

**Pitt County  
Request for Qualifications (RFQ)  
Design Services**

**I. Introduction**

Pitt County is soliciting proposals from select design firms (Consultants) to provide design services for a new Park. The facility will be located at Pitt County Office Park located in Greenville, NC.

The anticipated project budget for bidding, design and construction administration is \$1 M.

**II. Description of Anticipated Services**

The Consultant shall assist Pitt County in the preparation and design of the new park facility, as well as providing specifications and plans sufficient for bidding and meeting all requirements of the North Carolina Rules, all local, state and federal building codes and any other requirements imposed by law or ordinance.

The Consultant shall design for a park site that would include 10' wide crusher run trail (820 LF) 8' wide crusher run trail (520 LF), two play grounds (Tot Lot & Children's) with safety surfacing and enclosure, a picnic shelter (50'X25') with concrete pad, and a restroom facility (50'X25'), benches (7), fitness station (2), drinking fountains, pole lights (3), security cameras (7), picnic tables (9) and landscaping. The work required shall include but not limited to the following:

- Evaluation of budget available and project scope
- Development of plan layout
- Development of plans and specifications for bidding purposes
- Site Plan Development
- Structure design (restrooms, shelter, etc)
- Other services as required

**III. Qualifications**

The County will evaluate only proposals received from Consultants that have experience with recreation projects as associated with Pitt County Government and who meet minimum technical and managerial qualifications on similar like projects.

If the Consultant desires to use subcontractors that do not meet all the technical and managerial qualifications, then Consultant must identify subcontractors and be willing to fully accept the responsibility for the subcontractors and to indemnify the County for the Consultants use of the subcontractor.

**IV. Submittal Requirements**

Please submit one (1) electronic copy on a thumb drive. Proposals shall not exceed 25 pages. Submittals may include spreadsheets, graphics and logos.

## **V. Project Approach**

The Consultant shall demonstrate technical and managerial experience in the planning and design of large public projects; including but not limited to parks. The Consultant at the minimum shall provide the following:

- Consultant's experience in the design of similar parks in size, cost and use.
- Overview of the design and project team including resumes for key individuals and where each is based.
- The Consultant's specific park design experiences.

## **VI. Similar Experience**

Describe past experience of your company's similar projects. Provide the following information:

- Name of facility
- Owner of facility
- Date facility began operation
- Names and contact information for references

## **VII. Project Team**

Provide an organizational chart to include name of individuals, their company and the role they will perform. Provide a description of the qualifications and experience of the specific individuals that will be involved. Identify experiences with similar type projects.

## **VIII. Anticipated Schedule**

All submittals received by the deadline will be evaluated. Submittals received after the deadline will not be evaluated.

Proposals submitted deadline: **July 1, 2025**

Selection Committee reviews submittals, conducts interviews  
(If necessary), and makes recommendation: **July 8, 2025**

Final scope and fee proposal submittal deadline: **July 16, 2025**

Proposals are to be received by the County by the date shown above. The County selection Committee will review all proposals received by the deadline. Proposals received after the deadline will not be reviewed.

Submittals to be sent to:

Pitt County Cultural Arts and Recreation  
4561 County Home Road  
Greenville, NC 27858  
Attention: Rob Maloney

Questions regarding this RFQ should be directed to:

Rob Maloney, Cultural Arts and Recreation Associate Director of Facilities  
Pitt County  
4561 County Home Road  
Greenville, NC 27858  
Phone: 252-902-1983  
[rob.maloney@pittcountync.gov](mailto:rob.maloney@pittcountync.gov)

All questions shall be in writing and need to be submitted by Monday, June 23rd at 5:00 P.M. Questions will be answered in writing and will be provided to all who have been sent the RFQ. The County will respond to questions within 5 business days of receipt of questions.

## **IX. Selection Criteria**

The selection of the Consultant shall be based on information provided both in written and graphic form and personal interviews (if conducted). Criteria for selection will include, but not limited to the following:

- Experience of the same or similar type projects for Pitt County Government
- Understanding the County's goals and objectives
- Qualifications and experience of the Consultant's project team
- Ability and resources to meet design and construction time lines
- Reference checks
- The proposal itself as an example of the quality of the Consultant's work

The County will evaluate and select the Consultant that is most qualified for the work and that is in the best interest of the County. The County reserves the right to reject any and all proposals.

## **X. Miscellaneous Requirements**

Consultant agrees to hold harmless and indemnify County from any and all claims, loss, liability, demands, damages or any other financial demands that may be alleged or realized due to acts of nonfeasance, malfeasance, misfeasance, or negligence committed by Consultant while in the performance of the duties or assignment pursuant to this Agreement.

Consultant agrees to procure and maintain, or cause to be procured and maintained, commercial general liability insurance with liability limits of at least one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) aggregate; Consultant shall also procure and maintain, or cause to be procured and maintained, Workers'

Compensation coverage for its employees, as may be required by law and Errors and Omission insurance in the amount of at least \$1,000,000.00. Consultant's certificate of insurance shall be furnished to the County and shall give the County a 30 day written notice of any changes, amendments or termination by either the Consultant or insurance company.

**Pursuant to G.S. 143-48.5 and G.S. 147-33.95(g)**, the undersigned hereby certifies that the Consultant named herein, and the Consultant's subcontractors, comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

Pitt County's policy is to provide and encourage minority business the opportunity to participate in the bidding process. Pitt County does not discriminate against any persons or business in pursuit of these opportunities on the basis of color, national origin, religion, sex, age, disability, or veteran's status.