

Request for Qualifications (RFQ): Architectural & Engineering Services For the Town of Lake Waccamaw

Project: Lake Waccamaw Town Hall Space Needs and Design Project

Location: Lake Waccamaw, NC

Date Issued: May 18, 2026

1. Project Overview

The Town of Lake Waccamaw, NC ("Town") is soliciting Statements of Qualifications (SOQ) from qualified architectural/engineering firms ("Firm") to provide professional design and construction administration services for the construction of a new Town Hall. The total budget, including construction and soft costs, is supported by a \$2.5M state grant.

Lake Waccamaw's economy is largely driven by tourism centered on the state park and lake, alongside healthcare, education, and retail. As of 2024, the town has a, ~1,200+ full time population with a median household income of approximately \$72,500–\$74,297 and low unemployment. Key income sources come from tourism, research on endemic species, and local services.

The Lake Waccamaw Board of Commissioners is the governing body for the Town. The town follows the Council-Manager form of government. The Town of Lake Waccamaw is a full service town including administration, water and sewer, police, fire/fire marshal, planning and zoning and building inspections.

2. Scope of Services

The selected Firm will be responsible for, but not limited to:

- **Space Needs Study:** Conducting a space needs study for the Town to determine office needs.
- **Site Evaluation:** Assessing locations which may be used for a new structure.
- **Design & Engineering:** Developing architectural, structural, electrical, and plumbing plans.
- **Permitting:** Assisting the town with necessary zoning and construction permits.
- **Construction Administration:** Overseeing the project to ensure adherence to plans and budget.
- **Project Management:** Working with the Town Manager and Board on timelines and compliance.

3. Qualifications Requirements

- Firm must be licensed to provide architectural and engineering services in North Carolina.
- Demonstrated experience with municipal office buildings or commercial adaptive reuse projects within the last 10 years.
- Familiarity with NC building codes, specifically regarding renovation and potential floodplain regulations (given the proximity to Lake Waccamaw).
- Familiarity with construction methods in damp and humid locations

4. Submittal Requirements

Interested firms should submit an electronic copy of their SOQ to the Town Clerk, **Meredith Parker** (mparker@lakewaccamawnc.gov), at the Town Hall office.

- **Cover Letter**
- **Firm Profile & Experience**
- **Project Team Credentials**
- **Examples of Similar Projects**
- **References**

5. Selection Process (NCGS §143-64.31)

The Town will evaluate submissions based on qualifications, experience, and understanding of the project, *not on cost*. The Town will select the best-qualified firm and subsequently negotiate a fair and reasonable fee for services.

6. Tentative Schedule

- **RFQ Published:** May 18th, 2026
- **Deadline for Questions:** May 29th, 2026
- **Submittal Deadline:** June 3, 2026
- **Selection & Interviews:** TBA

7. Contact Information

- **Town of Lake Waccamaw**
- 205 Flemington Dr. | P.O. Box 145 Lake Waccamaw, NC 28450
- Phone: 910-646-3700
- Darren Currie, Interim Town Manager
- Meredith Parker, Town Clerk/Finance Officer