



# Town of Carthage

TOWN MANAGER  
Emily Yopp

MAYOR  
Jimmy Chalflinch

TOWN CLERK  
Kimberly Gibson

---

## Request for Qualifications Carthage Town Hall Renovation – Design Services

Release Date: March 3, 2025

Proposal Due Date: April 4, 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 Town Hall 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 funding from the Office of State Management and Budget to purchase and renovate a historic building located downtown, which will be the future location of their Town Hall. The building is not registered on the National Register of Historic Places. The building has been purchased by the Town, and they are now seeking a qualified firm or individual to develop design materials that advance the project to construction. The selected bidder will be responsible for producing all design products, outline specifications and construction documents, in addition to supporting bid services and construction administration for a formal bidding process. ***The Town expects the selected design team to utilize the structural inspections and additional related inspection reports where feasible, to serve as guiding documents to steer the completion of final design schematics.*** Construction of the entire project must be completed by August 2026, so design teams that illustrate the ability to complete their design by November 2025 (or earlier) will receive the highest points in the *timeline* category. Anticipated construction/repair includes but is not limited to some of the following activities:



# Town of Carthage

TOWN MANAGER  
Emily Yopp

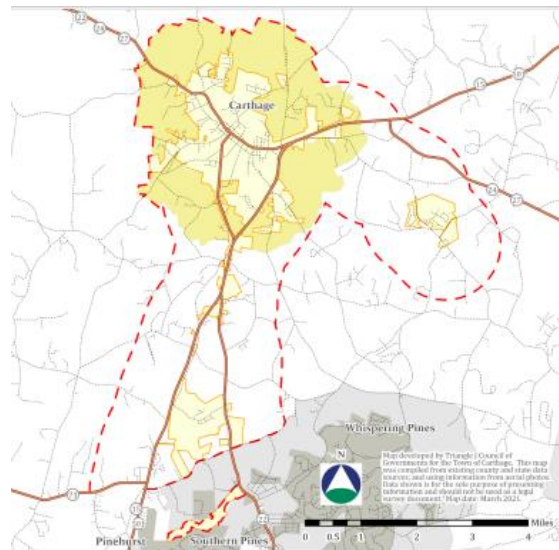
MAYOR  
Jimmy Chalfinch

TOWN CLERK  
Kimberly Gibson

- Repair all damaged, decayed or deteriorated exterior wood framing, trim, doors and other wood elements.
- Evaluate and install new roof and flashings system and address water damage located inside the attic space.
- Inspect all chimneys and cap to prevent water intrusion. Inspect chimney brick for possible repair or removal.
- Inspect air conditioning and gas furnace systems to ensure proper operation during hot and cold seasons and make repairs or replacements as needed.
- Install new electrical and internet cable throughout building to accommodate commercial office. Work with the town's IT contractor to identify cabling needs and execute work as described.
- Fully renovate the interior of the building as funding allows.

## 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 families from the Fort Liberty area, and people leaving larger metro areas such as the Raleigh-Durham and Greensboro areas. Carthage's population has grown nearly 25% since 2000, with projections showing that growth trends will continue.



Because of this growth, staffing at the Town continues to increase. This newly acquired building will allow the Town to alleviate overcrowding in their current shared municipal building that serves as the Town Hall, housing various departments. It will also allow the Town to repurpose a historic building, promote heritage tourism, and create a more visible presence in the Town – allowing for increased citizen engagement and civic pride.



# Town of Carthage

TOWN MANAGER  
Emily Yopp

MAYOR  
Jimmy Chalfinch

TOWN CLERK  
Kimberly Gibson

## c. Project Timeline

The Town of Carthage desires the design portion of this project to be completed by November 2025, with hopes of issuing the construction request for proposals by December 20026. The anticipated timeline below is a blueprint that we intend to follow for this project.

Release Date of RFQ	March 3, 2025
Pre-Award Site Visit – Interested bidders are invited to attend a pre-award site visit to view the building/property and ask questions. <b>This will be on site at 208 Monroe Street, Carthage, NC (28327).</b>	March 21, 2025; 10:00 a.m. to 11:00 a.m.
Deadline for written questions	March 24, 2025 – 5:00 p.m. EST
Deadline for submission of qualifications	April 4, 2025 – 5:00 p.m. EST
Conduct interviews (if needed)	Week of April 21, 2025
Select contractor and negotiate contract	Week of April 28, 2025

*\*All addendums/responses will be posted on the Town of Carthage website by March 28, 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 Town Hall Revitalization Project – Design Services**. The Town is inviting all potential bidders to attend a pre-award site visit. This is not required but is highly encouraged. This will be the only opportunity that the Town will provide for an on-site visit. 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 March 24, 2024. Responses and addendums will only be shared in written format here: [Carthage - Bid Postings](#). Please do not call with questions.

Proposals should include the following:



# Town of Carthage

TOWN MANAGER  
Emily Yopp

MAYOR  
Jimmy Chalflinch

TOWN CLERK  
Kimberly Gibson

- **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 on historical buildings (whether they are registered or not).*
- **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 design services that are completed no later than November 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.

Criteria	Points (Percentage)
Understanding of the project's requirements	10%
Consultant team qualifications and key personnel	30%
Project experience and references	30%



# Town of Carthage

TOWN MANAGER  
Emily Yopp

MAYOR  
Jimmy Chalflinch

TOWN CLERK  
Kimberly Gibson

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.