



# Town of Carthage

TOWN MANAGER  
Emily Yopp

MAYOR  
Jimmy Chalflinch

TOWN CLERK  
Kimberly Gibson

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## Request for Qualifications Carthage Downtown Revitalization Project – Design Services

Release Date: December 9, 2024

Proposal Due Date: January 14, 2025 – 5:00 p.m. EST

Submit completed proposal packets digitally to Emily Yopp at [townmanager@townofcarthage.org](mailto:townmanager@townofcarthage.org) AND Lindsay Whitson at [lwhitson@centralpinesnc.gov](mailto:lwhitson@centralpinesnc.gov) with the title ***Carthage Downtown Revitalization Project – Design Services***.

Outline of this Request for Qualifications (RFQ):

- a. Overview of Request for Qualifications (RFQ)
- b. About Carthage and the Project
- c. Project Timeline
- d. Instructions to Submit a Proposal
- e. Proposal Evaluation
- f. Conditions, Clarifications, and Reservations

### a. Overview of Request for Qualifications (RFQ)

The Town of Carthage recently received two grant awards from the North Carolina Department of Commerce for planning, design, and construction to revitalize the heart of the community's downtown. To date, the town has completed a Downtown Master Plan, which included public and stakeholder engagement, to help shape the future appearance of Carthage's downtown. This multi-phase project to revitalize Carthage's downtown is geared towards improving pedestrian safety and appearance, while increasing economic and social opportunities. More information about the planning process and project can be viewed here: [Carthage - Downtown Revitalization Project](#).

Eligible project uses include design, demolition work, and movement of utility lines such as water, sewer, and electrical. Additionally, a large portion of the funds will be used for construction activities related to pedestrian improvements such as:



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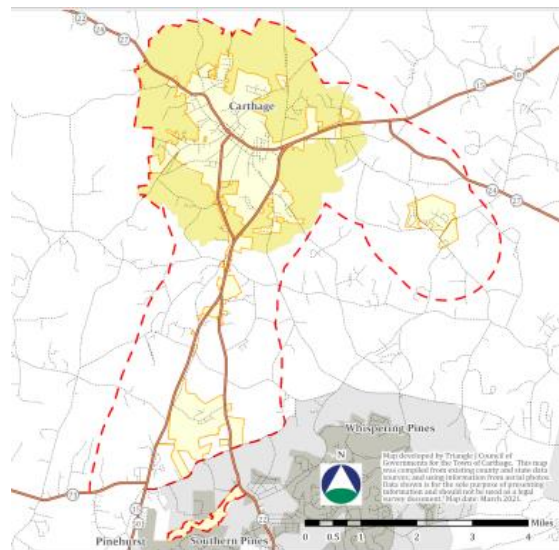
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- Realigning parking spaces
- Sidewalk-related improvements such as new concrete or brickwork
- Building brick seating walls
- Moving any utility lines as needed to implement pedestrian improvements

The Town of Carthage is seeking a qualified firm or individual to develop design materials that advance the project to construction. The selected bidder will be responsible for producing schematic drawings, design development drawings, outline specifications, and construction documents, in addition to providing bid services and construction administration. ***The Town expects the conceptual designs that have already been created to be used as guiding documents to steer the completion of final design schematics.*** Conceptual plans will be provided to the awarded design firm or individual. Construction costs for the entire project are estimated around \$700,000 of grant funds, awarded by the North Carolina Department of Commerce. Construction of the entire project must be completed by October 2026, so design teams that illustrate the ability to complete their design by September 2025 will receive the highest points in the *timeline* category. Additionally, some of the impacted roadway networks are owned and maintained by the North Carolina Department of Transportation (NCDOT), and others are owned by the Town. The selected firm or individual will be responsible for working with the NCDOT's District Engineer's Office in Aberdeen for the review process and encroachment agreement(s) (if needed).

## b. About Carthage and the Project

A map of the town can be viewed to the right, illustrating Carthage's municipal and extra-territorial boundaries (ETJ). The Town of Carthage is located in central Moore County and is the county seat. Nestled between Highway 24/27 (east to west) and Hwy 15-501 (north to south), Carthage's central location makes it convenient to all areas of Moore County. Like much of the county, Carthage is experiencing continuous population growth, attracting military personnel and family from the Fort Liberty area, and people leaving larger metro areas such as the Raleigh-Durham and Greensboro areas. Its rural, historic character is charming, but the downtown area needs to undergo revitalization efforts to create safer walkability options, enhance the appearance of the downtown, and aid in





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increased attraction of businesses and visitors. Carthage's population has grown nearly 25% since 2000, with projections showing that growth trends will continue.

## c. Project Timeline

The Town of Carthage desires the design portion of this project to be completed by August or September 2025, with hopes of issuing the construction bid by October 2025. The anticipated timeline below is a blueprint that we intend to follow for this project.

Release Date of RFQ	December 9
Pre-Award Call – interested bidders are invited to attend a pre-award call for Q&A. Meeting link here: <a href="#">Carthage Downtown Revitalization Project - Pre-Award Informational Session</a>	December 19 (9:30 a.m. to 10:30 a.m.).
Deadline for written questions	January 6 – 5:00 p.m. EST
Deadline for submission of qualifications	January 14 – 5:00 p.m. EST
Conduct interviews (if needed)	Week of January 20 or January 27
Select contractor and negotiate contract	January 31

*\*All addendums/responses will be posted on the Town of Carthage website by January 8, 2025. The Town and Central Pines Regional Council will only answer submitted questions in written format, which will be posted [here](#).*

## d. Instructions to Submit a Proposal

The person/firm should submit a final proposal digitally (in PDF form) to Emily Yopp at [townmanager@townofcarthage.org](mailto:townmanager@townofcarthage.org) AND Lindsay Whitson at [lwhitson@centralpinesnc.gov](mailto:lwhitson@centralpinesnc.gov) with the title **Carthage Downtown Revitalization Project – Design Services**. The Town is inviting all potential bidders to attend a pre-award call to ask questions and/or ask for clarification to any components within this RFQ. A recording of the pre-award call will be posted on the Town website here: [Carthage - Bid Postings](#). All written questions must be received by Lindsay Whitson at [lwhitson@centralpinesnc.gov](mailto:lwhitson@centralpinesnc.gov), no later than 5:00 p.m. EST on January 6, 2025. Responses and



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addendums will only be shared in written format here: [Carthage - Bid Postings](#). Please do not call with questions.

Proposals should include the following:

- **Letter of interest:** Understanding of the project's requirements and Town's vision, and recognized ability to perform the desired tasks.
- **Consultant team qualifications and key personnel:** Resumes, including responsibilities, background, and relevant experience, of key personnel that will be working directly on this project. *Provide at least three relatable examples of projects that you or your firm have completed over the past five years, highlighting any similar project activities in small towns.* The Town is also seeking related projects that have occurred in North Carolina, and examples of work that include design of a major thoroughfare that is directly in or near a commercial business district.
- **Project experience and references:** Include the names of three individuals that can be contacted as references concerning the professional capabilities and resources of your services and/or firm.
- **Proposed work and timeline:** Include the project's anticipated timeline for completion of design. Even though the Town is seeking design services with this RFQ, if able, provide a rough outline of the construction timeline. The Town is striving to have designs that are completed no later than September 2025.
- **Innovative approaches and cost efficiencies:** Include any innovative approaches that may provide cost effective solutions for the design phase. *\*Do not submit an anticipated budget with your proposal.*

\*There is no limit to the number of pages included in a submitted proposal but only incorporate the requested documents as presented above.

## e. Proposal Evaluation

The Town of Carthage will select the most qualified firm or individual through a competitive process based on the following criteria.



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Criteria	Points (Percentage)
Understanding of the project's requirements	10%
Consultant team qualifications and key personnel	30%
Project experience and references	30%
Proposed work and timeline	20%
Inclusion of an innovative approach and identification of ways to address cost-efficiency <i>*Do not submit an anticipated budget with your proposal.</i>	10%

## f. Conditions, Clarifications, and Reservations:

- The Town expects to select one firm or individual but reserves the right to request substitutions for subconsultants.
- The Town reserves the sole discretion and right to reject any and all responses received with respect to the RFQ and to cancel the RFQ process at any time prior to entering into a formal agreement. The Town further reserves the right to request additional information or clarification of information provided in any response. The Town also reserves the right, but is under no obligation, to waive technicalities and informalities. The Town shall make the award as deemed in its best interest.
- A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit the Town to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning an individual firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the Town unless the Town and your firm execute a contract.
- All responses to this RFQ shall be the property of the Town.