Request for Qualifications (RFQ)
Owner's Representative for Rolesville Town Campus Project
Issued: Friday, October 31, 2025
Responses Due: Friday, November 14, 2025

Description

The Town of Rolesville is seeking qualifications for an owner's representative for the Rolesville Town Campus Project. Prior experience with government capital project management is required.

Background

The Town of Rolesville, North Carolina is a municipality of approximately 15,000 population, located to the northeast of the City of Raleigh. The Town is planning to construct a multi-building governmental complex on a 17-acre parcel close to the downtown area (408 East Young Street). When complete, the site is expected to include a Police Station, Fire Station, Town Hall, Community Center, and a Wake County public library.

The first phase of the project includes the site development, Police Station, and Fire Station. The current project team consists of the design team led by ADW Architects, PA, the Construction Manager at Risk (CMAR) Samet Corp, and Town staff. The site preparation, Police Station, and Fire Station projects are all currently in the design development phase. The library design is currently underway with Wake County and is being entirely managed by their staff.

Scope of Project Management Services

At this point in the project, the Town has evaluated its internal capacity and capabilities and identified the following capital project management, owner's representative, and advisory areas where assistance may be needed. A final scope of services will be determined between the Town and its selected owner's representative.

Design and Construction:

- Ensure that the project's strategic programmatic and financial goals are met
- Advise Town as critical project decisions are made
- Review drawings, reports, and other documentation to ensure that work product aligns with project goals, schedule, and budget
- Review cost estimates and participate in value engineering exercises as needed
- Manage the project budget, including invoices and pay applications, owner's soft costs, and general budget monitoring

Procurement and Contract Management:

- Assist in the preparation of procurement documents
- Negotiate and manage contracts with contractors, consultants, and vendors

Quality Assurance and Regulatory Compliance:

- Monitor on-site construction activities
- Ensure that construction work meets project specifications and quality standards
- Address any quality issues and implement corrective actions
- Ensure that the project complies with all relevant local, state, and federal regulations
- Obtain necessary permits and approvals, coordinate inspections, and address regulatory issues
- Maintain project documentation

Communication and Reporting:

- Provide regular updates to project owners
- Serve as the primary point of contact for the Town on the project design team
- Coordinate with Wake County employees involved in the construction of the library, as necessary
- Coordinate with the Finance Director for all financing-related and reporting requirements

Project Closeout:

- Oversee the final stages of construction and project closeout activities
- Ensure that all punch list items are completed
- Review contractor and vendor submission of all required documents
- Coordinate the handover of project documentation

The Town's preference is to work with an individual or small team, ensuring continuity while providing a single clear voice on behalf of the Town.

Format

Proposals should be presented in a well-organized and concise manner. The qualifications proposals should be no more than 10 pages in length. Covers, resumes, and Certificates of Insurance are not counted towards the page limit.

A) **Introductory Letter** to include:
   1) Company name, address, telephone number, and website.
   2) Name, title, email address, and telephone number of the primary contact person(s)

B) **Qualifications and Experience** to include:
   1) Experience in providing equivalent owner's representative and advisory services on similar projects for North Carolina units of government
   2) Resumes of proposed project team members, identifying general qualifications, education, availability, and years of experience
   3) Indicate any innovative methods and/or techniques that can be applied to this project that you have applied on prior successful projects to enhance efficiency, timeliness, and quality of work

C) **References** to include:
   1) Current contact information of at least three separate individuals with direct knowledge of your expertise
   2) Specify the name and description of any project(s) associated with each individual, if applicable

Timeline & Submission

RFQ Issuance	**Fri. 10/31/25**
Submittal Due Date and Time	**Fri. 11/14/25 by 5:00 pm**
In-Person Interviews (tentative, if selected)	**Thurs. 11/20/25 or Fri. 11/21/25 time TBD**

Responses may be submitted to Amy Pelman via email to apelman@rolesvillenc.gov (preferred) or in person at Town Hall, 502 Southtown Circle, Rolesville. Please note that office hours are 8:00 am to 5:00 pm Monday through Friday, with the lobby closed daily from 12:00 to 2:00. Town Hall will be closed on Tuesday, November 11th in observance of Veterans Day.

Submittals will be evaluated based on:

1. Experience in similar consulting services
2. Qualifications of staff
3. Demonstration of ability to provide services
4. Performance history per references

Town Staff will review all submitted proposals. The top-ranking vendors may be requested to participate in an in-person interview.

Attachments

- SD Site Schematic (partial)


TOWN CENTER MONUMENTAL SIGN
1-STORY POLICE STATION
EAST YOUNG STREET (S.R. #1003) 60' PUBLIC R/W
FUTURE TOWN HALL SITE
FLAG POLES
COUNTY LIBRARY SITE
FUTURE TOWN HALL SITE
1-STORY FIRE STATION
4 APPARATUS BAYS
FUTURE MEMORIAL
FUTURE PARKING
50 8'x20' PARALLEL PARKING SPACES
(44) 10'x20' PARKING SPACES
FUTURE COMMUNITY CENTER SITE
6' WIDE MULCH TRAIL
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