

RFP DATA SHEET	
Item	Datum
Short Description of Project	See CMR Request for Proposal on website identified below.
Issuing Office	Office of the University Engineer, NCATSU
Department, Agency/Institution, Location where the Project will be constructed	See CMR Request for Proposal on website identified below.
Project Overview	See CMR Request for Proposal on website identified below.
Website address (URL) for posting of notices regarding this project	https://hub.ncat.edu/administration/business-and-finance/facilities/design/index.php
Expected Date of Completion of Design	TBD
Project Designer & Consultants	Vines Architecture
Construction Manager at Risk Selection Schedule	TBD
Construction Management Fee (Section II Paragraph E.2)	The Construction Management Fee will be a fixed number based on a percentage of the Cost of Work. For this project, the maximum percentage of the Cost of Work has been reasonably determined by the Owner and State Construction Office to be TBD.
Project Construction Cost	Total Project Budget: \$43,600,000 Less: Design Fees Movable Equipment (Telecommunications Reserve) (Utilities Reserve) (Other Reserves – itemize) Owner’s Contingency Estimated Available for Construction (GMP) Estimated Construction Management Fee Estimated CMR Contingency

EXHIBIT "B"

Short-list Questionnaire for CM @ Risk Candidates

Project: Marteena Hall Renovation and Addition

Interview Date: December 12, 2024

The following questionnaire is to be filled out by each candidate prior to the scheduled interview session and must be incorporated into each candidate's presentation. Provide and distribute minimum of (8) hard copies of this questionnaire (in this format) at the interview session.

I. Experience

A. Overall CM@Risk Experience

How many renovations and additions has this team constructed? _____

How many CM@R projects has this team completed collectively in last 5 years? _____

Of these projects how many were completed in North Carolina? _____

Of these projects how many were completed on UNC system campuses? _____

Of these projects how many were renovations and additions? _____

B. Experience of Key Personnel

Provide profiles of the following key personnel.

Superintendent Profile:

How many years as a superintendent _____

Number of projects constructed with a budget of \$43 million plus GMP _____

Most complex project completed (Building Type and GMP) _____

Attach a (1) page (8.5"x11") profile

Project Manager Profile:

Number of years as Project Manager _____

Number of projects constructed with a budget of \$43 million plus GMP _____

Most complex project completed (Building Type and GMP) _____

Attach a (1) page (8.5"x11") profile

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Project: Marteena Hall Renovation and Addition (Continued)

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Estimator:

Number of years as Estimator _____

Number of projects estimated with a budget of \$43 million plus GMP _____

Most complex project estimated (Building Type and GMP) _____

Attach a (1) page (8.5"x11") profile

Are key personnel committed in both preconstruction and construction phase? _____

Provide one (1) exterior and one (1) interior photograph of a completed building that depicts the scope, complexity, detailing and workmanship we can expect from your company.

II. Joint Venture Dynamics

Is a formal executed joint venture agreement in place?

If so, list the members below and their sharing percentage in this venture.

	Name	Sharing Percentage (%)
Member #1	_____	_____
Member #2	_____	_____
Member #3	_____	_____
Member #4	_____	_____

When was the agreement established? _____

Is a copy available if needed? _____ Is this agreement ongoing? _____

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List the primary role of each member below.

	Name	Primary Role in Venture
Member #1	_____	_____
Member #2	_____	_____
Member #3	_____	_____
Member #4	_____	_____

What added value does each member offer to the venture and the client?

How many projects has this JV worked on together?

III. Financial/Legal/Technical

What strategies will this team employ to ensure that execution of this project produces meaningful financial benefit to the local and regional economy?

Is there any litigation or claims by Proposer or against Proposer? _____

If so, how did they originate and how did Proposer try to mitigate this state?

Describe a technical/constructability issue from a recent CM@R project and how it was resolved?

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IV. HUB Participation Track Record

What is the contractual percentage (%) of the HUB member of this venture during pre-construction? _____

What is the contractual percentage (%) of the HUB member of this venture during construction phase? _____

Provide a commitment level (i.e. a target %) of HUB participation at the subcontractor and supplier level based on familiarity of this market and your past history. _____

List and breakdown the minority participation level percentage (%) of the last three (3) CM@R projects completed in North Carolina?

Project Name	% Total	%Black	%Hispanic	% Women
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Was the proposed JV the CM@R for these projects? If not which member was the contracting entity for each?

Has this venture team worked on projects that do not mandate participation? _____
If so, name them.

List at least two (3) creative methods that this team or its member(s) have successfully implemented that increased HUB participation and opened real access to HUBs to trade scopes and packages that would otherwise be inaccessible.

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V. State/Triad/A&T Experiences and Relationships

How long has each team member had an office in North Carolina?

How many projects has the team or its members completed or is presently executing in the Greensboro and/or Triad area? (GSO/High Point/Winston-Salem area) _____

How many projects has the team or its members completed for NCA&TSU? _____

VI. Schedule & GMP

List projects currently in preconstruction or under construction by this team.

Project Name	Pre-Con.	Construction	Comp. Date	JV/ Member
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List the last (5) CM@R projects completed along with the GMP, final cost, scheduled completion date and actual dates completed.

Project Name	GMP	Final Cost	Sch. Comp.	Actual Comp.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I. SECTION I – PROPOSALS, EVALUATION, SELECTION AND AWARD

A. SUMMARY

The objective of this Request for Proposal (RFP) 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 Proposal (RFP).

1. The work of the Construction Manager-at-Risk will be performed in two phases under separate contracts for each phase. Phase I will include the pre-construction phase services and the preparation and submission of the Preliminary Guaranteed Maximum Price (PGMP) or Guaranteed Maximum Price (GMP). Phase II will include the bidding, award and management of numerous principal and specialty trade contracts for others to provide the actual construction of the Project. Since the Construction Manager-at-Risk will be providing only professional services for the benefit of the Owner based on a fee for such services, this procurement will be made in accordance with provisions of North Carolina General Statute (N.C.G.S) 143-64.31 which require 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 best qualified firm.
2. 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.

B. PRE-PROPOSAL CONFERENCE

A Pre-proposal Conference inclusive of site tour will be held as set forth on the foregoing RFP Data Sheet.

1. Should a Proposer find discrepancies in the RFP documents, or should he be in doubt as to the meaning or intent of any part thereof, he must, not later than **ten (10) calendar days prior to the proposal due date**, request clarification in writing from the Issuing Office, which may issue a written Addendum to the RFP. Oral explanations or instructions 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-proposal meeting, will be sent to all listed holders of the RFP's no later than **seven (7) calendar days** prior to the proposal due date.
2. Any addenda/amendments to the Request for Proposal must be acknowledged in the submitted Proposal.

C. PROPOSALS

1. All proposals shall include the information requested by the Qualifications Questionnaire. One (1) original plus two (2) copies (for a total of three (3)) of the Proposal must be received at the issuing office as set forth on the foregoing Data Sheet in order to be considered. The proposal shall be signed in accordance with the provisions of Article 2.c. of the General Conditions of the Contract (Section III of the RFP). The Owner reserves the right to reject either all proposals after the opening of the proposals but before award, or any proposal, 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 proposal.
2. Proposers must possess all licenses required by North Carolina law, including, at a minimum, an unlimited general contractor's license in the building classification under N.C.G.S. Chapter 87, and shall submit proof of current licensing with their proposal.
3. If the Proposer is a joint venture firm or partnership, the Proposer 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 proposal submission under the category of Project Planning - General, the Proposer must identify the responsibilities of each joint venture or partnership party with respect to the scope of services/work inclusive of the requirements for each entity based on such services as described in this RFP document. All joint venture/partnership parties will be held responsible for the contract obligations jointly and severally.
4. Proposers should give specific attention to the identification of those portions of their proposals 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. Proposals will be publicly opened. Proposers 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 proposal with a proprietary statement.

D. MINORITY BUSINESS ENTERPRISE

Minority business enterprises are encouraged to respond to this RFP. Construction Managers who are not minority business enterprises are encouraged to make a commitment to include a minority business enterprise as part of their management team. The verifiable goal for minority business participation pursuant to N.C.G.S. 143-128.f. is set at not less than ten percent (10%) of the total value of the work, inclusive of all fees. Written guidelines specifying the actions that the Construction Manager-at-Risk must take to ensure a good faith effort in the recruitment and selection of minority businesses for participation in

contracts awarded under this section are set forth in Appendix F and are herein incorporated by reference as if fully set forth herein.

E. PROPOSAL REQUIREMENTS

1. A Proposer, to be considered, must have a minimum of five (5) years of experience as a Construction Manager or General Contractor. Construction management experience gained by key personnel proposed for this project during previous employment in providing Pre-Construction and Construction Phase Services may be considered in meeting this minimum experience requirement.
2. Each proposer shall complete the Qualifications Questionnaire for Construction Manager-at-Risk that is part of this Request for Proposal.
3. In the interest of cost-savings, consistency of submittals and more efficient use of time by the pre-selection committee, the submitted information should not include any extra marketing materials. The format should be in 8-1/2" x11" pages. The package length should not exceed twenty (20) double-sided pages.

F. EVALUATION

1. After the closing date for receipt of Proposals, the Owner shall open the Proposals. An Owner's Pre-selection Committee will evaluate the Proposals that are timely and properly submitted.
2. The Pre-selection Committee will form a shortlist of three to six firms whose proposals, 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 proposing firm, together with due consideration of proffered quality, performance and the time specified in the proposals for the performance of the contract. The Owner reserves the right to request clarifying information from any and all Proposers at any time during the evaluation process. All proposers will be notified in writing of those firms selected for the shortlist.
3. The Owner will receive an oral presentation from each firm that is short-listed by the Pre-selection Committee. The purposes of the presentation are to allow the Owner to meet the Proposer's key personnel assigned to the project and to allow the Proposer to highlight aspects of selected areas of its technical proposal.
4. The Pre-selection Committee will rank the top three firms in priority order based on the selecting criteria listed below and will recommend this slate of firms to the Board of Trustees of the campus for the University of North Carolina System and Community Colleges or to the State Building

Commission for Agencies and Departments (hereinafter: the Appropriate Authority) for their consideration and final approval.

G. SELECTING CRITERIA

In selecting the three firms to be presented to the Appropriate Authority, the Pre-selection Committee should take into consideration in the evaluation of the proposals such factors as:

1. Workload that is fully able to accommodate the addition of this project.
2. Record of successfully completed projects of similar scope without major legal or technical problems.
3. Previous experience with the Owner, a good working relationship with Owner representatives, have completed projects in a timely manner and have performed an acceptable quality of work.
4. Key personnel that have appropriate experience and qualifications.
5. Relevant and easily understood graphic or tabular presentations.
6. Completion of CM-at-Risk projects in which there was little differences between the GMP and final cost.
7. Projects that were completed on or ahead of schedule.
8. Recent experience with project costs and schedules.
9. Construction administration capabilities.
10. Proximity to and familiarity with the area where the project is located.
11. Quality of compliance plan for minority business participation as required by N.C.G.S. 143-128.2.
12. Other factors that may be appropriate for the project.

H. CONTRACT NEGOTIATION AND AWARD

1. After the three firms have been notified of the selection action by the constituent agency or institution of the Appropriate Authority, a representative from the State Construction Office, the capital projects coordinator, and a representative from the using agency will discuss with the selected Construction Manager-at-Risk appropriate services and information about the project.

2. The State Construction Office will request in writing a detailed fee proposal for Pre-construction Services from the selected Construction Manager-at-Risk. The State Construction Office in coordination with appropriate representatives from the Owner will attempt to negotiate a fair and equitable fee consistent with the project program and the professional services required for the specific project. In the event a fee cannot be agreed upon, the State Construction Office shall terminate the negotiations and shall repeat the notification and negotiation process with the next ranked firm on the selection list. In the event a fee cannot be agreed upon with the second-ranked Construction Manager-at-Risk, the process will be repeated with the third-ranked Construction Manager-at-Risk . If a fee still cannot be agreed upon, the Owner shall review the history of negotiations and make appropriate determinations including program adjustments so as to lead to a negotiated contract with one of the original three firms selected. Such renegotiation with the firms shall be carried out in the original selection order, or a call will be made for the Pre-selection Committee to submit another list of three firms in priority order to the Appropriate Authority for consideration and final approval. The negotiation process will continue until a fee has been determined that is agreed to by the State Construction Office, the Owner and the Construction Manager-at-Risk.
3. Following successful negotiation, the Owner, by and through the State Construction Office as the final awarding authority shall award the Pre-Construction Services contract to authorize the Construction Manager-at-Risk to provide the services outlined in Section II, Paragraph G of this Request for Proposals.

At the end of the Pre-construction Phase, and in accordance with the terms and conditions of this Request for Proposal, the Construction Manager-at-Risk will ordinarily negotiate a Guaranteed Maximum Price to include Cost of the Work, Construction Manager-at-Risk Construction Management Fee, Construction Manager-at-Risk Contingency, and the cost of Bonds and Insurance. Following successful negotiation, the Owner, by and through the State Construction Office as the final awarding authority will award the Guaranteed Maximum Price contract.