



**Town of Carrboro, North Carolina  
Request for Qualifications**

**Design-Build Services for Town Hall Renovation**

**RFQ #: PW-2025-TH**

**Issue Date: 4/08/2025**

**Submittal Deadline: 5/05/2025**

**PROJECT DESCRIPTION**

The Town of Carrboro, North Carolina, is seeking proposals from qualified design-build firms for the renovation of the Carrboro Town Hall. This project encompasses the pre-design, design, and construction phases, with the goal of delivering a fully renovated facility that meets both the functional needs of Town staff and elected officials and aligns with the Town's energy efficiency and sustainability objectives. The selected firm will work closely with Town representatives to ensure the renovation is completed within the approved budget and schedule.

Carrboro Town Hall, located at 301 West Main Street, is a three-story, 22,141 square foot timber-framed structure with load-bearing brick perimeter walls, originally constructed in 1922. The building houses offices for staff across nine departments of the town government, as well as the Council Chambers.

**Key project goals include:**

- Meet space needs for Town employees
- Improve energy efficiency and sustainability
- Enhance accessibility
- Upgrade restroom facilities
- Expand and modernize the Council Chambers
- Install new dedicated back-up generator
- Preserve the historic character of the building

The Town has allocated an initial planning budget of \$750,000 and anticipates a total project budget of up to \$15,000,000, pending approval by Town Staff and Council. Following award of design-build contract, Town plans to begin Phase 1, which includes pre-design, design, and cost estimating, in June 2025. The contract will then be extended to Phase 2, which covers final design and construction, pending approval by Town Staff and Council of the initial renovation scope, schedule, and budget. Project completion is expected by 2028.

---

## SCOPE OF WORK

The selected design-build firm will be responsible for providing comprehensive services throughout the renovation process. The project will be divided into two phases:

### **Phase 1: Pre-Design, Design, and Cost Estimating**

Phase 1 will include the pre-design assessment, design development, and cost estimating services. The goal of this phase is to assess the existing facility, develop design concepts, and prepare preliminary estimates for the renovation.

#### **Activities:**

- **Pre-Design Assessment:**
  - Conduct a thorough evaluation of the existing Town Hall facility, including building systems, functionality, and usage.
  - Develop a comprehensive space program based on the needs of Town staff, elected officials, and other stakeholders.
  - Provide recommendations for space reallocation and layout adjustments.
  - In consultation with Town Staff, establish sustainability goals for project which align with [Town of Carrboro's Community Climate Action Plan](#). The Town may additionally desire to work with Duke Energy Design Assistance or similar programs.
  - Present conceptual options for two renovation scenarios: a phased renovation that allows staff to remain in building during renovation and a renovation of vacant Town Hall building.
- **Design Development:**
  - Develop initial design concepts, incorporating feedback from stakeholders and the pre-design phase.
  - Propose sustainable building systems and their integration into the renovation.
  - Refine the design based on Town feedback and develop schematic drawings, including floor plans, elevations, and site plans.
- **Cost Estimating and Project Schedule:**
  - Provide preliminary cost estimates for each renovation scenario (phased renovation with staff remaining in building and full renovation of vacant building).
  - Provide preliminary cost estimates and energy, operational cost and carbon emissions reduction estimates for proposed green building strategies.
  - Prepare a preliminary construction schedule for each scenario.

#### **Deliverables:**

- Space program document outlining functional requirements.
- Preliminary budget estimates for each renovation scenario.
- Preliminary project schedules for each renovation scenario.
- Schematic design documents (floor plans, site plans, elevations).
- Design narrative describing the project's vision, program, and design direction.

---

## **Phase 2: Final Design and Construction**

Phase 2 includes the development of final construction documents and the actual construction of the Town Hall renovation project. This phase will proceed once the initial design, schedule, and budget have been approved by the Town.

### **Activities:**

- **Design Development Refinement:**
  - Finalize architectural and engineering design elements, including dimensions, materials, finishes, and systems (HVAC, electrical, plumbing, fire protection) and green building elements.
  - Coordinate with engineering consultants to finalize building systems.
  - Update the construction cost estimate based on the final design.
- **Construction Documents:**
  - Prepare complete and precise construction documents, including detailed drawings, specifications, and schedules.
  - Develop written specifications that define construction materials, methods, and products.
  - Submit the final set of construction documents for local permitting approval.
- **Construction:**
  - **Pre-Construction and Mobilization:**
    - Finalize contracts, procure materials, obtain permits, and set up the construction site.
  - **Construction Management:**
    - Oversee daily construction activities, manage subcontractors, monitor quality, schedule, and costs, and address change orders.
  - **Commissioning and Project Handover:**
    - Test building systems, prepare punch list, conduct final inspections, and provide training and documentation to the Town.

### **Deliverables:**

- Final set of construction documents (detailed drawings, specifications, schedules).
- Finalized construction cost estimate.
- Permitting applications for final construction approval.
- Regular progress and inspection reports during construction.
- Commissioning report.
- Final project documentation: as-built drawings, operation manuals, punch list completion, and final project report.
- Completion certifications: final payment application, Certificate of Occupancy, and any other required local authority approvals.
- Staff training on all new equipment and operations.

---

## **CONTACT INFORMATION**

All technical or scope of work questions should be directed to:

Michael Johnson

Capital Projects Manager

Email: [mjohnson@carrboronc.gov](mailto:mjohnson@carrboronc.gov)

Phone: 919-918-7424

All questions pertaining to this solicitation must be submitted in writing no later than 3:00 PM on 4/25/2025. Only written questions will be considered. Any information given by telephone will be considered informal. Any questions that the Town feels are pertinent to all proposers will be emailed as an addendum to the solicitation.

An optional pre-proposal site visit will be held at Carrboro Town Hall at 301 West Main Street, Carrboro NC 27510 on 4/17/2025 at 7:00am.

Any corrections or addendums to this RFQ will be posted at the following web page:

<http://townofcarrboro.org/bids.aspx>

Applicants are responsible for monitoring this page for any corrections or addendums. In the event that a correction or addendum is posted, applicants must include within their Cover/Introductory Letter a statement acknowledging that applicants have read and understand it.

---

## **DEADLINE FOR SUBMISSION OF RESPONSES**

Interested firms must submit a Statement of Qualifications by email by 3:00 PM EST on 5/05/2025. Qualifications received after this deadline will not be considered.

Firms should enter "RFQ # PW-2025-TH: Company's Name" as the subject line for the email. Submit responses as an attachment in PDF format. RFQ shall be submitted to Chaz Offenbug, Finance Director, at [coffenburg@carrboronc.gov](mailto:coffenburg@carrboronc.gov) and copied to [mjohnson@carrboronc.gov](mailto:mjohnson@carrboronc.gov).

Chaz Offenbug

Finance Director

Town of Carrboro

Email: [coffenburg@carrboronc.gov](mailto:coffenburg@carrboronc.gov)

---

## LICENSING STATEMENT

In order to offer Construction services (General Contracting, Electrical Contracting, Plumbing, Heating and Fire Sprinkler Contracting, or Landscape Contracting) and Design services (Architecture, Engineering, or Landscape Architecture) as part of the response to this RFQ, the proposing firms must be properly licensed to provide Construction and Design services in the State of North Carolina. More information on North Carolina state boards may be found at the following websites:

### Construction:

- NC Licensing Board for General Contractors: <https://nclbgc.org>
- NC State Board of Examiners of Plumbing, Heating and Fire Sprinkler Contractors: <https://www.nclicensing.org>
- NC Landscape Contractors' Licensing Boards: <https://nclclb.com>

### Design:

- NC Board of Architecture: <http://www.ncbarch.org>
- NC Board of Examiners for Engineers and Surveyors: <http://ncbels.org>
- NC Board of Landscape Architects: <https://www.ncbola.org>

---

## SUBMISSION GUIDELINES

### General Instructions:

- Keep the submission to a maximum of 25 single-sided pages.
- Use a font size no smaller than 11 point.

### Required Sections:

1. **Cover Letter:**
  - Briefly state your interest in the project.
  - Include your team's name, address, and contact details (name, email, phone) for the project point of contact.
2. **Professional Qualifications & Key Personnel:**
  - Provide details for each firm and subconsultant, including:
    1. Firm name, address, and brief description.
    2. Firm's qualifications, experience, and relevant certifications.
    3. License to practice in North Carolina.
  - Provide resumes for key personnel, their roles, licenses, and qualifications.

- For subconsultants, describe their roles and include key personnel info.
  - Explain personnel availability and how the team will be organized.
  - 3. **Team Experience:**
    - Provide examples of:
      1. Similar projects successfully completed.
      2. Experience incorporating sustainable design strategies into building renovations including any experience with Net-Zero, LEED certified, or LEED equivalent projects and utilizing Duke Energy Design Assistance programs or similar.
      3. Experience with designing systems that do not rely on fossil fuels (natural gas, propane or fuel oil, etc.), and/or converting existing fossil-fuel based systems to electrical power. Proposals should further demonstrate ability to calculate upfront, annual, and lifecycle costs, as well as technical feasibility assessments for all-electric solutions
      4. Collaboration between team members.
      5. Cost estimation and schedule adherence, including before-and-after comparisons.
      6. Understanding of the project location and any past experience in the area.
      7. Design-build projects
  - 4. **Project Approach:**
    - Describe how you will deliver the project, covering:
      1. Your current workload and available resources.
      2. Your process for each project phase (pre-design, design, and construction), including team selection, quality practices, and any other relevant details.
      3. Project team selection strategy (options for licensed contractors, subcontractors, and design professionals).
  - 5. **References and Certifications:**
    - Provide:
      1. Completed reference form A (attached) or provide a list with at least 3 and no more than 5 client references.
      2. Statement explaining project team selection process and affirming that each licensed design-build team member including design professionals and sub-consultants included in this submittal was selected based upon demonstrated competence and qualifications in the manner provided in the State of North Carolina's General Statute on procurement of construction services (G.S. 143-128.1A)
- 

## **EVALUATION CRITERIA**

- **Firm Qualifications and Experience (40%)**
  - Firm's Background: Experience in renovation projects of similar scope and complexity, including incorporation of sustainability strategies.
  - Licensing & Certifications: Ensure the firm and key personnel are properly licensed in North Carolina.
  - Past Performance: Ability to deliver projects on time, within budget, and meet sustainability goals.
- **Key Personnel and Team Experience (30%)**

- Staff Qualifications: Experience, qualifications, and roles of key personnel, including their expertise in municipal projects, renovations, and energy efficiency and electrification.
  - Team Availability and Structure: Availability of personnel and the structure of the team, ensuring adequate resources throughout the project.
  - Collaboration & Communication: Proven teamwork between design and construction teams, along with successful project delivery.
  - Strategy for achieving Minority- and Women-Owned Business utilization goals.
  - **Project Approach and Methodology (20%)**
    - Project Delivery Process: Clear approach for each phase (pre-design, design, construction), including quality control and risk management.
    - Sustainability & Energy Efficiency: Strategies for integrating sustainable and energy-efficient systems into the renovation.
    - Team Selection Strategy: Method for selecting qualified contractors and professionals.
  - **References (10%)**
    - Client References: At least three references from similar projects, highlighting client satisfaction and successful project outcomes.
- 

## **CONTRACT**

This solicitation for the design and renovation of Carrboro Town Hall will be awarded consistent with North Carolina General Statute 143-128.1A for design-build and all applicable federal, state, and local laws.

The selected Firm will report directly to the Town's designee and is to administer the contract to ensure that all work is performed in accordance with the contract requirements.

The selected Firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. Liability insurance certificates should list the Town of Carrboro as an additional insured.

---

## **MINORITY AND WOMEN-OWNED BUSINESS UTILIZATION**

The Town of Carrboro encourages minority participation in all procurement activities and has set a goal for minority and women-owned business enterprise participation for public projects. This goal is ten percent (10%) for each project. The Town, as awarding authority for projects, and the contractors and subcontractors performing the contracts awarded, shall cooperate and in good faith do all things, legal, proper, and reasonable to achieve the goal of ten percent (10%) for participation by minority businesses in each project.

See the Town's adopted Outreach Plan and Guidelines for Recruitment and Selection of Minority- and Women-Owned Business Businesses for Participation in Town of Carrboro Building Construction Contracts.

---

## **SUSTAINABILITY**

The Town of Carrboro's Community Climate Action Plan commits the Town to achieving 80% reduction in municipal greenhouse gas emissions by 2030 from a 2010 baseline. This plan has four important strategies: 1) reduce the Town's energy consumption in buildings and operations by maximizing energy efficiency; 2) electrify the Town's fleet and transition Town buildings to all-electric systems; 3) invest in renewable energy and 4) build resilience to the impacts of climate change.

The Town strongly desires to work with firms that support these goals and have the experience and expertise to deliver on these strategies.

Consistent with the goals in its Community Climate Action Plan, the Town desires that all capital projects optimize energy use and energy related operational and maintenance practices, conserve water, and increase building resiliency. Proposals submitted for retrofitting existing buildings should incorporate experience performing energy audits or comparable analysis using industry accepted standards to inform opportunities to reduce energy consumption within the facility.

See the [Town of Carrboro's Community Climate Action Plan](#).

**Attachment A**

**REFERENCES**

Firm must supply two to three references of clients for whom similar work was performed. A Firm may fill out this form by hand or substitute a typed form containing all the information requested below.

---

Reference Company Name:

\_\_\_\_\_

Contact \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of work performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Reference Company Name:

\_\_\_\_\_

Contact \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of work performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Reference Company Name:

Contact \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

---

---

---

Nature of work performed:

---

---

---

---

---

---