

**Request for Proposals
for
The State of North Carolina
Through
The University of North Carolina
at
Charlotte**

**FOR
CONSTRUCTION MANAGER
AT RISK**

**AND
PROVIDING A GUARANTEED MAXIMUM PRICE FOR
CONSTRUCTION OF**

PROSPECTOR DINING MID-LEVEL REFRESH

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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 **Prospector Dining Mid-Level Refresh** 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 **40 pages**. **One print copy** of submittals and **one digital (USB)** are due to La'Keya Hewlin, by **2:00 p.m., Tuesday, July 22, 2025**. Do not transmit any submittal information via email or any other type of electronic format.

A Pre-Proposal Meeting will be held at **9:00 a.m., Wednesday, July 9, 2025** in Smith Building (#12 on the campus map – <http://facilities.charlotte.edu/maps>), Room 201. Visitor parking is available for payment in East Deck 1 or Union Deck (levels 4-6). A tour of the building will take place immediately following the meeting.

Submittals shall be addressed to:

La'Keya Hewlin
The University of North Carolina at Charlotte
Design and Construction
Facilities Management
9151 Cameron Blvd
Charlotte NC 28223-0001
Building No. 0055

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 fully able to accommodate the addition of this project.
- Record of successfully completed projects of similar scope (dining facilities in occupied facilities) without major legal or technical problems.
- Previous experience with renovation projects at a higher education institution.
- Completion of Construction Manager at Risk projects in which there were few differences between the guaranteed maximum price and final cost.
- Prior CM@R experience with NC State Construction Office (SCO).
- Projects that were completed on or ahead of schedule.
- Recent experience with renovation project costs and schedules.
- 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 will be a comprehensive renovation of dining facilities in the 100 level of the Prospector building. The project will include interior demolition and new interior construction of approximately 8,592 square feet. The project will refresh the space required by Chick-fil-A brand. It will include exploring expansion of the kitchen and increasing seating capacity to accommodate an increase in customers. The project will include new flooring, lighting and seating options in the existing seating area. Replacement of food service equipment, replacement of mechanical, electrical distribution and exhaust systems will also be included.

All other operations in the Prospector building will remain in operation during the construction. The contractor's access to the building, lay-down areas and space for storing materials is a critical consideration in the planning of the project.

Prospector is 44,000 square feet, was constructed in 1980 and is located at 9112 North Library Lane.

The design and construction will be consistent with the University's design guidelines (<https://facilities.charlotte.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 complete by early August, 2025 and firms identified for interviews will be notified thereafter. Interviews with the short-listed firms will be conducted mid August, 2025.

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/state-construction/forms-and-documents#construction-manager-risk-cmr-forms> 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/wp-content/uploads/reports-and-documents/finance-documents/hub-guidelines/unc_hub_guidelines2002_rev_7-10.doc

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

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

Amanda Felock
Project Manager
704-687-0534
afelock@charlotte.edu

RFP DATA SHEET	
Item	Datum
Description of Project	The project will be a comprehensive renovation of dining facilities in the 100 level of the Prospector building. The project will include interior demolition and new interior construction of approximately 8,592 square feet. The project will refresh the space required by Chick-fil-A brand. It will include exploring expansion of the kitchen and increasing seating capacity to accommodate an increase in customers. The project will include new flooring, lighting and seating options in the existing seating area. Replacement of food service equipment, replacement of mechanical, electrical distribution and exhaust systems will also be included.
Issuing Office	The University of North Carolina at Charlotte Facilities Management – Design & Construction
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.charlotte.edu/advertisements
Expected Date of Completion of Design	May 2027
Project Designer & Consultants	TBD
CM Selection Schedule	Pre-Proposal Meeting: Wednesday, July 9, 2025 at 9:00 a.m. in Smith Room 201 (building 12) Proposal due date: Tuesday, July 22, 2025 by 2:00 p.m. Evaluation Committee Shortlist – early August, 2025 CM Interviews – mid August, 2025 Final selection – late August, 2025
Project Construction Cost	Total Project Authorization is \$8,560,000 which includes all design costs, CM fees, University Support costs, construction costs, materials testing, and inspections.

STATE OF NORTH CAROLINA

Qualifications Questionnaire for Construction Manager at Risk

Due Date: July 22, 2025 at 2:00 pm.

Submitted to: La'Keya Hewlin
The University of North Carolina at Charlotte
Planning, Design and Construction
9151 Cameron Blvd
Charlotte NC 28223-0001
Building No. 0055

Provide all Information below in the order listed:

Project Title: Prospector Dining Mid-Level Refresh

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 – 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 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****

(Corporate Seal)

By: _____
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: