

REQUEST FOR QUALIFICATIONS

RFQ#7-3440002

Construction Manager at Risk (CMAR)

Parkwood High School Replacement

QUESTIONS DEADLINE:	Tuesday, September 8, 2026 4:00PM
QUESTIONS ANSWERED:	Friday, September 11, 2026 4:00 PM
RESPONSE DEADLINE:	Thursday, September 17, 2026 4:00PM

Contact Information

Direct Inquiries To: Jacob Phipps
UCPS Purchasing
Subject: RFQ#7-3440002 Questions
FacilitiesBids@ucps.k12.nc.us

Submittals

Send Response To: UCPS Facilities Department
RFQ: CMAR PWHS
201 Venus Street
Monroe, NC 28112
Subject: RFQ#7-3440002 Bid Submittal
FacilitiesBids@ucps.k12.nc.us

Important Notes:

Responses containing changes to any terms and conditions listed within this solicitation may render the response 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 response.

Any clarification or revisions of the RFQ will be made only by addendum which will be made available on the UCPS website. It is the responsibility of the respondent to monitor the website for any addendums and to acknowledge receipt of any/all addendum with their submission. Failure to acknowledge any or all addendums may render your bid inadmissible or non-responsive. Oral explanations will not be binding.

Section 1 - INTRODUCTION AND OVERVIEW

UCPS is requesting qualifications from Construction Management firms interested in providing Construction Management at Risk services for the Parkwood High School Replacement. The selected firm would begin actively participating in the SD phase in process with Moseley Architects.

Project: Provide Construction Manager at Risk services for a replacement high school on 61 acres located adjacent to the existing operational school. Selective demolition of adjacent building(s), parking lots and/or athletic fields may be applicable as defined through the completion of the design process.

Capacity: Parkwood High School is being designed with a projected maximum enrollment of 1600 students. Building dimensions and total square footage will be defined through the completion of the design process.

Location: The physical parameters are located adjacent to the operational facility located at 3220 Parkwood School Road Monroe NC 28110.

Section 2 – SELECTION PROCESS

Union County Public Schools will review the qualification responses and may request interviews. If contacted, the firm should make themselves available and be ready to provide a presentation of their qualifications. All costs associated with the response and presentation shall be at no cost to Union County Public Schools.

UCPS has sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the RFQ process at any time prior to entering into a formal agreement.

UCPS will evaluate qualifications using criteria that may include:

1. Firm Experience and Qualifications
2. Experience on Comparable K-12 CMAR Projects
3. Qualifications of Proposed Project Team
4. References and Past Performance
5. Financial Capacity and Bonding
6. Current Workload and Availability
7. Safety Record
8. Approach to Preconstruction and Collaboration

When requested, Firm shall provide a written proposal including the description of Work to be completed, schedule for completing the Work, itemized cost for each service, and list of companies that may be used on the project. If an agreement cannot be reached within a reasonable time, UCPS will contact another qualified firm.

Section 3 - SUBMISSION REQUIREMENTS

Responses should be prepared and submitted as described in this section.

Respondents bear the responsibility of examining all parts of this RFQ and furnishing the information required by this RFQ. Provide two (2) hard copies of the response and one (1)

electronic copy through the above listed email address. All costs incurred in the preparation and submission of proposals shall be covered by the respondent. All blank spaces on the Acknowledgement Form and all requirements outlined in this RFQ must be filled in and completed.

Submittals shall be made on 8.5" x 11" paper, side bound with Table of Contents and reference tabs for key sections. Response is limited to 20 pages single sided. All pages are to be consecutively numbered. Submittals are to be in a sealed envelope carrying the following information on the face of the envelope: Proposer's name, address, subject matter of response, GC license number, RFQ#7-3440002.

Each proposer must answer all questions and provide all requested information where applicable. If the answer to any questions is "none" or if the question is not applicable, please state in writing. Any response failing to do so may be deemed to be nonresponsive with respect to this qualification at the sole discretion of UCPS. The respondent shall be responsible to furnish all information and data requested by the RFQ.

Where proposals are sent by mail, the proposer shall be responsible for their delivery before the time specified. Late submittals will not be considered and will be returned unopened. **Submittals must include, at a minimum, the following:**

1: GENERAL COMPANY INFORMATION

1. Completed Company Information Form
2. Completed Acknowledgement Form
3. Executive summary limited to one (1) page to include the company name, location of principal place of business, a brief narrative including the age of the business, type of business organization and services offered. Also describe why UCPS should select your firm for the project. Summary must be signed by the President of the Company.
4. If proposer is a joint venture, include a copy of the executed joint venture agreement.

2: INSURANCE

1. Copy of Certificate of Insurance meeting the requirements stated within RFQ

3: ORGANIZATION AND STAFFING

1. Organization and Structure of the Business
2. Project Staffing
3. Current Licensing Information

4: CONSTRUCTION BACKGROUND

1. Construction Background, Experience and References

5: FINANCE

1. Financial Data
2. Workload and Capacity

6: ADDITIONAL FORMS

1. Iran Disinvestment Act Certification
2. E-Verify Compliance Statement

Section 4 - INSURANCE REQUIREMENTS

Minimum limits for the following types of insurance are required:

Worker's Compensation:

1. N.C. Statutory Requirements
2. Employers Liability
 - \$500,000 – Each Accident
 - \$500,000 – Disease Policy Limits (Aggregate)
 - \$500,000 – Disease Each Employee

Comprehensive General Liability:

Limits of coverage shall not be less than:

1. Bodily Injury and Property Damage Liability including contractual liability assumed under the indemnity provision of the contract, products/completed operations and underground property damage XCU where applicable.	\$1,000,000 each occurrence \$2,000,000 annual aggregate
2. Property Damage Liability including contractual liability Coverage assumed under the indemnity agreement of the Contract, products/completed operations and undergoing property damage XCU where applicable	\$1,000,000 each occurrence \$2,000,000 annual aggregate

Comprehensive Automobile Liability:

Comprehensive Automobile Liability Insurance shall be maintained by the Construction Manager as to the Ownership, maintenance and use of all owned, non-owned, leased or hire vehicles with limits of not less than:

1. Automobile Liability – All owned, non-owned and hired vehicles	\$1,000,000 each person \$2,000,000 each occurrence
2. Automobile Property Damage Liability – all owned, non-owned and hired vehicles	\$1,000,000 each occurrence \$2,000,000 aggregate
3. Umbrella Liability limits shall not be less than	\$2,000,000 each occurrence
4. Professional Liability not less than	\$2,000,000

Section 5 - QUALIFICATIONS/PROPOSER INFORMATION

Current organization and structure of the business

1. Provide company organizational chart. Identify total number of employees in each position of the organizational chart
2. Provide current organizational structure information (Corporation, LLC, Partnership, Joint Venture, Sole Proprietorship, etc.) including date of formation/incorporation.
3. Identify the office that will directly participate in the UCPS work. Include a contact person including their phone number and email address.

Current Licensing information; proposer must be a licensed general contractor in North Carolina. If submitting as a joint venture, provide this information for each joint venture partner.

1. Provide the license number (list all license numbers and provide a copy of license), license classification (list all classifications and limits), qualifier's name, date issued, expiration date (list all expiration dates) exactly as on file with the North Carolina Contractor's State License Board.
2. Has the license ever been revoked or suspended? (applies to all parties of a joint venture) If yes, provide an explanation including dates, alleged misconduct and terms of revocation suspension.
3. Has a complaint ever been filed with the Contractor's State Licensing Board against your company that required a formal hearing or inquiry? If yes, provide explanation.

Construction background, experience and references

1. Provide information on no less than three (3) of your most recent new K-12 replacement or new construction closely related projects completed during the last five (5) years where your firm (office proposing) provided CM at Risk services on a project of similar size, scope and value. A list of projects in North Carolina is preferred. Information should include the following:
 - a. Name of the project
 - b. Address of the project
 - c. Date completed
 - d. Names of construction manager project staff (Senior Executive, Project Manager, Site Manager)
 - e. Name, address and telephone number for project architect
 - f. Name, address and telephone number for Owner's representative
 - g. Type of project
 - h. GMP contract amount
 - i. CM fee percent
 - j. CM general conditions as a percent of work

- k. Final cost of project
 - l. Original contract time
 - m. Authorized time extensions
 - n. Final contract time
 - o. Duration from substantial completion to completion of closeout
2. Provide a minimum of four (4) client references (not UCPS project related). Two (2) references should be from owners similar in function to UCPS. Information should include contact name, address, phone number, and email. Information should describe the services provided.
 3. Describe your firm's experience providing BIM services including completed projects and those currently in process. Describe your BIM process (in-house or outsourced) and how you engage the design team and the Owner.
 4. Describe your firm's approach and the name of the person in charge of quality assurance preconstruction through closeout.
 5. Describe your approach to the collaboration with the Owner and the design team throughout design and construction.
 6. How do you manage the process of reviewing and approving subcontractor submittals/RFIs in a timely manner to maintain the project schedule?
 7. Describe your firm's experience in successfully completing the commissioning process 30 days from building substantial completion.
 8. The selected CMAR provider shall bid the various bid packages in accordance with UCBOE policy and state laws. When in conflict, the most restrictive must be applied.

Financial Data

1. Submit a notarized statement from the proposer's surety company confirming the proposer has currently available bonding capacity to cover 100% of the range of the scope noted in section 2.
2. Provide the name of proposer's Bonding Company/Surety including name of Surety agent, address and telephone number, firm's total bonding capacity and current available bonding capacity and Surety's A.M. Best rating. Include this information for Surety's utilized over the past three (3) years.
3. UCPS reserves the right to request financial data. If requested, provide a copy of audited financial statements for the three (3) previous fiscal years and the last quarterly report. Statements must include auditor's letter of opinion, auditor's noted balance sheet, statement of income/loss. Each prime or joint venture partner must submit this information.

Workload and Capacity

1. Provide a ratio of the number of projects for CM, GC, DB, etc. completed by the proposing office over the last five (5) years.
2. Provide a list of the CM at Risk public projects your firm is currently committed to in North Carolina including name of project, location, value and completion date.

Safety

1. Provide your firm's workers compensation Experience Modification Rate (EMR) for the last three (3) years.
2. Has NC OSHA, Federal OSHA, NCDENR, the EPA or any Air Quality Management district cited your firm or the Owner on a project where you were actively contracted in the past five (5) years? If yes, attach a description of each citation. Include related back charges from Owner if applicable.
3. Do you have a dedicated home office/safety representative that visits/audits projects? Describe reporting structure.
4. Does your company have standard safety pre-qualification requirements? If so, please describe.

Project Staffing

1. Identify key individuals proposed by your firm to participate in the UCPS project including at a minimum the project executive, project manager, project superintendent, and preconstruction manager.
2. Attach resumes for everyone proposed including their experience with the proposer's firm and other prior relevant experience in construction/design including the type of project, dollar value of each project, delivery method used and that person's role on the project. Highlight projects where proposed candidates have completed projects as a team.

Legal

1. Describe any claims, disputes ending in mediation, arbitration or litigation associated with any current project(s) in the past five years. Also note any project(s) where your firm has been terminated.
2. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit, found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity, or been convicted of a crime involving any federal, state or local law related to construction?

If YES, explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

3. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft or any other act of dishonesty?

Section 6 – COMPANY INFORMATION FORM

Company Name: _____
Physical Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Email Address: _____
Contact Name: _____

Is your company authorized to do business in North Carolina? _____

How many years has your company been in business? _____

How many years has your company been in business under its present business name? _____

Have you been known by another name or organization? _____

If yes, list the name(s): _____

Number of CMAR projects your company has performed within the past 10 years? _____

Number of CMAR projects completed for new high/replacement schools in the past 10 years? _____

What is the dollar value of CMAR projects your company completed in 2025? _____

What is the dollar value of CMAR projects your company completed in 2024? _____

What is the dollar value of CMAR projects your company completed in 2023? _____

How many claims ended in mediation, arbitration or litigation within the past 5 years? _____

Authorized Signature

Date

Section 7 - ACKNOWLEDGEMENT FORM

The undersigned hereby acknowledges having received and completed a package containing a full set of documents, including but not limited to:

1. Introduction and Overview
2. Selection Process
3. Submission Requirements
4. Insurance Requirements
5. Qualifications/Proposer Information
6. Acknowledgement Form
7. Company Information Form

The undersigned acknowledges receipt of addenda: _____

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I, the undersigned, certify and declare that I have read all the foregoing responses to this RFQ and know their contents. The responses are true of my own knowledge and belief. I declare under penalty of perjury under the laws of the State of North Carolina, that the foregoing is correct.

All signatures to be sworn to before a Notary Public

Signed _____

Firm Name _____

Title _____

Address _____

Telephone _____

City _____

State _____ Zip _____

Corporate Seal – (requested, not required)

SUBSCRIBED AND SWORN to before me this

_____ Day of _____ 20____

Notary Public Signature

STATE OF _____

COUNTY OF _____

IRAN DIVESTMENT ACT CERTIFICATION

REQUIRED BY N.C.G.S. 147-86.58

As of the date listed below, the vendor or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.58.

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

Signature _____

Date _____

Printed Name _____

Title _____

Notes to persons signing this form:

N.C.G.S. 147-86.58 requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a proposal is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its proposal)
- When a contract is renewed or assigned

N.C.G.S. 147-86.58 requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/iran and will be updated every 180 days.



E-VERIFY COMPLIANCE STATEMENT

The contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, should Contractor utilize a subcontractor(s), Contractor shall require the subcontractor(s) to comply with the requirements of Article 2, Chapter 64 of the General Statutes. Pursuant to North Carolina General Statute § 143-133.3(c)(2), contracts solely for the purchase of apparatus, supplies, materials, and equipment are exempt from this E-Verify provision. If, at any time during the period this statement is considered valid, the Contractor should become non-compliant, it shall be the Contractor's responsibility to acknowledge the change in status to Union County Public Schools in writing.

{CONTRACTOR'S FULL LEGAL NAME} _____

SIGNATURE

PRINTED NAME & TITLE

WITNESS

PRINTED NAME & TITLE