

**Williams Dining Hall Renovation and Addition CM@Risk**  
North Carolina A&T State University

**CMR Request for Proposal**

**Summary**

North Carolina Agricultural and Technical State University is seeking qualified Construction Manager at Risk (CMR) firm to provide professional construction management services during the design and construction of the referenced project entitled “Williams Dining Hall Renovation and Addition” and summarized below. The work of the CMR will be performed in two phases. Phase I will include pre-construction phase services and preparation of a PGMP or GMP. Phase II will include the bidding, award and management of the project during construction.

**Pre-Proposal Conference**

A Pre-Proposal Conference inclusive of site tour will be held on January 9, 2025 at 10:00 am.

**Proposals**

All proposals shall include the information requested by the Qualifications Questionnaire (QQ). A copy of the QQ is attached to this RFP. The form can be also found on the State Construction website. One (1) original plus two (2) copies of the full proposal must be received by the Office of the University Engineer (OUE) by the established closing date and time. Interested firms should refer to attached “Section 1- Proposals, Evaluation, Selection and Award” for specific proposal requirements and process. All firms desiring to provide construction management-at-risk services shall submit all information required in the Request for Proposal (RFP) and referenced in Section 1 for the owner’s review and evaluation. Firms shall be required to submit evidence of compliance with the minimum requirements of the RFP.

Proposals shall be formatted to 8.5”x11” pages. The package length should not exceed twenty (20) double sided pages. Please note that two hard copies and one electronic copy of the proposal are requested. The electronic copy should be on a thumb drive. **Firms are requested to assure receipt of proposals at address listed below by 5pm on February 6, 2025.**

Following the receipt of proposals, members of the CMR selection committee will review proposals, create shortlist, conduct interviews and make a recommendation of selection to the University Board of Trustees.

**Questions/Proposal Submittal**

All questions should be addressed to:

Winfred B. Locus, Jr., Project Manager  
(336) 285-4503  
[wblocus@ncat.edu](mailto:wblocus@ncat.edu)

Physical proposals shall be mailed or delivered to the attention of the Project Manager at the address below.

**Mailing Address:**

Mr. Winfred B. Locus, Jr.  
Office of the University Engineer  
Clyde DeHuguley Building  
1601 East Market Street  
Greensboro, NC 27411

**Physical Address:**

Clyde DeHuguley Building  
602 North Benbow Road  
Greensboro, NC 27401

**Project Scope**

A total renovation of the kitchen and support spaces, a second-floor addition to the kitchen and back of house support, renovation of the loading dock below the kitchen addition, renovation and expansion of the Served into the Dining Area, and new finishes in the Dining Hall. In addition, the scope will include renovation of the two dish rooms located on the Dining Hall level. This work will include the replacement of the two dish machines and new dish return and scrapping systems, and the possible addition of an accumulator. Redesigning these areas is intended to increase efficiency of this function, a targeted and important outcome of this project.

**Project Site**

The project site, Williams Dining Hall is located at 1004 S. G. Thomas Drive, Greensboro, NC 27411

**Attachments:**

1. RFP Data Sheet
2. Qualifications Questionnaire for Construction Manager at Risk
3. Section 1-Proposals, Evaluation, Selection and Award

## 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	<a href="https://hub.ncat.edu/administration/business-and-finance/facilities/design/index.php">https://hub.ncat.edu/administration/business-and-finance/facilities/design/index.php</a>
Expected Date of Completion of Design	TBD
Project Designer & Consultants	CPL Architecture, Engineering, Planning
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: \$22,000,000 Less: <ul style="list-style-type: none"> <li>Design Fees</li> <li>Movable Equipment</li> <li>(Telecommunications Reserve)</li> <li>(Utilities Reserve)</li> <li>(Other Reserves – itemize)</li> <li>Owner’s Contingency</li> <li>Estimated Available for Construction (GMP)</li> <li>Estimated Construction Management Fee</li> <li>Estimated CMR Contingency</li> </ul>

## STATE OF NORTH CAROLINA

### Qualifications Questionnaire for Construction Manager at Risk

**Due Date:** February 6, 2024

**Submitted to:** Winfred B. Locus, Jr.  
Office of the University Engineer  
1601 East Market Street Greensboro, NC 27411  
336-285-4503, wblocus@ncat.edu

**Project Title:** Williams Dining Hall Renovation and Addition

**Proposer's Name and Principal Office serving this project:**

#### 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**

- A. List three projects of similar size, scope and complexity performed by the proposer.
- B. For each of the three projects, include specific details on the extent to which pre-construction & construction phase services were provided.
- C. For the three 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.
- D. For each of the three 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.
- E. For each of the three projects listed above, attach project owner references including the name, address, telephone and fax numbers, and e-mail address of the project owner representative.

### **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, and the person's location. Attach the resumes and references for each person listed.
- D. Attach project organizational chart indicating the placement of each of the persons listed in response to A & B above.

**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. HUB Participation: Describe the program (plan) that your company has developed to encourage participation by HUB firms to meet or exceed the goals set by North Carolina General Statute 143-128.2. Please explain how the firm will address minority participation in the management levels of the company. Include a HUB plan in the proposal. Provide documentation of HUB participation that the firm achieved over the past three (3) years on both public and private construction projects. Outline specific outreach efforts that your firm will take to notify HUB firms of opportunities for participation. Indicate the minority participation goal that you expect to achieve on the project.

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\*\*

(Corporate Seal)

By: \_\_\_\_\_  
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:

## 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.