



Request for Qualifications

Architectural and Engineering Services for
Willow Springs Park
September 2025

Overview and Purpose of Request

The Town of Fuquay-Varina Board of Commissioners has authorized funding for the master planning and design of Willow Springs Park to be constructed at 7069 Kennebec Rd (PIN 0677907665). The Town of Fuquay-Varina will use this Request for Qualifications (RFQ) to select a qualified architectural/engineering firm to provide the architectural and engineering services required to begin construction of Willow Springs Park through the Parks, Recreation & Cultural Resources Department. Professional services being requested include development of a park master plan, a project schedule, estimation of construction costs, schematic designs and renderings which reflect the allocated budget and Town priorities for the facility, all preliminary through construction drawings and specifications preparation, preparation of bidding documents and construction administration. This work will serve as the basis for key decisions about final design, bidding, construction funding, and the timing of construction.

Objectives

The Town of Fuquay-Varina proposes to retain a highly qualified, capable firm, to act as the architect in the engineering of the project, for a fixed price. The Town requests qualifications from architects, engineers, landscape architects or combinations interested in preparing a construction plan that includes engineered documents, and cost estimates for the construction of Willow Springs Park.

Within this document, and subsequent actions, the Town may refer to firms participating in this RFQ process as "Respondents" and/or "Architects."

The Town will offer prime consideration to the firm with significant and current experience in the development, design, and/or construction of public parks or recreation areas. Furthermore, the Town is under no obligation to enter any contract with any Respondent on any terms or conditions; and the Town reserves the right to negotiate with the next highest ranked vendor if the Town and vendor are unable to reach acceptable financial and contractual terms.

Scope of Work

After firm selection, the selected Architect(s) will be responsible for performing the basic architectural and engineering services that the Town will further specify during contract negotiations. The contract agreement will provide payment for phases of work completed, with options, to proceed through all phases, or to discontinue work as the circumstances may dictate.

Upon selection of a Respondent, with whom negotiations will proceed, the Town and Respondent will develop a scope of work. The Town anticipates a contract which will include master planning, schematic design, production of computer-generated renderings, and cost estimation; however, the Town reserves the right to include additional project elements in the initial or subsequent professional services agreement as the Town may (in its sole discretion) deem appropriate. The Architect(s) will be required to retain, and be responsible for, all basic engineering disciplines such as mechanical, electrical, plumbing, landscape architecture, civil engineering, and structural engineering as appropriate for the scope of work negotiated. The Architect(s) must identify and select the appropriate sub-consultants; however, the Town reserves the right to approve proposed sub-consultants that will be associated with the project.

Assumptions

The Town anticipates clearing of land, and grading, the current site to include facilities and amenities including, most, if not all, the following elements: parking, restrooms, picnic shelter, playground, walking trail or track, multiuse fields, seating, landscaping and public sewer infrastructure (including a public pump station and force main) to serve both the Willow Springs Park and Willow Springs Elementary School.

Schedule

Request for proposal issued: Monday, September 15, 2025

Deadline for RFQ submission: Friday, October 17th 2:00PM

Review/Evaluation of Submittals: October 20th – 31st

Selected Firm Interviews: November 12th – 14th, 2025

Contract negotiations: December 2nd – 12th, 2025

Contract award: December 16, 2026

Submissions

Respondents must submit a total of seven (7) sealed Qualifications addressing the criteria outlined below. Statements of Qualifications may not exceed 15 pages (single sided). The Town will retain all Statements of Qualifications and will not return submissions to Respondents.

The Town will accept qualification packets through 2:00PM on October 17, 2025. Place submittals in a sealed envelope marked with:

Request for Qualifications

Willow Springs Park - Architectural and Engineering Services

Respondents will place the sealed envelopes into a single package and mail, or hand delivery to:

Town of Fuquay-Varina
Attention: Jonathan Cox, Parks, Recreation & Cultural Resources Director
134 N Main St.
Fuquay-Varina, NC 27526

Qualifications

Submissions should include information that demonstrates clear, concise ideas and relates directly to this project. A successful consultant must have the ability to create a design that fulfills project goals and effectively addresses the interests and needs of the Town while meeting established project deadlines.

Expertise required includes:

- A strong background in designing public outdoor spaces or similar facilities. A history of previous designs constructed within provided budget estimates.
- The ability to foresee and effectively address potential issues and concerns.
- Creativity in layout and design.
- Civil engineer with public sewer infrastructure knowledge.
- Experience working with stakeholders, such as municipal government administrators, municipal government department directors, elected officials, and the general public.
- Licensure in the state of North Carolina for professional engineers, architects, and similar professional services in good professional standing.

Respondents should organize submissions in the following order:

- **Team experience and availability** - Include a summary of your firm's and key staff members, experience in designing comparable projects. This section should include any previous experience working with the design and construction of similar facilities as well as previous experience working with local government. Include examples of similar projects done by the project team, and a list of references.
Note: if a project team member, or subconsultant, makes any personnel changes, or similar changes of significance, the firm must notify the Town as soon as possible.
- **Team organization** – Provide an organizational flow chart of the project team, annotated with a description of relevant qualifications possessed by key personnel, for both in-house and sub-consultants. Identify the project lead and that person's availability. Describe coordination and relationships with sub-consultants.
- **Project Vision** – A statement of your firm's project approach. Include potential design challenges and/or expected issues of concern with the property. In addition, provide a suggested scope of work, project budget, and schedule for project completion.
Note: The Town will negotiate the final schedule and budget with the successful firm based on funding available for the project.
- **Legal History** – Produce a statement disclosing your firm's history of litigation/disputes for the last 10 years including any pending litigation/arbitration disputes.

Project Phases

The design project will consist of two phases:

- **Phase #1** –Development and presentation of a park master plan including conceptual renderings, a preliminary site plan, and construction estimates to the Town for approval.
- **Phase #2** - Creation of final design, construction plans, specifications, contract documents, bid documents and a revised final cost estimate.
- **Phase #3** – Project bidding and construction administration.

Award & Contract:

The Town may open submitted packets at any time after the submission deadline. The Town will evaluate all submissions, satisfying the requirements of this RFQ, to establish which applicant's qualifications best fulfil the needs of the Town. The Town anticipates entering a contract with the selected firm to execute the proposed work. This RFQ, however, does not commit the Town to award a contract, nor pay any cost incurred by a firm in the preparation of the RFQ, or to contract for the goods and/or services offered. The Town reserves the right to accept, or reject, all qualifications received as the result of this request, to negotiate with all qualified firms, or to cancel this request for qualifications if it is in the best interest of the Town to do so.

A selection committee will review all submitted statements of qualifications and, based on the information presented, will rank the responsive statement of qualifications, and compile a short list of agreeable firms for further consideration. Firms will be scored on the following categories: expertise (architecture) on this type of project, expertise (engineering) on this type of project, past performance on similar projects, adequate staff, schedule, contract administration capability on public funded projects, proximity/availability familiarity to Fuquay-Varina, completeness of proposal, creativity in layout and design, ability to foresee/effectively address potential issues, working with stakeholders, and overall impression.

The Town will invite short-listed firms for an interview with the selection committee. The interview will consist of the firm providing a presentation (maximum of 20 minutes), followed by a question and answers period led by the selection committee.

After the selection of a firm, there will be a period of negotiation between the Town and the design team to better define, elaborate upon, and finalize the firm's exact and final Scope of Work.