Request for Proposals

for

The State of North Carolina

Through

The University of North Carolina

at

Charlotte

**For**

**Construction Manager**

**At Risk**

**FOR**

**Bioinformatics 4th Floor Build-Out**

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The University of North Carolina at Charlotte is accepting proposals for Construction Manager at Risk for the Bioinformatics 4th Floor Build-Out. 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 print copies** of submittals and **one digital (CD/DVD/USB)** are due to Joyce Clay, by **2:00 p.m., Wednesday, January 29, 2020**. Do not transmit any submittal information via email or any other type of electronic format.

A **mandatory** pre-proposal meeting will be held at 11:00 a.m. Tuesday, January 21, 2019 in Room 111, Cone University Center, on the UNC Charlotte campus. The Cone University Center is building #5 on the campus map – <http://facilities.uncc.edu/maps>. Parking is available in Cone Deck 1 & 2. Follow <http://facilities.uncc.edu/advertisements> for updates.

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 can accommodate the addition of this project.
* Record of successfully completed projects of similar scope to include renovation/buildout in occupied facilities.
* 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

Project Description:

The project is for the build-out of approximately 24,000 gross square feet in the Bioinformatics building, constructed in 2007. The facility currently occupies the College of Computing and Informatics’ Department of Bioinformatics and Genomics on floors one through three. These floors contain administrative offices, classrooms, meeting rooms and research labs. The fourth floor is currently “shell” space which is the “build -out” for this project.

The project will provide interdisciplinary research space to support UNC Charlotte’s need for labs and faculty offices. Recently completed Advance Planning identified a proposed concept and determined work required to the HVAC, fire alarm, ITS, plumbing, electrical, and laboratory systems. The project will include both computational and experimental research labs, lab support space, faculty offices, and space for graduate research assistants.

The design will be consistent with the University’s design guidelines (<https://facilities.uncc.edu/business-opportunities/design-and-construction-manual>).

In your submittal, please emphasize the achievements and qualifications of those persons who would be working on this project. If you present information on previous projects, please provide a matrix indicating which team members worked on which project(s). If projects were performed while with a different firm, please indicate which project(s) and with what firm(s).

Submittal Review Process:

All submittals will be reviewed by the University Evaluation Committee. The preliminary evaluation process will be completed by mid February 2020 and firms identified for interviews will be notified thereafter. Interviews with the short-listed firms will be conducted in March 2020.

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 and Appendix A through H are also applicable and can be found at the State Construction Office website – <https://ncadmin.nc.gov/businesses/construction/forms-documents> Note: Appendix F, HUB Plan (The University of North Carolina Plan to Increase Utilization of Historically Underutilized Businesses in Construction Projects, dated May 2002) is available at the UNC System website – <https://www.northcarolina.edu/design-and-construction/historically-underutilized-business-hub>

Women and minority owned business enterprises are encouraged to respond to this RFP. Additional information may be obtained from Dorothy Vick ([dlvick@uncc.edu](mailto:dlvick@uncc.edu)), the UNC Charlotte Historically Underutilized Businesses (HUB) Coordinator.

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

Elizabeth Frere PLA

Project Manager

Facilities Management – Capital Projects

Telephone: 704.687.0558

Email: efrere@uncc.edu

**UNC CHARLOTTE**

**Bioinformatics 4th Floor Build-Out**

|  |  |
| --- | --- |
| RFP Data Sheet | |
| **Item** | Datum |
| Description of Project | The project is for the build-out of approximately 24,000 gross square feet in the Bioinformatics building, constructed in 2007. The facility currently occupies the College of Computing and Informatics’ Department of Bioinformatics and Genomics on floors one through three. These floors contain administrative offices, classrooms, meeting rooms and research labs. The fourth floor is currently “shell” space which is the “build -out” for this project.  The project will provide interdisciplinary research space to support UNC Charlotte’s need for labs and faculty offices. Recently completed Advance Planning identified a proposed concept and determined work required to the HVAC, fire alarm, ITS, plumbing, electrical, and laboratory systems. The project will include both computational and experimental research labs, lab support space, faculty offices, and space for graduate research assistants |
| 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 2020 |
| Project Designer & Consultants | LS3P  McCracken & Lopez  RFD |
| CM Selection Schedule | Mandatory Pre-Proposal Meeting – January 21, 2020 at 11:00 AM, Room 111, Cone University Center, #5 on the UNC Charlotte campus.  Proposal due date – January 29, 2020  Evaluation Committee Shortlist – Mid February 2020  CM Interviews – March 2020  Final selection – March 2020 |
| Project Construction Cost | Total Project Authorization is $10,500,000 which includes all design costs, CM fees, University Support costs, construction costs, materials testing, and inspections.  CM fee and general conditions is set at 10% 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: January 29, 2020** **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

**Provide all Information below in the order listed:**

**Project Title:** Bioinformatics 4th Floor Build-Out

**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:**

1. Give corporate history of the company including organizational structure, years in business and evidence of authority to do business in North Carolina.
2. Provide annual workload for each of the last five (5) years; number of projects and total dollar value.
3. List projects for which the company is currently committed including name & location of each project, time frame to complete & dollar volume of each project.
4. 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.)
5. 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.
6. List all construction projects performed by the proposer for agencies and institutions of the State of North Carolina during the past 10 years.
7. 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.
8. Has your company ever failed to complete work awarded to it? \_\_\_Yes \_\_\_No
9. 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
10. Has your company filed any claims with the North Carolina State Construction Office within the last five years? \_\_\_Yes \_\_\_No
11. Has your company been involved in any suits or arbitration within the last five years? \_\_\_Yes \_\_\_No
12. Are there currently any judgments, claims, arbitration proceedings or suits pending or outstanding against your company, its officers, owners, or agents? \_\_\_Yes \_\_\_No
13. 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
14. 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>

1. List up to ten projects of similar size, scope and complexity performed by the proposer.
2. 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 form 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.**
3. 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.
   1. For each of the ten or fewer projects, include specific details on the extent to which pre-construction & construction phase services were provided.
   2. 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.
   3. 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.
   4. Identify if the project was monitored by NC State Construction Office (SCO).
4. Provide one SF 330 Part I Section G Form filling out Sub-Sections 26-29.

**Key Personnel**

1. 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.
2. 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.
3. 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.
4. Attach project organizational chart indicating the placement of each of the persons listed in response to A & B above.

**Project Planning**

1. 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.
2. Value Engineering
3. Constructability Issues
4. Cost Model/Estimates
5. Project Tracking/Reporting
6. Request for Information (RFI) and Shop Drawings
7. Quality Control
8. Schedule and Staffing Plan
9. 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**.

**Provide Attachments in this order:**

1. Copy of State of NC Contractor’s License
2. Letter from Surety Company
3. Sworn Statement (listed personnel will be exclusively assigned to this project for the duration)
4. 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.
5. Organizational Chart
6. 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: