



**REQUEST FOR QUALIFICATIONS
BY
BUNCOMBE COUNTY**



**FOR
CONSTRUCTION MANAGER AT RISK
AND
PROVIDING A GUARANTEED MAXIMUM
PRICE FOR RENOVATIONS & REPAIRS TO THE
COUNTY COURTHOUSE**

TO PROVIDE PROFESSIONAL CONSTRUCTION MANAGEMENT SERVICES DURING PORTIONS OF THE DESIGN PHASE AND, IF THE GMP IS APPROVED, DURING THE CONSTRUCTION PHASE OF THE PROJECT THROUGH TRADE CONTRACTS HELD BY THE CONSTRUCTION MANAGER.





Advertisement:

Buncombe County is accepting Statements of Qualifications for Construction Manager at Risk services for Renovations & Repairs to the County Courthouse until 2/23/24 at the Buncombe County General Services Department, located at 40 McCormick Place, Asheville, NC 28801. This project may consist of the following:

- The Buncombe County Courthouse is a historical structure built in 1927 and located at 60 Court Plaza. Most of the plumbing and mechanical infrastructure is original to the building. Services provided by the company may include, but are not limited to:
 - Water supply replacement
 - Sanitary drainage replacement
 - Steam pipe replacement
 - Chilled water pipe replacement
 - HVAC systems and controls upgrades
 - Restroom renovations
 - Interior finishes replacements
 - Working with a design team to develop a detailed project scope
 - Work with design team to provide Landfill diversion plan
 - The work will need to be staged around the functions of the building as it will remain occupied and functional during construction.

A qualifications questionnaire, instructions to applicants, and other project information are available below.

A mandatory pre-application conference will be held on 2/7/24 @2:30PM. This pre-application meeting will be held at Buncombe County Courthouse. Please show your intent to participate in this pre-application conference via an email to Scott.Metcalf@BuncombeCounty.org & Ronald.Lunsford@BuncombeCounty.org

Request for Qualifications Authorized By,
Michael Mace
Director, Buncombe County General Services





General Services

Scott Metcalf
Facilities and Project Manager

RFQ Data Sheet	
Item	Information
Description of Project	FY24County Courthouse Renovation & Repairs
Issuing Office	Buncombe County General Services
Project Overview	<p>The Buncombe County Courthouse is a historical structure built in 1927 and located at 60 Court Plaza. Most of the plumbing and mechanical infrastructure is original to the building. Services provided by the company may include, but are not limited to:</p> <ul style="list-style-type: none"> • Water supply replacement • Sanitary drainage replacement • Steam pipe replacement • Chilled water pipe replacement • HVAC systems and controls upgrades • Restroom renovations • Interior finishes replacements • Working with a design team to develop a detailed project scope • Work with design team to provide Landfill diversion plan • The work will need to be staged around the functions of the building as it will remain occupied and functional during construction.
Project Designer and Consultants	TBD
Expected Date of Design Completion	TBD
CMAR Selection Schedule	2/23/24
Project Construction Costs	TBD
Mandatory Pre-Application Conference	2-7-24@2:30PM
Statement of Qualifications Due	2/23/24 Email statements to: Scott.Metcalf@BuncombeCounty.org & Ronald.Lunsford@BuncombeCounty.org





INSTRUCTIONS

The following questionnaire is designed to assist applicants in responding to the RFQ. Nothing in this questionnaire shall be construed to prevent the applicant from attaching additional information not specifically requested, but for which the applicant believes to be responsive to the RFQ. Conversely, nothing in this questionnaire shall be construed as a waiver by the owner from expecting any additional information from the applicant not requested here but otherwise requested in the RFQ.

PROJECT TITLE AND LOCATION:

FY24 County Courthouse Renovation & Repairs

Applicant's Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

List all licenses by name and license number held in the State of North Carolina (including but not limited to contractor's licenses, business licenses, etc.):





PROFILE OF APPLICANT

1. Give corporate history of firm including:

- i. Year first organized: _____
- ii. Organizational structure (e.g. LLC, Corp, Partnership, etc.): _____
- iii. State of incorporation: _____
- iv. Years in business: _____
- v. Corporate Officers: _____
- vi. Major shareholders/partners: _____
- vii. Number of projects providing CM related services: _____

2. Attach evidence of authority to do business in North Carolina

3. Annual dollar workload listed for each of the last five (5) years inclusive of projects per year:

2018	#projects: _____	\$ _____ total
2019	#projects: _____	\$ _____ total
2020	#projects: _____	\$ _____ total
2021	#projects: _____	\$ _____ total
2022	#projects: _____	\$ _____ total

4. List projects for which your firm is currently committed including:

- i. Name & location of each project
- ii. Time frame to complete each project
- iii. Dollar volume of each project





5. Joint Venture Applicants

- i. If the Applicant is a joint venture firm, the Applicant must provide all identification information for all parties and all requirements for all parties (i.e. licenses, insurance, etc.) as requested. As part of the application submission under the category of Profile of Applicant, the Applicant must identify the responsibilities of each joint venture party with respect to the scope of services/work inclusive of the requirements for each entity based on such services as described in this RFQ document. All joint venture parties will be held responsible for the contract obligations jointly and severally.
- ii. If applicant is a joint venture, list key firms involved in Joint Venture (JV) Agreement:

6. Attach a letter from a surety company or its agent licensed to do business in North Carolina verifying the applicant's capability of providing adequate performance and payment bonds for this project.
7. List all pending litigation and/or formal claims in which the applicant is involved. Also list all arbitrations in which the applicant is involved.

8. Within the last five (5) years, has any contract for construction or for CM services of the applicant's been considered in default, suspended, or terminated for cause?





PROJECT EXPERIENCE

Please review and follow the instructions herein. All instructions in the RFQ must be followed to the letter. Nothing listed below shall relieve the applicant of the responsibility to follow all instructions in the RFQ.

9. List three projects of similar size and complexity performed by applicant.

10. For each of the three projects, include specific details on the extent to which pre- construction and construction phase services were provided.

11. If the applicant manages projects from multiple offices, indicate by which office each of the three similar projects was managed. Indicate which office will manage this project.





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Facilities and Project Manager

12. For the projects listed above where CM services were provided, please list:
- i. The Guaranteed Maximum Price if given, or if not given, the estimated cost provided by you; and
 - ii. The total cost of the project at completion

13. Attach an explanation for each project where the total project cost exceeded the GMP or where estimated project cost was exceeded by greater than 10 percent (10%).

14. For the three (3) projects listed above where CM services were provided, list per project:

- i. The number of days allocated to complete the work in the original schedule;
- ii. The number of days added by change order; and
- iii. The number of days taken for actual completion.

15. Attach an explanation for any project completion date greater than thirty (30) days behind the original schedule as adjusted by change order.

16. For the three (3) projects listed above, attach project owner references including the name, address, telephone and fax numbers, and e-mail address of the project owner representative.





KEY PERSONNEL

17. List key personnel who will be assigned to the project.

18. For each person listed above, list what aspects of pre-construction or construction that the person will handle. For those persons who will divide their time between pre- construction and construction phases, please indicate what percentage of their time will be devoted to each phase. Please also specifically designate the names of persons providing constructability services during pre-construction.

19. For each person listed in response to question number 1 & 2 above, please list his/her experience with the firm, other prior and relevant experience in construction/design, and the person's location.





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20. Attach a corporate organizational chart indicating the placement of each of the persons listed in response to question number 17 above.

21. Attach the resumes of each person listed in response to question number 17 above.

This the _____ day of _____, 20____

(Company Name)

By: _____

Title: _____

(Seal)

Attest: _____





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____.

By: _____

Title: _____

STATE OF _____
COUNTY OF _____

I, _____, a Notary Public in and for the County and State aforesaid, do hereby certify that _____ personally came before me this day and acknowledged that he/she is _____ of _____, and by that authority duly given and as an act of _____, the foregoing instrument was signed by _____, its _____, attested by him/herself as Secretary, and sealed with the common seal of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and the Notarial Seal this the _____ day of _____, 20____.

(Notary Public)

My Commission Expires:





I. SECTION 1—INSTRUCTIONS TO APPLICANTS

a. DEFINITIONS

- i. **CONSTRUCTION MANAGER** means an entity properly licensed as a general contractor under the laws of the State of North Carolina to provide the services provided for in this RFQ, and for the purposes of this contract also means Construction Manager at Risk.
- ii. **CONSTRUCTION MANAGER AT RISK** (Hereinafter sometimes referred to as: the CM) means a Construction Manager that has contracted to give a Guaranteed Maximum Price for the construction of the Project and has assumed the risk of the actual cost of the construction exceeding that Guaranteed Maximum Price.
- iii. **OWNER** means the County of Buncombe, named on the cover sheet, where the Project is being built. The successful Applicant must make all contacts by and through the Designated Representative of the Owner, as provided for herein, except where the Contract Documents expressly require otherwise. This definition in no way affects the nature of the funding of this Project, nor changes the terms of or means of recourse under any bonds issued, therefore.
- iv. **PROJECT** means all structures, buildings, site work, landscaping, or other improvement to real property of every kind and nature provided for or reasonably inferable from the Construction Documents published at the end of the design phase of the project by the Project Designer.
- v. **PROJECT DESIGNER** means the firm or firms of architects or engineers or both (and their consultants) which have undertaken to design the Project pursuant to a contract with the Owner (Hereinafter: The Design Contract).
- vi. **PROJECT BUDGET** is set forth in the RFQ data sheet. All costs included in the Guaranteed Maximum Price must be within the Amount Available for Construction.





b. SUMMARY

- i. The object of this Request for Qualifications (RFQ) is for the Owner to select a Construction Management (CM) firm at risk to provide professional construction management services during the design and the construction of the Project as described in this Request for Qualification.
- ii. The CM contract will be performed in two phases. Phase I will include the pre-construction phase services and the preparation and submission of the Guaranteed Maximum Price (GMP). Phase II will include the award and management of numerous principal and specialty trade contracts for others to provide the actual construction of the Project. Because the CM will only be providing professional services for the benefit of the owner based on a fee for such services, this procurement will be made in accordance with the provisions of G.S. 143-64.31 which requires that firms qualified to provide such services be selected on the basis of demonstrated competence and qualification for the type of professional service required without regard to fee and thereafter negotiate a contract for those services at a fair and reasonable fee with the qualified firm.
- iii. The Construction Manager will be an integral member of the Project Team, consisting of representatives from the Owner, the Project Designer, and other consultants, as required. Generally, it will be the responsibility of the Construction Manager to integrate the design and construction phases, utilizing his/her skills and knowledge of the general contracting, in order to accomplish the following:
 1. During the pre-construction phase, the CM will be responsible for the following actions:
 - a. Evaluate the County's Budget and Program
 - b. Evaluate the County's Time Schedule
 - c. Work with the Architect to establish team meetings



d. Schematic Design

- i. Prepare a schematic design estimate.
- ii. Monitor evolving design and make suggestions.
- iii. Consult with the Owner and Architect on means and methods of construction.
- iv. Review schematic design documents.
- v. Submit input to the Owner and Architect relative to time and cost control.
- vi. Identify certain areas of phased construction.
- vii. Prepare a preliminary project schedule, including the design phase. Identify critical milestones.

e. Design Development

- i. Evaluate the design development documents.
- ii. Prepare a detailed estimate based on available design drawings in a CSI or subcontractor bid format to ensure that project is within budget.
- iii. Analyze the project for potential alternative equipment, material, and systems selections for cost savings.
- iv. Review and update the project schedule.
- v. Review project for constructability.





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- vi. Discuss project with subcontractors and material suppliers to determine workloads, bonding capacity availability, worker/mechanic availability, etc., and to develop interest in the project, intent in bidding work, and fine-tuning time schedule to provide best possible time to receive bids and construct project.
 - vii. Evaluate the allocation of space for storage, parking, and temporary facilities.
- f. Construction Documents
- i. Review the drawings and specifications and make comments and suggestions.
 - ii. Develop a detailed Critical Path Method (CPM) network schedule.
- g. Soliciting Subcontractor/Competitive Sealed Proposals
- i. CM shall advertise for sealed competitive proposals. Owner should pay for proposal document printing and advertising.
 - ii. Conduct, as necessary, pre-proposal meetings.
 - iii. Respond to questions concerning schedule and sequencing, and forward questions from bidders to the Architect.
- h. Receiving Proposals
- i. Receive all proposals.
 - ii. Review proposals for compliance with contract documents and prepare proposal tabulations.





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- iii. Work with the County Purchasing Department to review subcontractor/vendor qualifications, experience, and other key factors.
 - iv. Make recommendations for subcontractor/vendor awards.
2. During the construction phase, the CM will be responsible for effecting the construction of the project within the Guaranteed Maximum Price (GMP), providing all necessary construction services through Trade Contractors selected as hereinafter provided.
- iv. Upon selection of the construction management firm by the Owner, the resulting contract will authorize the CM to provide pre-construction phase services only, including without limitation the provision of a Guaranteed Maximum Price for the final completion of the Project by the CM.
 - v. Subsequently, at the end of the pre-construction phase, and in accordance with the terms and conditions of this RFQ, the CM will ordinarily execute a contract to include the accepted Guaranteed Maximum Price and to authorize the CM to receive bids and award Trade Contracts to accomplish the construction of the Project.
 - vi. All work performed under this contract shall be in accordance with the General Conditions of the Contract hereinafter set, as modified, or supplemented by any Contract Amendments, Special Conditions, or other Contract Documents as listed hereinafter, any addenda, and other components of the Contract.
 - vii. The Owner anticipates award of a contract with the successful construction management firm upon completion of fee negotiations.



c. ISSUING OFFICE

- i. The Issuing Office is set forth on the foregoing Data Sheet.
- ii. The Issuing Office shall be the **sole** point of contact with the Owner for purposes of the preparation and submittal of the RFQ proposal.
- iii. All questions on this procurement are to be directed to the Issuing Office.

d. PRE-APPLICATION CONFERENCE

- i. A pre-application Conference will be held as set forth on the foregoing Data Sheet on 2/7/24 @2:30PM. The pre-application conference will be held at 30 Valley Boardroom.
- ii. **ATTENDANCE AT THE PRE-APPLICATION CONFERENCE IS MANDATORY**

e. DUE DATE AND TIME

- i. One electronic copy of the Statement of Qualifications (SOQs) must be received at the issuing office as set forth on the foregoing Data Sheet in order to be considered. Applicants should email the Statement of Qualifications to scott.metcalf@buncombecounty.org & Ronald.Lunsford@buncombecounty.org
- ii. The Statement of Qualifications shall be properly labeled with the date and time the applications are due, the title of the project, and the name of the person, firm, or corporation making the proposal.
- iii. The Owner will evaluate the Statement of Qualifications as hereinafter provided.
- iv. Statement of Qualifications or unsolicited amendments to Statement of Qualifications arriving after the due date and time will not be considered.
- v. **LATE STATEMENT OF QUALIFICATIONS CANNOT BE ACCEPTED.** Statement of Qualifications are to be emailed to the Issuing Office addressed to the Issuing Office and clearly designated as a Statement of Qualifications for this RFQ.





f. QUESTIONS AND INQUIRIES

- i. Questions and inquiries shall be directed in writing to GeneralServices@buncombecounty.org. Issuing Office will be open from 7:30am to 4:30pm, Monday through Friday, excluding holidays.

g. TERMINOLOGY

- i. All references in this RFQ to the Construction Manager, Applicant, Project Designer/Engineer, and other person or persons are made relative to the singular person, male gender (e.g. "he," "him," "his," etc.). These are intended only as generic terms relative to number and gender and are employed solely to simplify text and to conform with commonly used construction specifications language.

h. EVALUATION PROCEDURE

- i. An Owner's "Pre-selection Committee" will evaluate the complete and acceptable Statement of Qualifications (including required Qualification Material) that are timely and properly submitted.
- ii. The Pre-selection Committee will form a shortlist of firms whose Statement of Qualifications, in the judgment of the Committee, offer the most desirable plans for the provision of services considering, among other things, the experience, expertise, and reputation of the Applicant's firm(s), together with due consideration of proffered quality, performance and the time specified in the applications for the performance of the contract.
- iii. The Pre-selection Committee will ordinarily receive oral presentations from each of the shortlisted firms. NOTE: The Owner reserves the right to make an award based on initial Statement of Qualifications without receiving oral presentations. The Owner reserves the right to request clarifying information from any and all applicants at any time during the evaluation process.





i. RIGHT TO REJECT PROPOSALS AND WAIVE INFORMALITIES

- i. The Owner reserves the right to cancel this RFQ at any time before the date set for the receipt of Statement of Qualifications.
- ii. The Owner reserves the right to reject either all SOQs after the opening of the SOQs but before award, or any SOQ, in whole or part, when it is in the best interest of the Owner. For the same reason, the Owner reserves the right to waive any minor irregularity in a SOQ.

j. CLARIFICATIONS AND ADDENDA

- i. Should an Applicant find discrepancies in the RFQ documents, or should he be in doubt as to the meaning or intent of any part thereof, he must, not later than **seven (7) days prior to the application due date**, request clarification in writing from the Issuing Office, which may issue a written Addendum to the RFQ. Requests shall include the RFQ name.
- ii. Oral explanations or instructions with respect to the RFQ will not be binding; only written Addenda may be relied upon. Any Addenda resulting from these requests, or from questions raised at the mandatory pre-application meeting, will be emailed to all listed holders of the RFQ's no later than **five (5) calendar days** prior to the application due date.
- iii. Any addendum / amendments to the RFQ must be acknowledged with the submission of the Statement of Qualifications.

k. ECONOMY OF PREPARATION

- i. Statement of Qualifications should be prepared simply and economically, providing a straight forward, concise description of the Applicant's offer to meet the requirements of the RFQ.





I. CONFIDENTIAL / PROPRIETARY INFORMATION

- i. Applicants should give specific attention to the identification of those portions of their applications which they deem to be confidential, proprietary information or trade secrets, and provide any justification of why such materials, upon request, should not be disclosed by the Owner under North Carolina public records laws. Statement of Qualifications (a.k.a. Applications) will be publicly opened. Applicants must clearly indicate each and every section that is deemed to be confidential, proprietary or a trade secret as required by statute. It is NOT sufficient to preface your entire application with a proprietary statement.

m. APPLICATION AFFIDAVIT

- i. The Application Affidavit provided must be executed by each responding Applicant and submitted with the Application.

n. MULTIPLE / ALTERNATIVE APPLICATIONS

- i. Applicants may not submit more than one (1) application nor may Applicants submit an alternate to this RFQ.

o. INCURRED EXPENSES

- i. The owner will not be responsible for any costs incurred by any Applicant in the preparation and submittal of an application.

II. SECTION II—APPLICATIONS AND EVALUATION

a. APPLICATION SUBMITTALS

Responses to the RFQ are to consist of the following:

- i. Verification of Minimum RFQ Requirements: All Applicants will be required to submit evidence of compliance with the Minimum Requirements of this RFQ.





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Scott Metcalf
Facilities and Project Manager

- ii. Application Submittal: All applicants will be required to submit one (1) electronic copy of the Statement of Qualifications to be emailed to scott.metcalf@buncombecounty.org & Ronald.Lunsford@buncombecounty.org
- iii. Transmittal Letter: A transmittal letter prepared on the Applicant's business letterhead must accompany the Application Submittal. The purpose of this letter is to transmit the application. Therefore, it should be brief, but shall list all items contained within the Application. The letter must be signed by an individual who is authorized to bind the Applicant to all statements contained in the Application.
- iv. Signing of Forms: The Application, if submitted by an individual, shall be signed by the individual; if submitted by a partnership or joint venture, shall be signed by such member or members of the partnership or joint venture as have authority to bind the partnership or joint venture; if submitted by a corporation, shall be signed by an officer, and attested by the corporate secretary or an assistant corporate secretary. If not signed by an officer, there must be attached a copy of that portion of the by-laws or a copy of a board resolution, duly certified by the corporate secretary, showing the authority of the person so signing on behalf of the corporation. Signatures shall be under seal, i.e. indicated by the word "(Seal)" following the signature of individual and partner bidders, and indicated by affixing the Corporate Seal at corporate signatures.

