REQUEST FOR QUALIFICATIONS

INTERIOR ARCHITECTURE DESIGN SERVICES

RFQ # 27-002

Qualifications Issued Date: October 14th, 2026

Qualifications Due Date: November 16th, 2026 at 3:00 PM, ET

All questions regarding this RFQ shall be submitted to:
admcontracts@alliancehealthplan.org

Pursuant to General Statutes of North Carolina, Section 143 Article 3 and 8, subject to the conditions and specifications herein, Designers are invited to submit qualifications.

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1.0 BACKGROUND

Alliance Health is the managed care organization for publicly funded behavioral health care services for the people of Cumberland, Durham, Harnett, Johnston, Mecklenburg, Orange, and Wake counties in North Carolina. Currently, Alliance works with a network of over 4,000 private providers to serve the needs of almost 470,000 Medicaid-eligible and uninsured.

The lease for Alliance Health's Home office located in Morrisville, NC will come to an end June 2029. Alliance Health is investigating opportunities to lease new space or renovate the current location.

2.0 PURPOSE

Through this request for qualifications (RFQ), Alliance Health is seeking professional architectural and engineering design services from firms licensed to practice in North Carolina to provide initial feasibility analysis, space planning optimization, construction permit drawing coordination, code compliance reviews and construction administration in the evaluation of two alternatives as described below. This project, whether relocating or remodeling current space, will consist of administrative and training spaces. The selected firm shall evaluate and provide a formal recommendation pertaining to renovation and relocation.

Project is currently identified as follows:

- Alliance Health Home Office Remodel located in Morrisville, NC
    - Reducing footprint to fit hybrid workstyle.
    - Program contains reduction of space while maintaining Board room, a large divisible training room, large conference room, 7 to 9 small to medium conference rooms, 12-13 storage rooms, server room and corresponding telco rooms as needed, reception area, 2 wellness rooms, 4 break rooms, 4 copy rooms and office, huddle and workstations to meet current need of hybrid workforce.
    - Space planning optimization.
    - Provide potential scheduling options to coincide with end of current lease.
- Alliance Health Home Office Relocation
    - Currently working with Rich Realty to locate potential office locations within a 7-mile radius of current location.
    - Estimating 55,000 to 65,000 square foot office space.
    - Provide test fits for sites as agreed upon by Alliance if not provided by leasing agency.
    - Program contains reception, Board Room, large divisible training room, large conference room, 7-9 small to medium conference rooms, ample storage space for all departments and organizational groups, server room and corresponding telco rooms as needed, at least one wellness room with sink, break rooms, copy rooms, office, huddle and workstations to meet current need of hybrid workforce.
    - Space planning optimization.
    - Provide potential scheduling options to coincide with end of current lease.

- Available information
    - Daily attendance information

- Design services include collaboration with stakeholders from Alliance Health Facilities, IT, etc., the Owner's Project Management consultant, landlord for the specified facility requirements, and the local permitting jurisdiction.
- Design Services required for the project shall include, but are not necessarily limited to:
    - Design Phases
        - Schematic Design
        - Design Development
        - Construction Documents for bidding and permitting.
    - Code Review
    - Permitting Guidance
    - Architectural Surveys (as needed)
    - Construction Bidding Assistance
    - Construction Administration to include meeting facilitation and regular site observations of the contractor and subcontractors during the construction phase.
    - Sign offs on construction to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
    - Monthly status Meetings/Reports as agreed by the Designer and Alliance Health. This report shall include, at a minimum, information concerning:
        - Work accomplished during the reporting period.
        - Work to be accomplished during the subsequent reporting period.
        - Problems, real or anticipated, and notification of any significant deviation from previously agreed work plans and schedules.
    - Close out
    - Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.

Professional Design firms wishing to submit for consideration should follow the guidelines established herein and submit all mentioned and required qualifications/documentation for the applicable scope.

Based on the selection criteria one or more firms may be selected and shall provide professional architectural design, engineering, and construction administrative services for the building site.

3.0 RFQ TENTATIVE TIMELINE

Advertisement for Qualifications	**October 14, 2026**
Designer Questions Due	**November 2, 2026**
Questions/Answers Posted As an addendum at the following website https://www.alliancehealthplan.org/about/rfps/	**November 9, 2026**
Qualifications Due Submit qualifications to: admcontracts@alliancehealthplan.org	**November 16, 2026 on or before 3:00 pm ET**
Evaluations of Qualifications Designer interviews may be requested	**November 20, 2026**

Tentative Award Announcement	**November 23, 2026**
Negotiations Complete/Notice to Proceed	**December 1, 2026**
Anticipated Contract Start Date	**December 16, 2026**

4.0 QUALIFICATION QUESTIONS

Any Designer requiring clarification for any section of this RFQ, wishing to comment, take exception or provide deviations to any functionality requirements or other portion of the RFQ shall submit specific questions in writing. See the tentative timeline above for email to submit questions and when Designer questions are due. Any **exception or deviation** to the RFQ or to any provision of the RFQ that is not raised in writing on or before the last day of the question period is hereby waived.

Every effort will be made to have responses to questions posted on the Alliance website: https://www.alliancehealthplan.org/about/rfps/ in the form of an addendum, See the tentative timeline above for questions/answers posted (as an addendum).

5.0 QUALIFICATION SUBMITTAL/CONTENTS

Qualifications Submittal

By submitting qualifications, Designers acknowledge that Alliance reserves the right to reconsider any qualifications at any phase of this procurement process. Alliance also reserves the right to meet with select Designers at any time to gather additional information.

Alliance will not be held responsible for the failure of any delivery service to deliver a qualification response. It is solely the Designer's responsibility to: (1) ascertain that they have all required and necessary information, documents, and addenda, prior to submitting a response; (2) ensure that the response is received at the correct address on or prior to the date and time listed in **Section 3.0**. Late responses, regardless of delivery means, will not be accepted. (3) Alliance Health reserves the right to reject any and all submittals or any portions thereof.

Alliance reserves the right to cancel, issue addenda or modify this RFQ to correct any errors or to clarify requirements. Alliance will post all communication regarding this RFQ on its website https://www.alliancehealthplan.org/about/rfps/ Any changes, amendments, or clarifications will be made in the form of written responses to Designer questions, amendments, or addenda issued by Alliance on its website. Designers shall check the website frequently for notice of matters affecting the RFQ.

Qualification Contents

1. Designers interested in being considered for their design services shall submit their qualifications to the email address in the tentative timeline **Section 3.0**.
2. **Responses shall be labeled in the Introductory Letter as: RFQ# 27-002 INTERIOR ARCHITECTURE DESIGN SERVICES.**
3. **The email subject line of each submission shall include the following: Designer Name: RFQ# 27-002 INTERIOR ARCHITECTURE DESIGN SERVICES. Note: The Designer may need to submit**

multiple emails based on the size of its response. If submitting multiple emails…please add X of XX in each email subject line to ensure we have received all of them (e.g., 1 of 5, 2 of 5, … 5 of 5).

4. When responding to this RFQ, follow all instructions carefully. Qualifications shall address all the questions and requirements of the RFQ in the order and format specified in **Section 11.0**. It is the Designer's responsibility to ensure its qualifications are submitted in a manner that enables the Alliance to easily locate all technical response tabs for each requirement of this RFQ.

5. The Designer shall submit a response that includes all the items listed in **Section 11.0** with its response.

6. If the Designer is providing attachments, it is important to specify the associated Section and Tab number directly on the attachment.

7. The Designer shall submit their qualification response electronically to admcontracts@alliancehealthplan.org

6.0 METHOD OF AWARD

Alliance reserves the right to award one or more designers that submit the best overall qualifications as determined by Alliance based on the evaluation criteria included in the Request for Qualifications **Section 9.0**. There is no single determining factor, however a full encompassing review of all submitted evaluation criteria will be the basis of decision.

Once the qualifications are ranked and the most qualified Designers are determined, Alliance may conduct further negotiations and request oral presentation/demonstration from the Designer to further assist in the clarification of information and selection process. Per Chapter 143, Section 129.8 of the North Carolina General Statutes (hereinafter G.S.), negotiations allowed under this section shall not alter the contract beyond the scope of the original request for qualifications in a manner that: (i) deprives the Designers or potential Designers of a fair opportunity to compete for the contract; and (ii) would have resulted in the award of the contract to a different person or entity if the alterations had been included in the request for qualifications. Qualifications submitted under this section shall not be subject to public inspection until a contract is awarded.

7.0 CONFIDENTIALITY/PUBLIC RECORDS

Alliance Health is a political subdivision of the State of North Carolina, pursuant to G.S. 122C-166(a); therefore, Alliance is subject to the NC Public Records Act, G.S. Chapter 132.

Responses to the RFQ are subject to applicable Public Records Act provisions. If a Designer would like to maintain the confidentiality of its RFQ submission to Alliance, it shall comply with G.S. 132-1.2: Confidential information subsection (1), which reads in pertinent part:

(1) Meets all the following conditions:

a. Constitutes a "trade secret" as defined in G.S. 66-152(3).
b. Is the property of a private "person" as defined in G.S. 66-152(2).
c. Is disclosed or furnished to the public agency in connection with the owner's performance of a public contract or in connection with a bid, application, proposal, industrial development

project, or in compliance with laws, regulations, rules, or ordinances of the United States, the State, or political subdivisions of the State.

d. Is designated or indicated as "confidential" or as a "trade secret" at the time of its initial disclosure to the public agency.

8.0 QUALIFICATION EVALUATION PROCESS

Qualifications will be examined promptly by Alliance staff after the bid opening date and an award may be made as soon as possible thereafter. Qualifications may be withdrawn by written notice.

9.0 QUALIFICATION EVALUATION CRITERIA

Alliance will evaluate qualifications based on the following not listed in order of importance:

Percentage Weight	Criteria
30%	Professional Qualifications, Management, Team Organization, and Key Team Members
30%	Project Experience and Past Performance in the local governing authorities
30%	Project Approach and Understanding of Project Objectives and Constraints
10%	Other factors as determined by the Selection Panel (Examples: Quality of Presentation Materials, Responsiveness, etc.)

Alliance holds the right to schedule in person or virtual interviews with selected designers, based on their qualifications and submittals. The head of the evaluation committee will schedule requested meeting(s). The Designer shall allow ample time for Alliance staff to ask specific questions and requests of staff to demonstrate their qualifications.

Alliance will provide a meeting room with Internet access. All other resources shall be the responsibility of the Designer. Designer shall confirm in writing any substantive oral clarification of, or change in, their qualifications made during discussions in the interview. Any such written clarification or change shall become part of the Designers' qualification.

10.0 REQUIREMENTS

10.1 Conflict of Interest

In the event a Conflict of Interest arises, the awarded Designer shall immediately disclose the conflict to Alliance. Alliance may, at its discretion, terminate the agreement if it finds that a Conflict of Interest exists and poses a material conflict to and with the performance of the Designer's obligations.

10.2 Personnel

The Designer shall not re-assign or subcontract duties, rights, or interests unless Alliance provides written consent.

11.0 QUALIFICATIONS

Qualifications shall address all items specified in the RFQ under the following TABS listed below. Mark all exhibits, attachments, or supplements with corresponding TAB number.

Qualifications shall include all the information set forth and shall be organized and submitted as indicated below, responding to all information requested.

TAB 1: Introductory Letter and Executive Summary

Provide an informative, narrative Introductory Letter highlighting your Firm's capabilities and services, reason for interest, and additional information as noted here:

- Include any office locations in the state of North Carolina, this is especially important relating to any support services;
- Submit a brief statement of history of Firm, including ownership, management, mergers/acquisitions, business partnerships, and other significant business events;
- Describe organizational structure;
- Identify the number of personnel by department (support, development, training, sales, and administration). If outside services are an integral part of the operation (e.g., contract programmers/consultants), describe their typical responsibilities and if they are outsourced outside of the United States;
- North Carolina licensures and registrations;
- Submit any organization information, such as awards received, and/or minority business information/status;
- Relevant disciplinary, claims, or litigation disclosures; and
- Applicable professional liability coverages.

TAB 2: Professional Qualifications, Experience & References

Qualifications and Experience

Identify skills, projects, and past experiences that relate to the project scope & purpose. Describe the experience your agency has with similar type projects, and lessons learned. Include a list of similar projects your firm has completed in each of the Counties where these projects are to be permitted.

References

Include three (3) references from companies similar to the services requested herein over the last three (3) years.

The references shall include company name, project contact name, email address, telephone number and contract start and end date. If the contract is ongoing include the start date and add ongoing (e.g., MM/DD/YYYY-ongoing) as formatted below.

Company Name	Project Contact Name	Email Address	Telephone Number	Dates Contracted by Company (MM/DD/YY contract end date if applicable)

TAB 3: Team Organization & Key Members

Identify the Project Manager and key personnel to be assigned to the project. Describe the experience level of the Project Manager and all Lead Functional consultants. All key personnel staff identified in the qualifications shall be available for the project at the start of the project and any change in staffing will be discussed with and approved by Alliance prior to implementing any staff changes. Alliance reserves the right to approve all personnel working on Alliance projects.

TAB 4: Project Approach

Describe the approach your Design Team will take to ensure proper deliverables and satisfaction for a highly effective, efficient, and well received end product. Take into account the project purpose, test fit provided by others, and schedule parameters. Provide an outline of the approach, rationale, and critical path for a successful delivery.

TAB 5: Additional Information & Documentation

Add any additional information or documentation that was not requested, although you believe is valuable for your agency and helps you stand out for this project and purpose.

TAB 6: **Contract Administration**

Project Manager – Customer Service

The awarded Designer shall designate and make available to Alliance Health a project manager. The project manager shall be Alliance Health's point of contact for contract related issues and issues concerning performance, progress review, scheduling, and service.

12.0 ATTACHMENTS –

Attachment A: Non-Collusion Affidavit

Attachment B: Affidavit of Compliance (E-Verify)

Attachment C: No Bid Reply Form

Attachment D: Addendum Acknowledgement if any addenda are issued.

Non-Collusion Affidavit
STATE OF NORTH CAROLINA

_____, being first duly sworn, deposes and says that:

1. He/She is the_____of _____, the Bidder that has submitted the attached bid;

2. He/She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

3. Such bid is genuine and is not a **collusive** or **sham** bid;

4. Neither the said Bidder nor any of its officers, partners, owners agents, representatives, employees, parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a **collusive** or **sham** bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price of any other Bidder or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against Alliance Health or any person interested in the proposed contract; and

5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

_____
TITLE

Subscribed and sworn before me,
This_____day of_____, 20__.

(SEAL)

Notary Public
My Commission Expires_____

Affidavit of Compliance (E-Verify)

STATE OF NORTH CAROLINA
AFFIDAVIT OF COMPLIANCE with N.C. E-Verify Statutes

I, _____ (hereinafter the "Affiant"), being duly authorized by and on behalf of _____ (hereinafter "Contractor") after first being duly sworn hereby swears or affirms as follows:

1. Contractor understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with Article 2 of Chapter 64 of the North Carolina General Statutes; and

2. Contractor understands that an "Employer", as defined in NCGS§64-25(4), is required by law to use E-Verify to verify the work authorization of its employees through E-Verify in accordance with NCGS§64-26(a). The term "Employer" does not include State agencies, counties, municipalities, or other governmental bodies.

3. Contractor is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in the state of North Carolina. (Mark Yes or No)

   a. Yes _____

   b. No _____

4. Contractor will ensure compliance with E-Verify to the extent applicable and will ensure compliance by any subcontractors subsequently hired by Contractor to perform work under Contractor's contract with Alliance.

This ____ day of _____, 20___.

_____
Signature of Affiant

Print or Type Name: _____

State of _____

County of _____

Signed and sworn to (or affirmed) before me, this the _____ day of _____, 20___.

My Commission Expires: _____

_____
Notary Public

(Affix Official/Notarial Seal)

NO BID REPLY FORM

PROPOSAL TO:
ALLIANCE HEALTH

RFQ# 27-002
RFQ Title: Interior Architecture Design Services Home Office

To assist us in obtaining good competition on our Invitation for Bids, we ask that each firm that has received an invitation but does not wish to submit a Bid, state their reason(s) below and return to this office. This information will not preclude receipt of future invitations unless you request removal from the Bidders' List by so indicating below, or do not return this form or bona fide bid. Check the applicable boxes.

Unfortunately, we must offer a "No Bid" at this time because:

☐ 1. We do not wish to participate in the bid process.

☐ 2. We do not wish to submit a bid under the terms and conditions of the Bid document. Our objections are:

_____

_____

☐ 3. We do not feel we can be competitive.

☐ 4. We cannot submit a Bid because of the marketing or franchising policies of the manufacturing company.

☐ 5. We do not wish to sell to the Alliance. Our objections are: _____

_____

☐ 6. We do not sell the items/services on which bids are requested.

☐ 7. Other: _____

_____ _____
FIRM NAME DATE

_____ _____
SIGNATURE PHONE

☐ We wish to remain on the Bidders' List.

☐ We wish to be deleted from the Bidders' List.

Addendum Acknowledgement
(Used if any addendums are issued)

ADDENDUM ACKNOWLEDGEMENT
RFQ# 27-002

Receipt of the following Addendum is acknowledged:

Addendum Number 1	Date _____
Addendum Number 2	Date _____
Addendum Number 3	Date _____

Name of Firm: _____

Signature: _____

Date: _____