

REQUEST FOR QUALIFICATIONS

Construction Manager at Risk with Preconstruction Services

NCCCS Project Number 2772, SCO Project 23-27149-01

Project Name: Health and Human Services Building Renovation Phase II

Campus: Downtown Wilmington NC



Cape Fear Community College
Wilmington, NC

RFQ Closing Time: January 30, 2024 at 3:00 p.m.

Part 1 – Submittal Requirements

Section 1 Requests for Qualifications

Section 2 Statement of Qualifications Content Requirements

Section 3 Available Project Information

Section 4 Sample RFQ Response Evaluation Form

Section 1 - Requests for Qualifications

1. INTENT AND PROJECT DESCRIPTION

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

The RFQ is for construction manager at risk (CMAR) and pre-construction services for Renovations to accommodate Health and Human services programs, 319 N. 3rd street, CFCC Downtown Campus, Wilmington NC. The Project includes interior renovations of a dental clinic for dental hygiene and assisting training, simulation labs for nursing, offices, classrooms and associated support spaces. About 30,000sf of an existing building will be renovated.

- Active, patient serving dental clinic with about 30 operatories
- Nursing/hospital simulation lab
- Nursing practical labs
- Offices and other support spaces.
- Furniture, dental equipment, medical equipment and other FFE items are OFOI.

The approximate construction costs to renovate will be \$5,000,000.

A Qualification and Performance analysis process will be employed for this selection. The successful CMAR team will need to demonstrate experience in the scope and types of work as described herein. RFQ Responses will be evaluated by the owner's staff. Three or more CMAR teams may be selected to be interviewed on the campus of CFCC, if warranted by the size and type of project.

2. DEFINITIONS

- A. "The Owner" means officers or employees of Cape Fear Community College (CFCC), Wilmington, NC.
- B. "Proponent" means the person or firm responding to this RFQ.
- C. "Statement of Qualifications (RFQ Response)" 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. RFQ Responses will be received in CFCC's Capital Projects office,
419 N. 3rd St, Wilmington NC 28401 (physical address)
411 N. Front St, Wilmington NC 28401 (mailing address)
up to 3:00 p.m. on January 30, 2024, addressed to:

David H. Kanoy
Executive Director of Capital Projects and Facilities
411 N. Front St.
Wilmington, NC 28401

- B. RFQ Responses 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 RFQ Response is being submitting.
E. Refer to Section II - RFQ Response Content Requirements, for details.
F. There will not be a "public opening" of the RFQ Responses.
G. Do not include any report covers, 3 ring binders or glued bindings – stapled in the upper left hand corner is preferred.

4. COST OF SUBMISSION AND OWNERSHIP OF RFQ Responses

- A. Cape Fear Community College is not responsible for any costs incurred by Proponents in preparing, submitting, or presenting their RFQ Responses.
B. All RFQ Responses become the property of CFCC 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 Project Cost Estimates at each phase of the design, including Design Development, Construction Documents (60% & 90%) and Statement of Probable Construction Costs. Schematic Design has been completed.
 4. Conduct Constructability reviews 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 overall project schedule for approval by CFCC, 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 permitting.
 - 2. Responsible for all construction sequencing, site phasing, construction trafficking, lay-down, trailer locations, and safety procedures, working in conjunction with CFCC.
 - 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
 - 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 may be comprised of representatives of CFCC, representative(s) of the user departments, and the design team.
- B. Proponents are deemed to understand and agree that the RFQ Responses 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 RFQ Responses, CFCC may invite some Proponents to attend an interview or may proceed directly to select the highest scoring firm. Unsolicited supplementary or clarifying information received after the RFQ closing time will not be considered.
- B. Interview Information if interviews are held:
 - 1. The purpose of the interviews will be to obtain supplementary clarifying information in addition to the written RFQ Responses.
 - 2. CFCC 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. CFCC 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 Cape Fear 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:

David H. Kanoy
Executive Director of Capital Projects and Facilities
[910 338 7396](tel:9103387396)
dkanoy@cfcc.edu

Section 2 – Statement of Qualifications Content Requirements

1. INTENT

- A. This section specifies in detail, the form and minimum content requirements for information required to be submitted in each RFQ Response.
- 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 RFQ Response 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 RFQ Response 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 RFQ Response and an electronic copy (Flash Drive etc.). Copies shall be stapled in the upper left and not include binding or covers.

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 CFCC to provide services.
- D. Identify any pending litigation involving past or current clients, subcontractors, vendors or government agencies. Disclose any other current or past civil litigation or criminal convictions that may be relevant to performance of your firm on this project.

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 written 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 CMAR projects performed by the Proposer within the past 10 years. Include year completed. Note community college, university, dental clinic, nursing training and hospital 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 CMAR 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, similarity of challenges to this project, 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.

Section 3 – Available Project Information.

- 1. PROJECT DESCRIPTION
 - A. The project is described in Section 1.
- 2. PROJECT BUDGET
 - A. The construction budget is approximately \$5,000,000
- 3. PROJECT SCHEDULE
 - a. CMAR Selection
 - 1) Shortlist Notification: 2/6/2024
 - 2) Interviews: 2/8/2024

Note, CFCC may elect to select based on evaluation criteria without interviews.

- b. Project Design – complete May 2024
- c. Construction – June 2024 through June 2025
- d. Occupancy – August 2025

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.
- B. Guaranteed maximum price contract, attached appendices, performance and payment bond forms, and general conditions for this project will be the NC State Construction Office forms, which can be found at the SCO website/Forms and Documents page/Construction Manager at Risk (CMR) Forms tab.
- C. Upon selection of a CMR, a subsequent pre-construction services proposal will be required to be broken down by design phase (SD, DD, CD)

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 CFCC's project manager. This interface will be the formal and principal point of contact and communication between the successful Proponent and CFCC. The successful Proponent will be expected to appoint a full-time project superintendent on the job site for the duration of the project.

Section 4 - Sample RFQ Response Evaluation Matrix

Name of RFQ/Project:

HHS Phase II

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	

END OF RFQ