

TOWN OF ROLESVILLE

502 Southtown Circle (physical)
PO Box 250 (mailing)
Rolesville, North Carolina 27571

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Request for Proposal Town Hall Masterplan

Objective

The Town of Rolesville will entertain proposals from architects in connection with a project to evaluate future office space needs for the Town of Rolesville.

Background

The Town of Rolesville, North Carolina is a municipality of about 8,000 people located in northeastern Wake County, within the Raleigh metropolitan area. The existing Town Hall facility at 502 Southtown Circle is approximately 9,600 square feet, and its current primary uses include staff office space, governing board meeting room, and flex space Community Center.

Scope of Work

The purpose of this project is to re-evaluate the design and usage of space in the existing Town Hall facility. The new masterplan should address the most efficient use of space available, the consolidation of similar functions, and building security. The plan should reflect an appropriate separation of public spaces and private offices. Current space needs as well as future needs should be addressed. The final product should identify options to address immediate needs, as well as options for facility-wide renovation. As the project progresses, discussions may also include long-term planning for additional structures and their possible location.

Potential Services

The selected vendor may be asked to provide the following services:

- Site visits
- Schematic/conceptual design
- Cost estimation
- Construction drawings
- Construction administration

The level of services will be decided based upon the final needs of the project and funding available. Negotiation for further services will be determined at that time.

Response & Selection

Proposal content should include an introductory letter and statements pertaining to qualifications and experience, project approach and schedule, project team members, project proposal price, and unit labor rates. Submittal limit is ten (10) pages.

Proposals will be evaluated based on firm experience, current workload, past performance, experience of the personnel, proposed schedule, proposal price, and unit rates.

Vendor will be required to use the Town of Rolesville standard Agreement for Professional Services. A copy can be provided for review upon request.

General Information

Questions should be directed to:

Glenn Sheppard
Town of Rolesville
PO Box 250
502 Southtown Circle
Rolesville, NC 27571
919-556-3506
glenn.sheppard@rolesville.nc.gov

Response required by end of business Friday, December 7.

It is the bidder's responsibility to ensure the proposal is received prior to the proposal acceptance time. The Town reserves the right to accept or reject all or any part of any proposal.