



Gaston County Office of Capital Improvements

Request for Qualifications for Professional Architectural & Engineering Services

Transfer Station Feasibility Study

Gaston County, North Carolina
City of Gastonia, North Carolina

September 15, 2026

I. PUBLIC NOTICE

The County is soliciting Statements of Qualification (SOQ) from interested and qualified firms to provide professional Architectural and Engineering services related to the “Transfer Station Feasibility Study” (hereafter referred to as the PROJECT). The County is seeking firms whose combination of experience and expertise will provide timely, professional service to the County.

Information related to this solicitation, including any addenda, will be posted on the Duncan Parnell online bid room at: bidroom.duncan-parnell.com
Firms are encouraged to register on the bid room to receive automatic notifications of addenda, although registration is not required to submit an SOQ.

For questions related to this solicitation contact:

Marcie Smith, Senior Project Manager
marcie.smith@gastongov.com
704-866-3780

II. INTRODUCTION / BACKGROUND

Gaston County and the City of Gastonia are exploring opportunities to coordinate and potentially combine certain aspects of their solid waste and recycling operations in order to achieve greater efficiency, enhance service delivery, and identify potential cost savings. As both organizations continue to evaluate their long-term solid waste management needs, collaboration may provide opportunities to better utilize existing resources and infrastructure while planning for future growth.

III. PROPOSED SCOPE OF WORK

This feasibility study will evaluate the potential need, location, operational considerations, costs, and overall benefits associated with a transfer station. The study will also consider opportunities for Gaston County and the City of Gastonia to coordinate solid waste and recycling services in a manner that could improve operational efficiency, reduce transportation and disposal costs, and provide a sustainable long-term solution for the growing southern portion of the County. The study is intended to provide the information necessary for both jurisdictions to evaluate potential infrastructure and service delivery options and determine whether a transfer station would provide operational or financial benefits. Anticipated deliverables include: (1) a Feasibility Study Report addressing needs assessment, site screening criteria, conceptual siting options, throughput sizing, capital and operating cost estimates, and

financial/rate implications; (2) presentation materials for both jurisdictions' governing bodies; and (3) an implementation recommendation memorandum. The County anticipates completing the study by June 30, 2027 (?).

The selected firm will be required to participate in a collaborative process and to work with the County and City and their overall Project team. The Selected Firm may also be asked to prepare further drawings, renderings, and other materials for presentation of the Project to other entities. This RFQ is for the Feasibility Study phase only. Subsequent Preliminary Design services will be procured through a separate RFP and are not included in this solicitation. Full design services are not anticipated to be awarded under this RFQ

IV. GENERAL SUBMITTAL REQUIREMENTS AND FORMAT

The County invites all interested and qualified Architectural and Engineering firms to submit qualification statements in accordance with the following requirements. Firms will not be considered unless the minimum qualifications are met:

- Firm must be properly registered with the Office of the Secretary of State of North Carolina (as applicable);
- Firm must be licensed by the North Carolina Board of Examiners for Engineers & Surveyors (as applicable); and
- Firm must be licensed by the North Carolina Board of Architecture and Registered Interior Designers (as applicable).

Responses should be prepared simply and economically, providing a straightforward and concise description of the Responder's experience and qualifications related to proposed scope of services.

The Statement of Qualifications package should consist of a cover letter, responses to the specific inquiries in this Section, and a set of completed Required Forms (1-4), attached to this RFQ.

SOQs are limited to a maximum of 10 pages printed on both sides, excluding required forms, covers, sub-tabs and dividers. SOQs should be printed on 8-1/2" x 11" paper; however, pages with organizational charts, matrices, or diagrams may be printed on larger sheets. Type size should be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc., while maintaining legibility. Required forms, covers, sub-tabs and dividers do not count toward the page limit. Non-conforming submissions may be removed from consideration at the sole discretion of the County. If the firm prefers to submit hard copies, please submit packages comprised of materials that are easily recyclable or reusable at the conclusion of the evaluation process.

SOQ packages shall be arranged as follows:

Cover Letter/ Letter of Introduction

Provide a letter of introduction for the firm and identify any ideas, thoughts or concepts that differentiate your firm from the competition. Describe the firm's origin, background, current size, financial capacity, available resources, general organization, and company headquarters.

Please make sure there is a current **contact name, phone number and email address** for correspondence regarding this submittal. State any conflicts of interest your firm or any key team member may have with this Project.

Identify and describe any pending claims, disputes, and/or litigation and any that occurred within the past five (5) years involving your firm or any of your proposed subconsultants. With respect to resolved matters, describe the outcome.

Relevant Experience and Capabilities:

List up to three (3) relevant, similar projects either currently in progress or having been completed in the past five (5) years, containing work comparable to the specific Project that is being pursued, as follows:

- List only projects involving key team members or subconsultants proposed for this Project.
- List projects in date order with newest projects listed first and include the following:
 - Brief project description;
 - Owner's representative having knowledge of the firm's work, include the contact name, phone, email, address; highlight any past similar work performed with proposed sub-consultants;
 - Contract dollar amount and total time period involved. Demonstrate your firm's previous successes in being able to deliver similar projects on time and at or under budget;
 - Discuss the methods, approach and controls used on the project in order to complete it in an effective, timely, economical, and professional manner; and
 - References from previous clients with current contact information.

The Firm and Key Members

Provide an organization chart of *all* key team members who will be directly involved in providing services, including any subconsultants, to be assigned specifically to this project.

Identify the project manager and key personnel who will be DIRECTLY responsible for the project, along with summaries of their **relevant** project experience.

Names, location, and background information, including experience of sub consultants who will be performing other portions of the work.

Briefly discuss availability of key team members by providing a list of current projects/work for each key team member. Describe a specific project or example that illustrates your team availability and responsiveness.

Project Understanding. Methodology and Approach

Discuss the Firm's understanding of the Project objectives and describe the proposed project approach to deliver the Services in an effective, timely and professional manner. Describe any methods the firm intends to use to reduce project costs. Outline the project plans, structure and services to be provided and how and when these services shall be provided. This description should fully and completely demonstrate the proposer's intended methods for servicing the requirements of all aspects of the Project set forth herein.

Describe any support needed from County staff in order to execute the Services.

Describe the firm's Project Management and Quality Control procedures, processes for performance, and past involvement in projects of similar nature to those anticipated as a result of this solicitation.

Discuss the firm's Management and Quality Control procedures related to subconsultants.

Discuss the firm's processes and procedures for meeting schedules and budgets.

Required Forms

Forms 1-4 shall be completed and submitted with the SOQ. Required Forms will not be counted toward the page limit.

V. EVALUATION CRITERIA

The County is requesting the services of an experienced and qualified architectural or engineering firm with applicable experience to meet the specific needs of the County. Responder's submittal package will be evaluated based on the firm's overall ability to meet the requirements in this RFQ; however, a Responder's relevant background and experience (both the firm itself and the key personnel assigned to the Project) will be a major factor of consideration in the County's

selection process. Selection will be based on qualifications alone, and fee negotiation will be conducted with the most qualified firm following ranking, in accordance with G.S. 143-64.31.

1. **Relevant Experience and Capabilities 45%** = Team's experience, knowledge, familiarity and past performance with similar relevant projects.
2. **Project Understanding 45%** = Firm's understanding of the specific project and their responsibility in delivering services advertised for the project.
3. **Adherence to RFQ Requirements 10%** = Thoroughness of the submittal package as it relates to the RFQ instructions and demonstration of Firm's ability to produce a product that adheres to the submittal criteria.

Any questions should be directed to Marcie Smith, Senior Project Manager, at:

704-866-3780

Marcie.smith@gastongov.com

VI. SCHEDULE

- *Submittal Deadlines*

Interested firms should email a fully completed SOQ as outlined herein no later than **5:00 P.M., October 5, 2026** to **Marcie Smith:**

Marcie.smith@gastongov.com

The County and City reserve the right to cancel this RFQ for any reason without any liability or to waive any irregularities at their discretion. Please note that the overall Statement of Qualifications / Response should be limited to a maximum of 10 pages printed on both sides, excluding required forms, covers, sub-tabs and dividers.

Preferred method of submission is via email.

- *Deadline for Questions*

Any questions shall be submitted by **5:00 P.M. September 25, 2026** via email to:

Marcie.smith@gastongov.com

- *Selections/Interviews*

October, 2026

Shortlisted firms will be notified after October 15, 2026. Interviews will be held virtually or in person in Gastonia, with the format to be confirmed upon selection.

- *Scoping Meetings*

November, 2026

- *County Commission Consideration of Award*

December 17, 2026 or January 27, 2027

- *City Council Consideration of Award*
December 15, 2026 or January 12, 2027

Anticipated Notice to Proceed: within 30 days of Commission and Council award approval, subject to funding confirmation and contract execution.

VII. ADDITIONAL INFORMATION

- **Addenda:**

In order to clarify or modify any part of this RFQ, addenda may be posted at Duncan Parnell's bid room: bidroom.duncan-parnell.com. Any requests for additional information or clarifications should be submitted in writing to the Project Manager listed in Section I. Public Notice by the "Deadline for Questions" stated in Section VI – Schedule.

- **Public Records:**

Upon receipt by the County, all proposal packages are considered a public record except for material that qualifies as "Confidential Information" under North Carolina General Statutes § 132-1.2.

As a condition to confidential treatment, each page containing a "Trade Secret" as defined in North Carolina General Statutes § 66-152(3), must be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Proposer. Any pages marked as confidential must be submitted with one (1) additional redacted copy of that page. The County will not be responsible for redacting confidential information for public records requests.

In submitting a SOQ, each firm agrees to indemnify and hold harmless the 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.

- **Clarification of Submittal:**

The County reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information.

- **Conditions and Reservations:**

The County reserves the right to reject any and all responses to the RFQ, or to accept any Statement of Qualification response deemed to be in the best interest of the County. A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind by the County. The response does not commit the County to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract.

- **Equal Opportunity:**

The firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin.

- **E-Verify Certification:**

The firm shall comply with requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, and shall require each of its subcontractors to do so as well.

- **Communication:**

All communications, clarifications, amendments, questions, responses, or any other matters related to this RFQ must be made only through the Project Manager noted within this RFQ. No contact regarding this document with other County employees or elected or appointed officials is permitted and may be grounds for disqualification.

REQUIRED Form 1 – Execution of SOQ

PROJECT NAME: Transfer Station Feasibility Study

The person executing the SOQ, on behalf of the Firm being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the Firm has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of full and open competition in connection with any proposal or contract, that the Consultant has not been convicted of violating North Carolina General Statute 133-24 within the last three years, and that the Firm intends to do the work with its own bona fide employees or subcontractors and is not proposing for the benefit of another company.

Submission of a response to this RFQ constitutes certification that the Firm and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency. Submission is also agreement that the County will be notified of any change in this status.

NC General Statute 133-32 and County Policy prohibit any gift from anyone with a contract with the County, or from any person seeking to do business with the County. By execution of this SOQ, you attest, for your organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

The information contained in this SOQ, including its forms and other documents, delivered or to be delivered to the County is true, accurate, and complete. This SOQ includes all information necessary to ensure that the statements therein do not in whole or in part mislead the County as to any material facts.

Type of Consultant:

(check 1 box)

☐ **Sole Proprietor**

☐ **Partnership**

☐ **Corporation** _____ *(identify the State of incorporation)*

☐ **Limited Liability Company** _____ *(identify the State of incorporation)*

Company Legal Name:

Mailing Address:

City/State/Zip:

Phone:

Email:

Printed Name:

Title:

Signature:

Date:

REQUIRED Form 2 – Vendor Debarment Certification

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The bidder, contractor, or subcontractor, as appropriate, certifies to the best of its knowledge and belief that neither it nor any of its officers, directors, or managers who will be working under this Agreement, or persons or entities holding a greater than 10% equity interest in it (collectively "Principals"):

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency in the United States;
2. Have within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state anti-trust or procurement statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally or civilly charged by a government entity, (federal, state or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
4. Have within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award or in some instances, criminal prosecution.

☐ **I hereby certify as stated above:**

(Print Name)

Signature

Title

Date

☐ **I am unable to certify to one or more the above statements. Attached is my explanation. [Check box if applicable]**

(Print Name)

Signature

Title

Date

REQUIRED Form 3 – Byrd Anti-Lobbying Certification

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of and Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96)].
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including all subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

_____(the "Company"), certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Company understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

(Print Name)

Company Name

Authorized Signature

Address

Date

City/State/Zip

REQUIRED Form 4 – Key Team Member Matrix

(Attach additional sheets as necessary for sub-consultants)

KEY TEAM MEMBERS	Key Team Member 1	Key Team Member 2	Key Team Member 3
Name			
Professional Certifications/Licenses (include Certification/License #)			
Relevant Academic Degree(s)			
Proposed Role/Function for Projects	Project Manager		
Team Member's Office Location (City, State)			
Number of Years with Current Firm			
Number of Years of Relevant Experience			
Availability to provide Services for this Project			
List Notable Projects/Experience			