

TOWN OF HOLDEN BEACH, NORTH CAROLINA
REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECTURAL & ENGINEERING DESIGN SERVICES FOR
FIRE DEPARTMENT STATION FACILITY

Issue Date: October 2, 2026

Submission Deadline: November 6, 2026, by 4:00 p.m. EST

Questions Due By: October 21, 2026, by 4:00 p.m. EST

Contact: Mr. Bryan Chadwick, Town Manager

Address: 110 Rothschild Street, Holden Beach, NC 28462

Phone: (910) 842-6488

Email: bryan.chadwick@hbtownhall.com

I. Introduction

The Town of Holden Beach is soliciting Statements of Qualifications (SOQs) from qualified architectural and engineering firms to provide comprehensive design and related professional services for the development of a new Fire Department Station Facility. This procurement is being conducted in accordance with N.C. General Statute 143-64.31, which requires the qualifications-based selection (QBS) of architectural, engineering, and surveying services. No pricing, fee schedules, or cost proposals are to be submitted. Any SOQ containing pricing will be disqualified.

The project site is located at 574 Ocean Boulevard West, Holden Beach, North Carolina. The facility will be owned by the Town and is intended to be utilized and staffed by the Tri-Beach Fire Department through a contractual agreement and serve as the station on the island. It will provide operational readiness, administrative support, training capabilities, and some capacity for future growth within the Town. The project is expected to be funded through multiple funding options.

II. Project Overview

The proposed facility is anticipated to be approximately 8,750 square feet and will include:
Facility Components

- Three (3) Apparatus Bays
 - Indoor, climate-controlled storage area for two (2) fire engines
 - Support vehicles and equipment
- Crew Quarters
 - Sleeping quarters for 7 personnel with an appropriate number of showers

- Storage & Apparatus Areas
 - Space for fire tools and equipment
- Common Fitness/Exercise area
- Separate Areas
 - Kitchen and day room/lounge space for personnel
- Administrative Space
 - Administrative office
 - Conference room
- Training Space
 - Fire Training room
- Site Development
 - Site circulation and access planning for fire apparatus, staff vehicles, visitors, and deliveries
 - Parking areas for employees and visitors
 - Consideration of emergency vehicle ingress/egress, traffic flow, and stormwater management
 - Accommodation of emergency generator, fuel storage, and supporting infrastructure

Required Design Disciplines

The selected firm will be responsible for providing or subcontracting:

- Architecture
- Structural Engineering
- Mechanical, Electrical & Plumbing (MEP)
- Site/Civil Engineering
- Code compliance review and permitting assistance
- Construction administration services

III. Submission Requirements

Interested firms must submit a complete Statement of Qualifications (SOQ) that includes the following information:

- ✓ Firm Identification
 - Legal name, address, professional licensures, and office where the work will be performed
- ✓ Firm Background
 - Brief history, overview of services, and areas of expertise

- ✓ Relevant Experience
 - Demonstrated experience in planning, designing, and managing the construction of EMS stations, fire stations, public safety buildings, or similar government facilities
 - Experience working with North Carolina counties or municipalities
- ✓ Project Team
 - Identification of the project licensed individual and key personnel
 - Résumés summarizing qualifications, professional licensures, certifications, and relevant experience
- ✓ Similar Projects
 - Detailed descriptions of comparable completed projects
- ✓ Current Workload
 - Disclosure of existing commitments for key personnel during the anticipated project period
- ✓ References
 - At least three (3) references from governmental or non-profit Fire/EMS clients within the past five (5) years, including contact names, phone numbers, and project descriptions
- ✓ Additional Information
 - Any other data that demonstrates the firm's qualifications, capabilities, and capacity

**Note: No financial or pricing information should be included in the SOQ.
The SOQ should be limited to no more than thirty (30) pages in length.**

IV. Questions & Clarifications

All questions regarding this RFQ should be submitted via email to:

Mr. Bryan R. Chadwick
Town Manager
Email: bryan.chadwick@hbtownhall.com
Deadline for questions: October 21, 2026, by 4:00 p.m. EST

V. Submittal Instructions

Completed Statements of Qualifications must be delivered no later than:

(November 6, 2026, by 4:00 p.m. EST)
To: Ms. Heather Finnell, Town Clerk
Email: heather@hbtownhall.com
110 Rothschild Street, Holden Beach, NC 28462

Submittals received after the stated deadline will not be considered.

VI. Evaluation & Selection Process

Evaluation of SOQs will be based on the following weighted criteria:

- ✓ Relevant Experience with Emergency Services Facilities, Ability to successfully design Fire or similar facilities; understanding of client needs. 35%
- ✓ Experience & Qualifications of Proposed Staff Expertise of the lead licensed individual and team; ability to minimize change orders related to design issues. 30%
- ✓ Capacity & Ability to Meet Project Schedule Availability of key staff and ability to perform work within expected timeframe. 20%
- ✓ Financial Stability & Liability Coverage, Adequacy of the firm's resources and accounting systems. 5%
- ✓ Professional Reputation & Past Performance Ethical standing, client satisfaction, budget adherence, and quality of construction administration. 10%

SELECTION PROCESS

Phase I – Qualifications Review

SOQs will be reviewed and scored. The highest-ranked firms will advance to Phase II.

Phase II – Interviews/Presentations

Shortlisted firms will be invited to provide a 30-minute presentation, including a 10-minute Q&A.

Phase III – Board of Commissioners approval for Contract Negotiation

The Town will negotiate a contract with the highest-ranked firm. If an agreement cannot be reached, negotiations will proceed with the next ranked firm.

Selection will be made solely on the basis of demonstrated competence and qualifications, consistent with G.S. 143-64.31.

VII. Reservation of Rights

Holden Beach reserves the right to:

- ✓ Reject any or all submissions
- ✓ Request additional information
- ✓ Waive informalities or irregularities
- ✓ Cancel or amend the RFQ if it is in the Town's best interest

Submission of an SOQ indicates acceptance of the terms and conditions of this RFQ.