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**Request for Qualifications**

**The Farm Park Phase 1B**

**Design and Engineer Services**

**Issued: 7/15/25**

**Proposals Due: 7/25/25**

**Description**

The Town of Rolesville (“Town”) invites qualified architectural and engineering firms to submit qualifications to assist and complete the design work of Phase 1B 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 1B of The Farm Park will include an expanded multi-purpose center, which will support recreational and social needs and be designed for independent use of various spaces to minimize operational costs while maximizing community benefits.

The multi-purpose center is envisioned to consist of:

- Front desk area to receive visitors

- Gym with one full basketball court and two half courts

- Roll up door for the gym

- Large storage room for movable bleachers, tables, chairs, supplies, etc.

- 2 offices and 1 large co-working space for staff

- Restrooms accessible from both inside and outside of the building (men’s, women’s and family)

- Restrooms for staff only with showers (men’s and women’s)

- 2 classrooms – one large and one small

- Full commercial kitchen (with 50-amp hookups accessible from outside)

**The project will include the design and engineering of the multi-purpose center, parking and landscaping, with the option to extend the contract for bidding services and construction administration.**

The Town has 30% construction documents for the 2020 master plan for this park. Due to growth and evolving needs, the Town now needs an engineering firm that can edit and/or design and engineer new site plan changes to the existing construction documents and make any utility design and calculations to be able to serve this future phase.

**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 apply for permits.

**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 18 months;
* The experience of the firm's proposed staff/team to perform the type of work required.

1. **References** to include
   1. At least one local government client of five years or more
   2. At least one local government client in the midst of or recently completed conversion
   3. Two other local government clients
2. **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.

**30% Construction Plans are available on the Town of Rolesville’s website at** [**www.RolesvilleNC.gov**](http://www.RolesvilleNC.gov)

**Go to Departments – Finance – Bid Opportunities.**

**The deadline for qualification submittal is 3:00pm on July 25, 2025. 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](mailto:mbaselious@rolesvillenc.gov)