



## Request for Statement of Qualifications Construction Manager at Risk Services

The City of Hendersonville is requesting Statements of Qualifications from interested construction management firms for the Fire Station #1 and Park Project.

Responses due May 7, 2021.

## Request for Qualifications Table of Contents

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Cover	
Table of Contents	Page i
Introduction and Project Details	Page 1-2
CMaR Project Description and Scope	Page 3-4
Statements of Qualifications	Page 5-6
Qualifications Package Evaluation Criteria	Page 7
Submittal Requirements	Page 8-9
Selection Process Timeline	Page 10

## Introduction & Project Details

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The City of Hendersonville, NC ("City") is seeking qualifications statements from firms offering Construction Manager at Risk ("CMaR") services which may include: review of structural, mechanical, plumbing, electrical, environmental and architectural drawings being prepared by the Project Designer, ADW Architects ("Project Designer"), together with site/civil plans, coordination of project bidding with Project Designer; selection of subcontractors; oversight of construction, coordination with Project Designer and City project manager.

The City is currently in the schematic design phase for an approximately 18,200 square foot Fire Department on approximately 1.67 acres located at 851 N. Main Street in Hendersonville, NC. The physical location of the project is outlined in red below.



The area current contains an existing Fire Station #1 and park amenities including a mini-golf course, tennis courts, and greenspace. The new facility will be entirely new construction which may include sustainable technology, sustainable design features comparable to LEED, and local historical and architectural features (e.g. Erle Stillwell).

The total estimated project budget for project design, site demolition, surveying and geotechnical services, permitting, materials, construction, and close-out is \$8,500,000.

## **Introduction & Project Details**

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In addition to experience in construction Fire Stations and related facilities, the City requests firms submit a project team with experience in constructing park and recreational. The City intends to relocate or re-construct existing park and recreational amenities on a future property to be determined.

The City estimates the new park property will have an assessed acreage of 2.0 – 2.5 acres and be located within proximity of the current property. The City encourages submitting firms to detail park construction related experience with particular emphasis on mini-golf courses, as part of their submittal.

In addition, other park experience may be submitted. Firms may partner with other firms or independent contractors to present a unified response to this Request for Qualification; however, information must be provided from all firms and associated independent contractors. If the Firm proposes to use subcontractors to perform any portion of the work, all information below must be submitted with respect to each subcontractor.

## **Construction Manager at Risk (CMaR) Project Description & Scope**

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The City intends to use the CMaR construction delivery method for the Project. The City's objectives in using the CMaR delivery method for this Project are to:

- Provide optimum coordination of subcontractors under the operational constraints of constructing in a tight commercial downtown area between three public roads.
- Allow prequalification of subcontractors.
  - The CMaR shall prequalify and accept all bids from first-tier subcontractors for all construction work under the second phase.
  - The CMaR shall use the prequalification process determined by the City in accordance with NCGS 143-135.8, provided that the City and the CMaR shall jointly develop the assessment tool and criteria for the specific project, which must include the prequalification scoring and minimum required score for prequalification on the project.
- Provide a team approach between the City, Project Designer and CMaR in controlling risks, costs, and schedule.
- Have transparency of costs.

The City has retained a consulting firm to develop a program document to be used as the basis of design. The design phase for this Project is estimated to begin May of 2021 and continue over an eight (8) month period, followed by an expected twelve (12) month construction period.

The project will be conducted in phases, beginning with pre-construction which is the design process including schematics, design development and construction drawings. The initial pre-construction phase services are anticipated to include, but are not limited to:

- Collaboration with the City and Project Designer to develop the Project.
- Identification and mitigation of risk through analysis and assessment.
- Developing and updating Project schedules.
- Attend meetings with the City and Project Designer and provide guidance on the selection of building materials, systems, and equipment.
- Developing and updating a detailed construction budget estimate and guaranteed maximum price, derived from the conceptual plans and information regarding interior space needs, exterior design, and a constructability review (schematic design, design development, and construction documents).
- Work with the Project Designer to develop value-engineering options, as needed.

At the sole option of the City and pending funding, the project may proceed to bidding and construction. The City reserves the right to utilize the CMaR selected for the pre-construction in future phases, or the City may choose to move to another construction team at its sole option pending performance during pre-construction.

## **Construction Manager at Risk (CMaR) Project Description & Scope**

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Construction phase services are anticipated to include, but are not limited to:

- Construction management services for the project throughout construction.
- Collaborate with the City and Project Designer to execute the Project.
- Preparation and coordination of bid packages with the Project Designer.
- Prequalify subcontract bidders in compliance with NCGS 143-135.8.
- Advertise bidding documents, conduct pre-bid conferences, and monitor bidding to assure sufficient qualified submittals for all bid packages.
- Review subcontract bids with Project Designer and City for selection.
- Develop and maintain a detailed project schedule including delivery, approvals, construction, inspections, testing, and occupancy.
- Conduct and record job meetings and submit regularly scheduled reports to Project Designer and City.
- Maintain a system of review and approval for shop drawings, samples, and product data.
- Develop a system and provide cost control through process payment review consistent with completed work verification and project schedule and contract amounts.
- As needed utilize previously established value engineering options to reconcile with budget and project schedule.
- Develop and maintain as-built drawings for the project duration.
- Coordinate post-construction activities including:
  - Systems training.
  - Assembly of guarantees.
  - Assembly of manuals with detailed descriptions of maintenance protocols.
  - Preparation and summary of training for mechanical systems.
  - Assembly and provision of other close-out documents.

## Statements of Qualifications

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The format of the Statement of Qualifications (“SOQs”) shall be submitted per the responding firm’s judgment. SOQs shall be organized in a manner that will facilitate the evaluation of the responding firm and should specifically address each evaluation criteria. Additional information beyond what is listed for each criterion in the preceding section that is deemed relevant may also be submitted.

– The SOQ shall be no more than **30 pages** in total length –

### Firm Profile Information:

- A signed cover letter from a principal in the firm expressing interest in the project and certifying that sufficient resources in personnel, equipment, and time are available and can be committed to this project.
- A statement of the firm's philosophy, goals, vision statements and/or guiding principles.
- Firm name - Identify the legal entity that would contract with the City.
- Address of principal office where work will be performed.
- Phone number, website, and e-mail information.
- Name and contact information of the individual who will be the City’s primary contact.
- Statement of the firm’s history and financial stability.
- List conflicts of interest the firm or key personnel may have with the project, if applicable.
- Number of years the firm has been in business in its current capacity.
- The firm’s North Carolina General Contractor License.
- Insurance information.

### Personnel Information:

- A resume of each team member should detail relevant experience, length of service with the firm, job duties, educational and professional background.
- Provide an organization chart of all key team members who will be directly involved in providing services to be assigned specifically to this project.
- Identify the Project Manager who will be empowered to make decisions for and act on behalf of the firm.
- Identify the cost estimator who will be responsible for developing detailed construction budget estimates and a guaranteed maximum price (“GMP”).

## Statements of Qualifications

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### Experience:

- List at least five (5) most recent and relevant projects, either currently in progress or complete; relevant projects should have been completed in the last ten (10) years.
- Relevant project information provided should follow the criteria below:
  - List only projects involving the key team members proposed for this Project.
  - List projects in date order, with newest projects listed first, and include:
    - A brief project description.
    - Owner's representative having knowledge of the firm's work; include contact name, organization, phone, and email.
    - Contract dollar amount and total time involved.
    - Guaranteed maximum price vs. actual cost history.
    - Established small, women, or minority business enterprise (MBWE) policy goals vs. actual implementation.
    - Methods, approach, and controls used on the project to complete it in an effective, timely, economical, and professional manner.
    - Reference what the firm has learned about constructing public safety facilities via relatable experiences.
    - Describe awards or recognitions received, participatory results, anecdotal statements, or other information that may prove useful in evaluating the described projects.
    - Describe any lessons learned from constructing similar facilities.
    - Describe the firm's and the key team members' past successes in meeting established schedules and budgets for major projects as construction manager.
    - Describe the methods, procedures, and policies used to maintain schedules and budgets.
    - Discuss the availability of your key team members, particularly for the next 12-24 months.

### Quality Control:

- Briefly describe the firm's quality control program, specifically its technical review process.
- Describe the firm's project management, quality control, and performance measurement procedures and the involvement of the measures and procedures in relevant projects.
- Discuss the firm's management and quality control procedures related to subcontractors.
- Discuss the firm's safety program, controls, and initiatives.



## **Qualifications Package Evaluation Criteria**

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A Selection Committee of City staff, with consultation from the Project Designer, will evaluate RFQ responses. Evaluation criteria and anticipated weights the City intends to utilize to select the most qualified firms are listed below. The City reserves the right to alter these criteria and the weights assigned throughout the selection process.

The Selection Committee will read, review, and evaluate the qualifications independently based on the evaluation criteria and recommend selected firms to City Council. Selection is subjective in many areas and the decision of the City will be final and not subject to re-evaluation by the firms submitting SOQ.

The following factors will be used in the evaluation process:

Reputation, quality, and experience (30 points possible):

- Experience in providing similar services of comparable size and complexity to municipal, county, or other governmental entities.
- Favorable responses from project references.

Experience of proposed team (50 points possible):

- Experience and technical qualifications of the team to provide requested services.
- Recent experience of the project team providing services of similar scope.
- Organizational structure of the firm - defined line of communication and clearly defined roles for personnel.

Quality Control (10 points possible):

- Ensure that proper technologies are selected and utilized for the projects.
- Ensure responses/deliverables are accurate, thorough, and delivered on time.
- Ensure responses are within the 30-page response limit.
- Adequacy of firm's technical review process.

Approach (10 points)

- Proposed approach is innovative and effective.

## Submittal Requirements

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Statements of Qualifications (SOQs) shall be submitted in PDF format via e-mail.

**Submission.** Submissions must be emailed to Adam Murr, Senior Analyst, City of Hendersonville, NC at [amurr@hvlnc.gov](mailto:amurr@hvlnc.gov) by 5:00pm local time on May 7, 2021. SOQs received after the deadline will not be considered. PDF files must contain the signatures of company representatives who are authorized to execute documents on behalf of the firm.

**Questions.** Questions regarding this request should be directed to Adam Murr and will be accepted until 5:00pm local time on April 23, 2021. Questions must be submitted in writing and delivered via e-mail. All responses to questions will be posted by 5:00pm local time on April 30, 2021 in each location where the original RFQ is advertised.

**Interviews.** The City reserves the right to call for interviews with submitting firms following an initial review of the SOQs submitted. Interviews are not guaranteed as part of this process and discretion to call an interview is the sole authority of the City.

**Integrity.** Maintaining the integrity of the RFQ process is of paramount importance for the City. Please do not contact members of the City or their staff regarding this contract until the award is presented for approval, other than the City's designated contact person.

**Public Record and Trade Secret.** Upon receipt by the City, your Qualification Package is considered a public record, except for material that qualifies as "Trade Secret" information under North Carolina General Statute 66-152 et seq. Your Qualifications Package will be reviewed by the City's selection committee, as well as other City staff and members of the general public who submit public records requests. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by a firm should be submitted in a separate, sealed envelope marked "Trade Secret — Confidential and Proprietary Information — Do Not Disclose for the Purpose of Evaluating this Qualifications Package," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

**Trade Secret (Continued).** In submitting a Qualifications Package, each firm agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the selection process and to any outside consultant or other third parties who serve on the selection committee or who are hired by the City to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless the City and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Qualifications package as a trade secret may be disqualified from the selection process.

## **Submittal Requirements**

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**Delivery and Selection.** The City accepts no responsibility for expenses incurred during the preparation or delivery of SOQs. The City reserves the right to: reject any and all statements of qualification, select the most qualified firm for the referenced work, waive technical errors and informalities, and to accept the statement of qualifications, which, in its sole judgment, best serves the public interest. In the event of limited response, the City also reserves the right to extend the submittal deadline as appropriate to ensure a competitive procurement process.

**Historically Underutilized Businesses (HUB).** Per N.C. General Statute 143-64.31, Selection of a firm shall include the use of good faith efforts by the public entity to notify minority firms of the opportunity to submit qualifications for consideration by the public entity. It is the practice of the City to make a good faith effort to procure the submission of proposals by historically underutilized businesses as part of the in the selection process. The City seeks to provide all persons and businesses a fair and equal opportunity to participate in all aspects of its contracting and procurement programs and to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities. The City of Hendersonville is an Equal Employment Opportunity Employer.

## Selection Process Timeline

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The timeline for the review of qualification statements and selection of a firm is tentative as follows:

RFQ release date	April 9, 2021
Deadline for All Questions	April 23, 2021 at 5:00pm
Responses to Questions	April 30, 2021 at 5:00pm
Proposal Submittal Deadline	May 7, 2021 at 5:00pm
Applicant Interviews	May 10-14, 2021
Recommendation and City Council Approval	June 3, 2021

*\*Note: City staff reserves the option to call interviews with applicants.*

Thank you for your time and consideration in this process.



**Adam C. Murr**

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