

## TOWN *of* WAKE FOREST

### **REQUEST FOR QUALIFICATIONS # 23-0001**

### **DESIGN, ENGINEERING AND CONSTRUCTION SERVICES** **FOR WAKE FOREST FIRE STATION #6**

#### **DATE ISSUED**

**Monday, January 22, 2024**

#### **PRE-SUBMITTAL CONFERENCE**

**Friday, February 2, 2024  
9:00 a.m.**

#### **QUESTIONS AND CLARIFICATIONS DUE DATE**

**Monday, February 12, 2024  
1:00 p.m.**

#### **DUE DATE**

**Wednesday, February 28, 2024  
1:00 p.m.**

#### **Email Address Submittal (required)**

**mrochelle@wakeforestnc.gov**

#### **Physical Acceptance Location (also required)**

**Wake Forest Town Hall  
Attn: Mickey Rochelle  
300 South Brooks St  
Wake Forest, NC 27587-2901**

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**Notice**

Pursuant to NCGS 143-128.1(A), the Facilities Department of the Town of Wake Forest will be soliciting Statements of Qualifications from qualified Design-Build teams interested in providing professional design and construction services for the new Fire Station 6 facility for the Wake Forest Fire Department.

All respondents are subject to the instructions communicated in this document and are cautioned to thoroughly review the entire document and follow instructions carefully.

**I. Project Site**

1621 and 1701 Wait Avenue (near the intersection of Wait Avenue and Old Murray Drive in eastern Wake Forest. The Wake County PIN numbers are 1850578617 and 1850670578. The Town will not provide workspace for the Firm/Team.

**II. Project Description and Scope**

The new fire station facility will provide proper fire department response times in support of the rapid growth of residential development in the northern and eastern quadrants of Town. The Town currently has an ISO rating of 1 and is committed to maintaining this level of service as it relates to response times and life safety.

This facility will include a program comprised of an approximately 14,500+/- square foot, two story, 3-bay building with apartment accommodations, a weight room, office, toilet rooms and showers, dining room and kitchen and other support facilities. The site will also contain the install of an Indy System training Center created from Conex containers with a footprint of 3,600+/- square feet and 2,400+/- square feet climate-controlled workshop. Construction on the new facility is slated to begin in the fall of 2024.

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. The Design-Builder as the sole responsible source for total project compliance and construction related performance will hold all design professionals, testing services, trade contractors and trade supplier contracts.

The Design-Builder's scope of work will include:

1. Site Inventory and Evaluation of Owner's Criteria Confirmation
  - a. Site investigations including review of owner's surveys, Phase 1 and Phase 2 environmental reports.
  - b. Preliminary evaluation of proposed site use, material selection, building systems and equipment and provide recommendations on constructability, time, labor and scheduling factors related to project costs.
  - c. Conduct a workshop with Town staff to confirm and finalize staff amenities listed in [Appendix C](#).
2. Schematic/Preliminary Design
  - a. Pre-construction project planning including assistance in the preparation of a schedule, preliminary cost estimates and value engineering measures.
  - b. Prepare special use permit and annexation application to include site, architectural, structural, mechanical, plumbing and electrical schematic design plans for Town staff consideration. Special Use Permit application checklist is shown in [Appendix E](#).
  - c. Prepare preliminary design report following pre-application meeting confirming design criteria, agreed upon program elements, alternative schemes, recommended scheme with construction phasing options and cost model.
  - d. Develop Design-Builder's proposal detailing contract sum, estimated trade costs, proposed date of substantial completion and list of key Design-Build personnel and suppliers.
  - e. Conduct regular weekly design meetings.
  - f. Update the design schedule.
  - g. Present requires department agencies/for review; responsible for all state, county, and Town permit applications and approvals.
3. Design Development
  - a. Based on the approved schematic design, satisfactorily resolve all review comments from prior design phases and further refine the design to include:
    - i. Site Design: Currently there are no existing sewer services onsite, and the new fire station construction will require a sewer extension/connection to the subject site which may also require land easements. In addition, site design will require demolition and clearing plans, grading and drainage plans, sedimentation and erosion control plans, layout and staking plans, elevations and sections, construction details, lighting and signage, landscape, plantings and details.
    - ii. Building Design: building plan configuration and elevation elements including exterior building skin materials and colors, foundation, structural and roof systems, building fenestration and openings, overall dimensions, materials testing requirements, Mechanical, Electrical and Plumbing (MEP) design including systems, equipment and calculations, energy and performance modeling, systems review, coordination and integration to include all utilities and controls, assess for LEED criteria.
  - b. Expand outline specifications to design development level and integrate systems, controls, products and procedures for architectural, civil and landscape.
  - c. Documents produced in digital format- AutoCAD preferred.
  - d. Conduct regular weekly meetings.
  - e. Review and confirm budget from schematic design phase. Review any updates and reconcile.
  - f. Review, update and confirm project schedule.

- g. Attend owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.
- 4. Permitting, Reviews and Approvals
  - a. Review and/or present design concepts to the Town of Wake Forest Planning and Building Inspections Departments and any other regulatory agencies whose approval is necessary for the development of the site.
  - b. Submit plans and application to regulatory agencies.
  - c. Secure approvals from all other local and state agencies as required for the site development.
  - d. Coordinate the construction or relocation of utilities.
  - e. Attend meetings as necessary for all approvals. Provide response and modifications to regulatory comments.
- 5. Construction Documents
  - a. Based on the approved design development, satisfactorily resolve all review comments from prior design phases and prepare and finalize all construction drawings and specifications to minimally include all elements from our checklist listed in [Appendix E](#).
  - b. Documents produced in a digital format: AutoCAD preferred.
  - c. Prepare a construction level cost estimate and updated project schedule; reconcile cost estimate with construction estimate.
  - d. Incorporate bid alternates as necessitated by the project budget.
  - e. Conduct regular design meetings.
- 6. Construction Administration
  - a. Project manual that includes Project Procedures, Bid Forms, General Conditions, and Detailed Specifications
  - b. Provide construction administration and observation associated with the site improvements including a preconstruction conference, weekly site observation and meetings for processing pay requests.
  - c. Provide interpretations of prepared drawings and specifications, shop drawing review and approval as well as preparation of change orders and construction change directives.
- 7. Construction
  - a. All site work to include but not limited to clearing and rough grading, tree protection, erosion control measures, site utilizes, site lighting, paving, walkways, landscaping and stormwater water management.
  - b. Building construction to include but not limited to foundations, exterior, roofing, insulation, systems, interior finishes, toilet and bath fixtures, locker room fixtures, special equipment, signage, and MEP systems and controls.
- 8. Post Construction Phase and Deliverables
  - a. Acquire certification of occupancy and certification of completion
  - b. Prepare as-built documents based on information received from the contractor in AutoCAD.
  - c. Prepare a facility maintenance plan.
  - d. Assist in project closeout, establishment of warranties and guarantees.
  - e. Present to required departments for review. Responsible for all state, county and town permit applications and approvals.

The scope of work may be modified during contract negotiations with the selected Design-Builder team.

**III. Goals**

- The Town of Wake Forest intends to utilize best commercial practices to accomplish the goals of this project, expects the Design-Builder to proactively address risks and challenges in the process and participate in improvement activities to achieve project success.
- The Town also expects to work with the Design-Builder to devise and implement appropriate processes for this project that maximize the efficiency, overall quality, cost savings and efficiencies. Other goals include:
- Reach substantial completion prior to ISO inspection anticipated in May of 2026.
- Complete the project in a timely fashion without undue delays and within the Town's funding resources available for the project.
- Incorporate high performance, energy efficient HVAC, plumbing, electrical, exhaust, mechanical, security and fire alarm systems and controls that allow staff to work in a safe, comfortable, operational facility.
- Design a facility that takes into consideration energy efficiency/conservation, energy management, life cycle cost savings while adhering to Wake Forest Community Plan standards for community buildings.

**IV. Anticipated Project Budget**

The Facilities Department estimates an approximate budget of \$12 million dollars for completion of this project including all costs and fees.

**V. Schedule**

The following schedule contains Town's desired major milestones and may be adjusted as a result of proposals and contract negotiations.

<b>Anticipated Project Schedule</b>	<b>Date</b>
Issue RFQ	January 22, 2024
Town conducts pre-submittal conference. Location: Town Hall, 301 S. Brooks St, Wake Forest, NC 27587. Conference Room A-B	February 2, 2024
Design-Builder Team Registration Due	February 9, 2024
Deadline for written questions and clarifications	February 12, 2024
Deadline for submission of Statement of Qualifications	February 28, 2024

Optional interviews of short-listed firms	March, 2024
Notify selected Design-Build firm, begin contract negotiations	March, 2024
Board of Commissioners award of contract	May, 2024
Notice to Proceed	June, 2024
Project Completion	May, 2026

#### **VI. Pre-Construction Project Planning**

The Design-Builder, as part of its design and its 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.

#### **VII. Proposal Evaluation**

Each submitter will be evaluated and short-listed based on their Statement of Qualifications score as determined through a qualification review process and scoring criteria notes below:

1. Design- Build Team Expertise and Team Organization – 25%
2. Project Vision – 15%
3. Submission Quality- Creativity of Design, Schedule, Safety Control – 20%
4. Design References – 25%
5. Legal History – 15%

The three most highly qualified firms/teams will be shortlisted and may be asked to interview with an evaluation team made up of Town employees to help determine final ranking before the final selection.

#### **VIII. Pre-Submittal Conference**

There will be a pre-submittal conference for interested firms on **Friday, February 2, 2024, at 9:00 a.m. at Wake Forest Town Hall, 301 S. Brooks Street, Wake Forest, NC, Ground Level A/B Conference Room. Attendance at the pre-submittal meeting is required.** The Facilities Director will present details about the project, provide an overview of needs and be available to answer questions.

#### **IX. Content and Format of Proposal Package**

The submission shall be a maximum of 50 pages front and back or 100 pages single-sided.

## **Design-Build Team Expertise and Team Organization:**

- The submission shall include a general description of the firm and its background as it relates to this project.
- Specific information regarding the firm and staff shall also be submitted and include: Identify their Team's experience with public or privately bid emergency response design-build projects and specifically describe those projects that best characterize the Design-Builders team capabilities.
- Include work quality of cost control measures.
- Completed public sector projects and experience.
- Additionally, response should include understanding of the Town of Wake Forest's permit and planning process, evidence of incorporating environmentally responsible building practices, and effectively provide contract and construction administration services.
- A description and organizational chart showing the structure of the Design-Builders team, inter-relationships, areas of responsibility and the names and current professional licenses of key personnel assigned to the project along with their areas of responsibility.
- Information on the current and projected workload of key staff to be assigned to this project, including level and magnitude of involvement.
- The firm and staff qualification information for each sub-consultant, a description of the services the firm performed, as well as related projects and references, if a sub-consultant is part of the team.

## **Project Vision**

- Statement of detailed proposed project approach.
- Recommended scope of work prior to beginning design.
- Timeline for completion of design and construction.

## **Submission Quality**

- Examples on the ability to foresee and address potential issues and concerns.
- Creativity in design and layout.
- Ability to work with Town staff.

## **Design References**

- Provide five references with emergency response design-build being preferred. A minimum of one must be included as a reference.
- Each reference shall include an owner contact.
- List team members involved in the project including firm members, engineers, landscape architects, or interior designers.

## **Legal History**

- Include a history of litigation and disputes including any pending litigation, arbitration, and disputes. Include results of past litigation, disputes, and arbitration.



**X. Questions and Clarifications**

All questions shall be submitted to Mickey Rochelle, Facilities Director, via email (mrochelle@wakeforestnc.gov), no later than **1:00 p.m. on Monday, February 12, 2024**. Questions submitted later than this deadline will not be considered. An addendum with questions and answers, if necessary, will be published on the Town website by **5:00 p.m. on Wednesday, February 14, 2023**. Addendums can be viewed with the RFQ documents at <https://www.wakeforestnc.gov/finance/purchasing-warehouse/bids-announcements>

**XI. Proposal Submittal**

The deadline for firms submitting proposals is **1:00 p.m. on Wednesday, February 28, 2024**. No submissions or supporting documents will be accepted after this deadline. Submittals should be emailed to [mrochelle@wakeforestnc.gov](mailto:mrochelle@wakeforestnc.gov). One digital copy via email, and one hard copy is required of each submission. Hard copies should be delivered to The Town of Wake Forest, 301 South Brooks Street Wake Forest, NC 27587, Attention: Mickey Rochelle.

The Town of Wake Forest reserves the right to reject any or all submittals. This RFQ does not obligate the Town to pay for any cost 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.

The selected design-build team will be required to adhere to Wake Forest's Community Plan standards which lists a vision of a highly desirable community that preserves its small-town charm while fostering new growth opportunities. Smart, sustainable growth strategies and sufficient infrastructure. In addition, the lead Design-Builder should encourage embracing community character, promise and incorporate sustainable building practices and explore green infrastructure options that beautify spaces like bioswales and planters.

**APPENDIX A- GENERAL TERMS****I. General Contract Terms and Conditions**

- The selected firm will report directly to the Town of Wake Forest. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements. The selected firm will be responsible for providing engineers, technicians, and sub-consultants with the appropriate skills and qualifications to ensure contract compliance. The firm will be directly responsible for oversight of the project for the Town.
- The selected firm will be notified by the Town and will enter contract negotiations for receiving this work. A professional services agreement will be negotiated with the selected contractor based on the proposed scope of work outlined in their proposal.

**II. Conflict of Interest Statement:**

It is the policy of the Town of Wake Forest that the conduct of officers, directors, project managers, or and all other persons acting as its representatives should be at all times in the best interests of the Town, its members and the general public. In performing their duties, Town representatives should not be influenced by desire for personal gain. Conflict of interest is defined as a situation in which professional judgment or behavior concerning a primary interest (in this case the integrity of the Town) has been improperly influenced by a different interest (such as for financial gain). The prompt disclosure of possible conflicts of interest or of those situations where such a perception could reasonably be anticipated to arise helps to avoid injury to an agreed upon primary interest.

Firm(s) selected for these advertised services shall become aware of and comply with state laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. 14-234, N.C.G.S. 133-1, and N.C.G.S. 133-2.

Firm(s) selected for Planning Services by the Town will be required to disclose any conflicts of interest for 18 months prior to the submission of the Proposal package to the Town.

If a conflict of interest is not disclosed by the contractor and a conflict of interest is determined by the Town of Wake Forest to exist at a later time, the contractor will not be compensated for their prior work and will be required to reimburse the Town of Wake Forest for any payments received. The Contractor would be immediately dismissed from the contract.

**III. Changes in Personnel:**

Changes to personnel on project team(s), particularly a project manager, are to be avoided wherever possible. The selected firm must request in writing to the Town for all changes to project team members. The Town will consider requests and may accept the new personnel changes, or may deny the request and consequently, the selected firm may no longer be considered for Planning and Design Services with the Town.

**IV. Americans with Disabilities Act (ADA) Compliance:**

The Town of Wake Forest will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The Town of Wake Forest will make reasonable accommodations in all programs to enable participation by an individual with a

disability who meets essential eligibility requirements. Town of Wake Forest programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify Town staff.

**V. Minority/Women/Small Business Enterprise:**

It shall be the practice of the Town of Wake Forest Government to provide minority-owned, women-owned, and small business enterprises (collectively "M/W/SBE") as well as other responsible vendors with fair and reasonable opportunity to participate in Town of Wake Forest's business opportunities including but not limited to employment, construction development projects, and material/services, consistent with the laws of the State of North Carolina. The Town of Wake Forest's minority participation goal is **10%** of the total project cost.

**VI. Nondiscrimination Policy:**

The policy of the Town of Wake Forest prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of the Town of Wake Forest to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

**VII. Design-Build Team Minimum Qualifications:**

Firm's Designer(s) of Record must have a current North Carolina Architectural and/or Engineering license(s) as appropriate for their portion of the design work. Copy of license(s) is to be included in submission.

**VIII. Insurance and Indemnity Requirements:**

To the extent permitted by law, the Consultant agrees to defend, pay on behalf of, indemnify, and hold-harmless the Town of Wake Forest, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, fault, actual liabilities, assertions of liability, expenses, suits, or losses, including all costs connected therewith, which may be asserted, claimed, or recovered against or from the Town of Wake Forest, its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the negligence of the Consultant.

The Consultant further agrees to purchase and maintain during the life of any contracts entered into with the Town the following insurance with an insurance company acceptable to the Town of Wake Forest and authorized to do business in the State of North Carolina:

- **Automobile:** Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/\$1,000,000 each occurrence.
- **Comprehensive General Liability:** Bodily injury and property damage liability insurance shall protect the Consultant from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This

insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. The Town of Wake Forest shall be listed as an "Additional Insured".

- Consultant's Professional Liability: In a limit of not less than \$1,000,000.
- Workers' Compensation and Occupational Disease Insurance:
  - Coverage A – Worker's Compensation: Meeting the statutory requirements of the State of North Carolina.
  - Coverage B – Employer's Liability: \$1,000,000 each accident / \$1,000,000 disease – each employee / \$1,000,000 disease – policy limits.

Certificates of such insurance will be furnished to the Town of Wake Forest Purchasing Manager and shall contain the provision that the Town of Wake Forest be given thirty (30) days written notice of any intent to amend or terminate by either the Consultant or the insuring company. Additionally, the Town of Wake Forest shall be listed as Certificate Holder on COI.

## **IX. Notifications:**

### **Public Records Notice:**

Records received by the Town of Wake Forest in response to a bid solicitation or a request for proposal/qualifications are public records and subject to public inspection and copying. Some bid records are public as soon as received by the Town, others become public at bid opening and others at bid award.

The Public Records law (N.C.G.S. 132-1 *et seq.*) authorizes the Town to withhold from public inspection and copying legitimate and properly marked 'trade secrets'. If a record meets all the following conditions, then the Town may withhold that particular trade secret from a public record inspection request:

- It is a "trade secret" as defined in G.S. 66-152(3); and
- It is the property of a private "person" as defined in G.S. 66-152(2); and
- It is disclosed or furnished to the Town in connection with a bid or proposal; and
- It is marked as "confidential" or as a "trade secret" at the time of its initial disclosure to the Town.

If as part of your bid or proposal, you submit to the Town any record, or portion of a record, that you consider to be a trade secret meeting the definition contained in G.S. 66-152 (2), you may clearly mark the particular record, or portion of the record, that meets the definition of trade secret as TRADE SECRET or CONFIDENTIAL TRADE SECRET, and the Town will be authorized to withhold that particular record or portion thereof, from public inspection. In the event the Town receives a public records request for records you designate as 'trade secret' the Town will notify you and give you the opportunity to, within one week of such notification, confirm in writing that the specific record, or portion of record, that you designated as TRADE SECRET meets the requirements of G.S. 132-1.2 and G.S. 66-152, and the reasons, therefore. The Town will require that you indemnify the Town in the event a challenge is brought for the withholding of a record based on your having designated it a trade secret.

**X. Addenda Notice:**

It is the respondent's responsibility to ensure that all addenda have been received. Please visit <https://www.wakeforestnc.gov/finance/purchasing-warehouse/bids-announcements> for the most current information.

**XI. Standard Terms and Conditions:**

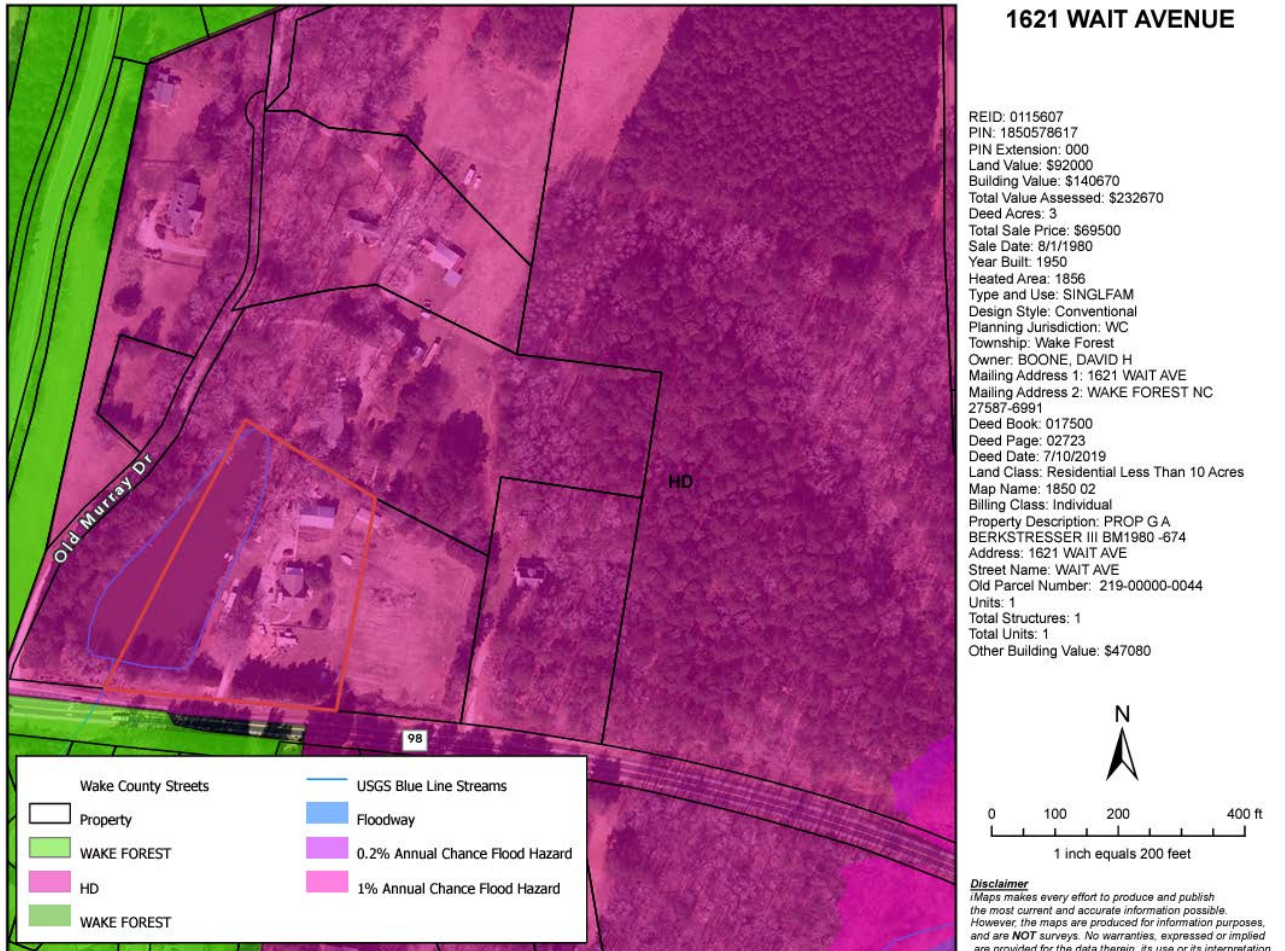
The Town's Standard Terms and Conditions listed at:

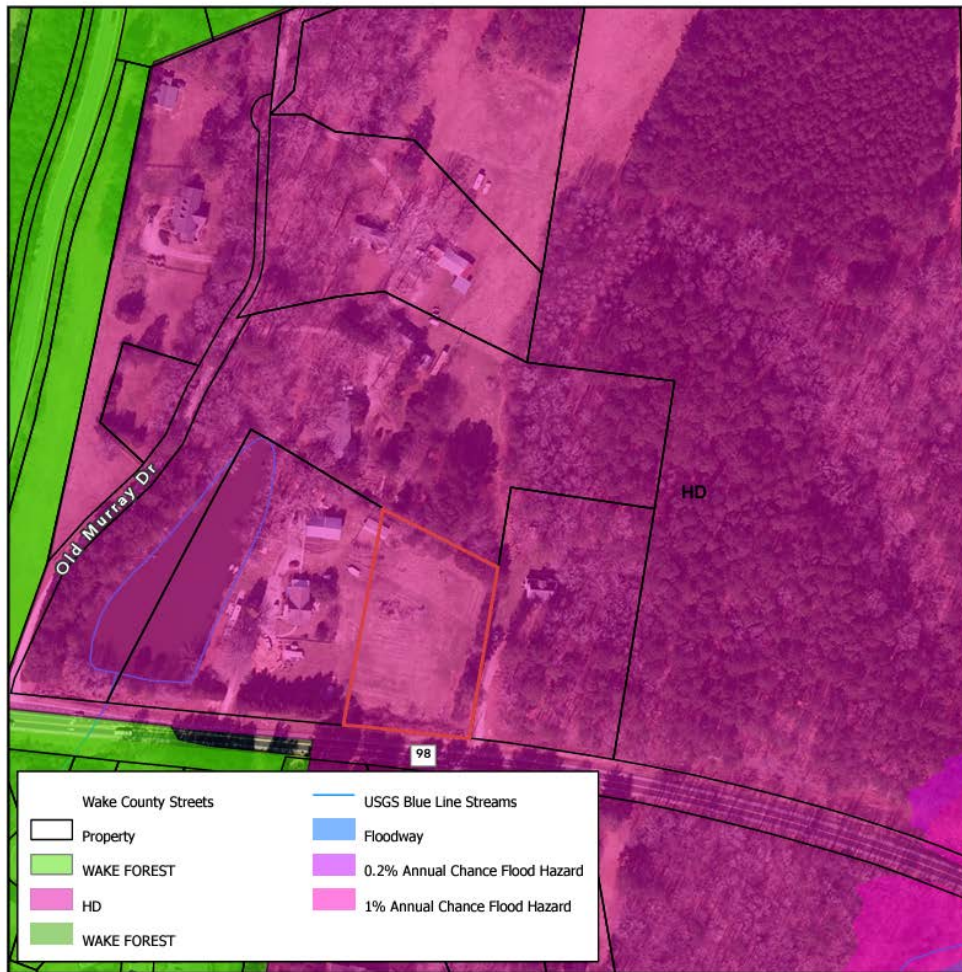
[https://www.wakeforestnc.gov/sites/default/files/uploads/purchasing/2023/9-27-](https://www.wakeforestnc.gov/sites/default/files/uploads/purchasing/2023/9-27-23_towf_standard_terms_and_conditions.pdf)

[23 towf standard terms and conditions.pdf](https://www.wakeforestnc.gov/sites/default/files/uploads/purchasing/2023/9-27-23_towf_standard_terms_and_conditions.pdf) will govern all matters related to the goods and/or services provided by you or your company (the "Vendor") to the Town of Wake Forest (the "Town") under a Town purchase order. Additional Terms and Conditions stated on the face of a Town purchase order shall take precedence over any conflicting Standard Terms and Conditions stated. Any Terms and Conditions not stated, but incorporated by reference therein, shall be binding only if provided or signed by the Town and attached hereto. In the event that a binding written contract signed by both the Vendor and the Town exists, the Terms and Conditions of that contract shall supersede any conflicting Standard Terms and Conditions.



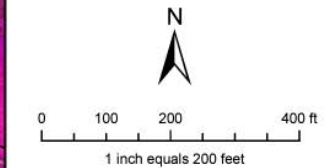
## APPENDIX B- SITE LOCATION





## 1701 WAIT AVENUE

REID: 0116802  
 PIN: 1850670578  
 PIN Extension: 000  
 Land Value: \$58560  
 Total Value Assessed: \$58560  
 Deed Acres: 1.48  
 Total Sale Price: \$7500  
 Sale Date: 2/2/1982  
 Planning Jurisdiction: WC  
 Township: Wake Forest  
 Owner: BOONE, DAVID H  
 Mailing Address 1: 1621 WAIT AVE  
 Mailing Address 2: WAKE FOREST NC 27587-6991  
 Deed Book: 017500  
 Deed Page: 02723  
 Deed Date: 7/10/2019  
 Land Class: Vacant  
 Map Name: 1850 02  
 Billing Class: Individual  
 Property Description: MONTAGUE LAND  
 Address: 1701 WAIT AVE  
 Street Name: WAIT AVE  
 Old Parcel Number: 220-00000-0050  
 Total Structures: 1  
 ZIP: 27587



**Disclaimer**  
 iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are **NOT** surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.

**APPENDIX C- STAFF AMENITIES****Main Building:**

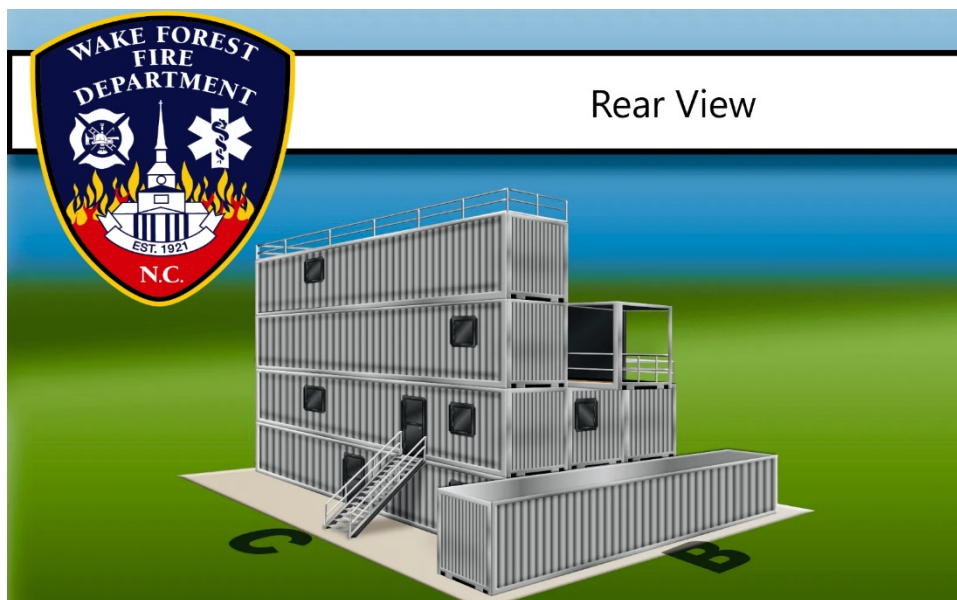
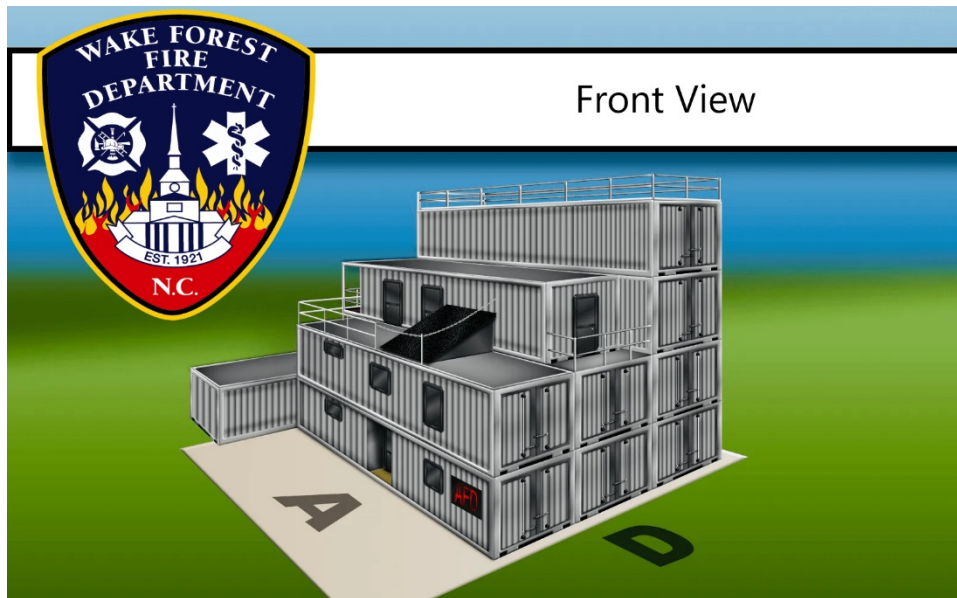
- Seven Offices
- Large Turnout Gear Storage Room
- Kitchen and Dining for 10 to 12
- 11 Bedrooms, 33 beds with storage lockers or closets
- Gym/ Exercise area
- Workshop
- Tool Room
- Outside storage for lawn equipment
- EMS supply storage
- Lobby/ Safe Room
- Large training room for 100 people
- Conference Room
- Restroom and showers for staff
- Public Restrooms
- Decontamination Room with 6 decontamination showers
- Breakroom for academy attendees
- Covered Patio

**Exterior:**

- 2400 Sq. Ft. climate- controlled workshop
- Training center ready site
- Concrete pads and drives for ease of access to all areas.



## APPENDIX D- CONEX SCHEMATIC



**APPENDIX E- APPLICATION SUBMITTAL CHECKLISTS**

Below are a few of the major checklists that will be required during Town of Wake Forest review process. This list is meant to be a helpful resource and it not to be considered as all inclusive.

1. [Pre-Application Meeting Checklist](#)
2. [Annexation Checklist](#)
3. [Special Use Permit Checklist](#)
4. [Construction Drawing Submittal Checklist](#)
5. [Community Plan – Community Facilities](#)
6. [Review Timelines](#)
7. [Electronic Plan Review & Permit Portal](#)

**End of Request for Qualifications # 23-0001**