

Request For Qualifications

Design Services For
Multiple Park Design Projects:

Zebulon Community Park – Phase 1

Gill Street Park – New Park Site – Phase 1



Request for Qualifications Issued: November 17, 2025

Written Questions Due: December 1, 2025

Statement of Qualifications Due: December 15, 2025

Town of Zebulon

Parks & Recreation Department

Zebulon, North Carolina

I. **General**

- A. The Town of Zebulon (the “Town” or “Owner”) is soliciting Statement of Qualifications from qualified firms interested in providing professional design, engineer, and permitting services for two separate park design projects. The first project is for Zebulon Community Park – Phase 1 redevelopment, located at 401 S. Arendell Ave, Zebulon, NC 27597. The second project is for Gill Street Park – New Park Site- Phase 1 development, located .1 of a mile from the existing park location at 600 N. Privette Street, Zebulon, NC 27597. It is accessed primarily from Cemetery Road.
- B. The Town will follow a Qualifications Based Selection process as required by N.C. General Statute and select the most-qualified team(s) to negotiate a contract for services. **The Town reserves the right to select one firm for both projects or two individual firms, one for each project.** This Request for Qualifications (RFQ) provides complete information on the services being sought, the submittal requirements, and timeline. Information related to this solicitation, including any addenda, will be posted to the Town of Zebulon website. Interested firms may submit a Statement of Qualifications, meeting the requirements defined in the RFQ to:

Nick Rummage, CPRP, CPSI
Parks and Grounds Superintendent
Town of Zebulon
1003 N. Arendell Ave, Zebulon, NC 27597

Email: nrummage@townofzebulon.org

- C. Statements of Qualifications must be received by **4:00 PM EST on December 15, 2025**. Qualification statements received after the deadline will not be considered. The Town shall issue addenda reflecting questions and answers to this RFQ, if any, which shall be posted to the Town of Zebulon website. 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. Respondents shall be entitled to reply only on written material contained in an addendum to this RFQ.
- D. Requests for clarification and questions to this RFQ must be received by the Town no later than **4:00 PM EST on December 1, 2025**, for the submittal of written inquiries. The Town will not entertain any further questions after the due date. All questions related to this solicitation must be in writing (via email) to Nick Rummage at nrummage@townofzebulon.org.
- E. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of a response. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services. The Town reserves the right to reject any and all submittals.

II. Background and Project Site

Zebulon Community Park – Phase 1 Development

Zebulon Community Park, the Town's largest and most centrally located park, has long been recognized as a cornerstone of community recreation and open space. The park received substantial attention during the 2021 Parks and Recreation Master Plan process, with further community engagement conducted in 2023 to refine priorities and highlight desired improvements. Together these efforts underscored the parks' critical role in meeting the needs of a growing and diverse population while setting the stage for a comprehensive reimagining of its future.

Behind the support of these ideas, a site-specific master planning process took place in the fall of 2025 that focused on reflecting community aspirations while also establishing a clear framework for implementation. The site-plan was to be rooted in a robust planning process that includes site analysis, conceptual design development, and multiple opportunities for public engagement. This planning process culminated in the full adoption of the Zebulon Community Park Site Specific Master Plan in November of 2025.

The project that this RFQ is focusing on is the first phase of development in the adopted site-specific master plan. Phase 1 includes a new park entrance from E. Barbee St, a park driveway connecting to S. Arendell Ave, parking lots, four soccer fields, a small playground, disc golf course, and associated hardscape and landscape improvements. The selected firm will also be scoped to conduct a public workshop designed for the disc golf community to be able to give their input regarding the potential layout and design of the new course. The total projected budget for this project is \$6,400,000.

The selected firm will be expected to provide concurrent design, engineering, and permitting activities for this project resulting in fully completed, ready-to-use construction drawings.

Access to the full Zebulon Community Park Master Plan may be found at <https://bit.ly/47RJQRj>

Gill Street Park – New Park Site – Phase 1 Development

Gill Street Park is a small neighborhood park that has served the surrounding community since its inception in the 1960's. Prior to being developed, the existing 1.1-acre park site was a municipal household landfill. In recent years, the Town had been working to install a new playground and restroom facilities at Gill Street Park and held a workshop specifically for the playground during the fall of 2023. As these renovations would require substantial soil disturbance, staff sought a soil survey to identify if there were concerns about the disposal of existing equipment and soil for new equipment and structures. Initial studies noted lead present at a depth of one foot below the surface around the playground. The Town then engaged in surface level testing for the entirety of the park site and found elevated lead levels at several locations in the park. The entire existing park site is now pending North Carolina Department of Environmental Quality (NCDEQ) testing and remediation.

To find an alternative for the proposed improvements at Gill Street Park, the Town has been exploring properties where these improvements could be placed and provide a similar or enhanced

level of service to the neighborhood. The existing park site is located on a parcel that includes a cemetery and 5 acres of undeveloped land. This undeveloped land, now being referred to as the New Park Site, is the focus of this RFQ.

The New Park Site, while having some environmental and utility constraints, has enough developable land to build a neighborhood park and a small community building. This was confirmed throughout a thorough site-specific master planning process in the fall of 2025. The full Gill Street Park Site Specific Master Plan was adopted in November 2025.

The project that this RFQ is focusing on is the first phase of development for the New Park Site in the adopted site-specific master plan. Phase 1 includes developing the playground, picnic shelter, multi-use outdoor courts, multi-purpose green space, paved off-street parking lot, and all associated hardscape and landscape improvements connecting these amenities. The total projected budget for this project is \$2,300,000.

The selected firm will be expected to provide concurrent design, engineering, and permitting activities for this project resulting in fully completed, ready-to-use construction drawings.

Access to the full Gill Street Park Master Plan may be found at <https://bit.ly/3LA8wGu>

III. Scope of Work

The selected consultant(s) or its subcontractors shall provide complete planning, surveying, design, and permitting services as required for designing the project. At a minimum, the consultant and its team will perform the following professional services:

- Review of Master Plans, feasibility studies, planning reports and other associated documentation associated with project.
- Consultation of design with Town staff.
- One (1) public workshop focused on gathering input specifically related to the design of the disc golf course (Zebulon Community Park ONLY)
- Schematic Design preparation.
- Design Development preparation.
- Construction Document preparation
- Surveys
- Permitting with agencies having jurisdiction including local, state, county and federal governing bodies.
- Reviews for constructability, operability, and maintainability.
- Geotechnical Evaluations
- Submittal and review of plans at pre-defined stages of design with Town staff
- Bid estimating and bid price comparisons.

During the duration of this contract, the Town may elect to contract with the Consultant for bidding, construction administration, and the post-construction phases. The consultant shall be fully experienced with all three processes.

IV. Schedule

Note: All times are Eastern Standard Time

Issue RFQ	November 17, 2025
Deadline for written questions and clarifications on RFQ (nrummage@townofzebulon.org)	December 1, 2025
Posting of answers as Addendum	On or before December 3, 2025
Deadline to submit Statement of Qualifications (Must be submitted by 4:00 PM EST)	December 15, 2025
Notify Shortlisted Companies**	December 19, 2025
Company Interviews**	January 7-9, 2026
Notify selected firm, begin contract negotiations	January 12, 2026
Complete contract negotiations with selected team and award contract	January 23, 2026
BOC approval of contract recommendation	February 2, 2026
Kickoff meeting with consultant	February 5, 2026

**If applicable, the Town may elect to omit this step

V. Submittal Response Requirements

Provide five (5) bound copies OR one electronic copy in PDF format via email of your submittal. Submittals shall be a maximum of 12 pages (6 if double sided) and on 8.5" x 11" paper bound such that lay flat when opened. Font size shall be no less than 10 pt. The maximum page allowance does exclude a cover page or appendices. Fold out pages are not allowed.

All copies, including electronic PDF's, must contain signatures of company representatives who are authorized to execute documents on behalf of the firm. Submittals must contain the following information:

Section 1 – Letter of Interest: The Letter of Interest should include a synopsis of the firm, the team's qualifications, the project manager and primary contact, the project principal representing the contractual authority of the firm/team, and which project(s) for which the firm is submitting the Statement of Qualifications.

Section 2 – Project Organization: Provide a project organization chart identifying the team composition. Define key staff members who will be working on the project and explain their roles and their expected commitment to the project as a percentage of their time. Indicate any firm/company that is expected to be contracted as part of this project. For multiple project submission, place the project name at the top of each applicable page.

Section 3 – Profile(s) of Firm or Team: Provide information about each firm, licensed contractor, and licensed subcontractor in the project team. Identify capabilities and experiences, the number

of employees and location and number of years in business under its current name. Identify the scope of services to be provided under this project.

Section 4 – Project Staff: Provide resumes of the key staff, including the project manager and task leaders. Include resumes for staff identified as having a major role in the project. If a contract is entered into with a firm, the firm will be prohibited from substituting identified key staff without the consent of the Town.

Section 5 – Project Approach and Schedule: Provide a description of the proposed approach to the project. Include a response to the preliminary scope but do not simply restate the scope. Identify key risks, challenges, and concerns you anticipate and any mitigation steps to achieve successful delivery. Describe the team's approach to design document quality assurance and quality control. Describe the firm and/or team's track record delivering projects with minimal change orders. Describe the team's level of experience with major regulatory bodies likely to be project reviewers, whether local, state or federal. Provide an outline project schedule, showing tasks, milestones, and deliverables, including review meetings with the Town project team.

Section 6 – Reference Projects: Please identify recent, representative projects of a similar scope, complexity, and size (no more than five) performed by the team. For each project, provide project duration and completion year, references (name, email, and phone number), and estimated and completed project cost. Identify which team members performed the work and the role in the reference project.

VI. Selection Criteria

A team of Town staff will review the proposals based on the criteria below and may make a recommendation to negotiate a tentative contract. This request for qualifications does not commit the Town to award a contract or enter into an agreement, to pay costs incurred in the preparation of a response to this invitation, or to procure or contract for any services or supplies. The Town reserves the right to reject any or all submittals received because of this RFQ.

Each Statement of Qualifications received will be evaluated on the criteria below:

1. Team Members Experience and Qualifications
2. Company Experience, Knowledge, Familiarity, and Past Performance with Similar Projects
3. Project Understanding and Approach
4. Ability to meet Project
5. Reference Projects

Following initial Statement of Qualification evaluation, the Town may elect to interview an unspecified number of firms. The purpose of this interview will be to meet the proposed project team and to understand the firm's project approach and ability to meet the project objectives. If the Town elects to conduct interviews, the Town will notify each short-listed firm to schedule individual times for the interview.

VII. Professional Services Agreement

The Town's standard form of contract for professional services will be used.

VIII. General Comments

1. Any cost incurred by respondents in preparing or submitting a Request for Qualifications for the project shall be the respondent's sole responsibility.
2. All responses, inquiries or correspondence relating to this Request for Qualifications will become the property of the Town of Zebulon when received.
3. Town of Zebulon has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications and Proposal and to cancel the process at any time prior to entering into a formal agreement. The Town of Zebulon reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications and Proposal.
4. E-Verify Compliance – to ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all consultants, contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, and/or services attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to E-Verify requirements.
5. Iran Divestment Act – to ensure compliance with the Iran Divestment Act requirements of North Carolina Statutes, all consultants, contractors, and any subcontractors employed by the Consultant, by submitting a proposal or other response and/or services, attest and confirm they are not listed on the Final Divestment list created by the State Treasurer pursuant to NCGS 143-6A-4, Iran Divestment Act Certification.

IX. Confidentiality of Documents

In general, documents that are submitted as part of the response to the Request for Qualifications will become public records, and will be subject to public disclosure. North Carolina General Statutes Sections 132-1.2 and 66.152 provide a method for protecting some documents from public disclosure. If a consultant firm follows the procedures prescribed by those statutes and designates the document "confidential" or "trade-secret", the Town of Zebulon will withhold the documents from public disclosure to the extent that it is entitled or required to do so by applicable law.

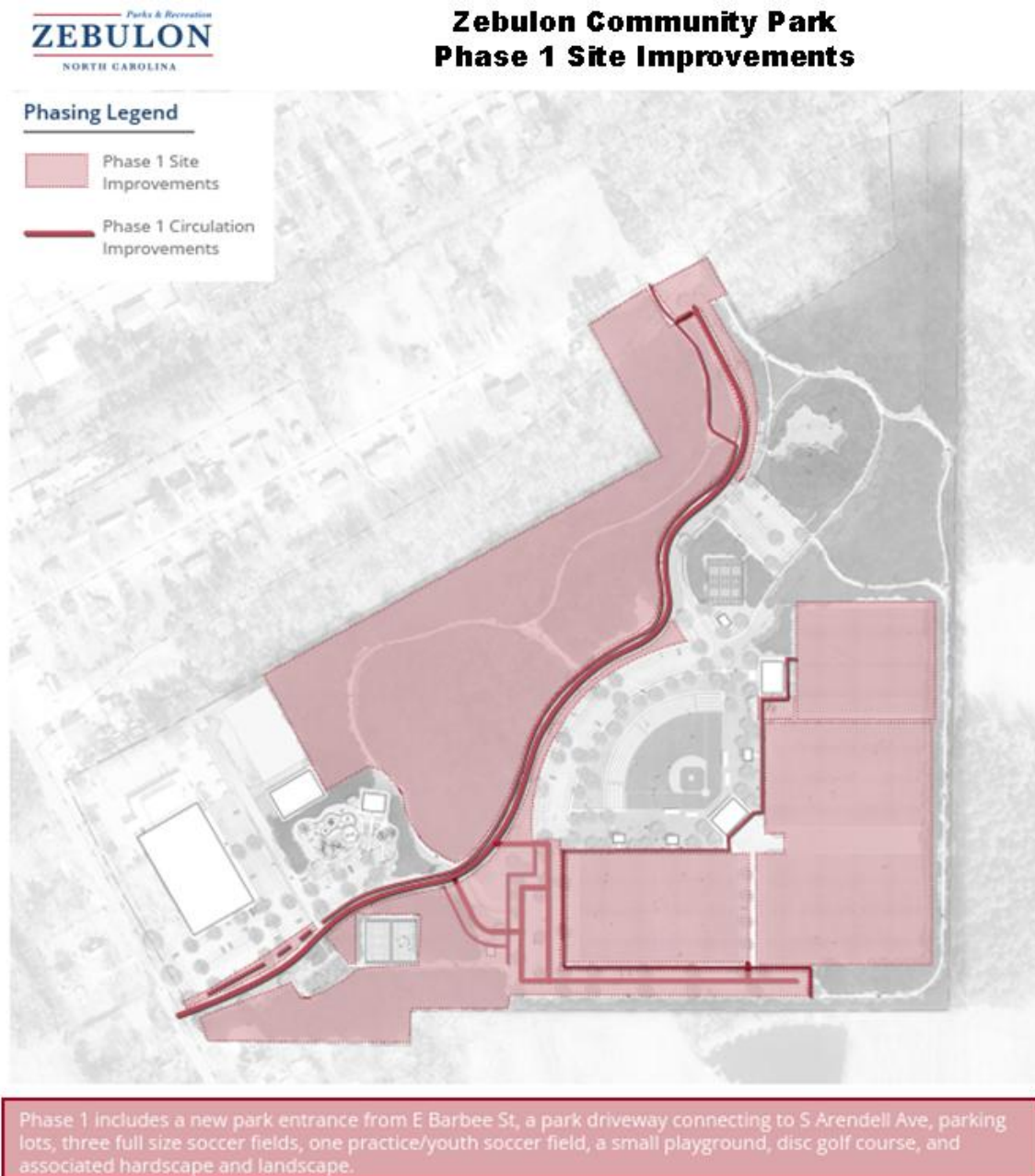
X. Attachments

Attachment A – Zebulon Community Park – Phase 1 Site Improvements Map

Attachment B – Gill Street Park – New Park Site -Phase 1 Site Improvements Map

Attachment C – Gill Street Park – New Park Site – Vicinity Map

Attachment A -Zebulon Community Park - Phase 1 Improvements Site Map



Attachment B – Gill Street Park – New Park Site - Phase 1 Improvements Site Map



**Gill Street Park—New Park Site
Phase 1 Site Improvements**

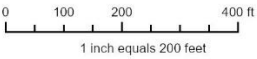


Phase 1 includes developing the playground, picnic shelter, multi-use play courts, multi-purpose green space, paved off-street parking lot, and all associated hardscape and landscape connecting these amenities.

Attachment C – Gill Street Park – New Park Site – Vicinity Map



Gill Street Park - New Park Site



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