

**REQUEST FOR QUALIFICATIONS (RFQ)
For Construction Manager at Risk (CMR)**

Southern Wake Campus- “Building C” Renovation

NCCCS# 2688

RFQ Closing Time: January 24th, 2024 at 2:00 p.m.

Part 1 – Submittal Requirements

<u>Section No.</u>	<u>Section Name</u>
Section I	Requests for Qualifications
Section II	Statement of Qualifications Content Requirements
Section III	Available Project Information
Section IV	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:

This RFQ is for an “construction manager at risk” including pre-construction services for the renovation of a 40,860 square feet two-story educational facility containing a mixture of classrooms, laboratories, study areas, storage rooms, administrative offices, and other ancillary support spaces. This renovation will be comprised of mechanical, electrical, & plumbing upgrades to bring the building into current building code requirements. Cosmetic and building envelope upgrades will also be included. The instructional programs will not significantly change; however, there will be some alterations made to accommodate current or anticipated programmatic needs.

- A. A Qualification and Performance analysis process will be employed for this selection. The successful Firm will need to demonstrate experience in the scope and types of work as described herein. SoQs will be evaluated by the owner, who will select an unspecified number of Firms to be interviewed on the campus of Wake Tech.

2. DEFINITIONS

- A. “The Owner” means officers or employees of Wake Technical Community College (Wake Tech), Raleigh, NC.
- B. "Firm" means the person or organization responding to this RFQ.
- C. "Statement of Qualifications (SoQ)" means the submission received from a Firm 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 at the Southern Wake Campus – Facilities Operations & Warehouse Complex, 4723 Advantage Way, Raleigh NC 27603, Conference Room 200A up to 2:00 p.m. on Wednesday, January 24th, 2024, (the RFQ closing time) by:

Mr. James Skinner
Project Manager - Design & Construction
Wake Technical Community College
Building T, Suite 201
4723 Advantage Way
Raleigh, NC 27603-5696

- B. SoQs submitted via fax or e-mail are not acceptable and will not be considered.
- C. Firms 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 Firm and the name of the Project for which the SoQ is being submitting.
- E. Refer to Section II - SoQ Content Requirements, for details.
- F. There will not be a “pre-proposal conference” for this solicitation.
- G. There will not be a "public opening" of the SoQs with Firms present for this solicitation.

4. COST OF SUBMISSION AND OWNERSHIP OF SoQs

- A. Wake Tech is not responsible for any costs incurred by Firms in preparing, submitting, or presenting their SoQs.
- B. All SoQs become the property of Wake Tech 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, systems, equipment, phasing, and sequencing and constructability.
 2. Provide a coordination review of the plans and specifications.
 3. Prepare Project Cost Estimates continuously throughout the design process and provide a formal Statement of Probable Construction Costs each phase of the design, including at Schematic Design, Design Development, and Construction Documents (60% & 90%) phases.

4. Conduct Constructability review in conjunction with design team continuously throughout the Pre-Construction Phase.
 5. Make recommendations for value added and cost-effective measures in conjunction with the design team continuously throughout the design phases.
 6. Generate schedule for approval by Wake Tech, 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 (GMP) – post-bid GMP.
 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 public 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 permitting.
 2. Responsible for all construction sequencing, site phasing, construction trafficking, lay-down, trailer locations, and safety procedures, working in conjunction with Wake Tech.
 3. Shop drawing review prior to submittal to the design team and owner.
 4. Monitor schedule adherence and percentage of completion.
 5. Provide conflict resolution among trades/subcontractors.
 6. Provide detailed review of Change Order requests.
 7. Produce Pay Application submittals.
 8. Conduct weekly job site progress meetings.
 9. Conduct Monthly Project Meetings with owner and design team. Prepare agenda and document minutes to meetings.
 10. 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 Wake Technical Community College and others, as deemed appropriate by the college.
- B. Firms 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 Firms 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, Wake Tech may invite select Firms 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. Wake Tech will notify those Firms selected for an interview.
 3. The interviews will take place at a place and time determined by Wake Tech, anticipated to be within 30 days after the RFQ closing time.
 4. Selected Firms will receive supplemental information regarding the interview process with notification of selection.
 5. A principal of the Firm, the Firm's team leader for the project and key personnel of major disciplines and/or subconsultants should plan to attend the interview.
 6. Firms are limited to six in-person attendees for presentations. Additional team members may be online through Microsoft TEAMS, hosted by Wake Tech.
- C. Wake Tech reserves the right to independently verify the past performance of any Firm or any member of the Firm'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. Results of the evaluation and selections will be presented to The Board of Trustees of Wake Technical Community College for approval.

8. INQUIRIES

- A. Questions on the project or the submittal process must be directed in writing on or before January 9th, 2024, by 2:00PM to the following person:

James M. Skinner
Project Manager – Design & Construction
Wake Technical Community College
jmskinner@waketech.edu

END OF SECTION

1. INTENT

- A. This section specifies in detail the form and minimum content requirements for information required to be submitted in each SoQ.
- B. Firms 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 15 pages**, sized 8½" x 11" or equivalent (e.g. 11" x 17" fold out sheets for charts, schedules, etc. count as a single page, any other use of 11" x 17" sheets counts as two pages). A page shall be considered to have printing only on one side. A sheet printed on both sides shall be considered as two pages. 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 **five (5) complete hard copies** of the SoQ and (1) electronic copy on USB drive.

3. CONTENT REQUIREMENTS

Evaluation Heading 1: Corporate Profile

- A. Provide general information about the Firm, 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 Firm is licensed to provide required services in the State of North Carolina.
- C. Statement of current general/liability Insurance as required to provide services.

Evaluation Heading 2: Proposed Team

- A. Firms 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 Firm. Indicate involvement (if any) on the projects listed under Evaluation Heading 3.

- B. Provide a graphic or depiction of the relationship between the proposed team members and the owner/design team.
- C. Provide evidence that the Firm and the proposed team members are staffed adequately to successfully start and complete the project.

Evaluation Heading 3: Experience and Past Performance

- A. **General Qualifications:** Listing of CMR projects performed by the Firm **within the past five (5) years**. Include year completed. Note college and university projects and those with Wake County and State of North Carolina.
- B. **Highlighted Projects:** Firms shall provide summaries at a minimum of **three to five** projects completed within the last five years, for which the Firm has provided CMR services. These referenced projects must include:
 - 1. Projects similar in nature and scope of services to this project.
 - 2. The referenced projects may be past projects for Wake Tech or for other clients.
 - 3. Indicate if projects are LEED or Green Globes certified, and to what level.
 - 4. If teaming/partnering which projects were performed together.

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 significant deviations.
 - 4. Original construction budget and final construction cost, with an explanation of 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 Firm's experience and past performance record, e.g. unique project challenges or problems, innovative design & construction solutions, project successes, client recommendations, etc.
- C. **Client Satisfaction:** Firms shall provide previous client satisfaction feedback or recommendations.
- D. **LEED or Green Globes:** Firms shall provide LEED or Green Globes construction experience.

Evaluation Heading 4: Project Approach

- A. **Project Approach:** Firms shall provide a **brief** description of their approach to this particular project, including any information that may differentiate your company. In general, the following is helpful:
1. Approach to pre-construction services.
 2. Approach to assigning personnel (man-loading) 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.
 6. Approach to minority contribution encouraging HUB participation at all levels.

1. PROJECT DESCRIPTION

- A. The project is described in Section 1.

2. PROJECT BUDGET

- A. The current total **construction estimate** for this project is \$14,500,000.

3. PROJECT SCHEDULE

- a. CM@R Selection – 2-3 months
- b. Project Design – 8-12 months
- c. Construction – 10-12 months
- d. Occupancy – Summer 2025

4. PROJECT DELIVERY SYSTEM

- A. The project delivery method will be Construction Manager at Risk. Site and building permitting will be secured through Wake County as the authorities having jurisdiction. Being this involves state funding; SCO will have executive oversight of this project. Wake Tech (in conjunction with the design team) will provide review of documents, including Applications for Payment, RFIs, Change Order requests, and schedule adherence.

5. PROJECT MANAGEMENT FRAMEWORK

- A. A Project Manager, employed by Wake Tech, has authority and responsibility for the overall management and delivery of the project. No other Wake Tech representatives are authorized to make decisions or commit Wake Tech on the project unless specifically approved by the Wake Tech Project Manager or their supervisor chain.
- B. The successful Firm will be expected to appoint a project manager who will interface with the Wake Tech's project manager. This interface will be the formal and principal point of contact and communication between the successful Firm and Wake Tech. The successful Firm will be expected to appoint a full-time project superintendent on the job site for the duration of the project.

NAME OF RFQ/PROJECT: **Southern Wake Campus- “Building C” Renovation**

NAME OF FIRM:

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	
3) Experience and Past Performance Record	
a) Similarity of referenced projects	
b) Previous budget and schedule targets met	
c) Previous client satisfaction	
d) LEED and/or Green Globes projects completed	
4) Project Approach	
a) Similarity of referenced projects	
b) Approach to assigning personnel (man-loading) 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	
f) HUB participation plan	