



Town of Carthage

TOWN MANAGER
Emily Yopp

MAYOR
Jimmy Chalflinch

TOWN CLERK
Kimberly Gibson

Request for Qualifications Carthage Town Hall Renovation – Design Services

Addendum #4

Released: April 1, 2025

1. Who all was sent the RFP?
 - Answer: This is an RFQ (request for qualifications) process, and it was sent to a list of potential bidders throughout the region/state. We also posted the RFQ on the North Carolina Electronic vendor portal.
2. Do you know if there has been a lot of interest?
 - Answer: We have received questions from a few potential bidders as of March 20, 2025.
3. Are there existing plans of the building?
 - Answer: There has only been inspections conducted thus far (structurally and interior).
4. Did the Town perform a programming exercise or test fit to ensure the building will work for the intended purpose?
 - Answer: No – but we are confident that the building will work for the intended purpose.
5. How much was the grant for and does that include all of the projects? Any type of match from the Town, County or other entity?
 - Answer: We can say that the costs for renovation of the building is at least \$350,000, but we anticipate it being more with contributions from the Town of Carthage.
6. Would you be able to share the budget for this project?
 - See the response to question 5.
7. We have extended the deadline for questions from March 24, 2025, to March 28, 2025 – by 5:00 p.m. EST.



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8. Under the project timeline, it states the town wants “construction request for proposals by December 2026”, do you mean December 2025, or do you mean you want construction finished by December 2026?
 - Answer: Construction needs to be completed no later than December 31, 2026. Ideally, we would like the project to be completed even earlier.
9. Does the property have to follow the town of Carthage Historic Preservation Ordinance since it is in the historic district? If so, has the town applied for and been granted certificates of appropriateness to alter/repair/rehabilitate?
 - Answer: This property falls into the Central Business District (CBD) and, to our knowledge, is not located or listed on the National Register of Historic Places. Therefore, Certificates of Appropriateness are not required.
10. Can the town provide a breakdown for the grant allocation? Beginning sum, purchase of house, dedicated construction amount, etc. From the pre-bid site visit, our notes say 1 million, then 10 million for water. Can you provide more details?
 - Answer: The \$10M water grant is a completely separate grant award. We received \$1 million from the state for this project, purchased the building at \$550,000, and have the rest for administrative, design, and construction expenses. The Town may be putting in additional funding for the construction portion of the project.
11. Is the exterior ramp ADA accessible? Civil may need to incorporate in their scope.
 - Answer: We will lean on these types of questions to be answered by our design team.
12. Although the town has determined that the basement is not ‘in scope’ from a design perspective, the utilities branch exists there and it will be necessary to include to some extent. Does the town agree?
 - Answer: Yes, unless the selected design team feels different.
13. All exterior walls, including basement exterior walls, would be within scope for structural restoration – correct?
 - Answer: Yes, unless the selected design team feels different.
14. Has a geotechnical engineer evaluated the site to this point? Based on some of the photo evidence of step cracking, settlement is evident. Likely due to water infiltration/improper drainage.



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- Answer: A geotechnical engineer has not evaluated the property but it has been inspected by a structural engineer. The engineer stated that while some settling has occurred it appeared to be from prior water runoff from the roof and gutter system that appeared to have been corrected, although the town will need to address the roof and gutter system as part of this project.
15. Is the existing framing adequate for the intended use of the structure? This was likely an old residence, so the existing framing may not be adequate for a commercial application. I'd think that would need to be included/evaluated.
- Answer: We will leave this recommendation up to our selected vendor(s), since we do not have the technical expertise to make this decision at this time.
16. Due to water damage being evident and renovations/repairs taking place, we recommend engaging a building envelop specialist to help mitigate future problems around the entire structure. Is that a service that the town is willing to engage with? We have a consultant we work with regularly if that's something we potentially want to provide.
- Answer: The Town is interested in preserving the sustainability of the building and open to any related conversations/recommendations.
17. Will site lighting for the new parking lot be in our engineering scope or will this be through the town or power company?
- Answer: Parking lot lighting will not be part of the scope of this project. The town intends to address this at a later date if necessary.
18. Can you provide more information about the server room? How many circuits? What type and quantity of equipment? Dedicated cooling need?
- Answer: We will expect the design team to work with the IT's support company as needed, to ensure we get the correct design for our current and future needs.
19. The lighting will be completely replaced inside and outside. Can the town confirm that intent?
- Answer: That is correct.
20. Are the existing water and sewer service adequate or will they need to be upgraded?
- Answer: To our understanding, the existing water and sewer service is adequate to support the future uses of the building.
21. Will state construction or any other regulatory body be involved in this project?



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- Answer: We will lean on our selected vendor(s) to help us determine if state construction or other regulatory bodies need to be involved.
- 22. Will book specs be required? Or is it acceptable for specs on plans?
 - Answer: We will lean on the technical guidance of our selected vendor(s) to make this decision as they relate to the success of the project.
- 23. Is the CMU retaining wall adjacent to the porch within our scope of work?
 - Answer: No.
- 24. Do we know what plumbing materials exist today? Cast iron pipes, etc.
 - Answer: Upon speaking with the prior owner, we believe there may exist a combination of materials to include copper and cast iron.
- 25. Are full blown data drawings required, or will these be done by others?
 - Answer: No, we do not anticipate these being required.
- 26. Are the wells located adjacent to the brick columns in the attic used for mechanical or electrical?
 - Answer: We are not sure we understand this question. The selected design team will have access to the attic for any assessment(s) and/or work conducted.
- 27. At the walk-through that you would like to include some parking spots on the site as part of the new design. How many spaces do you anticipate and where would they be located?
 - Answer: We anticipate that the spaces will be located on the left side of the building (when facing the front). We are open to recommendations regarding the number of parking spaces, so long as it aligns with our Unified Development Ordinance (but we would want no less than 15 spaces).