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#### Superintendent

**REQUEST FOR QUALIFICATIONS**

**CONSTRUCTION MANAGER AT RISK**

**NEW HOBBTON HIGH SCHOOL**

**QUESTION DEADLINE: 2:00 p.m. EDT, April 29, 2025**

**PROPOSAL DEADLINE: 3:00 p.m. EDT, May 2, 2025**

**Contact Information**

Direct Inquiries To: Dr. Jamie King

437 Rowan Rd., Suite 13

Clinton, North Carolina, 28328

910-592-1401

jamieking@sampson.k12.nc.us

**Submittals**

Send Proposals To: Sampson County Schools

Attn: Dr. Jamie King   
437 Rowan Rd., Suite 13  
Clinton, NC 28328

**Important Notes:**

Proposals containing changes to any terms and conditions listed within this solicitation may render the proposal as unacceptable and unresponsive for award.

All inquiries are to be made in writing and submitted to the individual listed above. Any attempt to contact any elected local officials or school system administration may result in disqualification of the proposal.

It is the sole responsibility of the Firm to assure all addenda have been received prior to submittal.

1. INTRODUCTION:

Sampson County Schools is seeking Qualification Proposals from skilled, experienced firms to provide Construction Manager at Risk (CMAR) with guaranteed maximum price services for the construction of a new building to serve as the Hobbton High School (HHS).

1. SCOPE OF WORK

The project is a new Hobbton High School for approximately 119,000 square feet and serving approximately 600 students. The Project will be located on a site to be purchased by Sampson County Schools. The Project will include new automobile and bus parking lots as well as a football/soccer field, track, roll-out bleachers, and restroom facilities.

Sampson County Schools has retained Architectural Firm SFL+A Architecture (“SFLA”) and their consultants for design services and contract administration services for this project. SFLA has begun programming and design services for the project.

The scope of services for the CMAR may entail, but not be limited to, providing construction management services for the project throughout the preconstruction and construction phases, be licensed as a general contractor, and guarantee the cost of the project. Preconstruction services will be ready for the CMAR to begin immediately upon issuance of a contract.

Funding / Anticipated Construction Cost: $ 79.4 Million

Programming/Design Present – May 26, 2026

Bid & Award May 26, 2026 – July 24, 2026

Construction August 24, 2026 – June 23, 2028

The final Scope of Services, together with the fee, will be negotiated and included in the final executed agreement with the selected firm.

1. SELECTION PROCESS

Sampson County Schools will review the qualification proposals which shall include the information identified in Section VIII of this RFQ. Each firm responding to this RFQ will be evaluated using the criteria outlined in Section IX of this RFQ. Sampson County Schools may select a short list of candidates that it considers to be the most qualified and invite those firms to be interviewed.

If contacted, the firm should make themselves available and be ready to provide a presentation of the proposal submitted. All costs associated with the proposal and presentation shall be at no cost to Sampson County Schools. Sampson County Schools reserves the right to reject any or all proposals.

The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, understand the project approach and ability to meet the objectives of the Project, and assess the qualifications of each firm.

Negotiations of the fee and other key contract terms will follow the selection of the CMAR. If a contract cannot be negotiated with the selected CMAR, negotiations with that firm will be terminated and Sampson County Schools may initiate negotiations with the next highest ranked firm.

Sampson County Schools reserves the right to reject all firms, decline to proceed with selection of any candidates, request additional qualifications, and to make necessary inquiries to verify qualifications. Nothing in this document shall require the Sampson County Schools to proceed with design and/or construction services. Sampson County Schools also reserves the right to waive any irregularities associated with the RFQs therein.

1. PROPOSAL SUBMITTAL REQUIREMENTS

Submittal shall include ten (10) copies of their proposals in a sealed envelope/box along with one digital version of the proposal (in PDF Format) to the address provided on page 2 of this solicitation document. No facsimile or email responses will be accepted or considered. The electronic copy shall be included in the proposal package as a USB Flash Drive with the Firm Name and Professional Service clearly marked. Responses must be received no later than the time and date listed on page 1 of this solicitation document. Any submittals received after the deadline by any delivery method will not be considered or evaluated.

1. RFQ QUESTIONS

Questions are to be submitted via email to the individual listed on page 2 of this solicitation document. Subject line shall be RFQ-CONSTRUCTION MANAGER AT RISK – NEW HOBBTON HIGH SCHOOL. Only emailed questions will be addressed and answered. Written response is the only official method by which interpretation, clarification or additional information will be given. Oral interpretations or clarifications will be without legal effect. No personal inquiry or marketing meetings will be conducted or allowed. Sampson County Schools will not entertain any questions after the deadline date provided on page 1 of this solicitation document.

1. PROPOSAL SUBMITTAL FORMAT AND CONTENTS

The instructions below provide guidance and information to prepare concise responses to this RFQ. The purpose is to establish the format and contents of proposal so responses are complete, contain all essential information and can be easily evaluated.

1. PROPOSAL FORMAT

Qualification proposals are to not to exceed 20 pages, must be presented in a well-organized and concise manner. A single volume booklet is preferred. Cover page, Tabs, Certificate of Insurance, resumes, and blank pages are not counted towards the limit. A page is defined as an 8.5” x 11” or 11” x 17” sheet that contains text, graphics, or other printed material.

1. PROPOSAL CONTENT

The following items must be addressed in your package:

* 1. **Introductory Letter**: Clear response identifying the information provided below.
     1. Firm’s Name and Address
     2. Contact Information (i.e. phone number, facsimile number, email, etc.)
     3. Provide a general statement of why Sampson County Schools should select your firm for the HHS building project.
     4. Acknowledgement of any issued Addenda.
     5. Letter shall be from the Principal of the firm or Equivalent.
  2. **Past experience in CMAR work**: Provide information listed below to clearly show the firm’s qualifications and experience.
     1. List all public and private North Carolina CMAR projects completed or begun (indicate dates) within the last 5 years with construction budgets in excess of $50,000,000. Also, indicate on a separate list the projects that were not in North Carolina and whether they were public or private.
     2. List all projects completed or begun involving the construction of High Schools or a building on a High School campus.
     3. Provide a description and contact information for each project.
     4. Show your record of meeting substantial completion contract dates for CMAR projects for your 5 most recent completed projects greater than $50,000,000 (provide contractual and actual dates.)
  3. **Preconstruction expertise**:
     1. Provide a comparison of final estimated cost for the Guaranteed Maximum Price (GMP) immediately before the bids were opened and the actual cost of the work immediately after the bids were opened and before any value engineering or scope changes occurred for the 5 most recent CMAR projects with bids greater than $50,000,000. Please indicate the date each project was bid.
     2. Describe your experience and ability to provide value engineering and constructability review and analysis for all portions of the work.
     3. Describe your program to maximize contractor and subcontractor bidding.
  4. **Project Team**:
     1. Provide resumes of all key team members proposed to be assigned. Please note that substitutions must be approved by the Owner. You should also provide a narrative description on how you would efficiently staff and manage the project.
     2. Provide information showing your proximity to Sampson County, including both your local office and upper management personnel. Include the number and description of staff providing these services in the office proposed to handle the project.
     3. Provide a description of your safety program and historical safety record for the past 3 years.
     4. Provide a list of your current CMAR project commitments in North Carolina.
  5. **HUB Program**:
     1. Describe your past experience and proposed method to include minority participation in the management side of the project.
     2. Describe your outreach program to increase project HUB contractors and subcontractors.
     3. Provide documentation of your actual final MBE participation as a percentage of the final GMP on each of your 5 most recent CMAR projects completed that are greater than $50,000.000.
  6. **Identification of Lawsuits and Administrative Claims/Fines**:
     1. Provide a description of any claims that were not resolved within 180 days of substantial completion of the project and/or any litigation for any project (CMAR or otherwise) completed in the past 5 years.
     2. Has an owner assessed or threatened to assess liquidated damages against you in the past 5 years on any project, CMAR or otherwise? If so, please explain.
  7. **Bonding/Insurance**:
     1. Provide evidence of capacity to provide bonding in the amount of the construction budget (e.g. a letter from your Surety agent stating that one or more Sureties will issue Bonds in the amount of the construction budget if your team is selected) and a copy of the firm’s certificate of insurance showing the firm’s current limits of liability for commercial general liability, employer’s liability, business automobile liability, and professional liability insurance.

1. EVALUATION METHOD

The purpose of this RFQ process is to identify qualified firms that are the most capable of providing the described services. The following criteria will be used to evaluate qualifications:

1. General corporate philosophy and approach to construction management;
2. Prior experience with public-sector clients and processes for projects of similar scale and complexity;
3. Examples of previous projects including preconstruction costing;
4. Professional qualifications of individuals assigned to the project;
5. Approach to subcontractor solicitation and prequalification;
6. Partnerships with any educational planning firms that would be used; and
7. Commitment to developing an energy efficient and healthy building plan.
8. MINIMUM REQUIREMENTS FOR CONTRACT EXECUTION

All proposal packages and materials submitted hereunder become the exclusive property of Sampson County Schools. Sampson County Schools reserves the right to reject any or all submittals. This submittal request is neither a contractual offer nor a commitment to purchase services. Sampson County Schools assumes no contractual obligation as a result of the issuance of this request, the preparation or submission of a qualifications statement by a Firm, the evaluation of statements, or final selection. All submissions may be kept by Sampson County Schools and may be disclosed to third parties at Sampson County School’s discretion.

Negotiating with Others

A Professional Services Agreement will be negotiated with the selected firm based on the proposed scope of work, deliverables, project schedule, fee schedule and project team as outlined in their proposal.

Sampson County Schools reserves the right to award a contract without discussion and without conducting further negotiations. Sampson County Schools may also, at its sole discretion, have discussions with firms and Sampson County Schools may enter into negotiations separately with such firms. Sampson County Schools shall not be deemed to have finally selected a firm until a contract has been successfully negotiated and signed by all parties.

Responsibility for Costs

The firm shall be fully responsible for all costs incurred in the development and submission of this submittal. Submittal documents should be prepared simply and economically, providing a straightforward and concise description of the Firm’s capabilities to satisfy the requirements of the request. Emphasis should be placed on completeness and clarity of content. Selected Firms may be asked to present in person the substance of their response to Sampson County Schools staff if necessary. All costs of such presentations shall be borne solely by the Firm.

Public Record/Confidentiality

Responses to the RFQ will become public record and, therefore, be subject to public disclosure. If a Firm submits any record or portion of a record, that the Firm considers to be a trade secret meeting the definition contained in NCGS 66-152 (3), Firm shall clearly mark in the top right hand corner of each document containing the trade secret as CONFIDENTIAL. Sampson County Schools will only withhold information that meets requirements provided by NCGS 132-1.2 et seq.

Minimum Credentials

Firm is required to submit evidence that they have relevant experience and have previously delivered similar services. Firm may additionally be required to show that they have satisfactorily performed similar work in the past and that no claims of any kind are pending against such work. Any Firm who is engaged in any work which would impair their ability to perform or finance this work or has outstanding claims pending for work of a similar nature, either completed or in progress, will not be chosen.

No submittal will be accepted from, nor will a contract be awarded to, any Firm who is in default, as surety or otherwise, upon any obligation to Sampson County Schools, or is deemed to be irresponsible or unreliable by Sampson County Schools.

Firm(s) must have the financial ability to undertake the work and assume professional liability. Firm(s) must have an adequate accounting system to identify costs chargeable to the Project.

Conflict of Interest Statement

By submission of a response, the Firm agrees that at time of submittal, it: (1) has no interest (including financial benefit, commission, finder’s fee, or any other emuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Firm’s services, and (2) will not benefit from an award resulting in a “Conflict of Interest.” A “Conflict of Interest” shall include holding or retaining membership, or employment, on a board, elected office, department, division, bureau, or committee sanctioned by and/or governed by Sampson County Schools. Firms shall identify any interests, and individuals involved, on a separate paper within response and understand that Sampson County Schools, in consultation with legal counsel, may reject their proposal.

Changes in Personnel

Changes to personnel on project team(s), particularly a Project Manager, are to be avoided wherever possible. If during the contract negotiation phase the Firm requests to make a change to any personnel listed within the Firm’s submitted proposal, the request to Sampson County Schools must be made in writing and detail the proposed replacement personnel, resume(s) and reason(s) as to why the replacement is needed. Sampson County Schools will consider the request and may or may not accept the personnel changes. If Sampson County Schools denies the Firm’s request for a change in personnel, the Firm will be required to confirm in writing that the personnel submitted within Firm’s original proposal will perform the work, or Sampson County Schools will no longer consider the Firm as the best qualified firm and may enter into contract negotiations with the next most qualified Firm.