



City of Burlington

REQUEST FOR QUALIFICATIONS (RFQ)

FOR DESIGN-BUILD SERVICES

RFQ#: 25-1024 WESTERN SPORTSPLEX

Key Dates:

RFQ Issue Date	September 26, 2025
Deadline for RFQ Inquiries	October 16, 2025, 5:00 PM
SOQ's Due	October 24, 2025, 3:00 PM
Earliest Potential Interview Date(s)	November 4 & 5, 2025

INFORMATION AND INSTRUCTIONS TO DESIGN-BUILDERS

1 - GENERAL INFORMATION

1.1 Authority

Pursuant to NCGS 143-128.1A the City of Burlington (City) is issuing this RFQ to procure a Design-Builder (DB) to provide programming, site selection, design, and construction services for the Western Sportsplex.

1.2 Project Site

The project site for the Western Sportsplex has not been determined. The successful Design-Build Firm will be responsible for assisting the City with the site selection process.

1.3 Anticipated Project Budget

The City has allocated a total project budget of \$30 million for the Western Sportsplex. This amount includes both the design-builder's scope (design, construction, FF&E) and owner-held costs. The design-builder's contract value will represent a portion of this total, to be determined based on final scope, site acquisition, and programming priorities.

1.4 Project Schedule

The overall project schedule will be determined following the selection of the project site, finalization of the program scope, and engagement of the design-builder. These foundational elements will guide the sequencing and timing of design, permitting, and construction activities.

1.5 History/Background

Burlington's two existing indoor sports and recreation facilities, the Fairchild and Mayco Bigelow Community Centers, were built in 1978 when the City's population and City limits were much smaller. Since then, the population has more than doubled, and the City has expanded significantly to the west and south. The location of the facility and the range of indoor sports, fitness, and recreation activities offered will be selected to meet the needs of a growing Burlington. The Burlington Sportsplex is also expected to generate economic benefits as a destination for regional sports tournaments. The Burlington Sportsplex is included as part of the City of Burlington's 2024 General Obligation (GO) Bond, which provides funding for key recreation and parks projects. More details about the 2024 GO Bond projects can be accessed at: <https://burlingtonnc.gov/2779/2024-General-Obligation-Bond-Project-Upd>.

1.6 Project Description/Goals

The City of Burlington has allocated an all-in budget of \$30 million from the 2024 GO Bond to fund the construction of the new Western Sportsplex. This funding is part of a \$47 million Recreation and Parks Bond approved by voters on November 5, 2024. The Western Sportsplex will be delivered through a Design-Build process, allowing flexibility in design, phasing, and programming to meet evolving community needs and maximize value.

High-Level Program Direction

The City of Burlington Western Sportsplex is envisioned as a dynamic, multi-use indoor recreation facility that will:

1. Expand access to indoor recreation opportunities for residents in West Burlington
2. Support a diverse mix of activities for youth, adults, and families
3. Provide flexible, inclusive spaces that adapt to evolving community programs
4. Serve as a regional destination for recreation, events, and wellness

5. Enable future growth through scalable design and phased implementation

Key Planning Considerations

1. Core amenities may include a multi-purpose gym, walking/jogging track, climbing wall, indoor child play area, and flexible indoor/outdoor space
 2. Design priorities include natural light, open layouts, and accessibility for all ages and abilities
 3. Facility size is anticipated to be approximately 37,500–40,000 square feet gross
 4. Site selection will be finalized based on access, visibility, and long-term community impact
- 1.7** The Design-Build services will be performed as a single contract with one entity identified as the Design-Builder (DB). Services will include all necessary activities to design and construct the project. Programming and Site Selection will also be included as part of the scope of work.
- 1.8** The DB will be an integral member of the Project Team, consisting of the DB, representatives from City, Cumming Group, and other consultants as required. Generally, it will be the responsibility of the DB to integrate the design and construction phases, utilizing skills and knowledge of design and general contracting, to provide design, code analysis, value engineering and constructability reviews, develop schedules; prepare detailed project construction estimates; study labor conditions; and, in any other way deemed necessary, to contribute to the development of the Project during the pre-construction/design phase.
- 1.9** The DB assumes design and construction risk and has direct authority over the sub-consultants and subcontractors. The DB will act as the City's fiduciary and have a relationship of trust and confidence between itself and City. The Project will be an "open book" job whereby City may attend any and all meetings of the DB firm relating to the Project and have access to any and all books and records of the DB relating to the Project.

2 - ANTICIPATED SCOPE OF WORK

- 2.1** After being selected, the DB will execute a contract with the City to provide programming, site selection, design, and construction services of the project.

The following is a preliminary scope of work that may be modified during contract negotiations with the selected Design-Build Team.

Programming / Site Selection

1. The successful Design-Build Firm will be responsible for Programming and assisting the City with Site Selection.
2. Conduct visioning sessions to identify, discuss, and prioritize values and goals for the project.
3. Interview stakeholders as required.
4. Lead/participate in Community Meetings to help build consensus on the programming and site selection components.
5. Identify similar facilities that the City may wish to visit.
6. Based on the identified values, goals, objectives, and information gathered, the Architect shall develop performance and design criteria for the Project.
7. Make a preliminary determination of space requirements, space relationships, and circulation, and consider special requirements, such as aesthetics; ergonomics; flexibility; furniture,

- furnishings, and equipment (FF&E); lighting; sustainability; acoustics; surrounding environment; safety; security; and site information, as appropriate.
8. Compile the results of its findings and analyses concerning (1) the values, goals, and objectives for the Project; (2) information gathering; and (3) data analysis in an initial program document for the Owner.
 9. Based on the Owner's approval of the initial program document, including the Owner's authorization of any adjustments, the Architect shall prepare the final program document for the Owner's approval.
 10. Incorporate the Owner's design and facility standards and recommend Project standards, such as area allowances; space allocation; adjacencies; communication, technology, and security requirements; FF&E requirements; lighting; acoustics; and aesthetics.
 11. Determine specific space requirements for the Project by
 - a. identifying required spaces;
 - b. establishing sizes and relationships;
 - c. establishing efficiency factors; and
 - d. documenting special requirements, such as structural, mechanical, electrical, lighting, acoustical, FF&E, technology, security, or site development
 12. The Architect shall prepare a final program document detailing all items identified and incorporating written and graphic materials that may include:
 - a. An executive summary;
 - b. Documentation of the methodology used to develop the program;
 - c. Value and goal statements;
 - d. Relevant facts upon which the program was based;
 - e. Photo documentation of relevant existing site conditions;
 - f. Aspirational images;
 - g. Conclusions derived from data analysis;
 - h. Relationship diagrams;
 - i. Flow diagrams;
 - j. Matrices identifying space allocations and relationships;
 - k. Space listings by function and size; and
 - l. Space diagrams, as needed, to convey program information
 13. Site evaluation and project feasibility: Work collaboratively with all parties involved in reviewing up to 4 proposed potential sites the City is looking at purchasing.
 14. Develop schematic site plans for up to 4 potential sites.

Schematic / Preliminary Design (SD)

1. Prepare site, architectural, structural, mechanical, plumbing, fire protection (if needed) and electrical schematic design plans for City Staff consideration.
2. SD Phase plans and Preliminary Design report will minimally include:
 - a. Building Design information including: reconfirming design intent, preliminary selection of building systems and materials, utility load review, code compliance, security plan expectations, building system integration with existing systems and outline specification to integrate systems, products and procedures for architectural, civil and landscape.
3. Work in digital format: Revit or Building Information Modeling (BIM) software.
4. Develop preliminary estimate of construction cost setting forth in detail quantities of materials, labor, profit, overhead, insurance etc. for the project including all site work.

5. Attend owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.
6. Prepare Preliminary Design Report (PDR) confirming design criteria, agreed upon program elements, alternative schemes, recommended scheme with construction phasing options and cost model.
7. Develop Design-Builder's Proposal detailing contract sum, estimated trade costs, proposed date of substantial completion and list of key Design-Build personnel and suppliers.
8. Conduct regular, biweekly, design meetings.
9. Attend two Board meetings (if required.)
10. Update the design schedule.

Design Development (DD)

1. Based on the approved SD plans, satisfactorily resolve all review comments from prior design phases and further refine the design to include structure design, review and confirm building plan configuration and elevation elements including interior elevations, finishes and colors, overall dimensions, materials testing requirements, review MEP design including systems, equipment and calculations, review and coordinate systems integration to include all utilities and controls.
2. Expand outline specification to Design Development level and integrate systems, controls, products and procedures for architectural, civil and landscape
3. Documents produced in digital format: Revit or Building Information Modeling (BIM) software.
4. Conduct regular, biweekly, design meetings.
5. Review and confirm total original budget from Schematic Design phase review. Review any proposed V-E items, final strategy and reconcile variances.
6. Review, update and confirm project schedule.
7. Attend owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.

Permitting, Reviews and Approvals

1. Review and / or present design concepts to the City of Burlington Planning Department and any other regulatory agencies whose approval is required.
2. Submit plans and applications to regulatory agencies
3. Secure approvals from all other local and state agencies as required.
4. Coordinate the construction or relocation of privately owned utilities if necessary.
5. Attend meetings as necessary for all approvals. Provide responses and modifications to regulatory comments.

Construction Documents (CD)

1. Based on the approved DD plans, satisfactorily resolve all review comments from prior design phases and prepare and finalize the project's Construction Documents to support the prepared budget, obtain necessary permits to construct the project.
2. Documents produced in digital format: Revit or Building Information Modeling (BIM) software.
3. Prepare a construction documents level cost estimate and updated project schedule; reconcile cost estimate with construction estimate.
4. Incorporate bid alternates as necessitated by the project budget.
5. Conduct regular design meetings, at least monthly, with the Owner and key project stakeholders to review progress, address questions, and review cost estimates and updated

project schedules.

6. Develop and submit a Guaranteed Maximum Price (GMP) proposal for Council approval, based on the completed Construction Documents, reconciled estimates, and agreed-upon scope.

Provide support to the Owner in processing the GMP approval and advancing the Construction Documents through the permitting process.

Construction Administration (CA)

1. Provide construction administration and observation associated with the site improvements including a preconstruction conference, weekly site observation and meetings for processing pay requests.
2. Provide interpretations of prepared drawings and specifications, shop drawing review and approval as well as preparation of change orders and construction change directives.

Post Construction Phase/Deliverables

1. Prepare as-built documents based on information received from the contractor in AutoCAD or in such a format as the owner requires.
2. Assist in project closeout, establishment of warranties and guarantees.
3. Present to required departments/agencies for review; Responsible for all State, County, and City permit applications and approvals.

Summary of Design-Build Process

1. There will ultimately be a single contract from the Owner with a lead Design-Builder who will be expected to fulfill the terms of the contract through delivery of a finished, fully usable facility, on a turnkey basis, which satisfies the Owner's project requirements. The Owner chose the Design-Build delivery method specifically to give them a single point of responsibility on the part of the Design-Builder for every design service and construction need. Moreover, the Design-Build delivery method is expected to allow concurrent design and construction activities. The Design-Builder, as the sole responsible source for total project compliance and construction related performance (including architectural, design, and construction services) shall act in the best interests of the Owner. At all times and project stages, the Design-Builder shall use their best efforts to perform the project in an expeditious and cost-effective manner consistent with the Owner's project requirements, time constraints, and budget. The lead Design-Builder shall hold all design professionals, testing services, trade contractors, and trade supplier contracts. The Design-Builder shall develop an overall project schedule, which will be a contractual obligation. In addition, the lead Design-Builder will be responsible for methods of construction and safety, as well as for the scheduling and coordination of the work of all construction and miscellaneous contracts required for completion of the project within its predetermined budget limits and schedule.

3 - SELECTION CRITERIA & WEIGHTING OF THE QUALIFICATIONS CRITERIA

- 3.1** Firms interested in providing Design-Build services must submit a Statement of Qualifications (SOQ) that addresses the following qualifications criteria. Applicants are encouraged to organize their submissions in such a way as to follow the qualification criteria listed below.
- 3.2** Qualifications will be evaluated by the Review Committee (see Section 5 below) using the weighting listed on the qualification criteria below.

3.3 Qualifications Criteria

3.5.1. General information

1. Cover Letter (1 page) with company name, contact name, address, and email address.
2. Description of firm/team
3. Legal company organization; organization chart with names
4. List of applicable North Carolina licenses
5. Indicate firm's good faith effort to accomplish the City's 10% MWBE participation goal that utilizes the same process/forms as North Carolina's State Construction Office (SCO) comply with G.S. 143-128.2, G.S. 143-128.4, and to recruit and select small business entities.

3.5.2. Relevant Firm Experience 20%

1. Give corporate history of the company including organizational structure, years in business and evidence of authority to do business in North Carolina.
2. Provide narrative of applicant's overall reputation, service capabilities and quality as it relates to this project.
3. Provide annual workload for each of the last five (5) years, number of projects and total dollar value.
4. List projects for which the company is currently committed including name & location of each project, time frame to complete & dollar volume of each project.
5. List and briefly describe 3-5 comparable design-build projects completed by proposing firms, or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include: contract value and construction value (original value plus contract amendments, if applicable); list the Guaranteed Maximum Price (if given), or if not given, the estimated cost provided by you, and the total cost of the project at completion. Include project owner, project location, contact name and title, address, current and accurate telephone number, and email address (if available). Include specific details on the extent to which design, pre-construction & construction phase services were provided.
6. Firm should have experience delivering similar Design-Build projects to public sector clients.
7. Provide type and amount of self-performed work.
8. A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above.
9. Provide documentation of insurability, including general liability and worker's compensation in the limits identified in this document.
10. Attach letter from Surety Company or its agent licensed to do business in North Carolina verifying proposer's capability of providing adequate performance and payment bonds for this project in accordance with the provisions of Article 3 of Chapter 44A of the General Statutes.
11. Litigation/Claims. If yes to any of the questions below, list the project(s), dollar value, contact information for owner and designer and provide a full explanation with relevant documentation.
 1. Has your company ever failed to complete work awarded to it?
 2. Has your company ever failed to substantially complete a

- project in a timely manner (i.e., more than 20% beyond the original contracted, scheduled completion date)?
3. Has your company been involved in any suits or arbitration within the last five years?
 4. Are there currently any judgments, claims, arbitration proceedings or suits pending or outstanding against your company, its officers, owners, or agents?
 5. Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging?
12. Provide a summary contractor's safety performance on comparable projects, including OSHA recordable incident rates, EMR (Experience Modification Rate), and any relevant safety awards or citations.

3.5.3. Team Experience & Qualifications 25%

1. Describe the structure and location of the proposed project team.
2. Attach project organizational chart indicating the placement of each of proposed project team members.
3. Describe each team member's position within the firm. Provide resumes of each proposed team member.
4. Provide an explanation of your project team selection in accordance with NCGS 143-128.1A(c)(8) and 143-128.1A(f).
5. Briefly describe each team member's role on this project.
6. Provide "team" experience working together on similar projects.
7. Explain your understanding of, and experience with, the Design-Build Delivery Method, especially as it applies to management staff.

3.5.4. Project Understanding and Approach 45%

1. Provide a brief, overall description of how the project will be organized and managed, and how the services will be performed in the Design, Pre-Construction and Construction Phases. Project planning that offers the same project manager for pre- construction and construction phases shall be given preference. Please describe the following in your proposal:
 1. Preconstruction and Design approach, to include programming and site selection
 2. Cost Model and Estimating process during Preconstruction
 3. Construction Management Process and management system that will be utilized during the project
 4. Project Tracking/Reporting and systems utilized
 5. Closeout and Project Turn Over
2. Demonstrate your understanding of the project.
3. Identify and discuss any potential foreseen problems during design and construction and methods to mitigate those problems.
4. Describe your quality control plan, dispute resolution, and safety management.
5. Describe your communications plan to communicate to different entities and stakeholders while delivering the project.

6. Describe the work you anticipate self-performing, and the work you anticipate being performed by sub-consultants/subcontractors.
7. Provide certification that each design professional who is a member of the design-build team, including subconsultants, was selected based upon demonstrated competence and qualifications in the manner provided by G.S. 143-64.31.

3.5.5. Other Factors 10%

1. Current workload and ability/capacity to proceed promptly and complete the project.
2. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
3. Relevant factors impacting the quality and value of work.
4. Clarity, organization, level of detail in proposal.

4 - SUBMITTAL REQUIREMENTS

- 4.1 The Statement of Qualifications (SOQ) shall include a one-page cover letter plus a maximum of thirty (30) pages to address the SOQ criteria specified in Section 3. The Cover Letter, Table of Contents, Financials, Surety Letter, Resumes and section divider pages do not count toward the total page count. Resumes for each key team member shall be limited to no more than two pages.
- 4.2 The SOQ, in PDF format, must be submitted by October 24, 2025 at 3:00 PM. Submissions shall be made by uploading through the BidNet Direct portal at <https://www.bidnetdirect.com/north-carolina/cityofburlingtonnc>, or by emailing nwoodruff@cumming-group.com.
- 4.3 INQUIRY/SUBMITTAL DEADLINES: Any questions related to these RFQ submittal package requirements or related documents must be submitted to nwoodruff@cumming-group.com by October 16, 2025 at 5pm. Clarifications and/or additional information will be provided by the City of Burlington. City shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (RFQ) will be in the form of an addendum, which will be furnished to all registered RFQ holders.
- 4.4 City reserves the right to reject any or all SOQ's, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ received. Failure to comply with the following may be grounds for disqualification:
 1. Receipt of submittal by the specified cut-off date and time.
 2. The number of originals and/or copies of the submittal specified.
 3. Adherence to maximum page requirements.
- 4.5 All costs for development of the written submittal and the oral presentation are entirely the obligation of the submitting entity and shall not be remunerated in any manner by the Owner.
- 4.6 The City of Burlington will expect the following insurance coverage during the life of the potential contract. Professional liability insurance will also be required.

Certificates for Workers Compensation, General Liability and Vehicle/Equipment Insurance will be required and submitted as part of the bid package. The Contractor, at its own expense, shall keep in force and at all times maintain during the Agreement:

<u>Insurance Type</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
<u>General Liability</u>		
Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	\$3,000,000
<u>Automobile Liability</u>		
Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	
<u>Owners Protective Liability or Project Specific Aggregate</u>		
Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	\$3,000,000
<u>Excess Liability</u>	\$5,000,000	\$10,000,000

The City of Burlington shall be named as an additional insured under the general liability coverage. The insurance shall be primary and non-contributory of any self-funding and/or insurance carried by the City.

The following statement must be on the certificate of insurance: ***a blanket waiver of subrogation shall apply in favor of the City of Burlington and all additional insured's as required by contract.***

Workers' Compensation Coverage

Full and complete Worker's Compensation Coverage, as required by the State of North Carolina, shall be required.

Certificate Holder:

Certificate Holder's address shall be:

City of Burlington
Attn: Peggy Reece, CFO
P.O. Box 1358
425 S. Lexington Avenue
Burlington, NC 27215

ADDITIONAL INFORMATION – The City of Burlington reserves the right to request additional information or clarification of information provided in the response without changing the terms of this RFQ.

5 - SELECTION PROCESS AND SCHEDULE

- 5.1** A Review Committee (RC) comprised of members of City staff from various departments (i.e., recreation, administration, purchasing, etc) will evaluate each Statement of Qualifications (SOQ) according to the above criteria and rank the top three design-build firms. Following a review of the submittals the RC will select the Design-Build firm and begin negotiations of fees. If the selected Design-Build firm and the City do not come to an agreement, the City reserves the right to enter negotiations with the next highest-ranking Design-Build firm. Those firms not selected for further consideration will be notified.
- 5.2** Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.
- 5.3** The City of Burlington intends to use DBIA or AIA standard form agreements between owners and design-builders.
- 5.4** The following tentative schedule has been prepared for this RFQ Process. Potential interview dates are listed below.

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