

Request for Qualifications (RFQ) Construction Manager at Risk Public Services Facility Project Procurement # 110-0600-2024



The City of Claremont is requesting submittals of qualifications for construction manager at risk (CM@R) candidates from interested construction management firms for the project:
Public Services Facility

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As provided for under General Statutes Section 143-128(a1), the City of Claremont has elected to use construction management at risk (CM@R) as the project delivery method for a new Public Services facility. The City is seeking qualification statements from firms offering CM@R services for the project.

Project Details

The City of Claremont owns several parcels of land at 2682 South Oxford Street, across from the City's current Public Services facility, and intends to construct a new facility on the property (See Attachments A and B for location and proposed layout). The project, as currently defined, is for three new structures on approximately 2.92+ acres of a new, clean, undisturbed site (~4.88 acres total with additional parcels available for recombination). Building one (15,900 sqft) and building two (open air covered storage shed) will be pre-engineered steel non-combustible construction code type 2B. Building three is a one story unsprinkled open-air covered gas canopy

The selected firm will work with the City's already contracted Project Designer on construction of the facility.

Project Scope

The work will be conducted in two phases. The initial phase is to provide pre-construction services, which would include a construction budget estimate, derived from the conceptual plans and information regarding interior space needs and the exterior site plan. The initial pre-construction phase services are anticipated to include, but are not limited to:

- Collaboration with the City and Project Designer to complete development of the project.
- Identification and mitigation of risk through analysis and assessment.
- Developing and updating project schedules.
- Attend meetings with the City and Project Designer and provide guidance on the selection of building materials, systems, and equipment.
- Developing and updating a detailed construction budget estimate and guaranteed maximum price, derived from the conceptual plans and information regarding interior space needs, exterior design, and constructability review (schematic design, design development, and construction documents).
- Work with the Project Designer to develop value-engineering options, as needed.

At the sole option of the City and pending funding, the project may proceed to bidding and construction (Phase II). The second phase is to provide construction management services for the project throughout the construction phases, including, but not limited to:

- Construction management services for the project throughout construction.

- Collaborate with the City and Project Designer to execute the Project.
- Preparation and coordination of bid packages with the Project Designer
- Prequalify subcontract bidders in compliance with NCGS 143-135.8.
- Advertise bidding documents, conduct pre-bid conferences, and monitor bidding to assure sufficient qualified submittals for all bid packages
- Review subcontract bids with Project Designer and City for selection
- Develop and maintain a detailed project schedule including delivery, approvals, construction, inspections, testing, and occupancy.
- Conduct and record job meetings and submit regularly scheduled reports to Project Designer and City.
- Maintain a system of review and approval for shop drawings, samples, and product data.
- Develop a system and provide cost control through process payment review consistent with completed work verification and project schedule and contract amounts.
- As needed, utilize previously established value engineering options to reconcile with budget and project schedule.
- Develop and maintain as-built drawings for the project duration.
- Coordinate post-construction activities.
 - Systems training.
 - Assembly of guarantees.
 - Assembly of manuals with detailed descriptions of maintenance protocols.
 - Preparation and summary of training for mechanical systems.
 - Assembly and provision of other close-out documents.

Qualifications Package Evaluation Criteria

- The firm's recent experience, knowledge of, and familiarity with the construction of public services facilities, or facilities of like type and size.
- The firm's ability to perform the work required within the budget and schedule as evidenced by previous projects.
- Qualifications and experience of the key personnel identified in the qualification package.
- Experience and specific examples of cost-saving measures and constructability improvements on similar projects.
- Completeness of response.

Submittal Requirements

The City invites all interested and qualified firms to submit qualification statements for Construction Manager @ Risk services for the Public Services Facility project. Statements of Qualifications (SOQs) shall be submitted in PDF format via e-mail to Jason Brown, City Manager, City of Claremont at jbrown@cityofclaremont.org by 4:30pm on November 8, 2024.

Each firm is solely responsible for the timely delivery of its SOQ Package. All SOQ packages must be received by 4:30 pm on November 8, 2024. None will be accepted after this deadline. Firms accept all risks for late delivery of SOQ packages regardless of fault.

Submittal Information

Any firm that would like to be considered for this project must submit the following information as part of their statement of qualifications:

1. Firm name and location of office where work will be performed.
2. Brief overview and history of the firm, including philosophy, goals, vision statement, and/or guiding principles.
3. List of general contractors' licenses held.
4. Experience in construction as construction manager at risk in publicly funded projects as well as construction of utility facilities.
5. Resumes of project manager and key personnel who will be involved with this project. Include their qualifications and experience as they relate to the scope of work detailed above as well as their anticipated assignment on this project. Specific information on their experience with similar projects should be included.
6. Other work commitments of the specified key personnel during the project time frame.
7. Firm's quality control program, project management, and performance measurement procedures and the involvement of the measures and procedures in relevant projects.
8. Client references for similar governmental work or similar private/non-profit contracts in the past five years. Include name, email address, telephone number, and contact person most involved with the project.
9. Historical data on at least three comparable projects in size completed over the past five years showing project schedule, change order history, and relevant staff. Include original budget, pre-bid estimate, guaranteed maximum price, and final cost. Anecdotal statements or other information of cost saving measures and constructability improvements gained through the work of the CM@R is encouraged.
10. History of litigation involving the company or any of its principals for the past five years. Include litigation involving construction, contract, bond, or insurance disputes.
11. All safety or OSHA violations associated with construction projects over the past five years.
12. An outline of the proposed processes to be used for the CM@R services, including safety, quality control, scheduling, cost control, documentation, communications, and any other processes you may deem important.

Additional Information

1. Selection Committee

A selection committee of City staff will evaluate the information submitted and may select firm(s) to interview. Interviews are not guaranteed as part of this process and discretion to call an interview is the sole authority of the City. The selected firm will be expected to begin work immediately upon the execution of a contract.

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 City to make a good faith effort to procure the submission of proposals by historically underutilized businesses as part of the selection process. The City 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 City of Claremont is an Equal Employment Opportunity Employer.

Firms not selected for interviews will be notified. The City of Claremont will negotiate a contract with the top-rated firm following selection. If a contract cannot be successfully negotiated with the top-rated firm, the City will proceed to the second-rated firm, and so on until either a contract is executed, or the City decides to re-issue the request for qualifications.

2. Public Records

Upon receipt, your Qualifications Package is considered a public record, except for material that qualifies as “trade secret” information under the NC General Statute 66-152 et seq. Your Qualifications Package will be reviewed by the City’s selection committee as well as other City staff and members of the general public who submit public records requests. Trade secrets must be properly designated as such. Each firm agrees that the City may reveal any trade secret materials contained in the response to the selection committee, the architect, and the design team. Additionally, each firm agrees to indemnify and hold harmless the City and its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material the firm has designated as a trade secret.

3. Clarification of Submittal

The City reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information.

4. Conditions and Reservations

The City reserves the right to reject any or all responses to the RFQ, to advertise requesting new responses, or to accept any responses deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities.

The response to this RFQ should not be construed as a contract, nor indicate commitment of any kind. The RFQ does not commit the City to pay for costs incurred in the submission of a response or for any cost incurred prior to the execution of a contract. Neither binding contract, obligation nor any other obligation to negotiate shall be created on the part of the City unless the City and your firm execute a contract.

5. Communication with City Staff

Once the RFQ has been advertised, communication and contact shall be with the City Manager or his designee.

RFQ Review and Selection Process Timeline

The timeline for the review of qualification statements and selection of a firm is tentative as follows:

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| • RFQ Release Date | October 14, 2024 |
| • Deadline for all Questions | October 23, 2024 |
| • Addendum Issued (if needed) | October 25, 2024 |
| • Response Submittal Deadline | November 8, 2024 |

Further Information:

The City of Claremont appreciates your interest in providing services for this project. For further information or questions regarding the content of this Request for Qualifications, please contact:

Jason Brown
City Manager – City of Claremont
PO Box 446 (3288 E. Main St.)
Claremont, NC 28613
828-466-7255 Office
jbrown@cityofclaremont.org

Attachment A



Attachment B

