

**25-24 INVITATION TO BID
REQUEST FOR QUALIFICATIONS
Design Build – Fire Department Training Tower/Burn Building**

Pursuant to N.C.G.S. Section 143-128.1(A), the City of Kannapolis is seeking statements of qualifications from qualified and licensed design-build teams interested in providing design and construction services for a multi-story training tower from shipping containers. The training tower will be located at Fire Station #1, 300 Firehouse Drive, Kannapolis, NC 28083. The training tower shall be a shipping container style building equipped with multiple burn rooms, props and rappelling/rope rescue features to enhance firefighter skills. **Submittals are due by 2 pm on September 11, 2025, and will be emailed to rbutler@kannapolisnc.gov.** The Request for Qualifications documents are attached. Questions regarding the RFQ can be emailed to kbeard@kannapolisnc.gov.

The City encourages participation by small, minority, disabled, and woman-owned businesses. The City of Kannapolis reserves the right to reject any and/or all submittals.

Renee Butler
Purchasing Manager

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August 21, 2025

**25-24 - NOTICE OF REQUEST FOR QUALIFICATION (RFQ) STATEMENTS FOR FIRMS
INTERESTED IN PROVIDING DESIGN BUILD SERVICES FIRE DEPARTMENT
TRAINING TOWER/BURN BUILDING**

As provided for under General Statute section 143-128.1A., the City of Kannapolis has elected to use design-build as the contracting method for the construction of a new fire training tower/burn building to be located on the property of 300 Firehouse Drive (Fire Station #1). This facility is necessary to provide proper training and skill building for the firefighters of the City of Kannapolis as well as to ensure timely responses to emergencies while training.

PROJECT BACKGROUND

The City of Kannapolis has operated out of a 4-story masonry training tower located at Fire Station #1 since 1996. Due to structural integrity, water intrusion and lack of flexibility with props/design options, the tower was demolished in 2024. The plan is to erect a shipping container style building equipped with multiple burn rooms, props and rappelling/rope rescue features to enhance firefighter skills.

PROJECT SCOPE

To design and construct a multi-story training tower from shipping containers. Burn rooms should be placed on multiple floors to reflect real life scenarios of what a firefighter could encounter on a daily basis. Varying pitched roof ventilation props to be placed to reflect a firefighter to ladder the building to conduct ventilation tasks. Stairwell with standpipe and connections that represent a mid/high rise buildings. Rope/Rigging anchors through out to encompass firefighter bailout through windows. Rope/rigging anchor for rappelling and rescue operations from roof area. The scope of work is to provide design and construction services for the project throughout preconstruction and construction phases, including but not limited to, schematic design, preliminary design, construction documents, coordination with other agencies, geotechnical engineering, surveying, cost opinions during design development, final design meeting State and local requirements, technical specifications, cost opinion at various stages of the project, obtaining all necessary permits, scheduling, cost control, project management, constructing the fire tower, quality assurance and quality control of design and construction related activities, construction management, completing project close-out activities.

PROJECT BUDGET

The City of Kannapolis budget includes \$1,500,00.00 for this project. Demolition of previous training tower has been deducted from this total.



PROJECT GOALS

Complete the project in a timely manner.

Provide for and meet the necessary needs and elements in the layout and design phase.

Design and construct a facility for long term maintenance goals of minimizing operating and maintenance costs.

ESTIMATED PROJCT SCHEUDLE

Qualification package review and selection	September 11, 2025
Award contract for design-build	September 22, 2025
Concept drawings	October 22, 2025
Permitting	December 31, 2025
Construction Complete	July 31, 2026

SELECTION CRITERIA

The considerations below will be utilized for initial selection of short-listed firms.

• Project Understanding and Approach	25%
• Qualifications of Team	25%
• Past Performance and References	20%
• Project Schedule	10%
• Local Presence and Community Impact	10%
• Availability for Timely Repairs and Support	10%

Final selection will be made after thorough review conducted by a City panel based on the considerations below.

• Project Team Experience and Qualifications	30%
• Project Understanding and Approach	40%
• Project Management Approach	30%

The City of Kannapolis will negotiate a contract with the top-rated firm following selection. If a contract cannot be successfully negotiated with the top-rated firm, the City will proceed to the second rated firm.

NOTICES

NC Licensing Requirements – All individuals and firms working on this project shall be property licensed



under the NC laws governing their trades.

Contracting – Any contract developed for this work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Cabarrus County, North Carolina.

Equal Employment Opportunity - The local government of the City of Kannapolis does not discriminate administering any of its programs and activities and encourages all businesses, including DBE, minority, and women-owned businesses to respond to all Requests for Qualifications. The firm awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.

Public Disclosure – All documentation and submittals provided to the City of Kannapolis are subject to public records requirements and may be subject to disclosure.

Expenses of Firms – The City accepts no liability for the costs and expenses incurred by firms in responding to this request.

Owner rights – The City reserves the right to reject any and all statements of qualifications, waive any informality or irregularity, revise the documents or schedule via an addendum, contact references who are not listed in the submittal, and to take any action affecting the RFQ process or the project that is determined to be in the City's best interests.

The City must receive at least three (3) responses to the RFQ request. If at least three submittals are not received, the solicitation will be re-advertised in accordance with the General Statute requirements. After the second solicitation, the City may consider the submittals received even if the number is less than three.

The selected design-builder must provide bonds under Article 3 of Chapter 44A, which requires performance and payment bonds for 100% of the contract amount for each contract more than \$50,000 on projects costing over \$300,000.

SUBMITTAL REQUIREMENTS

Qualification Statements should clearly and concisely address the following:

Profile of each key firm

- Resume of each key personnel
- Examples of experience with projects of similar scope, design-build project and collaboration between team members. Please include the following when listing projects – name of project, owner/customer, location, delivery method, project description, project team including roles and



responsibilities, initial contract price and final contract price, initial date scheduled for substantial completion and actual date of substantial completion, and contact information for the owner.

- Examples of recent experience with estimating project cost
- Examples of recent experience adhering to project schedules
- Current workload and available resources
- Process for successfully delivering the proposed project.
- Provide either a list of the licensed contractors, licensed subcontractors, and licensed design professionals proposed for the project's design and construction or the strategy to be used for open contractor and subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes.

ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED. Submissions should be in .pdf format. Electronic submission of the statement of qualifications are due no later than **2:00 p.m. EST on September 11, 2025** at the email shown below. No statement of qualifications will be accepted after the time stated.

The statement of qualifications should be sent to the following email address as a .pdf file: rbutler@kannapolisnc.gov. An electronic notice of receipt will be sent when your submission is downloaded to our server. Paper copies are not required. The subject line should contain the firm's name and "SOQ for City of Kannapolis Fire Training".

Deadline for Questions: September 11, 2025, by 12:00 pm. Please submit all questions regarding this request for qualifications to Kirk Beard, Deputy Fire Chief at kbeard@kannapolisnc.gov. List in the email subject line – "RFQ Question for City of Kannapolis Fire Training"

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

****attach to bid****

State of _____)

County of _____)

Project: _____

_____, being first duly sworn, deposes and says that:

1. He/she is (circle: owner, partner, officer, authorized representative or agent) of _____
_____, the Bidder that has submitted the attached Bid;

2. He/she is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such Bid;

3. Such Bid is genuine and is not a collusive or sham Bid;

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bids of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Kannapolis, N.C. or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this Affiant.

_____ Authorized Signature (SEAL)

_____ Printed Name

_____ Title

Subscribed and Sworn to Before me this _____ Day of _____, 20____.

Notary Public: _____

My Commission Expires: _____ (SEAL)

E-VERIFY AFFIDAVIT

STATE OF NORTH CAROLINA

COUNTY OF _____

Before me, the undersigned Notary Public, personally appeared _____
(Affiant) who, being by me first duly sworn, doth depose and say as follows:

I, in my capacity as _____ (Title) of _____
(Business Entity or Employer), having lawful authority to act in its behalf and personal knowledge of the facts set out herein, do attest to the following:

At the time of execution and during the term or performance of any contract with City of
Kannapolis, North Carolina:

1. ☐ The Business Entity or Employer will not knowingly employ, hire for employment, or continue to employ any unauthorized alien. The Business Entity or Employer is enrolled in E-Verify. The Business Entity or Employer will participate in E-Verify to verify the employment status of new hires, as well as any subcontractors' compliance with E-Verify:

***** [OR] *****

2. ☐ The Business Entity has 25 or fewer employees and does not intend to hire more than 25 employees for the purpose of supplying goods or services. Pursuant to NC House Bill 786/S.L.2013-418, vendors with 25 or fewer employees are exempt from acquiring an E-Verify account and are required to supply a copy of their driver license if they have not registered and do not have an E-Verify User Identification Number. Should the Business Entity or Employer acquire more than 26 employees, the Business Entity or Employer will acquire an E-Verify account.

Date

Signature of Affiant

I, the undersigned Notary Public in and for _____ hereby
certify that _____ whose name as _____ (Title) of
_____ (Business Entity or Employer) and first being duly sworn
the foregoing Affidavit and who is known to me, acknowledged before me on this day that, being
informed of the contents of the said Affidavit he/she, as such officer or agent and with full authority,
executed the same voluntarily as and for the act of the Business Entity or Employer.

Given under my hand and seal this _____ day of _____, 2025.

Notary Public

Print Name: _____

My Commission Expires: _____

(affix seal)

Minority Business Program

It is the intent of these guidelines that the Owner, as awarding authority for construction projects, and the contractors and subcontractors performing the construction contracts awarded shall cooperate and in good faith do all things legal, proper and reasonable to achieve the statutory goal of ten percent (10%) for participation by minority businesses in each construction project as mandated by GS 143-128.2. Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority- business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

The Bidder shall provide, with its bid, documented proof the minority businesses that will be utilized on the project with corresponding total dollar value of the bid. This information shall be in the form of IDENTIFICATION OF HUB CERTIFIED/MINORITY BUSINESS PARTICIPATION, that these goals have been met or exceeded;

In addition, the bidder must provide with its bid, either:

Affidavit A – “Listing of Good Faith Efforts” identifying the amount of MBE participation

OR

Affidavit B – “Intent to Perform Contract with Own Workforce” if the bidder will perform work under contract by its own workforce.

The above information shall be submitted with the bid. Minority Business Forms must be submitted and attached to bid form at time bids are received. Failure to submit required forms at time of bid opening will cause rejection of bid.

Minimum Compliance Requirements:

If the MBE subcontract goals are **not** achieved, the Bidder will provide the following documentation to the City.

1. Affidavit A – **Must be submitted with the bid.**

NOTE: If the Bidder provides sufficient evidence (listed in #1) that the goals stated in the contract documents have been met, or awards all subcontracts to MBEs, the documentation listed in #2 will not be required.

2. Documentation of the Bidder’s good faith efforts (Affidavit A) to meet the goals set for the in these provisions. This documentation shall include the following evidence:
 - a. Copies of solicitations for quotes to at least three (3) MBE firms from the source list provided by the State of North Carolina (<http://www.doa.nc.gov/hub/>) for each subcontract to be let under this contract (if three (3) or more firms are shown on the source list). Each

solicitation will contain a specific description of the work to be subcontracted, location, date and time when quotes must be received.

- b. Copies of quotes or responses received from each firm responding to the solicitation.
- c. A telephone log of follow-up calls to each firm sent a solicitation.
- d. For subcontract where an MBE firm is not considered to be the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- e. Documentation of any contacts, correspondence or conversation with MBE firms made in an attempt to meet the goals.

Upon award of contract, the Bidder must provide Affidavit C, if the portion of work to be performed by minority firms is equal to or greater than 10% of the bidder's total contract price. Affidavit C includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, and lists the participating minority firms with the dollar value of their contracts.

OR

Provide Affidavit D, if the portion of the work to be performed by minority firms is less than 10% of the bidder's total contract price. Affidavit D includes a description of the portion of the work to be executed by minority businesses, expressed as a percentage of the total contract price, lists the participating minority firms with the dollar value as their contract and includes documentation of Good Faith Effort.

OR

Have provided Affidavit B with its bid as noted above, which includes sufficient information for the Owner to determine that the bidder does not customarily subcontract work on this type project.

Program Compliance Requirements:

All written statements, certifications or intentions made by the Bidder will become a part of the agreement between the Contractor and the City for performance of this contract. Failure to comply with any of these statements, certifications or intentions, or with the MBE Guidelines will constitute a breach of the contract. A finding by the City that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false or incomplete, will also constitute breach of the contract in accordance with the termination provisions contained in the contract. It will be solely at the option of the City whether to terminate the contract for breach.

In determining whether a contractor has made good faith efforts, the City will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts. The City may take into account any or all of the following:

1. Whether the Bidder attended any pre-bid meetings that were scheduled by the City;
2. Whether the Bidder advertised in general circulation, trade association, and minority-focus media concerning the subcontracting opportunities;

3. Whether the Bidder provided written notice to a minimum of three MBEs for each portion of the work subcontracted, that their interest in the contract was being solicited in sufficient time to allow the MBEs to participate effectively;
4. Whether the Bidder followed up initial solicitations of interest by contacting MBEs to determine with certainty whether the MBEs were interested;
5. Whether the Bidder selected portions of the work to be performed by MBEs in order to increase the likelihood of meeting MBE goals (including, where appropriate, breaking down contracts into economically feasible units to facilitate MBE participation);
6. Whether to Bidder provided interested MBEs with adequate information about the plans, specifications and requirements of the contract;
7. Whether the Bidder negotiated in good faith with interested MBEs, not rejecting MBEs an unqualified without sound reasons based on a thorough investigation of their capabilities.

Identification of Minority Business Participation

I, _____ (Bidder)

Do hereby certify that on this project we will use the following minority business enterprises as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #

Work Type

*Minority Category

[illegible]

*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**), American Indian (**I**) Female (**F**), Socially and Economically Disadvantaged (**D**), Disable (**D2**)

The total value of minority business contraction will be (\$)_____.

I, _____, further
(Name of Bidder)

certify that I/my firm is itself a historically underutilized business enterprise in the _____
category as defined above. (select and make appropriate entry from above list)

City of Kannapolis
County of _____

AFFIDAVIT A – Listing of Good Faith Efforts

(Name of Bidder)

Affidavit of _____

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- ☐ **1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ **2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☐ **3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ **4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☐ **5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- ☐ **6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ **7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ **8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ **9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ **10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____

State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____



Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

Attach to Bid

City of Kannapolis

**AFFIDAVIT B – Intent to Perform Contract
with Own Workforce**

County of _____

Affidavit of _____
(Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____
_____ contract.
(name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work with his/her own current work forces; and

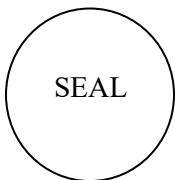
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____
Subscribed and sworn to before me this _____ day of _____ 20____
Notary Public _____
My commission expires _____

City of Kannapolis**- AFFIDAVIT C – Portion of the Work to be
Performed by Minority Firms**

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by minority businesses as defined in GS143-128.2(g) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit. This affidavit shall be provided by the apparent lowest responsible, responsive bidder within 72 hours after notification of being low bidder.

Affidavit of _____ I do hereby certify that on the
(Bidder)

(Project Name)
Project ID# _____ Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

Attach additional sheets if required

Name and Phone Number	*Minority Category	Work Description	Dollar Value

*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**), American Indian (**I**)
Female (**F**), Socially and Economically Disadvantaged (**D**), Disabled (**D2**)

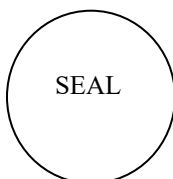
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____
Subscribed and sworn to before me this _____ day of _____ 20____
Notary Public _____
My commission expires _____

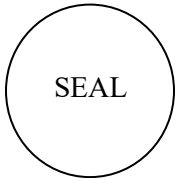
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____