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**Request for Qualifications (RFQ) for Professional Design Services for
Design of a Community Recreation Center/Municipal Facility at Cobblestone Development**

The Town of Rolesville invites qualified architectural firms to submit qualifications to assist the Town of Rolesville in determining the design and best use for a community recreation center in the heart of a proposed mixed-use development yet to be built.

The Town is seeking the services of a qualified architectural firm to provide, in a 2-phased approach:

- (1) Initial/preliminary design work, in less than 6 months, to determine programming design options and use recommendations, and;
- (2) If funded, final programming design and cost estimates for the municipal facility.

An Economic Development Agreement (EDA) has been reached with Cobblestone Crossing of Rolesville, LLC to build a mixed-use development at the northwest quadrant of Young and Main Streets in Rolesville. As part of this development, an 18,200 square feet maximum footprint has been reserved for a municipal building in the center of the development.

Preliminary Site Plans submitted for this project can be found at:

<https://www.rolesvillenc.gov/projects/cobblestone>.

The EDA with the developer addresses the construction of this recreation center/municipal facility. The agreement states:

The Project will contain a specified site within the Property acceptable to the Town for the "Municipal Facility." The Municipal Facility will comprise approximately 8,000 to 12,000 square feet. The Town will develop the final space programming and design for the facility.

The final space programming and design for the facility will include plans to serve some or all of the following components:

First, offices for the Town's parks and recreation department, along with additional office, classroom and programming space.

Second, a gymnasium and commercial kitchen facilities suitable to accommodate group events commensurate with the size of the gymnasium.

Also stated in the EDA is that a clock tower element will be a design feature of the facility. A rendering including the clock tower can be found at this website <https://thefoxwoodgroup.com/rolesville/> but the rendering is only a concept for illustration purposes.

Town of Rolesville

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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;
- The Firm's experience with design work on similar projects and cost of those projects;
- Firm's understanding of the project objectives and desired outcomes;
- Ability to meet deadlines;
- The experience of the firm's proposed staff to perform the type of work required.

All qualifications submittals are limited to no more than ten (10) 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 of the firm's previous experience, highlighting no more than three (3) past projects, that is focused on the type of work to be undertaken on this project. This should be limited to projects performed with the past seven (7) years.
- A brief description of the firm's approach to performing the proposed project.
- The proposed personnel/sub consultants to be assigned to this project by discipline and their availability date on this project. Identify personnel/sub consultants' qualifications and experience as related to this work.
- Billing rates for proposed personnel to be used on this project.
- Organizational chart indicating personnel to be assigned to this project by discipline.
- Resumes of key personnel that are proposed to be assigned to the work.
- Review of capacity to start July 1, 2021 and be complete by December 15, 2021.

The deadline for the qualifications submittal is **5:00 pm on Thursday, April 29, 2021. Submittals should be submitted to:**

JG Ferguson
Rolesville Parks and Recreation Director
ATTN: Cobblestone Municipal Facility RFQ
502 Southtown Circle
Rolesville, NC 27571

Questions concerning this project, or the qualifications submittal, should be directed to JG Ferguson at e-mail: jg.ferguson@rolesville.nc.gov