

**TOWN OF WENDELL  
WENDELL, NORTH CAROLINA  
REQUEST FOR QUALIFICATIONS  
GENERAL CONTRACTORS**

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**PROGRAM DESCRIPTION**

This Request for Qualifications is intended to pre-qualify General Contractors capable of providing labor, material, equipment and services necessary to construct the project(s) identified below:

1. Pleasant Grove Community Center Renovation

The scope of work includes the construction of a full renovation of an existing former Wake County Public School building that is owned by the Pleasant Grove Baptist Church and will be operated by the Town of Wendell for its eventual use as a community center. The scope of work includes interior gut renovation, including demolition, hazardous materials abatement, and new construction. The exterior work includes new windows, roof structure, roof replacement, small additions, and site work including sidewalks, grading, landscaping, parking and other site features.

**1. QUALIFICATION REQUIREMENTS**

A. Each respondent must provide the information requested in this Request for Qualifications (RFQ) as listed below:

1. Submittal Form
2. Response to Qualification Factors

B. This information must be received at the location given below **no later than 10:00 A.M. on August 19, 2024**. Information must be received at the Town of Wendell office located at 409 Landing View Drive, Wendell, NC 27591 and must include one (1) original, clearly marked as such, and five (5) copies of the firm's qualifications. Qualifications received after that time and date will be rejected as non-responsive.

**2. EVALUATION OF QUALIFICATIONS**

A. A Contractor's qualifications will be evaluated by a committee comprised of Town of Wendell Staff, Pleasant Grove Baptist Church representative(s) and Andre Johnson Architects. After evaluations have been completed and it has been determined that a minimum of three contractors are qualified, an Invitation to Bid will be issued to qualified contractors **only**.

- B. The Contractor's past performance, personnel experience, and ability to fulfil the requirements of the contract and financial stability are the general evaluation criteria for qualifying a contractor for this particular project. **The determination of which bidders are pre-qualified, and thereby entitled to bid, is not protestable.**
- C. The requirements identified in this RFQ are intended to provide the Town of Wendell with the ability to select the most qualified contractors to submit bids for the project.
- D. **Limitations:** The Town of Wendell reserves the right to reject any and all qualifications at any time prior to award; and to waive informalities and minor irregularities in qualifications received. **Offerors are advised to provide all pertinent information required by the RFQ in their written qualifications.**

### 3. **CONTACT PERSONS/RESTRICTED CONTACT**

Contact with personnel of the Town of Wendell, the program manager, or project design consultants concerning issued RFQ documents, other than those listed herein, may be grounds for elimination from the qualification process. For any questions regarding the submission of, or requirements of a qualification, contact in writing and address to the Program Manager as follows:

Marvin "Marc" Collins  
Town Manager  
Town of Wendell  
Email: mcollins@townofwendellnc.gov

### 4. **GENERAL INFORMATION**

- A. There is no expressed or implied obligation for the Town of Wendell or its agents to reimburse responding firms for any expenses incurred in preparing qualifications in response to this request.
- B. To be considered, **one (1) original, clearly marked as such, and five (5) copies** of the firm's qualifications must be received by **10:00 A.M. on August 19, 2024**, at the address shown below:

Town of Wendell  
Attn: Garrett Johnson  
Finance Director  
409 Landing View Dr.  
Wendell, NC 27591

- C. The Town of Wendell reserves the right to reject any or all qualifications

submitted. During the **pre-qualification** evaluation process, the Town of Wendell reserves the right, where it may serve the Town of Wendell's best interest, to request additional information or clarification from offerors, or to allow corrections of errors or omissions.

- C. The Town of Wendell reserves the right to retain all qualifications submitted. Submission of qualifications indicates acceptance by the firm of the conditions contained in this Request for Qualifications, unless clearly and specifically noted in the qualifications submitted and confirmed in any resulting contract between the Town of Wendell and the firm selected.

## **5. SUBMISSION AND WITHDRAWAL OF QUALIFICATIONS**

- A. Qualifications should be submitted in sealed packaging, marked, and addressed as directed in this RFQ. Failure to do so may result in the qualifications being rejected.
- B. Sealed qualifications are to be submitted no later than the time indicated on the qualification closing date specified in this RFQ.
- C. Offerors mailing qualifications should insure they are adequately marked as a qualification for this solicitation and should allow a sufficient mail delivery period to insure timely receipt of their qualifications by the Town of Wendell. Any qualifications received after the scheduled deadline on the closing date will be immediately disqualified in accordance with the Procurement Code and Regulations.
- D. If erasures or other changes appear on the document, each erasure or change must be initialed by the person signing the qualifications. Qualifications may be withdrawn by written request received from the Offeror prior to the time set for closing of qualifications, but not thereafter.

## **6. PREPARATION OF QUALIFICATIONS**

- A. All qualifications should be complete and carefully worded and must convey **all** information requested by the Town of Wendell. If errors are found in the Offeror's qualifications, or if the qualifications fail to conform to the requirements of the RFQ, the evaluating committee will be the sole judge as to whether that variance is significant enough to reject the qualifications.
- B. Qualifications should be prepared simply and economically. All data, materials and documentation shall be available in a clear, concise form. If additional information is required, Offeror shall supply additional materials as needed for the evaluating committee's internal use. The Town of Wendell reserves the right to reproduce qualifications for internal use in the evaluation process.

- C. All qualifications shall provide a straight-forward, concise description of Offeror's ability to satisfy the requirements of the RFQ.
- D. Each copy of the qualifications should be **bound** in a single volume. All documentation submitted with the qualifications should be bound in that single volume and not stapled, paper clipped or other similar means. Each volume should contain less than 50 single sided pages. Extraneous material other than that specifically requested should not be submitted.
- E. If any qualification includes any documents or comment(s) over and above the specific information requested in this RFQ, such material must be included as an appendix to such qualifications.
- F. Qualifications must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the qualifications.
- G. The qualification package must follow the format and order as stated below. Out of sequence qualification factors will result in a lower ranking.

## **7. QUALIFICATION FACTORS**

The Contractor's past performance, personnel experience, and ability to perform the requirements of the contract and financial stability are the general evaluation criteria for qualifying a contractor for these projects. Each qualification factor below will be scored based on the information provided and the final ranking of contractors will be weighted by the percentages shown in parenthesis following each factor.

### **A. FACTOR I – PAST PERFORMANCE (35%)**

Past performance will be evaluated by examining similar project experience, references, schedule compliance, cost growth/compliance and the project team.

1. Similar Projects: Identify the number of contracts and volume of related work contracted in the past five (5) years. Provide **only** three (3) reference projects (at least 50% complete) executed in the last five (5) years of similar size and complexity to the work proposed under this contract.

Limited to one page per project, provide the following:

- a. Project title, location, Owner and Architect with contact information

- b. Short description/scope of work.
- c. Amount of Contract.
- d. Photograph of facility.

2. Schedule Compliance on Similar Projects:

Relate schedule compliance on the referenced projects, including award date, actual start date, planned and actual substantial completion dates, planned and actual final completion dates, and reasons for any variance.

3. Cost Compliance on Similar Projects:

Relate cost compliance with the project budget on the referenced projects, including original bid, final construction costs, amount of change orders (if any) and reasons for any non-compliance.

4. Project Team on Similar Projects:

Identify key personnel on the referenced projects, including project manager, superintendent, quality control manager, safety manager and scheduler.

5. Previous Qualifications & Bid Submittal

Please indicate if you have previously been Qualified on a Project and failed to submit a bid on the project. If so, please provide reasons for not submitting the bid.

**B. FACTOR II – PROPOSED PROJECT TEAM (20%)**

The proposed project team will be evaluated based on the experience, prior history (if any) and organization of the proposed staff for this project.

1. Proposed Project Staff:

Identify proposed management and field staff for this project, including project manager, superintendent, quality control manager, safety manager and scheduler. Provide resumes of the contractor's key office and on-site construction staff proposed to be assigned to this project. Provide resumes of a minimum of two (2) project managers and two (2) superintendents, that will be assigned to this project, for selection by the Town of Wendell in the event the contract is awarded to your firm.

2. Proposed Organizational Chart:

Provide an organizational chart indicating lines of authority and supervisory responsibilities for key individuals. Indicate on the organizational chart whether personnel will be located on site during construction or at the home office. Indicate roles and authority of field staff and home office staff.

3. Surety Information:

Provide the name and contact information of the contractor's surety company. This should not be an agent, but the actual surety that will be bonding the project, should the contract be awarded.

4. MWBE Participation:

The project and the firm selected to complete the work will reflect and incorporate DEI principles throughout the project design and process. The Town of Wendell and Wake County have adopted Non-Discrimination Ordinances (NDO) and all project efforts should maximize inclusion and seek to reflect the community served in all aspects of the project.

The surrounding community is a traditional BIPOC community and area demographics should be evaluated as part of the project design. Spanish speaking and material translation is anticipated as needed for the project. Inclusion should also incorporate people of various age, sex, and capability.

The Town seeks to have a minimum MWBE participation of 25% for the project.

**C. FACTOR III - PROJECT APPROACH AND SCHEDULE (20%)**

Project approach and scheduling will be evaluated by examining procurement methods, site maintenance procedures and internal management plans.

1. Project Approach:

- a. Briefly describe the project approach with respect to the work that will be self-performed versus sub-contracted. Provide typical percentages of each and the divisions that are expected to be self-performed for this project. Describe typical pre-construction meetings as well as coordination meetings and their frequency.
- b. Discuss the project approach with respect to site maintenance. Include

methods that will be employed to ensure site and building cleanliness, site organization, erosion control measures are established and maintained, and placement/usage of temporary signage.

- c. Include a Statement of Willingness to submit a bid for this project, should the contractor be qualified. This project will be bid as a single prime project.

2. Management Plan:

a. Schedule:

Primavera, SureTrack, or approved equal, job site scheduling control system will be required on this project. Identify the scheduler for the project. Indicate whether or not the schedule will be managed and continuously updated from the job site, home office or with a consultant. Describe how you will staff, monitor progress and ensure compliance with the project schedule. Discuss resource management and contingency plans that will be used to guarantee the work identified in each phase of work will be completed to meet contract milestones.

b. Quality Control System:

Focus on the steps that will be taken to control the project quality throughout construction that will ensure work is accomplished correctly the first time without delays for rework, and the ability to establish and maintain project quality from contract award through completion. Contractor should identify if they have a corporate Contractor Quality Control (CQC) and certification process.

c. Safety Control Plan/Procedures:

- i. Focus on the steps that will promote safety during construction. Offerors should demonstrate their familiarity with OSHA standards and include their OSHA incident rates and OSHA lost time incident rates for the last five (5) years.
- ii. Offerors should also provide their current and last three (3) years experience modifier (EMR) for their company insurance. This should include that of major subcontractors.

**D. FACTOR IV – FINANCIAL STABILITY (25%)**

- 1. Submit a statement of the offeror's bonding capability, including aggregate and limits per project, and the amount available at the time of this RFQ.

Provide a history of any bonding company involvement or intervention on previous projects, reason for involvement/intervention and documentation from bonding company requiring issues and outcome.

2. Provide a letter of credit from a recognized financial institution for this project.
3. Provide documentation of insurability, including limits of general liability and worker's compensation.
4. Provide documentation of typical term on payments to sub-contractors. Documentation should show date of accounts receivable and payable.

## **8. TERMS AND CONDITIONS**

The terms and conditions in this RFQ shall prevail unless otherwise modified by the Town of Wendell in an Addendum to this RFQ. The Town of Wendell reserves the right to reject, in whole or in part, any proposal which does not comply with such terms and conditions.

## **9. ADDENDA/CHANGES**

Any additions, deletions, modifications or changes made to this RFQ shall be made by the Town of Wendell's Purchasing Agent. Any deviation from this procedure may result in disqualification or the cancellation of any contract resulting from this RFQ.

Requests for interpretation of this RFQ and any other questions concerning the RFQ shall be made in writing and addressed to person identified above **and received no later than 2:00 P.M. on July 31, 2024**. Responses to said requests shall be made at the discretion of Cumming and the Town of Wendell. When issued, such interpretations and answers to such questions shall be in the form of an addendum to the RFQ, which will be mailed to each firm to which these RFQ documents have been issued. All such addenda shall become part of the RFQ, and each Offeror shall be bound by such addenda whether or not received by the Offeror.

## **10. PUBLIC ACCESS TO PROCUREMENT INFORMATION**

Subject to the requirements of the Freedom of Information Act, commercial or financial information obtained in response to this RFQ which is deemed privileged and confidential by the Offeror, will not be disclosed. Such privileged and confidential information should be clearly marked as such and includes information



which if disclosed, might cause harm to the competitive position of the Offeror supplying the information. All Offerors, therefore, must visibly mark as "**CONFIDENTIAL**" each specific part of their qualifications which such Offerors consider to contain proprietary or other privileged information. Additionally, all Offerors shall be solely responsible for identifying as exempt from the Freedom of Information Act and for visibly marking as "**EXEMPT FROM FREEDOM OF INFORMATION ACT**" each specific part of their qualifications which Offerors deem to be so exempt and shall further be solely responsible for any consequences that might arise from the nondisclosure of any information that is subsequently determined not to have such an exemption. The Town of Wendell hereby disclaims any responsibility for not disclosing information identified by any Offeror as exempt from the Freedom of Information Act and further hereby disclaims any responsibility for any information which is disclosed as a result of Offeror's failure to visibly mark it as "**CONFIDENTIAL**" or to improperly mark it as "**confidential**". Offeror must identify specific parts of the qualifications package as confidential. Failure to do so or to mark the entire qualification package as confidential may result in disclosure of that information.

**11. OWNERSHIP OF DOCUMENTS**

All qualifications and supporting materials (including all data, material, and documentation originated and prepared for the Town of Wendell pursuant to this RFQ and including correspondence relating to this RFQ) shall, upon delivery to the Town of Wendell, become the property of the Town of Wendell.

## **SUBMITTAL FORM**

In compliance with the above Request for Qualifications, the undersigned hereby proposes to provide construction services in accordance with the instructions, terms, conditions and requirements incorporated in the Request for Qualifications.

Qualifications submitted by:

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Principal's Name and Title (type or print)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Federal Tax Identification Number

\_\_\_\_\_  
State of Incorporation

\_\_\_\_\_  
Date

\_\_\_\_\_  
S. C. Contractors License No.

Has your organization ever operated under another name? Yes\_\_\_ No\_\_\_

If yes, provide previous name, number of years the company operated under the previous name and the previous state license number.

Are you a Minority or Women-Owned business? Yes\_\_\_ No\_\_\_ Certified? Yes \_\_\_ No\_\_\_

If you are certified you must furnish a copy of your certificate with your submittal.

**(List all Addenda issued by date. If no additional Addendum is issued, write the word "NONE")**

**Addendum Number**

**Date**

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\_\_\_\_\_  
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