

Town of Pilot Mountain, North Carolina
REQUEST FOR QUALIFICATIONS (RFQ)



ARMFIELD CIVIC CENTER-2024 PART F PROJECT
CONSTRUCTION MANAGER AT RISK (CMAR)

Summary of Key Information

RFQ Title:	Construction Manager at Risk (CMAR) ACC 2024 PARTF Project
Contact Person for Questions:	Michael Boaz Town Manager All questions on RFQ should be sent in writing via e-mail no later than , 2024 to: mboaz@pilotmountainnc.org
RFQ Submissions Address	Submissions should be emailed to: Michael Boaz Town Manager mboaz@pilotmountainnc.org
Date Issued:	April 29, 2024
Submission Deadline:	By 12:00 PM EST on May 24, 2024
Selection Date	June 10, 2024

GENERAL INFORMATION

Purpose:

The Town of Pilot Mountain (“Town”) is issuing this Request for Qualifications (“RFQ”) for Construction Manager at Risk (CMAR) to provide Pre-Construction Services and Construction Services for the ACC 2024 PARTF Project project, including all site work, infrastructure, and park construction. The purpose of this solicitation is to provide a timely, cost-effective, and efficient project delivery method as authorized under N.C. General Statutes Section 143-64.31.

Project Background:

The Armfield Civic Center has long been a part of the parks and recreation amenities available to the residents of Pilot Mountain and the surrounding area. Until 2022, the ACC was owned and operated by a local non-profit. Overtime this funding model became unsustainable, and the Town of Pilot Mountain got a grant to acquire the 30 acre facility. The Town immediately undertook a master planning process for both the ACC and the Town’s Parks and Recreation program as a whole. This process was completed in 2023 and the Town applied for NC Parks and Recreation Trust Fund grant to do the following work at the ACC: renovation to the gym included the gym floor, new basketball goals, and rehabilitation of the walking track; renovations to the aquatics center including resurfacing the pool, rehabilitation/replacement of the chemical feed systems, rehabilitation/replacement of the filter system, renovations to the locker room areas, removal of the wall separating the main pool and the warm water pool, replacement of the spa with a sauna; construction of two new pickle ball courts; construction of new corn hole area; and other necessary site improvements.

ACC 2024 PARTF Project costs are funded through a PARTF Grant and Town funds. Preliminary estimates of construction costs for Phase 1 are in the \$900,000 range.

Selection:

Procurement of CMAR services will be made in accordance with the provisions of N.C. General Statutes 143-64.31 which requires that firms be selected to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee.

A Selection Committee of Town staff will review RFQ submissions and rank them in keeping with the criteria contained herein. Each RFQ will be evaluated based on the Proposer’s statement of qualifications and response to the requirements of this RFQ. Following the initial evaluation of the submittals, the Selection Committee may conduct Proposer interviews or make other contact for clarification of issues that may arise during the review of the RFQ submissions.

The Town reserves the right to select the firm providing the best benefit to the Town. The Town reserves the right to obtain clarifications or additional information from any Proposer regarding its submission to this RFQ. All Proposers that submit to this RFQ will be notified of the final selection decision.

After review of the proposals by the Selection Committee, selection of the top firm will be made, and fee negotiations will commence. Final recommendations and approval of the contract and fee will be taken to Town Board once the fee negotiations have been completed.

RFQ Selection Criteria:

In evaluating the proposals, the following criteria will be used for scoring:

- The firm’s experience and successful completion of CMAR projects (20% of total score)
- The firm’s demonstrated understanding of CMAR delivery method, demonstrated ability to complete scope of work on schedule and within budget, and knowledge of North Carolina laws and regulations that impact the delivery of construction projects using the CMAR method (20% of total score)
- The firm’s experience and knowledge with the construction of parks and recreation facilities (15% of total score)
- Qualifications of key personnel (15% of total score)
- Financial strength of the firm (20% of total score)
- Organization, completeness, and overall presentation of RFQ (10% of total score)

Estimated Timeline:

RFQ Release	April 29, 2024
RFQ Questions	May 10, 2024
Final Addendum Posted	May 17, 2024
RFQ Submission Deadline	May 24, 2024
Selection Date	June 2024
Award Approval	June 10, 2024
Notice to Proceed	July 1, 2024
Completion of Project Design	6 months from NTP
Estimated Construction Term	12 months

Contact:

All questions related to this solicitation must be submitted in writing via email no later than 5:00 p.m. on May 10, 2024 to:

Michael Boaz
Town Manager
mboaz@pilotmountainnc.org

Information regarding this RFQ, including any addenda, will be posted on the Town’s website at www.Pilot Mountainnc.org.

SCOPE OF SERVICES

The Town seeks to identify a Construction Manager at Risk (CMAR) who can demonstrate that they have the resources, experience, and qualifications to provide construction management at risk services in connection with design, pre-construction services, and construction of ACC 2024 PARTF Project. We expect that the CMAR work will be conducted in two phases:

Pre-Construction Services

The initial phase of work is to provide pre-construction services through the design and bid process, including but not limited to:

1. Collaborate with Town and the design team to develop the project
2. Attend regularly scheduled meetings with the design team to advise on matters related to material selection, building methods, construction details, phasing, sequencing, quality risks, and other applicable matters.
3. Review 30% design documents, cost estimates, and project schedule and identify key project issues.
4. Prepare cost estimates at specific phases of design, including Construction Documents (30%, 60% and 90%) and Final Construction Documents (100%). The CMAR cost model shall be independent of the design team statement of probable construction costs and any other cost estimates provided to the Owner.
5. Conduct constructability review throughout the Pre-Construction phase and make recommendations for cost effective or value-added measures.
6. Develop a Critical Path Method schedule indicating methods and sequencing of procurement, permitting, regulatory approvals, staging, construction, and closeout.
7. Update project schedules and monitor adherence throughout the duration of the project.
8. In conjunction with the design team, prepare and submit all required permits and approvals.
9. Develop the schedule and manage the bidding process, preparing bid packages, prequalifying subcontractors, advertising, and coordinating the review and analysis of bids for subcontractor packages. All steps of the bidding process must be conducted in compliance with applicable local, state, and federal laws.
10. Deliver a Guaranteed Maximum Price (GMP) that includes the cost of the work based on the sum of bid amounts and the construction manager's fee, general conditions, and contingency.

Construction Management Services

The second phase of work is to provide construction management services throughout project execution, including but not limited to:

1. Collaborate with the Town and design team through project execution ensuring quality control/quality assurance, safety procedures, and conformity to plans.
2. Maintain on-site staff for construction management, coordinate and conduct weekly meetings, and attend monthly meetings with design team.
3. Develop and maintain a detailed construction schedule including sequencing, phasing, traffic, deliveries, inspections, testing, and occupancy.

4. Produce pay application submittals.
5. Review shop drawings and coordinate approval by design team; ensure as-built drawings are collected through the construction phase.
6. Arrange for walkthrough, punch list, and final inspection.
7. Manage close-out activities, including the assembly of guarantees, manuals, closeout documents, release of liens, record drawings, training, and regulatory approvals.

All work performed by the CMAR shall be consistent with applicable federal, state, and local laws and regulations.

PROPOSAL FORMAT

Content Requirements:

The RFQ should provide forms and responses that include the following information:

If your firm is interested in this work, please submit a proposal expressing your interest and qualifications organized in the following tabs (All items are to be thoroughly answered for the proposal to be considered complete):

1. Cover Letter: A cover letter that clearly states why you feel your firm/team would be best suited to provide Construction Manager at Risk services.
2. Company General Profile: Provide general information about the Proposer firm, including the history of the firm, corporate structure (LLC, corporation, etc.), corporate officers, years in business, office locations, number of staff, types of services provided, and specialized areas of expertise. Indicate the office location from which services will be provided and contact information for the key executive assigned to the project. Include information regarding the Proposer's licenses to provide the required services in the State of North Carolina (business license, contractor's licenses, etc.). Confirm that the firm is authorized to do business in North Carolina.
3. Company CMAR Experience: Provide previous experience and examples of at least five similar CMAR projects completed by the office where the work will be performed. Limit projects to those completed within the last five years. Preference should be given to projects in Wake County or the state of North Carolina. Do not include projects in which members of the applicant firm worked on while employed by another firm. Include the following information for each project:
 - a. Name of the client and brief description of the project
 - b. Dates work was started, planned dates for completion and actual date of completion, with an explanation of any significant deviation.
 - c. GMP and final construction cost, with an explanation of any significant deviation such as number and value of approved change orders.
 - d. CM fee, fees for General Conditions (including bonds and insurance), Contingency. This information should be in both dollar amount and percentage of overall construction cost.
 - e. Current client contact person with a phone number for each project. Town reserves the right to contact these clients to obtain information about the project performance.
 - f. Other pertinent information that demonstrates the firm's expertise addressing specific challenges, innovative solutions, cost efficiencies, or other project successes.
4. Company Parks & Recreation Experience: Provide previous experience and examples of at least five parks and recreation projects completed by the company, preferably from the office where the work will be performed, giving the name of the client and brief description of the project, dates work was started and completed, construction method, cost, etc. Please also include a current client contact person with a phone number for each project. Limit projects to those

completed within the last five years. Do not include projects in which members of the applicant firm worked on while employed by another firm.

5. Proposed Team: Names and roles of key personnel assigned to the project, including the Project Executive or Lead, Project Manager, and Project Superintendent. Indicate the staff availability or current project commitments. Indicate their involvement in any of the projects featured in #3 and #4. Provide an organizational chart of the team including any subconsultants to be assigned to the project along with their respective assignments/responsibilities. A maximum one-page resume for each team member is allowed. Include projects each member has worked on within the past five years that are similar to this project.
6. Project Approach: Brief description of the Proposer's approach to this project, including their approach to pre-construction services, cost modeling, cost controls, permitting and approvals, collaboration with design team, subcontractor market, inspections, and overall construction management of the project on behalf of the Town. Describe the firm's knowledge of North Carolina laws and regulations applying to the CMAR method and how they would address these in their project approach.
7. MWBE/SBE Experience: Although not a requirement for this proposal, the Town of Pilot Mountain encourages the use of minority and women owned businesses equal opportunity to participate in Town contracts and procurement programs. If you have inquiries regarding MWBE involvement, please contact the Purchasing Manager (Shannon Fonville) at sfonville@Pilot Mountainnc.gov.
8. Town of Pilot Mountain Experience: If applicable, please provide a list of projects and dates of any direct consultant/architecture/engineering contract work done with Town of Pilot Mountain departments during the past seven years. Please also include a current Town contact person with a phone number for each project.
9. Insurance: Provide the amounts of professional liability and general liability insurance carried by the firm.

In a separate envelope, marked Confidential – Do not Release Publicly include ONE paper copy of the following (do not include in the electronic copy):

10. Financial Stability:
 - a. A letter addressed to the Town of Pilot Mountain from an A- or better surety company licensed to do business in the State of North Carolina attesting to the firm's bonding capacity to provide adequate performance and payment bonds for this project.
 - b. Annual dollar workload listed for the past three years:

FY23/24	# of projects _____	Total \$ amount _____
FY22/23	# of projects _____	Total \$ amount _____
FY21/22	# of projects _____	Total \$ amount _____

11. Legal History: Provide information on the following:
- a. Pending litigation: Cases in federal, state, or county jurisdiction where the firm or its officers are involved as a party in their official capacity.
 - b. Construction Manager or Construction Manager at Risk Defaults: Projects where the firm or its officers have been considered in default, suspended or terminated for cause, explaining the situation and include the name, location of the project, and name and contact information for the Owner’s representative.
 - c. List any debarments or suspensions by any federal, state or local government procurement agency.
- Please note that as part of its review process, the Town may request that the Proposer submit additional financial information such as an annual tax form, audited financial statements, or other reasonable evidence of financial condition.
12. Exception to Terms & Conditions: The Town of Pilot Mountain contract is included in the Appendix for reference and will be used for this project, with applicable Contractor, Scope (including pricing), and schedule information inserted. Proposer must notify the Town in the Proposal if any modification to this contract or the general conditions are requested. Modifications should be submitted in a separate, sealed envelope marked “Contract Modifications”. Modification requests will be reviewed by the Town Attorney and will not affect the proposal evaluation.

Format:

The submittal package is required to contain the required information with an emphasis on conciseness, clarity and completeness.

- Firms interested must submit the proposal on 8½” x 11” size paper, minimum font size 11, table of contents and reference tabs for key sections.
- The package shall not exceed 26 pages (front and back counts as 2 pages).
- Cover letter, Table of Contents, tabs, and one-page resumes are excluded from the page count total.
- Also excluded from the page count are the materials in the Confidential envelope.
- Applicants must provide five (5) paper copies and one (1) electronic copy in PDF format.

In your proposal, please discuss the methods, approach and controls used on similar projects. Specifically, highlight any experiences with completing preliminary design and engineering work that would meet federal funding requirements and standards for project development.

Due Date:

Submittals should be emailed to the Town of Pilot to mboaz@pilotmountainnc.org by 12:00 PM on [May 24, 2024](#).

MISCELLANEOUS PROVISIONS

Costs:

Any cost incurred by respondents in preparing or submitting a RFQ for the project shall be the Proposer's sole responsibility.

Contract Terms:

The Town of Pilot Mountain contract is included in the Appendix for reference and will be used for this project, with applicable Contractor, Scope (including pricing), and schedule information to be inserted. Proposer must notify the Town in the Proposal if any modification to this contract or the general conditions are requested. As noted in the Proposal Format paragraph 12, modifications should be submitted in a separate, sealed envelope marked "Contract Modifications." Modification requests will be reviewed by the Town Attorney and will not affect the proposal evaluation.

Insurance Requirements:

Submission of a proposal for this RFQ indicates that the selected Construction Manager at Risk will secure and maintain in force for the duration of the project insurance with a minimum A.M. Best "A" rated carrier. Liability insurance shall include all major divisions of coverage and be on a comprehensive basis. The Town of Pilot Mountain will be named as an additional insured. Insurance requirements are detailed in the General Conditions of the Contract in Appendix 1.

Ownership of Proposals:

Upon receipt by the Town, each RFQ becomes the property of the Town and is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute 66- 152 et seq. RFQs will be reviewed by the Town's selection committee, as well as other Town staff and members of the general public who submit public record requests after a selection result has been announced to the public.

To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by the firm should be submitted in a separate, sealed envelope marked "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Qualification package," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope. Any firm that designates its entire proposal as a trade secret may be disqualified from consideration.

Town Reserved Rights and Options:

The Town reserves the right to modify any part of this RFQ by issuing one (1) or more addenda during the RFQ response period. The Town reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response, in whole or part, deemed to be in the best interest of the Town.