

Request for Qualifications

26-20251219

For the development of the
Croom Park Site Master Plan

Date Issued

Friday, December 19, 2025

Due Date

Friday, February 13, 2026

1:00 PM EST

Delivery Instructions

Electronic (preferred):

Please deliver PDF Versions to purchasing@knightdalenc.gov.

Physical Deliveries:

Town of Knightdale

Attn: Croom Park Site Master Plan 26-20251219

950 Steeple Square Ct.

Knightdale, NC 27545

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Notice

As provided for under North Carolina General Statute 143-64.31, the Town of Knightdale (as referred to as “the Town”) has elected to use a qualitative-based selection process as the contracting method for the development of the Croom Park Site Master Plan. The site master plan will incorporate the Town’s future Community Center. The Community Center will be designed in a future phase, but it should be the primary element considered as part of development of this overall site master plan. The funding for this project is included in the Town’s FY 2026-27 Capital Improvement Program.

All respondents to this Request for Qualifications (RFQ) are subject to the instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully.

Project Overview

Background

The Town of Knightdale received a donation of approximately 32 acres with the express purpose of a Town Park or Recreation amenity in 2024.

The selected firm shall develop a unique site master plan that is responsive to the site, environmentally sensitive and sustainable. It is anticipated that the park will be designed to allow construction in multiple phases. The site master plan shall include written and graphic analysis, recommendations, and cost estimates.

Location

The site for this project is located in Eastern Wake County at 2004 Marks Creek Road, Knightdale, NC 27545. The parcel is approximately 32 acres, and the Wake County PIN is 1764221728.

Project Scope

The project scope shall adhere to the following basic parameters:

- Phase 1 Environmental Study of the entire site.
- Survey of entire site.
- Identification of any public utilities that may require extension to this site for future construction.
- Layout of a phased recreation complex that would contain a community center, specialized fields and/or courts, multipurpose fields, opportunities for greenway connectivity, walking trails, (or cross-country course), a maintenance equipment shop, skate park, associated parking and connective streets, and stormwater infrastructure.
- Marketing visuals for both the site and future community center.
- Community survey and input sessions over the span of the project.

A plot plan has been provided as Appendix A.

Sitework design elements should include some indication of accessory landscaping to improve overall pedestrian mobility, and the entire site should conform to ADA acceptable standards for accessibility.

The Town has previously commissioned a feasibility study for a community center. This study solicited significant community input and will be part of the discussion during the site master plan process.

Once the initial design is complete, the Town's Development Review Committee (DRC) will be involved in the design comment phase to reduce plan review processing time. The Town's Unified Development Ordinance (UDO) will be considered from the start of the design phase of the project. The deliverables should be considered as a "Sketch Plan" under the current UDO Chapter 12 designations as to content, with some additional added elements. See Appendix B for the specific UDO excerpts and required additions.

Project Objectives

The project objectives include but are not limited to:

- Establishing a collaborative relationship between the Town and the selected firm for the purpose of delivering a well-designed, environmentally conscious, and resident friendly recreation campus.
- Consider the pedestrian and "place making" opportunities with the project.
- Provide a completed sketch/master plan with associated collateral to the Town by 8/17/2026.

The firm assumes any design risk and has direct authority over the sub-consultants and subcontractors. The firm will act as the Town's fiduciary and have a relationship of trust and confidence between itself and the Town.

Estimated Budget

The budget for this project is not to exceed \$400,000 dollars.

Notices

Licensing

All individuals and firms working on this project shall be properly licensed under the North Carolina laws governing their trades.

Non-Collusion

Firms submitting Statement of Qualifications (SOQ) shall have no association with elected or appointed officials that could be considered a conflict of interest. Any such relationship will subject the firm to immediate disqualification in consideration for this project.

Questions regarding contracting with the Town should be directed to:

Michelle Arnold – Business Analyst, (919) 217-2214 michelle.arnold@knightdalenc.gov

Questions regarding project scope should be directed to:

Phillip Bunton – Director, Public Works, (919) 217-2250 phillip.bunton@knightdalenc.gov

JP Lefever – Director, Parks and Recreation (919) 217-2230 john.lefever@knightdalenc.gov

All questions must be in writing and will be shared in a Request for Information document which will be published during the process. Please review the section on Questions and Clarifications for more information. The final decision on the firm selected shall be that of the Town Council once the evaluation process is complete.

Content and Format of SOQ

A written SOQ (Statement of Qualifications) must be submitted in the format outlined herein. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The submission shall be limited to a maximum of 25 pages (8 ½" X 11, font size 10 or larger). This page limit includes tabs and other dividers. Stick-on tabs are allowed. You may include a 1-page cover letter in addition to the 25-page report. Double-sided pages count as 2 pages. Reference forms will not count towards the page limit. Sample designs and elevations that are included will not count towards the page limit. Email submission of PDF is preferred, but 4 copies of each SOQ will need to be submitted if delivering hard copies.

The qualifications statement shall consist of the following information, tabbed as identified and in the order indicated below:

Section 1 - General information

- Description of firm
- Legal company organization; organization chart with names. Organizational chart shall also include major subcontractors. Note that the firm may be required to complete a hazardous material survey of impacted facilities and must identify the appropriate staff resources or subcontractor on the organizational chart for this task. Note that no substitutions to the proposed project team of the selected firm can be made without the prior written approval of the Town.
- Identify the Project Manager, all licensed contractors, all licensed subcontractors, and all licensed design professionals who the firm intends to assign to this project.
- List of applicable North Carolina licenses for construction, engineering, or other trades/professions pertinent to the project requirements.

Section 2 - Relevant Firm Experience

- Firm's overall reputation, service capabilities and quality as it relates to this project.
- List and briefly describe 3-5 comparable projects completed by your firm or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include contract value and construction value (original value plus contract amendments, if applicable), project owner, project location, contact name and title, address, current and accurate telephone number, fax number, and email address (if available). Include the initial contract price, final contract price, and an explanation for any difference between the two. Provide the initial dates for scheduled start and finish and the actual start and finish dates, along with an explanation of what caused any difference.
 - Projects involving park facilities or park site design will have an increased weight in the evaluation process.
 - Firms may submit simple design plans for these projects as part of their submission.
- A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above.

- Type and amount of self-performed work. Please list any design element or deliverable that requires a subcontractor to the primary firm.

Section 3 - Team Experience & Qualifications

- Describe each team member's position within the firm: experience, certifications, and qualifications. At a minimum the lead designer and project manager should be identified and available for interview if the firm is shortlisted.
- Provide a statement that all professional subconsultants were chosen based upon qualifications and without consideration of price.
- Briefly describe each team member's role on this project.
- Provide "team" experience working together on similar projects.
- Explain your understanding of and experience with master plan/site design for recreational sites and facilities.

Section 4 - Project Understanding, Approach & Project Management

- Describe your understanding of the project.
- Identify and discuss any potential problems during design.
- Identify and discuss methods to mitigate those problems.
- Describe the work you anticipate self-performing, and the work you anticipate being performed by sub-consultants/subcontractors. Discuss access and capacity of the sub-contractors as well as the subcontractor's history with your firm and their qualifications.
- Describe your firm's experience and expertise with delivering conceptual art in multi-modal scenarios. Deliverables for this project will be used in a variety of formats including but not limited to, print, social media and other digital media that may be internal or external.
- Provide schedule; identify and discuss ideas to accelerate the overall schedule.
- Describe approach to soliciting Community input (this may or may not be required as a deliverable).
- Describe your approach to change orders.

Section 5 - Other Factors

- Describe approach to overall site design, with specific emphasis on recreational facilities where a combination of facilities and recreation open space are present and how that relates to an overall sense of ecological preservation.
- A description of current and projected workload as it relates to the team's ability to complete the project in a timely manner including level and magnitude of involvement, for the purpose of gauging capacity to handle this project along with other projects without disruption on the Town's schedule.
- Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- A description of any program in place to encourage participation by minority businesses as such is defined in N.C.G.S. § 143-128.2(g) and the outreach efforts which will be used to notify minority businesses of opportunities for participation in the project. Additionally, firms must be able to meet the insurance and bonding requirements set forth by the Town and NC General Statutes, specifically for Design Work.
- Relevant factors impacting the quality and value of work.

- Any other information pertinent to the team's ability to complete the project.

Section 6 – Legal

No points will be allocated for Evaluation Criteria No. 6; Proposers will be rated as acceptable (pass) or unacceptable (fail).

- List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.
- Listing of any pending or settled lawsuits or professional liability claims in which the design builder was involved during the past ten (10) years. All claims shall be included regardless of location.

Procurement Process

Request for Qualifications (RFQ).

- This RFQ is an invitation to interested firms to submit Statements of Qualifications (SOQ) detailing their technical, management, and financial qualifications to provide the deliverables set forth in the project scope of this RFQ and in Appendix B.
- Firms may NOT include price estimates for completing the work, nor may they submit any suggested or preliminary sketches or design work for the work described above. Doing so will disqualify the firm's proposal from consideration. However, firms are encouraged to submit examples of their previous work that would demonstrate their particular suitability for this project as an appendix to their SOQ. Joint ventures may submit examples of previous work for any participating joint venturer.
- All deliverables required by the RFQ will be set forth at the time and in the manner set forth in Content and Format of Proposal section.
- The Town will evaluate the submissions to determine if the submission is complete and meets minimum requirements.
- If minimum requirements are met, the SOQ will be evaluated according to the selection criteria listed in Evaluation and Scoring Matrix section.
- No more than three teams/firms will be selected as short-list firms, who will be invited for interviews with Town staff.
- The results of the evaluation of the SOQ can be considered in the final selection process.
- Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility.

Interview Short Listed Firms/Teams

- The Town will contact the selected firms/teams and schedule an interview with Town staff.
- The purpose of the interview will be to clear up any issues with the SOQ and to get a feel for how the team will work with Town staff.
- The interview will also serve as a place for Town staff to ask further questions designed to establish which of the firms is the best fit for the project.
- The interview process will determine the final ranking prior to selection of a firm.

Negotiations

- The Town will enter negotiations with the top scoring firm from the interview process.
- If an agreement cannot be made with the top scoring firm, the Town will move on to the next highest scoring firm until a contract is executed, or the Town, in its sole discretion, may decide to terminate the project.
- If the Town is unsuccessful in receiving a price proposal within the identified budget, the Town may decide to terminate the selection process.

Questions and Clarifications

For the purposes of providing clarifications, all questions shall be submitted to any team member listed on Page 4 of this RFQ no later than 1:00PM EST on 1/12/2026. Questions submitted later than this deadline will not be considered. An addendum with questions and answers, if necessary, will be posted to the Town's website prior to the SOQ due date.

All responses, inquiries, or correspondence relating to this RFQ will become the property of the Town of Knightdale. Respondents shall not seek individual contact or information except by the method allowed in this request. Individual requests for discussions with Town staff or persons associated with this project are prohibited and can be considered grounds for disqualification. All questions properly submitted will be answered in writing and distributed to all interested parties in a timely manner in the form of an addendum.

Anticipated Schedule

DATE	EVENT/PROCESS
12/19/2025	Advertise Request for Qualifications
1/12/2026	RFQ clarification questions deadline
2/13/2026	Statement of Qualifications deadline
2/27/2026	Town notifies shortlisted firms/teams
3/2/2026	Town conducts interviews with shortlisted firms/teams
3/18/2026	Selected Firm is presented to Town Council for ratification
3/23/2026	Begin Preliminary Project Negotiation Phase
8/17/2026	Project Completion Date
	NOTE: <i>The anticipated schedule provided above is based on available information at the time of this document. Further clarification will be provided to the selected firm.</i>

Evaluation, Scoring and Selection Process

This RFQ provides information necessary to prepare and submit qualifications for consideration and ranking by the Town. It is the intent of the Town to appoint a selection committee to review the submitted Statements of Qualifications. This committee will review each qualification submittal and rank the submittal based on the criteria requirements specified within this RFQ.

The evaluation and scoring criteria will be as follows:

Criteria Evaluated	Weight	Max Points
General Information about the Team/Firm	5%	5
Relevance of experience of the Team/Firm with project specific design experience with weighted consideration for similar projects	25%	25
Project Approach, Understanding and Management	20%	20
Team Experience and Qualifications	15%	15
Other Factors	15%	15
References from similar previous projects	20%	20
Legal and Financial	Pass/Fail	

The Town will invite selected firms for interviews. Firms are hereby notified that the interview process will quickly follow the submittal deadline, and firms should prepare their submittal and proposed team accordingly. Elaborate presentations and submittals during the interview process are not expected or requested. Each interview will last no more than 1 hour with 30 minutes allowed for a presentation and a 30-minute question and answer session. At the conclusion of the interviews, the selection committee will rank the firms based on the selection criteria and the interviews. Upon completion of the selection process, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price. By submitting its Statement of Qualifications in response to this RFQ, respondent accepts the evaluation process as outlined in the following section, acknowledges, and accepts that determination of the “most qualified” firm may require subjective judgments by the Town. The Town will then present the findings of the committee and propose the selection to Town Council at the next following regularly scheduled meeting for approval.

A timely completion date is a priority for this project. Preferred consideration will be given to firms that are able to deliver the project within the expected timeline. Success record on this aspect must be clearly reflected on the submittal.

Statement of Qualifications Submittal

As noted above, the deadline for firms submitting qualifications is 1:00PM on February 13th, 2026. No submissions or supporting documents will be accepted after this deadline.

Physical Acceptance/Mailing Location:

Physical Deliveries:

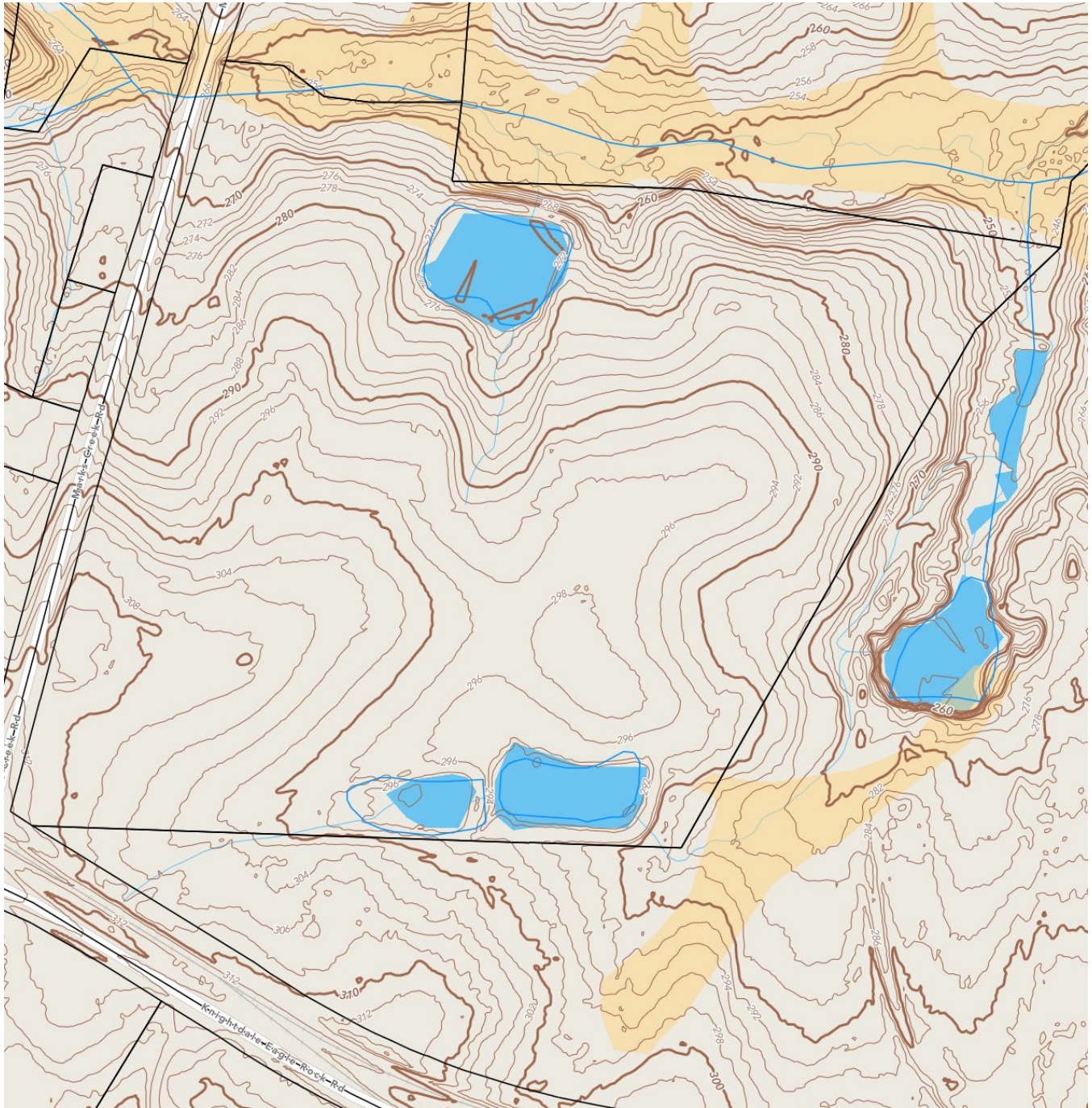
Town of Knightdale
Attn: Croom Park Site Master Plan 26-20251219
950 Steeple Square Ct.
Knightdale NC 27545

Electronic (preferred):

Please deliver PDF Versions to purchasing@knightdalenc.gov

All proposal packages and materials submitted hereunder become the exclusive property of the Town and shall be subject to the provisions of the North Carolina public records laws. The Town of Knightdale reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.

Appendix A – Existing Plat and Elevations



Appendix B – Design Plan Set Deliverables as per UDO Section 12

Knightdale UDO 12.3.D

D. Sketch Plan Requirements. Prior to submitting a Sketch Plan for Administrative review, the applicant shall schedule a pre-application submittal (“pre-app”) meeting with the Land Use Administrator and Stormwater Manager. In addition to the information required by the Environmental Survey (Section 12.3(B)), the Sketch Plan shall show the proposed layout of streets, lots, buildings, public open spaces, and other features in relation to existing conditions based upon the size of the tract proposed for development. The size and number of completed applications shall be set by the Land Use Administrator. All plans shall be submitted at a scale not less than 1 inch = 60 feet unless otherwise authorized by the Land Use Administrator. Generally, a Sketch Plan will include the following information:

- 1. A sketch vicinity map, including north arrow, showing the location of the subdivision or site in relation to neighboring tracts, subdivisions, roads, and waterways;*
- 2. The name, address, and telephone number of the property owner;*
- 3. The name of the proposed subdivision;*
- 4. The boundary lines of the property;*
- 5. The total acreage;*
- 6. The existing and proposed land uses and the existing land uses of adjacent properties;*
- 7. The existing topographic and planimetric conditions of the property and a surrounding three hundred-(300) foot buffer area around the property including contours not exceeding five-(5) foot (5') intervals (Wake County or Town of Knightdale topographic information may be used to fulfill this requirement);*
- 8. The location, names, and right-of-way width of any existing streets on or within three hundred (300) feet of the land to be subdivided; Lots of adjacent developed or platted properties;*
- 9. The zoning classification of the land and adjacent properties;*
- 10. Illustrative building elevations denoting general design elements and materials;*
- 11. Watershed classification, if any;*
- 12. A general graphic inventory of the natural resources (wetlands, lakes, ponds, forest cover, stream buffers, geologic features, native vegetative areas, etc.) at the site and surrounding area out to a radius of 300 feet around the subject subdivision or site as they exist prior to the commencement of development activities; and*

13. A graphic concept plan of the proposed post-development stormwater management system including but not limited to swales, low-impact design elements, structural stormwater controls, flow paths, stream channel modifications, bridges, and culvert crossings.

14. A statement and any supporting documentation regarding how the proposed development will meet the Town of Knightdale Water Allocation Policy; thereby securing connection to the public water and sewer infrastructure.

15. Additional information may be required by the Land Use Administrator prior to the formal submittal of further development applications.

Additionally, the plan set should have the following requirements as defined in UDO Section 12.3.F Master Plan Requirements:

1. Boundary & Significant Feature Survey. The boundary, as determined by survey, of the area to be developed with all bearings and distances shown and the location within the area, or contiguous to it, of any existing streets, railroad lines, perennial streams, wetlands, easements, or other significant features of the tract;

2. Scale & North Arrow. Scale denoted both graphically and numerically with north arrow;

5. General Site Information. The proposed name of the development, street names, the owner's name and address, the names of adjoining subdivisions or property owners, the name of the Township, county, and state in which the development is located, the date of plan preparation, and the zoning classification of the tract to be developed, and of adjoining properties.

6. Environmental Survey. See Section 12.3(B).

8. Natural Development Constraints. The location of any building restriction areas such as flood hazard areas, buffer locations, watershed protection districts and/or jurisdictional wetlands;

10. Site Improvements & Dimensions. The location of proposed buildings, parking and loading areas, streets, alleys, easements, lots, parks or other open spaces, site reservations (i.e. school sites), property lines, street dimensions, and tentative lot dimensions;

11. Recreational Open Space Calculations. The location and dimensions of proposed recreation areas, parks, open space, and required amenities and improvements including the calculated area of all required open space dedications in accordance with Chapter 11.2.