

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
FACILITIES OPERATIONS / PARKING
SERVICES COMPLEX

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

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Advertisement

RFP Data Sheet

Qualifications Questionnaire

The University of North Carolina at Charlotte is accepting proposals for Construction Manager at Risk for the **Facilities Operations / Parking Services Complex** 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 (25 pages if printing double sided)**. The page limit includes all printed pages, but not covers, tabs, clear covers, blank pages, cardstock backs, or financial information, which shall be submitted separately in a sealed envelope marked “Financials – Confidential.” **Five print copies** of submittals and **one digital** (CD/DVD/USB) are due to Joyce Clay, by **2:00 p.m., Tuesday, August 2, 2016**. Do not transmit any submittal information via email or any other type of electronic format.

A **mandatory** Pre-proposal Meeting will be held at 10:00 a.m., Thursday, July 21, 2016 in the Friday Building (#35 on the campus map – <http://facilities.uncc.edu/maps>). Paid Visitor Parking is available in East Deck 1.

Submittals shall be addressed to:

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 contract 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 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 is for the construction of a new complex to house Facilities Operations, Parking and Transportation Services, and Receiving and Stores facilities to include site development, separate or shared facilities, and material storage sheds, a warehouse, and a covered area.

This project will include an Early Site Package beginning construction in May 2017 continuing into the Balance of Work package beginning in September 2017. Construction completion will be before August 2018.

Location: The Facilities Operations/Parking Services Complex site is located on and/or adjacent to Lot 25 on the north side of campus.

Submittal Review Process:

All submittals will be reviewed by the University Evaluation Committee. The preliminary evaluation process will be completed August 18, 2016 and firms identified for interviews will be notified thereafter. Interviews with the short-listed firms will be conducted in late August or early September 2016.

Other information:

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

- CM Advertisement
- RFP Data Sheet
- CMR Qualifications Questionnaire, including required sections of the SF 330.

CMR Forms Section I, II, III are also applicable and can be found at the State Construction Office website – <http://www.nc-sco.com/cmrfirms.aspx> under Construction Manager at Risk (CMAR) Forms.

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

Selection Criteria:

In selecting the three firms to be presented to the Appropriate Authority, the Pre-selection Committee should take into consideration in the evaluation of the proposals such factors as:

1. Workload that is fully able to accommodate the addition of this project.
2. Record of successfully completed projects of similar scope without major legal or technical problems.
3. Previous experience with the Owner, a good working relationship with Owner representatives, have completed projects in a timely manner and have performed an acceptable quality of work.
4. Key personnel that have appropriate experience and qualifications.
5. Relevant and easily understood graphic or tabular presentations.
6. Completion of CM-at-Risk projects in which there was little differences between the GMP and final cost.
7. Projects that were completed on or ahead of schedule.
8. Recent experience with project costs and schedules.
9. Construction administration capabilities.
10. Proximity to and familiarity with the area where the project is located.

11. Quality of compliance plan for minority business participation as required by N.C.G.S. 143-128.2.
12. Other factors that may be appropriate for the project, such as experience with NC State Construction Office (SCO).

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

Brian A. H. Kugler, PE
Senior Project Manager
Facilities Management – Capital Projects
Telephone: 704-687-0522
Email: bhkugler@uncc.edu

**UNC CHARLOTTE
Facilities Operations / Parking Services Complex**

RFP DATA SHEET	
Item	Datum
Short Description of Project	The project is for the construction of a new complex to house Facilities Operations, Parking and Transportation Services, and Receiving and Stores facilities to include site development, separate or shared facilities, and material storage sheds, a warehouse, and a covered area.
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	July 2017
Project Designer & Consultants	TBD
CM Selection Schedule	Pre-Proposal Meeting – July 21, 2016, 10:00-11:00 am Proposal due date - August 2, 2016, 2:00 pm Evaluation Committee Shortlist – August 18, 2016 CM Interviews – Late August/Early September 2016
Project Construction Cost	Total Project Authorization is \$22,800,000 which includes all design costs, CM fees, University Support, construction costs, material testing, and inspections. CM fee and general conditions is targeted at 9% of cost of work, as general target for budgetary considerations.

STATE OF NORTH CAROLINA
University of North Carolina at Charlotte
Qualifications Questionnaire for Construction Manager at Risk

Due Date: August 2, 2016, 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

Provide all Information below in the order listed:

Project Title: UNC Charlotte – Facilities Operations/Parking Services Complex, Charlotte, NC

Cover Letter: Contractor’s Option to provide a cover letter.

Table of Contents: Provide a Table of Contents.

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 (This will be a single separate envelope and will not be included in the page count) – In a separate sealed envelope, provide a single copy of the 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:

Download the SF 330 form from the following link:

<http://www.gsa.gov/portal/forms/download/116486>

- A. List up to ten projects of similar size, scope and complexity performed by the proposer.
- B. Use SF 330 Part I Section F Sub-Sections 20-24 (omit Sub-Section 25). Projects that were completed within the last 10 years are preferred. Contractors may list projects currently in construction or pre-construction, though completed projects will be given greater consideration. Include a separate Section F from for each project. **Note that Section F, Sub-Section 23 a, b, and c require the name of the project owner, a project owner's contact, and the contact's telephone number. This data will serve as the reference information. Along with the phone number also provide the owner contact's e-mail address. No separate reference section will need to be submitted.**

- C. Provide the following information on the SF 330 Section F Sub-Section 24. Provide at least one project photo in Sub-Section 24 as well.
 - a. For each of the ten or fewer projects, include specific details on the extent to which pre-construction & construction phase services were provided.
 - b. For each of the 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.
 - c. For each of the 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.
 - d. Identify if the project was monitored by NC State Construction Office (SCO).
- D. Provide one SF 330 Part I Section G Form filling out Sub-Sections 26-29.

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. Use SF 330 Part I Section E to provide resumes. **Note that reference information will not be provided on Section E directly, but will be provided with the sample projects. It is expected that the sample projects submitted on the SF 330 Section F were performed by the key personnel whose resumes are being provided on the SF 330 Section E.** If key personnel have not worked on sample projects, provide separate references for this person at the end of Attachment D. Provide a separate Section E for each resume. (The resumes will be provided as part of Attachment D at the back of the submittal.)
- E. Provide project organizational chart indicating the placement of each of the persons listed in response to A & B above as Attachment E at the back of the submittal.

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.

Submittal Assembly:

Provide Attachments in this order:

- A. Copy of State of NC Contractor's License
- B. Letter from Surety Company
- C. Sworn Statement (listed personnel will be exclusively assigned to this project for the duration)
- D. Resumes (utilizing SF 330 Part I Section E). If Personnel has not worked on any of the sample projects listed in the SF 330 Section F, then include references for this person behind the SF 330 Section E forms.
- E. Organizational Chart
- F. Financials (Balance sheet and income statement if available). **This should be submitted separately in a sealed envelope, as a single copy and will not count towards the 50 pages!**

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: