

# **Request for Qualifications (RFQ)**

## **On-Call Architectural Services**

Southwestern Commission Council of Governments  
125 Bonnie Lane  
Sylva, NC 28779

### **Description:**

The U.S. Economic Development Administration (EDA) has announced the FY 2025 Disaster Supplemental funding opportunity to support a range of construction and non-construction projects in areas affected by federally declared major disasters under the Robert T. Stafford Disaster Relief and Emergency Assistance Act in 2023 and 2024. Grant awards will range from \$250,000 to \$20 million and are available to eligible government entities.

A number of North Carolina counties are eligible due to the significant impacts of Tropical Storm Helene in 2024 (per DR-4827-NC).

To support local government applications for this funding, as well as for other funding opportunities ranging from state to federal to private sources, the Southwestern Commission, a regional council of government, will coordinate the development of Preliminary Engineering Reports (PERs), also known as pre-design reports and/or Preliminary Architecture Reports, for a variety of building construction projects.

This RFQ is supplementary to a previous RFQ process completed in July–August 2025. Through that process, four engineering firms were retained under master service agreements to support the PER process. Given the increased demand for a broader scope of services, including building construction, Southwestern Commission staff determined that it would be beneficial to retain one or more architecture firms to provide architectural services.

The Southwestern Commission intends to retain qualified architectural firms on an as-needed basis to produce PERs for eligible storm-related projects in the following North Carolina counties and the Qualla Boundary, with priority given to those most heavily impacted:

- Avery
- Buncombe
- Burke
- Cherokee

- Clay
- Graham
- Haywood
- Henderson
- Jackson
- Macon
- Madison
- McDowell
- Mitchell
- Polk
- Rutherford
- Swain
- Transylvania
- Yancey

Selected firms will be expected to provide the following services:

- Preparation of a complete Preliminary Engineering Report in a format that meets EDA application requirements or other funder requirements, as relevant (EDA applications require the full completion of federal form ED-900C. To access this form click [here](#) and download the “Related Documents” zip file).
- Coordination with local governments and Commission staff throughout the development process.

The Southwestern Commission reserves the right to withhold award of this project in the event that anticipated funding is reduced or becomes unavailable.

#### **Further Details:**

There is no fixed deadline for EDA Disaster Supplemental applications; instead, they are accepted on a rolling basis. Projects are expected to fall within the implementation and readiness phases, and **timely preparation of Preliminary Engineering Reports (PERs) is essential to meet the program’s goals and objectives.**

This RFQ seeks to identify firms qualified to complete Preliminary Engineering Reports (PERs) for building construction projects in storm-affected areas. These projects may include a variety of building types, including academic facilities, public governmental structures, business parks, and private industry facilities.

***Responding firms must acknowledge that any Preliminary Engineering Report (PER) developed under this solicitation must comply with the procurement standards set forth in 2 CFR 200 for activities associated with a proposed federal award.***

Multiple service agreement contracts may be awarded.

The Commission reserves the right to choose the best-qualified applicant or to reject all applicants.

Any subcontracting initially expected must be disclosed in writing to the Commission.

Any addendums to this request will be posted on the Commission website, and it is the responsibility of the submitter to access and understand this RFQ and any addendums.

Submit responses to **Anne Wade at [anne@regiona.org](mailto:anne@regiona.org)**.

For firms or individuals responding to this request, please provide your qualifications by no later than **January 12<sup>th</sup>, 2026**.

Use **'RFQ for On-Call Architectural Services Response'** in the Subject line of your email submission.

### **Submittal Requirements:**

1. The submitter must provide three professional references of clients within the last five (5) years who can attest to the quality of the company's professional services. Each must be listed within the submitted proposal as "References" with the following:

- Contact person, e-mail address, telephone number, and nature of relationship;
- Description of services routinely performed for the client; and,
- Name and location of two projects in which the company's design work is observable and foundational to the project.

2. Submitter must concisely address the following within the submitted proposal as "Narrative":

- Firm's history: briefly summarize;
- Qualifications: summarize staff's unique skillset/qualifications for this type of work;
- Experience: summarize experience with similar public-sector work as outlined within this RFQ, noting any NC-specific expertise;
- Staff: identify the principal architects(s) and key personnel who would be assigned to the Commission's work, along with qualifications;

- Speed of Delivery: Capacity of firm to complete and submit Preliminary Engineering Reports (PERs) in a timely manner.
- Location: state the office(s) that would primarily serve the Commission;
- Litigation history: summarize and briefly document any history of litigation associated with performance and/or professional liability; and,
- Rate schedule: submit personnel hourly rate schedule. **\*\*\*DO NOT INCLUDE A PRICED PROPOSAL\*\*\***

For firms or individuals responding to this request, please provide your qualifications by no later than **January 12<sup>th</sup>, 2026.**

Submit responses to **Anne Wade** at **[anne@regiona.org](mailto:anne@regiona.org)**.

Use **'RFQ for On-Call Architectural Services Response'** in the Subject line of your email submission.

### **Selection Process and Criteria:**

The Commission will conduct an impartial evaluation of all submittals that are received in accordance with the provisions of this RFQ.

The Commission will appoint a selection committee to perform the evaluations. Interviews are possible but not anticipated before final selection is made.

The selection of the firm will be based on proposal information exhibited in both written and graphical form, past performance working on similar projects, and/or reference checks. Criteria for selection will include but not be limited to the following (in no order):

- Relevant experience, expertise, and qualification of the firm and project team members.
- Qualifications of designated project manager(s).
- Reference check and performance on similar contracts/projects.
- Project management approach and process, including speed of PER development.
- Project team location. Preference will be given to firms that have demonstrated responsiveness and have a strong local staff available.

The Commission reserves the right to obtain clarification of any point in a qualification package or to obtain additional information. The Commission reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses, or to take any action that is in the best interest of the Commission. The Commission reserves the right to waive technicalities or formalities and to base the final number of selected firms solely on the Commission's needs.