

# Town of Holden Beach

## Statement of Qualifications

### Qualification Package for Block Q/ Jordan Design Plan



#### Town of Holden Beach

Attn: Heather Finnell

Town Clerk

110 Rothschild Street

Holden Beach, NC 28462





Town of Holden Beach

Statement of Qualifications

Comprehensive Design Plan  
Jordan Blvd., Block Q,  
Bridge Area

Comprehensive Design  
Services

January 30, 2026



Pinnacle Architecture, P.A.

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## Cover Letter

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January 30, 2026

Heather Finnell, Town Clerk  
Town of Holden Beach  
110 Rothschild Street  
Holden Beach, NC 28462

**Re: Qualification Package for Block Q/ Jordan Design Plan**

Dear Ms. Finnell,

We would like to thank you and the Town of Holden Beach for the opportunity to present our firm for your consideration to provide Comprehensive Design services for Block Q, Jordan Blvd., and Bridge Area in Holden Beach, North Carolina.

Pinnacle Architecture, P.A. has over seventy-eight (78) years of experiences in architectural design, facility studies, planning designs, site selections/master planning, cost estimating, space planning, real estate development, construction documents, bidding, project management, and project closeout. Pinnacle Architecture has completed a vast array of design projects throughout North Carolina with many years of successful delivery. Our firm always strives to design projects that meet our client's needs, scope of work, and budget. We have had the pleasure to collaborate with the Town of Holden Beach on the Block Q Pavilion, and would be delighted to continue our relationship further.

We believe that our team produces exceptional designs that will yield the Town of Holden Beach with excellent communal environments for both residents and visitors to enjoy. This Qualification Package is valid for at least sixty (60) days or longer if required.

Thank you again for your consideration of our firm and if you have any questions, or need additional information, please contact us.

Sincerely,



Randall E. Baker, A.I.A.  
President

REB/ss



# Pinnacle Architecture, P.A.

## Services Offered

Architectural Design  
Bidding  
Code Review  
Construction Administration  
Construction Budget  
Construction Observation  
Consulting  
Contract Document Preparation  
Cost Analysis  
Cost Estimating  
Facility Studies  
Feasibility Reports  
Interior Design  
Master Planning  
Planning Design  
Project Closeout  
Project Management  
Real Estate Development  
Site Selection  
Space Needs Analysis  
Space Planning

Pinnacle Architecture, P.A. was incorporated in 2001 by Randy E. Baker, President and Frank M. Williams, Architectural Director. Our corporation began with three staff members and has grown to 13 staff members in 2 locations.

Randy brings forty-one (41) years of Architecture and Construction Administration experience to the firm, and Frank brings sixty-one (61) years experience in Architecture and Construction Management. Pinnacle Architecture, P.A. presently has offices in Matthews, North Carolina and Charleston, South Carolina.

Over the past 70 years as Williams and Associates and later Pinnacle Architecture, P.A., we have designed and completed over 3.5 million square feet of new construction and over 4.5 million square feet of renovated construction. Pinnacle Architecture, P.A. takes pride in the face that we have negotiated less than one half of one percent (.05%) of our total project bids due to budget cost overruns. We customize our services for each project. Utilizing our past experience and taking a personal approach, we are able to closely analyze each client's needs and produce positive and desirable results. Further, we value engineer each project to ensure an economical and operational cost solution. Together, we are committed to continue the excellence of design sensitivity to client's needs and budgets.

Our goals have always been simple and consistent quality design and personal service. Our experience is varied and covers a wide range of building types that include, but not limited to, the following:

Commercial  
Educational  
Financial

Institutional  
Government  
Medical

Multi-Family  
Religious  
Residential

**Matthews, NC**  
(Home Office)  
630 Team Road  
Suite 200  
Matthews, NC 28105  
704.847.9851 (Phone)  
704.847.9853 (Fax)



**Charleston, SC**  
701 East Bay Street  
Suite 302  
Charleston, SC 29403  
843.872.5345 (Phone)  
843.872.5374 (Fax)



**Architects**  
Randy Baker | President  
Frank Williams | Director of Architecture

**Office Staff**  
Melissa Dixon | Office Manager  
Shannon Alva | Receptionist

**Architectural Designers**  
Josh Reid  
Jennifer Howard  
Jeff Elmore

**Architects**  
Cameron Baker | Vice President

**BIM Director**  
Greg Conary

**Office Staff**  
Sarah Shefsky | Receptionist

**Architectural Designers**  
Brian Heape  
Payton Rawson

**Interior Designer**  
Nicole Riera





## Randall E. Baker

President

**Randy Baker, President**, attended Rowan Technical College and N.C. State University, receiving an Associate Degree in Architectural Drafting in 1982. Randy has been involved in the architectural/construction industry since 1984. During this period of time, he has worked on AIA award winning design projects such as the NCNB National Headquarters, Tampa, Florida.

Architectural Design  
Bidding  
Code Review  
Cost Analysis  
Cost Estimating  
Construction Administration  
Construction Budgets  
Construction Documentation  
Construction Observations  
Consulting  
Feasibility Studies / Planning  
Master Planning  
Planning Design  
Project Management  
Real Estate Development  
Site Selection  
Site Design  
Space Needs Analysis

After graduating from college in 1982, Randy became a professional golfer and played on tour for two years. In 1984, Odell Associates hired Randy primarily to work on the NCNB project, which was approximately a 13-month project. He also collaborated on Ewell Hall at William and Mary University in Williamsburg, Virginia. This project included a two-story expansion in the music department.

Randy joined Williams and Associates in 1987 as chief draftsman on multi financial institutions, schools, and commercial buildings. During that time, he received his Architectural registration and his membership to the American Institute of Architects (AIA), North Carolina Chapter AIA, and the Charlotte Section AIA. In 2001, Randy Baker and Frank Williams established the corporation Pinnacle Architecture, P.A. Randy's expertise includes architectural design, construction budgeting, cost analysis, construction documentation, and project administration.

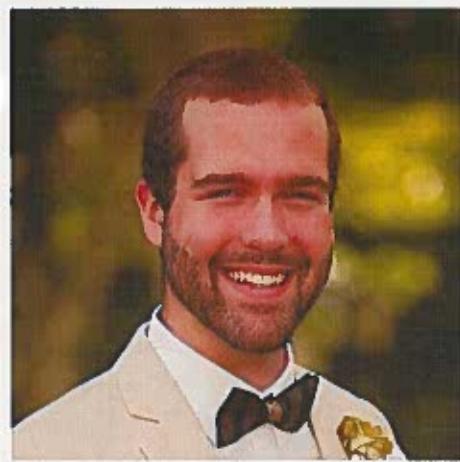
### Registrations

Vermont	2004	#003.0002731
Colorado	2006	#ARC-00400857
Texas	2008	#20883
Arizona	2013	#55034
Washington	2017	#12046
Hawaii	2024	#21337
California		Pending

### Professional Affiliations

American Institute of Architects - 2002
North Carolina Chapter AIA - 2002
Charlotte Section AIA - 2002





## Cameron L. Baker

Vice President

**Cameron Baker, Vice President**, received his Bachelor of Arts in Architecture degree from Clemson University in 2013, and his Master of Architecture from the University of North Carolina at Charlotte in 2016.

Cameron has been involved in the architectural and construction industry since 2012. After completing his Master Degree, Pinnacle Architecture, P.A. hired Cameron to a full-time position as an architectural intern. After completion of the Architectural Registration Examination, he was awarded initial licensure in the state of North Carolina in 2018.

Cameron has been managing our Charleston, SC office since 2019.

Architectural Design  
Code Review  
Construction Administration  
Construction Documentation  
Construction Observations  
Feasibility Studies / Planning  
Master Planning  
Project Management  
Site Design  
Space Needs Analysis

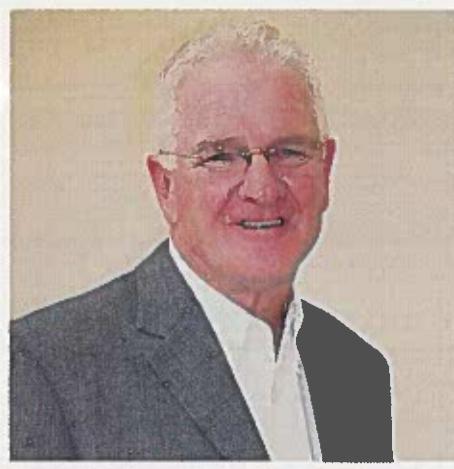
### Registrations

North Carolina	2018	#14296
South Carolina	2018	#9990
Montana	2019	#17155
Maryland	2013	#21117
Nevada	2017	#88396
Alaska	2024	#225247
Georgia	2026	#RA018323
Oregon	2026	#ARI-15765

### Professional Affiliations

American Institute of Architects - 2018  
South Carolina Chapter AIA - 2019  
Charleston Section AIA - 2019  
LEED Green Associate - 2020  
NCARB - 2018





Architectural Design  
Bidding  
Code Review  
Construction Administration  
Construction Documentation  
Construction Observations  
Consulting  
Feasibility Studies / Planning  
Master Planning  
Planning Design  
Project Management  
Site Selection  
Site Design  
Space Needs Analysis

## Frank M. Williams

Director of Architecture

**Frank Williams** received his Bachelor of Architectural Degree from N.C. State University (1964 with honors) where he culminated his academic career by being presented the A.I.A. Book Award and the A.I.A. school medal for excellence in architecture. He moved back to Matthews in 1964 and joined J.L. Williams Architects-Engineers (later Williams and Associates, an Architectural-Engineering firm located in Matthews since 1957) as a full partner immediately upon graduation and served as Director of Design until 2001. In partnership with Randall E. Baker, they established Pinnacle Architecture, P.A. in 2001.

During his architectural career, Frank has been involved with over 500 various projects at all levels. With over 60 years as an architect, he has experienced every aspect of the building/design/construction management process. Frank has been a member of the American Institute of Architects (AIA), North Carolina Chapter AIA, and the Charlotte Section AIA since 1967, and was certified by the NCARB in 1970. Frank's experience includes architectural design, facilities planning, site selection, site master planning, space needs analysis, and construction documents.

### Registrations

North Carolina	1967	#1611
South Carolina	1968	#AR.1110
Virginia	1968	#04 01 002368
Tennessee	1969	#00006908
Georgia	1987	#RA006690
Alabama	2007	#6362
Oklahoma	2008	#a5404
Louisiana	2011	#7467
Nevada	2013	#6956
Florida	2014	#AR97054
Oregon	2019	#ARI-12528
New Mexico	2020	#006067

### Professional Affiliations

American Institute of Architects - 1987
North Carolina Chapter AIA - 1967
Charlotte Section AIA - 1967





## Gregory R. Conary

Building Information Modeling (BIM) Director

**Greg Conary** received his Bachelor of Science in Architectural Studies from The University of Illinois - Urbana Champaign in 2006, and his Master of Architecture from University of North Carolina at Charlotte in 2016.

Greg has been providing Building Information Modeling (BIM) solutions within the architectural and construction industry since 2006. This includes a large variety of project types and scales across the country. While developing advanced workflows and technical protocols, Greg leads project teams throughout all phases of project delivery. Greg constantly evaluates 3D digital modeling efforts in order to further develop internal project production capabilities, as well as to increase team efficiency and project optimization.

Greg's advanced skillset not only enhances Pinnacle Architecture's architectural capabilities, but also provides clients the utmost attention to detail, advanced coordination among disciplines, clear communication, and quick responses.

Greg has been operating through our Charleston, SC office since 2019.





**NORRIS & BLAND**  
CONSULTING ENGINEERS, P.C.

## Norris & Bland Consulting Engineers, P.C.

Civil Engineering

### Locations

#### Brunswick County Office:

1429 Ash Little River Road NW  
Ash, NC 28420  
910.287.5900 (Phone)  
910.287.5902 (Fax)

#### Wilmington Office:

2602 Iron Grate Drive  
Suite 102  
Wilmington, NC 28412  
910.343.9653 (Phone)  
910.343.9604 (Fax)

### Services Offered

Civil Planning & Design  
Site Design  
Site Utilities  
Subdivisions/Development Design  
Municipal Design for Streets & Sidewalks  
Stormwater Design  
Water & Sewer Utility Infrastructure Design

### License

#### North Carolina:

NCBELS: #C-3641

**Norris & Bland Consulting Engineers, P.C.** evolved with Principal John Phillip Norris, P.E. and, Joseph K. Bland, P.E. previously known as Norris & Turnstill Consulting Engineers, P.C. The original firm established was Andrew & Kuske Consulting Engineers, Inc. of Wilmington, NC charted in 1983. Norris & Bland Consulting Engineers, P.C. is accomplished in the design and permitting of public infrastructure including streets, water systems, sanitary sewer systems, waste water treatment systems, storm drainage systems and stormwater treatment facilities. They also provide site design for government, educational facilities, commercial developments, shopping centers, hotels, mixed use development master planning and design, and subdivision master planning and design.

### Previous Relevant Projects



#### Town of Sunset Beach

- Sunset Blvd. Drainage Study
- Public Parking Area

#### City of Southport

- Southport Waterfront Stabilization Project
- Yacht Basin Drive Drainage Study
- 2019 Sidewalk Project

#### Town of Long Beach

- Middleton Park Septic System Design
- Town of Oak Island Drainage Study



**NORRIS & BLAND**  
CONSULTING ENGINEERS, P.C.

## Norris & Bland Consulting Engineers, P.C.

Civil Engineering

**John Phillip Norris, P.E.**  
Principal / Civil Engineer

Registrations

NC, SC, VA

Professional Affiliations

ASCE  
PENC

**Phil Norris, Principal**, graduated from North Carolina State University with a Bachelor of Science Degree in Civil Engineering with emphasis on water resources and sanitary engineering.

The U.S. Army Corps of Engineers employed Mr. Norris for six (6) years prior to his association with Andrew and Kuske Consulting Engineers, Inc. While with the Corps, he had four (4) years of design experience with projects including highway relocation, railroad relocation and demolitions, marinas, breakwaters, parking areas, access roads, boat ramps, man-made beaches, and water, sewer and storm drainage systems. In addition, Mr. Norris has two (2) years of experience in the management and surveillance of wastewater treatment facility construction, as he was responsible for numerous EPA funded wastewater projects throughout North Carolina.

Mr. Norris concentrates the majority of his design effort in the areas of site design. This includes grading, drainage, erosion control, or stormwater management and site utilities. His project experience ranges from development design for shopping centers, hotels, and subdivisions, to municipal design for streets, sidewalks, and sewer systems.

**Joseph K. Bland, P.E.**  
Lead Designer / Civil Engineer

Registrations

NC, VA

Professional Affiliations

ASCE  
PENC

**Joseph Bland** attended Cape Fear Community College earning an A.A.S. Architecture degree with honors in 2004. While attending Cape Fear, he led his design team to 1st place in the 4th annual North Carolina Sustainable Building Design Competition. Their winning design was later constructed in 2005 in Asheville, NC. In 2006, Mr. Bland graduated Cum Laude from the University of North Carolina, Charlotte with a Bachelor of Science Degree in Civil Engineering Technology. After graduation, Joseph was employed as a Project Manager at Norris & Tunstall Consulting Engineers, P.C. He then subsequently transitioned into an Engineer in Training roll at the company.

Mr. Bland possesses extensive experience in civil planning and site design. This includes, but is not limited to the design of roadways, subdivision, stormwater, erosion, and mining. Currently, Mr. Bland leads design while also permitting and managing staff regarding projects. He provides support to Principals for additional project design, calculations, and permitting duties as well.



Pinnacle Architecture, P.A.

## Locations

### Raleigh Office: (Headquarters)

621 Hillsborough Street  
Suite 500  
Raleigh, NC 27603  
919.361.5000 (Phone)

### Additional Offices:

Asheville, NC  
Charlotte, NC  
Durham, NC  
Wilmington, NC  
Winston-Salem, NC

## Services Offered

Landscape Architecture  
Geomatics  
Land Planning  
Urban Planning & Design  
Stormwater Design  
Stream & Wetland Design  
Construction Administration  
Transportation

## Licenses

### North Carolina:

NCBELS: #C-0293  
NCBOLA: #C-187

**McAdams** was founded in 1979 by Mr. John R. McAdams. His legacy continues as a full-service civil engineering, land planning, landscape architecture, and geomatics firm. McAdams has built its reputation in the industry, operating from 11 offices located throughout the United States. For over 45 years McAdams has been delivering unmatched expertise and unwavering commitment to clients in a variety of markets. These include municipal, education, healthcare and energy, as well as commercial and residential development. Currently, the company is comprised of over 500 professionals that convey thoughtfulness to every detail in advancing clients towards their vision while improving their communities.

## Previous Relevant Projects

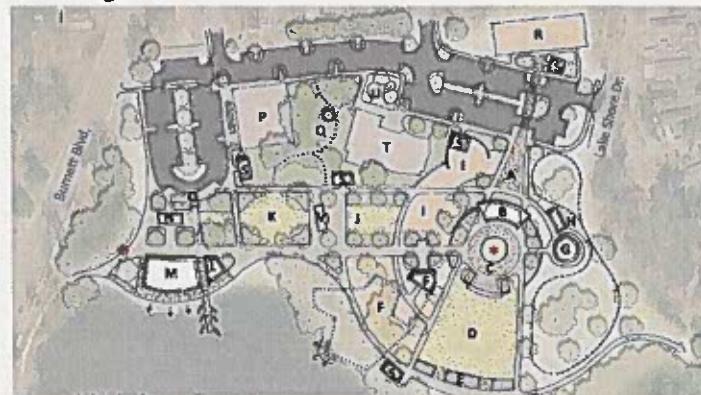
### NC Coastal Federation

The Center for Coastal Protection & Restoration  
Newport, NC



### Greenfield Park

Master Plan  
Wilmington, NC



**Brian Kisko, RLA**

Landscape Architect

Registration

NC #2126

Previous Relevant Projects

- Biltmore Hill Park, Raleigh, NC
- North Ridge County Club, Landscape Master Planning/Landscape Improvements, Raleigh, NC
- NC State University, Centennial Campus, North Oval District, Raleigh, NC
- Florida Gulf Coast University Campus Entrance Enhancements, Estero, FL

**Brian Kisko** received his Bachelor of Landscape Architect from Clemson University. He has been with McAdams since 2021 and serves as landscape architect in the Planning and Design department. With a background in landscape architecture and over a decade of experience, he brings a deep understanding of the concept and site design process, from initial ideas through project implementation. As landscape architect at McAdams, his responsibilities include meeting clients needs, project management and site design. Brian serves a variety of clients, including public and private entities, helping them with permitting, design and project management.

**Rachel Cotter, RLA**

Project Manager

Registration

NC #1690

Previous Relevant Projects

- Town of Surf City, Earl G. + Inez Batts Recreation Complex, Surf City, NC
- Jockey's Ridge Park, Visitor Center & Exhibit Expansion, Nags Head, NC
- Ocean Front Park, Kure Beach, NC

**Rachel Cotter** is a licensed landscape architect with over 20 years of experience approaching projects with an eagerness to effect positive community change through the design and construction of civic spaces. Her ambition extends beyond design to enhancing the everyday experiences of her clients and the communities in which she works.

Ms Cotter believes strongly that our public spaces should be designed in a way that intrinsically dissolve barriers and offer opportunities for users of all ages and ability levels to experience the built environment. She leads with an entrepreneurial spirit and seeks opportunities for speaking engagements and thought leadership in the areas of community design, downtown revitalization and parks and recreation.



## Organizational Chart



### Pinnacle Architecture, P.A.

Randall E. Baker | AIA, President, Lead Designer  
Cameron L. Baker | AIA, NCARB, Vice President  
Frank M. Williams | AIA, NCARB, Director of Architecture



**NORRIS & BLAND**  
CONSULTING ENGINEERS, P.C.

**Norris & Bland Consulting Engineers, P.C.**  
John Phillip Norris | P.E., ASCE, PENC, Principal  
Joseph K. Bland | P.E., ASCE, PENC



**MCADAMS**

**McAdams Civil Engineering**  
Brian Kisko | RLA, Landscape Architect  
Rachel Cotter | RLA, Project Manager



## Current Workload

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### Construction Phase:

Alleghany High School Athletic Facility - Additions/Renovations

Anson Middle School - New facility

### Design Phase:

Blue Ridge Union Elementary School - Additions/Renovations

Fairview Elementary School - Additions/Renovations

Blue Ridge School - Additions/Renovations

Martin County High School - Additions/Renovations



### Internal Quality Assurance:

1. Once an approved schematic design from the Owner, Pinnacle Architecture, P.A. will meet with all engineers/consultants to provide detailed information required to complete the bid documents.
2. During the course of completing Construction Documents, we are in constant communication to ensure all engineers/consultants are on course.
3. When Construction Documents are out for bid, contractors submit questions for clarification either to Pinnacle Architecture or to the engineers/consultants.
4. During construction, Request for Information, are emailed to the architect from contractors for any questions they may develop.
5. Our staff and engineers receive all requirements per project.
6. They have a list of items to incorporate into the projects per budget/code.
7. Once all requirements have been included and all Construction Documents have been received from each engineer, then the architect reviews, marks up or makes notes on what is missing if needed and returns to engineers/consultants for revisions.
8. The above process is completed until all requirements are met.

### Control Methodology:

Step 1 - Pinnacle Architecture, P.A. with the assistance of the owner will conduct interviews with individuals or groups the owner desires to be interviewed.

Step 2 - Pinnacle Architecture, P.A. will conduct an onsite assessment of the existing site.

Step 3 - Demographic data, population trends, in and out migration data will be compiled for analysis and review.

Step 4 - After all information is gathered from steps 1, 2, and 3, Pinnacle Architecture, P.A. will compile said data points for review.

Step 5 - Once the information is compiled in document form, this document will be used for the design process of the project.

Step 6 - Pinnacle Architecture, P.A. will incorporate the administrative staff's comments into documents and submit this for final review by the staff. Once the staff accepts the documents, Pinnacle Architecture, P.A. will print the final documents and present them to the owner.



# Proposed Schedule / Scope of Work

## Design Philosophy:

**Pinnacle Architecture, P.A.**'s design philosophy is centered on client involvement, cost control, contractor friendly documents, and timely delivery. It is our goal to involve all project stakeholders in the active development of a design, so the final building design is one that meets their goals, needs, and expectations, within the given budget. Input from the owners and users of the facility are important factors for the design of the project.

## Design Strategy:

### Phase 1: Pre-Design / Programming

- 1.1 Work with Owners to establish Project Goals, Project Scope, Project Schedule & Project Budget
- 1.2 Investigate and analyze site and existing building
- 1.3 Make a space use survey
- 1.4 Confirm architectural program through programming work sessions & user group interviews

### Phase 2: Schematic Design

- 2.1 Explore schematic design options
- 2.2 Investigate building systems
- 2.3 Strategize for sustainable design practices
- 2.4 Select design option with Owner
- 2.5 Estimate construction costs and schedule

### Phase 3: Design Development

- 3.1 Develop selected design options
- 3.2 Refine project requirements
- 3.3 Recommend building systems
- 3.4 Review design with local code officials
- 3.5 Verify construction budget and schedule

### Phase 4: Construction Document

- 4.1 Prepare construction drawings
- 4.2 Design interior
- 4.3 Write construction specifications
- 4.4 Perform in-house quality control checks
- 4.5 Submit project for code compliance approval
- 4.6 Verify construction needs

### Phase 5: Bidding Phase

- 5.1 Advertise for bids
- 5.2 Distribute bid packages including drawings and specification
- 5.3 Answer Contractor's questions during bidding
- 5.4 Open and evaluate bids
- 5.5 Make recommendation for award of construction contract
- 5.6 Prepare construction contracts

### Phase 6: Construction Phase

- 6.1 Evaluate building components and systems with Contractor for possible cost savings
- 6.2 Conduct pre-construction conference
- 6.3 Review/approve materials and submittals
- 6.4 Visit the job site regularly to observe the construction
- 6.5 Prepare monthly reports to Owner on project progress
- 6.6 Qualify Contractor's application for payments, change orders, etc.
- 6.7 Prepare punch list
- 6.8 Verify correction of all punch list items
- 6.9 Conduct final inspection with Owner
- 6.10 Transfer all keys, warranties and operations and maintenance manuals to Owner
- 6.11 Perform warranty walk-through after 12 months

**Life Cycle Analysis, Building Envelope, HVAC Systems, Technology, and other features to achieve Optimal Energy Efficiency and Sustainable Design:**

**Pinnacle Architecture, P.A.** closely monitors the cost of the project during each phase of planning and design. While working closely with our clients on all associated design and planning decisions, we are involved in value engineering and the long-term life cycle cost associated with the project.

## Supporting Examples

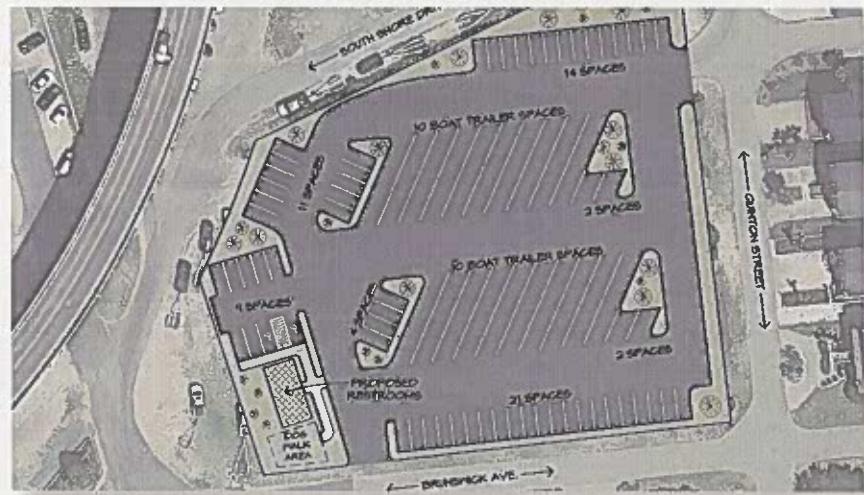
### Waterfront Park

New Restroom Facility  
Mount Pleasant, SC



### Block Q Pavilion

Site Study / Plan  
Holden Beach, NC



### Brunswick County ABC

New Building Construction  
Leland, NC



## Professional References

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**Angela Boone**  
**General Manager**  
Brunswick County ABC Board  
2839 Holden Beach Rd SW  
Supply, NC 28462  
910-842-8839 x0  
[bcabc@atmc.net](mailto:bcabc@atmc.net)

**Dr. Brendan Gartner**  
**Chief Operating Officer**  
Onslow County Schools  
200 Broadhurst Road  
Jacksonville, NC 28540  
910.455.2211  
[brendan.gartner@onslow.k12.nc.us](mailto:brendan.gartner@onslow.k12.nc.us)

**Mr. Bergie Speaks**  
**Director of Facilities & Construction**  
Wilkes County Schools  
613 Cherry Street  
North Wilkesboro, NC 28659  
336.667.2021  
[speaksb@wilkes.k12.nc.us](mailto:speaksb@wilkes.k12.nc.us)

