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# **Request for Qualifications**

RFQ # 25-116

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## **Architectural and Engineering Services Five County Stadium Renovations Zebulon, North Carolina**



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Wake County Facilities Design & Construction

November 7, 2025

Proposals due: Monday December 8, 2025  
before 2:00 pm EST



**REQUEST FOR QUALIFICATIONS**  
**ARCHITECTURAL AND ENGINEERING SERVICES**  
**FOR**  
**FIVE COUNTY STADIUM RENOVATIONS**  
**ZEBULON, NORTH CAROLINA**

**November 7, 2025**

**I. Project**

Wake County, North Carolina (County) and the Town of Zebulon (Town) are soliciting qualifications from qualified professional firms for services associated with the planning and preparation of design documents, bidding, and construction administration for stadium and site improvements. The selected consultant will provide professional services to satisfactorily complete all phases of the assigned projects within the timeframe as determined at the time of award. The architect will take the lead project management role of the design team. The professional services for the design team will include, at a minimum, architectural, site, structural, interior design and full building system services (plumbing, mechanical, electrical, and fire protection).

**II. Five County Stadium Background**

Five County Stadium opened in 1991 and is located on approximately 52 acres in the Town of Zebulon in eastern Wake County, NC. The Stadium is jointly owned by the County (85%) and Town (15%) and underwent a \$15 million renovation in 2006. The Stadium currently has 6,200 fixed seats (total capacity of 6,500), including nine (9) suites and a restaurant (formerly known as “Cattails Restaurant”), 2,000 parking spaces, six concession stands, and team offices and support spaces. An overview of the Stadium site is shown below as Exhibit A.

With the relocation of the current sports team to another facility, and with the understanding that the County and the Town continue to own a valuable asset, the County and Town issued an RFP in January 2025 seeking a new tenant and operator for the Stadium. The County and Town received responses to the RFP and after significant evaluation by staff, elected officials, and subject matter consultants, the new stadium lease will move forward with Capitol Broadcasting Company (CBC) as the new tenant and operator.

During negotiations for the future operation of the stadium, CBC, the County and the Town developed priority projects to be completed during FY 2026 and FY 2027, with each taking responsibility for leading the projects.

**Exhibit A**  
**Site Plan – Five County Stadium**

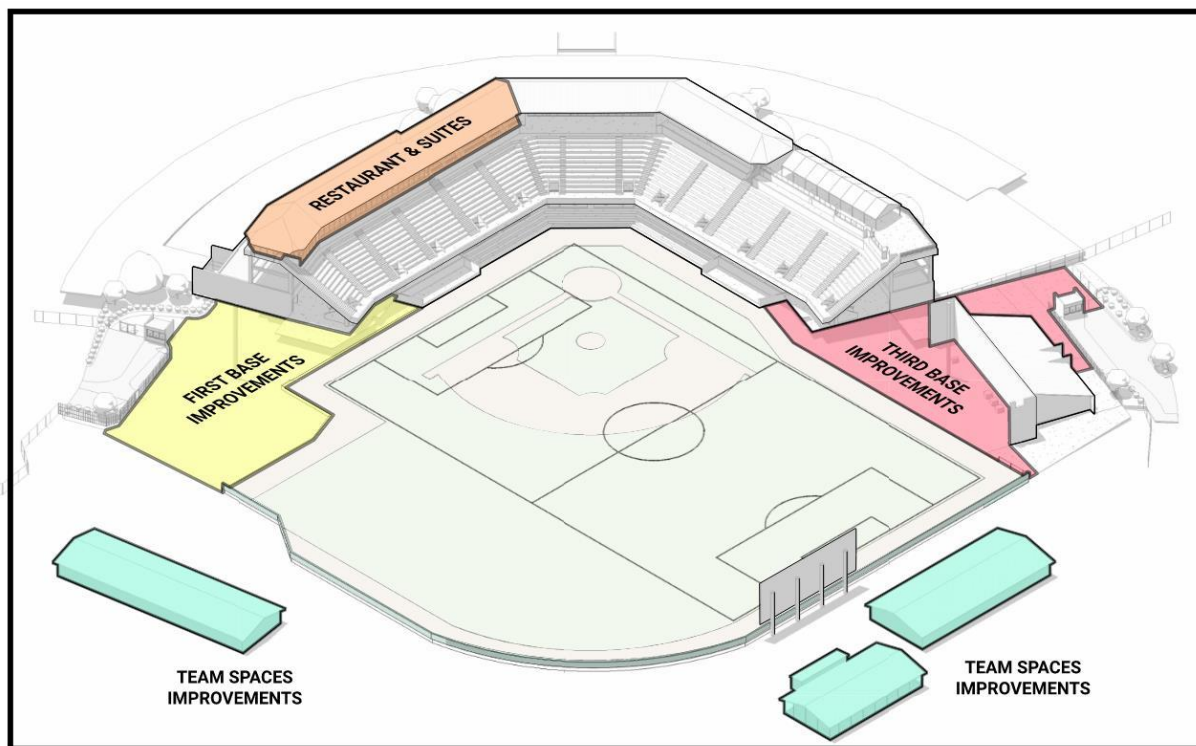


### III. Project Background

The new operator, CBC will be executing the first phase projects in FY 2026. The County and Town will move forward with managing additional stadium renovations identified for FY 2027 that are the subject of this RFQ. The selected consultant will be contracted with Wake County to design and execute improvement projects at Five County Stadium, which will include but are not limited to:

- Team Space Improvements - Locker room and administrative office updates.
- Concession updates, including the coordination with installation of updated kitchen equipment by the Tenant.
- Concourse and exterior aesthetic enhancements.
- Installation of a social and group event space formerly occupied by the third base bleachers.
- Installation of a family and children's space, including a play area, formerly occupied by the first base bleachers.
- Upper-level restaurant improvements (formerly known as "Cattails Restaurant")

The design phase for these projects will be started in early 2026, in an effort to be complete by Spring 2027. The general area of these renovations is illustrated below:



#### **IV. Open Site Visit**

The project site will be open and available for review on the following dates and times. County or Town staff will be available to provide general access to the site. **Check in at the main office when arriving.** Any questions developed during the site review will need to be submitted in writing to the Wake County Project Manager.

- Wednesday November 19th, 11:00 am - 1:00 pm
- Thursday November 20th, 9:00 am - 11:00 am

#### **V. Project Budget**

The budget for the scope of services will be developed and negotiated for each separate scope amendment for the project.

#### **VI. Project Scope of Services:**

Wake County Government hereby requests qualification packages from architectural consultant firms for providing all architectural services required to satisfactorily complete all phases of the renovation projects within the time limitations as negotiated at time of award. The architect shall take the lead project management role of the design team. In addition to building and site design, services will include interior design (furniture, signage, graphic design, finishes, etc.), and building systems design (plumbing, mechanical, electrical, fire protection, and structured cabling). The scope of work associated with this project generally includes but is not limited to:

##### Programming / Site Analysis

- Programming
- Site Development Planning
- Site Utilization Studies
- Utility Studies
- Research of Regulatory Requirements and Permitting
- As-Built Drawing Review

##### Design

- Schematic Design
- Design Development
- Construction Documents
- Detailed Cost Estimating
- Renderings

##### Procurement

- Securing Agency / Regulatory Approvals / Permits
- Bid packages for general construction, signage, furniture
- Prebid Conferences
- Substitution Analysis
- Addenda and Clarifications
- Evaluation of Bids

Construction Phase

- Construction Contract Administration
- Contractor Submittal / Shop Dwg Review
- Contractor Pay Request Review
- Contractor Claim / CO Review
- Project Meetings

Project Closeout/Warranty

- Punch List Inspections
- Record Drawings
- Final Regulatory Approvals
- Warranty Claim Review and 11-month inspection

All other services customarily furnished by the architect and its consultants on similar projects.

**VII. Project Schedule** (\*Dates are tentative and subject to change).

<b>Task/ Activity</b>	<b>Completion Date*</b>
RFQ Published and Distributed	November 7, 2025
Property Open and Available for Site Visit:	November 19 and 20, 2025
Deadline for Respondent Questions in writing <b>(3:00 PM)</b>	November 25, 2025
<b>Proposal Submission Deadline (2:00 PM)</b>	<b>December 8, 2025</b>
Selection Committee meeting to determine short list	Week of December 15 2025
Selection Committee presentation/interviews sessions	Week of January 12, 2026
Firm Selection	January 2026

**VIII. Consultant Qualifications**

The consultants' staff proposed to be assigned responsibilities on this Project must be experienced in all aspects of the project assignment as described herein; and have a proven capability to effectively and efficiently manage a project of this complexity to produce design plans that meet the needs and goals outlined by Wake County.

**IX. Qualifications Submission Requirements**

Submittal shall be provided on 8½” x 11" paper, side bound with Table of Contents and reference tabs for key sections. The package shall not exceed (40) pages single-sided or twenty (20) pages double-sided (front/back covers, Table of Contents and Tab pages are excluded from these totals). Complete responses to each of the following categories are required

Complete responses to each of the following categories are required.

**A. Organization:**

1. Letter of Interest identifying all firms proposed for the team, including the organizational chart and contractual relationship between the principal and associate firms. Discuss the responsibilities to be fulfilled by each design team member who will be assigned to the project.
2. Provide detailed resumes and list of completed projects for staff proposed.
3. Team Organization Chart showing all firms proposed for the design team and the relationships between the principal and associate firms.
4. Acknowledgement of any RFQ addenda (if any) posted on the County's RFQ website.

**B. Qualifications and Experience:**

1. Summary of **at least three (3) similar** design and construction projects for which the consultant was responsible. Each of the project summaries shall include the following:
  - a. Description of the project including scope, facilities provided, original project budget and schedule, actual cost and project duration.
  - b. Description of services rendered by consultant.
  - c. Degree of involvement (principal or associate).
  - d. Associate firms involved and their assigned responsibilities.
  - e. Key Principal, Project Manager and associate staff involved, along with their assigned responsibilities.
  - f. Brief summary of client's program along with key elements and how the consultant addressed them.
  - g. Project references including names, addresses and telephone numbers.
  - h. Other relevant information which the design consultant believes demonstrates their qualifications for the project.

**C. Project Approach and Project Management:**

Each question is to be listed in *italics*, followed by the response in normal type style.

1. Demonstrate your understanding of, and ability to complete all aspects of a project from programming through construction and close out. Provide a detailed description

of how you propose to analyze and approach this project. Include discussion of proposed processes, methodologies, and techniques.

2. Explain the process you would use to engage key Wake County and Town of Zebulon staff, stadium operator and stakeholders for input and participation in the development of programming and finalizing of design plans.
3. Describe your approach to project design to ensure the functional, aesthetic and quality requirements are satisfactorily addressed for a typical renovation project, including those projects that may include new construction.
4. Explain how your firm would assist in determining operational impact and maintenance considerations for the stadium.
5. Explain the management tools, techniques, and procedures your firm will use to maintain the project schedule, from programming through construction.
6. Describe the tools your team uses to develop accurate cost estimates and how your team will control project cost to ensure the project budget is not exceeded.
7. Explain your team's procedures for document quality control and coordination of the various disciplines of work in preparing construction drawings.
8. Describe the process your team takes to guard the Owner against defects and deficiencies in the work of the contractors during the construction phase.
9. Provide a listing of projects currently underway and schedule for completing them. Include a chart demonstrating the availability of each team member to work on this project.
10. Describe your team's commitment to the success of this project and why you believe your team is the most qualified to provide the services requested for this Project.

**D. Additional Information:**

1. Submit an hourly billing rate schedule for all personnel who will work with the County in providing professional services required for this project.
2. Provide a statement that the firm will provide insurance coverage as specified in the Wake County Standard Professional Services Agreement. (See Section XV).
3. Provide a statement and any information that identifies any lawsuits and administrative claims that the firm has been a party to in the last (5) years.

## **X. Selection Process**

The Wake County Board of Commissioners has established a policy to be followed in selecting professional consultants. This policy is for the purpose of ensuring that consultants are selected in a fair and uniform manner, that those selected for work are qualified and experienced in providing the services desired, and to ensure that every qualified consultant has the opportunity to be considered for providing professional services for the Project. The process for the Project will involve three stages:

### **Stage One: Request for Qualifications**

The initial phase has commenced with the establishment of a Selection Committee. A Request for Qualifications Package is being sent to firms identified on the County's current "Capital Improvement Program - List of Design Consultants" who have previously expressed interest in being considered for providing services for this type of project. Upon receipt of the packages from respondents, Selection Committee members will review and select "short-list" firms for further consideration who appear to be most favorable to provide services for the Project.

### **Stage Two: Interviews**

Separate interview sessions will be scheduled with the "short-listed" firms to permit Selection Committee members to further evaluate each firm's qualifications and proposal. Promptly after the interviews, the Selection Committee will make their selection and written recommendations for approval.

### **Stage Three: Contract Negotiations**

The Facilities Design & Construction Office (FD&C) will begin negotiations with the selected design team. In the event negotiations of specific contract terms, conditions and fees prove unsuccessful with any firm, FD&C will collaborate with the Selection Committee on selection of another firm with which to begin negotiations.

## **XI. Evaluation Criteria**

- A. The following criteria will be the basis on which consultants will be selected for further consideration:
1. Specialized or appropriate expertise of the **design consultant firm(s)** for these types of projects.
  2. Qualifications and experience from **members of the design team**, including the Project Manager, proposed for these renovation projects.
  3. Past performance of the design consultant team on similar projects, including recent experience with cost control and maintaining project schedules.
  4. Proposed project approach for these types of renovation improvement projects.

5. Proven ability of the consulting team to successfully administer the construction phase of publicly funded projects.
6. Current workload and adequate staff of the proposed team for the project.
7. Proximity to and familiarity with the area.
8. Consultants proposed hourly rates for professional services.
9. Other factors that may be appropriate for the project.

**XII. Submission of Qualification Packages**

Seven (7) complete proposal packages and (1) digital version in a commonly accepted format such as Portable Document Format (pdf), must be received at the following address **before 2:00 PM EST on Monday December 8<sup>th</sup>, 2025**, at the following location:

Wake County  
Facilities Design and Construction  
336 Fayetteville Street, 11<sup>th</sup> Floor, Suite 1117, Raleigh, NC 27601 (Delivery Address)  
Post Office Box 550, Raleigh, NC 27602 (Mailing Address)

Attention: Mr. Eric Staehle, PLA  
Senior Facilities Project Manager  
Phone: (919) 856-6369  
Email: eric.staehle@wake.gov

**XIII. General Comments**

- A. Any cost incurred by respondents in preparing or submitting a proposal for the Project shall be the respondents' sole responsibility.
- B. All responses, inquiries or correspondence relating to this RFQ will become the property of Wake County when received (subject to: Section XIV Confidentiality).
- C. Please refer to the following website for a copy of the Request for Qualifications and any other related material.

<http://www.wakegov.com/finance/business/rfp/Pages/bids.aspx>

- D. Respondents are requested to refrain from contact with the selection committee members. Any questions regarding the RFQ should be directed in writing / email to the Wake County Facilities Design & Construction Project Manager, Eric Staehle.

- E. If a question of general concern is asked by any firm regarding this RFQ, a copy of the written response will be posted via addendum, to the Wake County Finance website where the RFQ is listed.
- F. Wake County has the sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications and to cancel the process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualification.

#### **XIV. 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 Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the design consultant firm follows procedures prescribed by those statutes and designates a document “confidential” or “trade secret”, the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.

#### **XV. Additional material available on the Wake County RFQ Website**

- Form of Agreement for Professional Services: This agreement shall be used for contracting with the selected consultant. No changes to the form or content of this contract will be entertained, other than specifics related to the scope of the project.