



Request for Qualifications (RFQ): Architectural & Engineering Services for the Town of Elon

Project: Elon Town Hall Design and Renovation Project

Location: 112 Orange Drive, Elon, NC

Date Issued: July 23, 2026

Project Overview

The Town of Elon, NC ("Town") is soliciting Statements of Qualifications (SOQ) from qualified architectural/engineering firms, or a team of firms, that provide the range of services requested, ("Firm"), for the renovation of a building located at 112 Orange Drive as a location for Town Hall. The total budget, including construction and soft costs, is \$2,000,000.

Elon's economy is largely driven by retail and restaurants that serve the students at Elon University. As of 2024, the Town has a population of ~11,282+ made up of approximately 4,000 permanent residents and 7,000 students, a median household income of approximately \$84,773, and low unemployment. Key income sources come from property taxes and sales taxes.

The Elon Town Council is the governing body for the Town. The Town follows the Council-Manager form of government. The Town of Elon is a full-service town including administration, public works (streets, water, and sewer), police, fire/fire marshal, and planning and zoning.

Scope of Services

The selected Firm will be responsible for, but not limited to:

- **Design & Engineering:** Developing architectural, structural, electrical, and plumbing plans for renovation of the +/- 14,000 sq.ft. administration building located at 112 Orange Drive.
- **Permitting:** Assisting the Town with necessary construction permits.
- **Construction Administration:** Overseeing the project to ensure adherence to plans and budget.
- **Project Management:** Working with the Town Manager, Council, and staff on design acceptance, timelines, and compliance. Meetings in person will be expected.

Qualifications Requirements

- Firm must be licensed to provide architectural and engineering services in North Carolina.
- Demonstrated experience with municipal office buildings or commercial adaptive reuse projects within the last 10 years.
- Familiarity with NC building codes, specifically regarding renovation, stormwater mitigation, and potential watershed issues.

- Familiarity with construction methods in commercial areas surrounded by residential.
- Firm must comply, or demonstrate the ability to comply, with all requirements set forth in this RFQ.

Submittal Requirements

Interested Firms should submit an electronic copy of their SOQ to the Town Clerk, Kathleen Patterson (kpatterson@elon.gov). Submittals should include the following items:

- **Cover Letter**
- **Firm Profile & Experience:** such as information about the size or number of employees in the Firm, previous experience focused to the type of project advertised, the Firm's approach to performing the services, and any innovative approaches to be used.
- **Project Team Credentials:** such as proposed personnel to be assigned to the work, project personnel/subconsultant qualifications and experience, and biographical information for key personnel.
- **Examples of Similar Projects**
- **References:** list at least three - and up to five - references of clients for whom similar work was performed.

Selection Process

Per N.C.G.S. §143-64.31, the Town will evaluate submissions based on demonstrated qualifications, experience, and understanding of the project, *not on cost*. The Town will select the best-qualified Firm and subsequently negotiate a fair and reasonable fee for services.

The Town will rank qualified Firms based on demonstrated competence and qualifications. Contract negotiations to finalize scope of work and fee will begin with the highest-ranked Firm. If negotiations are unsuccessful with the highest-ranked Firm, negotiations will begin with the second-ranked Firm, and so on.

The Town may, at its discretion, interview one or more Firms, or may proceed directly with selection and negotiation without conducting interviews.

All Firms submitting qualifications are expected, if selected, to prepare a scope of services, fee estimate, and any other required documentation in a timely manner. Failure to provide a timely response may result in termination of the negotiations process.

Tentative Schedule

- **RFQ Published:** July 23, 2026
- **Deadline for Questions:** August 13, 2026
- **Submittal Deadline:** September 3, 2026
- **Selection & Interviews:** TBA

Questions and Contact Information

All questions concerning this RFQ should be directed to the Town Clerk at the contact information below. Questions must be submitted in writing (email preferred) no later than the Deadline for Questions stated above. The Town will not respond to questions received after the deadline.

Town of Elon
104 S Williamson Ave.
P.O. Box 595
Elon, NC 27244
Phone: 336-584-3601

[Richard Roedner](#), Town Manager
[Kathleen Patterson](#), Town Clerk
[Jameka Williams](#), Finance Director

Evaluation Criteria

Pursuant to N.C.G.S. § 143-64.31, the Town will evaluate submissions based on demonstrated competence and qualifications, without regard to fee. The following criteria, with the weighted importance indicated, will be utilized for evaluation of all Statements of Qualifications submitted:

- Firm's overall experience, knowledge, familiarity, and past performance relating to cost-effective delivery of the requested services - 30%
- Experience and qualifications of the Firm's proposed staff to perform the required work and proximity of staff to project location - 40%
- Firm's proposed project approach, management plan, and demonstrated ability to provide desired services to the Town - 30%

Terms and Conditions

Reservation of Rights. The Town reserves the right to cancel or reject any or all submittals, to waive any informalities or irregularities in submittals, and to negotiate and award a contract deemed to be in the Town's best interest. The Town is not required to enter into a contract with any respondent.

No Reimbursement for Costs. The Town shall not be liable for any expenses incurred by any Firm responding to this RFQ. Firms submitting a response in response to this RFQ agree that all materials and submittals are prepared at the Firm's own expense with the express understanding that the Firm cannot make any claims whatsoever for reimbursement from the Town for the costs and expenses associated with preparing and submitting a response.

Hold Harmless. Each Firm shall hold the Town harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or Firm responding to this RFQ.

Conflict of Interest. Each Firm certifies that, to the best of its knowledge, no employee of the Town, nor any member thereof, nor any public agency or official affected by this RFQ, has a pecuniary interest in the business of the Firm, and that no person associated with the Firm has any interest that would conflict in any manner with the performance of the services contemplated herein.

Compliance with Applicable Law. The selected Firm must comply with all applicable laws, rules, and requirements applicable to contractors working with state agencies and local governments, including but not limited to:

- E-Verify. Pursuant to N.C.G.S. § 143-133.3, the selected Firm shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes regarding verification of work authorization (E-Verify).
- Iran Divestment Act. Pursuant to N.C.G.S. § 143-64.93, the selected Firm shall certify that it is not identified on the Iran Divestment Act List created by the North Carolina State Treasurer.
- Divestment from Companies Boycotting Israel Act. Pursuant to N.C.G.S. § 143-64.94A, the selected Firm shall certify that it is not identified on a list of companies determined by the State Treasurer to be engaged in a boycott of Israel.
- Workers' Compensation. The selected Firm shall maintain statutory workers' compensation insurance as required by North Carolina law.

Insurance Requirements

The selected Firm shall, during the term of any contract with the Town, provide and maintain the types and minimum amounts of insurance required by the Town.

All insurance policies shall: (i) name the Town of Elon as an additional insured, with the exception of workers' compensation insurance; (ii) provide for at least thirty (30) days prior written notice to the Town for cancellation, non-renewal, or material change; and (iii) provide for a waiver of subrogation against the Town.

Withdrawal of Submittals

Submittals may be withdrawn any time prior to the official submission deadline by submitting a written and signed request to the Town Clerk. After the official submission deadline, all submittals become the property of the Town.

Late Submissions

The Town will not receive or accept any submittal received after the submission deadline. The Town is not responsible for late submissions.