



Request for Qualifications for Professional Services

Programming Services for New Gastonia Fire Department Station

Gastonia, North Carolina

October 28, 2026

I. INTRODUCTION / BACKGROUND

The City of Gastonia, North Carolina (City), invites statements of qualifications from qualified architectural and public safety facility planning firms to provide project-specific programming and pre-design services for a proposed new Gastonia Fire Department station in southeast Gastonia. This is a single-project RFQ, not an on-call services contract.

Project site: Gaston County Parcel Identification Number 306163, identified in county property records as 6095 Union Road, Gastonia, NC 28056, with approximately 7.49 mapped acres. County records identify the City of Gastonia as owner. Site dimensions, buildable area, access, easements, utilities, and other constraints must be independently verified during the assignment.

The City seeks a practical, operationally informed program to support budgeting, project authorization, and a future architectural/engineering design procurement. Qualified firms should demonstrate experience with municipal fire stations, emergency response operations, and stakeholder-driven facility planning.

II. PROPOSED SCOPE OF SERVICES

The selected consultant will work with City staff, Gastonia Fire Department leadership, and other stakeholders to develop a documented facility program and conceptual project framework. Anticipated tasks include:

- Project initiation: kickoff, information requests, stakeholder engagement plan, work plan, and schedule.
- Operational needs assessment: current and projected staffing, apparatus types and quantities, response functions, training, logistics, support operations, and future expansion needs.
- Space programming: room-by-room space needs, area allowances, adjacencies, functional relationships, separation of clean/dirty zones, secure/public circulation, gender-inclusive privacy, accessibility, and personnel wellness.
- Site due diligence and feasibility: desktop review and site walk; preliminary consideration of access/egress, apparatus turning, driveway placement, traffic safety, topography, stormwater, utilities, zoning, setbacks, easements, and opportunities/constraints. Identify studies requiring separately retained specialists.
- Conceptual alternatives: at least two feasible site/building organization concepts, including preliminary apparatus bay arrangements, parking, circulation, and future expansion, with comparative advantages and limitations.
- Applicable codes and NFPA standards: identify and evaluate applicable adopted editions of the North Carolina State Building Code, Fire Code, accessibility requirements, and relevant National Fire Protection Association (NFPA) standards. The programming study shall address, as applicable, NFPA 1 (Fire Code), NFPA 13 (sprinkler systems), NFPA 70 (National Electrical Code), NFPA 72 (fire alarm and signaling), NFPA 101 (Life Safety Code), and applicable NFPA fire department occupational safety, health, infection-control, and protective equipment standards, including NFPA 1550 and NFPA 1581 or their adopted predecessors/successors. Evaluate implications for apparatus bay ventilation and diesel exhaust control, separation of contaminated and clean spaces, PPE storage and cleaning, decontamination, sleeping quarters, egress, fire protection, and emergency power. Consider NFPA 1710 for operational deployment and facility capacity planning. The consultant shall identify the applicable editions, jurisdictional adoption status, and authority-having-jurisdiction determinations; standards not adopted as law shall be identified as planning best practices rather than mandatory code requirements.
- Sustainability and resilience: preliminary considerations for backup power, critical systems, energy efficiency, storm resilience, decontamination, exhaust capture, and operational continuity.

- Budget and phasing: order-of-magnitude construction and total project cost ranges, assumptions, escalation/contingency, major cost drivers, and a conceptual implementation schedule.
- Final program: written facility program, space/area schedule, adjacency diagrams, conceptual site arrangements, assumptions, risks, recommendations, and presentation to City stakeholders.

Deliverables should include editable electronic files and PDF reports/presentations. The final scope, number of meetings, concept iterations, and schedule will be negotiated with the selected firm.

Excluded from this initial scope unless separately negotiated and authorized: complete schematic/design development, construction documents, permit applications, bidding services, construction administration, and detailed geotechnical, environmental, boundary/topographic survey or traffic studies. The programming award does not guarantee a subsequent design contract.

III. GENERAL SUBMITTAL REQUIREMENTS AND INFORMATION

Submit a statement of qualifications (SOQ), maximum 15 pages including cover and back pages, addressing:

- Introductory letter: firm name, primary contact, contact details, North Carolina professional licensure as applicable, and interest in the project.
- Project team: project manager, principal, fire station programmer, site/planning specialists, subconsultants, office locations, roles, availability, and capacity.
- Relevant experience: up to five comparable fire station/public safety facility programming projects completed within the past five years, including size, scope, services, key personnel, schedule, public funding status, and client references.
- Project understanding and methodology: stakeholder engagement, operational programming, site evaluation, concept comparison, quality assurance, and anticipated City inputs.
- Proposed work plan: key tasks, deliverables, meetings, realistic duration, and approach to maintaining schedule.
- Disclosures: lawsuits, administrative claims, or government fines involving the firm in the past five years relevant to the proposed services.

Do not include a fee proposal in the initial qualifications submission.

IV. SUBMITTAL SCHEDULE

Selection will follow the qualifications-based process under N.C. Gen. Stat. § 143-64.31, as applicable. Following selection, the City anticipates negotiating a detailed scope, schedule, and fair and reasonable compensation with the most qualified firm.

- RFQ issue date: October 28, 2026
- Written questions deadline: End of Business Day on November 13, 2026
- RFQ submission deadline: End of Business Day on November 27, 2026
- Evaluation, optional interviews, and anticipated selection: To be established by the City before publication

Submit one electronic PDF to Matthew Young at matt.young@gastoninanc.gov, subject to City confirmation of the designated procurement contact before publication. Late submissions may be rejected. The City may issue addenda to clarify requirements or adjust dates.

V. EVALUATION CRITERIA

The City of Gastonia reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information and may include interviews with selected short-listed firms.

A qualification-based selection process, administered by our selection committee, will determine which firm is awarded service contracts. Qualifications considered will include those listed below.

- Relevant fire station/public safety programming experience – 30%
- Qualifications and availability of assigned project personnel – 25%
- Understanding of the project and proposed methodology – 25%
- Comparable municipal project performance and references – 10%
- Ability to meet project schedule and coordinate locally – 10%

The City may seek clarifications, check references, and interview shortlisted firms. Selection will be based on demonstrated qualifications, not initial fee competition.

Contact Information:

Any questions should be directed to Matthew Young via email at matt.young@gastonianc.gov

VI. ADDITIONAL INFORMATION

Public Records:

Upon receipt by the City, all proposal packages are considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute 66-152.

Clarification of Submittal:

The City reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information.

Conditions and Reservations:

The City reserves the right to reject any and all responses to the RFQ, or to accept any RFQ response deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities. A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind by the City. The response does not commit the City to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the City unless the City and your firm execute a contract.

Site reference: <https://gastonnc.devnetwedge.com/parcel/view/306163/2027>