



# Rutherfordton

## NORTH CAROLINA

---

### **Request for Qualifications (RFQ)**

### **Engineering Services for Site Development Plan - Affordable Housing Site**

**Town of Rutherfordton**

**Release Date: March 3, 2025**

**Due Date: April 7, 2025**

---

### **Project Overview:**

The Town of Rutherfordton is seeking qualified engineering firms to assist with the development of a flexible site development plan for a 4.8-acre parcel of land owned by the Town, located at 0 E 2nd Street, Rutherfordton, NC parcel # 1653467. The Town has already completed a boundary survey, phase I environmental site assessment (ESA), and will soon have a topographical and tree survey of the site. The goal is to develop a comprehensive plan that will make the site “shovel-ready” for affordable housing development, maximizing its use while aligning with the Town’s needs.

The engineering firm will be tasked with developing two final layout options for the site, which should include predevelopment budgets for grading, clearing, utilities (water, sewer, stormwater), infrastructure (roads, sidewalks), and landscape designs. These plans should meet local, state, and federal regulations and should help attract both private developers and public funding sources, such as the NC Housing Finance Agency (NCHFA) and HUD grants.

---

## **Scope of Work:**

The scope of work includes, but is not limited to:

### **1. Site Analysis and Development Options**

The selected firm will review all existing surveys (boundary, topographical, tree inventory, and phase I environmental site assessment) and assess the site's constraints and opportunities. Based on the Town's goals, the firm will propose multiple development options, including but not limited to:

- **Option 1: Senior Housing (High-Density Development)**  
Focus on affordable senior housing, with multi-story buildings and age-appropriate amenities, ensuring compliance with ADA and federal housing guidelines. The plan should include accessible pathways, open green spaces, and community services.
- **Option 2: General Affordable Housing (Medium to High-Density)**  
A mixture of single-family homes, duplexes, or townhomes that cater to a broader range of income levels, with an emphasis on achieving the NC Housing Finance Agency (NCHFA) Low-Income Housing Tax Credits (LIHTC) eligibility. This option should aim for an efficient land use while maintaining a community-oriented feel.
- **Option 3: Mixed-Residential Development (Owner-Occupied + Rental Units)**  
A mix of owner-occupied homes and rental units within the same development, catering to a variety of income levels. This option allows for community integration and provides diverse housing opportunities within the same development, ensuring flexibility and a balanced neighborhood environment. The design should focus on creating a strong sense of community while optimizing the land for both ownership and rental possibilities. This could include townhomes, duplexes, or small single-family homes, with clear delineations between the owner-occupied and rental units.
- **Option 4: Flexible, Cost-Effective Development Plan**  
A design that maximizes the use of the land by balancing affordability and flexibility, taking into consideration the site's limitations (e.g., access to utilities, environmental constraints) and identifying cost-effective solutions to reduce predevelopment and construction costs. This option may also include phased development for future growth.

## 2. Final Site Development Plan

After incorporating feedback from the Town, the firm will finalize two development plans, which must include:

- **Grading & Clearing:** Detailed cost breakdown for grading and clearing, identifying areas for potential reuse of materials.
- **Utilities:** Detailed plans for water, sewer, and stormwater systems, including any necessary upgrades or new installations.
- **Infrastructure:** Roads, sidewalks, curbs, parking, and lighting, ensuring connectivity and accessibility for all users, particularly those with disabilities.
- **Landscaping & Community Amenities:** Proposals for landscaping, common areas, recreational spaces, and community services (e.g., playgrounds, walking trails).
- **Compliance:** The final designs must meet the Rutherfordton Development Ordinance (RDO), RMST Zoning District requirements, TNDO Overlay District regulations (if applicable), and federal funding eligibility for affordable housing programs like NC Housing Finance Agency and HUD.

## 3. Predevelopment Budget & Cost Estimates

The firm will provide detailed cost estimates for grading, infrastructure, utilities, permits, and design fees, ensuring the project aligns with the Town's budget and objectives. The budget should also include projections for ongoing operational costs (maintenance, utilities) and potential funding options from local, state, and federal resources.

## 4. Shovel-Ready Package

A complete shovel-ready development package that includes final design options, cost estimates, and all necessary compliance documentation to move the site closer to construction-ready status. This will also include applications or documentation required for federal or state funding applications (e.g., LIHTC, HUD).

## 5. Timeline & Deliverables

The firm will deliver the completed development plans, including all design, budget, and compliance documents, within 6-8 weeks after contract award.

---

**Site Reference Data:**

- **Rutherford County GIS Parcel Number:** 1653467
  - **Property Address:** E 2nd St, Rutherfordton, NC
  - **Acreage:** 4.82
  - **Owner:** Town of Rutherfordton, 129 N Main St, Rutherfordton, NC
  - **Zoning:** CIVIC (CIV) Zoning District with potential rezoning/TNDO Overlay
  - **Surveys:** Boundary Survey, Topographical Survey, Tree Inventory, Phase I (ESA) (available upon request)
- 

**Pre-Submittal Meeting:**

A pre-submittal meeting will be held on March 14, 2025, at 10:00 AM at Rutherfordton Town Hall (129 N Main Street, Rutherfordton, NC). Interested firms are strongly encouraged to attend this meeting. The purpose of the meeting is to clarify the project's expectations, answer questions, and review site conditions and materials.

Failure to attend the pre-submittal meeting does not disqualify firms from consideration.

---

**RFQ Submission Requirements:**

Interested firms must submit the following materials as part of their qualifications package:

**1. Firm's Experience:**

Provide a detailed description of the firm's relevant experience, particularly with affordable housing projects and development plans that involved financing from the North Carolina Housing Finance Agency (NCHFA) or HUD. Emphasize any past experience in working with low-income housing tax credits (LIHTC), HUD financing, or other public funding sources.

**2. Proposed Team:**

Include a list of key personnel who will be working on the project, highlighting their qualifications and experience on similar projects. Resumes should be provided for each key team member, particularly those who have experience in affordable housing, land development, and managing public financing or compliance requirements.

### 3. **Development Approach:**

A clear and concise description of the firm's approach to the development of the 4.8-acre site. This should include the following:

- **Flexibility in design:** Propose how the firm would approach different development options (e.g., senior housing, general affordable housing, mixed-residential development with owner-occupied and rental units).
- **Cost-effective solutions:** Outline strategies to ensure the project is economically viable, including the identification of potential cost savings or innovative approaches to reduce predevelopment and construction costs.
- **Alignment with Town's Goals:** Demonstrate how your approach will meet the Town's vision for affordable housing, and comply with local, state, and federal housing requirements and funding opportunities.

### 4. **References:**

Provide at least three references from previous clients for similar projects, particularly those related to affordable housing development and public-private partnerships. For each reference, include the project name, contact person, and a brief description of the work completed.

### 5. **Schedule of Charges:**

Include an explanation and description of how charges for project services are typically handled by your firm. Provide a fee schedule that outlines the pricing for services involved in the site development process, including any assumptions or special arrangements related to this specific project. While detailed project costs are not required at this stage, the schedule should clarify how the firm handles billing, milestones, and any other applicable costs. Final project costs will be negotiated once the firm is selected.

**Important Submission Instructions:**

To be considered, firms must submit one hard copy and one PDF copy on a USB drive of the response to the Jordan Jones, at 129 N Main St, Rutherfordton, NC. Responses must be received no later than April 7, 2025, by 5:00 PM.

---

**Selection Process:**

The Town of Rutherfordton will evaluate all submitted responses based on the following weighted criteria:

1. **Consultant Team & Company Stability (10 points)**  
Evaluation of the firm's structure, experience, and capacity to handle the project.
2. **Past Performance on Similar Projects (20 points)**  
Experience with affordable housing and similar land development projects, especially with public funding sources.
3. **Qualifications of Key Personnel (30 points)**  
Skills and experience of the individuals directly involved in the project.
4. **Project Approach & Familiarity with Rutherfordton (25 points)**  
The firm's approach to developing the site while addressing the specific needs of the Town.
5. **Fee Schedule (15 points)**  
Fee structure and proposed costs for the project.

**Total Points: 100**

A **Selection Committee**, including the Town Manager, Finance Director, Public Works Director, Community Services Director, and a member of the Redevelopment Commission will review and score all responses. The firm with the highest score will be selected as the recommended consultant for the Town Council's approval.

---

**Terms and Conditions:**

- **Reimbursement:** The Town of Rutherfordton will not reimburse any consultant for expenses incurred in preparing responses to this RFQ.
- **Confidentiality:** All responses become the property of the Town and may be used for future developments or purposes.

- **No Obligation:** Submission of a response does not obligate the Town to select any firm.
- **Contract:** Once selected, the consultant will enter into a contract with the Town. The contract will be negotiated based on the responses and terms outlined in the RFQ.

---

**Point of Contact:**

For any inquiries or clarifications, please contact:

**Jordan Jones**

Community Services Director, Town of Rutherfordton

Phone: **828-447-8255**

Email: [jjones@rutherfordton.net](mailto:jjones@rutherfordton.net)

Address: **129 N Main St, Rutherfordton, NC 28139**

---

**Key Dates:**

- **RFQ Release Date:** March 3, 2025
- **Pre-Submittal Meeting:** March 14, 2025, 10:00 AM
- **RFQ Submission Deadline:** April 7, 2025, by 5:00 PM
- **Award Notification:** April 15, 2025
- **Project Completion Deadline:** Estimated June 2025 (6-8 weeks after contract award)

---

We look forward to your response and to working together on this important development initiative.

---