



REQUEST FOR QUALIFICATIONS

Architectural & Design Consulting Services for Ranlo Public Works Facility

August 13, 2026

Summary:

The Town of Ranlo is requesting Statements of Qualifications from interested architectural, design, or engineering firms for planning, design, and construction management services related to the Ranlo new public works facility as detailed in the Scope of Work section below.

Direct Inquiries To:

Charles Harper, Public Works Director

Charper@townofranlo.org

Introduction:

The Town of Ranlo has been operating the public works department out of an old metal building at 120 Duff Street for 45 years. It holds water/sewer departments, sanitation, parks and rec, street maintenance, stormwater, and general public works staff.

The Town is seeking to construct a new public works complex that will house all the aforementioned departments at the old existing site or potentially at another town property (lay down yard) at 117 Duff Street. The current building sits in a neighborhood, and the lay down yard is in a more secluded location. Discussion of the positioning of the building can be brought to Staff and the Ranlo Board of Commissioners (“The Board”) in the design process. The Town of Ranlo is continuing to grow and is excited about having a new public works complex.

Project Details:

The Town of Ranlo, NC (“Town”) is seeking qualifications statements from a qualified firm to complete planning, architectural and civil design, bidding, and construction administration services for the construction of the new complex.

Public Works Services:

The Town currently is nearing 5,000 residents. The public works department has a total of fourteen staff members. The existing metal building has one office that all staff utilize during the day. The old building has flooding issues, and can reasonably get a half inch of water throughout the entire building during a significant rain event. The complex has extensive outdoor storage areas for equipment, trailers, winter equipment, and three large covered pull in bays for equipment. All trash trucks and equipment are stored offsite, due to limited space. There are

several sheds and metal buildings that also house equipment for staff and serve as very inadequate ad hoc office and meeting space.

Initial Building Vision:

The Town of Ranlo will be looking for a building to house the staff, operations, equipment, and vehicles for public works. The space as it sits can give almost no indication of future needs, as it is completely inadequate to operations today.

Operational Needs:

The Town will sit down with the selected firm once the process has been awarded to go over a needs study and design plan. The firm should include the needs and space study in the letter of qualifications and any previous space study completed.

Project Scope:

1. Compile and evaluate existing information regarding the project and site, including solicitation of input from Town Staff, Board of Commissioners, and Public.
2. Confirm space needs for each facility, meet available space, and confirm interior layout with the Town.
3. Provide planning and evaluation services including, but not limited to, existing facilities surveys; site analysis, selection, and development planning; condition assessment; economic feasibility studies; project financing; zoning review; ADA review, on-site and off-site utility studies, and environmental studies and reports.
4. Prepare and submit the concept design of the projects to the Public Works Director and The Board.
5. Architect or delegated representative will attend and prepare presentation materials for public meetings upon request.
6. Perform all necessary coordination with the Town, NCDOT, utility providers, and any other authorities having jurisdiction.
7. Provide schematic design of building, parking, floor plan, communications, and utilities.
8. Provide associated design development, construction documents, bid documents, specification design reports, geotechnical and/or environmental reports, and other documents as required.
9. Provide schematic design of ADA compliant facilities.
10. Obtain all necessary permits required to construct the municipal complex

11. Prepare comprehensive construction cost estimates throughout the design phases.
12. Provide construction administration services, including but not limited to, advertising, bidding, construction observation, negotiating change orders, reviewing, and approving pay applications and submittals, coordinating and leading progress meetings, developing punch lists, developing as-built drawings, and contract closeout for all projects.

Submittal Instructions and Requirements:

Interested Firms are invited to submit their qualifications for consideration. The submittal should contain at a minimum, the information requested in “Submittal Requirements” below. Submittal packages are limited to 20 pages. Firms shall submit one (1) electronic PDF copy of the completed proposal via email or hand delivery, addressed to Charles Harper, Public Works Director, no later than 5:00pm on September 16th, 2026, to:

Charles Harper, Public Works Director

Town of Ranlo

1624 Spencer Mountain Road

Gastonia, NC 28054

The submittal deadline is absolute. Prospective firms and individuals must ensure the Statement of Qualifications is received by the due date and time. Late submittals will not be considered. Statement of Qualifications received after the due date and time will not be accepted or considered and will be returned to the sender without review.

RFQ Questions

Questions regarding this RFQ may be directed to Charles Harper at Charper@townofranlo.org

Submittal Requirements

At a minimum, all interested firms are required to submit a statement of qualifications and experience containing the following information:

- 5) Cover Letter. A signed cover letter from a principal in the firm expressing interest in the project and certifying that sufficient resources in personnel, equipment, and time are available and can be committed to this project.

- 5) Summary. A summary should provide a brief but thorough overview of how your firm can provide design services to the Town. Provide firm name, address, telephone number, email address, and contact persons.
- 5) Capacity. Provide a complete description of project staff in the form of a graphical organizational chart and staffing summary that addresses individual roles and responsibilities for the project. Identify the Project Manager(s) and key staff proposed for these projects. The Project Manager(s) should have extensive experience in related work to this project, both in scope and extent.
- 5) Experience. Provide a list of a minimum of three (3) projects of similar size and scope completed by the firm.
- 5) Schedule. Provide a proposed schedule for the project highlighting any specific anticipated involvement from the Town.

The Town of Ranlo accepts no responsibility for any expense related to preparation or delivery of qualification statements.

Selection Procedure

In order to be considered for this project, firms must meet the following criteria:

- Firm must be properly registered with the Office of the Secretary of State of North Carolina;
- Firm must be properly registered with the North Carolina Board of Registration for Professional Architect; and
- Firm must employ at least one (1) North Carolina Registered Professional Architect in responsible charge.

Evaluation Criteria:

The following criteria will be utilized to select a firm for this project:

Understanding the Town's required tasks and needs as demonstrated in the qualifications statement – 25 Possible Points

Experience with similar projects, comparable in type – 25 Possible Points

Qualifications of the staff assigned to perform the work – 25 Possible Points

Demonstrated ability of the consultant to perform high quality work, and meet project schedules – 25 Possible Points

Possible Point Total: 100 Points

Additional Information

In submitting a Qualifications Package, each firm agrees that the Town of Ranlo may reveal any submitted trade secret materials contained in such response to all Staff and Town Officials involved in the selection process and selection committee. Furthermore, each firm agrees to indemnify and hold harmless the Town and each of its officers, employees, from costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret.

Conditions, Clarifications and Reservations

The Town reserves the sole discretion and right to 1) reject any or all responses, 2) waive informalities in a response, 3) select a firm that has submitted a fully responsive Statement of Qualifications and who is determined by the Town to be a professional, qualified firm to be in the best interest of the Town, or 4) take whatever action or make whatever decision it determines to be appropriate. The Town of Ranlo assumes no obligation in this general solicitation of Statements of Qualifications and all costs and expenses of responding to this RFQ shall be borne by the interested firms or individuals.