

Prequalification for General Contractors Carthage Town Hall Renovation, Carthage, NC

March 2, 2026

Pursuant to NC State statute, this form gathers information about the contractors seeking to qualify for the Carthage Town Hall Renovation project and provides a general format for the prequalification criteria. Completing this questionnaire does not guarantee prequalification. Evaluation of the submittal shall be performed by a prequalification committee with assistance from Michael Graves Architects in accordance with North Carolina GS 143-135.8.

PREQUALIFICATION DUE DATE/TIME: **March 16, 2026, at 12:00 noon EST**

Prequalification Forms for the project are available on the Town of Carthage's Procurement page at www.townofcarthage.org/Government/Bid-Postings

Submit To Both:

Emily Yopp, Town Manager
Town Hall
4395 Hwy. 15-501
Carthage, NC 28327
E-mail: townmanager@townofcarthage.org

and

Lindsay Whitson,
Community & Economic Development Director
Central Pines Regional Council
4307 Emperor Blvd, Suite 110
Durham, NC 27703
Email: lwhitson@centralpinesnc.gov

Deadline for Questions: Submit questions by **March 9, 2026**, at 5:00pm. The primary purpose of this is to provide potential applicants with the opportunity to ask questions, in writing, related to the Prequalification Form.

Submit Questions by e-mail to: Emily Yopp at townmanager@townofcarthage.org and Lindsay Whitson at lwhitson@centralpinesnc.gov by the deadline listed above. Questions submitted and their corresponding answers may be posted as addenda on www.townofcarthage.org/Government/Bid-Postings, procurement page. Applicants are responsible for checking the Town of Carthage procurement page for updates regarding this project.

Instructions for Completing Contractor Prequalification: A person who is knowledgeable and duly authorized to attest to the past and present operations of the Applicant and its policies must complete the application. The application must be executed by the preparer and at least one general partner, owner, principal, or executive officer of the firm who is authorized to commit the organization. Additional signatures are permissible on a separate sheet attached to the application. Application must be properly sworn to by a Notary Public.

The Applicant must provide current, accurate, and complete information. Incomplete or inaccurate documentation may result in denial of prequalification. The Town of Carthage reserves the right to verify the information submitted by the organization, in any related documents, or by supplemental information or data as necessary. If it is determined that false or misleading information or data was submitted in conjunction with the application, the Town of Carthage may deny the prequalification.

Requirements for pre-qualification are listed in the pre-qualification form. Relevant project experience and other application factors will be weighted, and **applicants must attain a minimum score of 146 out of 182 available points or 80% to become prequalified.**

The Town of Carthage and Michael Graves Architects will not be responsible for any cost incurred by Applicants because of their participation in this prequalification process. Each Applicant will bear its own expenses in connection with the preparation and submission of materials and the provision of any supplemental information, which may be requested. The Town of Carthage and Michael Graves Architects will have no liability for cost incurred by Applicants in connection with the review and evaluation of prequalification materials and any findings and determinations made there from. All materials submitted by Applicant will become the property of the Town of Carthage.

Pursuant to North Carolina General Statue, all pre-qualified bidders must hold a current North Carolina General Contractors License. All State HUB Certified HUB contractors, minority, WBE, local and suppliers are invited and highly encouraged to participate in the pre-qualification process.

Protest Procedure: Applicants denied prequalification may protest the prequalification committee's decision by filing a written appeal via e-mail to the Appeal Representative, Emily Yopp, Town Manager. Time frames and processes for filing an appeal are listed below.

Protest: A bidder may protest denial of prequalification by filing a written protest via hand delivery or e-mail. The written protest must be received by the Town Manager, within three (3) business days of notice of denial. The date of the notice of denial shall be the date the notice of denial was emailed to the bidder. The written protest shall be addressed to the Town Manager and articulate the reasons why the bidder is contesting the decision and attaching any documents or information that support the bidder's position. The Town Manager shall contact the bidder within five (5) business days of a receipt of a protest to schedule a date and time to review the protest, which review meeting shall be held within ten (10) business days of the date the protest was received.

Protest Decision: The Town Manager shall evaluate the protest within five (5) business days of the scheduled date and time of the protest review meeting and make a finding that (1) bidder did meet the prequalification requirements and is prequalified for bidding on the project, or (2) uphold the denial. If after review, the Town Manager finds that the bidder meets the criteria for prequalification, then the bidder shall be notified via e-mail and first-class mail that they are prequalified for the specified project and are allowed to submit a bid for the project. If the Town Manager upholds the denial, the bidder shall be notified in writing via e-mail and first-class mail.

General Rules for Protests: The e-mail address for the Town Manager will be given to bidders submitting prequalification applications to assist with communication regarding the protest process. A bidder shall submit at least two e-mail addresses for use by the Town in communicating decisions regarding a protest. Bids received from bidders who have been disqualified shall not be opened and shall be returned to the bidder. A bidder's failure to comply with any requirements of the protest procedure in this Policy shall result in the bidder's protest being denied.

Sincerely,

Emily Yopp, Town Manager

Prequalification Form for Contractors

Pursuant to NC State statute, this form gathers information about the contractors seeking to qualify for the Carthage Town Hall Renovation and provides a general format for the prequalification criteria. Completing this questionnaire does not guarantee prequalification. Evaluation of the submittal shall be performed by the prequalification committee with assistance from Michael Graves Architects in accordance with North Carolina GS 143-135.8.

SECTION 1. GENERAL COMPANY INFORMATION

1.a. Primary/Main office location

Company Name

Physical Address

Mailing Address

City/State Zip Code

Phone Number

Primary Contact Name

Secondary Contact Name

Primary Contact Email Address

Secondary Contact Email Address

[Matrix: 0-1 points. If completely filled in give 1 point. If not, give 0 points.]

Organization

1.b. Business type (circle one):

Corporation Partnership Limited Liability Company Sole Proprietor Joint Venture

Indicate your NC Statewide Uniform Certification (circle one):

MBE HBE AABE AIBE WBE SDB DBE

See website link for more information: <http://www.doa.nc.gov/hub/swuc.htm>

_____ Other (specify) _____ Certifying Agency/State (specify)

Is your firm registered with the State of North Carolina to do business (circle one)?

Yes No

Is your firm owned or controlled by a parent or any other organization (circle one)?

Yes No

If yes, describe ownership:

List all other names your firm has operated as for the past five (5) years:

[Matrix: 0-2 points. If completely filled in give 2 points. If not, give 0 points.]

1.c. Licensing Information

Provide all North Carolina professional licenses required for you to perform your services.

**NC License number/name of licensee/License Limit/Level State/County/City Privilege License
(provide Copy)**

Has any license ever been denied or revoked (circle one)? Yes No

If yes, please describe:

[Matrix: 0-1 points. If completely filled in give 1 point. If not, give 0 points.]

1.d. Type of Work Performed on a regular basis

Primary Scope of Work

Secondary Scope of Work

Other Scope of Work:

What types of work do you self-perform?

[Matrix: 0-1 points. If completely filled in give 1 point. If not, give 0 points.]

Bonding

1.e.(1) Attach letter, dated within the last 30 days, from your surety company, signed by their Attorney in Fact, verifying their willingness to issue sufficient payment and performance bonds for this project, on behalf of your firm and the dollar limits of that bond commitment, both single and aggregate. Surety company bond rating shall be rated “A” or better under the A.M. Best Rating system or the Federal Treasury List.

Have you attached a surety letter (circle one)? Yes No

[Matrix: 0-3 points. If completely filled in give 3 points. If not, give 0 points.]

1.e.(2) Have any Funds been expended by a Surety Company on your firm’s behalf (circle one)?

Yes No

If yes, explain:

[Matrix: 0-3 points. If no funds expended by surety company give 3 points. If not, give 0 points.]

1.f. The minimum requirements of coverage are listed in Article 34 of the North Carolina State Construction General Conditions. Firms must indicate that they can provide evidence of insurance coverage, should they be the successful bidder, by attaching a copy of their insurance certificate.

Have you attached a copy of your insurance certificate (circle one)? Yes No

- Workers Compensation Insurance as required by law and Employer’s Liability Insurance Coverage with minimum limits of \$100,000.
- Comprehensive general liability with minimum limits of \$500,000 per occurrence for bodily injury and \$100,000 per occurrence/\$300,000 aggregate for property damage.

[Matrix: 0-1 points. If insurance certificate is attached, give 1 point. If not, give 0 points.]

Financials

1.g. Attach latest balance sheet and income statement, if available, based on company type. Audited statements preferred, If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. (Firm must submit financial data and may clearly indicate a request for confidentiality to avoid this item from becoming part of a public record.)

Have you attached a balance sheet (circle one)? Yes No

[Matrix: 0-1 points. If financials attached give 1 point. If not, give 0 points.]

SECTION 2. GENERAL REQUIREMENTS

Experience – Size/Capacity/Workload

2.a.(1) List the annual dollar value of construction work the company has performed for each year over the last (3) calendar years (if applicable).

1. _____ (yr)	2. _____ (yr)	3. _____ (yr)
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[Matrix: 0-3 points. For each year completed give 1 point each.]

2.a.(2) How many projects do you currently have under contract or in progress and what is their total dollar value?

- _____ # of projects
- _____ Current projects contract amount
- _____ Project current amount remaining to bill.

[Matrix: 0-1 points. If section completed, give 1 point. If not, give 0 points.]

2.a.(3) What was your largest job completed?

_____ Sq. Ft. \$ _____ Dollar Amount

_____ Location _____ Year Completed

[Matrix: 0-3 points. Take the “dollar amount of largest job completed” and multiply by 1.5. If the result is larger than the estimated package cost, then give 3 points. If the result is smaller then give 0 points.]

2.a.(4) Current Backlog \$ _____ Dollar Amount

[Matrix: 0-3 points. Take “current backlog” dollar amount and add “largest job completed (2.a.(3)) multiplied by 1.5”. If the result is smaller than the average of the “annual dollar amounts” listed in (2.a.(1)) multiplied by 1.5, then give 3 points. If the result is larger, then give 0 points.]

2.a.(5) List the three largest contracts currently under contract or in progress, including for each, the name of the project, owner, architect, and their contact information.

#1 – Large Project	
Project Name/Location	
Description of Work Performed	
Owner Name/Representative	
Owner Address/Phone/Email	
Architect Name/Representative	
Architect Address/Phone/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

#2 – Large Project	
Project Name/Location	
Description of Work Performed	
Owner Name/Representative	
Owner Address/Phone/Email	
Architect Name/Representative	
Architect Address/Phone/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

#3 – Large Project	
Project Name/Location	
Description of Work Performed	
Owner Name/Representative	
Owner Address/Phone/Email	
Architect Name/Representative	
Architect Address/Phone/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

[Matrix: 0-6 points. 0-2 points for each project listed. For each project above, give 1 point for each positive reference from the owner or architect.]

Office Locations

2.b. Will this project be managed and directed from an office in NC (circle one)? An office in NC is defined as “The principal place from which the trade or business of the bidder is directed or managed” per GS 143-59(c). Yes No

[Matrix: 0-1 points. If office location is managed and directed from NC office give 1 point. If not, give 0 points.]

Litigation/Claims

2.c. (1) Has your company been involved in any judgments, claims, arbitration or mediation proceedings, or suits within the last five years, whether resolved or still pending resolution (circle one)? Yes No

If yes, state the project name(s), year(s), case number and reason why:

[Matrix: 0-3 points. If company has not been involved in any of the above give 1 point. If they have, give 0 points.]

2.c.(2) Are there currently any judgments, claims, arbitration or mediation proceedings or suits pending or outstanding against your company, its officers, owners, or agents (circle one)?

Yes No

If yes, state the project name(s), year(s), case number and reason why:

[Matrix: 0-3 points. If there are no current judgments, claims, arbitration, suits or mediation pending give 1 point. If there is, give 0 points.]

2.c.(3) Has your company ever failed to complete work awarded to it (circle one)?

Yes No If yes, please provide project name(s), year(s), and reason why:

[Matrix: 0-2 points. If company has never failed to complete work it has been awarded then give 2 points. If they have failed to complete work, then give 0 points.]

2.c.(4) Have you ever paid liquidated damages on any project (circle one)? Yes No

If yes, state the project name(s), years(s), and reason why:

[Matrix: 0-1 points. If "Yes" without sufficient explanation, give 0 points. If "No", give 1 point.]

2.c.(5) Has your present company, its officers, owners, or agents every been convicted of charges relating to conflicts of interest, bribery, or bid-rigging (circle one)? Yes No

If yes, state the project name(s), year(s), and reason why:

[Matrix: 0-1 points. If "Yes," give 0 points. If "No," 1 point]

2.c.(6) Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina (circle one)? Yes No

If yes, state the project name(s), year(s), case number and reason why:

[Matrix: 0-1 points. If "Yes," give 0 points. If "No," 1 point.]

Safety Record

2,d, List your company's Experience Modification Rate (EMR) for past three years.

Present Rate

Last Rate

Year before rate

[Matrix: 0-2 points. If EMR rate is less than or equal to 1 then give 2 points. If not, give 0 points.]

Historically Underutilized Business (HUB) Plan

2.e. Does the company currently have a documented plan for engaging subcontractor participation from historically Underutilized Businesses (circle one)? Yes No

If yes, please attach your company's HUB plan.

[Matrix: 0-3 points. If company has a current documented plan give 2 points. If not, give 0 points.]

SECTION 3. PROJECT SPECIFICS

3.a. The assigned project superintendent for this project shall be:

_____, Include a resume.

Have you included a resume (circle one)? Yes No

[Matrix: 0-3 points. If resume included, give 3 points. If not, give 0 points.]

3.b. The experience this superintendent has on historic renovation projects is ____ 0-2 ____ 3-4 ____ 5-10 ____ >10 years.

[Matrix: 0-5 points. If 0-2 years give 1 point, 3-4 years give 2 points, 5-10 years give 4 points, >10 years give 5 points.]

3.c. The assigned project manager for this project shall be _____.
Include a resume.

Have you included a resume (circle one)? Yes No.

[Matrix: 0-3 points. If resume included, give 3 points. If not, give 0 points.]

3.d. The experience this project manager has on historic renovation projects is ____ 0-2 ____ 3-4 ____ 5-10 ____ >10 years.

[Matrix: 0-5 points. If 0-2 years give 1 point, 3-4 years give 2 points; 5-10 years give 4 points, >10 years give 5 points.]

General Contractor Experience Requirements Carthage Town Hall Renovation, Carthage, NC

SECTION 4. SIMILAR RENOVATION PROJECTS

All similar renovation projects shall meet the following requirements:

- completed within the last twelve (12) years,
- total construction contract exceeding three hundred thousand dollars (\$300,000),
- total square footage renovated exceeded 3,000 square feet,
- building renovated was constructed prior to 1940 (historic),
- project involved significant repair of existing historic building materials (restoration),
- project did not involve significant removal of existing historic building materials.

4.a. List three (3) similar renovation projects

#1 – Historic Renovation Project	
Project Name/Location	
Description of Work Performed	
Owner Name/Representative	
Architect Name/Representative	
Architect Phone/Email	
Date Completed	
Contract Dollar Value	
Renovated Square Footage	

#2 – Historic Renovation Project	
Project Name/Location	
Description of Work Performed	
Owner Name/Representative	
Architect Name/Representative	
Architect Phone/Email	
Date Completed	
Contract Dollar Value	
Renovated Square Footage	

#3 – Historic Renovation Project	
Project Name/Location	
Description of Work Performed	
Owner Name/Representative	
Architect Name/Representative	
Architect Phone/Email	
Date Completed	
Contract Dollar Value	
Renovated Square Footage	

[Matrix: 0-120 points. 0-40 points for each project listed. For each similar project listed above give 25 points. In addition, for each project above, give 15 points for each positive reference from the architect]

SECTION 6. SIGNATURE

By signing this document, you are acknowledging that all answers are true to the best of your knowledge. Any answers found to be falsified will bar you from being prequalified on this project.

Company Name (as licensed in NC)

Physical Address

Mailing Address

a. Dated this day of: _____

Submitted by: _____
Signature By Authorized Officer

Print Title of Authorized Officer

Phone: _____
Contact person's phone number

E-mail: _____
Contact person's E-mail address

b. Notary Certification:

North Carolina, _____ County

I, a Notary Public of the County and State aforesaid, certify that _____
personally appeared before me this day and acknowledged the execution of the foregoing
instrument.

Witness my hand and official seal, this the ____ day of _____, 20____.

(Official Notary Seal or Stamp) _____
Signature of Notary Public

My Commission Expires: _____

[Matrix: 0-1 points. If signature section fully executed with notary give 1 point. If not, 0 points.]