



REQUEST FOR QUALIFICATIONS

TOWN OF SMITHFIELD

BASEBALL VENUE PROJECT

Issue Date: September 5, 2025

Submission Deadline: September 22, 2025, 4:00 PM

Request for Qualifications (RFQ)

Design-Build for Smithfield Baseball Venue

Date of Issue: September 5, 2025

Due Date for Submissions: September 22, 2025, 4:00 PM EST

1.0 Introduction and Notice

Pursuant to N.C. Statute Sec. 143-128.1(A), the Town of Smithfield is soliciting proposals from qualified design-build teams interested in providing professional design and construction services for a New Collegiate Level Baseball Stadium for the Town of Smithfield. This RFQ provides complete information on the services being sought, the submittal requirements, and timeline. The Town of Smithfield is seeking qualifications from experienced and highly-qualified design-build firms or teams for the design and construction of a new, state-of-the-art baseball venue. The new facility will serve as a centerpiece for community sports and entertainment, accommodating Collegiate Summer League teams and other community events. The design-build approach is being utilized to leverage the expertise of a single team to expedite the project schedule and ensure a high-quality, cost-effective result.

2.0 Project Description

The project involves the design and construction of a new baseball stadium located at 1500 Buffalo Rd. within the Town of Smithfield, with other potential sites being considered. The facility should be designed to accommodate approximately 1,500 spectators and will include, but is not limited to:

- Installation of field surface (natural grass and / or synthetic), infield skin, pitcher's mound, bullpens, batter/catcher's box, and warning track. Verification of field layout according to NCAA rules is also required.
- Irrigation System: Design and installation by a qualified specialist.
- Field Accessories: Installation of bases, pitching rubber, base anchors, and home plate.
- Covered spectator seating, including a section for premium seating.
- Modern press box with media and broadcasting capabilities.
- Locker rooms for home and visiting teams.
- Concession stands and public restrooms.
- Merchandise retail space.
- Administrative offices and storage facilities.

- Sufficient parking for the public and staff.
- Outdoor gathering spaces and entry plazas.

The estimated project budget is approximately \$6,000,000.

3.0 Scope of Work

The selected design-build firm will be responsible for all aspects of the project, from initial design through final construction and commissioning. This includes, but is not limited to:

- **Design Services:** All architectural, structural, civil, mechanical, electrical, and plumbing engineering, as well as landscape architecture.
- **Permitting:** Obtaining all necessary permits from local, state, and federal agencies.
- **Construction:** All site preparation, grading, foundation work, utility connections, structural erection, finishes, and final landscaping.
- **Project Management:** Providing a single point of contact and overall management of the project schedule and budget.
- **Commissioning:** Ensuring all systems are fully functional and providing training to Town staff.

4.0 Submission Requirements

Interested firms and teams must submit a Statement of Qualifications (SOQ) that includes the following information. Submissions that do not contain all requested information may be considered non-responsive.

1. **Letter of Interest:** A cover letter expressing interest in the project and providing a primary point of contact.
2. **Firm Information:** A detailed profile of the lead design-build firm and all major sub-consultants.
3. **Project Team:** A list of key personnel, including their resumes, roles, and experience on similar projects.
4. **Relevant Experience:** A list of similar projects completed in the last five (5) years, including:
 - Project name and location.
 - Brief project description and scope.
 - Total project cost and schedule.
 - Client references with contact information.

5. **Financial Capability:** Unlimited Contractor's License; Evidence of the firm's financial stability, such as recent financial statements or a bank letter of credit.

5.0 Evaluation Criteria

The Town of Smithfield will evaluate the submitted SOQs based on the following criteria:

- Experience and qualifications of the design-build team on similar projects (40%)
- Key personnel's relevant experience and expertise (20%)
- Demonstrated understanding of the design-build process (15%)
- Proposed project approach and schedule (15%)
- Responsiveness to RFQ (10%)

6.0 Project Schedule (Tentative)

- **RFQ Issued:** September 5, 2025
- **Deadline for Questions:** September 15, 2025
- **Submissions Due:** September 22, 2025
- **Shortlist Announced:** September 26, 2025
- **Interviews/Proposals:** September 29 – October 3, 2025
- **Final Selection & Contract Award:** October 7, 2025

7.0 Historically Underutilized Business (HUB) Participation

The Town of Smithfield encourages and promotes the use of Historically Underutilized Businesses (HUB) in all aspects of this Design-Build Project in accordance with North Carolina General Statutes and the State of North Carolina HUB Office guidelines. Respondents are strongly encouraged to make a good faith effort to solicit participation from HUB firms and to document those efforts in their submittals.

Pursuant to N.C.G.S. Sec. 143-128.2 and Sec. 143-131, and consistent with the Town's commitment to fostering equitable economic opportunities, all prospective firms must:

1. **Actively seek HUB participation** through outreach to certified HUB contractors, subcontractors, and suppliers.
2. **Identify proposed HUB subcontractors** and the scope of work they will perform, where applicable.

The Town may require the selected design-build team to provide ongoing HUB participation reporting throughout the duration of the project. Failure to demonstrate good faith efforts to comply with HUB participation requirements may result in disqualification from consideration.

8.0 Contact Information

All questions and communications regarding this RFQ should be submitted in writing to:

Leah Moore, Administrative Specialist, Town of Smithfield [leah.moore@smithfield-nc.com]

9.0 Submission Information

Deadline for submission is: September 22, 2025, 4:00 PM EST

Five (5) Copies and one (1) USB drive should be submitted. Electronic Submissions will not be accepted.

Submission envelopes or packaging should be labeled "Smithfield Baseball Venue Project" and addressed:

Town of Smithfield

Attn: Gary Johnson

PO Box 2344

600 M. Durwood Stephenson Pkwy.

Smithfield, NC 27577