



## **City of Raleigh**

**Request for Proposals #:** 274-2024-RCPAC-12R

**Title:** Raleigh Convention and Performing Arts Complex – Expansion and Relocation Owner’s Representative

**Proposal Due Date and Time:** February 29, 2024 no later than 4:00PM EST

### **ADDENDUM NO. 2**

Issue Date: February 22, 2024

**Issuing Department: Raleigh Convention and Performing Arts Complex**  
**Direct all inquiries concerning this RFP to:**

Suzanne Walker  
Capital Projects Manager  
Email: [Suzanne.Walker@raleighnc.gov](mailto:Suzanne.Walker@raleighnc.gov)

City of Raleigh  
Addendum No. 2 to RFP 274-2024-RCPAC-12R Raleigh Convention and Performing Arts  
Complex – Expansion and Relocation Owner’s Representative

**Issue Date: February 22, 2024**

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposal packages and does hereby become part of the original RFP documents and supersedes the original RFP documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFP as listed below and **sign and return this addendum with your proposal package.**

The pre-proposal conference (required) was conducted virtually at 1:00 PM EST, February 14, 2024.

The following is included within this addendum:

1. Written questions received in accordance with Section 1.3 RFP Timeline
  - a. Questions and Answers
2. Pre-proposal conference presentation and registration sheet
3. Exhibit A: Preliminary Pre-Design and Programming Schedule

Suzanne Walker  
Capital Projects Manager

**Sign below and return this addendum with your proposal.**

---

**Proposer Name & Company:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

## **Questions and Answers**

1. Question: What is the overall vision and goals of the Raleigh Convention Center and Performing Arts Complex (RCPAC) project?
  - a. Answer: The Raleigh Convention Center and Performing Arts Complex (RCPAC) Owner's Representative will provide design and construction oversight for the Raleigh Convention Center Expansion and Red Hat Amphitheater Relocation project to be designed and constructed by others. The Owner's Representative will provide administration and coordination of the development of the various components of the overall Project in accordance with RCPAC vision, goals, objectives including all project phases from concept to project close out.
2. Question: Are there specific strategies in place to ensure that both venues remain operational during the construction period?
  - a. Answer: The Owner's Representative will work on behalf of the Owner in coordination with Architect, CMAR, and other consultants to provide consulting services on identification and mitigation for critical analysis of potential challenges including items that would arise.
3. Question: What is the approved budget for the Raleigh Convention Center and Red Hat Amphitheater project?
  - a. Answer: The entire project budget, including design and construction and other soft costs, shall not exceed \$387,500,000.
4. Question: Is there a cost estimate or construction budget that can be shared?
  - a. Answer: The construction budget estimate has not been established.
5. Question: What is the projected timeline for completing the Raleigh Convention Center Expansion and Red Hat Amphitheater Relocation project?
  - a. Answer: We anticipate a phased project approach with construction of Red Hat Amphitheater completed in new location approximately April 2026. Raleigh Convention Center is estimated to be completed in second quarter 2028.
6. Question: Are there specific considerations for phasing the construction to minimize impacts on business operations and scheduled programs of the Raleigh Convention Center and Red Hat Amphitheater?
  - a. Answer: The Owner's Representative will work on behalf of the Owner in coordination with Architect, CMAR, and other consultants to provide consulting services to identify options that minimize impacts on business operations for construction phasing of Red Hat Amphitheater completed in new location approximately April 2026. Raleigh Convention Center is estimated to be completed in second quarter 2028.
7. Question: What are the expected durations for pre-design, schematic design, design development, and construction document phases?
  - a. Answer: See attached Exhibit of preliminary pre-design and programming schedule.
8. Question: Have any comprehensive building assessments been conducted for the Raleigh Convention Center and Red Hat Amphitheater as part of the project planning process?
  - a. Answer: No, comprehensive building assessments have not been conducted as part of the planning process. Any planning documents will be made available to any successfully awarded Owner's Representative.

9. Question: Have feasibility studies been conducted to evaluate the viability of the proposed expansion of the Raleigh Convention Center and the relocation of Red Hat Amphitheater?
- a. Answer: Yes. Feasibility studies will be made available to any successfully awarded Owner's Representative.
10. Question: Were environmental assessments part of the studies?
- a. Answer: It is anticipated that environmental assessments will be completed as part of the Design package.
11. Question: Is there a building program that can be shared?
- a. Answer: The building program will be made available to any successfully awarded Owner's Representative.
12. Question: Proposal Cost Form - The pre-proposal conference only referenced hourly rates for the cost proposal but the RFP references a total Not to Exceed amount for the services. Due to the conceptual nature of the current programming, an accurate total fee will be difficult to produce. Additionally, program management services can be considered Professional Services and thus procured as a qualifications-based process. May we provide burdened hourly rates in the proposal for consideration with the fee to be negotiated after selection? Or can a fee for concept/programming be submitted for this RFP, with additional negotiations later for the full project scope?
- a. Answer: The solicitation is a request for proposal and not a request for qualifications. Proposed cost will be part of the Proposal Evaluation Criteria.
13. Question: What are the funding sources for the established budget?
- a. Answer: The Wake County Interlocal agreement from the Hospitality Tax Allocation is the funding source for the established budget.
14. Question: Tab 2: Corporate Background and Experience requests projects within five years. However, due to the nature of these types of projects which typically have a long duration, and the unprecedented circumstances of the last five years which have affected project funding availability, can an extension for the window of relevant projects be considered?
- a. Answer: Minimum requirement is five years and anything beyond five years should provide relevant examples.
15. Question: Does the City anticipate phasing the work?
- a. Answer: Yes.
16. Question: Can the City provide a detailed project schedule?
- a. Answer: See attached Exhibit of preliminary pre-design and programming schedule.
17. Question: Is the fee proposal to be based on a set amount of years?
- a. Answer: The Contract term shall have a completion date of July 1, 2029 or after the post construction warranty period of the project end, whichever is the later.
18. Question: Our firm was not at the pre-submittal conference on 2/12/24 but are highly qualified for this opportunity. We have an office in Charlotte, NC. Are we still permitted to submit our qualifications for this opportunity?
- a. Answer: The pre-proposal conference was required for any potential respondents. The completed and signed registration sheet resulting from this conference will be used to validate that submittals have been received from those contractors in

attendance at the pre-submittal conference. Failure to sign and register at this conference will be cause for rejection.

# Pre-Proposal Meeting

Request for Proposal: 274-2024-RCPAC-12R

Raleigh Convention and Performing Arts Complex – Expansion and  
Relocation

Owner's Representative

February 14, 2024



# Agenda

- Request For Proposal (RFP) Registration
- Purpose and Project Description
- Submission of Questions
- Submittal Requirements
- MWBE Participation
- Proposal Package
- Proposal Evaluation
- Scope of Service
- Conclusion



# RFP Registration

- The completed and signed registration sheet resulting from this conference will be used to validate submittals received from contractors in attendance at the pre-submittal conference.
- Failure to sign and register at this conference will be cause for rejection.





# RFP Registration

February 14, 2024  
Pre-Proposal Conference (required)  
Conducted virtually

## Registration Sheet

Request for Proposals #274-2024-RCPAC-12R  
Raleigh Convention and Performing Arts Complex -  
Expansion and Relocation Owner's Representative

CONTACT NAME	COMPANY NAME	EMAIL ADDRESS
Ron Austin	VVA Project & Cost Managers	<a href="mailto:raustin@vvalc.com">raustin@vvalc.com</a>
Wendy Riggs	VVA Project & Cost Managers	<a href="mailto:wriggs@vvalc.com">wriggs@vvalc.com</a>
Mushtaqur Rahman	Baseline Mobility Group, Inc.	<a href="mailto:m.rahman@baselinemobility.com">m.rahman@baselinemobility.com</a>
Amanda Carlin	The Carlin Collaborative	<a href="mailto:acarlin@carlincollab.com">acarlin@carlincollab.com</a>
Rachel Collier	The Carlin Collaborative	<a href="mailto:Rcollier@carlincollab.com">Rcollier@carlincollab.com</a>
Jessica Killian	Turner & Townsend Heery	<a href="mailto:jessica.killian@turntown.com">jessica.killian@turntown.com</a>
David Waggoner	Turner & Townsend Heery	<a href="mailto:David.Waggoner@turntown.com">David.Waggoner@turntown.com</a>
Amy King	Stages Consultants	<a href="mailto:Amy@StagesConsultants.com">Amy@StagesConsultants.com</a>
Rick Fourie	The Projects Group	<a href="mailto:rfourie@theprojectsgroup.com">rfourie@theprojectsgroup.com</a>
Wes Hoyt	JLL	<a href="mailto:Wes.hoyt@jll.com">Wes.hoyt@jll.com</a>
Robert A. Wolff	BRE Engineers	<a href="mailto:rwolff@bre-engineers.com">rwolff@bre-engineers.com</a>



# RFP Registration

February 14, 2024  
Pre-Proposal Conference (required)  
Conducted virtually

## Registration Sheet

Request for Proposals #274-2024-RCPAC-12R  
Raleigh Convention and Performing Arts Complex -  
Expansion and Relocation Owner's Representative

CONTACT NAME	COMPANY NAME	EMAIL ADDRESS
Leslie Colucci	Development & Construction Insight, LLC	<a href="mailto:Lesliec@dcinsightllc.com">Lesliec@dcinsightllc.com</a>
Erin Bolduc	Development & Construction Insight, LLC	<a href="mailto:erinb@dcinsightllc.com">erinb@dcinsightllc.com</a>
Jeff Holstein	Cumming-Group	<a href="mailto:jholstein@cumming-group.com">jholstein@cumming-group.com</a>
Christine Mosholder	Cumming-Group	<a href="mailto:cmosholder@cumming-group.com">cmosholder@cumming-group.com</a>
Candis Parker	Cumming-Group	<a href="mailto:cparker@cumming-group.com">cparker@cumming-group.com</a>
Tiffany Lee	Cumming-Group	<a href="mailto:tdlee@lehrercumming.com">tdlee@lehrercumming.com</a>
Andrew Bast	Cumming-Group	<a href="mailto:ajb@zubatkin.com">ajb@zubatkin.com</a>
Mary Elise McGowan	Garfield Public Private	<a href="mailto:marvelise.m@garfieldpublicprivate.com">marvelise.m@garfieldpublicprivate.com</a>
Jonathan Best	Barr & Barr	<a href="mailto:jbest@barrandbarr.com">jbest@barrandbarr.com</a>
Maxwell Stanisce	Barr & Barr	<a href="mailto:MStanisce@barrandbarr.com">MStanisce@barrandbarr.com</a>
Kimberly Williams	CATE Services	<a href="mailto:kwilliams@catesvc.com">kwilliams@catesvc.com</a>



# RFP Registration

February 14, 2024  
Pre-Proposal Conference (required)  
Conducted virtually

## Registration Sheet

Request for Proposals #274-2024-RCPAC-12R  
Raleigh Convention and Performing Arts Complex -  
Expansion and Relocation Owner's Representative

CONTACT NAME	COMPANY NAME	EMAIL ADDRESS
Brian Kuglar	MBP	<a href="mailto:bkugler@mbpce.com">bkugler@mbpce.com</a>
Rachel Fleming	MBP	<a href="mailto:rfleming@mbpce.com">rfleming@mbpce.com</a>
James Peck	MBP	<a href="mailto:jpeck@mbpce.com">jpeck@mbpce.com</a>



# Purpose

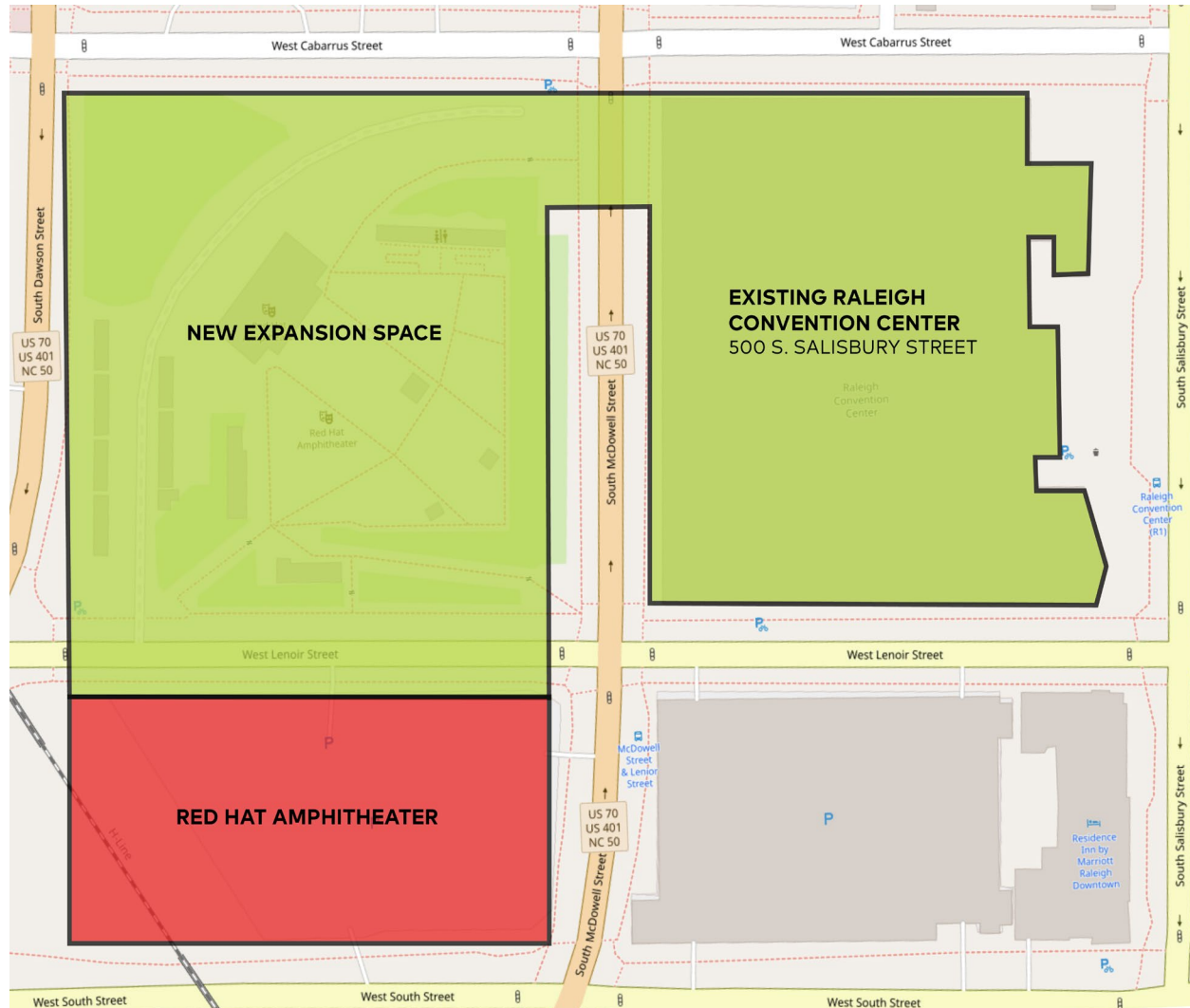
- RFP for Owner's Representative will provide design and oversight for the Raleigh Convention Center (RCC) Expansion and Red Hat Amphitheater (RHA) Relocation project to be designed and constructed by others.
- Provide administration and coordination of the development of the various components of the overall Project in accordance with the Raleigh Convention Center and Performing Arts Complex (RCPAC) vision, goals, objectives including all project phases from concept to close out.



# Project Description

- We have selected Ratio & TVS as our Architect/Design Firm
- “Phased” approach: Construct RHA in new location to be ready for 2026 season (April 2026). Then work on RCC begins in current RHA location. The estimated project completion is 2<sup>nd</sup> quarter 2028.
- City will have a Construction Manager at Risk (CMAR) for this project.
- The entire project budget, including design and construction and other soft costs, shall not exceed \$387.5M.





# RFP Timeline

RFP Process	Date and Time
RFP Advertisement Date	February 6, 2024
Pre-Proposal Conference (required)	February 14, 2024 @ 1:00 pm Virtual
Deadline for written questions	February 16, 2024 not later than 4:00 pm
City Response to questions (anticipated)	February 22, 2024
<b>Proposal Due Date and Time</b>	<b>February 29, 2024 not later than 4:00 pm</b>
Evaluation Meeting (anticipated)	March 4, 2024
Interviews (if required)	March 11, 2024
Selection Announcement (tentative)	March 2024



# Questions

- All Respondents submitting to this RFP periodically check the North Carolina electronic Vendor Portal (eVP) for any Addenda. It is the Respondents responsibility to ensure that all addenda have been reviewed and, acknowledged on the cover letter included in the RFP response.
- All questions submitted in writing (via email) not later than 4:00 pm February 16, 2024 to [suzanne.walker@raleighnc.gov](mailto:suzanne.walker@raleighnc.gov)





# Submittal Requirements

- Reference Section 1.6 Proposal Submittal Requirements and Contact Information for full details.
- Any requirements in the RFP that cannot be met must be indicated on Appendix VI: Exceptions to the RFP and submitted with the proposal.
- **Proposers must respond to the entire RFP. Any incomplete proposal may be eliminated from competition at the discretion of the City of Raleigh.**



# MWBE Participation Form

- The City of Raleigh prohibits discrimination in any manner against any person based on actual or perceived age, race, color, creed, national origin, sex, mental or physical disability, sexual orientation, gender identity or expressions, familial or marital status, religion, economic status or veteran status. The City maintains an affirmative policy of fostering, promoting, and conducting business with women and minority owned business enterprises.
- **Complete and submit the MWBE Participation Form (Appendix IV) with your proposal.**



# Proposal Package

- Submittal responses must follow the format outlined in Section 2. Proposals.
- Responses should be divided using tabs to separate each section, listed sequentially for Tab 1 through Tab 6 in Section 2.1 Request for Proposals Required Document Format.



# Hourly Rates

In a separate sealed envelope provide a minimum of three (3) complete copies of cost schedule. Hourly rates shall be fully burdened to include all costs, all applicable overhead and profit (including lodging, meals, and transportation). Attach any additional pricing details.



# Proposal Evaluation

- Proposals will be evaluated based solely on the criteria in 3.1 Proposal Evaluation Criteria.
- The city reserves the right to delay the award of a contract or to not award a contract.
- The Contract shall have a completion date of July 1, 2029 or after the post construction warranty period of the project end, whichever is the later.



# Scope of Services

- Project Management Scope of Services
  - General Services/ Preliminary / Investigation
  - Pre-Design and Design Phase Services
  - Budgeting and Cost Control
  - Consultant Selection
  - Design Review and Final Phase Services
  - Bidding, Construction and Development Phase Services
  - Punchlist, Commissioning, Post Construction



# Scope of Services

- The awarded Contractor shall provide services, all as set forth in this RFP and more particularly described in Section 4 Scope of Service of the RFP solicitation.
- **The scope of services described is not all inclusive and additional services may be required.**
- Services will be provided from pre-construction through project close out.



# Conclusion

Thank you for your interest in the public advertisement.

The Pre-Proposal Conference (required) has ended.





# Pre-Proposal Conference Attendees

Virtual Pre-Proposal Conference (required)

Registration Sheet

Microsoft TEAMS, February 14, 2024

Request for Proposal 274-2024-RCPAC-12R

Raleigh Convention and Performing Arts Complex –  
Expansion and Relocation Owner's Representative

Participant Name	Participant Email
Mary Elise McGowan	
Wendy Riggs	wriggs@vwallc.com
Wolff, Robert	Robert.Wolff@pfizer.com
Jeff Holstein	jholstein@cumming-group.com
Ron Austin	raustin@vwallc.com
Brian Kugler	bkugler@mbpce.com
Amy's Meetgeek Notetaker	
Amanda Carlin	acarlin@carlincollab.com
James Peck	jtpeck@mbpce.com
m.rahman	m.rahman@baselinemobility.com
Amy King	amy@stagesconsultants.com
Joey Rake-Delaney	jrd@zubatkin.com
Jessica Killian	Jessica.Killian@turntown.com
Leslie Colucci	LeslieC@DCInsightllc.com
David Waggoner	David.Waggoner@turntown.com
Christopher Rizzo	Christopher.Rizzo@cumming-group.com
Tiffany Lee	tdlee@lehrercumming.com
Andrew Bast	ajb@zubatkin.com
Best, Jonathan	jbest@barrandbarr.com
Rick Fourie	rfourie@theprojectsgroup.com
Erin Bolduc	erinb@DCInsightllc.com
Kimberly Williams	kwilliams@catesvc.com
Strickland1, Donald	Donald.Strickland1@jll.com

## Exhibit A

### Preliminary Pre-Design and Programming Schedule

Pre-Design/Programing Schedule

