metal building structure.
- **Dimensions:** Estimated 40 x 50-foot footprint.
- **Core Interior Amenities:** Dedicated administrative office space and a staff breakroom.

D. Fleet Facilities Structure

- **Dimensions:** Estimated 50 x 60 foot footprint.
- **Bays & Access:** Four (4) drive-in maintenance bays equipped with 14-foot overhead bay doors.
- **Core Interior Amenities:** Dedicated administrative office space and a staff breakroom.

3. Project Goals & Environmental Mandates

- **Resilience & Stormwater:** Designs must feature built-in resilience components capable of handling coastal environments. This includes specialized sediment, erosion, and advanced stormwater control measures.
- **Operational Growth:** The solutions must provide long-term space layouts accommodating future growth while maximizing operational efficiency and reducing long-term facility maintenance costs.
- **Cost Containment:** The selected firm must possess a proven record of accomplishment in strict cost containment. Cost estimates will be strictly required at multiple milestones during the project's design and bid phases.

4. Estimated Procurement Schedule

The key desired deadlines and milestones for this RFQ selection process are structured as follows:

Event / Milestone	Date and Time
RFQ Issuance	Jul 10th, 2026
Deadline to Submit Questions	August 1st, 2026,
Answers to Questions Provided	August 30th, 2026,
RFQ Submission Deadline (Due to Town)	September 15th, 2026, by 5:00 p.m.
RFQ Review and Shortlist Selection	October 1st, 2026,
Award of Design-Build Contract	November 1st, 2026,
Concept Drawings / Permitting / Final GMP / Construction	TBD (To be negotiated post-award)

5. Evaluation & Selection Criteria

Phase 1: Initial Short-list Evaluation (Weighted 20% each)

The Town selection committee will score initial submissions based on an equal distribution across the following five metrics:

- **Project Team & Availability (20%):** Qualifications of personnel and open resource availability.
- **Project Experience (20%):** Past performance with similar municipal, public safety, or public works structures.
- **Design Performance (20%):** Innovation, spatial efficiency, and engineering quality.

- **Construction Performance (20%):** Quality of build execution and historical project success.
- **Project Approach (20%):** Initial methodology proposed to achieve the Town's specific targets.

Phase 2: Final Panel Selection Criteria

Firms selected for the shortlist will be interviewed. Final selection will be weighted according to the following matrix:

1. **Project Understanding and Approach (40%):** Depth of local site comprehension, stormwater integration plan, and procedural methodology.
2. **Project Team Experience and Qualifications (30%):** Skillsets, licensing, and expertise of the specific staff assigned to the project.
3. **Project Management Approach (30%):** Quality control, cost-containment workflows, scheduling accuracy, and communication protocols.

6. Submittal Document Requirements

Statements of Qualifications must address the following items sequentially. Submissions are limited to a **maximum length of 40 pages**. Covers, tables of contents, and section dividers are excluded from this page count.

1. **Key Firm Profile & Intro:** Cover letter indicating firm names, physical addresses, telephone numbers, primary points of contact, and an accurate Table of Contents.
2. **Key Personnel Resumes:** Profile of staff members explicitly assigned to substantial roles on this project. Include professional experience records, their physical location, and the percentage of time they will dedicate to this project.
3. **Firm Experience Portfolio:** Detailed descriptions of similar facilities successfully designed or constructed. Provide names, phone numbers, and emails for client references for verification. Providers must specifically highlight past projects where complex stormwater controls were incorporated.
4. **Detailed Project Approach:** Comprehensive description of methodologies, technical workflows, and procedures for each work item. Include a breakdown of tasks assigned to each project team member, current firm workloads, and available resource bandwidth.
5. **Licensing & Procurement Strategy:** Provide a complete list of licensed contractors, subcontractors, and design professionals proposed for the project team OR detail the competitive strategy to be used for open, transparent contractors and subcontractor selection adhering to NC General Statutes Chapter 143, Article 8.
6. **Project Schedule:** A proposed execution timeline mapping out development milestones.
7. **Certifications & Bonding:** * A formal statement from an approved bonding company confirming the firm's capacity to provide comprehensive performance and payment bonds.

- A statement confirming the firm can meet all standard Town Insurance requirements.
 - A signed affidavit certifying that every licensed design professional on the team was selected strictly on qualifications without regard to fees, highlighting the qualification-based selection process utilized.
8. **Disclosures & Legal History:** * Documented history of any litigation involving the company or its principals over the past five (5) years (include case names, numbers, and years) covering construction, contract, bonding, or insurance disputes.
- Documentation of all safety or OSHA violations received during construction performance over the past five (5) years.

7. Submission Instructions & Legal Notices

Submission Mechanics

Submissions must be delivered inside a sealed envelope clearly marked: "**Statement of Qualifications - Town of Oak Island Fire Station/Public Safety Center/Town Facility Expansion Project**". Packages must be addressed to the attention of the **Town Manager**.

- **Physical Delivery & Mailing Address:** Town of Oak Island, 4601 E. Oak Island Dr, Oak Island, NC 28465.
- *Note:* Certified mail or hand-delivery requiring a signature is strongly recommended. The Town assumes no liability for lost, delayed, or misrouted submittals. Late submissions arriving after 5:00 p.m. on the deadline will be rejected automatically. Firms may send an email to lstites@oakislandnc.gov to confirm receipt of their package.

Statutory Regulations & Reservation of Rights

- **Minimum Responses:** In compliance with North Carolina public procurement laws, the Town must receive at least three (3) competitive responses to this RFQ. If three submittals are not received, the solicitation will be re-advertised. After a second advertisement, the Town is legally permitted to open and consider submittals even if fewer than three are received.
- **Contract Negotiation:** The Town of Oak Island will negotiate a final contract with the top-ranked firm. If a mutually agreeable contract cannot be successfully negotiated, the Town will formally terminate negotiations and proceed to negotiate with the second-ranked firm.
- **Questions & Addenda:** Technical or procedural questions concerning the scope of this project must be submitted via email to lstites@oakislandnc.gov before August 1st, 2026. The subject line must read: "*Town of Oak Island Fire Department/Public Safety Facilities Expansion Project - RFQ Questions*".
- **Non-Collusion:** Proposing firms shall have no contact regarding this project with any elected or appointed town officials during the open selection process. Violations will result in immediate disqualification.

- **Governing Law & Jurisdiction:** Any contract resulting from this solicitation shall be governed, construed, and enforced in compliance with the laws of the State of North Carolina. Any legal controversies, claims, or actions arising from the contract must be initiated in the General Court of Justice in **Brunswick County, North Carolina**.
- **Equal Opportunity & E-Verify:** The selected firm must assure that no person is denied employment or fair treatment based on race, sex, religion, age, national origin, or disability. The chosen firm must submit a signed affidavit attesting to compliance with the federal E-Verify program.
- **Public Records:** All documentation, proposals, and submittals provided to the Town are subject to North Carolina public records laws and may be disclosed upon request.
- **Owner's Rights:** The Town reserves the absolute right to reject any or all statements of qualifications; waive minor informalities or irregularities; alter documents or schedules via addenda; contact unlisted references; and take any actions deemed in the best interest of the Town. The Town accepts no liability for costs incurred by firms in preparing responses to this request.