

Request for Proposals
by
The State of North Carolina
By and Through
The University of North Carolina
at
Charlotte

FOR
CONSTRUCTION MANAGER
AT RISK
AND
PROVIDING A GUARANTEED MAXIMUM
PRICE FOR CONSTRUCTION OF
SCOTT HALL RENOVATION

TO PROVIDE PROFESSIONAL CONSTRUCTION
MANAGEMENT SERVICES DURING PORTIONS OF THE
DESIGN PHASE AND, IF THE GMP IS APPROVED, DURING
THE CONSTRUCTION OF THE PROJECT THROUGH TRADE
CONTRACTS HELD BY CONSTRUCTION MANAGER

TABLE OF CONTENTS

Advertisement

RFP Data Sheet

Qualifications Questionnaire

The University of North Carolina at Charlotte is accepting proposals for Construction Manager at Risk for the **Scott Hall Renovation** project. Limit the size of your submittal document to no greater than 12 ½ inches in height and 9 ½ inches in width and no more than **50 pages**. **Five copies** of submittals and **one PDF version** (CD/DVD/USB Drive) are due to Joyce Clay, by **2:00 p.m., Thursday, July 9, 2015**. Do not transmit any submittal information via email or any other type of electronic format.

A **MANDATORY** Pre-Proposal Meeting will be held in at **2:00 p.m., Tuesday, June 30, 2015** in the Cone University Center, Room 112, on the UNC Charlotte campus. Cone University Center is #5 on the campus map – <http://facilities.uncc.edu/maps>. Parking is available in Cone Parking Decks 1 & 2. Follow <http://facilities.uncc.edu/advertisements> for updates to this requirement. Scott Hall is building #503 on the campus map. A tour of Scott Hall will be conducted following the mandatory pre-proposal meeting.

Submittals shall be addressed to:

Attn: Ms. Joyce Clay
Facilities Management - Capital Projects
University of North Carolina at Charlotte
9201 University City Boulevard
Charlotte NC 28223-0001

The Construction Manager at Risk for this project will be chosen based on the criteria set forth in this request for proposal with a particular emphasis on demonstrated:

- Workload that is able to accommodate the addition of this project.
- Record of successfully completed projects of similar scope without legal or technical problems.
- Previous experience with the public owner, a good working relationship with owner representatives, projects completed in a timely manner and an acceptable quality of work.
- Key personnel that have appropriate experience and qualifications.
- Relevant and easily understood graphic or tabular presentations.
- Completion of Construction Manager-At-Risk projects in which there were few differences between the guaranteed maximum price and final cost.
- Projects that were completed on or ahead of schedule.
- Recent relevant project experience with project costs and schedules.
- Construction administration capabilities.
- Proximity to and familiarity with the area where the project is located.
- Quality of compliance plan for minority business participation as required by G.S. 143-128.2
- Other factors that may be appropriate for the project.

Project Description: The project scope of work includes the renovation of Scott Hall which is a 12 story structure built in 1969, comprised of approximately 109,654 square feet. The renovation will require the building to meet the current code requirements, upgrades of the elevator equipment, new mechanical systems, new electrical systems, full window replacements, possible full roof replacement, a brick clad façade on the exterior of the building, and the possible re-design of the individual student rooms. This building has a fully addressable sprinkler and fire alarm system. Work will begin in May of 2017 and must be complete for occupancy in July of 2018.

Submittals shall emphasize the achievements and qualifications of the proposed team members for the project. Information provided on previous relevant projects shall indicate what proposed team members worked on which project and their project role.

Submittal Review Process:

All submittals will be reviewed by the University Evaluation Committee. The preliminary evaluation process will be completed July 16, 2015 and firms identified for interviews will be notified thereafter. Interviews with the short-listed firms will be conducted on August 6, 2015.

Other information:

Complete proposals should adhere and/or include the following documents and forms:

- CM Advertisement
- RFP Data Sheet
- CMR Qualifications Questionnaire

CMR Forms Section I, II, III are also applicable and can be found at the State Construction Office website – <http://www.nc-sco.com/cmforms.aspx>. Note: For Appendix F, HUB Plan refer to Minority Business Participation Guidelines – www.nc-sco.com/docBidding.aspx

Women and minority owned business enterprises are encouraged to respond to this RFP.

For purposes of coordination, the primary contact for project information is;

Brian Kugler
Senior Project Manager
Facilities Management – Capital Projects
Telephone: 704-687-0522
Email: bhkuqler@uncc.edu

**UNC CHARLOTTE
Scott Hall Renovation**

RFP DATA SHEET	
Item	Datum
Description of Project	The project scope of work includes the renovation of Scott Hall which is a 12 story structure comprised of approximately 109,654 square feet. The renovation will require the building to meet the current code requirements, upgrades of the elevator equipment, new mechanical systems, new electrical systems, full window replacements, possible full roof replacement, a brick clad façade on the exterior of the building, and the possible re-design of the individual student rooms. This building has a fully addressable sprinkler and fire alarm system. Work will begin in May of 2017 and must be complete for occupancy in July of 2018.
Issuing Office	University of North Carolina at Charlotte – Facilities Management – Capital Projects
The constituent university where the Project will be constructed	The University of North Carolina at Charlotte
Website address (URL) for posting of notices regarding this project.	http://facilities.uncc.edu/advertisements
Expected Date of Completion of Design	December 2016
Project Designer & Consultants	KSQ/Peterson
CM Selection Schedule	Mandatory Pre-Proposal Meeting – June 30, 2015 at 2:00 PM, Cone University Center Room 112, on the UNC Charlotte campus. Proposal Due Date – July 9, 2015 by 2:00 PM Evaluation Committee Shortlist – July 16, 2015 CM Interviews – August 6, 2015 Final Selection – mid August 2015

<p>Project Construction Cost</p>	<p>Total Project Budget is \$19,000,000 which includes all design costs, CM fees, University Support, construction costs, material testing, and inspections.</p> <p>For budgetary considerations, CM fee and General Conditions is set at 9% of cost of work as a general target.</p>
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STATE OF NORTH CAROLINA

Qualifications Questionnaire for Construction Manager at Risk

Due Date: July 9, 2015 at 2:00 pm.

Submitted to: Joyce Clay

Facilities Management/Capital Projects
University of North Carolina at Charlotte
9201 University City Boulevard
Charlotte NC 28223-0001
704-687-0615

Project Title: Scott Hall Renovation

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Proposer's Name and Principal Office serving this project:

(Include Company Name and address along with the name of the contact person with telephone number and e-mail address)

Profile of Proposer:

- A. Give corporate history of the company including organizational structure, years in business and evidence of authority to do business in North Carolina.
- B. Provide annual workload for each of the last five (5) years; number of projects and total dollar value.
- C. List projects for which the company is currently committed including name & location of each project, time frame to complete & dollar volume of each project.
- D. Financials – Attach latest balance sheet and income statement if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. Indicate Dunn & Bradstreet rating if one exists. (Firms must submit financial data and may clearly indicate a request for confidentiality to avoid this item becoming part of a public record.)
- E. Attach letter from Surety Company or its agent licensed to do business in North Carolina verifying proposer's capability of providing adequate performance and payment bonds for this project.
- F. List all construction projects performed by the proposer for agencies and institutions of the State of North Carolina during the past 10 years.
- G. Litigation/Claims. If yes to any of the questions below, list the project(s), dollar value, contact information for owner and designer and provide a full explanation with relevant documentation.

1. Has your company ever failed to complete work awarded to it? ___Yes ___No
2. Has your company ever failed to substantially complete a project in a timely manner (i.e. more than 20% beyond the original contracted, scheduled completion date)? ___Yes ___No
3. Has your company filed any claims with the North Carolina State Construction Office within the last five years? ___Yes ___No
4. Has your company been involved in any suits or arbitration within the last five years? ___Yes ___No
5. Are there currently any judgments, claims, arbitration proceedings or suits pending or outstanding against your company, its officers, owners, or agents? ___Yes ___No
6. 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
7. Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina? ___Yes ___No

Project Experience

- A. List three projects of similar size, scope and complexity performed by the proposer.
- B. For each of the three projects, include specific details on the extent to which pre-construction & construction phase services were provided.
- C. For the three projects listed above where CM services were provided, list the Guaranteed Maximum Price (if given), or if not given, the estimated cost provided by you, and the total cost of the project at completion.
- D. For each of the three projects above where CM services were provided, compare the number of days in the original schedule with the number of days taken for actual completion.
- E. For each of the three projects listed above, attach project owner references including the name, address, telephone and fax numbers, and e-mail address of the project owner representative.

Key Personnel

- A. List of key personnel who will be assigned to the project. Attach sworn statement that the above persons will be exclusively assigned to this project for its duration.
- B. For each person listed above, list what aspects of pre-construction or construction the person will handle. For those persons who will divide their time between pre-construction and construction phases, indicate what percentage of their time will be devoted to each phase.

- C. For each person listed in response to A & B above, list his/her experience with firm, other prior and relevant experience with projects of similar size and scope in construction/design, and the person's location. Attach the resumes and references for each person listed.
- D. Attach project organizational chart indicating the placement of each of the persons listed in response to A & B above.

Project Planning

- A. Provide a brief, overall description of how the project will be organized and managed, and how the services will be performed in both Pre-Construction and Construction Phases. Project planning that offers the same project manager for pre-construction and construction phases shall be given preference.
 - a. Value Engineering
 - b. Constructability Issues
 - c. Cost Model/Estimates
 - d. Project Tracking/Reporting
 - e. Request for Information (RFI) and Shop Drawings
 - f. Quality Control
 - g. Schedule and Staffing Plan
- B. 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.

This the _____ day of _____, 20_____

****COMPANY NAME****

By: _____

Title: _____

Attest:

(Corporate Seal)

VERIFICATION

I HEREBY CERTIFY THAT THE RESPONSES OF _____
ARE CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND FOR THOSE
RESPONSES GIVEN WHICH ARE BASED ON INFORMATION AND BELIEF, THOSE RESPONSES
ARE TRUE AND CORRECT BASED ON MY PRESENT BELIEF AND INFORMATION.

This the _____ day of _____, 20_____

COMPANY NAME

By: _____

(Corporate Seal)

President

Attested: _____

Secretary

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public in and for the County and State aforesaid, hereby
certify that _____ personally came before me this day and acknowledged that
he/she is secretary of _____ and that by authority duly given and as the act of the corporation,
the foregoing instrument was signed in its name by its president, sealed with its corporate seal, and attested by
him/herself as is secretary.

Witness my hand and official seal, this the ____ day of _____, 20____.

Official Signature of Notary

_____, Notary Public
Notary's Printed or Typed Name

My Commission Expires: