

**COUNTY OF MOORE
NORTH CAROLINA**

REQUEST FOR QUALIFICATIONS

ISSUE DATE: December 23, 2025

RFQ#: 2026-04

TITLE: Consulting Services – County of Moore Unified Development Ordinance Updates

ISSUING DEPARTMENT: **County of Moore**
Attn: Terra Vuncannon
1 Courthouse Square
Carthage, NC 28327

Sealed qualifications will be received until **4:00 p.m. Thursday, January 22, 2026** from qualified firms for **A Consulting Services – County of Moore Unified Development Ordinance Updates for the County of Moore Planning Department**. For your convenience, a **Bid Drop-Off Box** is located in the lobby at **1 Courthouse Square, Carthage, NC** (the historic Courthouse). Please note “RFQ 2026-04” on sealed envelope.

All inquiries for information concerning the Request for Qualifications shall be directed to:

Terra Vuncannon, Purchasing Manager
1 Courthouse Square
Carthage, NC 28327
(910) 947-4017
tvuncannon@moorecountync.gov

Sealed qualifications shall be delivered to tvuncannon@moorecountync.gov and shall bear the name and number of this Request for Qualifications in the e-mail subject header. It is the sole responsibility of the Firm to ensure that its response reaches the Issuing Department by the designated date and hour indicated above.

In compliance with the Request for Qualifications and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services and install the goods described in accordance with the attached signed response.

Firm Name: _____ Date: _____

Address: _____ Phone: _____

By: _____
(typed)

By: _____
(signed)

Authorized Signatory E-mail address: _____

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PROJECT DESCRIPTION

Project Overview

The County of Moore is inviting qualified consulting firms or persons to submit Statements of Qualifications, Interest, and Experience in updating the Moore County Unified Development Ordinance (UDO). The County is interested in firms capable of providing professional services including, but not limited to research, ordinance text drafting, graphics rendering, and final document preparation.

Background

The Moore County Board of Commissioners recently approved the 2025 Moore County Land Use Plan. The plan includes a series of goals, recommendations, and actions intended to guide future growth in the County while protecting its rural ambiance, heritage, and valuable natural resources.

This project will focus on updates to the UDO to reflect the updated 2025 Moore County Land Use Plan. Additionally, the firm will analyze and update other key topics within the UDO as identified by County Staff, the Planning Board and/or the Board of Commissioners. These topics may include, but are not limited to:

- Minor/Major Subdivision Regulations
- Highway Corridor Overlay Districts
- Definitions and Standards for New Uses
- Watershed – High Density Option
- Other Updates as Identified in Thorough Analysis

Services Requested

The following scope of work is intended to guide preparation for updates to the Moore County Unified Development Ordinance (UDO). This Scope of Work is intended to provide a general framework for this project. The County expects that the final Scope of Work will reflect modifications made based upon staff discussions with the selected firm.

1. Analysis of Existing Code

Conduct detailed review of the current UDO to assess function, accuracy, opportunities for improved clarity, and compliance with NC General Statutes for zoning, subdivision, building and land development.

Link to the Current Unified Development Ordinance: [Ordinances | Moore County, NC](#)

2. Review the 2025 Moore County Land Use Plan

The Moore County Board of Commissioners adopted the 2025 Land Use Plan in October 2025. This plan serves as the policy document for guiding future growth, decisions, investments in infrastructure, and services. Key issues and opportunities were identified through community engagement and formation of a Steering Committee. These activities resulted in a series of policy recommendations and supporting implementation strategies.

The firm shall review the Land Use Plan and create a detailed report of items within the Land Use Plan that need to be updated in the UDO.

Link to the 2025 Moore County Land Use Plan: [2025-Land-Use-Plan-PDF](#)

Work Product: Detailed report of items within the Land Use Plan that need to be implemented through updates to the UDO.

3. Develop Framework for UDO Update

Based on policies and action items contained in the Land Use Plan, and recommendations from County Staff, Planning Board, Board of Commissioners, and other items identified in the firm's review process, develop a framework for the UDO update. The framework shall include specific topics that will be addressed in the update, sections of the document that will be updated, and list any graphics/charts that are needed.

4. Draft UDO Update

Firm shall prepare UDO text updates with all necessary charts and graphics.

Coordination

The oversight and guidance for preparation of the UDO update will be provided by County staff. The Moore County Planning Board and/or Board of Commissioners may also be consulted throughout the process. Firm's proposal should identify key stages for input from the Planning Board and Board of Commissioners.

Procedural Requirements

All proposals must provide the following information for review:

Please label each section and place in your bound response in the order below.

The submitted proposal must address all elements of scope of work as outlined in the RFQ and should include (at a minimum) the following elements:

1. Cover Letter expressing interest and understanding of the project
2. Firm Overview including relevant qualifications, certifications, and capacity
3. Key Staff and Resumes
4. Project Approach/Work Plan
The section should include a detailed description of the proposer's understanding of the intent of the project and its objectives, the character of the required deliverables, and overall approach to the project. The proposer should identify the level of assistance required from the County to complete each task.
5. References (minimum of 3) from similar clients or projects.
6. Any sub-consultants that will be used along with their experience, credentials, and at least two references.

Consultant Evaluation

The proposals will be evaluated on the firm's ability to meet the requirements of the Request for Qualifications. The specific evaluation criteria, among other factors, will include:

- **Demonstrated Experience** in creating similar work product of a Unified Development Ordinance and ability to prepare user-friendly documents, supported by references to similar work. **(30%)**
- **Qualifications of the Firm and Personnel** (including any subcontractors) to be assigned to this project demonstrating the consultant's capacity to complete requested services, their experience completing similar projects, including experience with research and analysis related to the scope of work elements. **(20%)**
- **Quality and Clarity of the Proposed Approach.** Demonstration of overall project understanding and clarity of the proposal and creativity/thoroughness in addressing the

project objectives and deliverables outlined in the RFQ. Preference shall be afforded to those firms that, in the opinion of the selection committee, will be able to adequately respond to requests for consultation meetings or project administration requirements, firms having a detailed understanding of the project scope and requirements, and firms proposing a reasonable and achievable timeline. (35%)

- **Completeness** of submitted proposal. (15%)

Selection Process

The proposals received by the submittal deadline will be evaluated by a selection committee comprised of representatives of Moore County.

The committee will review and identify the firm or firms that are most qualified and responsive to the services requested. Interviews may be conducted should the committee require further assessment. The successful firm will be notified once an award/contract has been approved by the County Manager or Board of Commissioners.

The County reserves the right to reject any and/or all responses.

Additional Instructions

After the Request for Qualifications issue date, all communications between the Issuing Department and prospective Firms shall be in writing. No oral questions shall be accepted. Any inquiries, requests for interpretation, technical questions, clarifications, or additional information shall be directed to Terra Vuncannon at tvuncannon@moorecountync.gov. **All written questions shall be e-mailed to Terra Vuncannon tvuncannon@moorecountync.gov no later than 10:00 am Thursday, January 8, 2026. NO EXCEPTIONS. Please put “RFQ 2026-04” in subject header of e-mail. Opening will not be public.**

If not, hand delivering to the Bid Drop-Off box located at 1 Courthouse Square, Carthage, NC 28327, please submit via **FedEx** or **UPS** to the following address:

County of Moore
Attn: Terra Vuncannon
1 Courthouse Square
3rd Floor Attorney Office
Carthage, NC 28327

Firms should submit one (1) original and five (5) copies of their response. The Firm's Statement of Qualifications shall be limited to no more than 15 pages, including Cover Page. The original should also include the following documents: Non-Collusion Affidavit, E-Verify Affidavit, and W-9 Form.

NON-COLLUSION AFFIDAVIT

State of North Carolina
County of Moore

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

He/She is the _____ of _____, the proposer that has submitted the attached proposal;

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

Such proposal is genuine and is not a collusive or sham proposal;

Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, Employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal 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 Proposer, firm or person to fix the price or prices in the attached proposal or of any other Proposer or to fix overhead, profit or cost element of the proposal price of any other Proposer or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Moore or any person interested in the proposed contract; and

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

Signature and Title

State of North Carolina
County of _____
Subscribed and sworn before me,
This _____ day of _____, 2026

Notary Public
My commission expires _____

Moore County E-Verify Affidavit

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF MOORE

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer 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 NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____

4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

Executed, this _____ day of _____, 2026.

Signature of Affiant
Print or Type Name: _____

State of North Carolina

County of _____

Signed and sworn to (or affirmed) before me, this the
____ day of _____, 2026.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)
|||

W-9

Form
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for Instructions and the latest Information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see Purpose of Form, below.

Print or type.
See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)					
2 Business name/disregarded entity name, if different from above.					
3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.					
<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate					
<input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership). Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.					
<input type="checkbox"/> Other (see instructions)					
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See Instructions.					
5 Address (number, street, and apt. or suite no.). See Instructions.	Requester's name and address (optional)				
6 City, state, and ZIP code					
7 List account number(s) here (optional)					

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see [How to get a TIN](#), later.

Note: If the account is in more than one name, see the instructions for line 1. See also [What Name and Number To Give the Requester](#) for guidelines on whose number to enter.

Social security number						
<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
or						
Employer identification number						
<input type="text"/>	-	<input type="text"/>				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they