



Attachment "A"

March 12, 2018

REQUEST FOR QUALIFICATIONS

Construction Manager at Risk Services

**for Forsyth County Courthouse & Administrative Building-
Located in Winston-Salem, NC 27101**

**Forsyth County
General Services Department
201 North Chestnut Street
Winston-Salem, NC 27101**

RFQ Submission Due: Noon - April 18, 2018

CONSTRUCTION MANAGER SELECTION CRITERIA, EVALUATION METHOD SCORING AND FORMAT OF PROPOSAL:

The criteria outlined below will be used to determine a short list of firms for a follow up interview and will be used in the selection of firm(s) following the interviews. A Selection Committee of user group and operations staff will review the submittals and short-list select firms to interview. If you are submitting as a joint venture, both partners must sign the closing statement regarding the complete RFQ response. The indicated percentages represent the weight that each section will carry in the overall analysis of the RFQ submission.

A. Opening page (2.5%)

1. Briefly introduce your firm and/or team and your past teamwork experiences.
2. Include a brief narrative of the organizational and contractual relationship of joint submissions.
3. Provide a brief corporate history of the firm(s) including organizational structure, years in business, and time your firm has performed Construction Manager services in North Carolina.

B. Firms overall experience in CM at Risk contracts (20%)

1. List the most recent projects over \$25,000,000 (maximum 20) underway or completed in which the contract with the Owner was a Construction Manager at Risk contract.
2. Provide estimated percentage of CM@Risk, Design-Bid-Build, and other delivery methods for the last 10 years as a percentage of total dollar volume of work:

a. Projects	Number or Value of Design-Bid-Build _____ % of work
b. Number or Value CM@Risk Projects	_____ % of work
c. Number or Value of other delivery methods	_____ % of work
d. Total number or value of all projects	<u>100 % of all work</u>

C. Firms, and/or RFQ Team's past specialized, appropriate expertise for this type of Project (15%)

1. For your last five (5) courthouse, detention, secure governmental buildings or other similar scale projects, provide the following:
 - a. Name of Project
 - b. Brief Description of Project (10 words or less)
 - c. Location of the project
 - d. Owner's Initial Construction Budget
 - e. Date Completed or anticipated completion
 - f. GMP date and amount

g. Owner name and contact information

2. Considering the existing program and construction budget, list three (3) projects you believe are indicative of what Forsyth County can expect for its new courthouse. Do not include projects with a contract amount of less than \$25,000,000.00. Identify projects located within 3 hours of Forsyth County, NC. Provide the following:
 - a. Name of project
 - b. Location of project
 - c. Date completed or anticipated completion
 - d. GMP date and amount
 - e. Number of change orders or adjustments to contingency
 - f. Final Construction Cost (GMP)
3. Identify projects in the above that are Energy Star Rated, LEED Certified, or other energy efficient industry identified certifications.

D. Proposed Construction staff's past specialized, appropriate expertise for this type of Project (20%)

1. Identify staff proposed for the Courthouse construction, including a brief narrative of the organizational and contractual relationship between the different roles or firms a part of the construction team.
2. Provide resumes and experience of all proposed team members.
3. Provide proposed project organizational chart with submitted personnel for the onsite key personnel. Sr. Managers, Project Managers, Superintendents, Engineers, and other key personnel to indicate how the team will be setup, with particular attention to the on-site staff portion. Identify proposed staff during both the preconstruction and the construction phases. Identify our primary point of contact.
4. For each key team member listed above, list his/her experience with firm, with focus on other prior and relevant experience with CM@ Risk regarding projects of similar size and scope in construction/design. Indicate their participation in **Section C** projects above.
5. Provide the team members current location and work load commitment through Pre-construction.
6. Indicate projected management methods and programs to track/report on the project; Request for Information (RFI), Shop Drawings, quality control, schedule, etc.
7. Are you able to adjust your workload enabling proposed team members to work on the project?
() Yes () No

E. Pre-construction process (20%)

1. Explain your firms preconstruction process for projects of this size and type. Assume in your explanation that the reader has knowledge of construction language and of the typical bidding process.
2. Describe your experience and ability to provide the following: constructability review and analysis for all portions of the work, including PM&E, cost model/estimates, value engineering, alternative product selection among others.
3. Describe your process to maximize participation of subcontractors and suppliers.
4. For the five (5) most recent CM at Risk projects with values over \$25,000,000.00, provide the following:
 - a. Owner Initial Budget Estimate amount
 - b. Project Cost on Bid day amount
 - c. Established GMP and date
 - d. Final cost of construction
 - e. Actual start date and estimated completion date
 - f. Final substantial completion date.
5. Illustrate the depth of your experienced sub-contractors pool for above projects.
 - a. Number of subcontractor bid packages opened first round with 3 bids (10 of 15, 20 of 20, or a %)
 - (Example 10 trade bid packages were opened with 3 bids out of 15 total bid packages)
 - b. Provide a typical Subcontractors bid package reporting form as submitted to an owner. Identify on same reporting form subcontractors (if any) within a 3 hours' drive of Forsyth County.

6. Have you used Building Information Modeling software (BIM) on any recent projects? If yes, please explain how. Other cost estimating systems proposed?
7. Identify those team members providing continuity from pre-construction thru construction in your organization chart. **(Section D-3 Chart)**

F. HUB / MWBE process (10%)

1. Describe your proposed methodology to maximize minority participation for this project.
2. Describe your outreach program to encourage, promote and use Minority and other Historically Underutilized Businesses (HUB) contractors and subcontractors. (Attach a copy of that program to this proposal). Indicate the minority participation goal that you expect to achieve on this project.
3. Provide documentation of your actual final MBE participation by category as a percentage of the final GMP on each of your CM@Risk projects listed in **Section C** above.

G. Contract Form, Conceptual Schedule and Prior Work Record (5%)

1. Have you read the Owners AIA Contract additions and amendments to both the AIA-A133- 2009 and AIA-A201-2007 documents? [See Courthouse Program and other info.](#) Do you agree to provide the Construction Management @ Risk services as described in both AIA contracts as amended? Yes () No ()
 - a. If No, list and describe those concerns you have with the contract.
2. Do you have any concerns regarding the initial Conceptual Schedule? Yes () No ()
 - a. If yes, list and describe those concerns you have with the Conceptual Schedule.
3. In the past 10 years your company/team had projects with Legal or Technical issues? Yes () No ()
 - a. If yes, please list all items and describe those issues.
4. In the past 10 years your company/team had projects with claims that were not resolved within 180 days of the original date of substantial completion of the project? Yes () No ()
 - a. If yes, please list all items and describe those issues.
5. Has an owner assessed or threatened to assess liquidated damages against your company/team or bonding company in the past 5 years? Yes () No ()
 - a. If yes, please list all items and describe those issues.
6. Provide a brief description of your jobsite safety program.
7. Provide your project's OSHA reportable incident rate for the projects in item E-4 above.
8. Has your company/team received any citations from NCDENR, OSHA or any other regulatory agency in the last 5 years that resulted in a fine in excess of \$5,000.00? Yes () No ()
 - a. If yes, please list all items and describe those issues.

H. Financial Stability (5%)

1. Attach a letter from your Surety Company or its agent licensed to do business in North Carolina verifying your company/team's capability of providing adequate performance and payment bonds for this project.
2. Attach a letter from your bank / financial institution stating the following:
 - a. Length of time your firm has been doing business with said bank / institution.
 - b. Latest average balance and income statement (audited statements preferred).
 - c. Name and telephone number of contact persons(s) at the bank / institution.

I. Other factors that may be appropriate for the Project. (2.5%)

1. Other relevant information which the CM@Risk team believes demonstrates their qualifications for the project such as exceptional obstacles and cost features overcome for Courthouses Detention or Governmental Offices constructed by your firm.
2. Explain why you believe your team is the most qualified firm to provide the requested services for this Project.

J. Closing page (no score) At the end of your submission, provide a statement indicating:

1. Our firm, its officers, owners, or agents have never been convicted of charges relating to conflicts of interest, bribery, bid rigging or barred from bidding public work in North Carolina?
2. All information provided in the proposal is accurate to the best of my knowledge and belief.

Statement must be signed and dated by the Principal(s) responsible for the submission.

General Comments

1. Any cost incurred by respondents in preparing or submitting a proposal for the Project shall be the respondents' sole responsibility.
2. All responses, inquiries or correspondence relating to this RFQ will become the property of Forsyth County when received.
3. Respondents are requested to refrain from contact with the Selection Committee members. Any questions regarding the RFQ should be submitted by e-mail and directed to the Forsyth County General Services Department, Attn: Mr. Gary Key at keygg@forsyth.cc. If a question of general concern is asked by any firm with regards to this RFQ a copy of the written response will be sent to all firms. Phone calls are not allowed. The deadline for all inquiries is noon on April 2, 2018.
4. Forsyth County has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications and to cancel the 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 Request for Qualifications.

CONFIDENTIALITY OF DOCUMENTS

In general, documents that are submitted as part of the response to this Request for Qualifications 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 architectural/engineering consultant firm 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.

Summary of weights

- A. (2.5%) Introduction-Opening page (One page or less)
- B. (20%) Firm's Overall experience in CM at Risk contracts
- C. (15%) Firms, and/or Team's past specialized, appropriate expertise for this type of Project
- D. (20%) Proposed Construction staff's past specialized, appropriate expertise for this type of Project
- E. (20%) Pre-construction process
- F. (10%) HUB / MWBE process
- G. (5%) Contract Form, Conceptual Schedule and Prior Work Record
- H. (5%) Financial Stability
- I. (2.5%) Other factors that may be appropriate for the Project.