

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

FOR
CONSTRUCTION MANAGER
AT RISK

AND
PROVIDING PRECONSTRUCTION SERVICES AND A
GUARANTEED MAXIMUM PRICE FOR CONSTRUCTION OF

SMITH COMPREHENSIVE
RENOVATION

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Introduction

The University of North Carolina at Charlotte is accepting proposals for Construction Manager at Risk for the **Smith Comprehensive 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 **40 pages. One print copy** of submittal and **one digital (USB)** are due to Cheryl Walker, **by November 20, 2025, by 2:00PM**. Do not transmit any submittal information via email or any other type of electronic format.

A Pre-Proposal Meeting will be held at **11:00AM, Wednesday, November 5, 2025, in the Smith Building, 319 Library Lane, Charlotte, NC 28223, Room 202**. See the campus map – <http://facilities.charlotte.edu/maps>) - for meeting location and closest visitor parking. Parking Permits can also be obtained by emailing Lakeya Hewlin lakeya.hewlin@charlotte.edu with Name, cell phone, car type, tag, and car color information.

Submittals shall be addressed to:

Cheryl Walker
The University of North Carolina at Charlotte
Planning, Design and Construction
Facilities Management
9151 Cameron Blvd. 2nd Floor
Charlotte NC 28223-0001
Building No. 0055 (Building Address: 9151 Cameron Blvd)

The Construction Manager at Risk will be selected based on the firm most qualified to meet the criteria set forth in this request for proposal with a particular emphasis on demonstrated:

- Workload that is fully able to accommodate this project.
- Records of successfully completed projects of similar scope (renovation and expansion of existing labs and engineering 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.
- Project staffing that has demonstrated CM@R experience with NC State Construction Office (SCO) for preconstruction and construction services.
- 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 the comprehensive renovation of a portion of Smith Hall, as indicated in the attached graphic. The Smith building, constructed in 1966, is 91,580 SF. **The portion of the building to be renovated is approximately 47,000 SF**, with the new sprinkler system and ceiling repairs throughout the entire building. Smith is the home of the Engineering Technology and Construction Management program and the William States Lee College of Engineering's common first-year curriculum for all engineering students. The existing classrooms, computer labs, research labs, and faculty offices are outdated and no longer meet the requirements of today's academic programs. The program will include project-based engineering instruction labs, active learning classrooms, research labs, collaboration space, and faculty and administration offices to support UNC Charlotte engineering programs.

The comprehensive renovation will address building system upgrades, including new PME systems in the North wing; a new sprinkler system (including fire pump and emergency generator) throughout the entire building; a new fire alarm; new electrical switchboard; new elevator at the center of the building; new restrooms at center of building; renovated building entrances at Levels 1 and 2; exterior envelope repairs; replacement of the existing roof; and correction of drainage issues. Hazardous material abatement is part of the project. ADA and building code compliance deficiencies will be addressed.

Project Location

The Smith Building is located at 319 Library Lane, Charlotte, NC 28223.
<http://facilities.charlotte.edu/maps>

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 people who would be working on this project. If you present information about 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 in December 2025 and firms identified for interviews will be notified thereafter. Interviews with the short-listed firms will be conducted in January 2026.

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:

Cheryl Walker
Project Manager
704-687-0509
cwalk118@charlotte.edu

RFP DATA SHEET

Item	Datum
Description of Project	The project is the comprehensive renovation of a portion of Smith Hall, as indicated in the attached graphic. The Smith building, constructed in 1966, is 91,580 SF. The portion of the building to be renovated is approximately 47,000 SF, with the new sprinkler system and ceiling repairs throughout the entire building. Smith is the home of the Engineering Technology and Construction Management program and the William States Lee College of Engineering's common first-year curriculum for all engineering students. The existing classrooms, computer labs, research labs, and faculty offices are outdated and no longer meet the requirements of today's academic programs. The program will include project-based engineering instruction labs, active learning classrooms, research labs, collaboration space and faculty and administration offices to support UNC Charlotte engineering programs. The comprehensive renovation will address building system upgrades, including new PME systems in the North wing; a new sprinkler system (including fire pump and emergency generator) throughout the entire building; a new fire alarm; new electrical switchboard; new elevator at center of the building, new restrooms at center of building; renovated building entrances at Levels 1 and 2; exterior envelope repairs; replacement of the existing roof; and correction of drainage issues. Hazardous material abatement is part of the project. ADA and building code compliance deficiencies will be addressed. The existing Smith Building is 91,580 square feet, was constructed in 1966, and is located at 319 LIBRARY LN, Charlotte NC 28223.
Issuing Office	The University of North Carolina at Charlotte Facilities Management – Planning, 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	December 2026
Project Designer & Consultants	Page Southerland Page Architects, PC Stantec

CM Selection Schedule	Pre-Proposal Meeting: November 5, 2025 (11:00AM) Proposal due date: November 20, 2025 (2:00PM) Evaluation Committee Shortlist: December 2025 CM Interviews: January 2026 Final selection: February 2026
Total Project Budget	Total Project Authorization is \$41,950,000. (includes all design costs, CM fees, university support costs, construction costs, materials testing, and inspections) Estimated GMP for the project is \$34,890,300.

See the Attachment: Conceptual Graphic Indicating Smith Current Project Scope, at the end of this document.

STATE OF NORTH CAROLINA

Qualifications Questionnaire for Construction Manager at Risk

Due Date: November 20, 2025, at 2:00PM

Submitted to: Cheryl Walker
The University of North Carolina at Charlotte
Planning, Design and Construction
9151 Cameron Blvd. 2nd floor
Charlotte NC 28223-0001
Building No. 0055 (Building Address: 9151 Cameron Blvd)

Provide all Information below in the order listed:

Project Title: Smith Comprehensive Renovation

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 and dollar volume of each project, and HUB goal.
- 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. Include HUB goals attained.
- 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 comparable size, scope, and complexity performed by the proposer.
- B. For each of the three projects, include specific details of the extent to which pre-construction and 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 oversee. 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 comparable 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

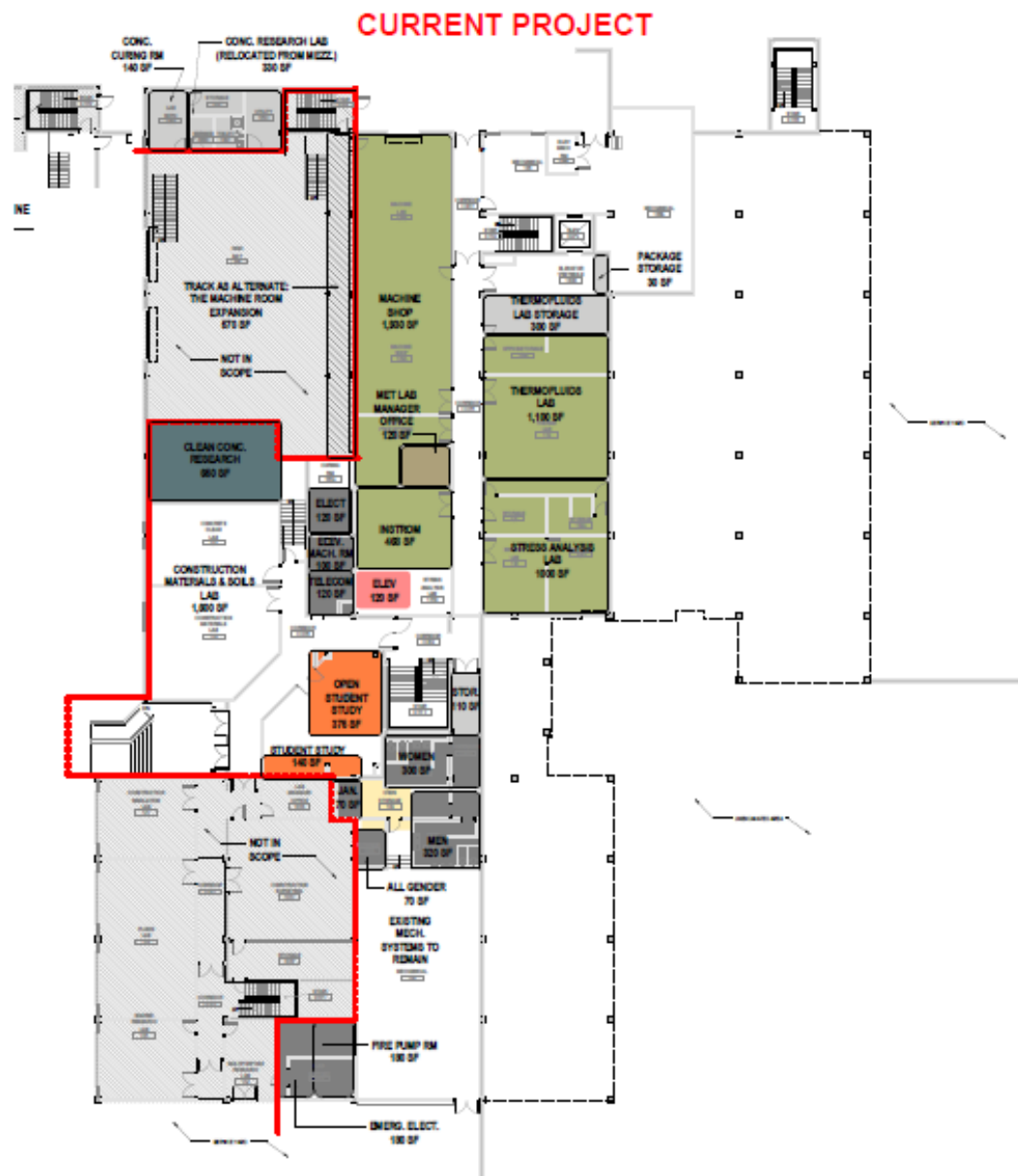
My Commission Expires:

ATTACHMENT: CONCEPTUAL GRAPHIC INDICATING SMITH CURRENT PROJECT SCOPE

Level 1

Program Highlights:

- New Stress Analysis Lab and Instron Lab
- Improve Entrance to Burson
- Consolidated Thermo and Fluids Labs
- Expanded Machine Shop
- Consolidated Construction Materials and Soils Lab



Level 2

Program Highlights:

- Modern Manufacturing Lab at Front Door
- Add 72-Person Class Lab for OSDS
- Add 72-Person Classroom
- Consolidate ETCM Dept Office near Front Door
- New Laptop Computer Lab
- Improve Lobby Space & Student Study



