



**Request for Qualifications:**

#RFQ 94-23-1011

**Title:** Orange County Building Addition Project  
Construction Manager at Risk Services

**Issue Date:** January 3, 2024

**Due Date:** February 2, 2024

**Direct all inquiries concerning this RFP to:**

Shaquana Lindsey

Director of Purchasing

[lindseys@durhamtech.edu](mailto:lindseys@durhamtech.edu) / 919-536-7201 x1004

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# 1. INTRODUCTION

## 1.1 Purpose

Durham Technical Community College (DTCC) is soliciting Requests for Qualifications (RFQ) from construction management at risk (CMAR) firms with expertise in the construction of occupied higher education facilities, on an operational campus. CMAR services include, but are not limited to, pre-construction and construction phase services for a 13,500 SF addition, which will house classrooms, simulation labs and study spaces for skilled trade and public safety programs. This addition will be for DTCC's Orange County Campus, located at 525 College Park Rd, Hillsborough, NC, 27278. The project will include a new parking area, the creation of outdoor learning spaces and interior renovations to specific areas in the existing building. A detailed scope of services is provided in Section 4 of this document.

Information related to this solicitation, including any addenda, will be posted to the North Carolina electronic Vendor Portal (eVP) at: <https://evp.nc.gov/solicitations/>

All questions related to this solicitation must be submitted in writing (via email) to the following individuals:

Contact Name	Shaquana Lindsey	Marie-Pierre Lussier
Contact Title	Director of Purchasing	Senior Project Manager
Email address	<a href="mailto:lindseys@durhamtech.edu">lindseys@durhamtech.edu</a>	<a href="mailto:mlussier@35n.com">mlussier@35n.com</a>

Questions submitted via telephone will not be answered. Questions concerning this RFQ will be received until January 17<sup>th</sup>, 2024, at 3:00 PM, at which time no future questions will be accepted. A summary of all questions and answers will be issued in the form of an addendum. Any questions that arise concerning any requirement that is unclear or objectionable must be submitted electronically.

## 1.2 Background

Durham Tech is a growing institution in North Carolina, serving more than 18,000 students annually across seven campuses in Durham and Orange counties while also providing various online courses. The college is accredited and offers more than ninety associate degrees and certificates for students seeking university transfer or immediate employment. The College has opportunities for eligible North Carolina high school students, international students, veterans, and adults looking to complete their high school educations. Durham Tech programs include the arts, engineering, education, health technologies, information technology, public safety, and business administration. Non-credit (continuing education) courses include career enhancement in automotive, culinary arts, hospitality, and biotechnology; English as a second language; and personal enrichment opportunities such as gardening, health and wellness, and photography.

The Triangle Region experienced a large migration of businesses over the last few years, as many companies set up major hubs or headquarters in the area. Several national publications have the Triangle region as a top three metropolitan area for growth. Durham Tech is part of the pipeline to provide new talent and continued training to support these growing businesses and the needs of an expanding population. The Health Sciences, Skilled Trade and Public Safety industries are growing quickly and looking to find local talent.

The College recognizes these challenges and is looking to expand their training bandwidth. The pandemic also transformed education during the years of lock-down to rely on a hybrid approach to providing education. Like all educational institutions, Durham Tech has embraced remote learning as a viable method of educating their students. However, in analyzing their students' needs, the College acknowledges a purely remote educational program is deficient to many students' needs and learning styles. Durham Tech believes hands-on training remains the best method for students to learn many of the critical skills they will need in their future workplaces. The need for laboratories and classrooms remains key with the hybrid learning model.

In addition to the Orange County Building Addition, Durham Tech is also undertaking the construction of a 80,000 SF Health Sciences building and a 35,000 SF Life Sciences building on the Main Durham Campus, to meet the needs to local industry and employers. All three projects will follow the State Construction Office planning requirements and processes.

### 1.3 RFQ Timeline

Provided below is a list of the anticipated schedule of events related to this solicitation. Durham Tech reserves the right to modify and/or adjust the following schedule to meet the needs of the project. All times shown are Eastern Standard Time (EST):

RFQ Process	Date & Time
Advertise RFQ	2024-01-03
Pre-submittal Site Review	2024-01-11 @ 11am
Questions Due	2024-01-17 @ 3pm
Question Responses	2024-01-24
<b>Qualification Submission</b>	2024-02-02 @ 12pm NOON
Evaluation Meeting (anticipated)	2024-02-19
Interviews (anticipated)	2024-03-04
Selection Announcement (anticipated)	2024-03-29

### 1.4 Pre-Submittal Site Review

An optional pre-submittal site review is scheduled for Thursday, January 11, 2024, at 11:00 am at DTCC's Orange County Campus, 525 College Park Rd., Hillsborough, NC 27278. Please meet in the building main lobby and plan to arrive 10 minutes in advance to sign-in.

### 1.5 Questions and Clarifications

Requests for clarification and questions to this RFQ must be received by DTCC not later than the date shown above in Section 1.3 RFQ Timeline. DTCC shall issue an addendum to respond to the inquiries received, if any, and shall be posted to North Carolina electronic Vendor Portal (eVP), at: <https://evp.nc.gov/solicitations/>

No information, instruction or advice provided orally or informally by any college personnel or consultant, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Respondents shall be entitled to rely only on written material contained in an Addendum to this RFQ.

**It is important that all contractors submitting to this RFQ periodically check the North Carolina electronic Vendor Portal (eVP) for any Addenda. It is the contractor's responsibility to ensure that all addenda have been reviewed, signed, and included in the RFQ response.**

All questions related to this solicitation must be submitted in writing (via email) to the following individuals:

<b>Contact Name</b>	Shaquana Lindsey	Marie-Pierre Lussier
<b>Contact Title</b>	Director of Purchasing	Senior Project Manager
<b>Email address</b>	<a href="mailto:lindseys@durhamtech.edu">lindseys@durhamtech.edu</a>	<a href="mailto:mlussier@35n.com">mlussier@35n.com</a>

Questions submitted via telephone will not be answered.

### 1.6 Submittal Requirements and Contact Information

Proposals must follow the format as defined in Section 2 Qualifications Package and be submitted in PDF format. Limit proposals to a maximum of 20 pages single-sided, file size < 20 MB. This page limit excludes a transmittal letter, title page, and table of contents. The page limit includes any unsolicited supplementary information such as corporate brochures, etc.

Proposals must be submitted through electronic submission per the following instructions:

Create An Account (These steps must be completed prior to submitting proposal.)

1. Navigate to Durham Tech's document submission site (Durham Tech Documents; <https://docs.durhamtech.edu/> ).
2. Click Create new account.
3. In the Name field, enter your company's name.
4. Enter a username of your choosing in the Username field.
5. Enter the proposal contact e-mail address in the e-mail address field.
6. Click the Create new account button.

To submit your proposal:

1. Navigate to the Finance and Administrative Services section of the Durham Tech Documents Home page.
2. Click Submit documents.
3. In the Name field, enter your company's name.
4. In the E-mail address field, enter the e-mail address you used to create your account.
5. In the Document Type dropdown menu, select General Document.
6. Under Add a new file, click the Choose File button to select your proposal file from your computer or cloud-based storage. Click the Upload button.
7. If you would like to provide additional information about your submission, please use the Comments field.
8. Click the Submit button to complete your proposal submission. You will receive a confirmation e-mail from [forms@durhamtech.edu](mailto:forms@durhamtech.edu).

Contractors must respond to the entire Request for Qualifications (RFQ). Any incomplete proposal may be eliminated from competition at the discretion of DTCC. The College reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest.

It is the responsibility of the contractor to ensure that their proposal is submitted as per the instructions specified in this Section 1.6 by the due date and time specified in Section 1.3 RFQ Timeline.

### **1.7 Rights to Submitted Material**

All qualification packages and supporting materials, as well as correspondences relating to this RFQ, shall become the property of Durham Tech. The content of all submittals will be held confidential until the selection of the contractor is made. Qualifications will be reviewed by the Evaluation Committee, as well as other College staff and project design team members. Any proprietary data must be clearly marked. In submitting qualifications, each submitting firm agrees that the College may reveal any trade secret materials contained in such submittal to all College staff involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Committee. Qualification submittals marked entirely as “confidential”, “proprietary”, or “trade secret” will be considered non-responsive and will be removed from the evaluation process.

### **1.8 Communications**

All communications of any nature regarding this RFQ with any Durham Tech staff, evaluation committee members or outside consultants hired for the project, are forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the individual designated in Section 1.1 Purpose, prior to the deadline provided in Section 1.3 RFQ Timeline. Violation of this provision may result in the company's proposal being removed from consideration.

### **1.9 Respondent Expenses**

Durham Tech will not be responsible for any expenses incurred by any Firm in the development of a response to this Request for Qualifications or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Durham Tech and/or its representatives. Further, the College shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Firm even if the awarding authority for each entity has formally accepted a recommendation.

## 2. QUALIFICATIONS PACKAGE

Submittal responses must follow the format outlined below. Durham Tech may reject as nonresponsive at its sole discretion any submittal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

### 2.1 Request for Qualifications: Required Document Format

Responses should be divided using header sections, listed sequentially as follows:

#### Section 1: Response Cover Letter, Receipt of Addenda, and Executive Summary

The response should contain a cover letter, signed by the owner of the firm, indicating his or her title that he or she has authority to submit the response on behalf of the firm,

a. The cover letter should contain the following statement:

*The undersigned has the authority to submit this response on behalf of "name of company" in response to the above Request for Qualifications dated January 3, 2024, for providing Construction Manager at Risk services for the Orange County Building Addition Project for Durham Technical Community College.*

b. The cover letter should contain the following statement:

*The principal place of business is \_\_\_\_\_.*

c. The cover letter should contain the following statement:

*The undersigned confirms the firm's capability to provide adequate performance and payment bonds for this project, as required by the State Construction Office (SCO).*

d. The cover letter shall specifically acknowledge any addenda relating to the response, in the format noted below, in addition to including the addenda in the RFQ response. Failure to acknowledge any addenda that have been provided by Durham Tech can be cause for rejection of the response.

*ADDENDUM NO \_\_\_\_\_ ACKNOWLEDGED BY: \_\_\_\_\_*

e. The Cover Letter shall include no more than a one-page Executive Summary that clearly outlines the overall capability of the firm, which briefly summarizes the capability to perform the work items as outlined in the Scope of Work for which the firm proposes to perform.

#### Section 2: Corporate Background

Provide information regarding the organizational structure of the firm (e.g., corporation, partnership, joint venture, etc.), its history, years in business, office locations, number and experience of staff, types of services provided and specialty areas of expertise.



Respondents must possess all licenses required by North Carolina law and shall submit proof of current licensing within an appendix to the response. If the firm is a national firm, please indicate the location of the office from which the project will be managed.

Please provide:

- The annual workload for each of the last three (3) years with number of projects and total dollar value.
- A list compiling all construction projects performed by your firm with the State Construction Office (SCO) during the past 5 years. Note that SCO experience is preferred, not mandatory.
- A list of projects for which the company is currently committed, including name & location of each project, project manager name, time frame to complete and dollar volume of each project.

### **Section 3: Project Approach & HUB Participation Strategy**

Contractors shall provide a brief description of their approach to this project, including any information that may differentiate your company. In general, the following would be helpful:

1. Approach to pre-construction services.
2. Approach to assigning personnel to a project of this size and duration and how such relates to the proposed scope of services.
3. Approach to cost control.
4. Approach to safety.
5. Approach to contractor (subcontractor and trades) prequalification.
6. Approach to the subcontractor market, including minority participation.
7. Identify the software used for construction project management and scheduling, and how this tool will help you optimize project delivery.

Contractors are to also include a narrative explaining how they plan to interact with:

- The design team, commissioning agent, other representatives, and the Owner to achieve the project budget, quality, and schedule.
- The students and faculty while working in an occupied building and active campus environment.

### **Section 4: Team Organization and Experience**

Contractors shall provide an organizational chart that identifies the names and roles of key personnel assigned to the project, specifically the project executive, project manager and site superintendent (at a minimum). Indicate years of experience and years working for the firm. Indicate involvement (if any) on the projects listed as reference.

Staff assigned to this team shall demonstrate proficiency in Value Engineering, Constructability Issues, Cost Modeling/Estimating, Change Order Management, Project Tracking/Reporting, Requests for Information, Shop Drawings, Quality Control, Project Scheduling, and other construction management skill sets.

The identified project executive will be the individual involved in daily interactions and meetings with Durham Tech for the project duration. Include a statement from your firm committing to assigning these

proposed personnel if your firm is the selected firm and noting that the approved project management personnel will not be removed or reassigned without approval in writing from the College.

### **Section 5: Firm Experience and Past Performance**

To demonstrate the requisite experience, contractors are asked to provide detailed summaries for at least three (3) building additions or renovations for higher education institutions, or other similar projects. Of the three (3) projects, at least one (1) project must be a completed addition in an operational building and/or live campus environment, and at least one (1) project must be a CMAR delivery.

The summary for each referenced project should include:

1. Name, location, and brief description of the project.
2. Name of client (owner) and name, telephone number, and e-mail address of client representative.
3. Planned and actual start and completion/occupancy dates, with an explanation of any significant deviations.
4. Original construction budget and final construction cost, with an explanation of any significant deviations.
5. Fees for General Conditions (including bonds and insurance), basic CM fee, pre-construction services provided.
6. Percentage of overall HUB participation (include subcontractor participation).
7. Other pertinent information demonstrating the Contractor's experience and past performance record, e.g., unique project challenges or problems, innovative design solutions, project successes, client recommendations, etc.

Please include information pertaining to current workload and anticipated projects to be awarded that can affect the management of this project.

### **Section 6: Contractor Safety Record**

The safety of its students, staff and service providers is of utmost importance to DTCC. The contractor is requested to provide its Total Recordable Incident Rate (TRIR), Lost Time Incident Rate (LTIR) and Experience Modification Rate (EMR) for the last 5 years and explain any rating above the industry average.

### **Section 7: Legal or technical problems**

Please advise if your firm has pending litigation or claim proceedings, or if it has been involved in any legal or technical issues on projects within the past 5 years. If yes, prepare a brief narrative of these project(s) describing the problem, the final solutions, or outcomes.

## **2.2 Qualification Package Documents**

This RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference.

## 3. PROPOSAL EVALUATION

### 3.1 Evaluation Process

The evaluation committee will be comprised of representatives of DTCC, its project consultants and the design team. Contractors are deemed to understand and agree that the proposal submitted by them will be used by the evaluation team in determining, according to the evaluation team's sole and best judgment and discretion, the Contractors who are best qualified to provide the required services.

Following the evaluation committee's initial evaluation of the proposals, DTCC will invite some firms to attend an interview. Unsolicited supplementary or clarifying information received after the RFQ closing time will not be considered.

Interview Information:

1. The purpose of the interviews is to obtain supplementary clarifying information in addition to the written proposals.
2. DTCC will notify those firms selected for an interview.
3. Selected firms will receive supplemental information regarding the interview process with notification of selection.
4. A principal/owner of the Contractor's firm, the Contractor's project manager and key personnel for the proposed for the project should plan to attend.

DTCC reserves the right to independently verify the past performance of any Contractor or any member of the Contractor's project team.

Following the interviews, the evaluation committee will make a recommendation based on the evaluation of the contractor's interview performance. Results of the evaluation and selection will be presented to the Budget, Finance, and Infrastructure Committee for their recommendation to The Board of Trustees of Durham Technical Community College for final approval

### 3.2 Evaluation Criteria

This is not a bid. There will not be a public opening. Proposals will be evaluated based on the following criteria:

- Response Cover Letter, Receipt of Addenda, and Executive Summary
- Corporate Background
- Project Approach and HUB participation strategy
- Team Organization and Experience
- Firm experience and past performance
- Contractor Safety Record and Safety Program
- Record of successfully completing projects without Legal or Technical Problems
- Demonstration of experience working in an operational building and on a live higher education campus.

## 4. SCOPE OF SERVICE

The Contractor shall provide services, all as set forth in this RFQ and more particularly described in this Section 4. The scope of services described below is not comprehensive and additional services may be required. The selected firm will receive additional information about the project from which to further define the scope of work to be included in their proposal.

The scope of work will include preconstruction and construction CMAR services for construction of an addition to an existing 2009 higher education building, with indoor and outdoor facilities to support education, collaboration, and wellness. The project will add ~ 13,500 SF to the building, a new parking area and will renovate specific areas in the existing facility.

For further information and project context, please see the following links:

[OCC Concept Study](#)

[OCC Project Area](#)

[OCC Record Drawings & Site Plan](#)

For the purposes of this solicitation, CMAR services include Pre-Construction, Construction and Close out Services including but not limited to the following:

### Pre-Construction Services:

- Attend regularly scheduled meetings with the project design team during the design phases to advise them on matters relating to site use, improvements, material selections, building methods, construction details and general constructability, systems, equipment, phasing, and sequencing.
- Provide coordination reviews of the plans and specifications.
- Prepare Project Cost Estimates at each phase of the design, including schematic design, design development, construction documents (75% & 95%) and Statement of Probable Construction Costs.
- Conduct Constructability reviews in conjunction with design team continuously throughout the Pre-Construction Phase.
- Make recommendations for value added and cost-effective measures in conjunction with the design team continuously throughout the design phases.
- Generate construction project schedule for approval by DTCC, and continuously monitor schedule adherence throughout duration of project.
- Identification and coordination of early bid package, if applicable.
- Responsible for prequalification of subcontractors, advertisement and bidding of the subcontractor packages and preparing a Guaranteed Maximum Price.
- Determine contractor bid packages. Responsible for coverage of all items shown in the construction documents and division into bid packages. Division of bid packages should take advantage of the HUB workforce to encourage HUB participation on the project as much as practical.
- Conduct bid openings for each first-tier subcontractor.

#### Construction Services:

- Responsible for all permitting.
- Responsible for all construction sequencing, site phasing, construction trafficking, lay-down, trailer locations, and safety procedures, working in conjunction with DTCC.
- Shop drawing review prior to submittal to the design team and owner.
- Monitor schedule adherence and percentage of completion.
- Provide conflict resolution among trades/subcontractors, resolve potential claims
- Provide detailed review of Change Order requests.
- Produce Pay Application submittals.
- Conduct weekly job site progress meetings.
- Conduct Monthly Project Meetings with owner and design team. Prepare agenda and document minutes to meetings.
- Schedule all inspections with appropriate agencies/jurisdictions.

#### Project Completion and close out:

- Certify when the project is ready for punch list walkthrough.
- Schedule and conduct Final Inspection.
- Submit all warranty, guarantee, compliance statements, operation manuals, release of liens, record drawings, etc. required for final completion.

### **4.1 Project Design team**

The prime architectural consultant for the Orange Country Building Addition project is Katherine Hogan Architects, based in Raleigh, NC.

The selected contractor shall be required to coordinate and cooperatively work with the consultant team hired by Durham Tech.

### **4.2 Project Budget and Funding**

The project is funded by a combination of county bonds and donations, therefore, will follow the State Construction Office (SCO) planning requirements and processes. The project budget, including design, construction, and other soft costs, shall not exceed \$11.1M.

### **4.3 Project Schedule**

DTCC is working towards the following estimated project schedule, based on known State Construction office (SCO) process and prior project experience.

[OCC Building Addition - Project Schedule](#)

The projected construction start date is December 2025, with owner occupancy in April 2027.