



Request for Proposal  
Architectural & Engineering  
Services  
March 7, 2025

## **Who are we?**

We are one of the leading agencies for equitable and affordable housing development for the City of Concord and Cabarrus County residents. WeBuild Concord (WeBuild) was founded in 2019 under the original name, Concord Family Enrichment Association (CFEA). The purpose of CFEA was to serve as a nonprofit and enrichment arm for the City of Concord's housing division. The organization's mission expanded in 2021-2022 to provide opportunities through public and private partnerships for residents, including the building and developing of homes, a community land trust, and advocacy for equitable housing and community development. WeBuild is an inclusive and fluid model that responds to the specific needs of neighborhoods, economic and community development, and other intersectional factors that impact housing and talent development. For more information, go to [www.webuildconcord.org](http://www.webuildconcord.org).

## **Project Overview:**

WeBuild Concord intends to develop a paved parking lot at 77 Corban Ave SW, Concord, NC 28025, into a modern 55+ cottage village featuring eleven 600 sq. ft units. Four units will be two-story, and the remaining seven will be single-story ADA compliant. This project aims to create a safe, comfortable, and attractive living space for tenants and owners while enhancing the architectural appeal of downtown Concord. WeBuild Concord is excited to embark on this transformational project, and we are seeking licensed, experienced, and innovative professionals to help us bring our vision to life.

## **Scope of Work:**

The selected architecture and engineering firm/partnership will be responsible for the following tasks:

- 1. Site Analysis:**
  - a. Evaluate the existing site and building structures to determine the maximum number of units and best use of space.
- 2. Design and Planning:**
  - a. Develop detailed architectural plans for the complex, including floor plans, elevations, and site layout.
  - b. Create engineering designs for structural, mechanical, electrical, and plumbing systems.
  - c. Incorporate sustainable and energy-efficient design principles.
- 3. Regulatory Compliance:**
  - a. Obtain necessary permits and approvals from local authorities.
  - b. Ensure compliance with building codes and regulations.
  - c. Deliver approved and complete set of construction documents.
- 4. Construction Oversight:**
  - a. Provide construction administrative services, including site visits, quality control, and contractor coordination.
  - b. Address any design-related issues that may arise during construction.
- 5. Interior and Exterior Finishes:**
  - a. Recommend and specify interior finishes, fixtures, and materials.
  - b. Design landscaping and outdoor amenities for the condominium complex.

### **Proposal Submission Requirements and Basis for Considering:**

The responding company or partnership **must attend a site visit and provide the following by April 1, 2025, submission deadline**. Submissions should be concise, no more than three (3) pages, excluding proof of North Carolina license, insurance, resumes or bios, and official bids.

1. **Site Visit:** Schedule a site visit for March 18<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, 27<sup>th</sup>, April 1<sup>st</sup>, or 3<sup>rd</sup> at 10 am or 11 am. Email [jsykes@webuildconcord.org](mailto:jsykes@webuildconcord.org) with the subject **77 Corban Site Visit** to schedule.
2. **Company Profile:** Provide an overview of your firm, including relevant experience in similar projects.
3. **Project Approach:** Provide a brief outline of your approach to this project, highlighting your innovative ideas and methodologies.
4. **Team Qualifications:** Include resumes or bios of key team members demonstrating their architecture, engineering, and project management experience.
5. **Portfolio and References:** Provide at least three examples of previous work, especially projects related to multi-family construction, and references for the projects above, including contact information and address.
6. **License and Insurance:** Provide proof of North Carolina license and the firm's insurance coverage.
7. **How did you learn about this RFP?**
8. **Official Bid: All firms must submit an official bid with budget categories, line item expenses, and final cost.**

### **Reminder**

Firms should not contact the WeBuild Board of Directors regarding this project.

All inquiries should be submitted to Jessie Sykes, Construction Manager, at [jsykes@webuildconcord.org](mailto:jsykes@webuildconcord.org).

### **Proposal and Submission Deadline**

Proposals shall be limited to three (3) pages, excluding proof of North Carolina license, insurance, resumes or bios, and official bids. ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED. Submissions must be in .pdf format and submitted to [jsykes@webuildconcord.org](mailto:jsykes@webuildconcord.org) by 5:00 p.m. on April 14, 2025.

WeBuild Concord reserves the right to reject any statements of interest and request post-bid interviews as necessary. A firm is anticipated to be selected and notified before May 1, 2025.

**Reminder: Proposals should be sent to the following e-mail address as a .pdf file:**  
[jsykes@webuildconcord.org](mailto:jsykes@webuildconcord.org).

**The subject line should contain "77 Corban RFP for Architecture & Engineering." Paper submissions will not be accepted.**

### **SELECTION**

Following the American Rescue Plan Act guidelines, WeBuild Concord will accept the **lowest "responsible" bid**. We will notify all applicants with an award or denial letter.

### **CONTRACTING**

Any contract developed for this Architectural and Engineering agreement shall be construed and enforced according to the laws of the State of North Carolina. All contracts are subject to the rules and regulations of the American Rescue Plan Act.

## **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of WeBuild to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. WeBuild prohibits any such discrimination or harassment.

**Please note the addendum for any contracts using American Rescue Plan Act funding.**

## 77 Corban Ave SW

### Conceptual Site Plan



- Four (4) two-story 600 SF Homes
- Seven (7) 600 SF Homes
- 22 Parking Spaces
- Mail Kiosk
- Dumpster Location
- Open Space



77 Corban Ave SW

## Conceptual Rendering & Elevation



One story



Two story  
Will not have a garage

