



Town of Holly Springs, North Carolina

REQUEST FOR QUALIFICATIONS
RFQ 26-24008 Design Build for Womble Park Courts and Dugouts
Issue Date: January 15, 2026
Due Date: February 16, 2026, at 2:00 PM

1 PURPOSE

The Town of Holly Springs (“the Town”) is requesting qualifications from licensed design-build contractors for improvements at the Town of Holly Springs Parrish Womble Park. The scope of the desired park improvements includes the addition of two new regulation-sized basketball courts with amenities and the replacement of eight baseball dugouts.

Project site:

Parrish Womble Park is located at 300 Stinson Avenue in Holly Springs, North Carolina, adjacent to the Hunt Recreation Center. The park can be accessed from both Stinson Avenue to the north and Grigsby Avenue to the south. Current amenities of the 46-acre park include two synthetic turf soccer fields, tennis and pickleballs courts, picnic shelters, four lighted baseball/softball fields, playground, amphitheater band shell, greenway trails, horseshoe pits, and sand volleyball courts, and a concession and picnic area.

Project budget:

The total project budget not to exceed is \$1,075,000; inclusive of all costs associated with the design, construction, and installation.

Project schedule:

DATE	<i>(All dates are estimated)</i>	EVENT
March/April 2026		Contract with selected team
June/July 2026		100% Design and Submittals
July 2026		Project Construction Start
August 2026		Dugouts Replacement Complete prior to Fall Season
October 2026		Project Substantial Completion/Punchlist Inspection
November/December 2026		Project Closeout and start of warranty period

Project goal:

The Town has a 10% M/W/SBE participation goal for this project.

2 PROJECT SCOPE

The design-build team must be properly licensed in NC and qualified to perform the work outlined in this solicitation and shall provide complete design, construction drawings for permit & construction, labor, materials, transportation, equipment, and all other items necessary to complete the project. The firm selected is expected to adhere to all federal, state, and local requirements. Major components include:

- Design and construct two new outdoor asphalt basketball courts, including fences, benches, lighting, and ADA compliant walkways to the parking area.
- Plan and perform the removal and replacement of eight (8) concrete-walled baseball dugouts with new modern aluminum chain-link dugout structures and separate storage areas.

The scope of work to include, but is not limited to:

1. Coordination and Project Administration
 - Conduct an initial scoping meeting with Town representatives to finalize the project scope, operational requirements, and confirm standards for construction.
 - Provide project management through the design and construction phases, including regular progress meetings at agreed intervals.
 - Coordination with utilities for relocation, if applicable.
 - Potential coordination with third-party design team for nearby stormwater projects.
2. Survey, Design, and Permitting
 - Complete initial survey to document existing conditions.
 - Develop design concepts and construction documentation for new basketball courts and amenities, submitting plan drawings for Town review at 30%, 90%, and 100%. Further description of new basketball courts and amenities scope details can be found in Appendix A with site layout and existing conditions found in Appendix B.
 - Regular updates on construction timeline and estimates during design development with consideration to the approved project budget and schedule.
 - Develop a demolition and installation phasing plan for the dugouts for town approval. More information on scope details in Appendix A and on existing site conditions of baseball field dugouts in Appendix B.
 - Develop traffic control plan identifying access to site, laydown area(s), and staging of equipment.
 - Prepare and submit for all required permits as needed.
 - Provide submittals for approval before purchasing for products such as lighting, benches, fencing, court sealants and markings, ADA ramp dome mats, dugout structures, etc.
3. Site Work & Construction
 - Perform construction administration and quality assurance during construction.
 - Stakeholder engagement and communication including regular progress meetings with minimum bi-weekly updates to construction schedule.
 - Construct basketball courts per approved design.
 - Install connecting walkways and modify existing parking area for accessibility.
 - Demolish, remove, and properly dispose of eight concrete dugouts.
 - Install eight new dugouts and separate storage areas.
4. Project Closeout and Warranty
 - Schedule and perform punchlist/warranty inspection with town staff upon issuance of Certificate of Substantial Completion.
 - Preparation and submittal of record drawings and closeout documents to include as-builts, warranties, material/test reports, and operations manuals.
 - Conduct an inspection of the project 30 days prior to one-year warranty expiration.

3 RESPONSE INSTRUCTIONS

3.1 Format

Responses shall be submitted in a single, digital PDF file and contain the content described below. The file should include the cover letter, resumes or licenses/certifications. Please use size 11 point or larger font for readability.

Content

Responses must satisfy the criteria outlined below to be responsive to this solicitation. **No work product, design, or costs/fees specific to this project may be submitted. Failure to meet the requirements listed in this section may deem the submission as non-responsive and removed from consideration.**

3.2 Cover Letter

- Provide the legal name, address, and telephone number of the firm along with the designated contact's name, title, email address, and telephone number. Include a statement attesting to the response's accuracy and signed by an individual authorized to execute binding legal documents for the firm. Clearly communicate understanding of the scope and a brief description of your approach to perform the requested services.

3.3 Basic Qualifications

- Qualified firms must demonstrate a minimum of 5 years' experience in the design and construction of outdoor courts and park amenities. Prior experience with county or municipality park projects preferred.
- Provide the firm's history and experience with sports courts and other park amenity projects in the last 5 years, to include:
 - Profiles of projects similar to the proposed project that your firm has completed within the past 5 years. Emphasize turn-key projects managed by the key personnel you're proposing for this project and demonstrate the firm's knowledge/experience coordinating with the design team. Links to examples may be provided, if available.
 - Include at least 2 customer references for each project including contact name, firm, phone number, and email. The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performances on similar projects.
 - Include the total amount invoiced for each listed project, the length of the project, and list of personnel involved in the project who are also proposed for the subject project.

3.4 Staff Qualifications

- Provide an overview of the qualifications of the project manager(s) and key staff proposed for this project
 - Provide staff member's resumé, certification, and any applicable supporting documentation
 - Describe who will perform the various tasks, their level of involvement and responsibilities, and their qualifications for this specific project
 - Include resumé's of individuals and relevant licensure/certifications, where applicable
 - Indicate the location of the office that agent(s) will work out of while services will be performed
- Identify subcontractors, to include all information above, if any. Prime contractors are encouraged to take affirmative steps to maximize M/W/SBE participation in this project.

3.5 Project Approach

- Provide a detailed description of your firm's approach to the project that demonstrates understanding of the intent, objectives, and overall approach to the project to deliver services in an effective, timely, and professional manner.
- Include an estimated project timeline with a description of each task and deliverable.
- Outline communication and progress meeting expectations.

3.6 Project Team Selection Explanation

- Submit an explanation of your project team selection per either Option A or Option B below. If the firm is not self-performing the design work, respondents are required to certify in their response that the design professional(s) selected for the design-build team, including subconsultants, were selected based on demonstrated competence and qualifications per G.S. 143-64-31. License information to be provided for all contractors and design professionals listed on the project team.

Option A: Submit a list of the licensed contractors, licensed subcontractors, and 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.

Option 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 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.

3.7 Formal M/W/SBE Required Forms

The documentation required per this section is dependent upon the contractor's intent to perform the work with their own workforce or subcontracting out portions of the work. Please review and complete the applicable forms, as outlined below.

- Submit "Affidavit B – Intent to Perform with Own Workforce" (if no subcontracting)

-OR-

- Submit "Affidavit A – Good Faith Efforts" and;
- Submit Form 1: "Identification of Minority Business Participation"

do hereby certify that on this project, we will use the following minority business enterprises as construction subcontractors, vendors, suppliers or providers of professional services.

[illegible]

The total value of minority business contracting will be (\$) _____.

AFFIDAVIT A

Town of Holly Springs

Good Faith Efforts

County of _____

Affidavit of _____
(Name of Bidder)

I have made a good faith effort to comply under the following areas checked:

A minimum of 50 points is required to have achieved a "good faith effort."

(Y/N)

- _____ (1) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government-maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed. Value = 10 points
- _____ (2) Making the construction plans, specifications, and requirements available for review by prospective minority businesses or providing these documents to them at least 10 days before the bid or proposals are due. Value = 10 points
- _____ (3) Breaking down or combining elements of work into economically feasible units to facilitate minority participation. Value = 10 points
- _____ (4) Working with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses. Value = 10 points.
- _____ (5) Attending any pre-bid meetings scheduled by the public owner. Value = 10 points.
- _____ (6) Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors. Value = 20 points.
- _____ (7) Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Any rejection of minority business based on lack of qualification should have the reasons documented writing. Value = 15 points.
- _____ (8) Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily is required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit. Value = 25 points.
- _____ (9) Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible. Value = 20 points.
- _____ (10) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands. Value = 20 points.

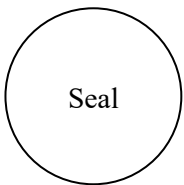
In accordance with GS 143-128.2(d) the undersigned will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation form conditional upon execution of a contract with the Town of Holly Springs. Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of North Carolina, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

AFFIDAVIT B

Town of Holly Springs

Intent to Perform Contract with Own Workforce

County of _____

Affidavit of _____
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the following contract:

(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this project type and normally performs, has the capability to perform, and will perform all elements of the work on this project with his/her own current work forces; and

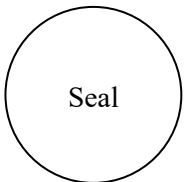
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments contained herein.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



Seal

State of North Carolina, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

3.8 Submission

Responses to this solicitation shall be submitted via email to the contact identified below and by the response due date and time identified in the Procurement Process Schedule located in Section 4.1. Please reference the solicitation name and number in the email's subject line.

Brettany DeVolld, Purchasing Manager

RFQ #: 26-24008 DESIGN BUILD FOR WOMBLE PARK COURTS AND DUGOUTS

brettany.devolld@hollyspringsnc.gov

Responses received after the deadline will not be considered. Upon receipt, all responses and supporting materials become property of the Town and are subject to public record laws. Apart from response submissions, respondents should refrain from contacting Town staff prior to the response deadline.

4 PROCUREMENT PROCESS

4.1 Schedule

The following table shows the schedule of events for the conduct of this solicitation. Details for some of the events are described in subsequent sections.

DATE / TIME	EVENT
January 15, 2026	Issuance of RFQ by the Town.
January 30, 2026 by 4:00 p.m.	Deadline for respondents to submit written questions.
February 9, 2026 by 4:00 p.m.	Deadline for Town's answers to question submissions.
February 16, 2026 by 2:00 p.m.	Responses due from respondents.
On or after February 16, 2026	Evaluation begins and contract negotiation(s) will follow
March 17, 2026	Town Council Approval (anticipated)

4.2 Questions

Respondents shall submit all questions, in writing, to the contacts' e-mail address listed below. Questions submitted via telephone will not be answered. When submitting questions, please refer to the solicitation name and number, as well as the page and section, if applicable. Question submissions are due by the date and time listed in the Procurement Process Schedule located in Section 4.1. Questions submitted after the deadline do not require a response, though the Town will make reasonable efforts to provide clarification before the response deadline, if able.

Subject Line: "RFQ #26-24008 Design Build for Womble Park Courts and Dugouts Questions"

Question Contact Information:

Chelsea Davis, Project Engineer
chelsea.davis@hollyspringsnc.gov

Thomas Gull, Park and Greenway Planner
thomas.gull@hollyspringsnc.gov

4.3 Responses to Questions & Addenda

Responses to question submissions and addenda (if applicable) will be posted on the Department of Administration's Electronic Vendor Portal (eVP) under the referenced solicitation number/project, as well as the Town of Holly Springs website at the following hyperlink: <https://www.hollyspringsnc.gov/2456/Bids-Requests-for-Proposals>. It is suggested that you sign up for email updates at the bottom of this page to ensure you receive all relevant information, as it is posted. It is the respondent's responsibility to ensure they have received, reviewed, and understand all posted addenda. Bidders are required to certify all Addenda were received in their bid submission.

4.4 Evaluation Criteria

The Town will evaluate respondents' qualifications based on the following criteria and weighted values, maximum score of 100 points:

- Experience and qualifications relevant to key personnel and/or sub-contractors (25 points)
- Level of experience with similar projects (25 points)
- Detail explanation on project/construction approach (25 points)
- Reference information and results from prior related work (15 points)
- Ability to meet schedule; detailed and efficient schedules receive higher scores (5 points)
- Quality, clarity, and completeness of submittal package (5 points)

4.5 Selection

Firms will be selected on the basis of demonstrated competence and qualification for the services required and in accordance with Chapter 143, Article 3D of the North Carolina General Statutes. The Town encourages minority firm participation. A resident firm, defined as a firm that has paid unemployment taxes or income taxes and whose principal place of business is located in the state of North Carolina, shall be granted a preference over a nonresident firm. No project-specific work product, design, or costs/fees, with the exception of unit price information, will be considered as part of the selection process.

Post-selection, contract negotiations for the services at a fair and reasonable fee with the best qualified firm will occur. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best-qualified firm.


4.6 Contract and Award

Upon completion of response evaluations, if the Town has determined a suitable candidate, a contract will then be negotiated, for a fair and reasonable fee, with the most qualified firm. If a contract cannot be negotiated with the most qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. All respondents will be notified of the contract award decision via email.

Bonding: A performance and payment bond is required for projects costing \$300,000 or more per Chapter 44A, Article 3 of NCGS.

Key Personnel Change Approval: The awarded contractor shall obtain written approval from the Town prior to changing any members of the project team provided in response to this solicitation.

5 TOWN OF HOLLY SPRINGS MINORITY BUSINESS PARTICIPATION OUTREACH PLAN

 Holly Springs, N.C. Policy & Procedure Statements of the Holly Springs Town Council	P-036 Minority Business Participation Outreach Plan	
	Prepared By:	John Schifano
	Department:	Town Attorney
	Date Approved by Board:	Sept. 15, 2009
	Effective Date:	Sept. 15, 2009
	Supersedes Old #:	N/A
	Old Effective Date:	N/A

I. Goal:

The goal of the Town of Holly Springs in adopting its plan for expansion of participation by Minority Businesses is to provide minority businesses as defined in GS 143-128.2(g), equal access and opportunity to participate fully in all aspects of construction projects. It is the policy of the State of North Carolina and the Town of Holly Springs to encourage all those associated with the construction projects to commit to this goal through a good faith effort.

II. Statement of Policy:

It is the policy of the Town of Holly Springs to award public building contracts, including those awarded under G.S. 143-128.1, 143-129, and 143-131, without regard to race, religion, color, creed, national origin, sex, age, or handicapping condition, as defined in G.S. 168A-3.

III. Plan Objectives and Applicability:

The Town of Holly Springs's Minority Business Participation Outreach Plan is developed to comply with State Law 2001-496 (Senate Bill 914, signed December 2001, and effective January 1, 2002, as subsequently amended).

This plan has further been developed to assist the Town of Holly Springs in reaching its verifiable percentage goal of ten percent (10%) minority business participation in all construction contracts, originally adopted by resolution September 15, 2009.

It is not the intent of this plan to require the Town of Holly Springs to take additional steps beyond those required by G.S. 143-128.2. Rather, it is the intent of this plan to establish the procedures that the Town of Holly Springs will use to comply with G.S. 143-128.2. This plan establishes the good faith efforts that the Town of Holly Springs will take to meet the plan objectives and accomplish the plan goal.

This plan applies only to projects required to have a verifiable percentage goal as stipulated under G.S 143-128.2. It will remain in this form unless modifications are necessary to further comply with any applicable change in construction procurement rules or regulations.

IV. Plan Administration:

The Town Manager, or his designee, will cause this policy to be implemented and will be responsible for all activities contained in this document.

In addition, the Town Manager, or his designee, will be responsible for the following:

1. Promote the Town's commitment to utilization of minority businesses within the organization as well as externally to the prospective bidders and contractors.

2. Participate in training seminars for the purpose of informing potential bidders, proposers, or vendors of the Minority Business Participation Outreach Plan and business opportunities available.
3. Assure that projects are reviewed by appropriate staff to determine the possibility of subdividing the work among multiple contractors. Requests for bids may be subdivided to encourage minority business participation.
4. Assist the design team in developing methods for structuring bids, proposals, specifications, and plans so as not to unreasonably prejudice or limit minority business participation.
5. Use the NC Department of Administration's HUB Office, local municipal MWBE/HUB offices, community and contractor groups and any other MWBE/HUB offices that provide assistance in the recruitment of minority businesses.
6. Become knowledgeable of minority businesses that are potential contractors and include those minority businesses on the solicitation lists.
7. Ensure that minority business participation goals and "Good Faith Effort" requirements are included in requests for bid/proposals and are discussed during pre- bid/proposal conferences.
8. Attend proposal (designer, construction manager, etc.) interviews to discuss plans to meet minority business participation goals and utilization of minority businesses.
9. Assist minority businesses in obtaining adequate information about plans, specifications, and construction requirements.
10. Conduct debriefing sessions, when requested, on awarded contracts, to explain why bids/proposals by minority businesses may have been unsuccessful.
11. Maintain records sufficient for verification of steps taken and evaluate efforts to increase minority business participation.
12. Maintain a file of successful bid/proposal documents and permit minority businesses to review and evaluate these documents.
13. Monitor minority business utilization throughout the duration of construction.

V. Good Faith Efforts:

1. The Town of Holly Springs establishes these procedures as the "Minority Business Participation Outreach Plan" as required by G.S. 143-128.
 - a. The town of Holly Springs, its employees and their consultants will take whatever measures it deems appropriate to encourage the education, recruitment and interaction between minority business entities, non-minority business entities and the Town.
 - b. The town of Holly Springs will make efforts to require bidders and contractors to undertake the good faith efforts established in G.S. 143-128.2.
2. The Town of Holly Springs will schedule and hold a pre-bid conference for potential bidders and interested historically underutilized business (HUB) subcontractors.
 - a. At this pre-bid meeting, the Town of Holly Springs will furnish upon request a copy of the Town's solicitation list of HUB subcontractors.
3. The Town of Holly Springs will establish a solicitation list of HUBS.
 - a. The Town of Holly Springs will research the HUB web site periodically and record all HUBs who have registered on the site, in the general geographic area of the Town.

- b. Periodically, the Town of Holly Springs will research the Federal web sites that also list HUBs and record those HUBs who have registered on the site, in the general area of the Town.
 - c. The Town of Holly Springs will also record HUBs who directly contact the Town to request that they be contacted in the event of a public bid offering.
- 4. The Town of Holly Springs will directly solicit HUBs in the Town's solicitation list.
 - a. Prior to the bid opening date, the Town of Holly Springs will furnish to requesting HUBs a copy of advertisements for bids in the categories that they have requested. The advertisements will include a description of the work for which the bid is being solicited, the date, time and location where bids may be submitted and where bids will be opened, the name of the Town employees or representatives who are available to answer questions about the project, where the bid documents may be reviewed or a copy obtained, and any other special requirements that may exist.
 - b. The Town of Holly Springs may contact such HUBs by email, fax or other means.
- 5. The Town of Holly Springs will widely advertise opportunities to bid so as to open to HUB bidders the opportunity to solicit work on projects.
 - a. The Town of Holly Springs will advertise opportunities to bid as follows:
 - i. Local Newspaper
 - ii. One or more newspapers or web sites serving the minority business enterprises in the Holly Springs area.

VI. Post Award Monitoring:

To enable the Town of Holly Springs to properly report MBE participation, the Town may require contractors engaged in the construction projects subject to this plan to submit Documentation for Contract payment indicating MBE contractors prior to any payments being made.

A contractor who has been awarded a project based upon a given level of minority business participation is responsible for ensuring that the minority business participation goal does not materially vary from that originally specified when receiving the contract award.

Contractor must follow the requirements of G.S. 143-128.2 and those of the contract documents. The Town of Holly Springs will consider failure to comply with the law and contract documents to be a breach of contract and may annul the contract.

VII. Reporting and Review

With respect to each project, the Town of Holly Springs will report the following to the North Carolina Department of Administration Office of Historically Underutilized Business (HUB) annually:

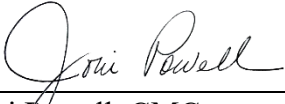
1. The verifiable percentage goal.
2. The type and total dollar value of the project, minority business utilization by minority category, trade, total dollar value of contracts awarded to each minority group for each project, the applicable good faith effort guidelines or rules used to recruit minority business participation, and good faith documentation accepted by the public entity from the successful bidder.
3. The utilization of minority businesses under the various construction methods under G.S. 143-128(a1).

The reports shall be in the format and contain the data prescribed by the Secretary of Administration. If no building projects occurred during the previous annual reporting period, the Town of Holly Springs will report that to the Secretary of Administration.

Adopted this the 15th day of September in Holly Springs, North Carolina.

End Policy Statement No. P-036

I, Joni Powell, Town Clerk of the Town of Holly Springs, certify that this policy statement was adopted by the Holly Springs Town Council on September 15, 2009 following a motion by Councilman VanFossen, a second by Councilman Sack and a carrying vote of 3-0-2.



Joni Powell, CMC
Town Clerk



6 DISCLOSURES

6.1 Accuracy of Solicitation and Related Documents

Each respondent must independently evaluate all information provided by the Town. The Town makes no representations or warranties regarding any information presented in, or otherwise made available during this procurement process, and assumes no responsibility for conclusions or interpretations derived from such information. Additionally, the Town will not be bound by or responsible for any explanations or conclusions regarding this or any related documents other than those provided by an addendum issued by the Town. Respondents may not rely on any oral statement by the Town or its agents, advisors, or consultants.

If a respondent identifies potential errors or omissions in this or any other related documents, the respondent should immediately notify the provided contacts of such potential discrepancy in writing. The Town may issue a written addendum if it determines correction is necessary.

6.2 Town's Right and Options

The Town reserves the right, at the Town's sole discretion, to take any action affecting this solicitation, this solicitation process, or the services or facilities subject to this solicitation, that would be in the best interests of the Town, including:

- To supplement, amend, substitute, or otherwise modify this solicitation, including the schedule, or to cancel this solicitation, at any time.
- To require any respondent to supplement or clarify its bid or provide additional information relating to its response.
- To investigate the qualifications, experience, capabilities, and financial standing of each respondent submitting a bid.
- To waive any defect or irregularity in any response received.
- To reject any or all responses.
- To share the responses with Town employees and contractors, in addition to the Evaluation Committee, as deemed necessary by the Town.
- To award all, none, or any part of the services and enter into contracts with one or more of the respondents deemed by the Town to be in the best interest of the Town, which may be done with or without re-solicitation.
- To discuss and negotiate with any respondents their bid terms and conditions, including but not limited to financial terms; and
- To terminate discussions and negotiations with any respondent at any time and for any reason.

6.3 Expense of Bid Preparation

The Town accepts no liability, and respondents will have no actionable claims for reimbursement of any costs or expenses incurred while participating in this solicitation process. This includes expenses and costs related to bid submission, submission of written questions, attendance at Prebid conference, contract negotiations, or activities required for contract execution.

6.4 Vendor Inclusion

The Town's vendor management philosophy supports a fair, open, and inclusive process that offers the same access and information to all vendors. The Town provides an email alert option to allow vendors optimal notice and access to all solicitations as they are posted. This can be found on the Town of Holly Springs website at the following hyperlink: <https://www.hollyspringsnc.gov/2456/Bids-Requests-for-Proposals>

6.5 Dispute Resolution Process

No services shall be delayed or postponed pending the resolution of any dispute unless Town otherwise agrees in writing. Any and all suits or actions to enforce, interpret or seek damages with respect to any provision of, or the performance or non-performance of, this Agreement shall be brought exclusively in the

General Court of Justice of North Carolina sitting in Wake County, North Carolina and it is agreed by the parties that no other court shall have jurisdiction or venue with respect to such suits or actions. For any amount in controversy in excess of \$15,000 the Contractor shall participate in the Town's dispute resolution process which shall be considered part of Basic Services or Scope of Work unless specifically agreed otherwise herein. The Town's dispute resolution process is to engage in prelitigation mediation under the rules of Mediation for Superior Court notwithstanding the amount in controversy.

6.6 Confidentiality

Responses to the solicitation will become public records and, therefore, will be subject to public disclosure after contract award. However, North Carolina General Statutes Section 132-1.2 provides a method for protecting some documents from public disclosure. If the Consulting firm follows the procedures prescribed by those statutes and designates a confidential document or trade secret, the Town will withhold the document from public disclosure to the extent that is entitled or required to do so by applicable law, and will return the document after selection.

6.7 Equal Employment Opportunity

The Town of Holly Springs does not discriminate in administering any of its programs and activities. The consultant awarded the contract for work will be required to ensure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, sex, religion, age, national origin, or handicap.

6.8 Minority/Women/Small Business Enterprise

It shall be the practice of the Town of Holly Springs to provide minority-owned, women owned, and small business enterprises (collectively "M/W/SBE") as well as other responsible vendors with fair and reasonable opportunity to participate in the Town's business opportunities including but not limited to employment, construction development projects, and material/services consistent with the laws of the State of North Carolina. The policy of the Town prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of the Town to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve all claims of such discrimination.

6.9 Good Faith Efforts

The Town will make a good-faith effort to comply with G.S. 143-128.2, G.S. 143-128.4, where applicable, and to recruit and select small business entities. The governmental entity shall not limit or otherwise preclude any respondent from submitting a response so long as the respondent, itself or through its proposed team, is properly licensed and qualified to perform the work defined by this solicitation.

6.10 Contracting

Any contract developed for work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising because of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Wake County, North Carolina.

6.11 Conditions and Limitations

The Town expects to select a consulting firm from the bids submitted but reserves the right to reject any or all responses to the solicitation, to advertise for new responses, or to accept any response deemed to be in the best interest of the Town. A response to this solicitation should not be construed as a contract nor an indication of a commitment of any kind on the part of the Town nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract. The Town will reserve the right to dismiss any part or all of the contracted team when, in the Town's opinion, the project is not moving as scheduled or is hindered in any way by the actions or personalities of team members.

APPENDIX A: Womble Park Basketball Courts and Baseball Dugouts Detailed Scope

Basketball Courts

Court Dimensions

- Two asphalt basketball courts high school court dimensions (84 feet in length by 50 feet in width with three-pointer arc 19 feet 9 inches from center of the basket, consistent with National Federation of State High School Associations standards).
- Surface shall be smooth, consistent, and slightly sloped to prevent pooling and prevent uneven playing conditions.
- Additional 8 feet of buffer space beyond each sideline and a buffer of 10 feet beyond each endline for improved safety and movement around the courts.

Surface and Markings

- Court pavement surface to be asphalt, finished with UV-resistant non-slip coating. Coating color scheme and any custom logo graphic, if applicable, to be submitted for town review and approval.
- All court lines, including boundaries, center circle, free-throw lane, and three-point arc, shall be applied using weather-resistant paint or heat-applied thermoplastic material to withstand rain, UV-exposure, and heavy foot traffic.

Backboards and Hoops

- Outdoor hoops to be 10 feet high from playing surface to top of rim and built for durability, including powder-coated steel support posts with padding, reinforced breakaway rims, and shatterproof polycarbonate backboards. All hardware must be outdoor rated, vandal-resistant, and corrosion protected.

Court Fencing

- Fencing to be 10-foot tall with center rail black powder coated chain-link fence at either end of both courts, extending at least 20 feet additional on the sides.

Site Furnishing

- Outdoor-rated player benches, two per court, set a safe distance from sidelines.
- One of each trash and recycling cans. May need to relocate existing dog-waste station.

Court Lighting

- Musco sports lighting system designed for uniform illumination with minimal spillover. Lights to include controls for scheduled and manual lighting operation. Manual lighting operation to include push-button activation.
- All electrical work must comply with North Carolina State Electrical Code.

Parking and Accessibility

- Modify existing parking area and asphalt walking path to add ADA-compliant parking spaces in proximity to the courts with addition of concrete curb ramp and safe, accessible walkway connections complying with ADA and local standards.
- Associated signage for parking spaces, walkways, and courts as required.

Landscaping and Drainage

- Perimeter landscaping for visual appeal, noise-mitigation, shade, erosion control, and runoff mitigation with irrigation as needed for establishment. All plantings must be native and selected for low maintenance.
- Drainage solutions to prevent ponding on or around courts and amenities to integrate with existing and future park stormwater best management practices.



Baseball Dugouts

Size and Layout

- New dugouts must be high-strength powder-coated chain-link fencing sized to comfortably accommodate players, coaches, and equipment, with minimum dimensions of 8-10 feet deep and 24-30 feet long, as space permits.
- Concrete floor to be modified/extended to cover the floor area of the new dugouts, including the area that leads to the field entry gate.

Shade and Canopy Structure

- Fixed roof system over each dugout, constructed with either powder-coated steel framing and metal roofing panels or heavy-duty weatherproof shade mesh rated for outdoor use.
- Roofing to extend beyond front for additional sun and rain protection, designed to direct water runoff away from player seating and entrances.

Storage Facilities

- Two storage sheds for ground maintenance equipment to be sized and placed near the baseball fields in locations designated by Town staff to provide the same or more space that is currently provided by storage areas adjacent to dugouts.

Benches and Seating

- Player benches, if existing ones are not reused, are to be aluminum with backrests. Benches must be anchored for stability and positioned to maximize space.
- Include bat racks, helmet hooks, and shelving for team equipment.

Safety and Accessibility

- Entrances to dugouts to have protective railings, step-free ADA access, and protective fencing enclosing field-side and fan-side.
- All construction to meet relevant local, ADA, and league safety standards.

Finish and Color

- Chain-link fencing and metal components to be powder-coated in a color approved by the town for aesthetics and long-term corrosion protection.
- Dugouts to be marked with logo or other Home/Away team designation upon town request and approval.

APPENDIX B: Womble Park Site Layout and Existing Conditions

Picture 1



Picture 2



Picture 3



Picture 4



Picture 5



Picture 6





Womble Park Basketball Courts & Baseball Dugouts

Legend

- Catch Basin
 - Drop Inlet
 - Junction Box
 - Riser Box
 - Outfalls
 - Underground Pipe
 - Impervious Surfaces
 - Property
 - Normal Index Contours
- ### Scope Project Locations
- Basketball Courts Concept Location
 - Baseball Dugouts Existing Location
 - Existing Conditions Photo Angle



0 50 100 200
Feet
1:1,600

PCS: NAD 1983 StatePlane North Carolina FIPS 3200 Feet

The Town expressly denies any and all responsibility for errors, if any, in the information/data or for the misuse of the information/data by the user or anyone else. The user understands that he or she should verify the accuracy of the information/data before using it.

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