

# Request for Qualifications

## Construction Manager at Risk for Haywood County Detention Center Addition and Renovation

### Description of Project

Haywood County is seeking a professional firm to provide Construction Manager at Risk (CMAR) for the Haywood County Detention Center. This is an approximate 33,000 square foot addition along with various renovations to the existing facility.

### Project Design Team

The architectural team of Moseley Architects have completed design bid documents for the facility. The selected Construction Manager at Risk firm will coordinate with the architect for the duration of the project.

### Project Schedule

Issue RFQ:	March 23, 2023
Submittals Due:	April 28 by 11 am EST
Possible Interviews of Short List	Week of May 15 <sup>th</sup>
Anticipated Notice of Award:	June 2023

### Definitions

As used in this RFQ, the following terms shall have the meanings set forth below:

<i>County:</i>	Haywood County Government
<i>Contract or Agreement:</i>	The contract(s) executed by the County and the Service Provider for the services covered by this RFQ
<i>RFQ:</i>	This Request for Qualifications for the services of Construction Manager at Risk and any addenda issued by the County
<i>Services:</i>	The services described in this RFQ
<i>Service Provider:</i>	Each firm that submits a Qualifications Package for consideration by Haywood County in compliance with the requirements stated in this RFQ
<i>SOQ:</i>	Statement of Qualifications - the Service Provider's official response to this RFQ

**Scope of Work:**

The specific scope of work for the selected CMAR for the Project will be defined in the construction management contract. The following services may be required of the CMAR:

- Provide services including cost estimating, life-cycle cost analysis, value engineering, constructability reviews, scheduling, phasing plans, etc.
- Provide and maintain Request For Information ("RFI") and submittal logs
- Develop and maintain a master project schedule
- Prepare and maintain a cash flow analysis
- Define and prepare scopes of work for bid packages
- Develop a site management plan
- Provide construction management and general contracting services
- Develop a phasing and sequencing plan
- Establish and maintain quality control standards
- Provide Guaranteed Maximum Price ("GMP")

In accordance with North Carolina General Statutes Section 143-128.1 CMAR will be required to prequalify all first tier subcontractors with assessment tools and criteria for the Project including specific prequalification scoring values jointly developed with Haywood County.

**Your SOQ should consist of the following information:**

- a. A cover letter (no more than 1 page) signed by a person empowered to commit the firm to a contractual arrangement with Haywood County. The cover letter should also include all contact information (phone number, email address, and mailing address). The letter should identify the persons who will be responsible for regular communications with Haywood County.
- b. A brief history of the firm and key subs, including the following:
  - Size of the firm and office locations
  - Locations of the office(s) where the work associated with each element of the project will be performed
- c. A range of services provided, relevant work experience, capabilities and expertise that qualify the firm to undertake this project. Relevant work experience should include projects of similar size undertaken within the last five (5) years, involving the field personnel who will be assigned to this project.
- d. List projects for which the company is currently committed including name & location of each project, time frame to complete & dollar volume of each project.
- 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. A list of the individuals who will be providing services to the County, including their individual work experience and certifications
- g. A current certificate of insurance
- h. 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**

List three projects of similar size, scope and complexity performed by the proposer.

- A. For each of the three projects, include specific details on the extent to which pre-construction & construction phase services were provided.
- B. For the three projects listed above where CMAR 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 three projects above where CMAR services were provided, compare the number of days in the original schedule with the number of days taken for actual completion.
- D. 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.

### **Project Planning**

- A. Provide a brief, overall description of how the below services will be managed, and how the services will be performed in both Pre-Construction and Construction Phases.
  - 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.

### **Selection Criteria**

Qualifications Statements will be evaluated by the Selection Committee based on the firms' ability to meet the requirements of this RFQ. In no particular order, the primary evaluation criteria include:

1. Experience providing preconstruction and construction management services for similar projects;
2. Approach to the Project;
3. Ability to meet the established schedule;
4. Qualifications and abilities of key individuals proposed for the Project;
5. Client references;

### **Submission Process and Timeline**

Qualifications Statements shall be submitted no later than **11:00 a.m. EST on Friday, April 28, 2023**. Responses must be prepared in conformance with the guidelines described in this RFQ. Responses received after the deadline will **not** be considered.

- Three (3) bound hard copies shall be mailed to: Kristi Hill, Purchasing Manager, 215 North Main Street, Waynesville, NC 28786.

### **Conditions and Reservations**

The County reserves the right to refuse and reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the County in its sole and exclusive discretion. The County reserves the right to waive technicalities and informalities. The County reserves the right to negotiate with one or more firms and is not obligated to enter into any contract with any respondent on any terms or conditions.

An authorized representative of the firm is required to certify the accuracy of all information contained in your submittal by executing the certification form attached to this RFQ as Exhibit "A".

### **Contact with County Staff**

Maintaining the integrity of this RFQ is of paramount importance for the County. To this end, unless you have questions regarding the RFQ process itself, do not contact any members of the Haywood County staff until the contract is awarded. Questions regarding the process may be directed to Kristi Hill at [kristi.hill@haywoodcountync.gov](mailto:kristi.hill@haywoodcountync.gov)

**Exhibit A**

This the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Company: \_\_\_\_\_

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 \_\_\_\_\_, 2023.

Company: \_\_\_\_\_

By: \_\_\_\_\_

(Corporate Seal)

President

Attested: \_\_\_\_\_

Secretary

**Exhibit A - Continued**

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 \_\_\_\_\_, 2023.

\_\_\_\_\_  
Official Signature of Notary

\_\_\_\_\_, Notary Public  
Notary's Printed or Typed Name

\_\_\_\_\_  
My Commission Expires: