
WAKE COUNTY MEDICAL EXAMINERS DECEDENT STORAGE DESIGNER REQUEST FOR QUALIFICATIONS (RFQ)



JUNE 1, 2026

RFQ#26-054

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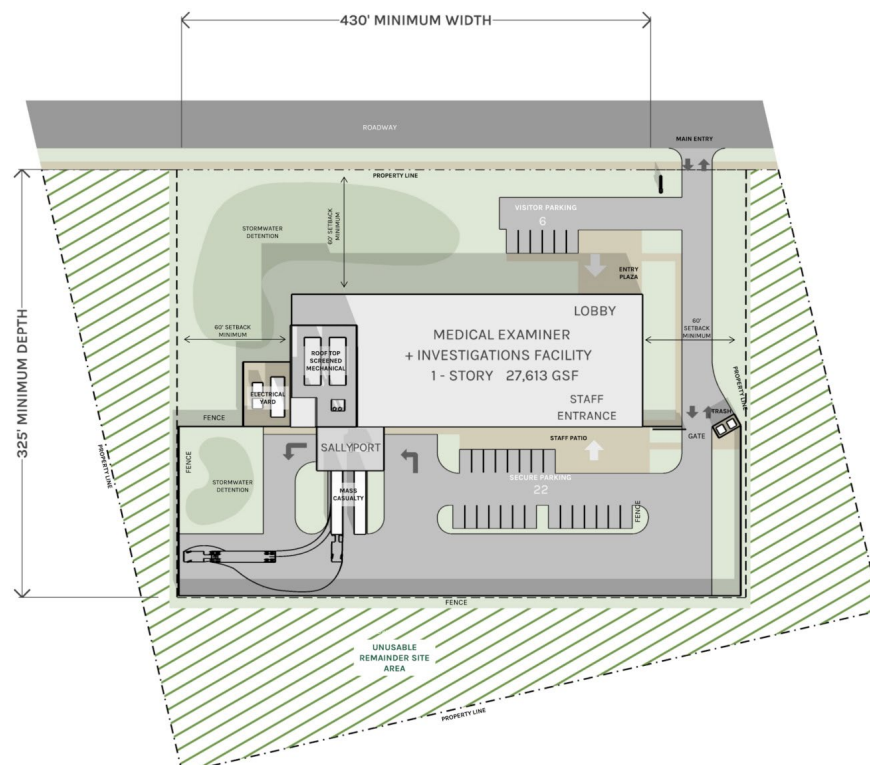
I. Introduction

Wake County is one of the fastest growing counties in the United States. With its economic opportunities, high quality of life, and numerous educational institutions, Wake County attracts people from across the country and around the globe, increasing the population by 66 people per day. This significant population growth has increased the demand on local public health and safety infrastructure, specifically increasing the demand for medicolegal examination services.

Wake County expects to continue to experience significant population growth over the next 30 years. In response, Wake County has updated its infrastructure plan to include a medical examiner facility.

II. Project Overview

The medical examiner facility needs to address a 30-year growth projection for administrative, morgue, examination, and building support functions to the year 2060. Initial studies recommend a dedicated medical examiner facility on a parcel of land approximately 5-6 acres with a building that is between 23,000 and 30,000 square feet. The purpose-built facility will include office and meeting space, collaboration space, laboratory area, wellness and support space, emergency power, and other programmatic areas. The site development will include secure staff parking, circulation drive, mass casualty truck area, sallyport delivery zone, and other improvements that are required for the specific location. See concept site plan below.



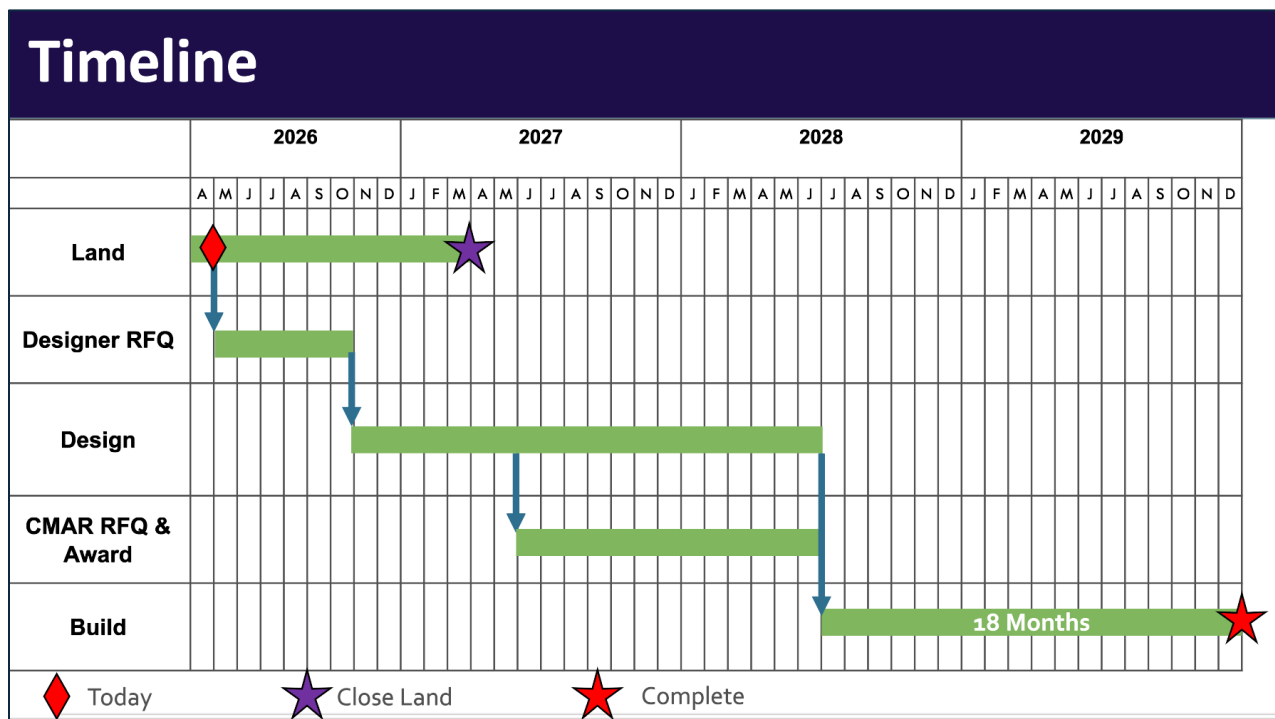
III. Project Funding

The construction costs estimated for this project including site development, building construction, furniture, fixtures, equipment, and signage is approximately \$43 million. The funding for this project has been identified in the County's Capital Improvement Plan (CIP) budget process.

Land acquisition for the medical examiner facility is in process and site evaluations are considered part of this Project's scope of work.

IV. Project Timeline

Below is a preliminary timeline of the medical examiner facility program.



V. Request

Wake County Government hereby requests qualification packages from architectural and engineering consultant firms to provide all architectural and engineering services required to satisfactorily complete all phases of Project within the time limitations as negotiated at time of award. The architect shall take the lead project management role of the design team. In addition to building and site design, services will include community outreach, landscape design, and interior design (modular workstations, furniture, signage, finishes, etc.), and building systems design (plumbing, mechanical, electrical, fire protection, and structured cabling). In addition, firms may choose to retain specialized expertise to advise on the design and construction of this project.

Pre-Design Services

- Programming & Adjacency Diagrams
- Regulatory Agency Consulting
- Space Schematics & Flow Diagrams

Site Analysis

- Site Concepts & Development Plans
- Site Utilization Studies
- Site Feasibility & Zoning Analysis
- Traffic Studies (If Required)
- Utility Studies (on-site & off-site)
- Regulatory Requirements
- Coordination of Due Diligence
- Test Fits on Prospective Sites

Design

- Schematic Design
- Design Development
- Construction Documents
- Detailed Cost Estimates (Each Phase)
- Public & Board Presentations
- Coordinate All Drawings Including Special Construction & Owner Contracted Work
- Energy & Performance Design Analysis
- Environmental Design Studies
- Lifecycle Cost & Value Analysis
- Materials Research
- Renderings & Presentation Materials
- Energy Advisory Commission Presentations (2-3)

Procurement

- Securing All Regulatory Approvals and Permits
- Separate Bid Packages for Construction, Landscaping, Signage Package, Furniture, Low-Voltage
- Prebid Meetings
- Evaluation of Bids
- Prequalification Packages
- Analysis of Substitution Requests, Alternates, and Project Submittals
- Clarifications, Addenda, and Requests for Information (RFI's)
- Participate in Construction Manager at Risk (CMAR) Selection Process
- Assist with Bid Packages

Construction Phase

- Construction Administration
- Project Meetings
- Quality Assurance & Field Reports
- Submittal and Shop Drawing Reviews
- Participate in Commissioning
- Review & Approve Contractor Pay App's
- Review Contractor Change Requests
- CMAR Collaboration
- Coordinate W/MBE Reporting

Project Closeout/Warranty

- Punch List Inspections
- Start-Up Assistance & Final Commissioning
- Record Drawings
- 12-Month Warranty Walk-Through
- Final W/MBE & HUBSCO Reporting
- Final Regulatory Approval
- Coordinate Owner Training
- Warranty Claim Review & Inspections
- Final Pay App & Closing Documents

VI. Consultant Qualifications

The architectural and engineering consultants' staff proposed to be assigned responsibilities on this Project must be experienced in all phases of the planning, design and construction of similar public facilities. The consultant team must have extensive knowledge of medical examiner facilities, regulations governing the design, bidding, construction and operation of such facilities in the State of North Carolina. Finally, the team must have a proven capability to effectively and efficiently manage a project of this complexity to produce a facility consistent with and meeting the needs and goals outlined by Wake County.

VII. Project Durations

Project schedule will be negotiated and established with the selected firm at the time of negotiating project specific services.

VIII. Scope of Work

Provide all architectural and engineering design services, as listed in the Agreement for Design Professional Services (see example), required for Project. See section XIV of this document for more information about the reference documents. In addition, Design Professionals must be familiar with the County's Design Guidelines:

<https://www.wake.gov/departments-government/facilities-design-construction/facilities-design-construction-guidelines-standards>

IX. Proposal Submission Requirements

Submittals shall be made on 8-1/2" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The package submitted shall not exceed forty (40) pages single-sided, or twenty (20) pages double-sided (front/back covers, Table of Contents and Tab pages are excluded from these totals). All pages are to be consecutively numbered. All materials not clearly labeled "Trade Secret" shall become property of Wake County and will be considered public documents. (Reference section XV – Confidentiality of Documents.) Please also provide a single electronic copy (PDF preferred) of the response in addition to the hard copies.

Complete responses to each of the following inquiry categories are required.

A. Organization

1. Letter of Interest identifying all firms proposed for the design team, including the organizational and contractual relationship between the principal and associate

firms. Discuss the responsibilities to be fulfilled by each design team member who will be assigned to the Project.

2. Provide detailed resumes and list of completed projects for staff proposed.
3. Team Organization Chart showing all firms proposed for the design team and the relationships between the principal and associate firms. Indicate in which office (location) each staff member works.

B. Qualifications and Experience

1. Summary of at least three (3) medical examiner facility or similar projects for which the designer was responsible. Each of the project summaries shall include the following:
 - Description of facility, including location, size, functions housed, original project budget, actual project cost and year completed; cost to be broken down as follows:
 - Original construction budget
 - Final construction costs
 - Design fees (note if separate consultants were utilized)
 - Original projected completion
 - Actual project completion
 - Description of services rendered by designer.
 - Degree of involvement (principal or associate).
 - Associate firms involved and their assigned responsibilities.
 - Key principal and associate staff involved, along with their assigned responsibilities.
 - Summary of client's program along with key design elements and how they were addressed by the designer.
 - Indicate construction delivery method.
 - Project references including names, addresses and telephone numbers.
 - Provide names of construction manager or prime general contractor.
2. Attach a list of all medical examiner facility or similar projects for which your principal design firm has provided significant services over the past 10 years. Identify who was the project manager/lead designer. Provide owner contact names, phone numbers, and e-mail addresses.
3. Other relevant information which the design consultants believe demonstrates their qualifications for the project.

C. Questionnaire

Respondents are required to provide responses to the following questions. Each question is to be listed in italics, followed by the response in normal type style.

1. Provide an overview of your team's philosophy in the design of a medical examiner facility. Describe your approach to the project design and materials/systems research that will assure the functional, aesthetic, and quality requirements are satisfactorily addressed for this project.
2. What are five major issues to be addressed in the design of a medical examiner facility?
3. Describe your team's experience with Authority Having Jurisdiction (AHJ) site related approvals including site plan, special use permits, and rezoning.
4. Describe how sustainable and energy efficient design elements were incorporated into the five (5) most similar projects described earlier in this RFQ.
5. Identify specific studies which will be undertaken during the various phases of the project to assure the building is energy efficient and complies with Wake County's "Guidelines for Design and Construction of Energy Efficient Facilities." These guidelines are available at:
 - [Energy Design and Management Guidelines, October 2022](#)
6. Describe the team's approach to maintenance considerations during the design and construction phases of a project.
7. Explain the firm's procedures for document quality control and coordination of the various disciplines of work in preparing construction documents.
8. Explain the management tools, techniques and procedures your team uses to maintain the schedule for the programming, planning and design phases, and how your team will control project cost to assure the project budget is not exceeded.
9. List any pending or settled lawsuits or professional liability claims in which the designer was involved during the past seven (7) years.
10. Listing of projects currently underway and schedule for completing them. Identify current and projected weekly contract commitments of staff to be assigned to the Project.
11. Describe your team's approach to construction administration including guarding the Owner against defects and deficiencies in work of the contractors during the construction phase.
12. Describe your team's commitment to the success of this project and why you believe your assembled team is the best choice for this project.

X. Selection Process

The Wake County Board of Commissioners has established a policy to be followed in selecting design consultants. This policy is for the purpose of ensuring that design consultants are selected in a fair and uniform manner, that those selected for work are qualified and experienced in designing facilities desired and to ensure that every qualified design consultant has the opportunity to be considered for providing professional services for the Project. The process for the Project will involve three stages:

Stage One: Request for Qualifications

The initial phase has commenced with the establishment of a Selection Committee. A Request for Qualifications package is being sent to firms identified on the County's current "Capital Improvement Program - List of Design Consultants" who have previously expressed interest in being considered for providing design services for this type of project. Upon receipt of the Proposals from respondents, Selection Committee members will review and identify ("short-list") firms which appear to be most qualified to provide services for this project.

Stage Two: Interviews

Separate interview sessions will be scheduled with the "short-listed" firms to permit Selection Committee members to further evaluate each firm's qualifications and proposal. After the interview and reference checks, the Selection Committee will promptly make their selections and forward written recommendations for approval.

Stage Three: Contract Negotiations

Following the Selection Committee's selection, the Facilities Design & Construction office will negotiate a contract consistent with the County's Standard Professional Services Agreement with the selected Designers. In the event negotiations prove unsuccessful with the selected firm, the Selection Committee will select the next highest rated firm with which to begin negotiations.

Selection Process Timeline

RFP Published & Distributed	June 1, 2026
Deadline for Respondent Questions	June 15, 2026
Proposal Submission Deadline	July 20, 2026 at 2 PM
Selection Committee Reviews Proposals	July 21 – August 3, 2026
Short Listed Design Teams	August 6, 2026
Design Team Interviews (Tentative)	August 24 – 28, 2026
Finalize Selection of Design Team	September 3, 2026
Negotiate Design Agreement	September 8 – 15, 2026
Design Kick-Off Meeting	October 1, 2026

XI. Evaluation Criteria

- A. Criteria similar to the following will be the basis on which consultants will be selected for further consideration, relative to this Request for Qualifications:
1. Specialized or appropriate expertise Design Team has in this type of project.
 2. Past performance of the lead firm, any consultants, and their employees on similar projects, including reference verification findings.
 3. Qualifications and experience of members of the design team proposed for the project.
 4. Design team's experience preparing for and facilitating community meetings to obtain input from the community and stakeholders in the design process.
 5. Recent experience with cost control and maintaining project schedules.
 6. Current workload of the lead firm and any consultants proposed.
 7. Proposed Design Approach.
 8. Proven ability of the design team to successfully administer the construction and closeout phases of publicly funded projects.
 9. Proximity to and familiarity with the area where the project is located.
 10. Design Team's record of successfully completed projects without major legal or technical problems.
 11. Design Team's capabilities and proven experience in extensive evaluations of facility energy consumption and life cycle cost analysis as part of design of similar projects.
 12. Design team's proposed hourly rates for professional services.
 13. Other factors that may be appropriate for the project.

XII. Submission of Qualifications and Experience Packages

Seven (7) complete proposal packages and PDF copy must be received at the following address by 2:00 p.m. on Monday, July 20, 2026 at the following location:

Attention: County of Wake
Facilities Design and Construction Office
Attention: Tommy Moorman
Senior Facilities Project Manager

Mailing Address: Post Office Box 550
Raleigh, NC 27602

Delivery Address: 336 Fayetteville Street, Suite 1100 (11th Floor)
(hand/FedEx/UPS) Raleigh, NC 27601

XIII. General Comments

- A. Any cost incurred by respondents in preparing or submitting a proposal for the Project shall be the respondents' sole responsibility.
- B. All responses, inquiries or correspondence relating to this RFQ will become the property of Wake County when received (subject to: Section XV Confidentiality).
- C. Wake County has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications and to cancel the process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications.
- D. The advertisement for this RFQ for architectural and engineering services may be viewed on Wake County Finance's website using the link below. If a question of general concern is asked by any firm, an addendum will be issued to include a copy of all written response.

<http://www.wakegov.com/finance/business/rfp/Pages/bids.aspx>

- E. Below is a list of reference documents. The form of agreement for professional services is available for download where this RFQ document was accessed. The energy guidelines can be viewed using the link below.

- Form of Agreement for Professional Services
- [Energy Design and Management Guidelines, October 2022](#)

Respondents are requested to refrain from contact with the Selection Committee members. Any questions regarding the RFQ should be directed to Tommy Moorman at the Wake County Facilities Design & Construction Office at the below listed address. All written responses will be included in an RFQ addendum.

Tommy Moorman, Senior Facilities Project Manager
Wake County Facilities Design & Construction
Wake County Office Building, 11th Floor
P.O. Box 550
Raleigh, NC 27602
T (919) 856-6354
F (919) 856-6355
E tommy.moorman@wake.gov

XIV. Confidentiality of Documents

In general, documents that are submitted as part of the response to this RFQ will become public records and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the consulting firm follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret," the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.

If the County determines that a document that the Design Team has designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the County will provide notice of that determination to the contact person designated by the Design Team, in any reasonable manner that the County can provide such notice, at least five business days prior to its public disclosure of the document. If the Design Team does not designate anyone to receive such notice, or if, within five business days after the designated person receives such notice, the Design Team does not initiate judicial proceedings to protect the confidentiality of the document, the County will not have any obligation to withhold the document from public disclosure.

By submitting to the County a document that the Design Team designates as "confidential" or "trade secret", the design Team agrees that in the event a third party brings any action against the County or any of its officials or employees to obtain disclosure of the document the Design Team will indemnify and hold harmless the County and each organization's affected officials and employees from all costs, including attorney's fees incurred by or assessed against any defendant, of defending against such action. The Design Team also agrees that at the County's request the Design Team will intervene in any such action and assume all responsibility for defending against it, and that the Design Team's failure to do so will relieve the County of all further obligations to protect the confidentiality of the document.