

# REQUEST FOR QUALIFICATIONS



**September 21, 2022**

## **RFQ: 2023-002 Construction Manager at Risk for the following projects:**

A: New Governmental Building

B: Courthouse Renovation for a Sallyport and elevator

C. Emergency Medical Outpost Replacements (2)

### **Introduction**

Yadkin County is located in the Yadkin Valley area of the state, just west of the piedmont triad area. The county is rural in nature with four municipalities and a population of approximately 38,000 people.

The County desires a letter of interest and qualifications from firms offering Construction-Manager-at-Risk (CMAR) services for the projects listed below. Per NCGS 143-128.1, services involving contract management through the pre-construction and construction phases and the provider must be a licensed general contractor and guarantee the cost of the project.

Services shall include the following: review of civil, structural, mechanical, plumbing, electrical, environmental and architectural drawings being prepared by the design team lead by Creech & Associates (architect), coordination of project bidding with Creech & Associates; selection of subcontractors; oversight of construction, coordination with the architect and the County.

### **Project Summary**

- A. A new building approximately 12,500 sq. ft. will be constructed for the relocation of the County Tax Office, License Plate Agency and Information Technology (including technology server room), plus a potential second phase for additional governmental offices. The new building will be constructed across Elm Street from the Courthouse for these offices. This project will require demolition of two existing buildings and a structural assessment of their removal on a neighboring building that will be the responsibility of the County.
  
- B. The current Courthouse located on State Street in Yadkinville was constructed in 1958 and its exterior design does not contain a safe and secure entrance for the transport/entrance of inmates. This project will convert current offices into a sallyport for secure inmate transfer to the Courthouse and add an elevator for second floor access. Currently, everyone uses the front entrance to the Courthouse. This project may also alter the exterior façade of the Courthouse.

Both properties are owned by Yadkin County and within the Town of Yadkinville's incorporated limits, and as such buildings must comply with Town Ordinances.

- C. Replace two (2) Emergency Medical Services' outposts (2600 sq. ft each), one in Jonesville and one in Hamptonville on their existing sites.

### **Issuing Officer / Contact**

Questions and requests for clarification regarding this RFQ must be submitted to:

Lisa L. Hughes, County Manager  
PO Box 220  
217 E. Willow Street  
Yadkinville, NC 27055  
Phone: (336) 849-7900  
Fax: (336) 849-7920  
Email: [lhughes@yadkincountync.gov](mailto:lhughes@yadkincountync.gov)

To avoid confusion and to provide consistency in reporting, this project has been assigned the following identification numbers and titles. Please include them in all correspondence:

RFQ 2023 - 002A: New Governmental Building  
RFQ 2023 - 002B: Courthouse Renovation for a Sallyport  
RFQ 2023 - 002C: Emergency Medical Outpost Replacements

### **Process**

The purpose of this RFQ is to identify a qualified CM that can work closely with the architect and County staff. The ideal CM has a strong construction management background and demonstrated CMAR experience within the public sector and the needs of working governments.

The selected CM will report directly to the County, administer the contract, and

ensure that all work is performed in accordance with contract requirements. The CM must have the financial ability to undertake the work and assume the liability and will be required to furnish proof of professional liability insurance coverage in the minimum amount of \$1,000,000 per accident and \$2,000,000 in aggregate. The CM must have an adequate accounting system to identify chargeable costs.

The selection of a CM will be handled in accordance with the following process:

1. the CM will submit a letter of interest and its qualifications; all submittals may be retained for possible future projects;
2. the County will short-list CMs to a maximum of three;
3. the County will interview those short-listed;
4. a CM will be recommended to the Board of County Commissioners; and,
5. a contract will be negotiated and the Board of County Commissioners will award.

### **SERVICES REQUIRED**

The CM's work shall involve both pre-construction and construction phases that provide start-to finish construction administration and management services.

Phase I: Pre-Construction Services shall include a construction budget at the end of each design phase, derived from the conceptual plans and information regarding interior space needs, exterior modifications, and constructability reviews. The CM will perform consulting services and provide a lump sum cost proposal during the following pre-construction phase:

- the CM shall meet with the County and the architect to coordinate design work; provide advice on selection of materials, building systems and equipment; perform constructability reviews; estimate construction costs including alternative selection of materials and equipment; and, assist the County to stay within the approved budget;
- once construction documents are complete and with the architect's assistance, the CM shall prepare a final construction estimate with a Guaranteed Maximum Price (GMP) for County's review and approval; and,
- the anticipated duration for this phase is 6–7 months.

Phase II: Construction Services shall include CMAR services throughout the construction phase, including but not limited to the following services or details.

The CM shall:

- perform pre-construction services, preparation, and coordination of bid packages with the architect, scheduling, cost control, value engineering, and construction administration;

- have the ultimate responsibility to hire, control, and superintend all on-site subcontractor activities; and to deliver the project on time and with a GMP;
- provide a lump sum cost proposal for both office and on-site overhead including, but not limited, to the following:
  1. mobilization;
  2. project management and superintendence;
  3. submittals;
  4. insurance;
  5. payment and performance bonds;
  6. procurement of materials, labor and equipment;
  7. job-site office facilities;
  8. on-site storage;
  9. project signage;
  10. OSHA compliance;
  11. progress photos;
  12. temporary and permanent utilities;
  13. travel and vehicles;
  14. demobilization;
  15. other miscellaneous expenses; and,
  16. a percentage mark-up fee used for all on-site/office overhead and profit;
- have the responsibility to deliver the project in accordance with the drawings and specifications and all applicable local, state, and federal regulations, statutes, ordinances, laws, and building codes in effect at the time of construction;
- provide the County with a baseline project schedule and monthly schedule updates with the schedule in bar-chart format indicating the critical path activities;
- provide recommendations to the County with regards to acceleration of schedule during procurement and the construction phase; and,
- exercise due diligence to complete the project on time (anticipated duration for this phase is 10–11 months and within the approved budget).

**EVALUATION**

Short-listed CMs will be selected from the submittals. Evaluations will be based upon the following considerations with the weighted importance:

1. staff’s qualifications, experience, knowledge, and past performance with CMAR in the public sector ..... 30%
2. project samples of similar scope and complexity completed in the last 10 years where CM met budgeting, scheduling, and completion deadlines..... 30%
3. project references ..... 30%
4. demonstrated history with hiring Historically Underutilized Businesses (HUB) as local vendors and sub-contractors ..... 10%

North Carolina CMs qualified to do the required work will be given priority consideration. A “North Carolina CM” is one that maintains a NC office staffed with an adequate number of employees judged by the County to be capable of performing a majority of the work required.

### **SUBMISSION FORMAT TO YADKIN COUNTY**

Submittals shall be in both hard copy and electronic format. The hard copy is limited to 20 8.5"x11" pages, excluding the front and back cover, and stapled in the corner. The electronic copy shall be on a flash drive.

#### **Section I—Cover/Introductory Letter**

The introductory letter should be addressed to County Manager Lisa L. Hughes, shall contain the following elements of information:

- expression of the CM’s interest in the work;
- expression of why the CM is especially qualified to perform this scope of work; and,
- statement regarding the CM’s possible conflict(s) of interest related to the work.

#### **Section II—Evaluation Factors**

This section shall contain information regarding evaluation and other factors listed in the RFQ, such as:

- a brief description of the approach to performing CMAR services within the public sector;
- the number of employees and proposed personnel to be assigned to the work by discipline;
- identification of qualifications and experience, as related to this project work, and unique qualifications;
- any innovative approaches to be used, which may include safety, quality, scheduling, cost control, document control, communication, plus local and HUB participation;
- examples of similar work performed within the last ten years (include: building name and location; building use; client; completion date; approximate dollar value of total project; approximate dollar value of construction; photos); optional: (budgeted versus expended funds or GMP versus Reconciled GMP; awards or recognitions received; anecdotal statements or other information useful in evaluating the described project);
- experience with public-funded governmental projects in North Carolina;
- three references (include: contact name and title, project and location, phone number and email); and,
- participatory results and examples of work with HUB and local vendors and sub-contractors.

**Section III—Supportive Information**

This section is limited to 5 pages and should contain the following information:

- resumes of key personnel proposed to be assigned to the work with their availability for the project; and,
- other information, as needed.

**SUBMISSION DEADLINES & FINAL DETAILS**

Ten hard copies and an electronic copy are required. Materials must be submitted directly to the County of Yadkin (issuing agency) in a sealed envelope or package addressed as follows:

**If delivered by US Postal Service:**

*County of Yadkin  
County Manager Lisa L. Hughes  
PO Box 220  
Yadkinville, NC 27055  
Attn: RFQ for CMAR Services*

**If delivered by any other means:**

*County of Yadkin  
County Manager Lisa L. Hughes  
217 E. Willow Street  
Yadkinville, NC 27055  
Attn: RFQ for CMAR Services*

Materials must be received by **Thursday, October 6, 2022, by 2:00pm (Eastern Standard Time)**— those received after this deadline will not be considered.

Conformance to the requirements stated above are critical. If the submittal does not meet ALL requirements or if it is submitted to any address other than shown above, the County has the discretion to disqualify the submittal.

If you feel information provided is inadequate to submit a letter of interest or if you have any questions concerning the advertisement, please direct all submittal inquiries concerning the RFQ to County Manager Lisa L. Hughes at 336-849-7900 or [lhughes@yadkincountync.gov](mailto:lhughes@yadkincountync.gov)

**NOTIFICATION**

Short-listed CMs will be notified by **October 10, 2022**. Notification will not be sent to those not short-listed. If the County elects to hold oral interviews, they will be held **October 12, 2022**.

The Board of County Commissioners will choose the most qualified CM in which to negotiate pricing at the **October 17, 2022** The Board meeting with anticipated contract approval tentatively planned for **November 21, 2022**. Notification will not be sent to those not selected.

The County reserves the right to approve all personnel working on these projects. Key personnel may not be removed, reassigned or replaced without prior approval from the County.