

## **Request for Qualifications New Fire Station Number 2 Using the Design-Build Method**

Pursuant to North Carolina General Statute 143-64.31 thru 143-64.34, Letters of Interest and Statements of Qualifications for Professional Services will be received by the Town of Morrisville. Qualified organizations are invited to respond to the Request for Qualifications (RFQ) entitled:

“New Fire Station Number 2”

Submittals must be received **by June 25, 2026 no later than 2:00 PM (Eastern Standard Time)** and should be sent to:

*Karen Bass, Purchasing & Contracts Manager  
Town of Morrisville  
100 Town Hall Drive  
Morrisville, NC 27560*

Any requests for technical clarification or additional information regarding this RFQ shall be submitted via email and directed to Eric J. Pearson – Sr. Capital Projects Manager at [bids@morrisvillenc.gov](mailto:bids@morrisvillenc.gov)

**DATE ISSUED  
May 21, 2026**

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### APPENDIX A – Programming Documents and Project Scope / Design Criteria

Exhibit A1 – New Fire Station 2 Program Criteria

Exhibit A2 – Watkins Road Park Program Criteria

Exhibit B - Interlocal Agreement for Programming and Planning school and Town Facilities in Morrisville, NC, dated March 17, 2023

Exhibit C – Lease between Wake County Board of Education and Town of Morrisville, dated May 1, 2023.

Exhibit D - Perimeter Park II Protective Covenants

Exhibit E – Lease between The Trustees of Wake Technical Community College and the Town of Morrisville, dated August 1, 2025

Exhibit F - Public Works Recommended Standards for Amenities, Building Fixtures and Sustainability Initiatives\_20230308

Exhibit G – Topographic Survey, sealed / dated April 24, 2026

Exhibit H – Preliminary Geotechnical Engineering Report, dated April 14, 2026

Exhibit I – Paramount Parkway Phase I ESA, dated April 15, 2026

Exhibit J – Buffer Determination, dated April 15, 2026

Exhibit K – Paramount Parkway AJD Request, dated April 15, 2026

Exhibit L - COMBO-26-0093 • PLAN - WCPSS WECIB high school and Parkside middle school

Exhibit M – WCPSS WECIB Traffic Impact Analysis

### APPENDIX B – Modified Design-Build Institute of America Document No. 544

Progressive Design Build Agreement and Document No. 535 Standard Form of General Conditions of Contract Between Owner and Design-Builder

### APPENDIX C – Historically Underutilized Business Program (HUB)

## Public Notice

The Town of Morrisville (“the Town”) is soliciting Statement of Qualifications from qualified Design-Build team(s) or firms(s) interested in providing professional design and construction services to the Town for the design and construction of the facility and onsite improvements for New Fire Station Number 2 and (as an alternate addition) Watkins Road Park, Morrisville, NC.

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.

### I. Owner Description and Project Site

#### General

A replacement Fire Station Number 2 is proposed to be located on the 4.0-acre property the Town leased from the Wake County Board of Education (Board) in May 2023. As an alternate addition to this RFQ, a new Park is proposed to be located on the 18.221-acre property the Town leased from the Trustees of Wake Technical Community College (WTCC), effective August 1, 2025.

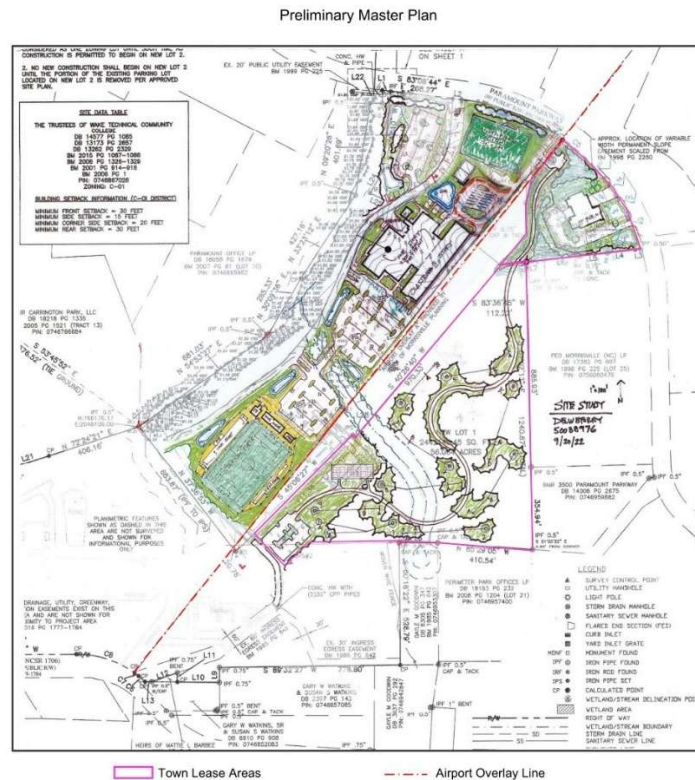


Figure 1 - Project Location Plan

## II. Overview of Project Scope

### **Background**

The current Fire Station 2 is located at 10632 Chapel Hill Rd. [NCDOT project TIP # U-5750 N.C. 54 Widening from Shiloh Glenn Drive to Perimeter](#), has resulted in a requirement for the Town to vacate the current station and relocate to this new site, which will provide improved response service to the residents and businesses in and adjacent to Morrisville. The current let date for the U-5750 contract is projected to be July 2027.

In April of 2022, The Town, Board, and WTCC entered a Memorandum of Understanding, to establish a collaborative master planning process for the development framework of the Board Property, Town Park Area, Town Property and the WTCC Property. This resulted in the Town leasing the property from the Board and WTCC and the parties entering an interlocal agreement (ILA) for programming and planning school and town facilities in March 2023.

The design of the new school ([Parkside Middle / Wake Early College of Information & Biotechnologies](#)) is currently underway and pursuant to the ILA. The anticipated construction schedule is:

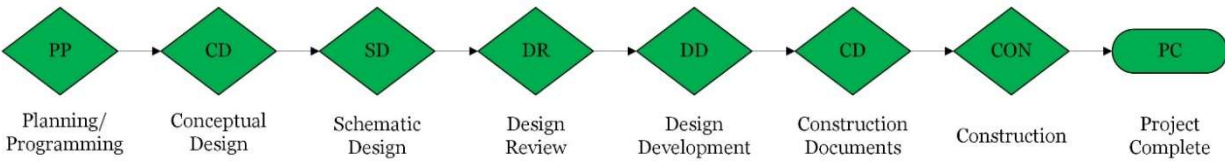
- Construction NTP late January 2027
- TCO WECIB HS May 30, 2029
- WECIB HS occupancy June 2029
- WECIB HS school starts August 2029
- Parkside Middle School site work complete Oct. 2029 (athletic fields sodded, parking lot & bus loop complete except for final lift) Construction on interior systems & spaces continues.
- Parkside Middle School CO June 2030
- Parkside Middle School starts August 2030

### **Program**

Exhibit A includes the program requirements for the Fire Station, including a Bubble Diagram and a Renovation / Upfit narrative. Exhibit B includes the preliminary program requirements for Watkins Road Park. These program requirements will be further developed through the Town's Parks Master Plan and are anticipated to be available at the end of July 2026.

### **Design**

The Design-Builder is expected to interface with the Town's project stakeholders through the following typical steps of design, construction, and handover of the new Fire Station. These include Fire Administration Staff, Town Inspections Department, Planning Department, Engineering Department, Public Works Department, Town Fire Marshal, and others as needed. The Town's Unified Development Ordinance (UDO) will be considered from the start of the design phase of the project.



The Design Review step “DR” is unique to the Town and is further described in the [Town of Morrisville Development Review Process Chart](#). This is basically the Building Permit Pre-Submittal Meeting to verify what needs to be included in the construction documents for permitting review and approval.

### **Project Objectives**

The project objectives include but are not limited to:

- Establishing a collaborative relationship between the Town and the Design-Build team for the purpose of delivering a well-designed and constructed facility that meets the performance needs of the Town of Morrisville Fire Department (including Wake County EMS, as applicable).
- As an alternate addition, include the Wake Tech Park.
- Deliver the project according to the agreed time frame.
- Complete the project work within the established budget.

### **Scope of Work**

The scope of work will include but is not limited to the following:

- Project planning to include code analysis, value engineering options, preliminary cost estimates, and schedule development.
- Evaluation of the existing site conditions including review of existing surveys and geo-technical evaluations, environmental assessment, and existing utilities. Secure any new or additional studies to address data gaps.
- Comprehensive project design, to include the building, site, equipment installation, and utilities.
- Design process will include interfacing with the Town to refine project criteria related to dimensions and performance of the interior and exterior of the facility.
- Permitting for all aspects of the project through all required agencies.
- Construction of the project.
- Project management to assure subcontractors are performing to design and product specifications.
- Schedule management to assure on-time completion.
- Cash flow forecasting throughout the duration of the project.
- Weekly on-site meetings with Town staff for updates.
- Project closeout, commissioning and handover, delivering manuals, establishing warranties, equipment training, final inspection and acceptance, execution of punch list and record drawings.

The firm/team assumes design and construction risks and has direct authority over

the sub-consultants and subcontractors. The firm/team will act as the Town's fiduciary and have a relationship of trust and confidence between itself and the Town. The Town intends to enter into a Design-Build Agreement with the selected Design-Build firm that will include a proposed contract price for the design and construction of the Project. The contract price shall be in the form of a lump sum or the cost of the work plus a fee with an option for a Guaranteed Maximum Price ("GMP").

**Funding and Anticipated Budget**

Funding in the amount of \$ 605,000 for FY27 and \$ 14,195,000 for FY28 has been budgeted and approved by the Town Council to design and construct the Fire Station. Additional funds have been allocated for the Fire Station Furniture Fixtures & Equipment and proprietary systems, such as Access Control, Security Cameras, and WiFi / Internet.

**Project Schedule**

<u>Date</u>	<u>Event</u>
May 21, 2026	Advertise Request for Qualifications
June 10, 2026	Pre-submittal conference for interested teams at Town Hall
June 15, 2026	RFQ clarification questions deadline
June 25, 2026	Statement of Qualifications deadline
July 2026	Town notifies shortlisted firms/teams
July 2026	Town conducts interviews with short-listed firms/teams
July 2026 (FY27)	Town negotiates contract with selected firm/team
August 2026	Begin design phase
July 2027 (FY28)	Begin construction phase
July 2028	Project substantial completion and beneficial use

Note: The anticipated schedule provided above is based on available information at the time of this document. The Town is interested in discussing and evaluating schedule improvement opportunities with the selected firm/team. Respondents should address their approach to the project schedule in their Statement of Qualifications.

**III. Procurement Process**

Request for Qualifications (RFQ):

- This RFQ is an invitation to interested Design-Build Teams to submit Statements of Qualifications (SOQ) detailing their technical, management, and financial qualifications to design, manage, permit, construct, commission, and close out the construction of upfits and improvements for the New Fire Station 2.
- The deliverables required by the RFQ are set forth in section IV.
- Procedures related to questions and clarifications are set forth in section V.
- Submittal requirements for the SOQ are set forth in section VI.
- The Town will evaluate the submissions as outlined in section VII.
- The SOQ will be evaluated according to the evaluation criteria listed in

section VIII.

- 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.

Interviews for Short-listed Firms/Teams:

- The Town will contact up to three firms/teams and schedule an interview.
- The purpose of the interview will be to clear up any questions or issues with the SOQ and to assess 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 rankings prior to selection of a firm/team.

Contract Negotiations:

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

#### **IV. Content and Format of Proposal Package**

Firms submitting SOQs 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. Town staff will evaluate the SOQs and will invite the most qualified firms/teams to interview with town staff prior to recommending a firm/team.

A written proposal 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 20 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 20-page report. Double-sided pages count as 2 pages. Reference forms will not count towards the page limit.

The SOQ shall consist of the following information, tabbed as identified and in the following order:

Section 1 – General Information

- Description of firm/team
  - Legal company organization; organization chart with names. Organizational charts shall also include major subcontractors.
  - Provide an explanation of the project team selection, which shall consist of either of the following:
    - a) A list of the licensed contractors, licensed subcontractors, and licensed design professionals whom the design-builder proposes to use for the project's design and construction. If this project team selection option is used, the design-builder may self-perform some or all of the work with employees of the design-builder and, without bidding, also enter into negotiated subcontracts to perform some or all of the work with subcontractors, including, but not exclusively with, those identified in the list. In submitting its list, the design-builder may, but is not required to, include one or more unlicensed subcontractors the design-builder proposes to use. If this project team selection option is used, the design-builder may, at its election and with or without the use of negotiated subcontracts, accept bids for the selection of one or more of its first-tier subcontractors.
    - b) A list of the licensed contractors and design professionals whom the design-builder proposes to use for the project's design and construction and an outline of the strategy the design-builder plans to use for open contractor and subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes. If this project team selection option is used, the design-builder may also self-perform some of the work with employees of the design-builder but shall not enter into negotiated contracts with first-tier subcontractors.
  - The Applicant shall certify that each licensed design professional who is a member of the design-build team, including subconsultants, was selected based upon demonstrated competence and qualifications in the manner provided by G.S. 143-64.31. (This requirement mandates that design-build teams on North Carolina public projects confirm all licensed designers and subconsultants are chosen based on qualifications and competence, not low bid, adhering to the qualifications-based selection (QBS) process mandated by N.C.G.S. 143-64.31.)
  - No substitutions to “key personnel” of the proposed project team of the selected firm(s) can be made without the prior written approval of the Town. For purposes of this subsection, “key personnel” shall mean either of the following: (1) For the project team selection option a. of this section, the licensed contractors, licensed subcontractors, and design professionals identified in the response to the request for qualifications. (2) For the project team selection option b. of this section, the licensed contractors and design professionals identified in the response to the request for qualifications.

## Section 2 – Relevant Firm Experience

- Applicant'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/team or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include the following information:
  - Contract value and construction value (original value plus contract amendments, if applicable)
  - Project owner
  - Project location
  - Type and amount of self-performed work.
  - Contact name and title, address, current and accurate telephone number, fax number, and email address (if available).
  - The initial contract price, final contract price, and an explanation for any difference between the two.
  - The initial dates for scheduled start and finish and the actual start and finish dates, along with an explanation of what caused any difference.
- A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above.

## Section 3 – Team Member Experience & Qualifications

- Describe each team member's position within the firm: experience, certifications, and qualifications. At a minimum the lead designer, project manager, and construction manager, should be identified and available for interview if the firm/team is short listed.
- 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, the Design-Build Delivery Method.
- Provide information regarding teaming history and working relationship between the Design-Build licensed contractor(s) and licensed design professional(s).

## Section 4a – Project Understanding, Approach & Project Management

- Describe your understanding of the project.
- Identify and discuss any potential problems you might anticipate during design and construction.
- 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/team and their qualifications.
- Describe approach to coordination with vendors for startup, training, and warranty compliance.
- Describe your understanding of the Project Budget and approach to change

orders.

- Describe your planning, scheduling, estimating, and construction management tools.
- Describe your quality control plan and dispute resolution.

#### Section 4b – Schedule

- The SOQ shall include a proposed schedule for the project.
- The project timeline anticipates substantial completion of the New Fire Station 2 by **July 2028** to facilitate relocation from its present existing location. Given the scope of work, identify and discuss ideas to minimize the duration of design and construction to meet this timeline, and to accelerate the overall schedule.
- Major milestones should be identified. The submission should demonstrate that the team/firm understands the Town's timeline and shares the Town's sense of urgency given the desired schedule. The proposed schedule should demonstrate consideration for typical weather conditions of Morrisville, NC over the timeframe of the project and include a variance for unforeseen circumstances.

#### Section 5 - Other Factors

- Describe approach to safety management. Provide current safety ratings, practices, and firm approach to safety. Note, proposers are directed not to submit full safety plans, however, the Town may request a copy of safety plans if deemed necessary for the selection process or project implementation.
- Explain capacity to handle this project along with other projects without disruption on the Town's schedule. This should include 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.
- 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. **Compliance with the Town's HUB Policy is required – see Appendix C.**
- 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.

- List 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.

## **V. Questions and Clarifications**

For the purpose of providing clarifications, a pre-submittal conference will be held at 11:00 AM (EST) on **June 10, 2026**, at Town Hall, 100 Town Hall Dr, Morrisville, NC 27560. Attendance for those intending to submit qualifications is mandatory. The project will be described, and key Town participants will be introduced. Pre-submittal conference questions should be submitted in writing prior to the meeting. Questions that arise during the pre-submittal conference must also be submitted in writing. Only written questions will be answered in an addendum.

All questions shall be submitted to Karen Bass, Purchasing and Contracts Manager, via email (bids@morrisvillenc.gov), no later than 2:00 PM **June 15, 2026**. Questions submitted later than this deadline will not be considered. An addendum with questions and answers, if necessary, will be provided for teams/firms.

All responses, inquiries, or correspondence relating to this RFQ will become the property of the Town of Morrisville. Respondents shall not seek individual contact or information except by the method allowed in this request. Individual requests for discussions with Town staff or people 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.

## **VI. Statement of Qualifications Submittal**

Respondents must submit a total of seven (7) sealed Qualifications addressing the criteria outlined above. The Town will retain all Statements of Qualifications and will not return submissions to Respondents. Submittals are due no later than 2:00 PM **June 25, 2026**. No submittals will be accepted after this time. Place submittals in a sealed envelope marked with:

**“RFQ for NEW FIRE STATION NUMBER 2”**

It is the responsibility of the Respondent to ensure and confirm that submittal is received prior to the deadline.

Respondents will place the sealed envelopes into a single package and mail, or hand delivery to the attention of Karen Bass, Purchasing and Contracts Manager, 100 Town Hall Drive, Morrisville, NC 27560

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 Morrisville reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.

## **VII. 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 Town will invite up to three teams/firms for interviews. Companies 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. The Town anticipates providing written notification to all firms regarding final selection in **July 2026**.

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, respondents accept the evaluation process as outlined in the following section and understand, acknowledge, and accept that determination of the “most qualified” firm may require subjective judgments by the Town.

Timely completion is a priority on this project. Preferred consideration will be given to teams that are able to deliver the project within the expected timeline. Success record on this particular aspect must be clearly reflected on the submittal.

## **VIII. Evaluation Criteria**

1. General information about the Team/Firm (required)
2.
  - a) Relevance of experience of the Team/Firm with design build projects with weighted consideration for upfits of government facilities, including fire stations
  - b) References from similar previous projects
3. Team experience and qualifications
4.
  - a) Project approach, understanding, and management
  - b) Schedule approach
5. Other Factors
6. Financial & Legal (required)

Any requests for clarification or additional information of a technical nature regarding this RFQ shall be submitted via email to Eric J. Pearson – Sr. Capital Projects Manager at [bids@morrisvillenc.gov](mailto:bids@morrisvillenc.gov).