



## REQUEST FOR QUALIFICATIONS

### Engineering and Design Services for Phase 2 of Heritage Farm Park

#### INTRODUCTION

Heritage Farm Park is a 60-acre park located in the heart of Oak Ridge. The recently completed first phase includes two multi-purpose athletic fields, 1.2 miles of asphalt walking trails, a playground inclusive to children of all abilities, a veterans memorial, picnic shelter, restroom facility, and a significant amount of preserved open space. The Town is seeking qualified consultants to prepare the final design and engineering of the second phase, which includes eight lighted pickleball courts, two tennis courts, a basketball court, fitness stations, additional parking and sidewalks, and several shade structures.

#### BACKGROUND AND PURPOSE

The Town of Oak Ridge is a limited services local government that prioritizes the development of parks and recreation amenities for its active and growing population.

The design concept for the second phase of Heritage Farm Park was developed through extensive public input during the development of the Heritage Farm Park Master Plan in 2020, as well as an update to the Master Plan specific to Phase 2, completed in 2025. Town Council approved the design concept (see attachment) on September 4, 2025.

#### DESCRIPTION OF SERVICES

The selected firm will prepare a full set of construction-ready plans and specifications suitable for bid, as follows:

- 1) Final design of tennis/pickleball courts, basketball court, and associated amenities including lighting, fencing, and shade structures. Both pads were graded as part of Phase 1 development. Final design will include surface material for all sports courts;
- 2) Product details and specifications for fitness stations;
- 3) Parking lot and sidewalk design;
- 4) Landscape and site plans suitable for Oak Ridge Planning and Zoning Board approval and Oak Ridge Historic Preservation Commission approval;
- 5) Erosion control, utility, and drainage/stormwater control plans; and
- 6) Cost opinion;

The selected firm should also be qualified to assist the Town with bidding and construction administration services, which is anticipated as an additional needed service after construction funding is secured.

## RFQ SCHEDULE AND PACKAGE SUBMISSION

Advertisement for RFQ: September 26, 2025

Due Date and Time for Proposals: October 31, 2025, at 4:00pm

Interviews: TBD

Selection of most qualified firm: November 20, 2025

Award of Contract: December 4, 2025

Qualification statements should be submitted by email to:

Bill Bruce, Town Manager

[bbruce@oakridgenc.com](mailto:bbruce@oakridgenc.com)

Qualification statements received after the submittal deadline will not be considered.

## SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA

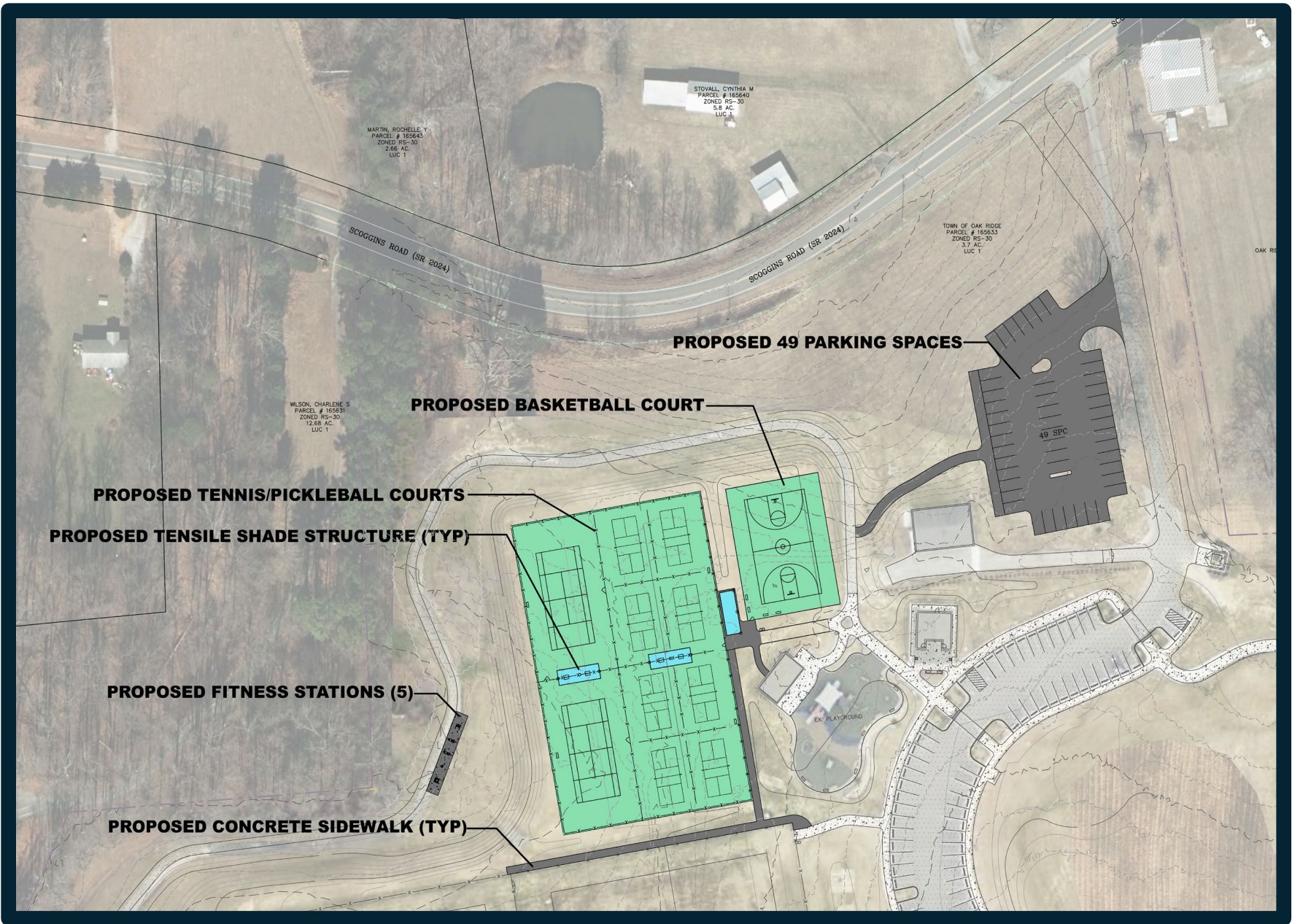
The submittal should clearly address the following:

1. Firm name and location of office where work will be performed;
2. Brief overview and history of the firm;
3. Identification of a project engineer and key personnel who will be involved in this project and working directly with the Town, including their qualification and experience related to the scope of work detailed above;
4. Experience in design and construction management of recreation facilities;
5. A list of comparable parks and recreation facilities designed by the firm, with contact information for clients.
6. Proposals should be a maximum of 25 pages.

Questions about this project should be directed to: Bill Bruce, 336-644-7009

## ATTACHMENT

Approved design concept for Heritage Farm Park Phase 2.



MARTIN, ROCHELLE Y  
PARCEL # 185643  
ZONED RS-30  
2.68 AC.  
LUC 1

STOVALL, CYNTHIA M  
PARCEL # 185640  
ZONED RS-30  
5.8 AC.  
LUC 1

TOWN OF OAK RIDGE  
PARCEL # 185633  
ZONED RS-30  
3.7 AC.  
LUC 1

WILSON, CHARLENE S  
PARCEL # 185631  
ZONED RS-30  
12.68 AC.  
LUC 1

SCOGGINS ROAD (SR 2024)

SCOGGINS ROAD (SR 2024)

**PROPOSED 49 PARKING SPACES**

**PROPOSED BASKETBALL COURT**

**PROPOSED TENNIS/PICKLEBALL COURTS**

**PROPOSED TENSILE SHADE STRUCTURE (TYP)**

**PROPOSED FITNESS STATIONS (5)**

**PROPOSED CONCRETE SIDEWALK (TYP)**

49 SPC

EX. PLAYGROUND