Request for Proposals
by
The State of North Carolina
By and Through
The University of North Carolina
at
Charlotte

FOR
CONSTRUCTION MANAGER
AT RISK
AND
PROVIDING A GUARANTEED MAXIMUM
PRICE FOR CONSTRUCTION OF
RESIDENCE HALL PHASE XVI

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

RFP Data Sheet

Qualifications Questionnaire
The University of North Carolina at Charlotte is accepting proposals for Construction Manager at Risk for the Residence Hall Phase XIV. Limit the size of your submittal document to no greater than 12 ½ inches in height and 9 ½ inches in width and no more than 50 pages. Five print copies of submittals and one digital (CD/DVD/USB) are due to Joyce Clay, by 2:00 p.m., Thursday, December 14, 2017. Do not transmit any submittal information via email or any other type of electronic format.

A mandatory pre-proposal meeting will be held in at 2:30 p.m. Wednesday, November 29, 2017 in Room 262, Student Union (# 69 on the campus map – http://facilities.uncc.edu/maps). Parking is available in Union Deck or Cone Parking Deck 1 & 2. For updates on this requirement go to http://facilities.uncc.edu/advertisements.

Submittals shall be addressed to:

Joyce Clay  
Facilities Management/Capital Projects  
University of North Carolina at Charlotte  
9201 University City Boulevard  
Charlotte NC 28223-0001

The Construction Manager at Risk for this project will be chosen based on the criteria set forth in this request for proposal with a particular emphasis on demonstrated:

- Team workload that is able to accommodate the proposed schedule.
- Team has worked on similar projects, preferably demolition of high-rise structures and construction of new higher education residence facilities.
- Record of successfully completed projects of similar scope without legal or technical problems.
- Previous experience with the public owner, a good working relationship with owner representatives, projects completed in a timely manner and an acceptable quality of work.
- Key personnel that have appropriate contract experience and qualifications.
- Completion of - Construction Manager-At-Risk projects in which there were few differences between the guaranteed maximum price and final cost.
- Projects completed that were on or ahead of schedule.
- Demonstrated team experience with similar project costs and schedules.
- Proximity to and familiarity with the area where the project is located.
- Quality of compliance plan for minority business participation as required by G.S. 143-128.2

Project Description:

This project includes the demolition and abatement of Sanford & Moore Halls and construction of a new 750-800 bed residence hall in two phases. The proposed scope of work, both demolition and new construction is located in the South Village sector of campus. The new facility room configuration will be traditional double rooms supported by communal bathrooms. Each building floor will include lounge/study rooms, laundry, and multi-purpose rooms. This building exterior will utilize brick and precast concrete as identified in the university’s design guidelines and in same sense of permanence and tradition consistent with recently constructed buildings in South Village.
The building design will include LEED or Green Globes standards and comply with Senate Bill (SB) 668.

In your submittal, please emphasize the achievements and qualifications of those persons who would be working on this project. If you present information on previous projects, please provide a matrix indicating which team members worked on which project(s). If projects were performed while with a different firm, please indicate which project(s) and with what firm(s).

**Submittal Review Process:**

The University Evaluation Committee will review submittals in Early January 2018. Firms shortlisted by the committee will be notified for interview, which will be scheduled for mid-January 2018.

**Other information:**

**Schedule:**

**PROJECT TIMELINE**

<table>
<thead>
<tr>
<th>DATE</th>
<th>MILESTONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 2018</td>
<td>AP Design Start</td>
</tr>
<tr>
<td>Aug 2018</td>
<td>Bid Early Site Package (Phase 1 &amp; 2 Demo)</td>
</tr>
<tr>
<td>Jan 2019</td>
<td>Phase 1 Demo (Sanford Hall)</td>
</tr>
<tr>
<td></td>
<td>RH Ph. XVI CDs Complete</td>
</tr>
<tr>
<td>Apr 2019</td>
<td>Phase 1 RH Ph. XVI Construction Start</td>
</tr>
<tr>
<td>May 2020 - Aug 2020</td>
<td>Phase 2 Demo (Moore Hall)</td>
</tr>
<tr>
<td>Aug 2020</td>
<td>Phase 2 RH Ph. XVI Construction Start</td>
</tr>
<tr>
<td>Jul 2021</td>
<td>RH Ph. XVI Complete</td>
</tr>
</tbody>
</table>

Complete proposals should adhere and/or include the following documents and forms:

- CM Advertisement
• RFP Data Sheet
• CMR Qualifications Questionnaire


Women and minority owned business enterprises are encouraged to respond to this RFP.

For purposes of coordination, the primary contact for project information is:

Elizabeth G. Frere, PE  
Project Manager  
Facilities Management – Capital Projects  
Telephone: 704.687.0558  
Email: efrere@uncc.edu
### UNC CHARLOTTE
#### Residence Hall Phase XVI

<table>
<thead>
<tr>
<th>Item</th>
<th>Datum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description of Project</strong></td>
<td>This project includes the demolition and abatement of Sanford &amp; Moore Halls and construction of a new 750-800 bed residence hall in two phases. The proposed scope of work, both demolition and new construction, is located in the South Village sector of campus. The new facility room configuration will be traditional double rooms supported by communal bathrooms. Each building floor will include lounge/study rooms, laundry, and multi-purpose rooms. This building exterior will utilize brick and precast concrete as identified in the university’s design guidelines and in same sense of permanence and tradition consistent with recently constructed buildings in South Village. The building design will include LEED or Green Globes standards and comply with Senate Bill (SB) 668.</td>
</tr>
<tr>
<td><strong>Issuing Office</strong></td>
<td>University of North Carolina at Charlotte – Facilities Management – Capital Projects.</td>
</tr>
<tr>
<td><strong>The constituent university where the Project will be constructed</strong></td>
<td>The University of North Carolina at Charlotte</td>
</tr>
<tr>
<td><strong>Website address (URL) for posting of notices regarding this project.</strong></td>
<td><a href="http://facilities.uncc.edu/advertisements">http://facilities.uncc.edu/advertisements</a></td>
</tr>
<tr>
<td><strong>Expected Date of Completion of Design</strong></td>
<td>January 2019</td>
</tr>
<tr>
<td><strong>Project Designer &amp; Consultants</strong></td>
<td>TBD</td>
</tr>
</tbody>
</table>
| **CM Selection Schedule**   | Mandatory Pre-Proposal Meeting – November 29, 2017 at 2:30 p.m., in the Student Union, Room 262 (#69 on the campus map – [http://facilities.uncc.edu/maps](http://facilities.uncc.edu/maps)).
Proposal due date – December 14, 2017 no later than 2:00 p.m.
Evaluation Committee Shortlist – Early January 2018
CM Interviews – Mid January 2018
Final selection – Late January 2018 |
| Project Construction Cost | Total Project Budget is $55,400,000, which includes all design costs, CM fees, University Support costs, construction costs, materials testing, and inspections. CM fee and general conditions goal for this project is 9% of cost of work, as general target for budgetary considerations. |
STATE OF NORTH CAROLINA

Qualifications Questionnaire for Construction Manager at Risk

Due Date: December 14, 2017 at 2:00 pm.

Submitted to: Joyce Clay
Facilities Management/Capital Projects
University of North Carolina at Charlotte
9201 University City Boulevard
Charlotte NC 28223-0001
704-687-0615

Project Title: Residence Hall Phase XVI

Proposer’s Name and Principal Office serving this project:
(Include Company Name and address along with the name of the contact person with telephone number and e-mail address)

Profile of Proposer:

A. Give corporate history of the company including organizational structure, years in business and evidence of authority to do business in North Carolina.

B. Provide annual workload for each of the last five (5) years; number of projects and total dollar value.

C. List projects for which the company is currently committed including name & location of each project, time frame to complete & dollar volume of each project.

D. Financials – Attach latest balance sheet and income statement if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. Indicate Dunn & Bradstreet rating if one exists. (Firms must submit financial data and may clearly indicate a request for confidentiality to avoid this item becoming part of a public record.)

E. Attach letter from Surety Company or its agent licensed to do business in North Carolina verifying proposer’s capability of providing adequate performance and payment bonds for this project.

F. List all construction projects performed by the proposer for agencies and institutions of the State of North Carolina during the past 10 years.

G. Litigation/Claims. If yes to any of the questions below, list the project(s), dollar value, contact information for owner and designer and provide a full explanation with relevant documentation.
1. Has your company ever failed to complete work awarded to it? ___Yes ___No

2. Has your company ever failed to substantially complete a project in a timely manner (i.e. more than 20% beyond the original contracted, scheduled completion date)? ___Yes ___No

3. Has your company filed any claims with the North Carolina State Construction Office within the last five years? ___Yes ___No

4. Has your company been involved in any suits or arbitration within the last five years? ___Yes ___No

5. Are there currently any judgments, claims, arbitration proceedings or suits pending or outstanding against your company, its officers, owners, or agents? ___Yes ___No

6. Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging? ___Yes ___No

7. Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina? ___Yes ___No

**Project Experience**

Download the SF 330 form from the following link:
http://www.gsa.gov/portal/forms/download/116486

A. List up to ten projects of similar size, scope, and complexity performed by the proposer.

B. Use SF 330 Part I Section F Sub-Sectons 20-24 (omit Sub-Section 25). Projects that were completed within the last 10 years are preferred. Contractors may list projects currently in construction or pre-construction, though completed projects will be given greater consideration. Include a separate Section F form for each project. **Note that Section F, Sub-Section 23 a, b, and c require the name of the project owner, a project owner’s contact, and the contact’s telephone number. This data will serve as the reference information. Along with the phone number also provide the owner contact’s e-mail address. No separate reference section will need to be submitted.**

C. Provide the following information on the SF 330 Section F Sub-Section 24. Provide at least one project photo in Sub-Section 24 as well.

a. For each of the ten or fewer projects, include specific details on the extent to which pre-construction & construction phase services were provided.

b. For each of the projects listed above where CM services were provided, list the Guaranteed Maximum Price (if given), or if not given, the estimated cost provided by you, and the total cost of the project at completion.
c. For each of the projects above where CM services were provided, compare the number of days in the original schedule with the number of days taken for actual completion.

d. Identify if the project was monitored by NC State Construction Office (SCO).

D. Provide one SF 330 Part I Section G Form filling out Sub-Sections 26-29.

Key Personnel

A. List of key personnel who will be assigned to the project. Attach sworn statement that the above persons will be exclusively assigned to this project for its duration.

B. For each person listed above, list what aspects of pre-construction or construction the person will handle. For those persons who will divide their time between pre-construction and construction phases, indicate what percentage of their time will be devoted to each phase.

C. For each person listed in response to A & B above, list his/her experience with firm, other prior and relevant experience with projects of similar size and scope in construction/design, person’s title held on each project listed, and the person’s location. Attach the resumes and references for each person listed.

D. Use SF 330 Part I Section E to provide resumes. **Note that reference information will not be provided on Section E directly, but will be provided with the sample projects. It is expected that the sample projects submitted on the SF 330 Section F were performed by the key personnel whose resumes are being provided on the SF 330 Section E.** If key personnel have not worked on sample projects, provide separate references for this person at the end of Attachment D. Provide a separate Section E for each resume. (The resumes will be provided as part of Attachment D at the back of the submittal.)

E. Provide project organizational chart indicating the placement of each of the persons listed in response to A & B above as Attachment E at the back of the submittal.

Project Planning

A. Provide a brief, overall description of how the project will be organized and managed, and how the services will be performed in both Pre-Construction and Construction Phases. **Project planning that offers the same project manager for pre-construction and construction phases shall be given preference.**

   a. Value Engineering
   
   b. Constructability Issues
   
   c. Cost Model/Estimates
   
   d. Project Tracking/Reporting
   
   e. Request for Information (RFI) and Shop Drawings
   
   f. Quality Control
g. Schedule and Staffing Plan

B. Minority Participation: Describe the program (plan) that your company has developed to encourage participation by Minority and other HUB firms to meet or exceed the goals set by North Carolina General Statute 143-128.2. Attach a copy of that plan to this proposal. Provide documentation of the Minority and other HUB participation that you have achieved over the past two years on both public and private construction projects. Outline specific efforts that your company takes to notify Minority and other HUB firms of opportunities for participation. Indicate the minority participation goal that you expect to achieve on this project.

Provide Attachments in this order:

A. Copy of State of NC Contractor’s License
B. Letter from Surety Company
C. Sworn Statement (listed personnel will be exclusively assigned to this project for the duration)
D. Resumes (utilizing SF 330 Part I Section E). If Personnel has not worked on any of the sample projects listed in the SF 330 Section F, then include references for this person behind the SF 330 Section E forms.
E. Organizational Chart
F. Financials (Balance sheet and income statement if available). **This should be submitted separately in a sealed envelope, as a single copy and will not count towards the 50 pages!**

This the_____ day of______________ , 20__________

**COMPANY NAME**

By: ____________________________

Title:___________________________

Attest:

______________________________ (Corporate Seal)

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______

**COMPANY NAME**

By: ____________________________

(Corporate Seal)

President

Attested: ____________________________

Secretary

STATE OF ____________________________

COUNTY OF ____________________________

I, ____________________________, a Notary Public in and for the County and State aforesaid, hereby certify that ____________________________ personally came before me this day and acknowledged that he/she is secretary of ________________ and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its president, sealed with its corporate seal, and attested by him/herself as is secretary.

Witness my hand and official seal, this the _____day of ________________, 20__.

____________________________

Official Signature of Notary

____________________________, Notary Public

Notary’s Printed or Typed Name

____________________________

My Commission Expires: