

***Town of Knightdale
Request for Qualifications
Space Needs Assessment and Facilities Master Plan***

Purpose

The Town of Knightdale is seeking an evaluation for the current and future space needs of town facilities, assessment of infrastructure conditions and the preparation of a master plan and cost model to address deficiencies and growth projections.

Project Description

The Town of Knightdale has 13 existing facilities throughout the town limits.

These facilities are:

- 1) Town Hall – 950 Steeple Square Court
- 2) Law Enforcement Center – 945 Steeple Square Court
- 3) Public Works Operations Center – 1102 Great Falls Court
- 4) Harper Park Building – 207 Main Street
- 5) Fire Station 1 – 7477 Forestville Road
- 6) Fire Station 2 – 401 Hester Street
- 7) Fire Station 3 – 4828 Clifton Road
- 8) Fire Station 4 – 1325 Hodge Road
- 9) The Lofts – 305 Sugar Magnolia Lane
- 10) Knightdale Community Pool Building – 202 Milburnie Road
- 11) First Avenue Building – 426 N First Avenue
- 12) Old Public Works Building – 306 Robertson Street
- 13) Knightdale Station Park Public Works Shop – 810 N First Avenue

The Town has 195 full-time employees, with additional part-time staff and expects to continue growing in future years. Over the past five years, the town has added 72 new full-time positions. The Town's current facilities are either at or near capacity, and some aspects of the existing facilities may be near the end of their useful life.

Our Town Hall building was constructed in 1996 and has undergone a few interior renovations since that time. In 2017, offices were renovated on the second floor; in 2020, the first-floor offices were renovated; in 2022, the first-floor bathrooms and breakroom were renovated; finally in 2023, the second-floor bathrooms were renovated, and a single office was added. This building currently houses Fire

Administration, Development Services, Community Relations, and Administration, as well as the council chambers.

In July 2020, the Town officially merged its fire department with Eastern Wake Fire Department consolidating fire protection services for the alert fire district. This union transitioned the area to a fully municipal fire department. Within this merger, the Town added 29 fire-related positions. Since the merger, the town has added 42 fire-related positions, and constructed two new fire stations (Fire Station 1, October 2024 and Fire Station 4, January 2024) and had one fully renovated (Fire Station 3). In addition, the town is scheduled to begin the relocation of Fire Station 2 during FY 2027/2028.

The Law Enforcement Center is currently undergoing renovations and expansion, expanding the complex to 31,000 square feet. This project is expected to be completed in the fall of 2026. This building will house the Police Department and the Fire Administration offices.

The town is currently finalizing the purchase of an office building called The Lofts, located at 305 Sugar Magnolia Lane. The town is currently leasing approximately three quarters of the building. This is a 12,421 square foot building which houses the Human Resources and Finance Departments and has 2,607 square feet of unfinished space.

The Town is scheduled to hold a bond referendum in November for Parks and Recreation. If approved by the voters this bond will fund a future Community Center, which is anticipated to include 66,000 square feet of indoor space and 26,000 square feet of outdoor space to be constructed on a 34-acre site owned by the Town.

Scope of Services

The Town of Knightdale request proposal packages from professional consultant firms to provide all services necessary to complete the assigned project. The consultant shall take the lead project management role. The scope of work associated with completing this project includes, but is not limited to, the following:

- Review and assess the condition of the current facilities, including both physical and operational issues that do not meet modern standards;
- Conduct interviews with relevant Town staff to gather information about current use of the spaces and future needs, potential growth in staffing and other related needs;
- Provide recommendations for future space requirements that address individual workspaces, shared workspaces, break rooms, meeting spaces, training rooms, restrooms, storage, employee parking and public parking and other needs discovered during the assessment;
- Provide recommendations on optimal location of these facilities;

- Provide recommendations on renovating existing facilities versus building new facilities;
- Provide high-level budget estimations for planning purposes
- Provide benchmarking similar space with peer communities of like size, revenue, population, etc.

Optional (To Be Determined)

- Facilities Master Plan
 - Master Planning Concepts
 - Prepare master plan options
 - Create site plans for up to two properties - TBD
 - Develop renovation plan for current Town Hall
- Cost estimating
 - Provide conceptual-level cost estimates for each plan

Budget

The budget for the engagement will be negotiated with the firm after developing a more detailed scope of services.

Estimate Project Schedule

The following dates are tentative and subject to change:

- Advertise Request for Qualifications – no later than August 7, 2026
- RFQ Clarification Questions Deadline – August 14, 2026, at 2:00PM
- Responses Due – August 21, 2026, at 2:00PM
- Selection Committee Determines Short List – by August 28, 2026
- Interviews with Short Listed Firms (if needed) – August 31-September 4, 2026
- Firm Selection – by September 11, 2026
- Review of Scope and Contract Development/Review – by October 7, 2026
- Council Approval – October 21, 2026
- Notice to Proceed – November 2026

Proposal Submission Requirements

Firms are requested to submit their proposals electronically to purchasing@knightdalenc.gov.

Complete responses to each of the following categories are required:

- Organization of Consultant Team
 - Identify all firms associated with the team, including an organizational chart identifying the relationship between the principal and associate firms, if any.

- Provide a summary of each team member's qualifications and experience, including a resume, and the office/location where that team member is based.
- Describe the responsibilities of each team member assigned to the project.
- Identify the team members that will serve as the Project Manager.
- Qualifications and Experience
 - Explain why the proposer is the most qualified firm to provide the requested services. Highlight unique qualifications of key team members.
 - Summarize, at least three similar public projects for which the consultant was responsible.
 - Project summaries should include:
 - Description of the project, including size and scope.
 - Description of services rendered by consultant.
 - 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 project challenges and solutions.
 - Original contract amount for the professional services and whether the services were completed.
 - Original project schedule and actual completion date; briefly explain any significant schedule variances.
 - Project references include names, addresses, telephone numbers, and email addresses.
- Project Approach and Project Management
 - Provide a detailed description of your approach and process for completing the project, as well as the proposed schedule.
 - Explain the management tools, techniques, and procedures your firm will use to maintain the project schedule.
 - Describe the tools and process your firm uses to provide preliminary budget estimates.
 - Explain each team member's availability to work on this project.

- Consultant Professional Fees
 - Submit an hourly billing rate schedule for all personnel who will provide professional services for this project.

Evaluation Criteria

The Town will review and evaluate proposals based on the following criteria:

- Qualifications of the firm for this type of project (20%)
- Expertise and experience of the team members assigned to this project (20%)
- Proposed approach to the project and understanding of services being requested (20%)
- Past performance on similar projects (20%)
- Current workload of the firm and commitment to providing adequate personnel resources (10%)
- Proposed hourly rates (5%)
- Completeness and clarity of the proposal (5%)

Submission of Proposal Packages

- Statements of qualifications should be submitted to the Town of Knightdale by August 21, 2026, at 2:00PM to purchasing@knightdalenc.gov.
- Any late responses will be considered non-responsive and will not be considered for award.
- Packages should be clearly marked:
 - Town of Knightdale – Space Needs Assessment

Additional information

- Any questions concerning this project or the proposal submittal should be directed to Antwan Morrison, by telephone at 919-217-2210 or email at antwan.morrison@knightdalenc.gov.
- All questions are due by 2:00PM on August 14, 2026.
- Firms are hereby notified that separate contact with other Town staff or officials for the purpose of submitting questions or obtaining information is prohibited and may be grounds for disqualification from consideration.

Disclosures:

1. **Ownership of Proposals:** Upon delivery, all RFQs will become the property of the Town of Knightdale.
2. **Ownership of Plan Materials:** The Town will have access and ownership of all materials created as part of the Space Needs Assessment and Facilities Master Plan process. Any proprietary exclusion will need to be approved by the Project Manager prior to utilization in the planning process.
3. **Right to Reject/Modify:** The Town may, at its sole discretion, reject any or all RFQs or waive any irregularities without disqualifying the proposal. The issuance of this RFQ does not bind the Town to award a service agreement for services described herein.
4. **Public Disclosure of All Proposals:** All proposals shall become a matter of public record and shall be regarded as public records except those parts of each proposal which are defined by the proposer as business or trade secrets, provided that said parts are clearly defined as “trade secret”, “confidential” or “proprietary.”
5. **Equal Employment Opportunity:** The Town of Knightdale does not discriminate in administering any of its programs and activities. The firm awarded the contract for work will be required to ensure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, sex, religion, age, national origin, or disability.
6. **Insurance and Indemnification Requirements:** The Town will require the selected firm to enter into an agreement and furnish proof of insurance coverage. The selected firm shall maintain the limits as follows:

Coverage	Minimum Limits
Commercial General Liability	\$5,000,000 per occurrence (\$5,000,000 aggregate)
Automobile Liability	\$1,000,000
Professional Liability (E & O)	\$1,000,000 per occurrence (\$2,000,000 aggregate)
Workers’ Compensation and Employer’s Liability	Statutory Limits and must include \$1,000,000 Each Accident, \$1,000,000 Disease (Each Employee, \$1M Disease-Policy Limit)