

Trinity AME Zion Church

Request for Qualifications

Design Phase- Trinity AME Zion Church Rehabilitation

Date of Issue: 12/4/2023

Response Deadline: 1/5/2024 at 5:00pm

Direct all inquiries concerning this RFQ to:

**Hunter Fillers**

Housing Program Manager

Central Pines Regional Council



☎ 919-558-9392

✉ [hfillers@centralpinesnc.gov](mailto:hfillers@centralpinesnc.gov)

📍 4307 Emperor Blvd, Suite 110, Durham, NC 27703

## **Project Description and Requested Services**

Central Pines Regional Council (CPRC) is requesting services from a qualified design team to support the rehabilitation of a historic church in Southern Pines, North Carolina. Trinity AME Zion Church's integrity is extremely sound, but portions of the roof in the sanctuary have begun caving in, making it inoperable in some portions and limiting capabilities for services and additional programs to be held. Severe damage and deformation of the roof and ceiling, as well as the outward displacement of the masonry sidewalls that support it, may require widespread and complex structural repairs, and the sanctuary and much of the overlying attic area should be considered unstable and hazardous until the structure can be repaired by a licensed professional.

CPRC is seeking a person/firm that meets the [professional qualifications referenced in 36 CFR 61](#) for design services to produce schematic drawings, design development drawings and outline specifications, construction drawings and specifications, and to provide bid services and construction administration. A Contractor will be selected through this RFQ process based on their proposal, potential interview, and qualifications/experience. Funding for this project is made available through a grant award issued by the National Park Services under the African American Civil Rights grant program. CPRC does not own the resource but is the fiscal agent and program manager of the grant award.

## **History and Background**

Trinity AME Zion Church has served as a significant cultural resource for its members and the community and has played a pivotal role in addressing civil rights struggles on both a local and national scale. In 1923, Trinity AME Zion Church was erected at the top of West Pennsylvania Avenue in West Southern Pines, but the congregation dates to the 19th century with members hosting services in their own homes. With two prominent brick towers and beautifully stained-glass windows, the Gothic-Revival style building was built to overlook the abutting sidewalk with a welcoming ambiance.

The Church has played a pivotal role in advancing equal rights on a local, regional, and national scale and has been unable to pursue these goals due to the extensive damage compounded over time. Once construction is complete, the goal would be for the church to be safe enough to continue serving as a place of worship, socialization, civic engagement, and community development. Additionally, the resource is not yet registered on the National Register of Historic Places, but under this grant award, we are pursuing registration.

## **Proposed Preliminary Scope of Work**

Work will consist of the following:

Producing schematic drawings, design development drawings, outline specifications, and construction documents and providing bid services and construction administration.

The work of this project will direct the following construction work in conformance with *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*.

## Project Schedule

All design and construction activities leading to final completion of the project are to be accomplished no later April 30, 2026.

### Tentative Schedule of Events

	<b>Date</b>
• Release of RFQ	12/4/2023
• Deadline for written questions and clarifications (5:00 p.m.)	12/20/2023
• Deadline for submissions of qualifications (5:00 p.m.)	1/5/2024
• Complete interviews of short-listed firms (if necessary)	2/16/2024
• Notify selected Design Consultant and begin contract negotiations	2/21/2024
• Complete contract negotiations and award contract	3/1/2024

## Consultant Qualifications and Selection

Consultants qualified to provide architectural and engineering services will be selected based on demonstrated competence and qualifications for the type of professional services required, without regard to fee, including the following criteria:

- The person/firm must meet the qualifications referenced in 36 CFR 61.
- The person/firm must have experience in performing satisfactorily on previous similar projects for properties listed in or determined eligible for listing in the National Register of Historic Places.
- The person/firm must have adequate experience and/or staff to perform the work required.
- The person/firm's proposed time schedule for the work and its history of meeting time schedules on prior similar work.
- The person/firm's Historically Underutilized Business (HUB) status, if applicable.

## Submission of Proposals

Consultants interested in the project are invited to submit a proposal that describes how they would perform the requested services, including a proposed schedule that addresses the criteria listed above. The proposal must include the following:

- A list of the types of services for which the person/firm is qualified.
- Names of the principals, key persons, or associates who would be involved in the project, specifying what role everyone will play. Proof that each person/firm is registered in the State of North Carolina.
- Experience of person/firm in providing requested scope of services. Include the date of the project, project budget, and contact person for the agency that may provide information regarding the completed work. *\*Include at least three relevant examples.*

- Prior experience with federally funded projects.
- Estimated time schedule

The person/firm should submit the final proposal via an electronic PDF to Hunter Fillers at [hfillers@centralpinesnc.gov](mailto:hfillers@centralpinesnc.gov) with the title “**Design Phase – Rehabilitation to the Trinity AME Zion Church.**” The name of the person/firm submitting the proposal should be included in the email.

**Proposals must be received no later than January 5, 2024, at 5:00 p.m.**

### Proposal Evaluation and Selection

All proposals properly received before the deadline will be evaluated by a Review Committee based on the following Criteria:

Evaluation Criteria	(a) Weight	(b) Score 1- 5	(a) x (b) Weighted Score
Experience of person/firm in providing requested scope of services	30%		
Qualifications, experience, and past performance of the person/firm in delivering comparable services.	30%		
Proposed time schedule	20%		
Innovation and cost/control recommendations	10%		
Location of the person/firm relative to the project’s location	5%		
HUB status or ability to work with a HUB(s)	5%		
<b>Total</b>	<b>100</b>		

Proposals will be evaluated using a standardized scoring system. Each criteria component will be assigned points ranging from 1 – 5 according to the extent to which the proposed system meets the stated requirements. The points will be assigned as follows:

- 5 points: Fully meets
- 4 points: Meets with minor gaps (no compromise required)
- 3points: Meets with moderate gaps (some compromise required)
- 2 points: Partially meets with significant gaps (compromise required)

- 1 point: Does not meet

The points for each criteria component will be multiplied by the percentage weight listed above and totaled. The firms will be ranked, and interviews will be scheduled with the top- ranked firms, as deemed necessary. The firm selected as the most qualified to provide the requested services will be invited to negotiate a final agreement. If an agreement is not reached, negotiations may be terminated and commenced with the next most qualified firm.

### Questions and Clarifications

Please submit questions via email to [hfillers@centralpinesnc.gov](mailto:hfillers@centralpinesnc.gov) and in the subject line note “Design Phase – Rehabilitation to the Trinity AME Church”. Deadline for written questions and clarifications is **December 20, 2023, at 5:00 p.m.** Any changes in the qualification’s request may be sent by email and furnished to all known responders. Verbal information obtained otherwise will not be considered in the awarding process. Firms interested in providing a response to this RFQ should email [hfillers@centralpinesnc.gov](mailto:hfillers@centralpinesnc.gov) expressing their intent to submit a response. Doing so will provide information necessary to inform candidates of any changes. Responses to all inquiries will also be posted on CPRC’s website here: [CPRC Request for Proposals/Qualifications](#) .

### Non-Discrimination Required

It is the policy of CPRC to ensure that no person shall, on the grounds of race, color, national origin, limited English proficiency, income-level, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any CPRC program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities.

### Federal Compliance Standards

This project is funded by the African American Civil Rights program, issued by the National Park Service. CPRC will require quarterly reports to be submitted, to fulfill proper tracking and reporting required by the grant award. The consultant will work with CPRC to provide necessary reporting on work completed and hours of work devoted to the project during the quarter.

The person or firm must adhere to all applicable Federal compliance standards including **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions, Lobbying Prohibited, Non-Discrimination, Conflict of Interest, Internal Confidentiality Agreements, Trafficking Victims Protections Act of 2000, and Unmanned Aircraft System, aka Drones.**