



## Request for Qualifications (RFQ)

### **Design Services for Renovations to the Historic Salisbury Train Station - Restoration of Waiting Area for Amtrak Use & Development of a Multi-Modal Transportation Hub**

**Bid Number : 011-2026**

#### 1. Introduction

The City of Salisbury is soliciting Statements of Qualifications (SOQs) from qualified architectural and engineering firms for professional design services associated with the renovation of the historic Salisbury Train Station (“the Depot”). The project includes restoring the former waiting area for active Amtrak passenger service and developing the facility into a fully integrated multi-modal transportation hub.

#### 2. Project Background

##### 2.1 Historic Significance of the Salisbury Depot

Constructed in 1908 for the Southern Railway, the Salisbury Depot is a prominent landmark listed on the National Register of Historic Places. Designed in the Spanish Mission Revival style by American architect Frank P. Milburn, it features stucco finishes, red clay tile roofing, and arch-motif architectural details. A replica of a portion of the station can be seen at the National Museum of American History, Smithsonian in Washington, D. C. The Depot played a significant role in early 20th-century regional rail travel and served as a gateway to Salisbury’s commercial and civic centers.

The building underwent various modifications during the mid-20th century, including the repurposing of the original passenger waiting rooms. Today, the Depot remains a vital symbol of Salisbury’s rail heritage and an anchor for revitalization along the adjacent transportation and business corridors.

##### 2.2 Current Use and Need for Renovation

The Depot currently houses administrative and community functions but lacks adequate passenger facilities to support modern Amtrak operations. With increasing emphasis on rail mobility and regional connectivity, Salisbury intends to restore the historic waiting area to active passenger use, incorporate ADA-compliant features, and establish coordinated facilities for buses, rideshare, micro-mobility, and pedestrian access.

The City seeks a design partner experienced in historic preservation, transportation planning, and multi-modal facility design. Funds used for the design and renovation of the Depot are secured through federal CMAQ funds, NCDOT TIP funds, and City funds.

### 3. Scope of Services

The selected firm will provide full architectural, engineering, and planning services, including but not limited to:

- **Historic Preservation Design:** Restoration of the original waiting area consistent with the Secretary of the Interior's Standards.
- **Architectural Design & Space Planning:** Reconfiguring and modernizing interior spaces while preserving historic character.
- **Exterior Restoration:** Repair and rehabilitation of façade elements, roofing, windows, doors, and other architectural features in accordance with historic preservation standards.
- **Structural, Mechanical, Electrical, Plumbing (MEP) Engineering.**
- **ADA Accessibility Improvements.**
- **Site & Civil Engineering:** Including parking, micro-mobility accommodations, pedestrian and bicycle improvements, streetscape improvements, and integration of multimodal functions, including local and long-distance bus service accommodations.
- **Roadway Redesign – Depot Street:** Evaluation and design of Depot Street's conversion to a one-way roadway to support bus circulation, rideshare loading, bicycle connections, and improved pedestrian flow.
- **Transit & Multi-Modal Planning:** Coordination of Amtrak functions with bus, rideshare, bicycle, and pedestrian systems.
- **Coordination with Amtrak, NCDOT Rail Division, and other key stakeholders.**
- **Cost Estimating, Phasing Plans, Constructability Review, and Permitting**
- **Community Engagement Support.**

### 4. Submission Requirements

Interested firms shall submit a Qualifications Package, limited to 15 pages, that includes:

1. **Cover Letter** summarizing interest and primary contact information. Describe the unique advantage your team brings to the project.
2. **Firm Profile** including relevant experience, firm history, and areas of expertise. Also provide current size, financial capacity, available resources, general organization, and company headquarters.

**3. Project Team Availability, Roles, and Qualifications** of key personnel, along with an organizational chart of all key team members who will be directly involved in providing services, including subcontractors to be assigned to this project. Identify the Project Manager who will be empowered to make decisions for and act on behalf of the firm. Resumes submitted for each proposed key team member will not be counted toward the page limit.

**4. Relevant Project Experience** particularly with historic train stations, Amtrak facilities, and multi-modal hubs. List a maximum of five (5) relevant projects either currently in progress or having been completed in the past 10 years. List the projects in date order with newest projects first and include the contract dollar amount and total time period involved.

**5. Project Understanding, Methodology, and Approach** related to the Depot's historic context and project objectives. Describe the proposed project approach to deliver the services in an effective, timely, and professional manner. Describe any methods the firm intends to use to reduce and control project costs. Outline the structure and services to be provided, and how and when these services will be provided. Also include process and procedures for meeting schedules and budgets and discuss communication and file retention methods and policies. Finally, identify any support needed from City staff to execute the services.

**6. References** from at least three comparable projects.

## 5. Scoring Matrix

The City will establish a selection committee to review each qualification package. Proposals will be evaluated using the following weighted criteria:

Evaluation Category	Points	Description
<b>Firm Experience &amp; Past Performance</b>	30	Demonstrated success with similar historic preservation and transportation projects.
<b>Project Team Qualifications</b>	25	Expertise and credentials of key personnel; experience with historic preservation renovations, as well as with Amtrak and multi-modal facilities
<b>Project Understanding &amp; Proposed Approach</b>	20	Clarity, innovation, and responsiveness to project needs.
<b>Historic Preservation Competency</b>	10	Experience with National Register properties and

Evaluation Category	Points	Description
		Standards for Rehabilitation.
<b>Capacity &amp; Availability</b>	10	Ability to begin promptly and allocate necessary resources.
<b>References</b>	5	Strength and relevance of client references.
<b>Total Possible Points</b>	<b>100</b>	

## 6. Site Walkthrough

Site walkthroughs will be held on December 30, 2025 or January 6, 2026. To schedule a walkthrough, please contact Wendy Brindle by email at [wbrin@salisburync.gov](mailto:wbrin@salisburync.gov).

## 7. Selection Process

- The City will review all SOQs using the scoring matrix above.
- Short-listed firms may be invited to participate in interviews.
- Final selection will be based on combined SOQ and interview scores.

## 8. Submission Instructions

Firms must submit one (1) digital copy in PDF format to both:

**Jared Mathis, PE**  
**Transportation Director**  
**City of Salisbury**  
[jared.mathis@salisburync.gov](mailto:jared.mathis@salisburync.gov)

**Wendy Brindle, PE**  
**Transportation Special Projects Mgr**  
**City of Salisbury**  
[wbrin@salisburync.gov](mailto:wbrin@salisburync.gov)

All submissions must be received by **February 3, 2026 at 3:00 pm.**

## 9. Additional Information

The City of Salisbury reserves the right to reject any or all submissions and to waive minor informalities. This RFQ does not commit the City to award a contract or pay any costs associated with the preparation of proposals.

Any questions regarding this RFQ should be submitted by email to Jared Mathis at [jared.mathis@salisburync.gov](mailto:jared.mathis@salisburync.gov) by Tuesday, January 6, 2026 and responses will be provided no later than Tuesday, January 13, 2026 at close of business. If you have interest in the project and would like to receive updates and responses, please register your firm name and email address to [jared.mathis@salisburync.gov](mailto:jared.mathis@salisburync.gov) with the subject line of DEPOT RFQ REGISTRATION by January 6, 2026.

Preliminary schedule is as follows:

- RFQ Available: 12/9/2025
- Site Walkthroughs: 12/30/2025 or 01/06/2026 (please contact [wbrin@salisburync.gov](mailto:wbrin@salisburync.gov) to schedule)
- Questions and Registration: 01/06/2026
- Response to Questions: 01/13/2026
- Deadline for Response to RFQ: 02/03/2026
- Interview for Potential Candidates: 02/17/2026
- Selection and Notification: 02/24/2026
- 50% Design Development: 08/11/2026
- 100% Design Development: 12/15/2026
- Construction/Bid Documents and Permits: 02/09/2027
- Commencement of Construction: 04/2027