



# **REQUEST FOR QUALIFICATIONS**

Architectural services for Armory and Colonial Theater

Town of Canton

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**Summary:** The Town of Canton (Town) is requesting Statements of Qualifications from interested architectural firms for planning, design, and construction management services related to its historic Armory and Colonial Theater facilities as detailed in the Scope of Work section below.

**Direct Inquiries To:** Nick Scheuer, Canton Town Manager  
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**Proposal Deadline:** 2:00 PM, on the 9th day of January 2023

**Delivery of Submissions:**

Physical Address:

Town of Canton Town Hall  
85 Summer Street  
Canton, NC 28716

## **Background**

On August 17, 2021, flooding from the remnants of Tropical Storm Fred caused tremendous damage throughout the entire Town of Canton, affecting multiple municipal facilities, critical Town infrastructure, numerous businesses, and dozens of homes. The Federal Emergency Management Agency (FEMA) issued a Major Disaster declaration on September 8, 2021, making federal assistance for repair or replacement of the Town's infrastructure available through FEMA's Public Assistance Program. The Armory and Colonial Theater, both listed on the register of historic structures, were among the facilities most impacted.

The Town is seeking to re-envision the uses for these facilities and implement repairs. Both facilities will also have external flood barriers designed by others.

## **Introduction and Project Details**

The Town of Canton, NC ("Town") is seeking qualifications statements from a qualified firm to complete planning, architectural design, bidding and construction administration services for the interior repair of the Armory and Colonial Theater.

If the construction manager at risk project delivery method is chosen by the Town, the successful firm may be asked to work in coordination with a Construction Manager. It is the intent of the Town to select the most qualified firm based on demonstrated competence and qualification for requested services. Firms interested in performing these services must exhibit relevant experience with this type of work, as outlined below and should emphasize both the experience and capability of the personnel who will perform the work.

### **Armory and Related Services**

The Town currently owns a 12,000 square foot historic brick building on concrete slab, used for recreational events for the public (was once an armory) located at 71 Penland Street, Canton, NC, 28716. The property currently contains an existing 2-story structure with a dance hall/meeting room, stage, offices, kitchen, storage, and parking area.

The property currently contains an existing 2-story historic building with exterior parking area and exterior A/C units, a Main Entry, Main Room, 4-bay Garage, Electrical Room, Restrooms, Stage Area, and a Senior Center with Main Room, Restrooms, Electrical Room, Kitchen, Utility Room and Office. The program for repairs is as noted in Exhibit 1.

The Town desires re-envision the building for future uses. The selected firm will design the new interior space plan for the building. The Town encourages designs with optimum response times that incorporate local historical and architectural features consistent with the Town's character as well as modern sustainable design features, such as LEED.

The anticipated Scope of Work includes:

### **Colonial Theater and Related Services**

The Town currently owns a two-story building and one-story annex totaling 8,712 square feet located at 53 Park Street. The Colonial Theater occupied approximately 5,227 square feet in the historic two-story building with stadium seating on both floors, the connected Annex occupied approximately 3,485 square feet with elevator, concessions, dressing rooms and office.

The Town desires re-envision the building for future uses. The selected firm will design the new interior space plan for the building. The Town encourages designs with optimum response times that incorporate local historical and architectural features consistent with the Town's character as well as modern sustainable design features, such as LEED.

The anticipated Scope of Work includes:

**Exhibit 1**  
**Canton Armory Repairs**

- i. Exterior:
  - a. Waterproof existing metal electrical conduit, 1 1/2 IN.
  - b. Remove and replace 2 each of galvanized metal insulated HVAC duct, 10 FT long x 4 FT wide x 2 FT high; 2 each of Carrier commercial HVAC pad mounted air handler and condenser with units on galvanized metal platforms (one each at existing location) elevated to 8 ft above existing grade as provided below (includes all required extensions of electrical wiring and duct work); 1 each of Square D electrical single throw disconnect switch and box replace on galvanized metal platforms provided below elevated to 8 ft above existing grade as provided below (includes all required extensions of electrical wiring and duct work); 1 each wall mounted AC unit (seal hole and rebrick, provide additional interior duct work to replace function of wall AC unit); wood barricade fencing and gates at 2 locations and extend vertically to height of new AC units.
  - c. Provide and install 2 elevated platforms 8 feet high - All hot dipped galvanized materials with steps and handrail and 3'x3'x3' concrete footings (must meet Haywood County building codes).
  - d. All existing duct work and other wall penetrations below 8 feet above grade shall be sealed watertight.
- ii. Electrical Room:
  - a. Replace 211 LF of 2-inch x 20-inch treated lumber floor joists; 272 SF of 3/4 inch plywood floor, 16 FT long x 17 FT wide and 272 SF of linoleum tile, 16 FT long x 17 FT wide.
  - b. Remove and replace 1 each of electric wall heater, 7 FT long x 12 IN high x 6 IN thick; 1 each of double electrical outlet, 110 Volt; 1 each of Siemens 50" x 20" Electrical panel, 240 Volt; and 2 each of Siemens 44" x 20" Electrical panel, 240 Volt.
- iii. Garage:
  - a. Remove and replace 375 SF of 3/4 inch plywood wall covering, multiple areas; 4 each of 6 panel commercial painted steel garage door, 8 FT wide x 10 FT high; 12 each of single electrical outlets, 110 Volt and 5 each of single light switch, 110 Volt.
- iv. Main Entry:
  - a. Replace 270 SF of 5/8 inch drywall, multiple areas and 96 SF of linoleum tile, glued, 16 FT long x 6 FT wide;
  - b. Remove and replace 2 each of electrical outlets, 110 Volt; 2 each of extruded aluminum framed glass commercial entry doors, frame and lock set, 36 IN wide x 80 IN high; and 1 each of extruded aluminum framed fixed center glass panel, 48 IN wide x 80 IN high.
- v. Main Room:
  - a. Replace 7,500 SF of 2-inch tongue and groove oak wood flooring, 100 FT long x 75 FT wide.
  - b. Remove and replace 16 each of electrical outlets, 110 Volt and 7 each of metal doors, 36 IN wide x 80 IN high.
  - c. Dividing wall:
    - a. Replace 50 SF of 5/8 inch drywall, 10 FT long x 5 FT wide.
  - d. Ice machine room:

- a. Replace 140 SF of 5/8 inch drywall, multiple areas.
- e. Reception Area:
  - a. Replace 1 each of "U"-shaped built-in wooden reception desk, 12 FT long x 4 FT wide.
- f. Stage:
  - a. Replace 384 SF of 2-inch tongue and groove oak wood flooring, 24 FT long x 16 FT wide and 384 SF of ¾-inch plywood sub floor, 24 FT long x 16 FT wide;
  - b. Remove and replace 7 each of electrical outlets, 110 Volt and 1 each of single chair electric lift.
- g. Stage front:
  - a. Replace 80.5 SF of 1/2 inch drywall, multiple areas.
- h. Stage walls:
  - a. Replace 84 SF of 1/2 inch drywall, multiple areas.
- i. Rear Access Doors:
  - j. Remove and replace 2 each of Commercial steel double door unit, frame and hardware, 72 IN wide x 80 IN high.
- k. Stairwell:
  - a. Replace 210 SF of 5/8 inch drywall, multiple areas.
- l. Support Columns:
  - a. Replace 160 SF of 5/8 inch drywall, multiple areas.
- vi. Men's Restrooms:
  - a. Replace 726 SF of Linoleum tile glue down flooring, 33 FT long x 22 FT wide; 170 SF of 5/8 inch drywall, multiple area; and 270 SF of 1/2 inch concrete board with tile finish, multiple areas.
  - b. Remove and replace 2 each of electric wall heater, 7 FT long x 12 IN high; 1 each of Fire-rated Painted Solid Wood Doors with metal door frame, 36 IN wide x 80 IN high; 6 each of baked enamel steel Toilet Partitions; 4 each of Pedestal Sinks including plumbing hardware and faucets; 6 each of floor mounted toilets including plumbing hardware; 6 each of SS toilet paper dispensers; and 1 each of SS combination wall mount trash receptacle and hand towel dispenser.
- vii. Men's Restrooms:
  - a. Replace 726 SF of Linoleum tile glue down flooring, 33 FT long x 22 FT wide; 170 SF of 5/8 inch drywall, multiple area; and 270 SF of 1/2 inch concrete board with tile finish, multiple areas.
  - b. Remove and replace 2 each of electric wall heater, 7 FT long x 12 IN high; 1 each of Fire-rated Painted Solid Wood Doors with metal door frame, 36 IN wide x 80 IN high; 6 each of baked enamel steel Toilet Partitions; 4 each of Pedestal Sinks including plumbing hardware and faucets; 6 each of floor mounted toilets including plumbing hardware; 6 each of SS toilet paper dispensers; and 1 each of SS combination wall mount trash receptacle and hand towel dispenser.
- viii. Senior Center:
  - a. Kitchen:
    - a. Remove and replace 4 each of GFI single outlets, 15 Amp and 2 each of GFI single outlets, 30 Amp.
    - b. Replace 80 SF of 5/8 inch drywall, 16 FT long x 5 FT wide.
  - b. Main Room:

- a. Replace 775 SF of 5/8 inch drywall, multiple areas and 2,296 SF of Linoleum tile glue down flooring, 82 FT long x 28 FT wide.
  - b. Remove and replace 2 each of fixed panel, double pane glass windows, with extruded aluminum frame, 9 FT long x 52 IN high; 1 each of Siemens 21" x 45" Electrical panel, 240 Volt; 1 each of Siemens 70" x 21" Electrical panel, 240 Volt; 12 each of single electrical outlets, and 110 Volt; 4 each of electric wall heaters, 21 IN long x 20 IN high and 3 each of single outlets, 220 Volt.
  - c. Remove 3 each of electrical wall heaters, 42 IN long x 24 IN high, below windows and replace with watertight solid panels. Provide equivalent interior units to replace function.
- c. Men's Restroom:
- a. Replace 85 SF of 5/8 inch drywall , multiple areas and 169 SF of Linoleum tile glue down flooring, 13 FT long x 13 FT wide.
  - b. Remove and replace 1 each of electric wall heater, 21 IN long x 20 IN high x 6 IN thick; 1 each of GFI outlet, 110 Volt; 1 each of Fire-rated Painted Solid Wood Doors with Metal Door Frame, 36 IN wide x 80 IN high; 2 each of baked enamel steel Toilet Partitions; 2 each of Pedestal Sinks including plumbing hardware and faucets; 2 each of floor mounted toilets including plumbing hardware; 2 each of SS toilet paper dispensers and 1 each of combination wall mount trash receptacle and hand towel dispenser.
- d. Utility Room:
- a. Remove and replace 1 each of electric wall heater, 17 IN long x 22 IN wide and 1 each of State premiere, Model# EPX52DXRT 50-gallon hot water heater.
  - b. Replace 256 SF of Linoleum tile glue down flooring, 16 FT long x 16 FT wide.
- e. Women's Restroom:
- a. Replace 70 SF of 5/8 inch drywall, 14 FT long x 5 FT wide and 154 SF of Linoleum tile glue down flooring, 11 FT long x 14 FT wide.
  - b. Remove and replace 1 each of GFI outlet, 110 Volt; 1 each of electric wall heater, 21 IN long x 20 IN high x 6 IN thick; 1 each of Fire-rated Painted Solid Wood Doors with Metal Door Frame, 36 IN wide x 80 IN high; 2 each of baked enamel steel Toilet Partitions; 2 each of Pedestal Sinks including plumbing hardware and faucets; 2 each of floor mounted toilets including plumbing hardware; 2 each of SS toilet paper dispensers and 1 each of SS combination wall mount trash receptacle and hand towel dispenser.
- f. Side Access Doors:
- a. Remove and replace 2 each of Commercial steel double door unit, frame and hardware, 72 IN wide x 80 IN high and 1 each of Commercial steel double door unit, frame and hardware, 36 IN wide x 80 IN high.

**Exhibit 2**  
**Canton Colonial Theater Repairs**

Area 00:

- i. Fenced Mechanical Platform:
  - A. HVAC:
    1. Replace 2 each of HVAC Condenser
    2. Replace 1 each of HVAC Air Handler
    3. Replace 2 each of HVAC Duct, 10 LF long x 4 FT wide x 2 FT high

Area 01:

- ii. Men's Restroom:
  1. Replace 215.59 SF of Ceramic Wall Tile, 47.91 FT wide x 4.5 FT high
  2. Replace 1 each of Standard Porcelain Wall Mounted Urinal
  3. Replace 4 each of Pedestal Sinks including plumbing hardware and faucets
  4. Replace 1 each of Fire-rated Painted Solid Wood 6-panel Door with Metal Door Frame, Hardware, 36 IN wide x 80 IN high
  5. Replace 3 each of Plastic laminate or baked enamel steel Toilet & Urinal Partitions
  6. Replace High-Grade Tile Baseboard, 49.97 LF long
  7. Replace 2 each of Floor Mounted Toilet
  8. Date Downloaded: 10/4/22 4:22pm EDT 49 of 71
  9. Replace 1 each of Wall Mounted Urinal
  10. Replace 1 each of Stainless-Steel Wall Mounted Waste Bin and Towel Dispenser
  11. Replace 2 each of Stainless-Steel Wall Mounted Toilet Paper Dispenser
  12. Replace 1 each of Copper Wiring Run, Boxing, and Receptacle, 110 Volt

Area 02:

- iii. Entry-Foyer-Lobby:
  1. Replace 2 each of Fire-rated Painted Solid Wood 6-panel Doors with Metal Door Frame, Hardware, and top auto closer, 36 IN wide x 80 IN high
  2. x 80 IN high
  3. Replace 2 each of Painted Wood French Doors with Wood Door Frame on exterior façade with Brass Hardware, 36 IN wide x 80 IN high,
  4. high,
  5. Replace 2 each of Glass Door Marquis with Painted Wood Door Frame and Custom Scroll work around on exterior façade with Brass Hardware, 24 IN wide x 60 IN high
  6. Brass Hardware, 24 IN wide x 60 IN high
  7. Replace 2 each of Copper Wiring Run, Boxing, and GFI Receptacle, 24 IN wide x 60 IN high
  8. Replace 267.37 SF of Heavy Traffic Glue Down Commercial Grade Carpet, 15.5 FT long x 17.25 FT wide
  9. Replace 21.32 SF of 5/8-inch thick Gypsum Core Blueboard, 5.33 FT wide x 4 FT high
  10. Replace 268.15 SF of Interior Wall Paint
  11. Replace 3 each of Exterior - pre-Hung unit French door with Brass Hardware and Custom Brass Push Bar, 36 IN wide x 80 IN high
  12. Replace 2 each of Exterior Dead bolt lock set
  13. Replace 6" MDF - flat Baseboard, 53.33 LF long
  14. Replace Pine 1-inch x 8-inch Painted Trim casing, 60.83 LF long
  15. Replace Base Cap Trim casing, 60.83 LF long



16. Replace 5 each of Copper Wiring run, Boxing, and Receptacle, 110 Volt
17. Replace 1 each of 10 Button Intercom Copper Wiring Run, and Boxing
18. Replace 2 each of CAT 5 Data Connection, Copper Wiring Run, and Boxing
19. Replace 1 each of 10-inch x 10-inch Intercom Control Panel
20. Replace 1 each of 15-inch x 22-inch Fire Alarm Control Panel
21. Replace 2 each of 12-inch x 12-inch Fire Alarm Battery Back-up Panel
22. Replace 1 each of Pine Case with two Pine Doors on a 30-inch Brass Piano Hinge, 30 IN long x 30 IN wide x 4 IN thick
23. Replace 217.96 SF of 5/8-inch-thick Drywall, 54.49 FT wide x 4 FT high
24. Replace 21.32 SF of Wall Plaster, 5.33 FT wide x 4 FT high

Area 03:

iv.

Ladies Restroom:

1. Replace 1 each of Fire-rated Painted Solid Wood 6-panel Doors with Metal Door Frame, Hardware, 36 IN wide x 80 IN high
2. Replace 4 each of Plastic laminate or baked enamel steel Toilet Partitions
3. Replace 1 each of Oversized/handicap Toilet Partition
4. Date Downloaded: 10/4/22 4:22pm EDT 50 of 71
5. Replace 205.47 SF of High-Grade 6-inch x 6-inch Ceramic Wall Tile, 45.66 FT wide x 4.5 FT high
6. Replace 4 each of Pedestal Sinks including plumbing hardware and faucets
7. Replace 5 each of Floor Mounted Toilet
8. Replace 1 each of Stainless-Steel Wall Mounted Waste Bin and Towel Dispenser
9. Replace 4 each of Stainless-Steel Wall Mounted Toilet Paper Dispenser
10. Replace 1 each of Copper Wiring Run, Boxing, and Receptacles, 110 Volt

Area 04:

v.

Mechanical Room:

1. Replace 58.77 SF of Interior Wall Paint, 13.06 FT wide x 4.5 FT high
2. Replace 1 each of Fire-rated Painted Solid Wood 6-panel Doors with Metal Door Frame, Hardware, 36 IN wide x 80 IN high
3. Replace 1 each of Luxaire/York Model F2RP036H06G - Serial AOG5494933 A-Coil Furnace, 3-Ton
4. Replace 58.77 SF of 5/8-inch-thick Drywall, 13.06 FT wide x 4.5 FT high

Area 05:

vi.

Stairwell:

1. Replace 144.11 SF of Heavy Traffic Glue Down Commercial Grade Carpet, 9.5 FT long x 15.17 FT wide
2. Replace 162.25 SF of Interior Wall Paint, = 9.5 ft. wide x 2.66 ft. high = 25.27 + 30.44 ft. wide x 4.5 ft. high = 136.98
3. Replace 162.25 SF of 5/8-inch-thick Drywall, = 9.5 ft. wide x 2.66 ft. high = 25.27 + 30.44 ft. wide x 4.5 ft. high = 136.98
4. Replace 2 each of Metal Door including metal frame and hardware, 36 IN wide x 80 IN high
5. Replace Painted Handrails, 2.67 LF long
6. Replace 1 each of 12-inch x 12-inch Cutler Hammer, 3-fuse Single Throw Breaker, Box, and Copper Wire Panel

Area 06:

vii.

Right Entry:

A. Janitor Closet:

1. Replace 1 each of Fire-rated Painted Solid Wood Door with Metal Door Frame, Hardware, and Lockset, 36 IN wide x 80 IN high
2. Replace 44.01 SF of Interior Wall Paint, 10.58 FT wide x 4.16 FT high
3. Replace 1 each of 42 Breaker Square D Cabinet - Electrical Panel
4. Replace 1 each of Metal Conduit, 75 FT long x 2 IN in diameter
5. Replace 44.01 SF of 5/8-inch-thick Drywall, 10.58 FT wide x 4.16 FT high

Area 07:

viii. Storage:

1. Replace 37.96 SF of Interior Wall Paint, 9.49 FT wide x 4 FT high
2. Replace 37.96 SF of 5/8-inch-thick Drywall, 9.49 FT wide x 4 FT high
3. Replace 1 each of Fire-rated Painted Solid Wood Doors with Metal Door Frame, Hardware, and Lockset, 36 IN wide x 80 IN high
4. Replace 16.47 SF of Heavy Traffic Glue Down Commercial Grade Carpet, 4.5 FT long x 3.66 FT wide
5. Replace 2 each of Copper Wiring Run, Boxing, and Switch, 110 Volt

Area 08:

ix. Hall #1:

1. Replace 64.26 SF of Wall Plaster, 24.16 FT wide x 2.66 FT high
2. Replace 1 each of Make: ELKAY Model: EZFSTL8 Serial: 050832050 Drinking fountain
3. Replace 105.41 SF of 5/8-inch-thick Drywall
4. Replace 64.26 SF of 5/8-inch thick Gypsum Core Blueboard, 24.16 FT wide x 2.66 FT high
5. Replace 167.67 SF of Interior Wall Paint, = 105.41 + 64.26
6. Replace 2 each of copper wiring run, boxing Receptacles, 110 Volt
7. Replace 6" MDF - flat Baseboard, 30.62 LF long
8. Replace Pine 1-inch x 8-inch Painted Trim casing, 30.62 LF long
9. Replace 104 SF of Heavy Traffic Glue Down Commercial Grade Carpet

Area 09:

x. Theatre:

A. 01-Theater

1. Replace 1,080.6 SF of 5/8-inch-thick Drywall, 270.15 FT wide x 4 FT high
2. Replace 1,080.6 SF of Interior Wall Paint, 270.15 FT wide x 4 FT high
3. Replace 15.64 SF of 5/8-inch-thick Gypsum Core Blueboard, 3.91 FT wide x 4 FT high
4. Replace 31.28 SF of 2 Coats Wall Plaster, = 15.64 SF x 2 Coats
5. Replace 15.64 SF of Plaster Paint, 3.91 FT wide x 4 FT high
6. Replace 1,061.19 SF of Heavy Traffic Glue Down Commercial Grade Carpet
7. Replace Rubber Transition Strips, 180 LF long
8. Replace 1,403.48 SF of Concrete Floor Paint
9. Replace 6" MDF - flat Baseboard, 215.79 LF long
10. Replace Base Cap Trim Casing, 415.16 LF long
11. Replace 132.53 SF of 3/8-inch-thick CDX Plywood
12. Replace 51.33 SF of Paint Grade Flat Paneling with Molding
13. Replace 1-inch x 10-inch Oak Hardwood Trim Board, 36 LF long
14. Replace 1-inch x 8-inch Oak Hardwood Trim Board, 36 LF long
15. Replace 2 Coats Trim Paint, 72 LF long
16. Replace 4 each of Copper Wiring Run, Boxing, and Receptacles, 110 Volt
17. Replace 260 each of Folding Metal Frame Theatre Seats with Fabric Cushioned Seat and Back

18. Replace 2 each of Insulated HVAC Duct, 28 LF long x 2 FT wide x 2 FT high
  19. Replace 2 each of Insulated HVAC Duct, 1 LF long x 5 FT wide x 3 FT high
  20. Replace 8 each of Insulated HVAC Duct, 2 LF long x 1 FT wide x 2 FT high
  21. Replace 8 each of Metal AC Grill, 2 LF long x 1 FT wide x 2 FT high
- B. 02A-Ramp Area:
1. Replace 74.12 SF of 5/8 inch thick Drywall
  2. Replace 74.12 SF of Interior Wall Paint
  3. Replace 5 each of Copper Wiring Run, Boxing, and Receptacles, 110 Volt
- C. 02B-Theatre Mechanical Room:
1. Replace 1 each of 42 Breaker Square D Cabinet Electrical Panel
  2. Replace 1 each of 600 Volt - A/C Square D Main Control Panel with 5 A/C Timer Controls, (1) Main Breaker, (2) 30A Breakers,
  3. square D Cabinet
  4. Replace 2 each of 12-inch x 12-inch Electrical Junction Box
  5. Replace 1 each of Metal Conduit, 75 FT long x 2 IN in diameter
  6. Replace 3 each of Metal Conduit, 10 LF long
  7. Replace 5 each of Plastic-Coated Metal Conduit, 15 LF long x 1 IN in diameter
  8. Replace 4 each of Plastic-Coated Metal Conduit, 25 LF long x 0.75 IN in diameter
  9. Replace 1 each of Metal Conduit, 5 LF long x 2 IN in diameter
- D. 03-Rear Exit:
1. Replace 66.76 SF of Heavy Traffic Glue Down Commercial Grade Carpet
  2. Replace 192.19 SF of Masonry Paint
  3. Replace 3 each of Copper Wiring Run, Boxing, and Receptacles, 110 Volt
  4. Replace 1 each of Fire-rated Painted Solid Wood Door with Metal Door Frame, Hardware, Heavy Duty Commercial Grade Lockset, 36 IN wide x 80 IN high
- E. 04-Stage Front:
1. Replace 189.75 SF of 4-inch-thick R13-foil faced Batt Insulation
  2. Replace 189.75 SF of 3/4-inch-thick CDX Plywood
  3. Replace 189.75 SF of 15 Lb. Felt Vapor Barrier
  4. Replace 189.75 SF of 5/8-inch-thick Drywall
  5. Replace 189.75 SF of #1 - Select Grade Maple Wood Flooring
  6. Replace 189.75 SF of Natural Wood Finish
- F. 05-Stage Step Rails:
1. Replace 6" MDF -Flat Baseboard, 33.08 LF long
  2. Replace Wood Paint for Baseboard, 33.08 LF long
  3. Replace Base Cap, 28.33 LF long
  4. Replace Wood Paint for Corner Trim, 14.17 LF long
  5. Replace Wall Mounted Handrail, 10.83 LF long
  6. Replace 4-inch Vinyl Cove Mold, 25.67 LF long
- G. 06-Stage Steps:
1. Replace 111.22 SF of 3/8-inch-thick CDX Plywood
  2. Replace 43.33 SF of Softwood Stair Stringer
  3. Replace 12 each of Stain Grade Softwood Stair Riser up to 4-feet
  4. Replace Wood Stain, 45 LF long
  5. Replace 10 each of Hardwood Stair Tread
  6. Replace Wood Stain for Tread, 37.5 LF long
  7. Replace Stair Skirt/Apron (wall side), 21.67 LF long
  8. Replace Wood Stain for Skirt/Apron, 21.67 LF long

9. Replace Base Cap, 21.67 LF long
10. Replace Wood Stain for Base Cap, 21.67 LF long
- H. 07-Stage Ramps:
  1. Replace 107.7 SF of Heavy Traffic Glue Down Commercial Grade Carpet
- I. 08-Top of Stage:
  1. Replace 529.41 SF of #1 - Select Grade Maple Wood Flooring
  2. Replace 529.41 SF of 3/4-inch-thick CDX Plywood
  3. Replace 529.41 SF of 15 Lb. Felt Vapor Barrier
  4. Replace 529.41 SF of Wood Natural Finish
  5. Replace 4-inch high Johnsonite Black Vent Cove Wall Molding, 52.63 LF long
  6. Replace 14 each of Flexible Metal Conduit and Flush Mount Box, 31 LF long x 0.5 IN in diameter
  7. Replace 14 each of Electric Receptacles
  8. Replace 7 each of Electric and Audio Flush Floor Mount Box
  9. Replace 56 each of Audio Monitor/Mic Connection
  10. Replace 24-gauge Copper Wire, 5,028 LF long
  11. Replace 1-2 Panel Heavy Velvet Black-out Fabric Curtain, 20 FT long x 32 FT wide
  12. Replace 1-2 Panel Cloth Curtain, 20 FT long x 32 FT wide
  13. Replace One Automated Electric Curtain Retractor Motor and Box, 20 FT long x 32 FT wide
  14. Replace 1 each of Automated electric Curtain Retractor Motor and Box
  15. Replace 5 each of Copper Wire, Box and Receptacle

Area 10:

- xi. Back Stage:
  - A. 01-Closet & Back Wall:
    1. Replace 132.08 SF of 5/8-inch-thick Drywall, 31.75 FT wide x 4.16 FT high
    2. Replace 132.08 SF of Interior Wall Paint, 31.75 FT wide x 4.16 FT high
    3. Replace 2 each of Commercial Metal Door and Frame-Double Door opening and hardware, 64 IN wide x 80 IN high
    4. Replace 2 each of Copper Wire, Box, and Control Switch
    5. Replace 1 each of Copper Wire, Box, and 10 Button Intercom Panel
    6. Replace 2 each of Fire Alarm Indicators
  - B. 02-Ramp near Dressing Room:
    1. Replace 4.44 SF of 5/8-inch-thick Drywall, 15.91 FT wide x 4 FT high
    2. Replace 4.44 SF of Interior Wall Paint, 15.91 FT wide x 4 FT high
    3. Replace 12.11 SF of Heavy Traffic Glue Down Commercial Grade Carpet
    4. Replace 1 each of Copper Wire, Box, and Control Switch
    5. Replace 2 each of Copper Wire, Box, and Receptacle
  - C. 03-Dressing Room:
    1. Replace 166.44 SF of 5/8-inch-thick Drywall, 41.61 FT wide x 4 FT high
    2. Replace 166.44 SF of Interior Wall Paint, 41.61 FT wide x 4 FT high
    3. Replace 1 each of Fire-rated Painted Solid Wood Door with Metal Door Frame, Hardware, Lockset, 36 IN wide x 80 IN high
    4. Replace 1 each of Copper Wire, Box, and Control Switch
    5. Replace 2 each of Copper Wire, Box, and Receptacle
  - D. 04-Hall near Dressing Room:
    1. Replace 81.32 SF of 5/8-inch-thick Drywall, 20.33 FT wide x 4 FT high
    2. Replace 81.32 SF of Interior Wall Paint, 20.33 FT wide x 4 FT high

3. Replace 336.3 SF of Heavy Traffic Glue Down Commercial Grade Carpet, 23.75 FT long x 14.16 FT wide
4. Replace 1 each of Commercial Metal Single Door with Frame and Hardware, 32 IN long x 80 IN high

Area 11:

xii. Storage

A. 01-Storage Room - Equipment:

1. Replace 113.34 SF of 3/4-inch OSB tongue and groove floor joist Sheathing, 15.83 FT long x 7.16 FT wide
2. Replace 4 each of Copper wiring run, box, Receptacle, 110 Volt
3. Replace 1 each of Steel Door with Steel Frame, Hardware and medium duty commercial Grade Lockset, 36.5 IN wide x 84 IN high
4. Replace 85.12 SF of Metal Paint for Steel Door and Steel Frame (2 sides), 6.08 FT wide x 14 FT high
5. Replace 1-inch x 6-inch Wood Pine Trim Board, 60.5 LF long
6. Replace 4-inch Wrap Vinyl Cove, 44.34 LF long
7. Replace 170 SF of 5/8-inch-thick Drywall, 42.5 FT wide x 4 FT high
8. Replace 170 SF of Interior Wall Paint, 42.5 FT wide x 4 FT high
9. Replace 24-inch Wood Shelving in place, 31.75 LF long x 24 IN wide
10. Replace 1-inch x 10-inch Wood Pine Trim Board, 17.5 LF long
11. Replace 128.69 SF of Heavy Traffic Glue Down Commercial Grade Carpet

B. 02-Storage Room - Small:

1. Replace 4-inch Wrap Vinyl Cove, 35.83 LF long
2. Replace 137.52 SF of 5/8-inch-thick Drywall, 33.06 FT wide x 4.16 FT high
3. Replace 137.52 SF of Interior Wall Paint, 33.06 FT wide x 4.16 FT high
4. Replace 1 each of Luan/Mahogany Bi-fold Door Set with Jamb, Casing and Trim, 36 IN wide x 80 IN high
5. Replace 2 each of Interior Paint, include both sides of Bi-fold Door, Jamb. Casing and Trim, 36 IN wide x 80 IN high

Area 12:

xiii. Women's Dressing Room:

1. Replace 151.92 SF of 5/8-inch-thick Drywall, 37.98 FT wide x 4 FT high
2. Replace 151.92 SF of Interior Wall Paint, 37.98 FT wide x 4 FT high
3. Replace 6-inch MDF - Flat Baseboard, 45.32 LF long
4. Replace Base Cap, 45.32 LF long
5. Replace two coats of interior Paint for baseboard and base cap,  $45.32 + 45.32 \times 2 =$ , 181.28 LF long
6. Replace 1 each of 1/4-inch Vertical Plate Glass Mirror, 6.5 FT wide x 4.25 FT high
7. Replace 2 each of Copper Wiring Run, Box, Receptacle, 110 Volt
8. Replace 1 each of Fire-rated Painted Solid Wood Door with Steel Frame, Hardware, and medium duty commercial Grade Lockset, 36 IN wide x 80 IN high
9. Replace 1 each of Flat Laid Plastic Laminate Countertop with 2-inch backsplash, 6.92 LF long
10. Replace 1 each of 2-inch Center Corbel for Countertop
11. Replace 1 each of Copper Wire, Box, and Control Switch 0% work completed.

Area 13:

xiv. Men's Dressing Room:

1. Replace 95.88 SF of 5/8-inch-thick Drywall, 23.97 FT wide x 4 FT high

2. Replace 95.88 SF of Interior Wall Paint, 23.97 FT wide x 4 FT high
3. Replace 6-inch MDF - Flat Baseboard, 32.75 LF long
4. Replace Base Cap, 32.75 LF long
5. Replace two coats of interior Paint for baseboard and base cap, 32.75 LF + 32.75 LF x 2 =, 131 LF long
6. Replace 1 each of 1/4-inch Vertical Plate Glass Mirror, 6.5 FT wide x 4.25 FT high
7. Replace 2 each of Copper Wiring Run, Box Receptacle, 110 Volt
8. Replace 1 each of Fire-rated Painted Solid Wood Door with Steel Frame, Hardware, and medium duty commercial Grade Lockset, 36 IN wide x 80 IN high
9. Replace 1 each of Flat Laid Plastic Laminate Countertop with 2-inch backsplash, 6.92 LF long
10. Replace 1 each of 2-inch Center Corbel for Countertop
11. Replace 1 each of Copper Wire, Box, and Control Switch, 110 Volt

Area 14:

xv. Office:

1. Replace 182.6 SF of 5/8-inch-thick Drywall, 45.65 FT wide x 4 FT high
2. Replace 182.6 SF of Interior Wall Paint, 45.65 FT wide x 4 FT high
3. Replace 6-inch MDF - Flat Baseboard, 37.58 LF long
4. Replace Base Cap, 37.58 LF long
5. Replace two coats of interior Paint for baseboard and base cap, 37.58 + 37.58 x 2 =, 150.32 LF long
6. Replace 7 each of Copper Wiring Run, Box, Receptacle, 110 Volt
7. Replace 1 each of Fire-rated Painted Solid Wood Door with Steel Frame, Hardware, and medium duty commercial Grade Lockset, 36 IN wide x 80 IN high
8. Replace 122.35 SF of Heavy Traffic Glue Down Commercial Grade Carpet
9. Replace 1 each of Copper Wire, Box, and CAT 5
10. Replace 1 each of Copper Wire, Box, and Switch
11. Replace 1 each of 40 Breaker Panel and (1) Main Breaker, 18 IN wide x 60 IN high

Area 15:

xvi. Women's Restroom:

1. Replace 90.96 SF of 5/8-inch-thick Drywall, 22.74 FT wide x 4 FT high
2. Replace 90.96 SF of Interior Wall Paint, 22.74 FT wide x 4 FT high
3. Replace 1 each of Standard Porcelain Toilet with Plumbing Hardware and Seat Cover
4. Replace 1 each of Stainless-Steel Handicap Grab Bar, 36 IN long x 1.5 IN in diameter
5. Replace 1 each of Porcelain Pedestal Sink
6. Replace 86.45 SF of Two Coats Tile/Stone Sealer
7. Replace Ceramic Tile Base, 23.4 LF long
8. Replace 90.96 SF of 4-inch-thick R-11 Paper/Foil Faced Batt Insulation, 22.74 FT wide x 4 FT high
9. Replace 1 each of Fire-rated Painted Solid Wood Door with Steel Frame, Hardware, and medium duty commercial Grade Lockset, 36 IN wide x 80 IN high

Area 16:

xvii. Men's Restroom:

1. Replace 90.96 SF of 5/8-inch-thick Drywall, 22.74 FT wide x 4 FT high
2. Replace 90.96 SF of Interior Wall Paint, 22.74 FT wide x 4 FT high
3. Replace 86.45 SF of Two Coats Tile/Stone Sealer
4. Replace 90.96 SF of 4-inch-thick R-11 Paper/Foil Faced Batt Insulation, 22.74 FT wide x 4 FT high

5. Replace 1 each of Fire-rated Painted Solid Wood Door with Steel Frame, Hardware, and medium duty commercial Grade Lockset, 36 IN wide x 80 IN high
6. Replace Ceramic Tile Base, 23.4 LF long

Area 17:

xviii.

Hall #2:

- A. Front of Office, Restroom, Dressing:
  1. Replace 62.24 SF of 5/8-inch-thick Drywall, 15.56 FT wide x 4 FT high
  2. Replace 62.24 SF of Interior Wall Paint, 15.56 FT wide x 4 FT high
  3. Replace 6-inch MDF - Flat Baseboard, 15.56 LF long
  4. Replace Interior Paint for Baseboard, 15.56 LF long
  5. Replace Base Cap, 15.56 LF long
  6. Replace Interior Paint for Base Cap, 15.56 LF long

Area 18:

xix.

Hall #3:

- A. 01-Open Area:
  1. Replace 189.48 SF of 5/8-inch-thick Drywall, 47.37 FT wide x 4 FT high
  2. Replace 189.48 SF of Interior Wall Paint, 47.37 FT wide x 4 FT high
  3. Replace 6-inch wide MDF - Flat Baseboard, 47.37 LF long
  4. Replace 23.68 SF of Interior Paint for Baseboard, 47.37 LF long x 0.5 FT wide
  5. Replace Base Cap, 47.37 LF long
  6. Replace Interior Paint for Base Cap, 47.37 LF long
  7. Replace 3 each of Copper Wiring Run, Box, Receptacle, 110 Volt
  8. Replace 1 each of PVC Mop Tub
  9. Replace 16 SF of Ceramic/Porcelain Tile in Mop area, 4 FT long x 4 FT wide

Area 19:

xx.

Hall #3:

- A. Left Side:
  1. Replace 76.92 SF of 5/8-inch-thick Drywall, 19.23 FT wide x 4 FT high
  2. Replace 6-inch wide MDF - Flat Baseboard, 19.23 LF long
  3. Replace Base Cap, 19.23 LF long
- B. 02-Right Side:
  1. Replace 112.56 SF of 5/8-inch-thick Drywall, 28.14 FT wide x 4 FT high
  2. Replace 6-inch wide MDF - Flat Baseboard, 28.14 LF long
  3. Replace Base Cap, 28.14 LF long
- C. 03-Left & Right Side:
  1. Replace 225.12 SF of Interior Wall Paint (28.14 + 28.14) =, 56.28 FT wide x 4 FT high
  2. Replace Interior Paint for Baseboard (28.14 LF + 28.14 LF x 2) =, 112.56 LF long
  3. Replace Interior Paint for Base Cap (28.14 + 28.14) =, 56.28 LF long

Area 20:

1. Replace 151.84 SF of 5/8-inch-thick Drywall, 37.96 FT wide x 4 FT high
2. Replace 151.84 SF of Interior Wall Paint, 37.96 FT wide x 4 FT high
3. Replace 6-inch wide MDF - Flat Baseboard, 37.96 LF long
4. Replace Interior Paint for Baseboard, 37.96 LF long
5. Replace Base Cap, 37.96 LF long
6. Replace Interior Paint for Base Cap, 37.96 LF long
7. Replace 1 each of Fire-rated Painted Solid Wood Door with Steel Frame, Hardware, and medium duty commercial Grade Lockset, 36 IN wide x 80 IN high
8. Replace Wall Mounted 1.25-inch Diameter Handrails, 36.83 LF long

9. Replace 1/2-inch x 6-inch Trim Board for mounted handrail, 34.83 LF long
10. Replace Two Coats- Interior Paint for handrail and Trim Board (36.83 + 34.83) =, 71.66 LF long
11. Replace 32 SF of Heavy Traffic Glue Down Commercial Grade Carpet, 8 FT long x 4 FT wide

Area 21:

xxi. Annex:

A. 01-Entry:

1. Replace 373.28 SF of 5/8-inch thick Drywall, 46.66 FT wide x 8 FT high
2. Replace 373.28 SF of Interior Wall Paint, 46.66 FT wide x 8 FT high
3. Replace 6-inch-wide MDF - Flat Baseboard, 46.66 LF long
4. Replace Interior Paint for Baseboard, 46.66 LF long
5. Replace Base Cap, 46.66 LF long
6. Replace Interior Paint for Base Cap, 46.66 LF long
7. Replace 2 each of Copper Wiring Run, Box Receptacle, 110 Volt
8. Replace 458.29 SF of 2 Coats of Ceramic Tile Sealer, = 229.15 x 2
9. Replace 1 each of Wood Window Ledge, 15 LF long x 5 IN wide x 7 IN deep
10. Replace 1 each of Wood Window Ledge, 12.5 LF long x 5 IN wide x 7 IN deep
11. Replace 1 each of Fire-rated Painted Solid Wood Door with Steel Frame, Hardware, and medium duty commercial Grade Lockset, 36 IN wide x 80 IN high
12. Replace 2 each of Wood Frame French Doors, 32 IN wide x 80 IN high

Area 22:

xxii. Annex:

A. 02-Main:

1. Replace 746.24 SF of 5/8-inch thick Drywall, 93.28 FT wide x 8 FT high
2. Replace 746.24 SF of Interior Wall Paint, 93.28 FT wide x 8 FT high
3. Replace 6-inch-wide MDF - Flat Baseboard, 93.28 LF long
4. Replace Interior Paint for Baseboard, 93.28 LF long
5. Replace Base Cap, 93.28 LF long
6. Replace Interior Paint for Base Cap, 93.28 LF long
7. Replace 4 each of Copper Wiring Run, Box Receptacle, 110 Volt
8. Replace 1 each of Wood Handrail Balustrade, 9.33 LF long
9. Replace 1 each of Ornamental Iron Handrail, 36 IN wide x 42 IN high
10. Replace 2 each of Double D End Wood Starting Step, 8 LF long x 7 IN wide x 7 IN deep
11. Replace 1 each of Wood Top Step, 8 FT long x 3 FT wide
12. Replace 1 each of Steel Door with Steel Frame, Hardware, and medium duty commercial Grade Lockset, 36 IN wide x 84 IN high
13. Replace 1,127.59 SF of Heavy Traffic Glue Down Commercial Grade Carpet, 43.79 FT long x 25.75 FT wide

B. 03-Chase-HVAC:

1. Replace 94 SF of 4-inch-thick R-11 Paper/Foil Faced Batt Insulation, 23.5 FT wide x 4 FT high
2. Replace 1 each of Hot or Cold Air Ductwork, 35 LF long x 4 IN in diameter
3. Replace 106.68 SF of 5/8-inch thick Drywall, 26.67 FT wide x 4 FT high
4. Replace 106.68 SF of Interior Wall Paint, 26.67 FT wide x 4 FT high
5. Replace 4-inch wrap Vinyl Cove, 26.67 LF long



6. Replace 1 each of Fire-rated Painted Solid Wood Door with Steel Frame, Hardware, and medium duty commercial Grade Lockset, 36 IN wide x 80 IN high
  7. Replace 1 each of Make: York Model: GY9S120D20UP11H, Serial #WOC5816227 Forced Air High Efficiency HVAC, 120,000 BTU
  8. Replace 1 each of Make: Little Giant, Model: VCMA-15ULS, Serial #18A1423 Condensate Drain Pump
- C. 04-Elevator:
1. Replace 1 each of Hydraulic Passenger Elevator - NCDOL# 9514, 2 floor, 2000 lb. Capacity, 125 fpm, 208 Volts, 3 phase, 60 HZ power, closed loop GAL MOFVR door controller, Wall panel Interiors w/ back wall handrail and drop ceiling, inspection hatch, Elevator Landing System with guaranteed leveling accuracy of 1/2-inch
  2. Replace 1 each of Elevator Piston, Cylinder, and PVC Liner, Wiring and Hoistway Access key Switches
  3. Replace 2 each of Hall stainless Steel, ADA Compliant Call Button Stations with 2019 code fire fighters service key switch, engraved paint filled signage, markings, and text with low voltage LED lighting
  4. Replace 2 each of Hall stainless Steel, ADA Compliant Call Button Stations with 2019 code fire fighters service key switch, engraved paint filled signage, markings, and text with low voltage LED lighting, Code Compliant Emergency Car Lighting with back up battery, and "In Car" Direction Riding Lantern

Area 23:

xxiii.

Kitchen:

1. Replace 177.28 SF of 5/8-inch thick Drywall, 44.32 FT wide x 4 FT high
2. Replace 177.28 SF of Interior Wall Paint, 44.32 FT wide x 4 FT high
3. Replace High-Grade Ceramic Tile Base, 55.1 LF long
4. Replace 392.35 SF of Tile/Stone Sealer, = 196.17 SF x 2 Coats
5. Replace 11 each of Copper Wiring Run, Box Receptacle, 110 Volt
6. Replace 2 each of Copper Wiring Run, Box Receptacle, 220 Volt
7. Replace 1 each of Copper Wiring Run, Box Switch, 110 Volt
8. Replace 2 each of Fire-rated Painted Solid Wood Door with Steel Frame, Hardware, and medium duty commercial Grade Lockset, 36 IN wide x 80 IN high
9. Replace 1 each of Colonist Painted Double Bi-fold Door Set with jamb and Hardware, 60 IN wide x 36 IN high
10. Replace 1 each of 16 Breaker Electric Panel, 18 IN wide x 36 IN high
11. Replace 1 each of CAT 5 Receptacle, 18 IN wide x 36 IN high
12. Replace 7 each of 12-inch-deep Wall Mounted Double Door Wood Cabinet with 3 interior Shelves, 48 IN wide x 36 IN high
13. Replace 1 each of Particle Board Carving Counter with Flat Laid Laminate Top, 6 FT long x 2.5 FT wide

Area 24:

xxiv.

Elevator Mechanical Room:

1. Replace 114.68 SF of 5/8-inch thick Drywall, 28.67 FT wide x 4 FT high
2. Replace 114.68 SF of Interior Wall Paint, 28.67 FT wide x 4 FT high
3. Replace 4-inch wrap Vinyl Cove, 28.67 LF long
4. Replace 1 each of Fire-rated Painted Solid Wood Door with Steel Frame, Hardware, 36 IN wide x 80 IN high
5. Replace 1 each of Kone - Model: MIPROM45, Serial: 20201399 Electro-Hydraulic Power Unit for Elevator, 15 hp

Area 25:

xxv. Basement:

1. Replace 2 each of Non-Fused Electrical Disconnect Box (unable to determine location of tag in the dark), 30 Amp
2. Replace 1 each of Electric Make: Bradford White, Model: LD65R33B090, Serial: BJ6754421 Electrical Water Heater, 65 Gallons
3. Replace 1 each of Make: PROFLO Model: PT-5 Serial: 14127205 - Thermal Expansion Tank, 5 Gallons
4. Replace 1 each of Make: BRADFORD WHITE Model: LD12UT31B030 Serial: BJ6754422 - Electrical Water Heater, 12 Gallons
5. Replace 2 each of Commercial Wiring/Conduit/Box/Outlet/Switch, 110 Volt
6. Replace 1 each of Commercial Wiring/Conduit/Box for smoke detector, 110 Volt
7. Replace 1 each of High-Grade Electric Smoke Detector
8. Replace 12 each of Pretreated Wood Stringers and Treads for Stairway

## **Project Scope**

The project scope of work may include but shall not be limited to:

1. Compile and evaluate existing information regarding the project and site(s), including solicitation of input from Town Staff.
2. Coordinate up to two charettes with the Town's review team to envision future space planning for the buildings.
3. Develop preliminary concepts plans including all materials and interior finishes for review by the Town.
4. Prepare and submit design plans to the Town's review team.
5. Attend and prepare presentation materials for public meetings upon request.
6. Confirm all proposed repairs meet applicable codes and standards.
7. Coordinate with the Town's flood mitigation consultant regarding needs for the selected flood barrier system.
8. Perform all necessary coordination with the Town, Haywood County, NCDOT, utility providers, and any other authorities having jurisdiction.
9. Provide schematic design, design development, construction documents, bid documents, specifications, design reports, geotechnical and/or environmental reports, and other documents as required.
10. Obtain all necessary permits required to construct the project.
11. Prepare comprehensive construction cost estimates throughout the design.
12. Provide construction administration services, including but not limited to, advertising, bidding, construction observation, negotiating change orders, reviewing and approving pay applications and submittals, coordinating and leading progress meetings, developing punch lists, developing as-built drawings, and contract closeout.

**Submittal Instructions and Requirements**

**Instructions**

Interested firms are invited to submit their qualifications for consideration. The submittal should contain at a minimum, the information requested in “Submittal Requirements” below. Submittal packages are limited to 10 pages. Firms shall **submit one (1) electronic PDF copy of the completed proposal via email** or hand delivery, addressed to Nick Scheuer, Town Manager, no later than **2 p.m. January 9, 2023**, to:

Nick Scheuer, Town Manager  
[nscheuer@cantonnc.com](mailto:nscheuer@cantonnc.com)  
Town of Canton  
85 Summer Street  
Canton, NC 28716

The submittal deadline is absolute. Prospective firms and individuals must ensure the Statement of Qualifications is received by the due date and time. Late submittals will not be considered. Statement of Qualifications received after the due date and time will not be accepted or considered and will be returned to the sender without review.

The RFQ may be downloaded from the Town of Canton’s web page. Note that failure to notify the town that you have downloaded an RFQ will preclude you from receiving updates or amendments, if issued.

**RFQ Questions**

Questions regarding this RFQ may be directed to Nick Scheuer at [nscheuer@cantonnc.com](mailto:nscheuer@cantonnc.com). Questions and responses will be posted to the town’s website. The deadline to receive questions regarding the RFQ is close of business January 3, 2023 and final responses will be posted by January 4, 2023.

**Non-Mandatory Pre-Proposal Meeting**

A pre-proposal meeting will be held **at 1pm** on January 3, 2023, at the Town of Canton Town Hall conference room located at 85 Summer Street, Canton, NC 28716. This meeting is not mandatory. A field visit to the Armory and Colonial Theater is planned immediately following the meeting to provide an opportunity to view the interior of each building. Please note these facilities do not have power.

**Submittal Requirements**

At a minimum, all interested firms are required to submit a statement of qualifications and experience containing the following information:

1. **Cover Letter.** A signed cover letter from a principal in the firm expressing interest in the project and certifying that sufficient resources in personnel, equipment, and time are available and can be committed to this project.
2. **Summary.** A summary should provide a brief but thorough overview of how your firm can provide design services to the Town. Include an introductory statement and a summary of your firm's experience with the work described above. Provide firm name, address, telephone number, email address, and contact person(s). Provide the year in which firm was established and any former names under which the firm operated, if applicable.
3. **Capacity.** Provide a complete description of project staff in the form of a graphic organizational chart and a staffing summary that addresses individual roles and responsibilities on these projects. Identify the Project Manager(s) and key staff proposed for these projects. The Project Manager(s) should have extensive experience in related work to these projects, both in scope and extent. A resume of each member of the team is necessary and should detail relevant experience, length of service with the firm and job duties during his/her tenure, educational background, and professional background.
4. **Experience.** Provide a list of a minimum of five (5) projects of similar size and scope completed by the firm within the past ten (10) years. This shall list the following as a minimum:
  - a. Owner's name and contact information (mailing address, email addresses and phone numbers).
  - b. Name, location, and detailed description of the project.
  - c. Design and construction cost of each project and number of change orders, including monetary impact of each.
  - d. Summary of project actual costs compared to original and revised project budget(s)/estimate(s).
  - e. Project start and completion dates.
  - f. Project staff and their role(s).
5. **Schedule.** Provide a proposed schedule for each of the three projects highlighting opportunities for overlap and noting any specific anticipated involvement from the Town.
6. **References.** Provide at least three (3) references that the Town may contact to verify your qualifications, experience and involvement in the stated activities and projects. Job title, telephone numbers, e-mail address and a physical address for each reference listed should be included in your statement of qualifications.

The Town of Canton accepts no responsibility for any expense related to preparation or delivery of qualification statements.

It is the policy of the Town of Canton that all original documents, reports, studies and other data produced as a direct result of the services performed under the contract shall become the property of the Town of Canton. Any copyrighting of material produced, and data compiled as a result of the services performed by the successful firm(s) shall be in the Town of Canton's name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the Town as a licensed user and shall provide the Town with one complete copy of the licensed material.

Per N.C. General Statute 143-64.31, Selection of a firm shall include the use of good faith efforts by the public entity to notify minority firms of the opportunity to submit qualifications for consideration by the public entity. It is the practice of the Town to make a good faith effort to procure the submission of proposals by historically underutilized businesses as part of the selection process. The Town seeks to provide all persons and businesses a fair and equal opportunity to participate in all aspects of its contracting and procurement programs and to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities. The Town of Canton is an Equal Employment Opportunity Employer.

**Selection Procedure**

In order to be considered for this project firms must meet the following criteria:

- Firm must be properly registered with the Office of the Secretary of State of North Carolina;
- Firm must be properly registered with the North Carolina Board of Registration for Professional Architect; and
- Firm must employ at least one (1) North Carolina Registered Professional Architect in responsible charge of the work anticipated as a result of this solicitation.

**Evaluation Criteria**

The following criteria will be utilized to select a firm for this project:

<b>Evaluation Criteria</b>	<b>Possible Points</b>
Understanding of the Town’s required tasks and needs as demonstrated in the qualifications statement	25
Experience with similar projects comparable in type, size, and complexity	25
Qualifications of the staff assigned to perform the work with this project	25
Demonstrated ability of the Consultant to perform high quality work, control costs, and meet project schedules	25
<b>POINT TOTAL</b>	<b>100</b>

**Additional Information**

**Public Records**

Upon receipt by the Town of Canton, your Qualifications Package is considered a public record except from material that qualifies as “Trade Secret” information under N.C. General Statute 66-152 and 132-1.2. Your Qualifications Package will be reviewed by the Selection Committee, as well as other staff and members of the general public who submit a public record request. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: any trade secrets submitted by a firm should be marked “Trade Secret – Confidential and

Proprietary Information- Do not disclose Except for the Purpose of Evaluating this Qualifications Package,” on each page of the trade secret materials contained.

In submitting a Qualifications Package, each firm agrees that the Town of Canton may reveal any trade secret materials contained in such response to all staff and town officials involved in the selection process and to any outside consultant or other third parties who serve on the Selection Committee. Furthermore, each firm agrees to indemnify and hold harmless the town and each of its officers, employees and agents from costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Qualifications Package as a trade secret may be disqualified from the selection process.

Conditions, Clarifications and Reservations

The town reserves the sole discretion and right to (1) reject any or all responses, (2) waive informalities in a response, (3) select a firm that has submitted a fully responsive Statement of Qualifications and who is determined by the town to be a professional, qualified firm to be in the best interest of the town, or (4) take whatever action or make whatever decision it determines to be appropriate. The Town of Canton assumes no obligation in this general solicitation of Statements of Qualifications and all costs and expenses of responding to this RFQ shall be borne by the interested firms or individuals.