



Request For Qualifications Construction Management at Risk



DAVIE COUNTY HIGH SCHOOL REPURPOSING PROJECT

SOLICITATION: REC-2018-020

Representative for RFQ: Brad Blackwelder

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Date of Issue:

February 7th, 2018

Inquiries and Question Deadline

February 26th, 2018 by 4:00pm

Submittal Due Date

March 16th, 2018 at 4:00pm

Submittal Location

Davie County
Manager's Office
123 S. Main Street
Mocksville, North Carolina 27027



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1.0 INTRODUCTION

The County of Davie is to renovate the existing Davie County High School property (located at 1200 Salisbury Rd, Mocksville) and remaining gymnasium buildings for conversion into a new County park facility as defined in the County-approved Master Plan (approved December 4, 2017).

The County has vacated the school and has commenced with demolition of the existing buildings and site features to be removed. The thirty-three (33) acre parcel will be used for the construction of the first official park for the County of Davie, Recreation and Parks Department. A recreation bond was passed in 2013 and the total project budget for Phase I (with a la carte elements and PARTF set aside of \$350,000) must not exceed \$3.987 Million dollars.

2.0 ADVERTISEMENT

Davie County Recreation and Parks Department is requesting the submission of a Statement of Qualifications (**SOQ**) from firms to provide **Construction Management at Risk Services (CMR)** for the referenced project.

3.0 PROJECT SCOPE

The scope of work to be covered by this project provides Construction Management at Risk services needed to complete the project.

3.1 Scope of Services

The selected CMR firm will work with Davie County Recreation and Parks Department, County Project Manager and the County's Architect/Design firm McAdams to complete the project. The services requested must be by a firm with CMR experience (Park Development is preferred) and will include two parts: (1) Pre-Construction Services and (2) Construction Services.

(1) Pre-Construction Services required for this project may include, but are not limited to, the following:

- Attendance at project team meetings
- Review of Cost Estimates being prepared by the Architectural/Engineering Team during Schematic Design
- Document review for constructability, completeness, accuracy, and coordination
- Construction cost estimates at completion of Schematic Design, Design Development and Construction Documents
- Value design recommendations to meet cost, schedule, and scope
- Scheduling, including phasing and long lead items.
- Preparation and administration of subcontractor prequalification process
- Preparation and administration of subcontractor bid packages and advertisement
- First tier subcontracting plan for bidding in accordance to NC Gen. Statute 143-128
- Establishment of bid schedules and pre-bid conferences
- Administration of pre-award conferences and negotiations with successful bidders



- Assistance with permitting
 - Development of Guaranteed Maximum Price (GMP)
- (2) Construction Services required for this project may include, but are not limited to, the following:
- The CMR will enter into a Construction Contract to deliver the agreed upon final constructed elements and improvements as detailed in the construction documents, not to exceed the GMP
 - The CMR is responsible for all construction activities including contracting with contractors and sub-contractors.
 - Preparations and tracking of a Master Schedule and Overall Cost tracking
 - GMP Conference to discuss cost basis
 - Logistics plan for all access to the site
 - Schedule and Facilitate two Owner Architect Contractor (OAC) meetings each month
 - Monthly progress reports (written form)
 - Preparation of cost control system
 - Quality control
 - Development of project safety plan
 - Preparation of list of personnel who may not be changed without permission by the County
 - Phasing of long lead items
 - All documents, budgets, schedules etc. shall be “open-book”

A detailed description of the scope of work for each of the mentioned services will be provided later to the selected CM firm as part of pre-construction services contract negotiation. The county will retain the right to refuse all contractors and sub-contractors on the basis of qualifications.

4.0 SELECTION PROCESS/PROCEDURE

Pursuant to North Carolina General Statute 143-64.31, Davie County utilizes a “qualifications-based” selection process without consideration of fee during the initial phase in hiring architects/engineers/landscape architects/surveyors/CM at-Risk. The selection process will be as follows:

4.1 Advertisement

A Request for Qualifications will be advertised on the Davie County website, North Carolina Administration: HUB website, along with the North Carolina Interactive Purchasing System (IPS) <https://www.ips.state.nc.us/ips/>

4.2 Notification of Interest/Addenda

A firm requesting the RFQ will be included on the Notification of Interest List and will receive any addenda/clarifications.



4.3 Inquiries/Questions

Questions regarding this project must be directed via e-mail to the designated Davie County representative for this RFQ: Construction Management at-Risk prior to the Inquires and Questions Deadline date and time shown on the cover sheet of this RFQ. To ensure fair consideration for all Firms and to maintain equal access to information, prospective Firms shall not contact anyone other than the designated Davie County representative prior to the award decision. Any attempts to contact other County representatives may result in disqualification. Any changes or additions to the RFQ information will be emailed to each Consultant who is on the Notification of Interest List. Oral answers will not be authoritative.

4.4 Selection Process

A. Selection without Interviews

The SOQs will be evaluated based on the criteria identified in Section 5.0. Selections may be based solely on the SOQs and references.

B. Selection with Interviews

The SOQs will be evaluated based on the criteria identified in Section 5.0. The County reserves the right to make a selection based on the qualifications submitted or to conduct interviews. If the County decides to conduct interviews, firms will be selected to interview based on their SOQ and references. The firms being interviewed will have the opportunity to detail their qualifications, approach to the project, and their ability/expertise to furnish the services required for this project based on prior experience. Interview presentations will be limited to personnel who are slated to be directly and in continuous contact with the Davie County Parks and Recreation Department and Project Manager for this project. If a firm chooses to distribute a “leave behind” during an interview the document can only be one page in length. Final selection will be based on the SOQ, references and the interview.

C. Notification

A preferred Firm and one or more alternates will be selected and notified of their status at the completion of the selection process.

D. Board Approval and Contract Execution

The designated Davie County representative will request the Board of County Commissioners’ authorization to negotiate and execute a contract with the preferred Firm. If after discussion and negotiation, the parties do not agree on a mutually acceptable fee, designated Davie County representative will terminate negotiations with the selected Firm, and at its sole discretion, enter into negotiations with the alternate firm. The County reserves the right to withhold the award for any reason, elect not to proceed with any of the respondents, modify the scope of the work, or re-solicit RFQs.

4.5 Team Composition

Davie County reserves the right to request a change in the Firms team composition. The request may pertain to a specific member(s) of the consultant team or their sub-consultants.



Failure to come to agreement on specific team members may result in the County electing to exclude the firm from consideration, or if this request occurs during contract negotiations, to terminate negotiations and commence negotiation with the alternate firm.

4.6 Schedule for Process

Process Milestone	DATE
ADVERTISEMENT	February 7, 2018
INQUIRY / QUESTION DEADLINE	February 26, 2018
STATEMENT OF QUALIFICATION DUE	March 16, 2018
INITIAL EVALUATION (SHORT LIST)	March 19, 2018
INTERVIEWS / Ranking of Firms	March 21, 2018

5.0 SELECTION CRITERIA

The selection of a CMR shall be based on qualifications presented in written and graphic information, interviews (if conducted), past performance, and reference checks. Firms shall be evaluated using the qualifications, past performance, and expertise of key project team members in projects of a similar nature. This RFQ requests information and examples of “prior” completed work experience to demonstrate competence and qualify their professional experience.

This RFQ does not request, nor can the County consider any preliminary schedule work, cost analysis, logistics, fees or related work products associated with the proposed project(s). Any such work submitted in an SOQ and/or interview shall be completely disregarded by the County per NC General Statute 143-64.31 and may result in disqualification.

Criteria for selection will include, but not necessarily be limited to the following:

- **Professional Expertise:** Davie County has a commitment to quality. Potential firms should be able to demonstrate quality by the use of similar previous experiences.
- **Management/Technical Expertise:** Potential firms should be able to demonstrate expertise and past success in pre-construction and construction project management, constructability, cost control, and scheduling.
- **Local Knowledge and Permitting Experience:** Strong consideration will be given to teams demonstrating knowledge of the local permitting process and requirements. Recent experience submitting similar projects to code enforcement and other regulatory agencies will also be important.
- **Past Performance – Proven Similar Experience:** The SOQ documentation shall *demonstrate direct and personal* experience of the members of the Construction Manager team in the construction of new construction projects and/or new parks and outdoor recreational facilities. The firm shall submit projects only for work that can be attributed to key members of the CMR team being proposed for this project. Firm experience in similar projects attributed to staff no longer with the



firm will not be considered relevant. Similarly, firm experience attributed to staff not being proposed as a key member of the team for this project will not be considered relevant.

6.0 SUBMITTAL REQUIREMENTS

Each SOQ should accurately reflect the work completed by each firm(s). Accordingly, each discipline represented must follow the guidelines developed by its governing NC Board as to representation of prior experience. If a discipline does not have specific guidelines, then they shall follow North Carolina Board of Architects, Architectural Practice Act Rules of the State Board, 21NCAC 02.0229. Non-compliance with the board(s) requirements may result in disqualification.

Prospective Firms shall submit One (1) paper copy and One (1) DVD of their SOQ. Submittals must be printed on 8.5x11 recycled paper, printed front and back, bound with one staple in top left corner. No flash drives, three-ring notebooks, spiral bindings, plastic covers, cover sheet, dividers, cover letters or any other materials will be accepted. Paper copy(s) and DVD(s) shall be placed in an envelope and labeled with the project name. For purposes of following the maximum page counts listed below, a sheet printed on both sides will count as two pages. Submittals shall rigorously follow the requested format and sequence; non-compliance with the format requirements may result in disqualification. Submittals shall be organized in the following manner:

6.1 Firm Information (2 pages maximum)

Provide CMR firm information including type of business (sole proprietorship, partnership, corporation or joint venture), location of office(s) and staff size. For any team partners, please provide the same information as requested for the CMR. For any team members please indicate diversity and list of any Office of Historically Underutilized Business Statewide Uniform Certification. Provide a description of the project team with an organizational chart, including Pre-Construction and Construction and listing key individuals, job classification and responsibilities. Provide the General Contractor NC license number.

Note: Clearly identify the legal entity that would enter into the contract with the County and include location of company headquarters, local office location, type of business (sole proprietorship, partnership, corporation, and joint venture), state of incorporation or organization and the name and title of the person authorized to enter in to an agreement.

6.2 Individual Qualifications/Experience (7 pages maximum)

Provide a brief description of the qualifications and experience of the key individuals who will be actively involved in the project for both Pre-Construction and Construction respectively. Clearly identify experience with similar projects, job classification & qualification, the specific role and responsibilities that individuals performed in the past, and the employer at the time of the project.



6.3 Similar Projects Experience (7 pages maximum)

Illustrate a minimum of five (5) projects completed and built during the last ten (10) years for which the CMR provided, or is currently, providing, construction services which are most related to the Davie High School Repurposing project. List the projects in priority order, with the most-similar project listed first. At least five of the projects must be completed construction. Add team members for partners as needed. A high value will be placed on successful projects completed by the same project team as the one being proposed in the SOQ.

Provide the following information, along with project graphics, pictorials and narratives, for each project included in the checklist above and organizing the information in the sequence shown:

- Project name, location, and status
- Project architect of record and architect's project manager
- Project description
- Project owner (name, address, telephone number, and email address of contacts)
- Project construction schedule (initial construction duration at time of GMP and actual duration)
- Project construction cost (contracted at GMP and final)
- Project size in gross square feet
- Project change order total amounts for completed construction projects
- Description of services provided for the project
- Major subcontractors (Site, Civil, Plumbing, Mechanical, Electrical)
- CM Project Manager (individual responsible to the client for the overall success of the project)
- Key CM team members (preconstruction and construction including project executive, project manager, project superintendent(s) and project engineers responsible for the work and the firm they were employed with at the time of the project work). If the firm has multiple offices, indicate which office managed the similar project
- Minority / Women / Small Business Enterprises (M/W/SBE) participation % in relation to total construction cost
- List whether there is any litigation with respect to the project, whether your firm was a party to the litigation, and the outcome of the litigation.

6.4 Submittal Deadline

Proposals must be received by **March 16th, 2018** by **4:00pm**. Late submittals will not be accepted. It is the responsibility of each firm submitting a submittal to ensure that the required copies of the document arrive by the submittal deadline. **Proposals must be sent to the Davie County designee:**



Davie County Government
Brad Blackwelder
CIP Project Manger
123 S. Main St
Mocksville, NC. 27028
bblackwelder@daviecountync.gov

Indicate on the outside envelope: Davie County High School Re-Purposing Project

It is the responsibility of the proposer to ensure that the proposal is received by the date and the time specified. Late submittals in any format will be rejected without consideration.

7.0 GENERAL INFORMATION

7.1 Submittal Ownership and Costs

Upon submission, all information becomes the property of the County, which has the right to use any or all ideas presented in any submission in response to the RFQ, whether or not the submittal results in a contract with the submitting CMR. All costs for development of the written submittal and the oral presentation is entirely the obligation of the CMR and shall not be remunerated in any manner by the County.

7.2 Non-Warranty of Request for Qualifications

Due care and diligence has been used in preparing this RFQ. However, the County shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the Firm to ensure that they have all information necessary to affect their submittals.

7.3 Request for Clarification

Davie County reserves the right to request clarification of information submitted and to request additional information of one or more Firms or from the contact persons provided for projects, either orally or in writing.

7.4 Acceptance/Rejection of Submittals

Davie County reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in the County's judgment, best serve the interest of the County. The respondent acknowledges that this RFQ is a solicitation for Qualifications and is not a contract or an offer to a contract.

7.5 Collusion

The Firm, by submitting a Qualifications Statement, declares that the submission is made without any previous understanding, agreement, or connections with any persons, Consultants,



or corporations making a competing submission on the same project, and that it is all respects, fair, and in good faith without any outside control, collusion, or fraud.

7.6 Consideration of Submittals

Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFQ. The Project Team must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the County. The County reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions before recommending any award.

7.7 Americans with Disabilities Act (ADA) Compliance

Davie County will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. Davie County will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Davie County programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify County Staff.

7.8 Minority/Women and Small Business Enterprises

It is the policy of Davie County to provide minorities, women, and small business enterprises equal opportunity for participating in all aspects of the County's contracting and procurement programs, including but not limited to employment construction development projects, and materials/services, consistent with the laws of the State of North Carolina. The policy of Davie County prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of Davie County to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination. Davie County has a commitment to promote this type of participation in County projects, and to the creation of project teams that include and assign importance to social and cultural diversity.

7.9 Insurance and Indemnity Requirements

Prior to executing a contract with the County the consulting firm must supply certificates of insurance endorsed with amounts equal to or greater to the amounts outlined in this section. To the extent permitted by law the Firm shall indemnify and save harmless Davie County, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the Firm in the performance of professional services under this contract. The Firm further agrees to purchase and maintain during the life of this contract with an insurance company acceptable to Davie County and authorized to do business in the State of North Carolina the following insurance:

Automobile: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/ \$1,000,000 each occurrence.



Comprehensive general Liability: Bodily injury and property damage liability insurance as shall protect the Firm from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. Davie County shall be an additional insured for General Liability. This shall be noted on the Insurance Certificate.

Firm’s Professional Liability: In a limit of not less than \$2,000,000.

Workers’ Compensation and Occupational Disease Insurance: Coverage A - Worker’s Compensation: Meeting the statutory requirements of the State of N.C. Coverage B - Employer’s Liability: \$500,000 each accident / \$500,000 disease - each employee / \$500,000 disease - policy limits.

Certificates of such insurance will be furnished to Davie County and shall contain the provision that Davie is given thirty days written notice of any intent to amend or terminate by either the Consultant or the insuring company.

8.0 PERFORMANCE AND PAYMENT BOND

Upon execution of a contract with the County, the consulting firm must supply a Performance and Payment Bond pursuant to NCGS 44A-26.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Davie does not discriminate in any of its programs and activities. The Firm awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability. In addition to these requirements, the successful Firm shall comply with all civil rights requirements applicable to transportation-related projects.

Note: The County reserves the right to reduce the scope of work of a CMR and re-assign work to other “formally” selected CMRs and to terminate the services contract of the selected CMR based on the firm’s non-performance (i.e. schedule, responsiveness, quality of services, accuracy of estimates, etc.), the firm’s workload and/or the availability of CMR team staff described in the firm’s submittal. Further, it is expected that staff proposed for the project team by the CMR will remain on the project team to completion of pre-construction and construction, respectively, based on the service phase for which they were expected to perform. Removal of proposed staff from the team by the CMR shall require written approval of the County. The County reserves the right to remove any or all work scope described above in this RFQ.

END OF REQUEST FOR QUALIFICATIONS



REFERENCE MATERIALS

(See proceeding attachment)



ATTACHMENT 1 Overall Park Master Plan





ATTACHMENT 2

PHASE I

