



Southeastern Community Action Partnership, Inc.

Request for Qualifications (RFQ)

Civil Engineering Services- I. Ellis Johnson Multifamily Housing Project

Supportive Housing Development| 815 McGirts Bridge Road, Laurinburg, Scotland County NC 28352

Date of Release: November 21, 2025

Response Due Date/Time: December 12, 2025, at 3:00 PM

Contact: Cynthia Foskey

Email: foskeyc@scapnc.org

Phone: 910/277-3521

1. Introduction

Southeastern Community Action Partnership, Inc., Owner/Developer is soliciting Statements of Qualifications (SOQs) from qualified Civil Engineering firms to provide site design, permitting, and related civil engineering services for the I. Ellis Johnson Multifamily Housing Project, a Supportive Housing Development to be funded through the North Carolina Housing Finance Agency (NCHFA). The selected firm will collaborate with the Owner/Developer, an architectural team, and other consultants to design and permit a cost-effective, sustainable site that meets NCHFA, local, and state requirements for energy- efficient affordable and supportive housing.

2. Project Overview

Project Name: I. Ellis Johnson Multifamily Housing Project

Location 815 McGirts Bridge Road, Laurinburg, Scotland County, North Carolina 28352

Project Type: Supportive multifamily housing development for low-income families

Funding Source: North Carolina Housing Finance Agency (Supportive Housing American Rescue Program and North Carolina Office of Recovery and Resiliency)

Estimated Unit Count:

- a. Phase one will consist of 10 units 1 and 2 bedrooms
- b. Phase two will consist 45 units 1,2, and 3 bedrooms

Site size: Approximately 11-15 acreage of land

Anticipated Construction Start: 2027

This development will include multiple residential buildings, parking areas, sidewalks, stormwater management systems, and other amenities to support residents and service providers.

3. Scope of Services

The selected Civil engineer will be responsible for providing complete civil/site engineering services, including but not limited to:

A. Due Diligence and Site Analysis

- Site visit and assessment of existing topography, soils, and infrastructure

- Review of zoning, land use, and local development requirements
- Preliminary site feasibility analysis and utility availability verification
- B. Site Design & engineering
 - Development of site, grading, and utility plans
 - Design of stormwater management systems per NCDENR and local regulations
 - Design coordination with the project architect, landscape architect, and surveyor
 - Incorporation of NCHFA Design and Construction Guidelines
- C. Permitting & Approvals
 - Preparation and submittal of all required plans and permit applications
 - Coordination with Laurinburg Planning & Inspections, NCDOT < DEQ, and utility providers
 - Representation at meetings or hearings as needed
- D. Construction Support
 - Provide construction administration assistance, including RFI responses and site visits as required
 - Prepare record/as-built drawings for project closeout

4. Proposal Requirements

Interested firms should submit a Statement of Qualifications (SOQ) that includes:

1. Cover Letter – Introduction of the firm and primary point of contact
2. Firm Qualifications & Experience- Description of firm's history, services, and relevant experience with affordable housing and NCHFA – funded projects
3. Project Team – Key personnel, their roles, and resumes of the project manager and lead engineer
4. Relevant Project Examples – Up to three recent multifamily housing or supportive housing projects in North Carolina
5. References – Contact information for at least three references from similar projects
6. Licensure and Insurance – Evidence of NC professional engineering licensure and proof of professional liability insurance

5. Selection Criteria

Evaluation will be based on the following factors:

Evaluation Factor	Weight
Experience with NCHFA and affordable/supportive housing projects	30%
Qualifications of project team	25%
Understanding of site design and regulatory challenges	20%
References and past performance	15%
Ability to meet schedule and budget	10%

6. Submission Instructions

Submission Deadline: _____

Submission Format: One (1) electronic PDF copy via email to foskeyc@scapnc.org

Email Subject Line: "RFQ – Civil Engineering Services – I Ellis Johnson Multifamily Housing Project"

Late submissions will not be considered.

7. Schedule

RFQ Issued – November 21, 2025, Date

Questions Due – December 1, 2025, Date

Responses Due- December 12, 2025, Date

Shortlist/interviews (if applicable) - _____ TBD

Selection Notification - _____ TBD

Anticipated Contract Start - _____ TBD

8. Additional Information

The Owner reserves the right to reject any or all submissions, to waive irregularities, and to award in the best interest of the project. This RFQ does not constitute a commitment to award a contract or to reimburse any costs incurred in preparing a response. The selected firm will enter into a professional services agreement consistent with NCHFA requirements and project funding guidelines.

Contact Information

All correspondences and questions related to this RFQ should be directed to in writing to:

Cynthia Foskey
Southeastern Community Action Partnership, Inc.
P. O. Box 1025
Lumberton NC 28359
Email: foskeyc@scapnc.org
Phone: 910-277-3521



Southeastern Community Action Partnership, Inc.

I Ellis Johnson Multifamily Housing Project Request for Qualifications (RFQ) – Civil Engineering Services RFQ Cover Sheet – To be Submitted with Statement of Qualifications

Firm Name: _____

Mailing Address: _____

City, State, ZIP: _____

Primary Contact Person: _____

Title: _____

Email Address: _____

North Carolina Professional Engineer License No.: _____

Date of Submission: _____

Authorized Representative (Print Name):

Signature;

Title:

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Date:

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