

## Trinity AME Zion Church Project – Southern Pines

### Request for Proposals

#### Design Phase- Trinity Zion

Date of Issue: September 2, 2025

Response Deadline: September 19, 2025

Direct all inquiries concerning this RFP 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 responsible and qualified contractor team to support the rehabilitation of a historic church in Southern Pines, North Carolina. Trinity AME Zion Church, located at 972 West Pennsylvania Ave, Southern Pines, North Carolina, 28387, has portions of the roof in the sanctuary that have caved, making it inoperable in some locations and limiting capabilities for services and additional programs to be held. A contractor will be selected through this Request for Proposals (RFP) process, through an

evaluation that allows us to select the lowest, qualified bidder. 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.

## **Instructions to Bidders**

**Bid Package Cover Sheet:** Each proposal shall be submitted in a sealed envelope. These envelopes shall be plainly marked:

**Project:** Trinity AME Zion Church Project

**Date & Time of Bid Opening:**

**Bidder's Name:**

**Bidder's Address:**

**North Carolina Contractor License #:**

**Contact Name:**

**Contact Phone #:**

**Note:** Bid Documents – Do Not Open

### **Bid packages are to be delivered to:**

Central Pines Regional Council

ATTN: Hunter Fillers

4307 Emperor Blvd, Suite 110

Durham, NC 27703

Packages are to be submitted no later than 2:00 p.m. on Friday, September 19, 2025.

All bid information to be submitted in ink. No pencil information will be accepted.

Bids must be valid for a minimum of sixty (60) days from date of bid opening.

Only provide alternates that have been requested.

The contracted project is funded through the African American Civil Rights grant program, funded by the National Park Service. All grant activities must comply with all relevant federal, state, and local laws, regulations, and ordinances. In addition, grant activities must meet the Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation.

**Contractor's Qualification Statement:** Bidder is required to provide past experience of two (2) similar projects over the last five (5) years – to include the client's name and contact information for each project.

Representative projects completed on time and on budget, record of past performance from recommendations of clients, and financial stability and utilization of HUB contractors will be given consideration.

**Bid Submittal Checklist/Requirements:**

- Bid Package Cover Sheet (completed)
- Contractor's Qualification Statement (completed, signed, and notarized)
- Schematic schedule of construction
- Bid Bond

Contract Documents:

Bidding Documents may be received by contacting Elizabeth Lyon at Walter P. Moore, [ELyon@walterpmoore.com](mailto:ELyon@walterpmoore.com), and Hunter Fillers at Central Pines Regional Council, [hfillers@centralpinesnc.gov](mailto:hfillers@centralpinesnc.gov). Addenda notification will be sent to those requesting full sets and will be placed on Central Pines Regional Council's website by September 12, 2025: [CPRC Bid Page](#).

The bidder must be an official plan holder for their bid to be considered.

**Alternates**

***Alternate 1 Task Items:***

7.3 Joint Sealant Replacement

***Alternate 2 Task Items:***

8.1 Brick Repointing

13.5 Clean and repair windowsills

***Alternate 3 Task Items:***

13.2 Exterior siding

13.4 Repair and repaint wood trim

13.6 Clean biological growth from exterior

***Alternate 4 Task Items:***

### Bid Bond:

North Carolina State Law (G.S. 143-129) requires that all bids be accompanied by a bid deposit. No proposal shall be considered or accepted unless at the time of its filing the same shall be accompanied by a deposit in cash, cashier's check, or certified check on same bank or trust company insured by the Federal Deposit Insurance Corporation in an amount of not less than five percent (5%) of the proposal. In lieu of making a cash deposit, bidders may file a bid bond duly executed by a cooperative surety licensed under the laws of North Carolina to execute such bonds. Checks/bonds to be made payable to "Trinity AME Zion Church" This deposit may be retained by the Trinity AME Zion Church if the successful bidder fails to execute the bid obligation or fails to file satisfactory surety as required herein. Money orders, uncertified checks, etc., are not acceptable as bid deposits. Unsigned bids and bids with incorrect bid deposits cannot be considered. Bid deposits of unsuccessful bidders will be returned as soon as the contract is awarded.

### Bid Schedule:

This solicitation process begins on Tuesday, September 2, 2025, and ends on Friday, September 19, 2025.

On Monday, September 8 at 1:30 p.m., we will host a walk through for contractors to access the site: Trinity AME Zion Church, located at 972 West Pennsylvania Ave, Southern Pines, North Carolina, 28387. The architect will be present for this walk through. Questions are to be emailed no later than 5:00 p.m. on Wednesday, September 10, 2025 to Elizabeth Lyon at Walter P. Moore, [ELyon@walterpmoore.com](mailto:ELyon@walterpmoore.com), and Hunter Fillers at Central Pines Regional Council, [hfillers@centralpinesnc.gov](mailto:hfillers@centralpinesnc.gov). Responses to questions will be issued as an addendum no later than 5:00pm on September 12, 2025, and will be placed here: [CPRC Bid Page](#).

One hard copy of the final bid submittal is due at Central Pines Regional Council, located at 4307 Emperor Blvd, Suite 110, Durham, NC 27703 by 2:00 p.m. on Friday September 19, 2025 (mailed or hand-delivered). A non-mandatory public bid opening will be held immediately following at Central Pines Regional Council at 4307 Emperor Blvd, Suite 110, Durham, NC 27703. Should a bidder be selected, the intent is to finalize contracts in October and start construction in November. Bids must be valid for a minimum of sixty (60) days from date of bid opening.

### Award of Contract:

Bids shall be awarded to the lowest responsive, responsible bidder, taking into consideration adherence to specifications, quality, performance, time of delivery, past performance and other relevant factors.

Should a bid be selected, an AIA Contract will be provided. The contract will be executed between the selected contractor and the Trinity AME Zion Church, and not with Central Pines

Regional Council. Once the contract is finalized, a notice to proceed will be given. Central Pines Regional Council reserves the right to evaluate bids, and to reject any, and all bids for “sound” documented reasons.

It is policy to furnish a bid tabulation to all bidders upon notification of award or upon returning bid deposits. All bidders are welcome to attend the bid opening, which will be conducted at the Central Pines Regional Council offices, located at 4307 Emperor Blvd, Suite 110, Durham, NC 27703, at 2:00 p.m. on Friday, September 19.

Bid tabulations will be available after all technical reviews have been completed.

#### Performance & Payment Bonds:

Once the contract has been awarded, the successful bidder must furnish a Performance Bond. The performance bond must be in full amount (100%) of the contract and guarantee the faithful performance of the contract in the form prescribed by the Owner. The bond shall be executed by a surety company authorized to do business in North Carolina. It shall be the responsibility of the bidder to cover the cost of the performance bond, in his bid. The Owner will not pay an additional amount at a later date for the bond. The Owner may waive the requirement for a performance bond once bids are received. In this event, the bidder must deduct the cost of the performance bond from the original bid figure. The bidder should assume that a performance bond will be required unless otherwise indicated in the instructions to bidders.

#### Taxes

- 1.. Altering Contracts: No such contract shall be altered except by written agreement (change order) of the contractor, the sureties on his bond and The Town of Smithfield.
2. N.C. General Statue 143-129 governs purchasing in the state. Bids are awarded according to its provisions.
3. The General Statutes of the State of North Carolina, and County Ordinances, insofar as they apply to purchasing and competitive bidding, are made a part hereof.
4. The General Contractor should provide a Workman’s Compensation for their employees.