Request for Qualifications

Architectural and Engineering Services
Facility-Based Crisis Center Upfit
Burke County, NC

RFQ-2026-0518

April 27, 2026

Burke County Finance Office
Attn: Brian Nieft
200 Avery Ave.
Morganton, NC 28655

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1. Introduction

Burke County is seeking to obtain professional architectural and engineering services for the design and renovation of a newly acquired property located at 722 E. Union Street, Morganton, NC 28655, to be converted into a 16-bed Facility-Based Crisis (FBC) Center.

The selected firm will provide full architectural and engineering services including planning, design, permitting, construction documents, bidding support, and construction administration. The project will be delivered using a Design-Bid-Build approach.

The submittal deadline is Monday, May 18, 2026, at 2:00pm.

The firm's qualification package shall be submitted as an electronic PDF on a USB thumb drive, and five (5) paper copies in a sealed envelope/box.

The envelope/box shall be labeled with the firm's name and RFQ-2026-0518 on the outside.

Qualification packages can be submitted by any one of the following methods:

Mail:	Burke County Finance Office Attn: Brian Nieft PO Box 219 Morganton, NC 28680
Delivery/FedEx/UPS/Courier:	Burke County Finance Office Attn: Brian Nieft 200 Avery Ave. Morganton, NC 28655

No pre-bid meeting will take place.

Administrative and Scope questions can be emailed to purchasing@burkenc.org no later than 5:00pm, on Monday, May 4, 2026. Answers to all submitted questions will be posted on the website below and provided to all those who submitted questions.

Any bid received later than the specified date and time will not be accepted or considered.

No public bid opening will take place; the bid results will be posted on the County website.

Please visit www.burkenc.org/Bids.aspx to download this information and any updates on the project.

2. Overview

Burke County Government is seeking a qualified professional, technical, and advisory services for the design and renovation of an existing facility located at 722 E. Union Street, Morganton, NC, into a licensed 16-bed Facility-Based Crisis (FBC) Center.

The project will include the renovation of an approximately 6,800 square-foot single-story building, as well as evaluation and design for a potential building expansion to support the full operational and clinical requirements of the Facility-Based Crisis program.

The selected firm will be responsible for developing a design that meets all applicable requirements of:

- NC Medicaid Clinical Coverage Policy 8A
- State-Funded Facility-Based Crisis Service Definitions
- Division of Health Service Regulation licensure and physical plant requirements

The County anticipates that additional square footage may be necessary to fully support a 16-bed Facility-Based Crisis model. Final program size and layout will be determined through the design process in collaboration with Burke County and project partners.

3. General Requirements

3.1. The RFQ contact form must be signed and returned with firm's proposal package for the services and deliverables described in Section 5 - Scope of Work.

3.2. The County will not be bound to act by any communication or proposal submitted by firms other than in accordance with this RFQ.

3.3. Firm's questions and the County's responses may or may not be forwarded to all firms. The County reserves the right to communicate all or part of the questions and responses, with all, or certain firms.

3.4. By submitting a proposal package in response to this RFQ, firm is deemed to accept the award selection process and criteria and County's discretion in connection with such process and criteria.

3.5. By submitting a proposal package in response to this RFQ, the firm acknowledges and waives any claim for compensation of any kind whatsoever against the County or any of its Representatives (as defined below), as a result of its submission, any decision made by the County during the RFQ process, including when acting in its sole discretion, or arising in any other manner from its participation in this RFQ.

3.6. Services shall be performed under the direction and supervision of qualified personnel and an engineer or architect duly licensed and authorized to conduct a practice in the State of North Carolina.

3.7. Firm must have at least ten (10) years of relevant experience in the design of similar projects. Preference may be given to those who have had experience developing and designing projects in North Carolina.

3.8. Firms must demonstrate the ability to provide comprehensive architectural and engineering services for a highly regulated healthcare environment and coordinate effectively with multiple stakeholders, including local government, healthcare providers, and regulatory agencies.

4. Firm's Affirmations

4.1. By submitting its qualifications, the firm represents and warrants the following:

a. This RFQ is a solicitation for professional proposals and is not a contract or an offer to contract.
b. The submission of a proposal package by the firm in response to this RFQ will not create a contract between the County and firm.

4.2. The County makes no representation or warranty, written or oral, that one or more contracts will be awarded under this RFQ; and

4.3. The firm will bear, as its sole risk and responsibility, any cost arising from firm's preparation of a response to this RFQ and, as applicable, contract negotiations.

4.4. The firm is a reputable person that is lawfully and regularly engaged in providing and/or performing the *Professional Services*.

4.5. The firm has the necessary experience, knowledge, abilities, skills, and resources to provide the *Deliverables* and/or perform the *Professional Services* upon the terms and conditions specified in this RFQ.

4.6. The firm is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances including, without limitation, those relating to bid rigging.

4.7. The firm understands:

a. The requirements and specifications set forth in this RFQ and
b. The terms and conditions set forth under which the firm will be required to operate.

4.8. If selected by the County, the firm will not delegate any of its duties or responsibilities under this RFQ or any resulting contract to any subcontractor, except as expressly provided in the qualifications.

4.9. If selected by the County, the firm will maintain any insurance coverage required by the contract during the term thereof.

4.10. All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true and accurate. The firm acknowledges that the County will rely on such statements, information and representations in selecting the successful professional services provider. If selected by the County, the firm will notify the County immediately of any material

change in any matters regarding the firm's responses to questions asked by the county, any documentation the firm has provided or any change that would materially impact the firm's ability to execute and complete the project as agreed upon.

4.11. The firm has not given or offered to give to the County or any of its Representatives nor does it intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service in connection with its submitted quotation.

4.12. The firm certifies that other than the relationships which have been previously disclosed to the County in writing:

a. No relationship, whether by blood, marriage, business association, capital funding agreement or any other such kinship or connection exists between the owner of any firm that is a sole proprietorship, the officers or directors of any firm that is a corporation, the partners of any firm that is a partnership, the joint ventures of any firm that is a joint venture or the members or managers of any firm that is a limited liability company, on one hand, and an employee of any affiliate of the County, on the other hand, and

b. The firm or any of its officers, directors and shareholders/partners has not been an employee of the County within the immediate twelve (12) months prior to the submittal deadline of this RFQ. All disclosures by firm in connection with this certification will be subject to administrative review and approval before the County enters into a purchase order, contract or agreement with firm.

4.13. The firm represents and warrants that no proceedings have been taken or authorized by it or by any other person with respect to the bankruptcy, insolvency, liquidation, dissolution or winding up of the firm nor, to the knowledge of the firm, has anyone threaten to take any such proceedings against it.

5. Scope of Work

The scope of work shall consist of:

5.1. **Planning and Assessment**

The selected firm shall:

a. Conduct regular meetings with the FBC planning team
b. Evaluate existing building conditions and suitability for conversion to a Facility-Based Crisis (FBC) Center
c. Conduct space programming and needs assessment in coordination with Burke County and Partners Health Management
d. Identify constraints and opportunities within the existing structure and site
e. Develop conceptual layouts that support clinical workflow, safety, and regulatory compliance.

5.2. **Building Expansion and Site Evaluation**

The selected firm shall evaluate the feasibility of expanding the existing structure and develop design options accordingly.

This includes:

a. Assessment of site conditions including:
   - Available land area
   - Parking capacity and circulation
   - Utility capacity and infrastructure
   - Emergency access and transport routes

a. Development of conceptual options that may include:
   - Additional patient rooms or clinical space
   - Intake, triage, and observation areas.
   - Staff, administrative, and support functions.

The firm shall provide recommendations regarding optimal building configuration, phasing considerations, and cost implications of each option.

5.3. **Design and Engineering**

The selected firm shall:

a. Prepare complete architectural and engineering design documents for the selected approach.
b. Provide full design for:
   - Mechanical systems
   - Electrical systems
   - Plumbing systems
   - Fire Protection systems.
c. Design for a secure facility capable of supporting both voluntary and involuntary (IVC) admissions.
d. Incorporate appropriate security and access control systems.

5.4. **Behavioral Health Design Requirements**

The design must reflect best practices for behavioral health and crisis stabilization environments.

This includes:

a. Ligature-resistant fixtures and materials
b. Clear and continuous lines of sight for patient observation
c. Secure and controlled entry and exit points
d. Separation of patient, staff, and public circulation areas
e. Trauma-informed design principles
f. Functional integration of intake, stabilization, treatment, and discharge areas

5.5. **Regulatory Compliance**

The selected firm shall:

a. Ensure compliance with Division of Health Service Regulation (DHSR) licensure requirements
b. Align all plans with:
   - NC Medicaid Clinical Coverage Policy 8A
   - State-Funded Facility-Based Crisis Service Definitions
c. Prepare and submit all required permits and documentation
d. Coordinate with local, state, and federal agencies as needed

5.6. **Construction Documents and Cost Estimation**

The selected firm shall:

a. Prepare and submit architectural and civil design plans and proposed schedule for review and comment
b. Design renovation drawings
c. Prepare bid-ready construction documents
d. Develop detailed cost estimates for:
   - Renovation of the existing structure
   - Any proposed expansion
e. Provide value engineering recommendations
f. Include detailed owner contingency projections

5.7. **Bidding and Construction Administration**

The selected firm shall:

a. Assist with contractor procurement and bid evaluation
b. Provide construction administration services including site visits and coordination
c. Provide inspection support, if requested
d. Support project closeout documentation
e. Obtaining all associated governmental and environmental permits required

6. Submission Requirements

6.1. **Contact:** All completed documents constituting your proposal, as well as any questions or clarifications concerning this RFP must be submitted to the County's representative identified on page 3 of this RFQ.

6.2. **Timeline:** The proposal package must be received on or before the submittal deadline (date and time) specified on page 3 of this RFQ. The County reserves the right, but has no obligation, to accept a qualification package submitted after the deadline and to amend the timeline. If a change to the timeline is required, the County will communicate the change to the firm(s).

6.3. **Proposal Format:** Proposals shall not exceed fifteen (15) pages, excluding cover page, cover letter, RFQ contact form, and table of contents. Pages may be printed front and back and shall be no smaller than 11-point font.

6.4. **Proposal Content:** All proposals must contain the following items:

a. Letter of Introduction

- 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
- Provide a 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

b. Project Approach
- Describe the firm's understanding of Facility-Based Crisis design requirements
- Outline approach to regulatory compliance and coordination with DHSR
- Include strategies for managing cost, schedule, and risk

c. Relevant Project Experience
- Provide examples of similar projects, including healthcare, behavioral health, or secure facilities
- Include experience with renovation and adaptive reuse projects
- Include public sector project experience, if applicable

d. Project Team
- Provide an organizational chart identifying all staff and subconsultants
- Define roles, responsibilities, and task assignments

e. Qualifications of Personnel
- Provide qualifications, certifications, and licenses
- Include relevant project experience for key personnel

f. Project Schedule
- Provide a proposed timeline for design, permitting, and construction readiness
- Include key milestones

g. References
- Provide three (3) references for similar projects that have been completed withing five (5) years.
- Reference information must include name of project, date of completion, firms involved and contact information.

h. Cost
- No pricing is to be included in the proposal since this is a Request for Qualifications (RFQ) based selection process.

7. Insurance Requirements

7.1. Firms must provide general liability insurance, with a combined single limit of $1,000,000 for each occurrence and $2,000,000 in the aggregate or as otherwise specified in addendum, whichever is greater.

7.2. If a firm is selected, a certificate of insurance that names the County as a Certificate Holder must be provided as part of the contracting process.

8. Selection

The County will form a selection committee that will evaluate the submittals received. The County will review all requests, evaluate required criteria, select a firm and enter into negotiations with the selected firm, or select a short list for interviews, then complete the process

Each of the criteria listed in this outline will be evaluated on how fully each submittal meets the requirements, and each will be ranked. Particular emphasis will be placed on the firm's past successful completion of similar projects shown by work summaries of the firm and individuals to do the work, and by references.

After selection of a firm, a contract will be prepared based on a negotiated Scope of Services and final fee proposal. Should the negotiations be unsuccessful with the number one ranked firm, negotiations will cease with that firm, and negotiations will begin with the number two ranked firm. This process will continue until a satisfactory contract is completed.

9. Right of Rejection or Modification

All submissions in response to this RFQ become the property of Burke County. The County reserves the right to accept or reject any or all documents received, to cancel this RFQ in part or in its entirety, or to waive irregularities. After submissions are reviewed, the County will select the firm(s) in the best interest of our agency. Burke County reserves the right to negotiate with the selected firm(s) to perform additional services on these or other projects.

10. Nondiscrimination & Equal Opportunity Employer

Burke County is an Equal Opportunity Employer and invites the submission of qualifications from all entities including those designated as minority and women-owned business enterprises (MWBE), historically underutilized businesses (HUB), and certified/registered Section 3 businesses. Burke County complies with all civil rights provisions of federal statutes and related authorities which prohibit discrimination in programs and activities receiving state and federal assistance. Burke County does not discriminate on the basis of race, sex, color, age, national origin, religion, or disability, in employment or provision of services.

To: Burke County Finance Office
ATTN: Brian Nieft
200 Avery Ave
Morganton, NC 28655

From: _____ Date: _____

_____

_____

_____

Principal Contact Information

_____ Signature	_____ Company Address Line 1
_____ Print Name	_____ Company Address Line 2
_____ License Number	_____ Work Phone
_____ Expiration Date	_____ Cell Phone
_____ Company Name	_____ Email