



Request for Qualifications

Design-Build for Sturgeon Creek Park Boardwalk and Dock

April 14, 2026

Project Information

Pursuant to N.C. Statute § 143-128.1A, the Town of Leland is soliciting proposals from qualified design-build firms interested in providing professional design and construction services for the Sturgeon Creek Park Boardwalk and Dock (“Project”). The design-build method is a qualifications-based selection process. As such, the ability of the Design-Builder to deliver the project on-time, on-budget, within the criteria and constraints identified by this document, and pursuant to the requirements of the design-build statute N.C.G.S. § 143-128.1A.(c), are the primary factors for selection. This Request for Qualifications (“RFQ”) provides complete information on the services being sought, the submittal requirements, and timeline.

All proposals must be received by 1:00 PM on May 13, 2026. Inquiries, amendments, or submissions received after the time and date listed above shall not be considered for evaluation. All questions must be received by 1:00PM on May 6, 2026.

Questions, requests for information, and responses to this RFQ shall be addressed and delivered to:

Will Lear, Project Manager
102 Town Hall Drive
Leland, NC 28451
wlear@townofleland.com
(910) 408-9425

The Town of Leland reserves the right to reject any and all submissions for any reason or for no reason. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of a response nor does it obligate the Town to accept or contract for any expressed or implied services.

Section I: Project Background, Goals, and Objectives

In early 2020, the Town completed development of the Sturgeon Creek Park Master Plan. The overall consensus is that the Plan meets the current needs and long-term goals of the community. The Final Master Plan provides both active and passive recreation opportunities that promote healthy living, as well as spaces for community events where residents can gather and build connections that strengthen the Town of Leland.

Phase One (1) of the Master Plan identified several priority improvements, including installation of a public boat ramp in partnership with the North Carolina Wildlife Resources Commission (WRC). Since adoption of the Plan, the Town has worked closely with WRC in an effort to finalize the design and secure necessary approvals for construction of the boat ramp. The project also includes an accessible parking lot with a sidewalk connection to the ramp. The ramp itself will feature a temporary tie-up area for boaters to use while loading and unloading. Phase Two (2) continued the improvements in Phase 1 by adding an elevated boardwalk that extended through the marshland adjacent to Sturgeon Creek.

Through internal discussions, Town staff identified the need for additional dock space to accommodate users while parking or retrieving vehicles, as well as to allow for temporary docking of vessels during park visits. In response, the Town developed a concept plan (Exhibit A) that integrates an expanded boat landing area with the elevated boardwalk section already included in Phase 2 of the original Master Plan.

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With the design and construction of the Project, the Town has the following goals:

1. Design and construct an ADA compliant elevated boardwalk that extends from the future Sturgeon Creek Boat Ramp parking lot, to an area along Sturgeon Creek in Leland, NC.
2. Design and construct an ADA compliant boat landing(dock) along Sturgeon Creek that is accessible from the elevated boardwalk.
3. Design and construct the boardwalk structure in a manner that will allow for future tie-in, consistent to Sturgeon Creek Park Master Plan.
4. Design and install all associated utilities, such as boardwalk lighting and electrical as necessary.
5. Coordinate approval of all applicable permits associated with the Project.

The Town of Leland intends to utilize best practices to accomplish the goals of this Project and expects the Design-Builder to proactively address risks and challenges in the process and provide value engineering options to achieve Project success. The Town also expects to work with the Design-Builder to devise and implement appropriate processes for this Project to maximize efficiency, overall quality, and cost savings.

Section II: Scope of Work

Purpose of the RFQ

The Town of Leland is soliciting qualifications for Design-Build Project delivery services for Sturgeon Creek Park Boardwalk and Dock Project. These improvements will provide a new, inclusive, outdoor recreational space for the residents of Leland and surrounding areas.

Construction of the project is expected to begin in 2027.

Preliminary needs include, but are not limited to, the following:

- Elevated, ADA compliant, wooden boardwalk connecting to future boat ramp parking lot.
- ADA compliant floating dock, accessible from elevated boardwalk.
- All applicable electric, such as boardwalk lighting, outlets, etc.
- Coordination of all applicable permits associated with Project

Lead Design-Builder Responsibilities

The lead Design-Builder will be expected to provide concurrent design and construction turnkey activities for this Project, resulting in a finished, fully usable facility that satisfies all Project requirements and contract terms. As the sole responsible source for this portion of the project, the Design Builder will hold all design professionals, testing services, trade contractors, and trade supplier contracts. They will be responsible for total Project compliance and construction-related performance, including all engineering, architectural, design, permitting, and construction services.

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Location of the Project

Future Sturgeon Creek Park is located at 158 S Navassa Rd, Leland, North Carolina.

Note: Throughout the duration of the Project, the Town will not provide workspace for the Firm/Team. The selected Design-Build Firm/Team is responsible for and must provide its own workspace.

Note: The construction of the adjacent boat ramp and parking lot may be in construction simultaneously with this project.

Scope of Work

The following is a preliminary scope of work that may be modified during contract negotiations with the selected Design-Builder.

Boardwalk

1. The contractor shall provide engineered design, materials, electrical, lighting, permit administration, and labor to construct a complete ADA compliant, elevated 10 FT wide wooden boardwalk, ready for use, turnkey. All materials shall be new and free from defects and meet or exceed all industry standards.
2. The overall boardwalk length shall be a minimum of 400 FT, however may extend to cover additional area based on design and overall project budget.
3. Boardwalk will tie into concrete sidewalk connection that is to be constructed as part of an adjacent project.

Floating Dock

1. The contractor shall provide design, materials, permit administration, and labor to furnish a complete, ADA compliant, floating dock, ready to use, turnkey. All materials shall be new, free of defects, and meet the specified needs.
2. The approximate size of the dock is expected to be 15 FT by 120 FT, however may be adjusted based on final design.
3. Dock should support temporary tie up of personal boats and watercraft as an ancillary amenity to the future Sturgeon Creek WRC Boat Dock, which is being constructed as a separate project.

Project Budget

The Town estimates an approximate total budget up to \$1,500,000 for completion of this Project, including all costs and fees. Total costs include design and engineering, building materials, construction related expenses, construction administration and construction related services, testing services, permits, and other building related professional service fees necessary to fully complete the Project.

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Anticipated Schedule [Note: The Town may, in its sole discretion, adjust this schedule to suit the Town's needs.].

Preliminary Project Schedule	Date	Time
Issue/Advertise RFQ in official advertising publications	April 14, 2026	
Deadline for written questions and clarifications on the RFQ	May 6, 2026	1:00 PM
Deadline for submission of Statement of Qualifications	May 13, 2026	1:00 PM
Town completes qualification evaluation to establish shortlist of Firms remaining. Town notifies Firms and schedules interviews, if necessary.	May 20, 2026	
Complete interviews, if required.	May 22, 2026	
Notify selected Design-Build Firm and begin contract negotiations.	May 25, 2026	
Contract negotiations with selected firm	June 12, 2026	
Town Council award of contract	June 18, 2026	
Execute Contract/Notice to Proceed	July 1, 2026	
Project Completion	December 2027	

Pre-Construction Project Planning

The Design-Builder, as part of its design and preconstruction services, will assist with developing a strategy for the best approach for the successful completion of the Project including guidance and assistance in the preparation of a schedule and a reliable, preliminary cost estimate along with evaluations of any value engineering measures. At an appropriate point during the Project, and prior to contracting, the Town will ask the Design-Builder to commit to a lump sum price for all its design and construction services.

Project Delivery and Objectives

At all times and Project stages, the Design-Builder shall act in the best interests of the Town and use their best efforts to deliver the Project in an expeditious and cost-effective manner consistent with the Town's Project requirements, time constraints, and budget. The Design-Builder shall develop a contractually-obligated overall Project schedule and will be responsible for methods of construction, safety, scheduling, and coordination of all construction work, in addition to miscellaneous contracts and permits required for completion of the Project within its predetermined budget limits and schedule.

The Town expects all parties to this Project to work closely together and deal appropriately with Project conditions to finish the job successfully. A spirit of cooperation, collaboration, and a commitment among professional design and construction service providers to work in the best interests of the Project is of utmost importance.

Section III: Design-Builder Evaluation and Selection Criteria

Design-Build Team Experience, Capabilities, and Requirements

In an effort to select the most qualified Firm/Firms, responders to the RFQ should submit qualifications based on completing the entire project.

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Responders to the RFQ should identify their Team's experience with public or privately bid marine construction design-build projects, and specifically describe those projects that best characterize the proposers' capabilities, including work quality and cost control measures, specifically on projects of similar scope and size. These projects must have included the completion of construction drawings, technical specifications, and construction estimates that led to a completely constructed project currently in operation. Successfully completed public sector projects using the Design-Build construction delivery method is preferred.

At a minimum, successful submittals shall demonstrate experience and technical competence with the following capabilities:

1. Responsively and successfully designing coastal wetland boardwalks and boat dock facilities.
2. Demonstrated history of successful collaboration constructing complex facilities utilizing a Design-Build methodology.
3. Obtaining permits through applicable federal, state, county, or local permitting processes and/or Inspections/Building Permit Departments.
4. Incorporating environmentally responsible building practices.
5. Effectively providing contract and construction administration services utilizing effective Team communication and working methods.

In selecting the Design-Builder, the Town will take into consideration qualification information expressed by the Design-Builder in a submission that includes the following requirements:

1. Profile of each key firm on the Team (design-builder, contractor(s), designer(s), etc.). Include the firm history, ownership, description of services, location, staff size, and record of successfully completed projects without major legal or technical problems.
2. Resume of each key personnel represented on the Team (design-builder, contractor(s), designer(s), etc.). Identify licenses, with numbers, and qualifications.
3. Examples of experience in each of these areas:
 - a. Projects with scope similar to the proposed project, successfully completed by Team members (firms and/or personnel).
 - b. Design-Build projects successfully completed by Team members (firms and/or personnel), collectively and individually.
 - c. Collaboration between Team members (firms and/or personnel).
4. Examples of recent experiences with estimating project cost. Include examples of design-build projects with comparisons between the initial design-build estimate and the final cost.
5. Examples of recent experiences with adhering to project schedules. Include examples of design-build projects with comparisons between the initial schedule and the final delivery date.
6. Understanding of the Project location as exhibited by past experience in the geographic area and/or with the client. Indicate the Team's proximity to the project area.
7. Quantifiable description of current workload and available resources to successfully complete this Project.
8. Description, with examples if applicable, of the process for successfully delivering this proposed Project. Address each phase of the Project, including design, pre-construction, construction, and post-construction. Include the strategy for pre-qualifying construction subcontractors and

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obtaining competitive bidding, practices and procedures to ensure quality, and other factors that may be applicable.

9. Scope of work to be completed by the Team, specifically if submitting on both components of the project or one specific component of the project.
10. Certifications:
 - a. A letter, dated within the last 30 days, from your surety company, signed by their Attorney in Fact, verifying their willingness to issue sufficient payment and performance bonds for this Project, on behalf of your Firm or its agent licensed to do business in North Carolina, and verifying your company's capability and capacity, based on your current value of work. Surety company bond rating shall be rated "A" or better under the A.M. Best Rating System or The Federal Treasury List.
 - b. HUB Participation: Describe the program (plan) your company has developed to encourage participation by HUB firms to meet or exceed the goals set by North Carolina General Statute 143-128.2. Please explain how the Firm will address minority participation in the management levels of the Company. Include a HUB plan in the proposal. If available, provide documentation of HUB participation that the Firm achieved over the past three (3) years on both public and private construction projects.
 - c. Written certification by the Design-Builder that each licensed design professional included as part of the Team was selected based solely on qualifications, without regard to fee. Include evidence that a qualifications-based selection (QBS) process was utilized.

Additional information as requested by the Town or as deemed appropriate by the Design-Builder.

Design-Build Team Minimum Qualifications

Firms must meet the criteria stated below, otherwise they will be automatically disqualified.

1. Firm's "Builder" MUST have all applicable licenses required to complete construction of project. A copy of all applicable licenses is to be included with the submission.
2. The Lead Design-Build firm MUST have bonding capacity to provide Labor and Material Payment and Performance bonds with coverage each equal to the total cost of the Project.
3. The Lead Design-Build firm MUST be able to get a Builder's Risk Insurance Policy for this project with coverage equal to the total cost of the Project.
4. The Lead Design-Build firm MUST agree to keep and maintain insurance for the duration of this Agreement including, but not limited to, commercial general liability, automobile liability, workers' compensation, employer's liability, professional liability, and umbrella coverage with at least the minimum limits shown below. The Contractor shall furnish the Town with certificates of insurance for each type of insurance described herein. The Town reserves the right to negotiate different limits and coverage in the final contract.

Commercial General Liability: \$2,000,000 per Occurrence

Commercial Auto Liability: \$1,000,000 Combined Single Limit

Excess (Umbrella) Liability: \$1,000,000

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Workers' Compensation:	Statutory
Employer's Liability:	\$1,000,000 Each accident/Total disease/Employee disease
Professional Liability:	\$1,000,000 per Occurrence

Professional Liability (Errors & Omissions) coverage for Architect of Record and Engineer(s) of Record shall provide coverage not less than \$1 million per claim. The Town reserves the right to negotiate different limits and coverage in the final contract.

All insurance companies must be authorized to do business in North Carolina with a Best rating A-VIII or higher. The Town shall be named and endorsed as an additional insured on Lead Design-Build firm's commercial general liability and excess liability insurance policies.

NOTE: In order to be deemed eligible for evaluation, the submitting Lead Design-Build Firm must include the signed Declaration Statement, included in this RFQ, attesting to the above requirements and coverages in its submittal.

Statement of Qualifications (SOQ) Evaluation Criteria and Scoring (100 Total Points)

Submitting Design-Build Teams' responses to this RFQ will be evaluated and ranked by an RFQ Evaluation Team comprised of Town of Leland employees appointed to assess submitted qualifications. Each submitter will be evaluated based on their SOQ score (100 points maximum) as determined through the qualification review process and criteria noted in this section.

Design-Build Team Experience and Qualifications - 30 Points

Points for this criterion will be awarded based on an evaluation of the qualifications and experience of the proposed lead Design-Builder and Design-Builder's General Contractor/Builder, if a different entity. Evaluation criteria will focus on the submittals' clear identification of each proposed Firm/Company, the expertise each will bring to the Design-Build process, their track record with 'on-time and on budget' projects, and achieving acceptable levels of quality, any current, pending, or past project legal matters or litigation, and submitting Firm/Company safety records and professional reputation credentials.

Proposed Design & Engineering Professionals' Experience and Qualifications - 25 Points

Evaluation points for this criterion will be awarded based on the qualifications, experience, and demonstrated availability of the proposed Project personnel. Responses should have identified each key individual, their experience with the overall Design-Build process, including specific experience with the Team's lead General Contractor, as well as experience with similar projects. Also, of importance are individuals' litigation and/or arbitration records and the design/engineering Professionals'/Firms' reputation, references, and referrals. Submittals should also include a listing of the Firms other proposed personnel that have worked along with the specific project phases, tasks, and activities they are expected to contribute to this project.

Project Understanding and Approach - 20 Points

This criterion will award points for the Firm's/Team's understanding of the goals and objectives for the Project and their proposed methodology for meeting those goals and objectives.

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Firms/Teams must have provided a comprehensive narrative statement illustrating their clear and concise understanding of the requirements of the Project, potential issues (and proposed solutions), and a preliminary overall Project schedule.

The Team should also have clearly addressed their approach to dealing with key tasks, activities, and issues, including the permitting process, required to complete each project phase, including deliverables, proposed construction schedule, and Project coordination issues. The Town welcomes any innovative design and construction ideas that the Team may provide.

Statement of WHY the Design-Build Team Should Be Selected- 10 points

Points for this criterion will be awarded based on an evaluation of the Design-Builder's statement indicating why they should be selected, which should illustrate specific professional capacities or unique qualifications relating to this Project that differentiates the Design-Builder from other qualified submitters.

Deliverable Quality, Project Schedule, and Safety Controls - 10 Points

Points for this criterion will be awarded based on the Firm's/Team's proposed approach to the Project controls, including milestone scheduling, quality control and management for deliverables and the design and construction processes, and submitted cost budgets and safety plans.

SOQ Quality and Responsiveness – 5 Points

Points for this criterion will be awarded based on the extent to which the RFQ instructions were followed and qualities including accuracy, responsiveness, organization, clarity, and completeness of the submitted Statement of Qualifications. Respondents are encouraged to prepare high quality documents that make it clear to the Evaluation Team what value their Firm/Team/Products have to offer the Town.

Clarifying Qualifications During Evaluation

During the evaluation process, the Town has the right to require any clarification it needs in order to understand the Firm/Team's view and approach to the Project and scope of work. Any clarifications to the Qualification made before executing the contract will become part of the final Firm/Team contract.

Short List Ranking

After evaluating the responses to this RFQ, the Town will rank the respondents based on the above criteria, and Short-Listed Teams may be asked to interview to help determine final ranking. If the Town determines that fewer than three Firms are qualified, it will re-advertise the RFQ pursuant to Section 143-128.1A(d) of the North Carolina General Statutes.

Interviews of Short-Listed Firms/Teams

Prior to ranking Firms/Teams for final selection, the Town may elect to interview one or more teams. The purpose of this interview will be to meet the proposed Project Team, if applicable, become familiar with key personnel and/or with the selection strategy proposed by the submitter and to understand the Firm/Team's project approach and ability to meet the stated objectives for the Project. Short-listed Firms/Teams should be prepared to discuss, with specificity, their capacity to conduct this work in

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compliance with the Project timeframe, budget, and good-faith obligations. If interviews are conducted, the Town will notify each short-listed Firm to schedule individual times for the interviews.

Design-Build Firm/Team Final Selection

After making a final Design-Build Firm/Team selection and taking into consideration quality, performance, and the time specified in the Qualifications for Performance of the contract [G.S. 143-129(b)], the Town will begin contract negotiations with the selected responsible, responsive Firm/Team. If successful, the Firm/Team and Town will enter into a professional services contract for the work. The Town's selection of a Design-Build Firm/Team does not guarantee a contract will be consummated. Any contract for this project is expressly conditioned on the Town's ability to successfully negotiate the contract's terms as determined by the Town in the Town's sole discretion.

All respondents are considered fully informed as to the intentions of the Town regarding the timeframe to prepare and complete contract negotiations. Respondents should be prepared to provide a detailed, written Proposal to include the scope of work, staffing plans, action plan, CPM schedule, and fee proposal during negotiations.

The Town may withdraw this RFQ, reject qualifications, or any portion thereof, at any time prior to an award, and is not required to furnish a statement of reason why a particular qualification was not deemed to be the most advantageous to the Town.

E-Verify Compliance

The Design-Build contract will require that the Design-Build Team and its subcontractors comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes consistent with state law requirements for municipal contracts.

Section IV: Qualifications Submittal Requirements and Format

Physical Submittal: Department Contact, Deadline for Receipt, Format

Respondents must submit one (1) copy of their written Qualification in a sealed package, including one PDF digital format, to Will Lear, Project Manager, by the submission deadline noted in this RFQ. The name and address of the respondent should appear on the outside of the submittal and the package should include the RFQ title and reference the project ("RFQ for Sturgeon Creek Boardwalk and Dock"). Each submittal will remain sealed and not for public disclosure until after the submittal deadline. PDF copy should be emailed to wlear@townofleland.com.

1. Each submittal copy shall be identical in content. Responses should be concise, clear, and relevant. Submitter's cost incurred in responding to this RFQ is the submitter's alone and the Town does not accept liability for any such costs. The Town will not and shall not be required to return any item submitted.

Statement of Qualifications Provisions

Pursuant to N. C. Gen. Stat. § 143-128.1A.(c)(8)(a), each design-builder shall submit in its response to the request for qualifications an explanation of its project team selection, which shall consist of either of the following:

- a. A list of the licensed contractors, licensed subcontractors, and licensed design professionals whom the design-builder proposes to use for the project's design and construction.
- b. An outline of the strategy the design-builder plans to use for open contractor and subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes.

The Town intends to limit the cost that submitters incur to respond to this solicitation, therefore, submitters are encouraged to be brief and succinct. Submission should be held to a maximum of twenty-five (25) pages in length, including cover. Thick volumes of background and general marketing material are not desired. Instead, submitters should highlight their responsiveness to the evaluation criteria. If multiple Firms are proposed as one Team, each component Firm should describe its own relevant qualifications within the same submittal.

Qualifications must confirm the Firm/Team will comply with all the provisions of this RFQ. RFQs must be signed by a Company Officer empowered to bind the Company. A Firm/Teams failure to include the requested items in their RFQ may cause their RFQ to be determined to be non-responsive and the RFQ may be rejected.

Minimum Number of Responses

In order to consider submittals, the Town must receive at least three (3) responses to the RFQ. If the Town receives fewer than three (3) responses, it will re-advertise the RFQ in accordance with General Statute requirements. After the second solicitation, the Town may consider submittals even if three (3) are not received and will follow the same procedures used for the initial solicitation.

It is the sincere intention of the Town to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the Town should determine that none of the Design-Build Teams submitting are advantageous to the Town of Leland, the Town reserves the right to accept or reject any or all Statement(s) of Qualifications with or without cause. Issuance of this RFQ does not commit the Town of Leland to award a contract, to pay any costs incurred in preparation of a proposal, or to procure or contract for related services or supplies.

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DESIGN-BUILD TEAM DECLARATION STATEMENT

(Include a signed copy of this form in the submitted Statement of Qualifications)

1. We (the submitting Design-Build entity) certify that each licensed Design-Build Team member, including design professionals and sub-consultants included in this submittal, was selected based upon demonstrated competence and qualifications in the manner provided in the State of North Carolina's General Statute on procurement of construction services (G.S. 143-64.31).
2. We certify that our Design-Build entity's "Designer(s) of Record" have current North Carolina license(s) as appropriate for their portion of the designwork.
3. We certify that our Firm/Company will have and maintain liability insurance coverage for a total of \$2 million/occurrence and \$1 million/general aggregate for commercial general liability, not less than \$1 million per claim for commercial business automobile liability, and any other insurance requirements as specified in RFQ.
4. We certify that we will have coverage for professional liability and errors and omissions by all Designer(s) of Record/Design Professionals of not less than \$1 million per claim.
5. We certify that our Firm has sufficient bonding capacity to provide Labor and Material Payment and Performance bonds with coverage of each equal to the total cost of the Project.
6. We certify that our Firm can and will obtain a Builder's Risk Insurance Policy for this Project with coverage equal to the total cost of the Project.
7. We certify that our Firm/Company/Personnel have/has no potential or actual conflict of interest to report and that no relationships, transactions, circumstances, or positions held are believed to contribute to any such conflict of interest.
8. I hereby certify the information set forth in this declaration is true and complete to the best of my knowledge.

(Authorized Signature, Title, Design-Build Entity Name, and Date)

By signature on this Declaration, responders certify they comply with:

- a) The laws of the State of North Carolina, the applicable portion of the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.
- b) All terms and conditions set forth in this RFQ.
- c) A condition that the Qualification submitted was independently arrived at, without collusion, under penalty of perjury.
- d) That their bids, if applicable, will remain open and valid for at least **90 days**.

