



Town of Haymarket
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Haymarket, VA 20169
703-753-2600

Emily L. Kyriazi
TOWN MANAGER

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Emily L. Kyriazi, Town Manager
DATE: August 25, 2025
SUBJECT: Town Park RFP Scope of Services

Background: Council has directed to prepare an RFP for the Design of the Park Pavillon Structure and Restroom Facilities at the Town's Community Park.

Proposed Scope of Work:

Scope of Work (Civil Engineering Services for Town Park)

The successful offeror, also referred to herein as "Consultant", will be expected to provide all expertise, labor, equipment, and resources necessary to complete the services herein. The requirements identified herein are for informational purposes only and the Town reserves the right to add and/or delete services based on specific tasks.

The Town of Haymarket desires to retain engineering consulting services to provide design services for the improvements to the Harrover Property located at 14710 & 14740 Washington Street in Haymarket, Virginia. These designed improvements shall be based upon the Town's adopted Harrover Property Master Plan. The funding sources for this project will be from the Town of Haymarket.

This project will consist of three separate Task Order (phases) which are as follows:

1. Task Order #1 - Preliminary Engineering and Design of Improvements

- Review and affirm the adopted Harrover Master Plan with Staff and Council.
 - Host a public charette to reaffirm Master Plan elements with the public in conjunction with staff and Council discussions.
- Review desired outcomes and future needs of complex.
- Site Survey, Boundary Survey and Sub-surface Investigation survey.
- Prepare preliminary design of improvements, to include the Architectural Designs of the Park Pavillon and Restrooms
 - Schematic design of a Park Pavillon structure to incorporate architectural elements of the preexisting Lewis Catalog Home and to

design the structure based on the layout of the previous structure, structure not to exceed a footprint of 1800 sq ft

- Schematic design of the Park Pavillon shall include detailed design work to incorporate the floorplan layout of the previous structure into the concrete slab
- Schematic design of public restroom facilities; facilities shall be designed as two family unit restrooms and offer an element of climate control to mitigate extreme temperature fluctuations. Family units shall include appropriate space for handicap accessibility, baby changing station, and adequate space for a family unit to occupy the facilities
- Schematic design shall include input from the Town Staff regarding the design development, architectural features to resemble the previous structure on site, and general layout
- Stone removed from the previous structure shall be utilized in the design of the Park Pavillon; Contractor shall work with Staff to determine best use of salvaged materials in the new structure
- Two design submissions; 20% preliminary design submission, 80% design submission
- Cost estimating at key design phases; 20% preliminary design submission, 80% design submission
- Public presentations to the Town Council and Town Architectural Review Board at each key design phase, to include a final presentation of the design at a Town Council Meeting
- Prepare construction cost estimates based on final preliminary design.

2. Task Order #2 – Final Engineering and Design of Improvements

- Prepare detailed final site plan
- Prepare detailed construction plans and final architectural design submission.
- Prepare technical specifications.
- Prepare final cost estimate of the improvements.
- Prepare phasing plans for construction so that the improvements can be constructed in phases as funding becomes available.
- Prepare sequence of construction for each phase
- Prepare Bid Documents for each phase.
- Provide assistance in answering technical questions during bidding process.

3. Task Order #3 – Construction Administration Support

- Construction administration support, including submittal review and field inspections
- Permitting support and coordination with local and state agencies
- Review of shop drawings/submittals from contractor.
- Construction inspection

*Please Note: The Construction Administration Support may come at a later time and date depended upon the Town's ability to move into a Construction Phase.

Construction assistance will be negotiated at the time of the contract for engineering services or will be negotiated through an add-on or future change order.

Proposed Timeline for RFP Phase

- August 25th – Town Manager present RFP Scope of Services to the Council
- September 2nd – Council provides feedback, questions, comments on the RFP Scope of Services
- September – Town Manager finalizes RFP Scope of Services, and works with Town Attorney to finalize the RFP
- October 6th – Town Manager publishes the RFP
- December 4th – Proposed Due Date for the RFP
- December & January – Staff Internal review and discussions on the RFP
- January 26th – Work Session Discussion of the recommendation for awarding RFP
- February 2nd – Notice to Proceed/ Award of Contract
- February – December 2026 – Work on Contract, Final Phases & Completion of Approvals
(Ideal Timeline – Subject to Change)

Previous Scope of Work

I. SCOPE OF WORK

The successful offeror, also referred to herein as “Consultant”, will be expected to provide all expertise, labor, equipment, and resources necessary to complete the services herein. The requirements identified herein are for informational purposes only and the Town reserves the right to add and/or delete services based on specific tasks.

The selected firm will be responsible for the following tasks:

- Site analysis and survey (as needed)
- Schematic design of a Park Pavillon structure to incorporate architectural elements of the preexisting Lewis Catalog Home and to design the structure based on the layout of the previous structure, structure not to exceed a footprint of 1800 sq ft
- Schematic design of the Park Pavillon shall include detailed design work to incorporate the floorplan layout of the previous structure into the concrete slab
- Schematic design of public restroom facilities; facilities shall be designed as two family unit restrooms and offer an element of climate control to mitigate extreme temperature fluctuations. Family units shall include appropriate space for handicap accessibility, baby changing station, and adequate space for a family unit to occupy the facilities

- Schematic design shall include input from the Town Staff regarding the design development, architectural features to resemble the previous structure on site, and general layout
- Stone removed from the previous structure shall be utilized in the design of the Park Pavillon; Contractor shall work with Staff to determine best use of salvaged materials in the new structure
- Three design submissions; 20% preliminary design submission, 80% design submission and final approved design submission
- Cost estimating at key design phases; 20% preliminary design submission, 80% design submission and final approved design submission
- Permitting support and coordination with local and state agencies
- Public presentations to the Town Council and Town Architectural Review Board at each key design phase, to include a final presentation of the design at a Town Council Meeting
- Construction administration support, including submittal review and field inspections

Deliverables shall include:

- Architectural and engineering drawings (CAD + PDF)
- Technical specifications
- Permit-ready documents
- Cost estimating at key design phases; 20% preliminary design submission, 80% design submission and final approved design submission
- Final cost estimate