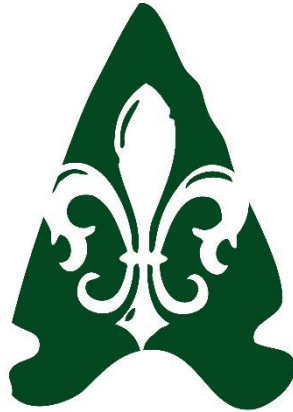


# Request for Qualifications (RFQ)



Town of Badin

Construction Manager at Risk (CM@R)  
Services for:

Badin Conference Center  
Badin Waterfront Park features

November, 2022

# **Request for Qualifications**

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## **Introduction**

The Town of Badin, NC ("Town") is seeking qualifications statements from firms offering Construction Manager at Risk (CM@R) services which may include: review of structural, mechanical, plumbing, electrical, environmental and architectural drawings to be prepared by an Architect "to be Selected" ("Architect"), together with site/civil plans, coordination of project bidding with the Project Architect; selection of subcontractors; oversight of construction, coordination with Architect and Town project manager.

## **Project Details**

The Town is currently in the selection process for an Architect to develop the plans for the renovation of approximately 6,100-square-foot Conference Center on approximately 7.4 acres located off NC740 along Falls Road Badin, NC. The physical location of the project is 29 Falls Road Badin, NC 28009. The building was previously used as a hospital and later a conference/training center, and the Town is looking to repurpose this structure to be used as a conference center and office space. There will be renovations to the interior of the structure to include modernizing restrooms, updating mechanical systems, electronic systems (including audio-visual and public address), heating-ventilation-and-air-conditioning (HVAC), ceiling and interior wall repair, moisture management and possible roof replacement. In addition, the Town of Badin has received multiple grants for the development of a Waterfront Park, Amphitheater, and support facilities.

## **Project Scope**

The work will be conducted in two phases to the extent approved by the Town. The initial phase is to provide pre-construction services which would include a construction budget estimate, derived from the conceptual plans and information regarding interior space needs, exterior modifications, and a constructability review. The second phase is to provide construction management services for the project throughout the construction phases, including but not limited to: preconstruction services, preparation, and coordination of bid packages with the architect, scheduling, cost control, value engineering, and construction administration.

## **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 3-5 similar projects.
- Ability to meet established schedules.

- Qualifications and abilities of key individuals identified in the Qualifications Package.
- Familiarity with local and county reviewing agencies
- 3-5 References.
- Proof of Bonding and Insurance
- Qualifications package appearance and presentation

### **Submittal Requirements**

The Town invites all interested and qualified firms to submit qualification statements for Construction Manager @ Risk services for the Town of Badin Conference 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 (identified as the original).
- Four (4) bound copies of your Qualifications Package.
- One (1) CD or flash drive with the proposal in PDF format.

Qualifications packages should be addressed to:

*(Mailing address)*

Jay Almond  
Town Manager  
P.O. Box 707  
Badin, NC 28009

*(Physical address)*

Jay Almond  
Town Manager  
36 Falls Road  
Badin, NC 28009

**Each firm is solely responsible for the timely delivery of its Qualifications Package. All Qualifications Packages must be received by 5:00 p.m., Tuesday, December 13, 2022. No Qualifications Packages will be accepted after this deadline. Firms accept all risks for late delivery of Qualifications Packages regardless of fault.**

Any firm interested in an on-site walk-through of the facility can contact Jay Almond, Town Manager, at 704-422-3470 and arrangements will be made to provide access to the facility at 29 Falls Road.

### **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 principles.
- c) 3-5 Examples or statements of previous work completed by the firm and staff that will be involved in this project, which are similar in nature to the scope of work proposed for this project. This should include project timelines, budgeted vs. expended funds or GMP versus Reconciled GMP, awards or recognitions received, participatory results, 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 this project design and management and their availability for the project. Submit alternate candidates in case the timing of the project does not work as intended.
- e) 3-5 References from recent clients particularly from those involved in a similar project.
- f) An outline of the proposed processes to be used for the services to be rendered, including safety, quality, scheduling, cost control, document control, communication, plus local and minority participation.
- g) Availability of key personnel to be dedicated to the project to its completion.
- h) Assumptions and expectations regarding the Town staff cooperation and assistance.

### **Additional Information**

#### **1. Selection Committee**

A Selection Committee made up of Town Council and Town personnel, along with the consultation of the Town's Architect, will evaluate the information submitted. The Town of Badin reserves the right to conduct interviews/presentations at no cost to the Town. Should presentations be requested, the shortlisted General Contractors will be notified and given a minimum of 2 weeks to prepare for the presentation to the Badin Town Council with the award of the contract to be voted upon shortly after. The selected firm will be expected to begin work immediately upon the execution of a contract.

#### **2. Public Records**

Upon receipt by the Town, your Qualification Package is considered a public record, except for material that qualifies as "Trade Secret" information under the North Carolina 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 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.

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.

### 3. 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 responses deemed to be in the best interest of the Town. The Town reserves the right to waive technicalities and informalities. The response of 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.

## 5. Communication with Town Staff

Once the RFQ has been advertised, communication and contact shall be with the Town Manager or his designee.

### **RFQ Review and Selection Process Timeline**

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

- |   |                           |
|---|---------------------------|
| • RFQ release date                            | November 22, 2022         |
| • Deadline for All Questions                  | December 5, 2022          |
| • Addendum Issued (if needed)                 | December 6, 2022          |
| • Proposal Submittal Deadline                 | January 3, 2022 @ 5:00 PM |
| • Recommendation to Council/Proposed Contract | January 2023              |
| Recommended Firm Council Presentation         | January 2023              |

### **Further Information:**

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

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

**Jay Almond**  
**Town Manager**  
**Town of Badin**  
**P.O. Box 707**  
**Badin, NC 28009**  
**Phone: 704-422-3470**  
**Email: [jayalmond@badin.org](mailto:jayalmond@badin.org)**