Request for Qualifications
The Farm Park Phase 2
Design and Engineer Services

Issued: 10/6/26
Proposals Due: 10/20/26 by 3:00 p.m.

Pursuant to North Carolina General Statute 143-64.31 through 143-64.34, Letters of Interest and Statements of Qualifications for Professional Services will be received by the Town of Rolesville. Qualified organizations are invited to respond to the Request for Qualifications (RFQ) entitled: "The Farm Phase 2"

Description

The Town of Rolesville ("Town") invites qualified architectural and engineering firms to submit qualifications to assist and complete the design work of Phase 2 The Farm Park ("Project") located at 11624 Louisburg Road Wake Forest, NC 27571.

Background

Rolesville is a community of over 11,000, situated in the greater Research Triangle Region adjacent to Raleigh and Wake Forest, with a population of over 25,000 within a 3-mile radius. The Town is experiencing rapid growth, requiring enhanced recreational and community facilities.

Phase 2 of the project will construct 4 soccer fields, parking lot, a covered picnic shelter, and all associated infrastructure.

Phase 2 consists of:

- Evaluate existing grading and whether preliminary parking lot construction supports final improvements and prepare construction details/specifications, cost estimates, permits, and bid documents for completion of paving existing gravel parking lot.
- Prepare construction details/specifications, cost estimates, permits, and bid documents for completion of four soccer fields, parking lot, access loop road, recreational amenities, drainage, irrigation, pedestrian connections. Recreation amenities include restrooms, concessions, outdoor picnic area, roof-over-turf area, playground, food-truck area, pavilion, pedestrian connections, site furnishings, signage/wayfinding, landscaping, and site lighting.

- Design, permit, and coordinate private well and septic systems, including well infrastructure/pump/controls, water storage or pressure systems, potable distribution and building/concession/facility services.
- Design septic tanks, drain fields, pumps where required, wastewater collection, pretreatment if required, soil/site evaluations, testing/commissioning, permitting, and agency coordination.
- Coordinate water/wastewater with building, plumbing, irrigation, athletic-field, and site designs.
- Design electrical service/distribution and site, parking, road, pedestrian, building, restroom, concession, pavilion, food-truck, and athletic-field electrical systems.
- Address communications/data, emergency power if applicable, utility coordination, electrical load calculations, and electric-utility coordination; size infrastructure for the completed project.
- Provide existing/proposed drainage analysis; storm drainage systems; culverts, swales, inlets, pipes; detention/retention and stormwater management facilities; outfalls; erosion and sedimentation control; construction-phase and permanent drainage.
- Coordinate drainage with athletic fields, roads, parking, grading, utilities, buildings, and landscaping

The project will include the design and engineering of Phase 2, with the option of extending the contract for bidding services and construction administration for future phases.

Scope of Services and Deliverables

Proposals shall include all aspects of the project including but not limited to:

1. Design of a facility which provides space for the list of amenities listed on the first page

2. Design of utility (electric, water, drainage) and driveway networks

3. Grading plan with elevations.

4. All areas should be designed to provide ADA accessibility.

5. Generate signed and sealed Architectural and Engineering drawings and specifications for all aspects of the construction, including but not limited to, lighting and electrical system, plumbing, septic and structural systems. All systems specifications shall be based on engineering calculations to properly size the systems for the building involved. All drawings and specifications shall be in sufficient detail to obtain fixed construction costs and be permit ready.

Content

Firms submitting qualifications for this work will be evaluated based on specific criteria. Minimum qualifications include:

- Firm's familiarity and knowledge of the Town of Rolesville and The Farm Park Site;
- The Firm's experience with design work with Raleigh Utilities, NCDOT, and Town of

Rolesville;
- Firm's understanding of the project objectives and desired outcomes;
- Capacity to design the project over the next 12 months;
- The experience of the firm's proposed staff/team to perform the type of work required.

A) **References** to include
   1) At least one local government client of three years or more
   2) At least one local government client in the midst of a recently completed project
   3) Two other local government clients

B) **Other Supporting Documentation**: Provide any other supporting documents relevant to this RFQ.

All proposals are limited to no more than twenty-five (25) back-to-back pages - does not include cover/back inserts. Three (3) hard copies and one (1) electronic PDF copy of the proposal is requested. The proposal should include the following information:

- A brief synopsis or listing of the firm's previous experience that is focused on the type of work to be undertaken on this project. This should be limited to projects performed within the past five years.
- A brief description of the firm's approach to performing the proposed project.
- The proposed key personnel/subconsultants and resumes to be assigned to this project by discipline and their availability date on this project; inclusion of site, electrical, mechanical and specialized (governance and/or law enforcement) personnel is recommended.
- Billing rates for proposed personnel providing professional services for this project.
- Identify project personnel/subconsultant qualifications and experience as related to this work.
- One page dedicated to an organizational chart indicating personnel to be assigned to this project by discipline.

The deadline for qualification submittal is 3:00pm on October 20, 2026. Responses may be submitted by mail or in person. No submissions via email. Please submit three hard copies and one electronic PDF copy on a USB to:

Medhat Baselious
Capital Projects Manager
Town of Rolesville
PO Box 250
502 Southtown Circle
Rolesville, NC 27571

Questions concerning this project or the proposal submittal should be directed to Medhat Baselious, Capital Projects Manager, via email: mbaselious@rolesvillenc.gov