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Belville ABC Board

Jospeh “Joe” Henson, Chairman
Richard Trexler, Vice Chairman
Marchal McKoy,
John D. Crowder,
Robert “Gene” Ward
Brenda Hewlett, Clerk to the board

Request for Qualifications (RFQ)

For: Construction Management Services – Engineer/Architect

RFQ No.: (Not established as of this date)

Issue Date: July 28, 2026

Response Due Date: September 15th, 2026, by 5 pm

1. Introduction

Belville ABC Board is soliciting Statements of Qualifications (SOQ) from qualified NC **licensed engineers and/or architects** to provide **construction management services** for the construction of a **new ABC store in Belville NC** located at 10340 Old Blackwell Road Belville NC 28451. This project will be a new approximately 8,000 square ft building as detailed in the preliminary design plan attached. This will be for the design and construction oversight of a new 8,000 sq. ft. ABC sales operations facility including parking and overall landscaping and driveway facility.

The selected professional will serve as the **Owner’s (Belville’s ABC Board) Representative** during planning, design, bidding, and construction phases, ensuring the project is delivered **on time, within budget, and in compliance with all applicable codes and regulations**.

2. Project Overview

- **Project Name:** Belville ABC retail store
- **Location:** 10340 Old Blackwell Road Belville NC 28451
- **Estimated Construction Budget:** \$2.5-3.5 Million
- **Anticipated Start Date:** January 2027
- **Anticipated Completion Date:** October 2027
- **Scope Summary:** The new construction of a one-story building, including site work, utilities, and interior fit-out plans and completion of the Belville ABC retail store.

3. Scope of Services

The selected Engineer/Architect will be expected to provide, at a minimum:

- **Pre-Construction Phase**
 - Review and refine project scope, schedule, and budget.
 - Assist with design development and value engineering.
 - Prepare bid packages and assist with contractor selection.
- **Construction Phase**
 - Provide on-site construction observation and progress reporting to the ABC Board.
 - Review and approve submittals, shop drawings, and change orders. (change orders from the building contractor will be discouraged)
 - Monitor contractor compliance with plans, specifications, and all local, state and federal safety requirements.
 - Coordinate with stakeholders, regulatory agencies, and utility providers.
- **Post-Construction Phase**
 - Oversee punch list completion and final inspections.

- Verify as-built documentation and warranties.
- Assist with project closeout and occupancy.

4. Minimum Qualifications

Respondents must demonstrate:

- Current professional license as a **Registered Architect** or **Professional Engineer** in the State of North Carolina.
- Minimum of **5 years' experience** in construction management for projects of similar, type, size and complexity.
- Proven track record of delivering projects on schedule and within budget.
- Familiarity with local, state, and federal building codes and permitting processes.
- Strong communication and stakeholder coordination skills.
- Examples of related projects are recommended to be submitted.

5. Submission Requirements

Interested firms or individuals must submit **one (1) electronic PDF** and **[3] printed copies** of their SOQ including:

- **Cover Letter** – Brief introduction and statement of interest.
- **Firm/Individual Profile** – History, size, and areas of expertise.
- **Relevant Experience** – Up to five (5) similar projects, including client references and project examples.
- **Key Personnel** – Resumes and roles of proposed team members.
- **Approach & Methodology** – How you will manage scope, schedule, budget, and quality.
- **Licenses & Certifications** – Proof of current professional license/registration numbers and certificate verifications.

- **Fee Structure** – General rate schedule (detailed cost proposal may be requested later).

6. Evaluation Criteria

Submissions will be evaluated based on:

- Relevant project experience (30%)
- Qualifications of key personnel (25%)
- Understanding of project scope and approach (25%)
- Past performance and references (15%)
- Local knowledge and availability (5%)

7. Schedule

Milestone

RFQ Issued Aug 11th, 2026

Questions Due Aug 30th, 2026

Responses to Questions Posted

SOQ Submission Deadline September 15th 5 pm

Shortlist Notification if needed

Interviews (maybe needed and mutually agreed-upon dates will be provided)

Selection & Negotiation on before October 20th 2026

8. Submission Instructions

All written SOQs must be received by 5 pm **on September 15th, 2026.**

Address to:

Belville ABS Board Chairman, Joe Henson

ABC Board

44 River Road

Belville NC 28451

(910) 520-6973

Late submissions will not be considered.

9. Additional Instructions and Notifications.

All qualification submittals shall become the property of the Belville ABC Board once submitted for consideration and will only be returned to the submitting firm at the Board's option and discretion.

Any restrictions on the use of the information and data contained within the qualification submittal must be clearly stated in the submittal itself.

The cost of preparing, submitting, and presenting a submittal is the sole responsibility of the submitting firm. The Belville ABC Board shall not be held liable for any costs, direct or indirect, associated with the development, submission, or presentation of any submittal in response to this Request for Qualifications.

The Belville ABC Board reserves the right to reject any and all qualification submittals, to consider alternatives, to waive irregularities, and to re-solicit a Request for Qualifications. The Belville ABC Board reserves the right to cancel the RFQ in part or in whole at any time. This Request for Qualifications shall in no way obligate the Belville ABC Board to award a contract for this project. The Belville ABC Board makes no guarantees to any proposed firm until such time as the Board approves a contract for services for this project.

The Belville ABC Board will provide information and clarification related to this Request for Qualifications where available.