



Board Meeting Agenda Abstract

Tuesday, January 20, 2026

Location:

Agenda Item

Contract Award - Willow Spring Park Design - Parks, Recreation and Cultural Resources - (Cox) - Item 10.A

Item Explanation

The purpose of this agenda item is to consider an award of a contract with Site Collaborative for the Willow Spring Park Project and authorize the Town Manager or his designee to execute the contract.

Staff Comments

Per NCGS 143-64.31, town staff solicited Request of Qualifications (RFQs) for architectural and engineering consultants for the Willow Spring Park project in September 2025. Qualifications based selection is the process prescribed by NC General Statutes for selecting design firms based on experience, qualifications, and competency without regard to price, after which the Town would attempt to negotiate an acceptable fee with the best qualified firm. A copy of the Request for Qualifications is attached to this agenda item for reference. Town staff received seventeen RFQ responses from highly qualified architectural and engineering firms on October 17, 2025. At the December 16, 2025, Town Board meeting, management and staff recommended and the board selected Site Collaborative as the best qualified firm to complete the Willow Spring Park Project and authorized the Town Manager or designee to negotiate the scope and fee.

The proposed contract, a copy provided with the agenda abstract for reference, defines a phase one scope of services that includes schematic design, an existing conditions survey and annexation services, environmental study, an evaluation of the existing pump station located on the adjacent WCPSS property and recommendations for sewer service for the park, geotechnical testing, and construction estimates. At the conclusion of phase 1, Site Collaborative will provide two park concept options with probable construction cost estimates. Also, at the conclusion of Phase 1, the Town will have the option to negotiate moving forward with Phase 2 and 3 which includes design development, construction documents and construction administration.

The duration of Phase 1 is anticipated to take three to five months. The proposed fee for the scope for phase one is \$162,900, which is consistent with industry norms for park master planning services for public projects of similar scope, staff recommends approval of the negotiated scope and fee agreement, subject to the Town Attorney's review of its form.

Fiscal Note

Yes

Funding of \$400,000 for the Willow Spring Park Design is included in the FY 2026 Budget. The proposed scope and fee is within the current adopted budget, and management and staff would expect the total design fee (including Phases 1-3) to fall within or close to the current design budget, contingent on the final project scope upon the conclusion of Phase 1.

Recommendation

MOTION TO: Award a contract to Site Collaborative for the Willow Spring Park Project as presented and recommended, subject to Town Attorney review to form and authorize the Town Manager or his designee to execute the contract on the Town's behalf.

ATTACHMENTS

[Willow Spring Park Scope Fee Proposal.pdf](#)

[RFQ - Willow Spring Park.pdf](#)

[Site Collaborative RFQ Proposal .pdf](#)