



## **NOTICE OF REQUEST FOR QUALIFICATION (RFQ) STATEMENTS FROM FIRMS INTERESTED IN PROVIDING CONSTRUCTION MANAGER AT RISK SERVICES FOR A NEW MUNICIPAL BUILDING (CITY HALL)**

As provided for under General Statute section 143-128(a1), the City of Concord has elected to use construction management at risk as the contracting method for the new municipal building. The City has selected ADW Architects for the design of the project. The size of the building will be approximately 75,300 square feet and four levels. The site is located at the vacant corner of Cabarrus Avenue West and Market Street, SW. It is anticipated that construction will be complete at the end of 2015.

### **PROJECT SCOPE**

The scope of work is to provide construction management services for the project throughout preconstruction and construction phases, including but not limited to, preparation and coordination of bid packages, scheduling, cost control, value engineering, evaluation, preconstruction services, and construction administration.

### **SUBMITTAL REQUIREMENTS**

**Firms should have no contact related to this project with elected or appointed officials other than Purchasing Manager Sid Talbert during the selection process. City Engineer Sue Hyde is available for questions about the project scope. Other contacts will subject the firm to immediate disqualification for consideration for this project. A committee will screen the RFQ's submitted, conduct interviews of selected firms and make a recommendation to City Council.**

Qualification Statements should clearly and concisely address the following:

- Firm name and location of office where work will be performed.
- Brief overview and history of the firm.
- List general contractor's license(s) held.
- Experience in construction as Construction Manager at Risk in publicly funded projects as well as construction of governmental buildings.
- The project manager and key personnel who will be involved with this project; their qualifications and experience as related to the scope of work detailed above as well as their anticipated assignments related to this project. Specific information on their experience with similar projects should be included.
- Other work commitments of the specified key personnel during this project time frame.

#### *Engineering Department*

City of Concord • 850 Warren C. Coleman Blvd. • P.O. Box 308 • Concord, North Carolina 28026  
(704) 920-5425 • Fax (704) 786-4521 • TDD 1-800-735-8262 • [www.ci.concord.nc.us](http://www.ci.concord.nc.us)

- Provide client references for related governmental work or similar private/non-profit contracts valued at over \$10 million dollars done in the past five years. Include name, address, telephone number and contact person most involved with the project.
- Historical data on at least three comparable projects in size completed over the past five years showing schedule performance **and change order history**. Include original budget, pre-bid estimate, guaranteed maximum price, if applicable, and final cost.
- Management of projects with required minority business participation goals, including recommendations for complying with the minority business participation requirements of G.S. section 143-128.2..
- Document any history of litigation involving the company or any of its principals, including the case name, number and year for the past five years. Include litigation involving construction, contract, bond or insurance disputes.
- Document all safety or OSHA violations associated with construction project performance over the past five years.

The submission should include an executive summary not to exceed 7 pages (double sided) on 8-1/2" paper, and single-spaced. Fold out pages are not allowed. Submissions including an executive summary exceeding the 7-page limitation will not be considered. Five (5) copies of the statement of qualifications along with a PDF copy are due no later than 5:00 p.m. on Thursday, November 21, 2013. No statement of qualifications will be accepted after this time. The mailing address is:

City of Concord  
 Attn: Sid Talbert, Purchasing Manager  
 850 Warren C. Coleman Boulevard (P. O. Box 308)  
 Concord, NC 28025

### SELECTION CRITERIA

The considerations below, with their weighted scores, will be utilized for selection of the firm. Selection will be made after thorough review conducted by a City panel. Actual interviews may be conducted after review of the responses by interested firms.

1. The firm's recent experience, knowledge, and familiarity in the construction of similar projects that are compatible with an historic setting and the firm's demonstrated ability to incorporate the client's design preferences. 35%
2. The experience of the staff to be assigned to this project in successfully- performing the type of work required within the budget to be established by the Concord elected officials, with few- to no change-orders attributable to foreseeable circumstances. . 30%
3. The firm's ability to meet a time schedule established for the work. 20%
4. The firm's financial ability to undertake the work and insure the CMR's liability as well as adequacy of an accounting system to identify costs chargeable to the project. 5%
5. The firm must demonstrate a high ethical and professional standing and must have performed satisfactorily on any previous contracts with the City of Concord, if applicable, including a

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positive client relationship, commitment to the project budget and sufficient supervision of the construction project. 10%

The City of Concord will negotiate a contract with the top rated firm following selection. If a contract cannot be successfully negotiated with the top rated firm, the City will proceed to the second rated firm.

Firms not selected for interviews will be notified. Questions concerning the scope of this project should be directed to Sue Hyde, Engineering Director at 704-920-5401. Questions regarding the selection process should be directed to Sid Talbert, Purchasing Manager, at 704-920-5441.

The City reserves the right to reject any and all statements of interest.

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