



Request for Qualifications (RFQ)
for
Construction Manager at Risk (CMR) Services

Proposed Recreation Center
Huntersville, North Carolina

May 12, 2015

Request for Qualifications

Table of Contents

- Introduction
- Project Details
- Qualification Package Evaluation Criteria
- Submittal Requirements
- Submittal Information
- Additional Information
- RFQ Review and Selection Process Timeline

Attachments:

- Site Plan
- Elevations

Introduction

The Town of Huntersville, NC ("Town") is seeking qualifications statements from firms offering Construction Manager at Risk (CMR) services for the proposed "Huntersville Recreation Center" project. Services may include: review of structural, mechanical, plumbing, electrical and architectural drawings being prepared by the project Architect, Lawrence Group/Dewberry ("Architect"), as well as site/civil plans; coordination of project bidding with project architect; selection of sub-contractors; oversight of construction, coordination with Architect and Town project manager.

Project Details

The project is designed to be a municipal recreation center with a focus on competition basketball and volleyball. The project is located on approximately 10 +/- acre site at the southeast intersection of Verhoeff Drive and Highway 21 in Huntersville, NC. The site will be improved to provide one main entrance into the facility from Verhoeff Drive and will include some improvements to Verhoeff Drive, as well as site grading & earthwork, paved parking, storm water BMP devices, storm water management systems, site retaining walls and landscaping.

The main level includes multi-purpose rooms, dining and concession areas, public toilets, administration and control desk with an elevator and two open stairs to the lower levels. Gallery spaces for both standing and seating are accommodated for views to the courts below along the entire area between the main and lower floor which is open to below.

The lower level includes gymnasium space to accommodate (3) 50' x 84' competition courts with possible alternate arrangements for up to (4) competition volleyball courts. There is a partial basement of approximately 2,500 sf (under a portion of the upper level) that provides additional toilets, storage, and building support spaces.

The gymnasium is constructed as a conventional pre-engineered metal building. Exterior walls are constructed with a combination of utility brick with CMU back up to heights of either 8' or 12' braced to the steel bent frames and insulated metal panels attached to horizontal girts. The roof system is a standard structural metal roof panel and insulation system by the metal building manufacturer sloping to standard gutter systems. Roof overhangs are extended for aesthetic impact.

Qualification Package Evaluation Criteria

Qualifications Packages will be evaluated on the firms' ability to meet the requirements of this Request for Qualifications (RFQ). Some heavily weighted, specific evaluation criteria, among other factors, will include:

- The firm's experience in providing similar services for similar projects;
- Ability to meet established schedules;
- Qualifications and abilities of key individuals identified in the Qualifications Package;
- References;
- An office in the Charlotte metro area; and

- Qualifications package appearance and presentation

Submittal Requirements

The Town invites all interested and qualified firms to submit qualification statements for CM@R services for the Huntersville Recreation Center project. If your firm would like to be considered for providing the required services, please submit the following:

- One (1) bound original Qualifications Package. Please identify as the original.
- Six (6) bound copies of your Qualifications Package.

Qualifications packages should be addressed to:

Mr. Greg Ferguson, Town Manager, Town of Huntersville, P.O. Box 664, Huntersville, North Carolina 28070 (101 Huntersville-Concord Road, Huntersville, NC 28078 physical address)

Each firm is solely responsible for the timely delivery of its Qualifications Package. **All Qualifications Packages must be received by 4:00 p.m. on June 1, 2015.** No Qualifications Packages will be accepted after this deadline. Firms accept all risks for late delivery of Qualifications Packages regardless of fault.

A pre-submittal meeting to explain the project and answer questions pertaining to this RFQ will be held on May 28, 2015 at 10 am in the Huntersville Town Hall, 101 Huntersville-Concord Road, Huntersville, NC.

Submittal Information

Any firm that would like to be considered for this project must submit the following information as part of their statement of qualifications:

- (a) 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.
- (b) A statement of the firm's philosophy, goals, vision statements and/or guiding principals.
- (c) Examples or statements of previous work completed by the firm and staff that will be involved in this project, that are similar in nature to the scope of work proposed for this project. This should include significant challenges faced (anticipated and unanticipated), project timelines, budgeted vs. expended funds, awards or recognitions received, participatory processes utilized, anecdotal statements or other information that may prove useful in evaluating the described project.
- (d) Short resumes of professional staff that would be involved in project design and management.
- (e) References from recent clients particularly from those involved in a similar project.

- (f) Similar information to that above for sub-contractors, consultants or partners anticipated to be involved in this project.
- (g) An outline of the proposed process to be used for the services to be rendered, including expected outcomes, time lines, and deliverables detailed for each critical phase.
- (h) Availability of key personnel to be dedicated to the project through April 2016.
- (i) Assumptions and expectations regarding Town staff cooperation and assistance.

Additional Information about this RFQ

Selection Committee

A Selection Committee will evaluate the information submitted. Please do not contact any member of the Selection Committee. Any attempt to do so will result in disqualification of the firm's submittal for consideration. Award of the contract for this project is anticipated to be **June 15, 2015** (see "Conditions and Reservations" below). The selected firm will be expected to begin work immediately upon award of a contract.

Public Records

Upon receipt by the City, your Qualifications 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 Town's Selection Committee, as well as other Town staff and members of the general public who submit public record 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 Except 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.

In submitting a Qualifications Package, each firm agrees that the Town may reveal any trade secret materials contained in such response to all Town staff and Town 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 Town to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless the Town 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.

Clarification of Submittal

The Town reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information.

Conditions and Reservations

The Town expects to select one or more firms, but reserves the right to request substitutions of sub consultants. *The Town reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the Town. The Town reserves the right to waive technicalities and informalities.*

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit the Town to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the Town unless the Town and your firm execute a contract.

Please direct all questions and requests for information in writing to Gerry Vincent, Assistant Town Manager: email gvincent@huntersville.org fax (704) 875-6541 or mail: Town of Huntersville, P.O. Box 664, Huntersville, NC 28070.

RFQ Review and Selection Process Timeline:

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

- ▶ **May 15th - 29th, 2015** – RFQ distributed
- ▶ **May 28, 2015** – Pre-submittal meeting (10 am)
- ▶ **June 1, 2015** – Responses due (by 4 pm EST)
- ▶ **June 15, 2015** – Recommendation to Town Board on preferred firm
- ▶ **June 30, 2015** – Final Contract signed/ Notice to Proceed

Further Information:

The Town of Huntersville appreciates your interest in providing services for this project.

For further information or questions regarding the content of this Request for Qualifications, please contact:

Gerry Vincent, CM, Assistant Town Manager
Town of Huntersville, PO Box 664
Huntersville, NC 28070,
Phone: (704) 766-2201, Fax: (704) 948-6020
[**gvincent@huntersville.org**](mailto:gvincent@huntersville.org)

REQUEST FOR QUALIFICATIONS:

By the Town of Huntersville, NC
for
Construction Manager at Risk (CMR) Services
for
The Construction of a New Recreation Center

The Town of Huntersville, NC ("Town") is seeking qualifications statements from firms offering Construction Manager at Risk (CMR) services for the proposed "Huntersville Recreation Center" project. Services may include: review of structural, mechanical, plumbing, electrical and architectural drawings being prepared by the project Architect, Lawrence Group/Dewberry ("Architect"), as well as site/civil plans; coordination of project bidding with project architect; selection of sub-contractors; oversight of construction, coordination with Architect and Town project manager.

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For more details and/or information, please visit: www.huntersville.org/huntersvillereccenter.

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