

Request for Qualifications (RFQ)

Construction Manager at Risk



Beaufort County Jail and Sheriff's Office

**Jim Chrisman, Assistant County Manager/Finance Officer
Beaufort County Government
Beaufort County Manager's Office
121 W. 3rd Street
Washington, NC 27889**

November 8, 2013

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Exhibit A - Certification Form

I. Project Overview

Beaufort County, North Carolina is soliciting qualifications statements for professional construction management-at-risk (CMAR) services for a new detention center and Sheriff's Office project of approximately 250 initial beds with an ultimate capacity of 350 beds. Currently, Beaufort County's jail has a rated capacity of 85 beds and is experiencing periods of overcrowding and high maintenance/operations costs as the current facility ages.

II. Anticipated Project Schedule

<u>Project Activity</u>	<u>Duration</u>
Schematic Design Phase	2 months
Design Development Phase	4 months
Construction Documents Phase	5 months
Construction Bidding Phase	3 months
Construction	24 months
Project Close-out/Owner Occupancy	1 month
Warranty Period	12 months

III. Project Design Team

An A/E firm will be selected concurrently with this solicitation and will be selected through a qualifications-based process to provide A/E for the project. The selected CMAR firm will coordinate with the A/E for the duration of the pre-design, design, and construction phases of work.

IV. Scope of Construction Manager at Risk (CMAR) Services

The scope of services below is meant to provide the proposers an outline of the anticipated services required for this project. The detailed scope of services will be contained in the executed Contract for CMAR Services. The County intends to use the AIA Document A121 CMC, with modifications, as the form of agreement.

A. Pre-Construction Services

1. Review current schematic budget and project schedule and identify key project issues.
2. Develop Design Development cost estimate and project schedule; Reconcile from Schematic Phase to Design Development Phase.
3. Develop Construction Documents cost estimate and schedule; Reconcile from Design Development Phase to Construction Documents Phase.
4. Research different construction materials and report findings.
5. Regularly attend meetings with the County and Design Team prior to construction and consult with the County and the Design Team regarding site use, site improvements and selection of building materials, systems and equipment.

6. Develop a provisional and final CPM schedule using computer software reporting indicating methods and sequencing of procurement, permitting, construction and closeout of project. Include time requirements for sequences and durations, milestones dates for receipt and approval of design documents, receipt of regulatory approvals and permits, preparation and processing of shop drawings and samples, delivery schedule of materials or equipment requiring long-lead time procurement, project procurement schedule, and installation and construction completion. This includes the periodic updates of project schedule for Design Team's review and County approval.
7. Develop and implement procedures for schedule adherence.
8. Perform a "constructability" review of the design documents at each phase of design.
9. Provide detailed construction cost estimates, to achieve the Owner's budget (to be sorted by trade bid packages).
10. Develop value-engineering options

B. Bidding Services

1. Subdivide the Work into bid packages that encourage bids from qualified local and minority contractors.
2. Identify and prequalify contractors for all bid packages in consultation with the County.
3. Develop requirements to assure time, cost and quality control during construction.
4. Provide a provisional construction schedule (CPM) for issuance with bid packages.
5. Schedule and conduct pre-bid conferences in conjunction with the Design Team and County.
6. Advertise and distribute bidding documents.
7. Monitor bidder activity.
8. Publicly open, review and analyze bids, in conjunction with County and Design Team.
9. Update Project schedule.
10. Conduct MWBE outreach program to encourage participation by minority contractors.
11. Upon receipt and review of the bids for all bid packages, develop a draft Guaranteed Maximum Price (GMP) document for the Project that includes:
 - a. The cost of the Work (the sum of bid amounts of the lowest responsible bidder for all bid packages)
 - b. The Construction Manager's Fee
 - c. The Construction Manager's General Conditions
 - d. The Construction Manager's Contingency
12. Reconcile schedule and cost with County against pre-established budget and schedule.
13. Develop Final Guaranteed Maximum Price document for the Project.

C. Construction Services

1. Maintain on-site staff for construction management.
2. Establish and maintain coordinating procedures.
3. Develop and maintain a detailed schedule (CPM) including delivery, approvals, inspection, testing, construction and occupancy.
4. Conduct and record job meetings.
5. Prepare and submit change order documentation for approval of the Design Team and Owner.
6. Maintain a system for review and approval of shop drawings, samples and product data.

7. Maintain records and submit bi-weekly reports and formal monthly reports to Design Team and Owner.
8. Maintain quality control and ensure conformity to plans.
9. Develop a system and provide cost control through progress payment review and verifications according to the approved schedule and contract amounts.
10. Develop and maintain as-built drawings for the duration of the Project.
11. Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, regulatory approvals and Owner's final acceptance.
12. Coordinate and monitor the resolution of remaining "punch-list" items to the satisfaction of the Owner.
13. Coordinate Systems Commissioning activities

D. Project Closeout/Warranty

1. Assist Owner with furniture, furnishings and equipment deliveries and installation.
2. Submit record drawings for approval of the Designer and the Owner
3. Assist in transition to occupancy
4. Receive record and address all warranty issues.
5. Resolve all warranty issues to the satisfaction of the Owner

V. PROPOSAL SUBMISSION REQUIREMENTS

Submittals shall be made on 8 1/2" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The total submittal shall not exceed forty (40) single-sided pages. All pages are to be consecutively numbered. All materials not clearly labeled "Trade Secret" or "Confidential" shall become property of Beaufort County and will be considered public documents (Reference Section XI - Confidentiality). Submittals must include, at a minimum, the following:

A. Qualifications and Experience

1. Overview identifying all firms proposed for the CMAR Team, including the organizational and contractual relationship between the Prime CMAR firm(s). The overview should indicate the following:
 - a. The firm (Prime CMAR) providing the bond for the project.
 - b. Organizational chart depicting all firms, key staff and their roles proposed for the Project
 - c. Identify current assignments for each staff member and their availability to work on this project.
 - d. If CMAR Team consists of more than one firm, provide joint venture agreement and identify percent controlling interest of each joint venture firm. Joint Venture or associational relationships between two or more firms are permitted however the Joint Venture or association entity must have past experience together building local detention facilities, prisons, or county jails. The joint project must be included in the list of projects under number (5) below.
2. Profile of CMAR firm(s):
 - a. Provide the following for each Prime and any Associate Firm(s):

- (1) Firm name and Address
 - (2) Phone and Facsimile numbers
 - (3) e-mail of Key Executive to be assigned to this project
 - (4) In-house service capabilities
 - (5) Corporate Licenses (List all licenses by name and license numbers held in the State of North Carolina, including but not limited to contractor's licenses, business licenses, etc.)
 - (6) Location of all offices (and number of staff in each office)
 - (7) Identify corporate office (Headquarters or Home Office)
 - (8) Corporate history:
 - Year first organized and current organizational structure
 - Corporate officers, partners
 - Years providing construction services
 - Number of projects completed within past 5 years (by year)
 - Dollar value of projects completed within past 5 years (by year)
 - Confirmation of authority to do business in North Carolina
 - State of Incorporation/formation
 - Years in Business
 - (9) Corporate Officers, identify the following:
 - President
 - Vice President
 - Secretary -Treasurer
 - (10)Corporate Structure: -LLC, Corporation, etc -Joint Venture or Partnership (if Joint Venture or Partnership, provide the following information):
 - Partners, Major Shareholders, provide names and addresses for all
 - Business Origination, provide company name, year when first organized
 - Previous Companies, provide any previous names under which the company has done business
 - (11)Subsidiary Companies (provide a list of all subsidiaries of the company)
 - (12)Affiliated Companies (provide a list of all affiliated companies in which the principals have a financial interest)
3. Construction Management at Risk Services:
- a. Provide the number of years the company has provided Construction Management at Risk/ Design-Build related services.
 - b. Provide a list of projects with construction cost completed within the past 10 years in which the firm was the CMAR or Design-Builder.
4. Current project commitments:
- a. Provide a list of all the company's current "Construction Manager at Risk" or "Design-Build" project commitments including the name, location, and time frame to complete and the following information for each project:
 - b. Provide contact names, telephone numbers and email for the Owner and Lead Designer for each project.

- c. Construction Manager, CM at Risk or Construction Contract Defaults -List all incidents where the proposer has been considered in default, suspended, or terminated for cause. Include all incidents where the proposer abandoned or did not fully complete any project, including any warranty period work. Attach an explanation of each matter, including name and location of the project, the name and address of the owner's representative and all pertinent details of the default, suspension, or termination.
5. Provide a list of five (5) completed or at least (50%) completed projects that demonstrate the *firms* construction management experience with local detention facilities and prisons and include at a minimum the following information for each:
 - a. Name of project.
 - b. Year completed.
 - c. Size of project.
 - d. Contact information for *Owner's* Representative and Project Architect.
 - e. Details of pre-construction and construction phase services provided.
 - f. If projects were managed from multiple offices list the office that managed each project.
 - g. GMP or if non-GMP the estimated cost of bid provided by you prior to initiating the project.
 - h. Total construction cost at completion.
 - i. The CM fees earned as a percentage of GMP (separate pre-construction and construction fees).
 - j. The CM General Conditions as a percentage of the GMP
 - k. Provide a detailed explanation if project cost exceeded GMP bid or estimated project cost.
 - l. Identify the number and total value of approved change orders.
 - m. Indicate the amount of the CM Contingency as a percentage of GMP and amount used during construction.
 - n. Indicate number of calendar days allocated to complete the work in the original schedule and the number of calendar days added by change order(s).
 - o. Indicate number of calendar days taken for actual completion and provide a detailed explanation if project completion date was beyond the completion date as adjusted by change order(s).
 - p. List your firm's Project Manager and Lead Superintendent.
 - q. MWBE Participation achieved as a percentage of the Total Contract Amount or GMP (as applicable).
6. Staffing Resources:
 - a. List the number of full-time personnel, by discipline, within your company located in the office(s) that will provide support for the proposed project:
 - a. Administrative
 - b. Accountants
 - c. Clerical
 - (1) Project Managers
 - (2) Engineers
 - (3) Architects
 - (4) Supervisors, Foremen, or Superintendents
 - (5) Skilled Employees including Technicians
 - (6) Unskilled Employees

- (7) Estimators
- (8) Schedulers
- (9) Others
- (10) Total number of Full time Personnel

7. Financial Stability **(Information can be submitted in a separate envelope marked "Confidential-Do Not Release Publicly" and will not count towards the proposal page limitation).**
 - a. Attach an original letter addressed to Beaufort County from a surety company or its agent licensed to do business in North Carolina verifying company's capacity to provide adequate performance and payment bonds for this project.
 - b. Insurance: Provide your limit of excess liability umbrella coverage.

8. Legal History for Past Ten (10) Years **(Information can be submitted in a separate envelope marked "Confidential-Do Not Release Publicly" and will not count towards the proposal page limitation)**
 - a. Pending Litigation -List case name and case number of all pending litigation in which the proposer is involved as a party or proposer's officers are involved as parties in their official capacity. Include cases pending in any Federal, State or County jurisdiction, court, commission, regulatory body or other authority having the power to determine the rights of parties appearing before it.
 - b. Construction Manager, CM at Risk Construction Defaults – List all incidents where the proposer has been considered in default, suspended, or terminated for cause. Include all incidents where the proposer abandoned or did not fully complete any project, including any warranty period work. Attach an explanation of each matter, including name and location of the project, the name and address of the owner's representative and all pertinent details of the default, suspension, or termination.
 - c. Owner Completed Contracts -List all incidents where the proposer's contract or any portion of the work connected with the contract has been completed by the Owner or Proposer's Surety. Attach a full explanation of each matter, including name and location of the project, the name and address of the owner's representative and all pertinent details of the matter.
 - d. Debarments/Suspensions -List all incidents where the proposer has been debarred or suspended for any reason by any federal, state or local government procurement agency or refrained from bidding on a public project due to an agreement with such a procurement agency. Provide a full explanation of each matter where the submitter been named in any action, administrative proceeding, or arbitration in which it was alleged that the submitter failed to comply with NC Gen Stat Chapter 22C, or any similar state or federal statute requiring prompt payment of subcontractors. Provide a full explanation of each matter.
 - e. Bid Fraud Convictions -List all incidents where the proposer or any predecessor or related entities, or officers, shareholders, partners or key personnel of the submitter has been convicted of, or pleaded guilty to, any crime related to the bid process for contracts on public or private projects or involving fraud or misrepresentation. Provide a full explanation of each matter.

9. Information on Proposed Project Team
 - a. Provide Project Staff Organization Chart (In-house and Consultant team members), attach a copy clearly showing lines of communication and level of responsibility/authority and identify the firm that employs each person.
 - b. Provide resumes of each Project Team member. (Resumes should be included in a Supplemental bound document and included with the CM at Risk's submittal package. The Resume Supplement will not count towards the proposal page limitation.)

Resumes shall include the following:

- (1) Education
- (2) Related project experience
- (3) Describe role during preconstruction and construction phases each will fulfill.
- (4) Specifically identify those responsible for providing constructability services review (Le. Design review, Value Engineering, Estimating, Scheduling, etc.)
- (5) List experience with the firm: projects, job titles, and years with the firm.
- (6) List prior and relevant Design/Construction experience prior to coming to the firm.
- (7) Current assignment location and proposed location while on this project.
- (8) Detention, Jail or Prison Experience -Specifically indicate any proposed team member having this experience, project name and location, and role they played on each project.

- c. Submit a confirmation letter stating that project team members as proposed will be assigned to this project for its duration so long as they remain employed with the firm.

10. List any projects where LEED (Leadership in Energy and Environmental Design) Certification was pursued. Identify the Certification level pursued (Certified, Silver, Gold, or Platinum) and the Certification level finally achieved by each project. Discuss any cost differential analysis performed for the determination of the certification goal levels on your projects (Le. what was the range of cost premium that was anticipated to be expended for achieving the various certification levels).

B. Project Approach

1. Project Planning: Provide a brief narrative addressing how the proposer will provide professional construction services under the Construction Manager at Risk method of delivery for the Project both the pre-construction and construction phases for:
 - (1) Value Engineering
 - (2) Constructability Issues
 - (3) Cost Estimating and Budget Management
 - (4) Quality Control
 - (5) Adherence to Project Schedule
 - (6) Document Tracking and Reporting

2. MWBE Outreach: Describe your approach to encouraging minority participation on this project. Identify your five (5) most successful projects relative to MWBE participation, indicate the percentage achieved and if the MWBE goal was met or exceeded. Describe what strategies were used to make these projects successful.
3. Identify how you will achieve maximum "Local" trade contractor and supplier involvement.
4. Describe how the project team proposes to use technology (Managed Information Control System -MICS) to manage and control the project. Provide your company's experience with using an MICS.
5. Describe the CM at Risk's Safety Program and indicate your company's workman's compensation experience mod rate.

C. Questionnaire

Respondents are required to provide responses to the following questions. Each question is to be listed in italics, followed by the response in normal type style.

1. *What are five major issues to be addressed in the development of a detention facility?*
2. *Provide an overview of your team's philosophy in the construction of a major public building.*
3. *Describe how environmental friendly and energy efficient features were incorporated into the four (4) most similar projects listed in your response.*
4. *Describe the team's approach to maintenance considerations during the design and construction phases of a project.*
5. *Explain the firm's procedures for document quality control and coordination of the various trades in the review of design documents and specifications. Also, explain the same coordination of trades in the GMP Development and Construction Phase.*
6. *Describe procedures you use to review and consider product substitutions.*
7. *Describe how the team would provide cost management services on this project using the CM at Risk delivery method. How would you reconcile differences between your cost estimates and those prepared by the Design Team? Provide the cost model format used on one of the four similar completed projects listed in your response.*
8. *Explain the management tools, techniques and procedures the firm uses to monitor and maintain the construction phase schedule.*
9. *Describe your approach to the collaboration with the County and the Design Team relative to project design and materials/systems research that will assure the functional, aesthetic, and quality requirements are satisfactorily addressed for this project.*
10. *How do you manage the time and quality aspects of the process of reviewing and approving subcontractor submittals, clarification requests, issuance of bulletin drawings, development of cost proposals, identification and justification of change orders, payment requests, commissioning, final inspections and assembly of the project close-out documents?*
11. *How do you manage project close out in a manner that quickly provides for occupancy with minimal punch list items and warranty issues?*
12. *Describe your team's commitment to the success of this project and why you believe your assembled team is the best choice for this project.*
13. *Describe your value engineering process.*

14. Describe how responsibilities as a CM at Risk differ from responsibilities as a General Contractor.

VI. DUE DATE FOR SUBMITTING PROPOSALS

Fully complete, sign, notarize and submit the "Certification Form" included as Exhibit A to this RFQ.

Eight (8) complete packages must be received at the following address by **4:00 pm**, on **December 9, 2013**, to be considered. Proposals will be submitted to:

“Beaufort County Proposal CMAR” Attn: Jim Chrisman, Assistant County Manager / Chief Financial Officer, 121 West 3rd St. Washington, NC 27889

VII. GENERAL COMMENTS OR CLARIFICATIONS

- A. Any cost incurred by respondents in preparing or responding to this RFQ shall be the respondents' sole responsibility.
- B. All responses, inquiries or correspondence relating to this RFQ will become the property of Beaufort County when received (subject to Section X -Confidentiality of Documents).
- C. Beaufort County has sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the RFQ process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the RFQ.
- D. Respondents are advised to refrain from contact with The Board of County Commissioners or County Management. All inquiries regarding this RFQ are to be directed to Jim Chrisman. All questions or requests for clarification must be received by email no later than Monday, December 2, 2013.

VIII. SELECTION PROCESS

Beaufort County will review all submitted qualifications packages that comply with the requirements contained within this document. The criteria by which the packages will be evaluated include:

- 1. Experience and successful completion of detention facilities or prison projects
- 2. Experience and ability of key personnel.
- 3. Understanding of CMAR delivery method and ability to successfully complete the expected scope of work on schedule and within budget.
- 4. Proximity of CMAR to project location.
- 5. Past success with and plan for maximizing local and minority participation.
- 6. Financial Strength
- 7. Feedback from client references

IX. CONFIDENTIALITY OF DOCUMENTS

In general, documents that are submitted as part of the response to this RFQ will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the CM at Risk Team follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret", the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law. If the County determines that a document that the CM at Risk Team has designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the County will provide notice of that determination to the contact person designated by the CM at Risk Team, in any reasonable manner that the County can provide such notice, at least five business days prior to its public disclosure of the document. If the CM at Risk Team does not designate anyone to receive such notice, or if, within five business days after the designated person receives such notice, the CM at Risk Team does not initiate judicial proceedings to protect the confidentiality of the document, the County will not have any obligation to withhold the document from public disclosure.

By submitting to the County a document that the CM at Risk Team designates as "confidential" or "trade secret", the CM at Risk Team agrees that in the event a third party brings any action against the County or any of its officials or employees to obtain disclosure of the document the CM at Risk Team will indemnify and hold harmless the County and each organization's affected officials and employees from all costs, including attorney's fees, incurred by or assessed against any defendant, of defending against such action. The CM at Risk Team also agrees that at the County's request the CM at Risk Team will intervene in any such action and assume all responsibility for defending against it, and that the CM at Risk Team's failure to do so will relieve the County of all further obligations to protect the confidentiality of the document.

EXHIBIT A

Certification Form

(Provide separate Certification for each Joint Venture or Partnership entity)

****COMPANY NAME****

****SEAL****

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS RESPONSE TO THE REQUEST FOR PROPOSALS IS CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND BELIEF.

This the __ day of _____, 2013.

By: _____

Title: _____

License number under which the project will be executed:

Name license number above is held in:

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 is of and by that authority duly given and as an act of the foregoing instrument was signed by As, 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 Notarial Seal this the __day of _____, 2013.

Notary Public

My commission expires: