



City of Hendersonville, NC

Request for Qualifications # 160302202001

**Construction Manager at Risk (CMaR) Services for the Seventh Avenue
Streetscape Project**

Date Issued: May 16, 2022

Opening Date: June 10, 2022

Direct all inquiries concerning this RFQ to:

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City of Hendersonville

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I. Project Description

The City of Hendersonville, NC (City) is seeking qualifications statements from firms offering Construction Manager at Risk (CMaR) services. The City has completed the design phase of an approximately 1,200 linear foot streetscape project along Seventh Avenue from N Grove Street to Maple Street including approximately 500 linear foot of additional streetscape along Locust Street north of the Seventh Avenue intersection. The project generally consists of the demolition of existing concrete sidewalk, curb, asphalt pavement and base and the installation of new concrete sidewalk, curb and gutter, stormwater piping and structures, ductile iron water line and valves, sewer lines and manholes, asphalt pavement, curb ramps, street trees, lighting, electrical conduit and panels, brick crosswalks, pedestrian and traffic signals and all appurtenances.

Note that the streetscape project described above is the first phase of potentially three total phases of streetscape to the Oklawaha Greenway, the three phases collectively referred to below as the "Project." The CMaR scope of services will initially cover the first phase of the Project but may be extended in the future as funding becomes available. The RFQ process will cover the first and any future phases of the project.

The City intends to use the CMaR construction delivery method for the project pursuant to N.C.G.S. § 143-128.1. The City's objectives in using the CMaR delivery method are as follows.

- Provide optimum coordination of subcontractors under the operational constraints of constructing in a tight commercial area.
- Allow prequalification of subcontractors. The CMaR shall prequalify and accept bids from first-tier subcontractors for all construction work. The CMaR shall use the prequalification process in accordance with NCGS 143-135.8. The City and the CMaR shall jointly develop the assessment tool and criteria for the specific project, which will include the prequalification scoring and minimum required score for prequalification on the project.
- Provide a team approach between the City, Project Designers and CMaR in managing risks, controlling costs, and maintaining schedules.
- Provide transparency of costs.

Each phase of the Project will be conducted in subphases, beginning with pre-construction. The initial pre-construction subphase services are anticipated to include, but are not limited to:

- Review of site, civil, stormwater, landscaping, electrical, and signal plans and specifications that have been prepared by the Project Designers (City of Hendersonville and Watermark Landscape Architecture).

Vendor Name:

- Collaboration with the Project Designers to further develop and refine each phase of the Project.
- Coordination of scheduling and scope with Utilities that may be impacted.
- Identification and mitigation of risk through analysis and assessment.
- Develop and update schedules for the phase of the Project.
- Attend meetings with the City and Project phase Designer and provide guidance on the selection of construction materials, systems, and equipment.
- Develop and update detailed construction budget estimates and a guaranteed maximum price, derived from the design plans and a constructability review.
- Work with the Project Designers to develop value-engineering options for each phase, as needed.

At the sole option of the City and pending funding, each phase of the project may proceed to bidding and construction. Construction subphase services are anticipated to include, but are not limited to:

- Construction management services throughout construction.
- Collaboration with the City and Project Designers to execute the Project phase.
- Preparation and coordination of bid packages with the Project phase Designers.
- 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 Designers and City for selection.
- Develop and maintain a detailed project phase schedule including delivery, approvals, construction, inspections, testing, and occupancy.
- Conduct and record job meetings and submit regularly scheduled reports to Project phase Designers 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 and the assembly of guarantees, manuals with detailed descriptions of maintenance protocols and the like, training for mechanical systems, and other close-out documents.



II. Statements of Qualification

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 subsequent 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").

**Project Approach and Management:**

- Provide a detailed description of your approach and process for completing the scope. Include a response to the preliminary scope and identify key risks, challenges and concerns anticipated and any mitigation steps to achieve successful on-time delivery.
- Describe the tools and processes the firm uses to provide preliminary time and budget estimates.

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. Emphasis will be placed on projects that utilized a public CM@R process in accordance with the requirements of N.C.G.S. § 143-128.1 in particular.
- 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 projects like this 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 12-18 months.

Quality Control:



Vendor Name:

- 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.



III. Evaluation Criteria

A Selection Committee of City staff and the Project Designers 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 the selected firm 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 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.

SOQs shall be submitted in PDF format via e-mail. Submissions must be emailed to Brendan Shanahan, Project Division Manager, at bshanahan@hvlnc.gov by 1:00 PM local time on June 10, 2022. SOQs received after this 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 regarding this request should be directed to Brendan Shanahan (email only) and will be accepted until June 3, 2022.

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.

All firms submitting a response to this Request for Qualifications must take affirmative steps to solicit participation by Historically Underutilized Businesses. In all phases of construction, the firm must make a good faith effort to comply with N.C.G.S. § 143-128.2 and 128.4, and to recruit and select small business entities as first-tier contractors. Before bidding any phase of the Project, the Firm will be required to submit a plan for compliance with NCGS § 128.2 for the City's approval. Additionally, if the firm proposes to subcontract any portion of the construction management services, a good faith effort to recruit historically underutilized businesses will be required, with documentation of these efforts being required of the successful firm. All good faith efforts must include the following:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- Using the services and assistance, as appropriate, of such organizations as the NC Office of Historically Underutilized Businesses, the Federal Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

The selected firm will be notified by telephone or e-mail and will be expected to enter into an agreement with the City as soon as possible after notification. In the event an agreement cannot be negotiated with the selected firm, negotiations with that firm will be terminated and initiated with the next best qualified firm.

The City reserves the right to select and enter into an Agreement with best qualified firm for the Project. 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 firm most qualified for the referenced work, waive technical errors and informalities, and to accept the statement of qualification, 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 in order to assure a competitive procurement process.

Vendor Name:

It is the policy of the City that all original documents, reports, studies and other data produced as a direct result of the services performed under the contract shall become the property of the City. Copyrighting of material produced as a result of the services performed shall be in the City's name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the City as a licensed user and shall provide the City with one complete copy of the licensed material.

It is the practice of the City to provide historically underutilized businesses an equal opportunity to participate in all aspects of its contracting and procurement programs and to prohibit discrimination against persons or businesses in pursuit of these opportunities. The City is an Equal Employment Opportunity Employer.

The timeline is as follows:

RFQ release date	May 16, 2022
Deadline for All Questions	June 3, 2022 at 5:00pm
SOQ Submittal Deadline	June 10, 2022 at 1:00pm
Approval by City Council	July 2022
Commencement of Project Construction	October/November 2022

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