



REQUEST FOR QUALIFICATIONS (RFQ)

Multi-Year On-Call Professional Planning and Development Services

RFQ No.: 2026-01

Issue Date: January 9, 2026

Statements of Qualifications Due: January 30, 2026, at 3:00 PM ET

Delivery: See Section 5 (Submittal Requirements)

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1. Purpose and Invitation

The City of Albemarle, North Carolina (“City”) is soliciting Statements of Qualifications (SOQs) from qualified firms to provide on-call professional services supporting Planning & Community Development functions. The City intends to award one or more on-call contracts to firms with expertise in:

- Planning, zoning, and land development regulation support
- GIS and mapping services
- Engineering (civil/transportation/stormwater as applicable to development review and special studies)
- Plan review and development review support (site plans, subdivisions, construction plan coordination, entitlement support)
- Leadership and Strategic Planning (organizational strategy planning and development, training, report development, presentations)

This RFQ is intended to establish a bench of qualified firms that may be selected for task orders as needs arise.

The City intends to award one or more on-call contracts and issue task orders on an as-needed basis. This solicitation does not guarantee a minimum amount of work, and the City may award to multiple firms to ensure coverage across disciplines.

2. Background and Objectives

The City’s Planning & Community Development Department supports community growth, customer service, plan implementation, and development review. The purpose of this on-call contract is to provide flexible professional capacity for peak workloads, specialized technical expertise, and targeted studies—without requiring the City to procure each task independently.

The City seeks firms that can deliver high-quality work, communicate clearly with staff and applicants, and produce defensible, implementation-ready recommendations and work products.

3. Anticipated Contract Structure

Type: On-call, indefinite delivery/indefinite quantity professional services agreement with task orders

Award Approach: Multiple award (City may select one or several firms)

Term: Initial term of one year with up to two one-year renewals at the City’s discretion

Compensation: Task-order basis negotiated scope and fee per assignment; not-to-exceed amounts per task order.

Work Authorization: Only work authorized in writing by the City via an executed task order will be eligible for payment.

Note: Certain professional services (e.g., engineering) may be procured using a qualifications-based selection approach consistent with North Carolina law and City procurement requirements.

Task Order Expectations

- Each assignment will be authorized by a written task order signed by the City.
- Task orders will define scope, deliverables, schedule, and a not-to-exceed (NTE) amount.
- Firms must confirm availability within 24 hours of a request for task order pricing and scheduling.
- For development review support tasks, the City may request standard turnaround within one (1) week, with expedited review by mutual agreement.

4. Scope of Services

- Responding firms may propose qualifications for one or multiple service categories. The City may assign tasks to the best-fit on-call firm based on availability, performance, and relevant expertise.

A. Planning and Zoning On-Call Services

Examples may include:

- Land development ordinance and zoning text analysis and amendments
- Technical assistance implementing adopted plans (comprehensive plan, strategic plans)
- Staff support for rezonings, text amendments, and annexation-related planning items
- Leadership and Strategic Planning (organizational strategy planning and development, training, report development, presentations)
- Community engagement support (facilitation, meeting materials, survey design, stakeholder interviews)
- Development process improvements, customer service tools, and guidebooks

B. Plan Review and Development Review Support

Examples may include:

- Third-party review of subdivision plats, site plans, and development plans for ordinance compliance
- Constructability/coordination reviews (multi-departmental review support)
- Staff augmentation during peak activity (application completeness checks, comment letter support)
- Pre-submittal meeting support and applicant coordination (as directed by City staff)

- Bond administration support - review, secure, track, and release financial guarantees (performance bonds, letters of credit, cash escrows) that ensure required subdivision/site improvements

C. GIS and Mapping Services

Examples may include:

- Parcel and zoning mapping, map series, dashboard creation, and web map configuration
- Data analysis (development trends, land use, housing, infrastructure constraints)
- Map exhibits for staff reports and public meetings
- Support for GIS layer development and metadata standards

D. Engineering and Special Studies (as needed to support planning/development)

Examples may include:

- Traffic/transportation analyses, multimodal concepts, access management support
- Stormwater/drainage planning-level assessments for development review coordination
- Utility coordination/planning-level assessments (in support of development applications)
- Feasibility studies and cost opinions (planning-level)
- Technical exhibits for ordinances/standards and capital planning coordination

Performance Expectations and Deliverables

- Clear, professional communication with City staff and (when authorized) applicants and project teams.
- Deliverables provided in editable formats (Microsoft Word, Excel, GIS data, etc.) and PDF, as appropriate to the assignment.
- For review tasks, written comment letters and/or inspection reports suitable for issuance by the City.
- Participation in meetings (virtual or in-person) with staff, applicants, Planning Board, and/or City Council, as requested by the City.
- Invoices that clearly identify the task order, dates of service, staff names, hours by labor category, and reimbursable expenses.

5. Submittal Requirements and Instructions

5.1 Submittal Deadline

SOQs must be received by January 30, 2026, at 3:00 Eastern Standard Time. Late submittals will not be considered.

5.2 Delivery Method

Submit one (1) searchable PDF via email (preferred) to: asteadman@albemarlenc.gov with subject line: "RFQ 2026-21 - On-Call Planning and Development Services - [Firm Name]". If hard-copy

delivery is required, deliver to: City of Albemarle, Planning and Community Development Department, 144 N. Second Street, Albemarle, NC 28001, Attn: Alysia Davis Steadman

5.3 Format

- Single PDF file.
- Maximum length: [20] pages excluding resumes Font size: 11-point or larger.
- Clearly indicate which service categories (A-D) the firm is proposing to provide.

5.4 Required Content

Cover Letter (1 page max)

- Legal name, address, and primary contact information.
- Statement attesting to the accuracy of the submission and signed by an authorized representative.
- Brief statement of interest and understanding of on-call delivery and the scope requested.

Firm Qualifications and Experience

- Overview of firm capabilities relevant to the proposed service category(ies).
- Three (3) or more comparable projects, with client references and outcomes.
- Experience working with municipalities and public meeting processes (as applicable).

Key Staff and Organizational Chart

- Identify task leaders and key personnel; include roles and availability.
- Resumes for key personnel, including licensure, if applicable.
- Identify any subconsultants and their roles.

Approach to On-Call Delivery

- Task order management approach, quality assurance/quality control, and communication protocols.
- Response times and capacity to meet City development review timelines when assigned.
- Conflict of interest identification and mitigation plan.

Schedule and Availability

- Describe typical turnaround times for assigned task orders.
- Ability to attend stakeholder and public meetings upon request.

References

- Provide 3-5 references, preferably municipalities.

HUB Participation

- Describe how the firm will identify and include Historically Underutilized Businesses when subcontracting opportunities exist.
- The City actively encourages a 10% HUB participation goal where subcontracting opportunities exist.

5.5 Fees

This is a qualifications-based solicitation. Do not submit project-specific pricing. Following selection, the City will request a detailed hourly rate schedule and negotiate task orders individually on a not-to-exceed basis. For informational purposes only, firms may include a current rate sheet in an appendix; a rate sheet is not required for responsiveness.

6. Evaluation and Selection

6.1 Evaluation Criteria

Criterion	Weight
Qualifications of the firm and key personnel	35%
Understanding of the City's needs and overall approach to on-call delivery	25%
Relevant experience in the proposed service category(ies)	20%
Capacity/availability and ability to meet schedules	10%
References and past performance	5%
HUB participation strategy	5%

6.2 Interviews

The City may, at its discretion, invite one or more top-ranked firms for interviews or request additional information prior to award.

6.3 Selection

Firms will be selected based on demonstrated competence and qualification for the services required. The City may make multiple awards and may assign task orders based on best fit, availability, and performance.

7. Procurement Schedule

The following schedule is tentative and subject to change by addendum.

Date/Time	Event
January 9, 2026	Issuance of RFQ
January 19, 2026	Deadline to submit written questions
January 23, 2026	City responses to questions/addenda issued (if needed)
January 30, 2026, at 3 pm ET	SOQs due
February 2, 2026,	Evaluation and (optional) interviews
February 13, 2026	Notice of award / begin contract negotiations

8. Questions and Addenda

Submit all questions in writing to: Alysia Davis Steadman, Planning Director, asteadman@albemarlenc.gov. Reference RFQ 2026-01 and include the page/section where applicable. Respondents should refrain from contacting other City staff regarding this RFQ prior to the due date.

Addenda, if issued, will be provided to all known respondents and/or posted in the City's procurement posting location. It is the respondent's responsibility to ensure they have received and reviewed all addenda.

9. Contract Award, City Rights, and Disclosures

9.1 Contract Award and Negotiations

Upon completion of evaluations, the City will negotiate an on-call agreement with the highest-ranked firm(s). If the City is unable to negotiate acceptable terms, the City may terminate negotiations and proceed to the next most qualified firm.

9.2 City Rights and Options

- Supplement, amend, modify, or cancel this RFQ at any time.
- Request clarification or additional information from any respondent.
- Investigate the qualifications, experience, capabilities, and financial standing of any respondent.
- Waive informalities or irregularities in responses received.
- Reject any or all responses.
- Award all, none, or any part of the services and enter into contracts with one or more firms as determined to be in the City's best interest.
- Discuss and negotiate with any respondent regarding response terms and conditions, including financial terms for task orders after selection.
- Terminate discussions and negotiations at any time for any reason.

9.3 Public Records and Confidentiality

Responses received by the City are public records and may be subject to disclosure under North Carolina law. If a respondent believes portions of its response contain trade secrets or confidential information, the respondent must clearly mark those portions and follow the procedures outlined in N.C.G.S. 132-1.2 and other applicable law.

9.4 Equal Employment Opportunity

The City does not discriminate in the administration of any of its programs and activities. Selected firms will be expected to comply with all applicable equal employment opportunity requirements.

9.5 Governing Law and Venue

The laws of the State of North Carolina govern any contract resulting from this RFQ. Any legal action arising from the contract shall be brought in a court of competent jurisdiction in North Carolina, unless otherwise required by law.

9.6 Expense of Solicitation

The City is not responsible for any costs incurred by respondents in preparing and submitting a response, participating in interviews, or negotiating a contract.

Attachment A - SOQ Checklist

- Cover letter signed by authorized representative
- Service categories selected (A-D)
- Firm profile and primary contact
- Key staff list and resumes (include licensure if applicable)
- Comparable project experience and references
- On-call delivery approach and QA/QC
- Conflict of interest plan
- Availability/response times
- Appendix: rate sheet (informational only)

Attachment B - Sample Task Order Form

Task orders will be issued in writing and will include, at a minimum, the fields below.

Field	Entry
Task Order No.	
Firm Name	
Project / Case Name	
Requested Service Category	A / B / C / D
Scope of Work	
Deliverables	
Schedule / Milestones	
Not-to-Exceed Amount	
Hourly Rates (if applicable)	
Assumptions / Exclusions	
City Project Manager	
Firm Project Manager	
Authorization (City)	Signature / Date
Authorization (Firm)	Signature / Date