



**Request for Qualifications (RFQ)**  
**for**  
**Construction Manager at Risk (CM@R) Services**  
**for**  
**Cabarrus County Governmental Center Skylight Replacement Project**

**Issued: 08/19/19**

**Submittals Due: 08/26/19 by 3:00 PM EST**

## **Introduction**

Cabarrus County (“County”) is seeking to hire a qualified Construction Manager at Risk firm (“CM@R”) to provide preconstruction and construction management services for a skylight replacement and re-roofing project at the Cabarrus County Governmental Center located at 65 Church St. S. in Concord, NC 28026 (“Project”). Through this Request for Qualifications (“RFQ”), the County is seeking Qualifications Statements from interested and qualified firms.

The architect for the design of the project has been selected and is currently working through schematic designs based on concepts already approved by the County. The County and their chosen architects anticipate the design process lasting until the end of calendar year 2019 and plans to rely heavily on a CM@R for consultation on the constructability of the project once a CM@R is under contract for pre-construction services. There is an aerial provided at the end of this document detailing the location of the project.

The CM@R, or its joint venture partner, must have experience as the prime at-risk contractor, design-builder, or construction manager (either individually or as the major joint venture partner) for the construction of a minimum of three (3) similar size or larger and similar scope projects to be considered for further evaluation.

## **Scope of Work**

The specific scope of work for the selected CM@R for the Project will be defined in the construction management agreement. However, at a minimum the following services are required of the CM@R:

Provide preconstruction phase services including cost estimating, life-cycle cost analysis, value engineering, BIM driven conflict resolution, constructability reviews, scheduling, phasing plans, etc.

- Provide and maintain Request For Information (“RFI”) and submittal logs
- Develop and maintain a master project schedule
- Define and prepare scopes of work for bid packages
- Develop a site management plan
- Provide construction management and general contracting services
- Develop a phasing and sequencing plan
- Establish and maintain quality control standards
- Provide Guaranteed Maximum Price (“GMP”)

The County anticipates entering into a pre-construction services agreement with the CM@R even-though a considerable amount of design is already done. The County and architect will rely heavily on the CM@R to answer questions regarding means and methods for carrying out the desired scope of work while the building remains in operation.

In accordance with North Carolina General Statutes Section 143-128.1 you will be required to prequalify all first tier subcontractors with assessment tools and criteria for the Project including specific prequalification scoring values jointly developed with the County.

## **Project Schedule**

The project has been fully funded by the Cabarrus County Board of Commissioners and design work has begun, it is anticipated that work will commence in the Spring of 2020.

## **Qualifications Statement Submittal Requirements**

The following components shall be submitted to the County in a concise manner as part of the response to this RFQ. Failure to include all of the elements specified below may be cause for rejection. Additional information may be provided, but shall be succinct and relevant to this RFQ. Submittals shall be limited to 20 pages (single sided or 10 pages double sided, the 20 pages does NOT include the exhibits). Document pages shall be 8-1/2 inches by 11 inches in size. Qualifications Statements shall correspond to the sections below:

## **1. Firm Information**

- a. Firm name, mailing address (include physical location if mailing address is a P.O. Box), contact person, telephone number, and e-mail address.
- b. Type of organization (joint venture, partnership, limited partnership, corporation, etc.). If submitting as a joint venture, firm shall provide a summary of the draft agreement terms.
- c. Firm history, including background of firm's executive management and number of years the firm has been in business.
- d. Financial information:
  - Firm's total annual construction volume for the past five (5) years.
  - Name and contact information of the firm's bonding company.
  - Letter from the surety indicating the firm's current bonding capacity and the surety's willingness to bond the Project.
  - A.M. Best rating for the firm's surety, and its status to do business in North Carolina.
- e. Has the firm, or joint venture partner, ever been involved in litigation or arbitration with an owner of a similar facility? If so, please describe each instance, giving specific detail regarding the reasons for the claim and amount in dispute. Explain how the claim was resolved.
- f. Complete the form provided in Exhibit B of this RFQ and provide any additional supporting documentation the Respondent determines is warranted for the Owner to assess the Respondent's litigation history.

## **2. Relevant Experience and Capabilities**

- a. Provide confirmation that the firm and its team members are licensed to provide construction management services in North Carolina.
- b. Demonstrate the firm's experience with construction/renovation projects of similar size and scope, preferably in which the building was occupied during construction. Provide three (3) or more examples where the firm has provided construction management services for projects similar in size and complexity. The selected projects should demonstrate the firm's capability, creativity and unique problem solving skills, budget and schedule compliance, and added value. The following information shall be provided for each project:
  - Owner and location of the project
  - Completion date or status of the project
  - Brief project description highlighting its key elements
  - Capacity and square footage of the project
  - Key personnel proposed for this project
  - E-mail and telephone number for references (Design team/architects, Key subcontractors and the actual owner of the project)

- Initial project budget, final cost, and type of contract

### **3. Project Team**

- a. Identify the key personnel who will be assigned to the Project.
- b. Identify the firm's single point of contact for the entire Project.
- c. Provide an organization chart clearly defining all individuals proposed for the Project.
- d. Provide resumes for each individual listed above, including the following:
  - Name and title
  - Years of experience
  - Years with firm
  - Office location
  - Education, certifications, licenses, and/or special training
  - Description of role and key responsibilities for the Project and level of involvement
  - Listing and description of relevant project experience
- e. Identify the level of commitment to the Project for each key personnel, including the project executive and lead project manager(s).

### **4. Project Approach:** Provide a narrative describing the firm's approach to the Project. The following items shall be addressed specifically:

- a. Discuss role as a team member on the Project that includes the County, owner's representative/program manager, architect, engineer, and other Project stakeholders.
- b. Discuss approach to project controls, including scope, schedule, budget and cost control, and construction quality control with examples of past success.
- c. Discuss proposed first-tier subcontractor pre-qualification and procurement procedures.
- d. Discuss project tracking / reporting: Identify tools and strategies used to track project performance.
- e. Request for Information (RFI), and shop drawings: Describe your firm's approach to handling these documents to insure accuracy and timeliness. Provide examples of applicable logs (preferably on a Project noted in the Experience category).
- f. Schedule and Staffing Plan: Describe your firm's approach to maintenance of project schedules and resolving project schedule deficiencies.
- g. Describe procurement plan to ensure completion of the Project on a timely basis.
- h. Describe practices and processes in monitoring and managing construction activities and subcontractor performance so as to minimize requests for change orders and avoid or mitigate construction related disputes.
- i. Indicate whether the firm would propose to self-perform any work on the Project and, if so, the nature of the work and the firm's capability to self-perform.
- j. Describe how the firm will ensure competitive pricing and on-time, quality performance by its subcontractors.

- k. Describe the firm's approach to creating a competitive procurement environment for the benefit of the Project.
  - l. Describe your firm's approach to identifying and mitigating potential constructability issues during the pre-construction phase
  - m. Explain your approach for resolving potential conflicts and changes in the work between your firm and 1) subcontractors, 2) Design Engineers, and 3) the Owner.
5. **Minority Participation:** Describe the program (plan) that your company has developed to encourage participation by Minority and other HUB firms to meet or exceed the goals set by North Carolina General Statute 143-128.2. Attach a copy of that plan to this proposal. Provide documentation of the Minority and other HUB participation that you have achieved over the past two years on both public and private construction projects. Outline specific efforts that your company takes to notify Minority and other HUB firms of opportunities for participation. Indicate the minority participation goal that you expect to achieve on this project. The CM@R will be required to submit a final plan for compliance with Section 143-128.2 for County approval prior to soliciting bids for the Project's first tier subcontractors.

## **Selection Criteria**

Qualifications Statements will be evaluated by the Selection Committee based on the firms' ability to meet the requirements of this RFQ. The Selection Committee will include representatives from the County Manager's office and staff from the Infrastructure and Asset Management department. Other staff members may participate in the evaluation process as well. The primary evaluation criteria include:

1. Experience providing preconstruction and construction management services for similar projects;
2. Approach to the Project;
3. Ability to meet the established schedule;
4. Qualifications and abilities of key individuals proposed for the Project;
5. Client, subcontractor, and design references; and
6. An office in North Carolina.

## **Submission Process and Timeline**

Qualifications Statements shall be submitted electronically by 3:00 PM on August 26, 2019. Responses must be prepared in conformance with the guidelines described in this RFQ. Responses received after the deadline will **not** be considered.

Electronic qualification statements shall be submitted electronically in PDF format to [kdbilafer@cabarruscounty.us](mailto:kdbilafer@cabarruscounty.us). The e-mail subject line must be as follows: "CM@R Qualifications Statement - Cabarrus County Governmental Center Skylight Replacement."

All responses are subject to public disclosure under the North Carolina Public Records Law. To the extent permissible by law, the County agrees to keep confidential any confidential proprietary information

included in a response, provided that: 1) the respondent identifies the confidential proprietary portions of the response; 2) the respondent identifies as confidential and proprietary only those portions of the submittal that actually are confidential and proprietary; and 3) the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary, nor shall they so designate information that is already public.

In submitting a Qualifications Statement, each firm agrees that the County may reveal any materials contained in such response to all the County staff and the County officials involved in the selection process and to any outside consultant or other third parties who serve on the Selection Committee or who are hired by the County to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless the County and each of its officers, employees and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret.

### **Conditions and Reservations**

The County reserves the right to refuse and reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the County in its sole and exclusive discretion. The County reserves the right to waive technicalities and informalities. The County reserves the right to negotiate with one or more firms and is not obligated to enter into any contract with any respondent on any terms or conditions.

A response to this RFQ shall not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit the County to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of the State of North Carolina.

Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the County unless the County and your firm execute a contract.

An authorized representative of the firm is required to certify the accuracy of all information contained in your submittal by executing the certification form attached to this RFQ as Exhibit A.

**EXHIBIT A**

Certification Form

(Provide separate Certification for each Joint Venture or Partnership entity)

**\*\*COMPANY NAME\*\* \*\*SEAL\*\***

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS RESPONSE TO THE REQUEST FOR PROPOSALS IS CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND BELIEF.

This the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

By: \_\_\_\_\_

Title: \_\_\_\_\_

License number under which the project will be executed:

Name license number above is held in: STATE

OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ a Notary Public in and for the County and State aforesaid, do hereby certify that personally came before me this day and acknowledged that he is of and by that authority duly given and as an act of the foregoing instrument was signed by As, attested by him/herself as Secretary, and sealed with the common seal of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

My commission expires:



## EXHIBIT B – LITIGATION HISTORY

If the Respondent replies yes to any of the questions below, please provide a full explanation with any required supporting relevant documentation that can be legally provided.

Has your company been convicted of any criminal conduct or been found in violation of any federal, state, or local statute, regulation, or court order concerning antitrust, public contracting, employment discrimination or prevailing wages within the last 10 years?

Yes            No

Have any of the following actions occurred on, or in conjunction with, any project performed by your company, affiliate, or their officers, partners, or directors in the last five years?

a.        Legal Action Initiated by Contractor against Owner

Yes            No

b.        Legal Action Initiated by Contractor against Subcontractor

Yes            No

c.        Legal Action Initiated by Owner?

Yes            No

d.        Legal Action Initiated by Subcontractor?

Yes            No

e.        Arbitrations

Yes            No

Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging?

Yes            No

Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina?

Yes            No

Aerial

