

City of Kannapolis, NC



Request for Qualifications #26-10

*Park design, engineering, landscape architecture,
and related professional services for the
Kannapolis Bakers Creek Park Building Project*

Issued: May 6th, 2026

Responses due: May 20th, 2026

Contact:

Director of Parks and Recreation, Gary Mills

704-920-4340

gmills@kannapolisnc.gov

Purpose

The City of Kannapolis invites the submittal of responses to this Request for Qualifications (RFQ) from firms qualified in the State of North Carolina to perform engineering, landscape architecture, and related professional services for a park project. The City intends to construct a new restroom/concession/office facility to replace an existing facility at Bakers Creek Park, to be developed consistent with the site-specific concept plan (Appendix A).

The City previously utilized Luttman Architecture to create the original building design for grant submittal (see attached).

Project Description

Bakers Creek Park is located at 1275 West A Street in Kannapolis, NC. This City owned property consists of 40 +/- acres. The park has an existing restroom/concession building, tennis courts, pickleball courts, picnic shelters, playground, walking trails, lighted ballfield, maintenance facility and large parking area. The main park access is from West A Street, though there is a secondary maintenance access road (not intended for regular traffic) from Glenn Avenue.

This project is the result of the City's 2025 successful application for a NC Parks and Recreation Trust Fund (PARTF) Accessible Parks Grant.

The project is expected to include:

- Construction of a new approximately 1500 sq. ft restroom/concession/office facility
- Landscaped patio/plaza area (where to be demolished building currently sits)
- Renovate existing accessible parking spots
- Utility upgrades/connections (bringing fiber network cables into new building from Glenn Ave)
- Accessible sidewalks that tie into existing sidewalks
- Site infrastructure (water, sewer, electrical service, stormwater improvements, etc.) Intent is to utilize the existing utilities serving the existing restroom building for use in the new building
- Site furnishings (benches, trash cans, picnic tables)
- Landscaping
- **The existing restroom building must remain in service as long as feasibly possible.**

Scope of Services

The City of Kannapolis seeks proposals from firms with multi-faceted experience working with Parks & Recreation projects of similar design, but may also consider a team of qualified firms, including sub-consultants. Such experience includes, but is not limited to the following:

- Detailed Design Development and Construction Documents
- Architectural Services
- Physical Survey
- Subsurface exploration (if necessary)
- Landscape Architecture Services
- Civil/Structural Engineering
- Bid Preparation/Bid Review

- Permitting/Construction Contract Administration
- Utility Coordination
- Detailed Cost Estimating

Submittal Instructions

Questions about the project or RFQ must be submitted via email (gmills@kannapolisnc.gov) by 5:00 pm on May 11th, 2026. Responses to questions may result in the issuance of an addenda to the RFQ. Any addenda will be posted no later than 5:00 pm on May 13th, 2026, on the Bid Opportunities page of the City's website.

Sealed responses to this RFQ shall be submitted by 4:00pm on May 20th, 2026. Three hard copies of the RFQ should be delivered in a sealed envelope and clearly marked:

“Kannapolis Bakers Creek Park Building – firm’s name” Submissions should be

mailed or delivered to the appropriate address below: **Mailing Address & Physical**

Address:

City of Kannapolis
Attn: Gary Mills
401 Laureate Way
Kannapolis, NC 28081

Any proposals received after the deadline will not be considered but will be retained in the project file for documentation. The City encourages all qualified businesses, including Minority and Women Owned Business Enterprises MWBE/HUB, to respond to this RFQ.

Anticipated Schedule

Advertisement for RFQ: May 6th, 2026
Deadline for project questions: May 11th, 2026
Addenda posted (if necessary): May 13th, 2026
Deadline for receipt of RFP's: May 20th, 2026
Contract negotiation with chosen firm(s): May 2026
Project anticipated to be ready to bid and awarded by fall 2026 (or earlier) with expected project completion to be summer 2027.

The City reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

Submission Requirements

The selection of the firm(s) will be based on the totality of the qualifications of the firm(s) as presented in the detailed qualifications statement. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be totally disqualifying but shall be taken into consideration as a portion of the totality reflecting positively or negatively on the qualifications of the firm. Qualification statements should clearly and concisely address the following with a maximum of twenty (20) pages:

- Firm name and location of office where work will be performed.
- Brief overview and history of the firm.
- The project manager, key personnel, and any sub-consultants who will be involved with this project; their qualifications and experience as related to the scope of work detailed above as well as their anticipated assignments related to this project, including specific information on their experience with similar projects.
- A statement of the firm's availability, other project commitments of key personnel, and proposed schedule of the project if firm is selected.
- Relevant experience in parks, facilities, and greenway design, and other experience as listed in the scope of services.
- Experience in designing accessible facilities and parks consistent with the Americans with Disabilities Act (ADA), as amended.
- Experience in designing publicly funded and/or governmental projects in North Carolina, especially with grant funding/reporting requirements.
- Historical data on at least three comparable projects completed over the past five years with client references and contact information.
- Documentation or statement regarding any history of litigation associated with project performance, professional liability, or safety.
- Provision of an hourly rate sheet for all team members.
- Proof of licensure in the State of North Carolina is required.

Selection Criteria

Pursuant to North Carolina General Statute 143-64.31, the City of Kannapolis will utilize a qualifications-based selection process without consideration of fees during the initial phase in hiring firms for professional design services. The considerations below will be utilized when selecting a firm. The selection will be made after a thorough review conducted by a panel consisting of City staff. The City of Kannapolis reserves the right to interview any or all firms if desired.

The following criteria and weighting will be used for evaluation purposes:

- Firm experience and qualifications (25%)
- Project understanding and technical approach (30%)
- Experience with similar projects/clients as well as PARTF projects (30%)
- Familiarity with the site and past performance with the City (10%)
- Statement of Qualifications (SOQ) quality and responsiveness (5%)

Conditions And Reservations

The City reserves the right to reject any or all responses to this RFQ, to advertise for a new RFQ, or to accept any RFQ response deemed to be in the best interest of the City. A response to this RFQ is not to be construed as a contract, nor indicate commitment of any kind. The RFQ does not commit the City to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract.

It is an absolute requirement of the City that the project work site and workforce be drug free and that associated individuals, including subcontractors, working on the project be free of prior or pending felony convictions. The qualifications statement should include a commitment to this requirement and an indication of the plan of the firm to ensure compliance with this requirement.

Nondiscrimination

The City of Kannapolis does not discriminate in administering any of its programs and activities as such, the selected firm, nor any subcontractor or person acting on the firm's behalf, shall discriminate against any person because of race, sex, age, creed, religion, national origin, or disability.

Additional Notes

Any contract developed for this work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Cabarrus County, North Carolina. On any contract developed for this work, the selected firm will represent and covenant that it and its subcontractors and suppliers comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (NCGS). In this E-Verify Compliance section, "contractor," "its subcontractors," and "comply" shall have the meanings intended by NCGS 143-133.3.

Insurance

The Contractor certifies that it currently has and agrees to purchase and maintain during its performance under this contract the following insurance from one or more insurance companies acceptable to The City of Kannapolis and authorized to do business in the State of North Carolina.

- a. Worker's Compensation: Statutory requirements of the State of North Carolina. If exempt include affidavit & checklist. *Waiver of subrogation endorsement required.*
- b. Commercial General Liability: Shall have minimum limits of \$1,000,000 per occurrence / \$2,000,000 general aggregate. *Additional insured waiver of subrogation, primary non-contributory endorsements required.*
- c. Commercial Auto Liability: Shall have minimum limits of \$1,000,000 combined single limit each accident. *Additional insured waiver of subrogation, primary non-contributory endorsements required.*
- d. Professional Liability E&O: *N/A if no professional exposure.* Shall have limits of: For Non-hazardous activities: \$1,000,000 per occurrence. For Hazardous activities: \$2,000,000 per occurrence for contracts under \$100,000; \$4,000,000 per occurrence for contracts \$100,000+. *Additional insured waiver of subrogation endorsement required.*

- e. The Contractor shall furnish a copy of an original Certificate of Insurance, naming the city of Kannapolis as an additional insured. Should any of the policies be canceled before expiration date, the issuing company will provide thirty (30) days written notice to the certificate holder. This contractor shall furnish insurance in satisfactory limits, and on forms and of companies which are acceptable to the City of Kannapolis and shall require and show evidence of insurance coverage on behalf of any subcontractors (if applicable), before entering any agreement to sublet any part of the work to be completed under this contract.

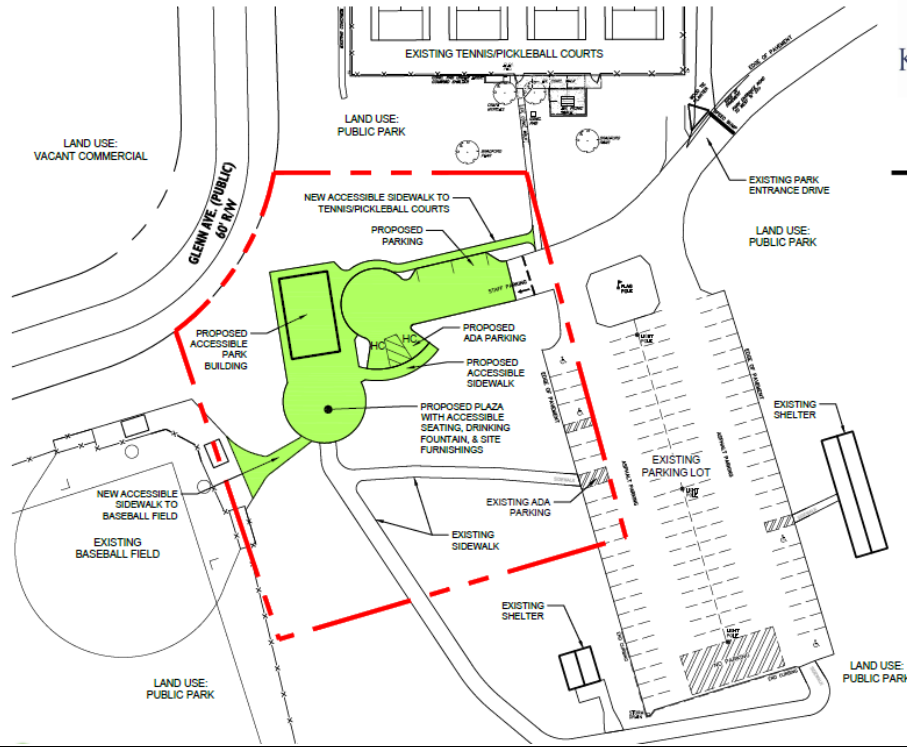
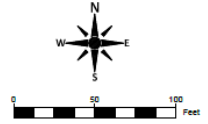
Native Plants

All landscaping performed as part of the Kannapolis Bakers Creek Park Restroom Building Project must adhere to the DNCR Native Plants Policy. (Appendix B)

Appendix A

BAKERS CREEK PARK RESTROOM FACILITY | ACCESSIBLE PARKS GRANT KANNAPOLIS, NORTH CAROLINA

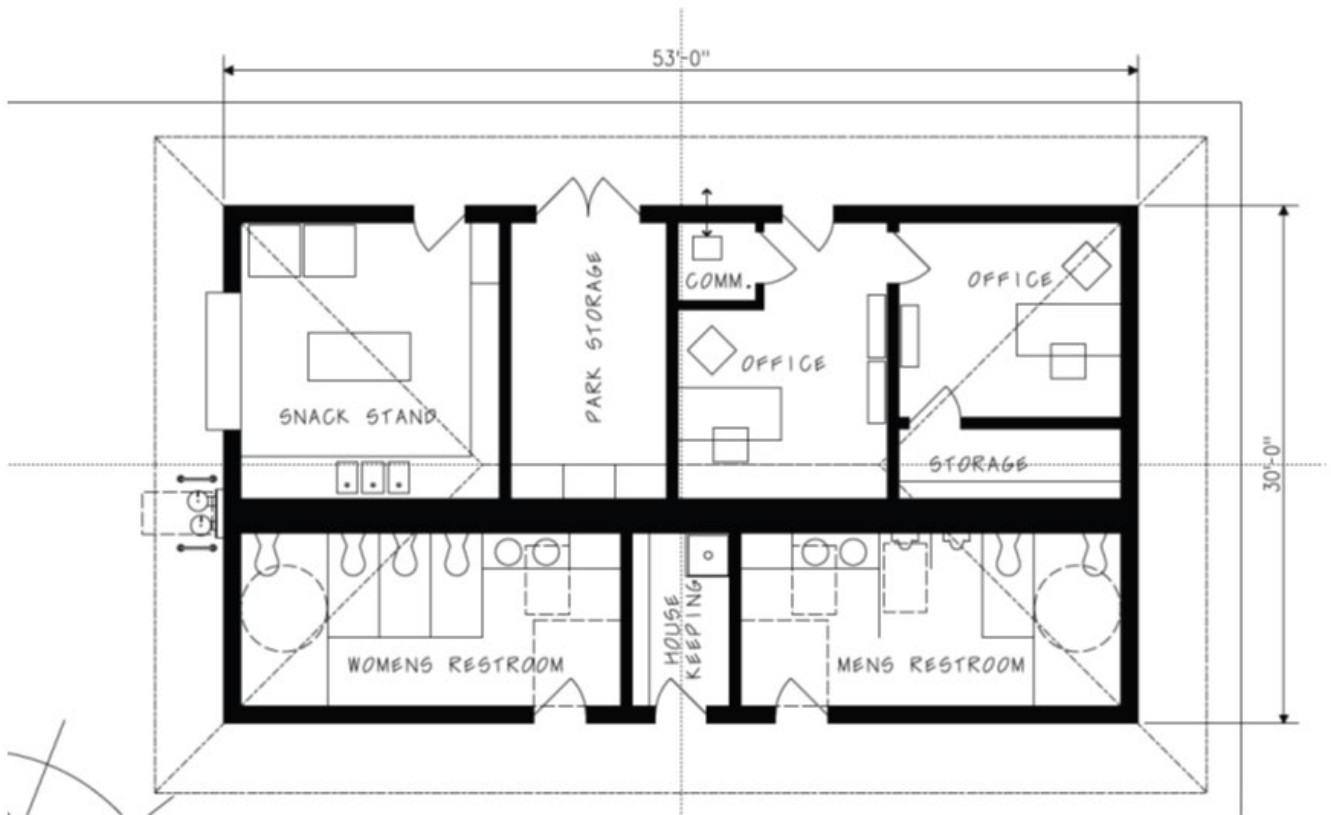
APPLICANT: CITY OF KANNAPOLIS | 03.03.2025

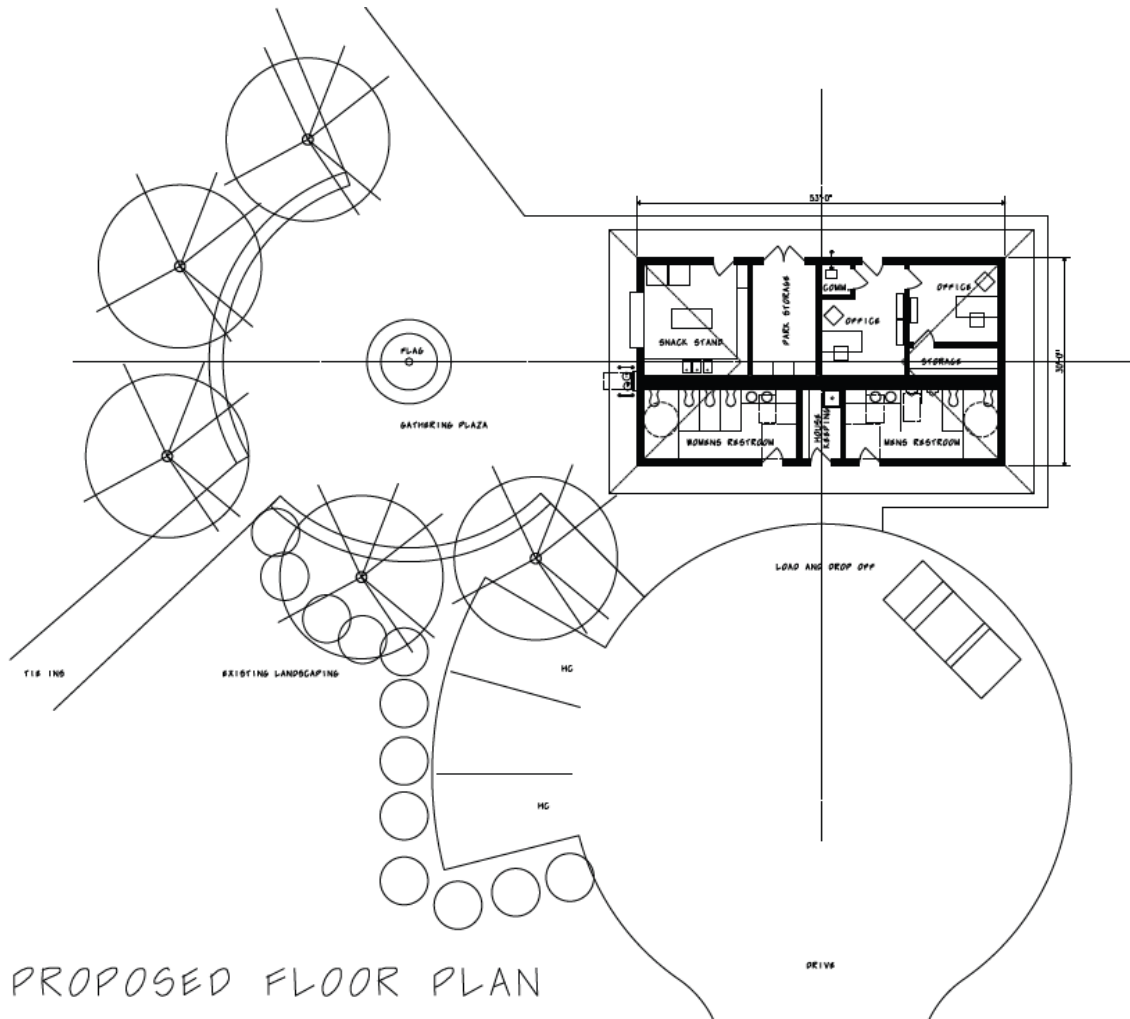


LEGEND

- - - ACCESSIBLE PARKS GRANT BOUNDARY (1.23 AC)
- ACCESSIBLE PARKS GRANT EXISTING ELEMENTS
- ACCESSIBLE PARKS GRANT PROPOSED FACILITIES
- ACCESSIBLE PARKS GRANT FUTURE FACILITIES
- STREAM (NONE)
- UTILITY EASEMENTS (NONE)







PROPOSED FLOOR PLAN

Appendix B

NCDNCR Policies and Procedures



North Carolina Department of Natural and Cultural Resources

Policy/Procedure **NATIVE PLANTS POLICY**

Section **ADM 6**

Effective Date **7/1/2023**

Related Policies and Procedures (if applicable): **N/A**

APPROVED BY:



D. Reid Wilson, Secretary

6/28/23

Date

1. BACKGROUND AND SCOPE OF POLICY

1.1 Native plants are an important part of North Carolina's natural and cultural heritage. They are adapted to the state's environment and more likely to thrive, especially during drought. Unlike invasive non-native species, they do not overwhelm natural ecosystems. They support pollinators essential to food production and ecosystem health, and otherwise declining bird populations that depend on insects associated with native gardens. Native plants, especially grasses, are better able to store carbon and reduce greenhouse gases. To meet its mission of preserving the natural heritage of our state, the Department of Natural and Cultural Resources ("DNCR") enacts this policy regarding the use of native plants at all DNCR sites and all project sites funded by the Parks and Recreation Trust Fund ("PARTF"), unless otherwise excepted.

1.2 This policy shall be effective upon signature and continue until revoked by the Secretary.

2. DEFINITIONS

2.1 Southeastern United States: the states of Alabama, Georgia, North Carolina, South Carolina, Tennessee, Virginia, and the following counties in Florida: Bay Calhoun, Escambia, Gulf, Holmes, Jackson, Okaloosa, Santa Rosa, Walton, and Washington.

3. POLICY

3.1 Landscaping for all property allocated to DNCR shall only use seeds and plants that the U.S. Department of Agriculture has classified as native to a state or county in the Southeastern United

States, including cultivars and varieties thereof that were not bred to have reduced reproductive structures, with a strong preference for plants the U.S. Department of Agriculture has classified as native to North Carolina.

3.2 As a term of PARTF grant contracts with DNCR, landscaping for all PARTF-funded projects shall only use seeds and plants that the U.S. Department of Agriculture has classified as native to a state or county in the Southeastern United States, including cultivars and varieties thereof that were not bred to have reduced reproductive structures, with a strong preference for plants the U.S. Department of Agriculture has classified as native to North Carolina.

3.3 The following non-native plants shall be exempted from this policy:

- a) Non-native plants on property allocated to DNCR or incorporated as part of a PARTF-funded project that are already existing at the time of the effective date of this policy;
- b) Non-native turf grass; and
- c) Non-native seeds and plants where the primary purpose is:
 - i. crop cultivation,
 - ii. scientific research,
 - iii. botanical or historical gardens,
 - iv. plantings for wildlife, or
 - v. plantings for exhibits or for animal consumption at museums, zoos, and aquariums.

3.4 When an exemption to this policy as established in section 3.3 applies, all employees and grantees are strongly encouraged to use appropriate native plant alternatives, if such alternatives exist.

History

Effective Date: 7/1/2023
