



**Lee County Government
North Carolina**

Development Services Department

Request for Qualifications #: 4850-01-26

**Architectural Firm for Design of
Lee County Warehouse and Office Renovations**

Date of Issue: 10/20/2025

Response Deadline: 11/20/2025 at 2:00 p.m.

Direct all inquiries concerning this RFQ to:

Brandon Key
Development Services Director
Lee County Government
115 Chatham Street
Sanford, NC 27330-4335
O: 919-718-4605 Ext. 5495

bkey@leecountync.gov | www.leecountync.gov

**LEE COUNTY GOVERNMENT
NORTH CAROLINA**

**Architectural Firm for Conceptual Design
Lee County Warehouse and Office Space Renovations**

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I. INTRODUCTION

Lee County Government (LCG) is seeking proposals for Architectural Conceptual Design Services and associated Construction Administration from qualified architectural firms (Firm) to develop plans for renovations at site 1605 + 1611 HAWKINS AVENUE, Sanford North Carolina.

- Renovation of 1611 (smaller building) – approximately 8,600 SF, to accommodate COLTS (County of Lee Transit System – a coordinated transit system that provides transportation services for the general public and human services agencies in Lee County) administration, operations staff, and vehicles onsite. Veterans Services operations are also intended to locate to this space and will require office space for staff to provide services to the public. Work should include construction and/or renovations of offices, breakroom, training room, bathrooms, and service bay updates to support both department operations. The space needed for COLTS and Veterans Services will not require use of the entire building and will leave some of the building space unoccupied.
- Improvements to 1605 (larger warehouse building) include only minor upgrades and repairs as required by code(s), to improve security to the facility, and any storage optimization needs.
- Site Improvements – updates to the entire site may include perimeter fencing with electronic gates for security. Parking for staff and public parking as required for department functionality along with parking and storage for County vehicles and equipment. Minimal landscaping repairs and updates are to be included as necessary.
- Additional scope includes a feasibility assessment to provide input on County department space needs solutions and recommendations for the unoccupied space. The feasibility assessment will help identify potential departments that can be located at this location in the future based on office space and parking requirements. Deliverables should include, but are not limited to:
 - 1611 (smaller building) - identify conceptual options for how space not included in the COLTS and Veterans renovation can be most efficiently converted for additional office and/or County operation space.
 - **Deliverable** – provide recommendations and conceptual renderings detailing options addressing operational space needs of County departments and estimated construction cost.
 - 1605 (larger building) – provide input on how current office space can potentially be renovated, reconfigured, or updated to provide maximum beneficial and most cost effective use. In addition to existing office layout, provide recommendations that can be implemented if additional ~10,000SF of unused warehouse space is used to construct additional operation space (current storage functionality must remain when considering additional office construction).
 - **Deliverable** - provide recommendations and conceptual renderings detailing potential options in conjunction with existing office reconfiguration and estimated construction cost. Reconfiguration of existing offices will be dependent upon structural evaluation of walls and load study of mezzanine.
 - Site – provide feasibility assessment to simulate parking options to accommodate maximum office construction in both buildings (as described above), ability to phase improvements with the current renovation scope while continuing to reserve sufficient space for emergency services equipment and trailer access to the building along with maneuverability through the site.
 - **Deliverable** – Provide summary of recommendations and conceptual renderings detailing options addressing parking needs to accommodate maximum office space if additional offices constructed within unused square footage for 1611 (small

building) and office renovation in 1605 (large warehouse) in addition to the potential office construction using up to 10,000 square feet of warehouse space adjacent to the current office layout. Storage functionality must remain when considering additional office construction.

II. DESCRIPTION OF PROJECT/SCOPE OF WORK

Architectural and Engineering Services shall consist of all work items necessary for validation of renovations, site & landscape planning, design development, plan submittals, City of Sanford Technical Review Committee approval, construction documents, contract documents and construction administration. Design should focus on immediate needs to allow site to support operations for COLTS and Veterans Services occupancy in the small building (1611 Hawkins Avenue) and utilize the large warehouse building (1605 Hawkins Avenue) for equipment storage. Work to Include site improvements for security, parking, and functionality for immediate occupation of both buildings.

Feasibility evaluation of site to provide input on maximum number of offices that can be constructed in 1611 (small building), maximum number of renovated offices (within current office layout) and newly constructed offices (up to additional ~10,000 square feet) in 1605 (large building), along with associated parking requirements to provide functionality to the site. Include estimated construction costs for additional office construction and parking requirements.

Project timeline includes preferred construction completion on or before April 2027.

SCOPE OUTLINE:

1. Entire SITE encompassing both buildings

- a. Security Fence with Gates**
 - i. Fence requirements for security
 - ii. Access Control Gates
- b. Site Clearing for additional Storage (Add Alternate) Options**
 - i. Identify potential areas to use for additional storage (if needed in future)
 - ii. Construction cost estimates for additional storage areas (if selected)
- c. Parking Lot Improvements for employees and public, including secured storage for county owned vehicles.**
 - i. PUBLIC ACCESS PARKING**
 - 1. Estimated at least 6-8 parking spaces needed for daily operations
 - 2. ADA parking per code
 - ii. EMPLOYEE PARKING - estimated 40 parking spaces total for staff**
 - 1. Small Building (1611) = 35 employees
 - 2. Large Building (1605) = 5 employees
 - a. Floating parking (1-2 hours intermittently)
 - b. Need ability to expand parking at large building in the future based on use of the building (do not provide detailed design of additional parking, but reserve space and provide options in consideration of more employee parking needed in the future)
 - iii. COUNTY VEHICLES SECURE PARKING**
 - 1. 23 vans Currently (operating out of small building (1611)
 - 2. Potential to Expand 2-3 vans in near future

- iv. Note: Primary intent for site to use parking lot surface (current pavement or asphalt) as it currently exists today and only consider improvements or surface upgrades needed for functionality.
- d. Signage - turnkey signage for informational, directional, site, fire and life safety signage
- e. Security Cameras
 - i. View of County vehicles (COLTS vans)
 - ii. View of equipment (internal)
 - iii. Gate (entrance & exit)
 - iv. Exterior doors (entry & exit of buildings)
- f. Minimal Landscape Design

2. SMALL BUILDING (1611 HAWKINS)

- a. Offices (COLTS) – Including but not limited to:
 - i. COLTS Administration - 9 offices
 - 1. 1 larger office for Dispatcher to work in shared space (~2 staff members)
 - 2. 7 offices for administration staff
 - 3. 1 office for director
 - ii. VETERANS SERVICES - needs 3 offices
 - 1. Offices positioned in proximity to lobby for public visitors
 - 2. Administration Desk positioned behind window for public visitors and to coordinate visits to staff in office
- b. Bathrooms
 - i. Staff – COLTS & VETERANS SERVICES to share
 - ii. Public – Small bathrooms for public access including ADA
- c. Training Room (~75) People – shared between departments as needed
- d. Smaller Conference Room (~6 people) – shared between departments as needed
- e. Breakroom (10-15) People – shared between departments as needed
- f. Janitor Closet – to support building
- g. Storage – to support office operations – shared between departments but separated/segmented.
 - i. Closet
 - ii. Space for filing cabinet and file storage
- h. Charging Station for COLTS Drivers (Tablets) – COLTS only
 - i. Tablets – ~ 25 (1 per driver)
 - ii. Dimensions (11" x 7.5" x 1")
 - iii. Need wall or cart charging to charge all at once
- i. Wall for COLT Driver Mailboxes – paper handouts and mail
- j. Garage Bay for Truck Servicing (Gates/Wash/Vacs/Air Compressor)
 - i. Building has existing service bays
 - ii. Update/renovate space needed to allow for servicing of vans
 - 1. Low level maintenance
 - 2. Space for 3rd party to use for lift service / maintenance on vans
- k. IT Closet – shared for building
- l. Lobby – Shared Use for COLTS & VETERANS
 - i. ADA Entrance
 - ii. Doors at Entrance
- m. Mechanical / Electrical / Plumbing updates to accommodate renovations
Exterior building Envelope evaluation and recommended updates.

- n. Exterior updates as needed for functionality.

3. LARGE BUILDING Warehouse Renovations (1605 HAWKINS)

Scope: Required updates or items needed by codes or functionality to immediately utilize space as secured storage for Lee County Emergency Management, Lee County Fire Marshal, and Lee County Sheriff's Office equipment.

- a. Minimal electrical evaluation for storage use (electrical drops)
- b. Minimal evaluation of building functionality (loading bays, interior fans, and heaters)
- c. Fans for Air Circulation
 - i. Evaluate current interior fans
 - ii. Recommend any changes or updates if needed
- d. Structural Evaluation of Mezzanine for load storage
- e. Code upgrades to building as required per change of use

4. FEASIBILITY ASSESSMENT of Additional Offices and Parking

Scope: Feasibility assessment requested to provide input to determine how many additional offices can be created within identified areas of both buildings, additional parking, and construction estimates.

- a) 1611 (small building) – scope includes all unused square footage that is not required to accommodate COLTS and Veterans Services.
- b) 1605 (large building) – scope includes current offices to be renovated and/or reconfigured for efficiency and potential ability to utilize up to additional ~10,000 square foot of adjacent unused warehouse space to construct offices.
- c) Parking needs to support additional offices constructed as described above in both buildings.

The following list includes (but is not limited to) tasks the Architectural Firm will be expected to perform once selected, after this competitive RFQ process:

- 1. Complete Architectural design services
- 2. Site planning for the proposed site improvements and renovations
- 3. Determine parking and landscape requirements
- 4. Submittal of the approved design to the city planning department for approval
- 5. Management of all engineering and specialty consultants
- 6. Mechanical Engineering
- 7. Electrical Engineering
- 8. Plumbing Engineering
- 9. Structural Engineering
- 10. Signage design - turnkey signage package for informational, directional, site, fire and life safety signage
- 11. Recommendation and selection of interior & exterior materials, finishes, and fixtures (based on budget availability)
- 12. Interior design services, including layout and furniture recommendations (only).
- 13. Cost estimate for project at design completion
- 14. Schedules, timelines, goals, and project milestones
- 15. Feasibility assessment of additional office space and parking options

Describe the time schedule for each proposed task and subtask. Indicate proposed work periods, milestones, and proposed completion dates, as well as anticipated meeting periods. In addition, sub-consultants should be identified in the scope of work.

LCG expects the Firm to prepare a comprehensive proposal with recommendations, actions, and procedures to accomplish each of the objectives set forth above. LCG seeks a Firm who is committed to providing high-quality work in a reasonable timeframe that meets all applicable local, state and federal regulations.

LCG shall provide all relevant data in its possession that pertains to this project in support of the Consultant's professional services. LCG assumes no responsibility whatsoever with respect to the sufficiency or accuracy of any information supplied. The Firm shall be responsible for evaluation of all information supplied by the County. The County's Development Services Department will direct and coordinate this Project. The Consulting Project Manager shall receive, coordinate and transmit reports and documents to and from the Consulting team and act as liaison.

III. SUBMISSION CONTENT/FORMAT

A statement of qualifications shall be provided in a sealed envelope and marked "LEE COUNTY WAREHOUSE RENOVATIONS" on the outside of the envelope – along with the name of the Firm. Please note that two (2) hard copies are required. No electronic submissions will be accepted.

Submit Package to:

Tammy Gill
Assistant Chief Financial Officer / Procurement Agent
Lee County Finance
115 Chatham St., Suite #301
Sanford, NC 27330-4335
O: 919-718-4605 x5512
tgill@leecountync.gov | www.leecountync.gov

**PROPOSALS MUST BE RECEIVED BY THE COUNTY NO LATER THAN 2:00 P.M.,
ON November 20, 2025**

IV. Technical Qualifications

Technical Qualifications must follow the format identified below and be numbered accordingly.

1. Name and address (physical and mailing) of the Firm.
2. Detailed bios of the Firm Principal(s), Project Architect(s), Project Manager(s), Construction Administrator(s), and other Team Members.
3. Experience of the Firm in providing the requested scope of services, specifically referencing

at least five (5) projects that are similar in size and scope to this project. Include the date of the project, project budget, and contact person for the agency that may provide information regarding the Firm's work.

4. A listing of other projects and references that the architect believes would further support their qualifications for this assignment.

6. A listing of the architectural firm's current projects.

7. A listing of all subcontractors, engineers, and/or consultants proposed by the Firm for this project. After the submission deadline, substitution of consultants may only be made by permission of LCG.

8. A listing of any pending or previous litigation over the past five years related to the Firm's work in the architectural field.

9. Exceptions - The County reserves the right, without obligation, to grant exceptions to the RFQ. However, the architect must note any exceptions, and their reasons, in their proposal. Any exceptions taken will be considered during the evaluation process.

10. A general narrative, describing why the Firm is qualified for this assignment. Also, provide a statement explaining the overall approach and methodologies the Firm proposes to undertake to meet the needs of LCG.

11. Provide a schedule of completion for the Scope of Work contained in the RFQ, including any suggested additional work believed by the Architect to be necessary to reach LCG's goals for this project.

12. Submission should include full design of all phases and construction cost estimates for all the corresponding phases.

V. DESIGN REQUIREMENTS

The building design shall conform to the latest edition of the North Carolina Building Code, North Carolina Mechanical and Plumbing Code, North Carolina Electrical Code, North Carolina Energy Regulations, the American Disabilities Act for accessibility. Site work shall conform to the latest edition of the Standard Specifications for Public Works Construction.

VI. PROPOSAL EVALUATION AND SELECTION

All proposals properly received before the submittal deadline will be evaluated by a Lee County Review Committee, and will be based on the following criteria:

1. The Firm's understanding of the project.

2. The Firm's approach and methodology for the project.

3. The schedule for the project's development.
4. The relevant experience of the Firm.
5. The Firm's consideration for the existing site conditions.
6. The Firm's creativity and vision for the project.
7. Any stated exceptions to the proposed contract for services.
8. The Firm's suggested use of creative energy conservation and maintenance efficiency measures.
9. The overall presentation of the proposal.

The Firms will be ranked, and interviews will be scheduled with the top-ranked firms, as deemed necessary. The firm selected as the most qualified to provide the requested services will be invited to negotiate a final agreement. If an agreement is not reached, negotiations may be terminated and commenced with the next most qualified firm.

LCG reserves the right to negotiate the specific requirements and costs using the selected proposal as a basis. LCG reserves the right to reject any or all proposals at its sole discretion. LCG is not liable for any costs incurred by the Firm or their consultants in preparing the proposal.

VII. GENERAL PROPOSAL TERMS AND CONDITIONS

Contract Requirement. The Firm to whom the contract is awarded shall execute a written contract with LCG within ten (10) calendar days after a Notice of Award has been sent by electronic mail to the Firm at the email address provided in the proposal. The contract shall be made in the form adopted by LCG and incorporated in this RFQ. The Firm warrants that it possesses, or has arranged through subcontracts, all capital and other equipment, labor and materials to carry out and complete the work hereunder in compliance with all applicable Federal, State, and Local Laws, Ordinances, Statutes and Regulations.

Contract Assignment. The Firm shall not assign, transfer, convey or otherwise dispose of the contract, or its right, title, or interest, or its power to execute such a contract, to any individual or business entity of any kind without prior written consent from LCG.

Non-Discrimination. In the performance of the terms of this contract, the Firm agrees that it will not engage in, nor permit such subcontractors as it may employ to engage in, discrimination in employment of persons because of age, race, color, sex, national origin or ancestry, gender or gender identity, or religion of such person(s).

Communications Regarding RFQ. If a firm is in doubt as to the meaning or intent of any part of the RFQ, or discovers discrepancies in, or omissions from, the RFQ, it may submit a written request for an interpretation or correction thereof to Mr. Brandon Key, Development Services Director, Lee County, NC. Any such request must be submitted a minimum of ten (10) days prior to the submittal

deadline. Interpretation or correction of the RFQ shall be made only by addendum duly issued by the Development Services Department. A copy of any such addendum will be made available to each person receiving the RFQ, and such addendum shall be considered a part of the RFQ and shall be incorporated therein. All timely requests for information submitted in writing will receive a written response from LCG.

Payment Terms. LCG payment terms are 35 (thirty-five) days from the receipt of an original invoice, following acceptance of the quantity and quality of services being billed.

Ownership of Reports and Data. The originals of all studies, reports, exhibits, documents, data and/or other work material(s) prepared and/or used to comply with any section/condition of this RFQ, including any copies of same required by the agreement to be furnished to LCG, shall be public records, which shall be open to inspection by the public and shall become and remain the property of LCG.

Modification or Withdrawal of Submittals. Any proposal received prior to the date and time specified for receipt of proposals may be withdrawn or modified by written request from the Firm. To be considered for award, however, the modified proposal must be received by the time and date originally specified in this RFQ.

Property Rights. Proposals received within the prescribed deadline become the property of LCG and all rights to the contents therein become those of LCG.

Confidentiality. Prior to award of the contract, all proposals will be designated confidential to the extent permitted by North Carolina Public Records Law. After award of the contract, or if not awarded, after rejection of all proposals, all responses will be regarded as public records and will be subject to review by the public.

Amendments to Request for Qualifications. LCG reserves the right to amend the RFQ by addendum a minimum of seven (7) days prior to the final proposal submittal date.

Non-Exclusive Contract. LCG reserves the right to contract with other firms during the contract term or to issue multiple contracts for individual aspects of the project, if deemed to be in the best interests of LCG.

Non-Commitment of the County. This RFQ does not commit LCG to award a contract, to pay any costs incurred in the preparation of response to this request, or to procure a contract for services. LCG reserves the right to accept or reject any or all proposals received from this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the RFQ, if deemed to be in the best interests of LCG.

Public Domain. All products used or developed in the execution of any contract resulting from this RFQ will remain in the public domain at the completion of the contract.

Termination. LCG reserves the right to terminate the agreement, once executed, upon thirty (30) calendar days written notice to the Firm. The Firm may terminate the agreement with thirty (30) days written notice for LCG's breach only - (See Agreement – Appendix III).

Conflicts of Interest. The Firm agrees to promptly notify LCG whenever a client or consultant has an interest in any project referred to the Firm for professional services. In particular, the Firm shall disclose any financial interest or relationship with any construction company that might submit a bid on the resulting construction project. Such project may be withdrawn by LCG, with no compensation due, if the consultant has a conflicting interest.

Conflict of Interest Disclosure. In accordance with North Carolina General Statute (G.S. 133.1, 133.2, and 133.4), the Firm awarded a contract may be required to file a Conflict-of-Interest Statement, Form. If such a requirement is made, the filing must be no later than thirty (30) days after the execution of the contract, annually thereafter prior to April 1st of each year for the duration of the contract, and within thirty (30) days of termination of the contract. Failure to file any required statements will result in withholding payment for services rendered.

Inspections. LCG reserves the right to inspect the work being done by the Firm and/or the Firm's consultant/s, engineer/s, or subcontractor/s at any time.

APPENDIX I

**EXISTING SITE
1605 & 1611 HAWKINS AVENUE
SANFORD, NC 27730
PIN NOS. 9643-67-4697-00**



Exhibit A

SCOPE OF WORK

The Firm acknowledges that it has read and understands the Lee County General Services Expansion RFQ and has visited the site.

The Firm shall provide architectural and related design services for the preliminary and final site development of the Lee County General Services Expansion with all accessory facilities and site improvements, including any evaluation needed to comply with the North Carolina State Environmental Policy Act.

The individual directly responsible for the Firm's overall performance of the Agreement provisions and to serve as principal liaison or Point-of-Contact between LCG and the Firm's during performance of all work under the Agreement shall be _____. Upon written agreement of the parties' other individual(s) may be substituted in the above capacity.

The individual directly responsible for LCG shall be Brandon Key, Development Services Director.