



Board Meeting Agenda Abstract

Tuesday, December 16, 2025

Location:

Agenda Item

Consultant Selection - Willow Springs Park Design - Parks, Recreation and Cultural Resources - (Cox) - Item 10.A

Item Explanation

The purpose of this item is to consider a selection of the best-qualified design firm for the Willow Springs Park Project and authorize the Town Manager or designee to negotiate the scope and fee.

Staff Comments

Per NCGS 143-64.31, town staff solicited Request of Qualifications (RFQs) for architectural and engineering consultants for the Willow Springs Park project in September 2025. A copy of the Request of 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. The RFQs were reviewed and scored by a selection committee consisting of Assistant Town Manager Mark Matthews, Parks, Recreation and Cultural Resources Director Jonathan Cox, Assistant Public Utilities Director Heather Adams, Public Buildings Superintendent Ed Kuczynski, Recreation Superintendent Leslie Poole, Assistant Director of Athletics/Recreation Anothny DiMarzio, and Assistant Director of Parks/Public Buildings Chris Newsom. Based on the scoring criteria established in the request for qualifications, four firms were invited to interview with the Town on Thursday, November 13, 2025. The interview panel consisted of the same staff that reviewed the initial RFQ submittals.

Considering the entire evaluation process, the Town Staff determined Site Collaborative to be the most qualified team to complete the design project with Weston Sampson second. Under the Qualifications Based Selection process prescribed by the NC General Statutes, the Town is required to select the best-qualified design firm without respect to price, and following this selection, may attempt to negotiate a fair and reasonable price for the proposed scope of work.

The qualifications and interview presentation submitted by Site Collaborative, as well as Weston Sampson, demonstrated both firms have extensive relevant experience and project familiarity and are well-qualified to perform the design of Willow Springs Park. Site Collaborative was designated as the best-qualified firm due to direct experience with similar projects, designated staff availability assigned to the project, presented and demonstrated

understanding of this specific site, including existing utility infrastructure.

Management and staff recommend the Town Board designate Site Collaborative as the best-qualified firm and designate Weston Sampson as the next best-qualified firm. Upon selection, Management and staff will work with Site Collaborative to develop a scope of work and fee that aligns with the Willow Lakes Park project identified in the FY 2026 Budget. If acceptable scope and fee terms cannot be reached with Site Collaborative, Town Staff will move to negotiations with Weston Sampson.

Fiscal Note

Yes

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. Upon the town board selecting the best-qualified firm, Management and staff will attempt to negotiate a fair and reasonable price consistent with industry norms. Town management and staff anticipate bringing a negotiated scope and fee with terms to a future Town Board meeting. The FY 2026 Town of Fuquay-Varina budget includes funding of \$400,000 for the Willow Springs Park design.

Recommendation

MOTION TO: Designate the team of Site Collaborative as the best-qualified and preferred firm, and Weston Sampson as the next ranked preferred firm to perform the master planning and design of Willow Springs Park and authorize the Town Manager or designee to negotiate scope and fee, subject to the Town Attorney review as to form.

ATTACHMENTS

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

[Site Collaborative Presentation.pdf](#)

[Site Collaborative RFQ Submittal.pdf](#)