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Town of Wendell

Request for Qualifications

Recreation Center - Professional Concept and Design Services - RFQ #677-PR26-02

Information related to this solicitation, including any addenda, will be posted to the North Carolina electronic Vendor Portal (eVP) at <https://evp.nc.gov/solicitations/>.

Provided below is a list of the anticipated schedule of events related to this solicitation. The Town of Wendell reserves the right to modify and/or adjust this schedule to meet the needs of the project.

All times shown are Eastern Time (ET):

RFQ Process Summary	Date and time
RFQ Advertisement Date	10/13/2025
Deadline for Questions	10/24/2025
Town Response to Questions (anticipated)	10/30/2025
Submittal Due Date and Time	11/12/2025
Evaluation of Responses/Consultant Interviews	TBD
Anticipated Selection Announcement	TBD

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Project Purpose and Background

The Town of Wendell (Town) is soliciting statements of qualification (SOQ) through this Request for Qualifications (RFQ) from professional design consulting firms (Consultant) to provide professional services for the concept design, construction drawings, permitting, and construction management of a new Recreation Center.

The New Recreation Center project was identified in the 2019 Parks and Recreation Master Plan. See the project page at <https://town-wendell-nc-budget-book.cleargov.com/15200/capital-request/65897/view>. The new facility is needed to accommodate the growth in population and the current community center having limited space. The new ADA accessible facility is expected to include multiple basketball/volleyball courts, program spaces, exercise space, and staff offices. The project will be funded by the voter-approved 2023 Bond Referendum.

The town will be acquiring a portion of property (PIN 1784102906) from Wake County. The 7.8 acres site is located west of the Wendell Community Park off W. Third Street. The property's main geographic feature is relatively flat topography with mixed woodlands. The property has a USGS Blue Line Stream that runs into Buffalo Creek. A gravity sewer line is located on the property. This park will be connected to the Buffalo Creek Greenway, which is starting construction in 2025. The areas surrounding this property are predominantly government recreation, residential homes and undeveloped land.

Project Map:



The Recreation Center would, at minimum, include:

- Sports courts
- Activity rooms

- Office space
- Storage
- Indoor walking track
- Kitchen
- Paved parking lot

Scope of Work

The Town is seeking one firm with multi-faceted experience working with Parks and Recreation projects, but may also consider a team of qualified firms, including sub-consultants. Such experience may include, but is not limited to, any of the following:

- Master Planning
- Community and Stakeholder Meeting Coordination
- Surveying
- Conceptual Design, Design Development, Construction Documents
- Architectural Services
- Civil/Structural Engineering
- Hydraulic/Environmental Engineering
- Transportation/Traffic Analysis
- Wetland Delineation
- Construction Administration in coordination with Owner's Project Manager
- Utility Coordination – Utilities, water and sewer extension. Sewer work to coordinate with future facilities
- Public Presentation
- Detailed Cost Estimating

Any of the services mentioned above may be contracted together with the design, or separately depending on funding sources.

The selected firm will coordinate with the engineering team responsible for designing the road improvement project to connect 3rd Street with Industrial Drive, serving the new recreation center. The selected firm will also coordinate and work closely with the Owner's Representative throughout all phases of the project.

General Requirements and Deliverables

- All technical memoranda, reports, and certifications shall be submitted in electronic form to Wendell in Windows-compatible format (including both .pdf and Microsoft Office Word formats). All plans shall be delivered to the Town in CAD-generated drawings and shall be provided on electronic media downloadable onto AutoCAD-based systems compatible with the Town's current AutoCAD version. Development of GIS data related to streets, stormwater, and other facilities may be required.
- Wendell seeks to design projects that are cost effective and functional, high-performing in energy and water use, examining options for increasing efficiency during the design phase, using lifecycle costs analysis. The outcome should be a building and/or areas and projects that are functional for their intended use, are durable, adds value for occupants and citizens, and utilizes cost-effective techniques and equipment. The selected Consultant should be prepared to assist the Town in making decisions that deliver the best results for the life of the building/structure/equipment and their related systems.
- The selected Consultants shall be experienced with current State and Federal accessibility code requirements and have the ability to implement design solutions to resolve the various types of barriers from these facilities.
- The Town invites and encourages participation in this procurement process by minority or women-owned business enterprises (MWBE) in accordance with North Carolina General Statute §143-48.

Proposal Submittal Requirements

Electronic responses ONLY will be accepted through the [NC eVP website](#). Interested parties must be logged in to submit proposals electronically. Registration information is available at [NC Electronic Vendor Portal \(eVP\)](#). Proposals must be clearly marked with name of the submitting company, the RFQ number and RFQ title (**Your Company Name 677-XXXX-XX RFQ Name**). Proposers must submit one (1) electronic version, submitted as a viewable and printable Adobe Portable Document File (PDF).

RFQ Responses must be received no later than 2:00 P.M., Eastern Standard Time (EST) on 11/12/2025.

Any submittals received after the deadline by any delivery method will not be considered or evaluated.

Questions

Questions regarding the RFQ shall be submitted in writing to Jeff Polaski, Parks & Recreation Director via email to jpolaski@townofwendellnc.gov **no later than 2:00 P.M. Eastern Standard Time (EST), on 10/24/2025.** Indicate the RFQ name in the subject heading of the email.

Only emailed questions will be addressed and answered. The issuance of such written responses is the only official method by which interpretation, clarification, or additional information will be given by the Town. Only requests answered by formal written responses will be binding. Oral and other interpretations or clarifications will be without legal effect. No information, instruction or advice provided orally or

informally by any Town personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. No personal inquiry or marketing meetings will be conducted or allowed. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFQ.

An addendum will be released with answers to any submitted questions and will be posted to the town's website at https://townofwendellnc.gov/departments/finance/bids_and_proposals.php and posted to the [NC eVP website](#).

Proposal Submittal Format and Contents

The instructions below provide guidance and information for respondents to prepare and submit concise responses to this RFQ. The purpose is to establish the format and contents of the proposal so that responses are complete, contain all essential information, and can be easily evaluated.

Proposal Format

Proposals should be presented in a well-organized and concise manner. The qualifications proposal should be no longer than 30 pages in length. Covers, resumes, Certificates of Insurance, and tabs will not be counted towards the page limit. The Town may reject as non-responsive at its sole discretion any submittal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

Proposal Content

The following items must be addressed in the submission:

1. Introductory Letter: Respondents shall submit a clear and concise response identifying the following information:
 - a. Name of the Firm
 - b. Primary contact person working on the Town's behalf and their contact information
 - c. The Firm's contact information
 - d. Why the Town should select the Firm for this work
 - e. Acknowledgement of any RFQ Addenda (if applicable)
2. Qualifications and Experience: Respondents shall submit the following information to demonstrate their experience and qualifications:
 - a. Provide relevant experience illustrating similar projects or work related to the technical aspects and/or processes outlined in the above scope of work. Include sub-consultants' (if applicable) capabilities as related to the scope of work. Cite specific projects of a similar nature to the submitting scope and list contact information for each project cited. If Respondent is teaming with other qualified firms, including sub-consultants, ensure the cited examples include previous collaborations.
3. Project Approach and Schedule: A detailed description of how the Firm proposes to approach this project. Include sufficient discussion of proposed methodologies, techniques, and procedures for

each work item and their related timelines. Indicate any new and/or innovative methods that can be applied to this project that the Firm has applied in prior projects while performing similar work. Provide a breakdown and description of tasks assigned per project team member. Describe the hierarchy of project management. Provide suggestions for any additional services which may enhance the value and or affect the overall economy and effectiveness of the project

4. Project Team(s): Provide an organization chart of the project team specifying the dedicated project manager, key personnel, and sub-consultants assigned to the team and the availability of backup personnel that will support this project. Include resumes with a brief summary identifying roles and responsibilities and general qualifications (i.e. professional registrations, certifications, and/or licenses) of each team member including sub-consultants and disciplines appropriate to the project as well as education and availability of work, and experience. Please do not list Firm staff that are not directly working on this project team. If more than one project manager or team is desired, please include this information and describe why this is necessary and how each team will interact with the Town.
5. Example Projects with References: Provide a minimum of three (3) references related to similar publicly funded projects or scopes. Include the name of each project, a brief description, and the primary contact information of the reference that will be used by the Town to obtain information about the project team's performance. References should be from three (3) separate clients; any one client can only be used as one reference even if the proposer had multiple projects with the same client.
6. Identifications of Lawsuits and Administrative Claims or Fines: Consultants must identify all lawsuits administrative claims or fine proceedings the Consultant has been a party to in the past five (5) years. Include any fines levied by any governmental unit relating to the proposed work in this RFQ such as fines from the EEOC, Department of Labor, or other units of government.
7. Cost Proposal: This solicitation is being issued in accordance with NCGS 143-64.31, otherwise known as the Mini-Brooks Act, and therefore price cannot and will not be a determining factor in the selection of the successful contractor. Provide unit labor rates, incidentals, and percentage markup on non-labor items for the project team members identified in the proposal. **One copy of the unit rates for all proposed project personnel should be uploaded electronically [NC eVP website](#) with the Statement of Qualifications submission as a separate pdf file .**

Evaluation Method

Evaluation Criteria

All proposals will be evaluated based on the following criteria. Criteria shown under each of the four (4) considerations are to be addressed in the SOQ:

1. Firms Qualifications and Experience: The Firm's experience in similar work (parks, facilities, and greenway design, and other experience as listed in the scope of services) and the record of successful results of that work period consideration will be given to the Firm's capacity to take on additional work, demonstrate understanding of the Town's goals and purposes of this project, specific management approach, how well the Firm's organization structure shows sufficient depth

of its present workload, approach to managing the Town's budget and time, and the Firm's ability to offer the breadth and quality of services required for this project.

2. Project Approach and Understanding: The proposed approach for performing the work for this project, that demonstrates the ability to deliver high-quality results and understanding of the scope of work for this project and project deliverables. Ideas that are innovative, cost effective, or demonstrate overall improvements that are feasible for the project will be given weight.
3. Experience of the Personnel Assigned to this Project Team: A Firm provides the resources but the individuals assigned to a project are how the job gets done. The Town will give considerable weight to the individual qualifications of the project team members who will be assigned to do a majority of the work on the project. Consideration will include the project manager's individual qualifications, experience, and location, with which key personnel will be assigned to the project, and any sub-consultants' individual experience, qualifications and location.
4. Example Projects with References.
Quality and relevance of listed projects within the last five (5) years with involvement of the proposed staff.

Criteria	(a) Weight	(b) Score (0-3)	(a) x (b) Weighted Score
Firms Qualifications and Experience	25%		
Project Approach & Understanding	30%		
Assigned Project Team Experience & Qualifications	25%		
Example Projects with References	20%		
Final Score			

Score Points

0- Missing or Does Not Meet Expectation

2- Meets Expectation

1- Partially Meets Expectation

3- Exceeds Expectation

Selection Procedures

The Town will review the proposals, and all the information provided in the submittal packages. A selection committee comprised of Town staff will be convened to review the proposal packages. Respondents that are deemed competitive by the Town may be asked to attend an interview and should make themselves available for a presentation of their proposal to the selection committee. Each Firm will be responsible for all costs (e.g. travel and presentation materials) related to the presentation.

The selected Firms will be notified by the Town and will enter into contract negotiations for receiving this work. If no agreement can be reached with the selected Consultants, the Town will negotiate with the next qualified Firm.

The Town reserves the right to reject any and/or all proposals, to waive any and all informalities and/or irregularities, if it is deemed to be in the Town's best interests to do so. The Town reserves the right to accept or reject any or all the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual firms if it is deemed in the Town's best interest. Moreover, the Town reserves the right to make no selection if proposals are deemed not in the best interest of the Town.

The Town also reserves the right to delay the award of a contract or to not award a contract.

Minimum Requirements for Contract Execution

All proposal packages and materials submitted hereunder become the exclusive property of the Town. This request for qualifications is neither a contractual offer nor a commitment to purchase services. The Town assumes no contractual obligation as a result of the issuance of this request, the preparation or submission of a qualification statement by a Consultant, the evaluation of statements, or final selection. All submissions may be kept by the Town and may be disclosed to third parties at the Town's discretion.

Negotiating with Offerors

A professional services agreement will be negotiated with the selected Consultant based on the proposed scope of work, deliverables, project schedule, fee schedule, and project team as outlined in their proposal. Appendix A contains the Town's standard draft agreement for professional services that will serve as a basis for any contract with the selected Consultant.

The Town reserves the right to award a contract, based on initial offers received from Consultants without discussion and without conducting further negotiations. The Town may also, at its sole discretion, have discussions with Consultants and the Town may enter into negotiations separately with such Consultants. The Town shall not be deemed to have finally selected a Consultant until the contract has been successfully negotiated and signed by all parties.

Responsibility for Costs

The Consultants shall be fully responsible for all costs incurred in the development and submission of this submittal. Submittal documents should be prepared simply and economically, providing a straightforward and concise description of the Consultants' capabilities to satisfy the requirements of their request. Emphasis should be placed on the completeness and clarity of content. Selected Consultants may be

asked to present in person the substance of their response to Town staff if necessary. All costs of such presentations shall be borne solely by the Consultant.

Public Records and Submitted Proposals from the Consultant

Records received by the Town in response to a bid solicitation or a request for proposals are public records and subject to public inspection and copying. Some bid records are public as soon as received by the Town, others become public at bid opening and others at bid award.

The Public Records Law (N.C.G.S. 132-1 et seq.) authorizes the Town to withhold from public inspection and copying legitimate and properly marked “trade secrets” if a record meets all of the following conditions:

1. It is a “trade secret” as defined in G.S. 66-152(3);
2. It is the property of a private person as defined in G.S. 66-152(2);
3. It is disclosed or furnished to the Town in connection with a bid or proposal;
4. It is marked as “confidential” or as a “trade secret” at the time of its initial disclosure to the Town, then the Town may withhold that particular trade secret from a public record inspection request.

If as a part of the Consultants’ bid or proposal, Consultant submits to the Town any record, or portion of a record, that the Consultant considers to be a “trade secret” meeting the definition contained in G.S. 66-152 (2), the Consultant shall clearly mark the particular record, or portion of the record, that meets the definition of trade secret as TRADE SECRET or CONFIDENTIAL TRADE SECRET. In the event the Town receives a public records request for records the Consultant designates as trade secret, the Town will notify the Consultant and give the Consultant the opportunity to, within one week of such notification, confirm in writing that the specific record, or portion of record, that the Consultant designated as trade secret meets their requirements of the general statute, and the reasons for and to indemnify the Town in the event a challenge is brought for their withholding of a record based on Consultant having designated a trade secret. The Town will only withhold the record if both conditions have been fulfilled to the Town's satisfaction.

Minimum Engineering Credentials

Licensure is required for professional engineers, architects, landscape architects, and other professional services. The architects and engineers performing the work must be licensed architects or professional engineers in the state of North Carolina and must have good ethical and professional standing. Any Consultant proposing to use corporate subsidiaries or sub-consultants must include a statement that these companies will be properly licensed in like fashion. It will be the responsibility of the prime Consultant to verify licenses of any corporate subsidiary or sub-consultant prior to contract negotiations.

Consultant Qualifications

Consultants shall be required to submit evidence that they have relevant experience and have previously delivered services similar to those required.

Consultants may additionally be required to show that they have satisfactorily performed similar work in the past and that no claims of any kind are pending against such work period no submittal will be accepted from any contractor or Consultant who is engaged in any work which would impair their ability to perform for finance this work or from any Consultant with outstanding claims pending for work of a similar nature, either completed or in progress. No submittal will be accepted from, nor will a contract be awarded to, any Consultant who is in arrears to the Town upon any debt or contract, or who is in default, as surety or otherwise, upon any obligation to the Town, or is deemed to be irresponsible or unreliable by the Town.

The Consultant must have the financial ability to undertake the work and assume professional liability. The Firm must have an adequate accounting system to identify costs chargeable to the project.

Conflict of Interest Statement

By submission of a response, the Consultant agrees that at the time of submittal it has no interest (including financial benefit, commission finder's fee or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's services, and will not benefit from an award resulting in a conflict of interest. A conflict of interest shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Town. Consultants shall identify any interests, and the individuals involved, on separate paper with their response and shall understand that the Town, in consultation with legal counsel, may reject their proposal.

Changes in Personnel

Changes to personnel on project teams, particularly a project manager, are to be avoided wherever possible. If during the contract negotiation phase the Consultant requests to make a change to any personnel listed within the Consultant's submitted proposal, the request to the Town must be made in writing and detailing the proposed replacement personnel, resume, and reasons as to why the poor replacement is needed. The Town will consider the request and may, or may not, accept the new personnel changes. If the Town denies the Consultant's request for a change in personnel, the Consultant will be required to confirm in writing that the personnel submitted within the Consultant's original proposal will perform the work, or the Town will no longer consider the Consultant as the best qualified Firm, and may enter into contract negotiations with the next most qualified Consultant.

Execution of Proposal

By submitting this proposal, the potential consultant certifies the following:

- This proposal is signed by an authorized representative of the firm.
- The potential consultant has read and understands the conditions set forth in this RFQ to include any addenda and all attached exhibits and agrees to them with no exceptions.

Signature: _____

Printed Name: _____

Firm Name: _____

Title: _____

Date: _____