

**REQUEST FOR QUALIFICATIONS (RFQ)
For Construction Manager at Risk (CM@R)
89-20231001-CCC**

**Bridge Replacement between
Wright and B Building**

**Cleveland Community College
Shelby, NC**

RFQ Closing Time: 23rd day October, 2023 at 3:00 p.m.

CM@R (89-20231001-CCC)

Part 1 – Submittal Requirements

<u>Section No.</u>	<u>Section Name</u>
Section 1	Requests for Qualifications
Section 2	Statement of Qualifications Content Requirements
Section 3	Available Project Information
Section 4	Sample SoQ Evaluation Form

1. INTENT AND PROJECT DESCRIPTION

The intent of this Request for Qualifications (RFQ) is to solicit Statements of Qualifications (SoQ), in accordance with the requirements described in this RFQ, for the following:

The RFQ is for construction manager at risk to replace the bridge that connects the Wright and B Buildings.

The approximate construction costs to replace the bridge is **\$600,000**.

A Qualification and Performance analysis process will be employed for this selection. The successful CM@R team will need to demonstrate experience in the scope and types of work as described herein. SoQs will be evaluated by the owner and CM@R teams may be selected to be interviewed.

2. DEFINITIONS

- A. "The Owner" means officers or employees of Cleveland Community College (CCC), Shelby, NC.
- B. "Proponent" means the person or firm responding to this RFQ.
- C. "Statement of Qualifications (SoQ)" means the submission received from a Proponent in response to this RFQ.
- D. "Request for Qualifications" or "RFQ" means this entire document, including all of the documents and any addenda thereto issued before the RFQ closing time.

3. STATEMENT OF QUALIFICATIONS SUBMISSION

- A. SoQs will be received in CCC, 137 South Post Road **3:00 p.m. on 23rd day, October 2023**, addressed to:

Lance Ashley
Purchasing Officer
Cleveland Community College
137 South Post Road
Shelby, NC 28152
- B. SoQs submitted via fax or e-mail are not acceptable and will not be considered.
- C. Proponents will be evaluated on experience and qualifications. Fee-related information is not requested and will not be used in the evaluation process.
- D. Clearly indicate on the envelope the name of the company and the name of the Project for which the SoQ is being submitted.
- E. Refer to Section II - SoQ Content Requirements, for details.
- F. There will *not* be a "public opening" of the SoQs.

4. COST OF SUBMISSION AND OWNERSHIP OF SoQs

- A. Cleveland Community College is *not* responsible for any costs incurred by Proponents in preparing, submitting, or presenting their SoQs.
- B. All SoQs become the property of CCC upon submission and will not be returned.

5. SERVICES REQUIRED

General requirements include but are not limited to the following:

A. Pre-construction services:

1. 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.
2. Provide coordination reviews of the plans and specifications.
3. Prepare a Project Cost Estimate for the Construction Documents and Statement of Probable Construction Costs. Schematic Design and Design Development and Construction Documents have been completed.
4. Conduct Constructability reviews in conjunction with design team following review of the Construction Documents.
5. Make recommendations for value added and cost-effective measures in conjunction with the design team following review of the Construction Documents.
6. Generate overall project schedule for approval by CCC, and continuously monitor schedule adherence throughout duration of project.
7. Responsible for prequalification of subcontractors, advertisement and bidding of the subcontractor packages and preparing a Guaranteed Maximum Price – Post Bidding.
8. 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.
9. Conduct bid openings for each first-tier subcontractor.

B. Construction (listed for general reference only, final requirements will be developed during the Pre-Construction Services phase):

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

C. Project Completion and Close-out (listed for general reference only, final requirements will be developed during the Pre-Construction Services phase):

1. Certify when the project is ready for punch list walkthrough.
2. Schedule and conduct Final Inspection.

3. Submit all warranty, guarantee, compliance statements, operation manuals, release of liens, record drawings, etc. required for final completion.

6. EVALUATION PROCESS

- A. The evaluation team will be comprised of representatives of CCC, representative(s) of the user departments, and the design team.
- B. Proponents are deemed to understand and agree that the SoQs 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 Proponents who are best qualified to provide the required services.

7. SUPPLEMENTARY INFORMATION AND INTERVIEWS

- A. Following the evaluation team's initial evaluation of the SoQs, CCC may invite some Proponents to attend an interview. Unsolicited supplementary or clarifying information received after the RFQ closing time will not be considered.
- B. Interview Information:
 1. The purpose of the interviews will be to obtain supplementary clarifying information in addition to the written SoQs.
 2. CCC will notify those Proponents selected for an interview.
 3. Selected Proponents will receive supplemental information regarding the interview process with notification of selection.
 4. A principal of the Proponent's firm, the Proponent's team leader for the project and key personnel of major disciplines and/or subconsultants should plan to attend.
- C. CCC reserves the right to independently verify the past performance of any Proponent or any member of the Proponent's project team.
- D. Following the interviews, the evaluation team will make a selection based on a tabulation of the evaluation sheets from all of the team members. Final results of the evaluation and selections will be presented to The Board of Trustees of Cleveland Community College for final approval.

8. INQUIRIES

- A. Until closing time for submittal of the proposals, questions on the project or the submittal process should be directed to:

Lance Ashley
Purchasing Officer
704 669-4092
ashleyl@clevelandcc.edu

1. INTENT

- A. This section specifies in detail, the form and minimum content requirements for information required to be submitted in each SoQ.
- B. Proponents may at their discretion include additional information which they consider relevant to ensure a full and proper evaluation, provided that the specified maximum allowable number of pages is not exceeded.
- C. Company financial data is not required at this time.

2. FORMAT REQUIREMENTS

- A. Limit SoQ submission to a maximum of 20 pages. Proponent may provide 20 single-sided pages or 10 double sided pages. 8½" x 11" pages are required. If 11" x 17" fold-out sheets for charts, schedules, etc. are included, they will count as 2 pages each. This page limit *excludes* a transmittal letter, title page, and table of contents. The page limit *includes* resumes of key personnel and any unsolicited supplementary information such as corporate brochures, etc.
- B. Organize the SoQ submission to clearly and succinctly present the required information. **Use the main headings (tabs) and present the information in the order provided below.**
- C. Provide four (4) complete hard copies of the SoQ and an electronic copy (Flash Drive etc.).

3. CONTENT REQUIREMENTS

Evaluation Heading 1: Corporate Profile

- A. Provide general information about the Proponent, which need not be specific to this RFQ. Include history of the firm, years in business, office locations, number and experience of staff, types of services provided and specialist areas of expertise. Indicate office location from which services will be provided and provide contact information for the key executive assigned to the project.
- B. Statement that the Proponent is licensed to provide required services in the State of North Carolina.
- C. Statement (confirmation) of current general/liability Insurance as required by CCC to provide services.

Evaluation Heading 2: Proposed Team

- A. Proponents shall provide the names and roles of key personnel assigned to the project, including the Project Executive, Project Manager, and Project Superintendent (at a minimum). Indicate years of experience and years of experience working for the Proponent. Indicate involvement (if any) on the projects listed under Heading C.
- B. Provide a graphic or verbal description of the relationship between the proposed team members and the owner/design team.

- C. Provide evidence that the Proponent and the proposed team members are staffed adequately to successfully start and complete the project.
- D. Provide description of HUB participation in the Proposed Team.

Evaluation Heading 3: Experience and Past Performance

- A. **General Qualifications:** Listing of CM@R projects performed by the Proposer within the past 10 years. Include year completed. Note college, university and public safety training facility projects.
- B. **Highlighted Projects:** Proponents shall provide summaries of three (min.) to five (max.) projects completed within the last five years, for which the Proponent has provided CM@R services. These referenced projects must include projects similar in nature and scope of services to this project.

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 HUB participation and subcontractor participation.
- 7. Other pertinent information demonstrating the Proponent's experience and past performance record, e.g. unique project challenges or problems, innovative design solutions, project successes, client recommendations, etc.

Evaluation Heading 4: Project Approach

- A. **Project Approach:** Proponents shall provide a **brief** description of their approach to this particular 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 contractor (subcontractor and trades) prequalification.
 - 5. Approach to the subcontractor market, including minority participation.

1. PROJECT DESCRIPTION

- A. The project is described in Section 1.

2. PROJECT BUDGET

- A. The **construction budget** is approximately **\$600,000**

3. PROJECT SCHEDULE

- a. CM@R Selection – Fall (Q4) 2023
- b. Project Design – Completed
- c. Construction – Summer 2024
- d. Occupancy – Summer 2024

4. PROJECT DELIVERY SYSTEM

- A. The project delivery method will be Construction Manager at Risk in accordance with the policies and procedures of the NC State Construction Office.

5. PROJECT MANAGEMENT FRAMEWORK

- A. A successful Proponent shall be responsible for the overall management and delivery of the project.
- B. The successful Proponent will be expected to appoint a project manager who will interface with the CCC's project manager. This interface will be the formal and principal point of contact and communication between the successful Proponent and CCC. The successful Proponent will be expected to appoint a full-time project superintendent on the job site for the duration of the project.

NAME OF RFQ/PROJECT: Bridge Replacement between Wright and B Building

NAME OF PROPONENT:

EVALUATION CRITERIA

Item Description	Score
1) Corporate Profile	
a) Overall reputation of proposer and previous owner references	
b) Proximity and familiarity with the area where the project is located	
2) Proposed Team	
a) Project team	
b) Experience as a team	
c) HUB participation in the team.	
3) Experience and Past Performance Record	
a) Similarity of referenced projects	
b) Previous budget and schedule targets met	
c) Previous client satisfaction	
4) Project Approach	
a) Similarity of referenced projects	
b) Approach to assigning personnel to a project of this size and duration and how such relates to the proposed scope of services	
c) Cost control	
d) Contractor (subcontractor & trades) prequalification	
e) Subcontractor market, including HUB participation	