

Request for Qualifications (RFQ)

For

Construction Manager at Risk (CM@R) Services

For

**CITY OF CHERRYVILLE NORTH CAROLINA
CITY HALL NEW ADDITION & RENOVATIONS**

Issued: April 09, 2025

Submittals Due: April 24, 2025 by 3:00 p.m. EST

Contact: Mr. Brian Dalton – City of Cherryville City Manager

E-mail: bdalton@cityofcherryville.com

Phone: 704-435-1700

Jody Jackson, Project Manager | Ken Newell, Architect

E-mail: jjackson@scn-architects.com | knewell@scn-architects.com

Phone: 704-865-6311

Introduction

The City of Cherryville is seeking to hire a qualified Construction Manager at Risk firm (“CM@R”) to provide preconstruction and construction management services for a new city hall addition and renovations on their existing facility in Cherryville, North Carolina (“Project”). Through this Request for Qualifications (“RFQ”), City of Cherryville is seeking Qualifications Statements from interested and qualified firms.

The new addition and renovations will be constructed on their existing site and building located at:

- 116 S Mountain St, Cherryville, NC 28021

The new building addition will consist of an approximate 600 sq.ft. two-story building with new entry including an elevator connecting to the existing building, along with and site improvements to the building front and existing drive thru area. The existing building first floor scope will include all new finishes over the approximately 6,000 sq. ft. of area. Both upper and lower floors may include some minor renovations as identified in the design process. A preliminary site plan for the new addition is included in this RFQ as Exhibit “B”.

City of Cherryville has retained the services of a design consultant team led by Stewart-Cooper-Newell Architects to develop the design documents to be used as the basis of design.

The Project is currently in the Preliminary Design phase. City of Cherryville will require that the CMAR assist with defining the project delivery schedule, and preliminary cost estimates.

The CM@R must have experience as the prime at-risk contractor, design builder, or construction manager (either individually or as the major joint venture partner) for the construction of a minimum of three (3) similar size or larger facilities to be considered for further evaluation.

Scope of Work

The specific scope of work for the selected CM@R for the Project will be defined in the construction management agreement, reference AIA A133-2019. However, at a minimum the following services are required of the CM@R:

- Provide preconstruction phase services including cost estimating, life-cycle cost analysis, value engineering, constructability reviews, scheduling, phasing plans, etc.
- Develop a site management plan.
- Provide construction management and general contracting services.
- Develop a phasing and sequencing plan.
- Establish and maintain quality control standards.

Project Schedule

The CM@R is expected to commence preconstruction services in May of 2025.

Qualifications Statement Submittal Requirements

The following components shall be submitted to the City of Cherryville in a concise manner as part of the response to this RFQ. Failure to include all the elements specified below may be cause for rejection. Additional information may be provided, but shall be succinct and relevant to this RFQ. Submittals shall be limited to 50 pages. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size. Qualifications Statements shall correspond to the sections below:

1. Exhibit "A" Certification Form

- a. An authorized representative of the firm is required to certify the accuracy of all information contained in your firm's submittal by executing the certification form attached to this RFQ and titled Exhibit "A" Certification.

2. Firm Information

- a. Firm name, mailing address (include physical location if mailing address is a P.O. Box), contact person, telephone number, and e-mail address.
- b. Type of organization (joint venture, partnership, limited partnership, corporation, etc.). If submitting as a joint venture, firm shall provide a summary of the draft agreement terms.
- c. Firm history, including background of firm's executive management and number of years the firm has been in business.
- d. Financial information:
 - i. Firm's total annual construction volume for the past five (5) years.
 - ii. Name and contact information of the firm's bonding company.
 - iii. Letter from the surety indicating the firm's current bonding capacity and the surety's willingness to bond the Project.
 - iv. A.M. Best rating for the firm's surety, and its status to do business in North Carolina.
- e. Has the firm, or joint venture partner, ever been involved in litigation or arbitration with an owner of a similar facility? If so, please describe each instance, giving specific details regarding the reasons for the claim and amount in dispute. Explain how the claim was resolved.

3. Relevant Experience and Capabilities

- a. Provide confirmation that the firm and its team members are licensed to provide construction management services in North Carolina.
- b. Demonstrate the firm’s experience in constructing similar types of projects. Provide three (3) or more examples where the firm has provided construction management services for projects similar in size and complexity to the Project. The selected projects should demonstrate the firm's capability, creativity and unique problem solving skills, budget and schedule compliance, and added value. The following information shall be provided for each project:
 - i. Owner and location of the project
 - ii. Completion date or status of the project
 - iii. Brief project description highlighting its key elements.
 - iv. Capacity and square footage of the project
 - v. Key personnel proposed for this project that were involved in the project.
 - vi. E-mail and telephone number for client references.
 - vii. Initial project budget, final cost, and type of contract

4. Project Team

- a. Identify the key personnel who will be assigned to the Project.
- b. Identify the firm’s single point of contact for the entire Project.
- c. Provide an organization chart clearly defining all individuals proposed for the Project.
- d. Provide resumes for each individual listed above, including the following:
 - i. Name and title
 - ii. Years of experience
 - iii. Years with firm
 - iv. Office location
 - v. Education, certifications, licenses, and/or special training
 - vi. Description of role and key responsibilities for the Project and level of involvement in each phase
 - vii. Listing and description of relevant project experience
- e. Identify the level of commitment to the Project for each key personnel, including the project executive and lead project manager(s). Indicate their ability to start preconstruction services in May of 2025.

- 5. Project Approach:** Provide a narrative describing the firm's approach to the Project. The following items shall be addressed specifically:
- a. Discuss approach to project controls, including scope, schedule, budget and cost control, and construction quality control with examples of past success.
 - b. Describe procurement plan to ensure completion of the Project on a timely basis.
 - c. Describe practices and processes in monitoring and managing construction activities and subcontractor performance so as to minimize requests for change orders and avoid or mitigate construction related disputes.
 - d. Indicate whether the firm would propose to self-perform any work on the Project and, if so, the nature of the work and the firm's capability to self-perform.
 - e. Describe how the firm will ensure competitive pricing and on-time, quality performance by its subcontractors.
 - f. Describe the firm's approach to creating a competitive procurement environment for the benefit of the Project.

Selection Criteria

Qualifications Statements will be evaluated by the Selection Committee based on the firm's ability to meet the requirements of this RFQ. The primary evaluation criteria include:

1. Experience providing preconstruction and construction management services for similar projects;
2. Approach to the Project;
3. Ability to meet the established schedule;
4. Qualifications and abilities of key individuals proposed for the Project;
5. Client references; and
6. An office in North Carolina, and/or extensive experience in North Carolina.

Submission Process and Timeline

Qualifications Statements shall be submitted in both electronic and hard copy no later than **3:00 p.m. EST on April 24, 2025**. Responses must be prepared in conformance with the guidelines described in this RFQ. Responses received after the deadline will **not** be considered.

- Electronic qualification statements shall be submitted electronically in PDF format to: bdalton@cityofcherryville.com and jjackson@scn-architects.com. E-mail subject line must be as follows: **“CM@R Qualifications Statement - The City of Cherryville New Building Addition and Renovations Project.”**
- In addition, three (3) bound hard copies shall be mailed or delivered to: The City of Cherryville, 116 S Mountain St, Cherryville, NC 28021 to the attention of Mr. Brian Dalton. Paper copies must also be received by the deadline.

To the extent permissible by law, The City of Cherryville agrees to keep confidential any confidential proprietary information included in a response, provided that: 1) the respondent identifies the confidential proprietary portions of the response; 2) the respondent identifies as confidential and proprietary only those portions of the submittal that actually are confidential and proprietary; and 3) the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary, nor shall they so designate information that is already public.

In submitting a Qualifications Statement, each firm agrees that The City of Cherryville may reveal any materials contained in such response to all the parties 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 of Cherryville to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless The City of Cherryville and each of its representatives -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 information that the respondent would like to remain confidential should be e-mailed under separate cover to bdalton@cityofcherryville.com. The e-mail subject must be **“PROTECTED: CM@R – The City of Cherryville New Building Addition and Renovations Project.”**

The schedule for this procurement of the CM@R is as follows:

- | | |
|---|-------------------------------|
| 1. Issue RFQ | April 09, 2025 |
| 2. Deadline for Questions / Clarifications | April 17, 2025, by 5 p.m. EST |
| 3. Submittals Due | April 24, 2025, by 3 p.m. EST |
| 4. Optional Interviews of Short List | Estimated May 2025 |
| 5. Notice of Award | Estimated May 2025 |
| 6. Selected CM@R Prelim. SD Cost Estimate | Estimated June 2025 |

Conditions and Reservations

The City of Cherryville reserves the right to refuse and 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 City of Cherryville in its sole and exclusive discretion. The City of Cherryville reserves the right to waive technicalities and informalities. The City of Cherryville reserves the right to negotiate with one or more firms and is not obligated to enter into any contract with any respondent on any terms or conditions.

A response to this RFQ shall not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit The City of Cherryville 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 the State of North Carolina.

Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of The City of Cherryville unless The City of Cherryville and your firm execute a contract.

EXHIBIT "A"
CERTIFICATION

I _____ (print full name), being an authorized representative of
_____ (print full legal name of firm), certify that all information

contained in the following qualification package for Construction Manager at Risk Services, including its forms and other documents, delivered or to be delivered to The City of Cherryville, is true, accurate and complete. This qualification package includes all information necessary to ensure that the statements therein do not in whole or in part mislead The City of Cherryville as to any material facts.

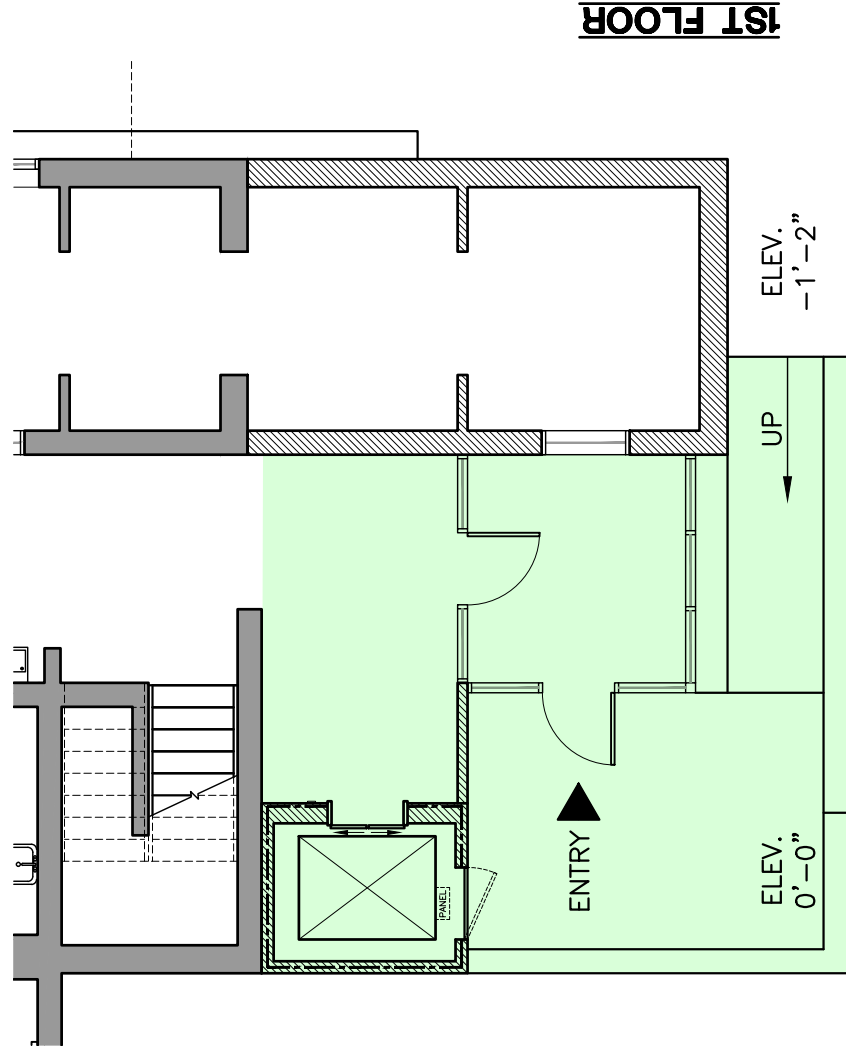
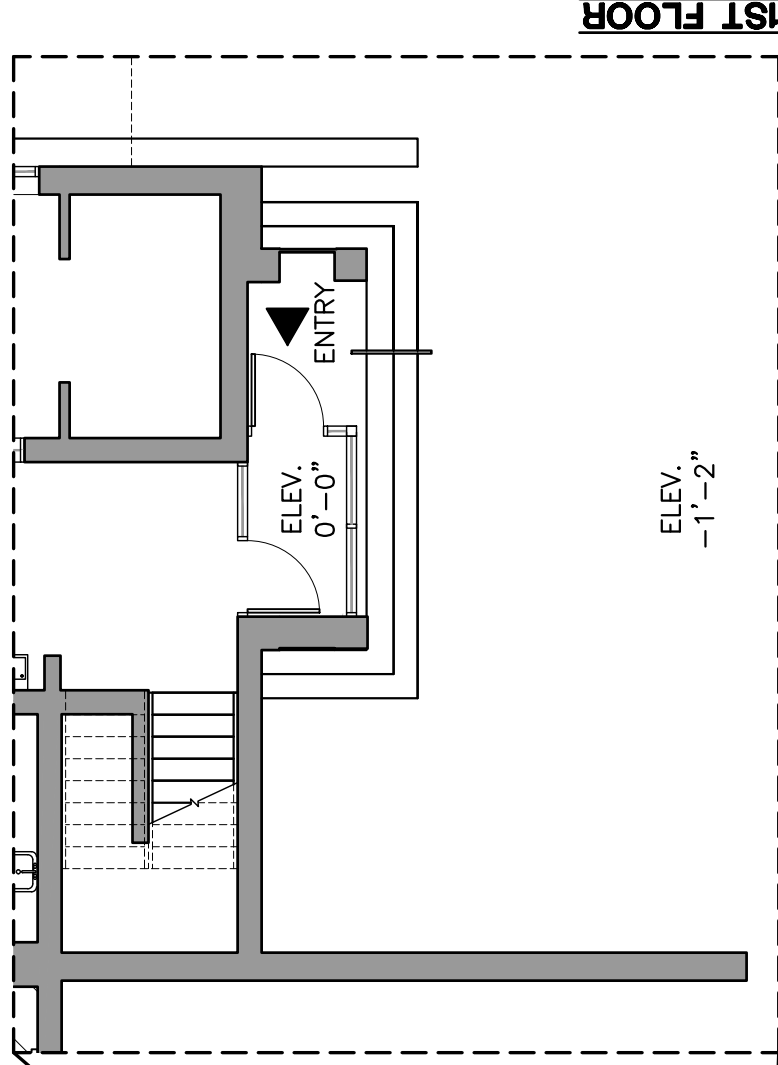
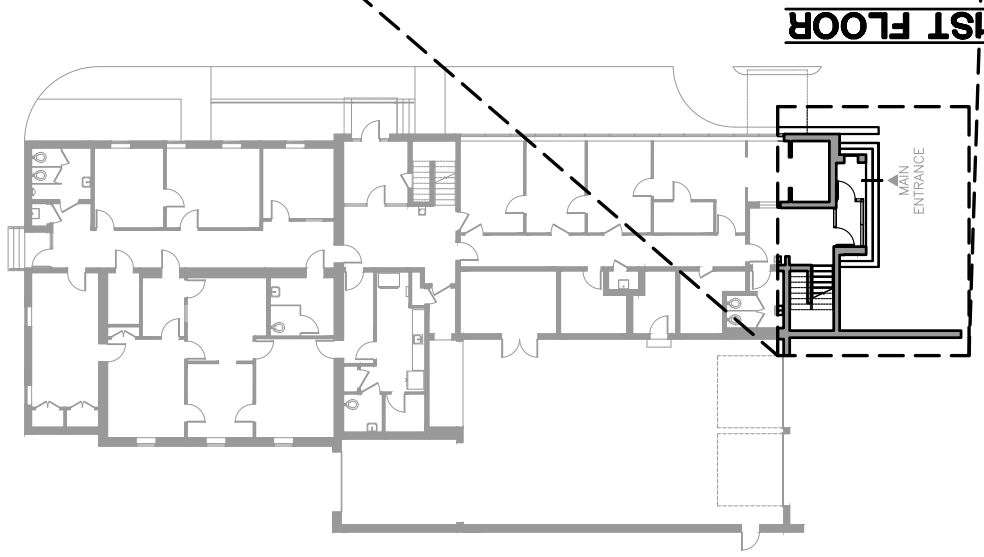
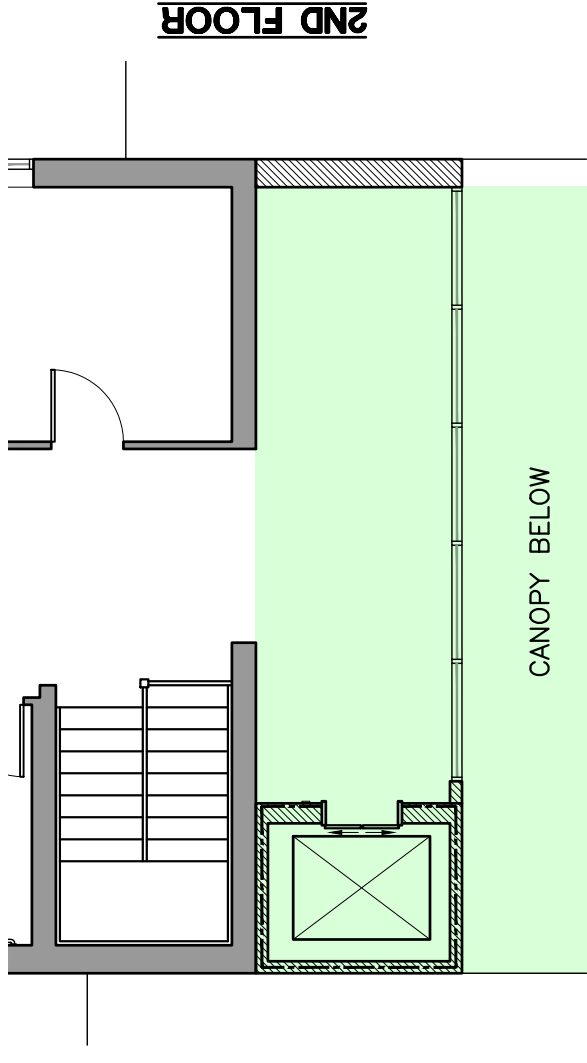
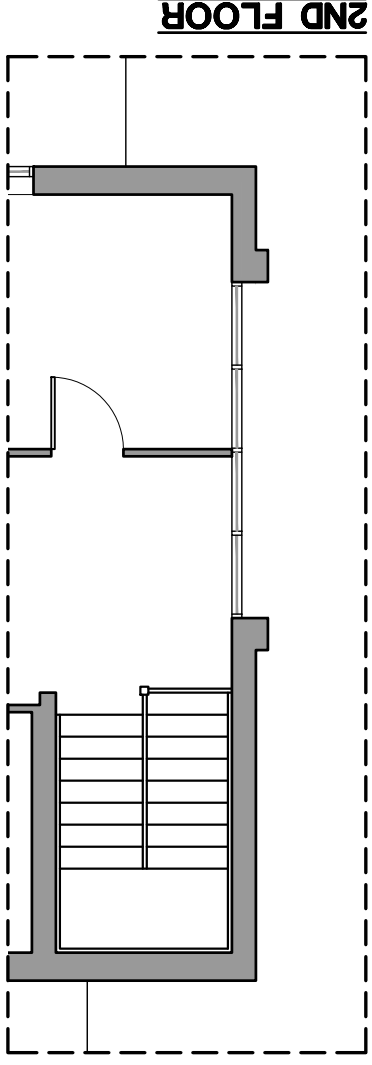
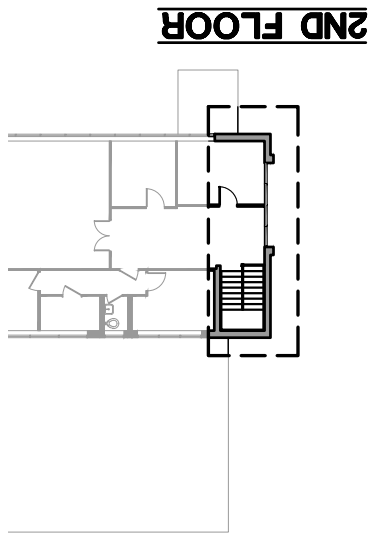
Represented and Warranted By: _____ (Signature)

Title: _____ (Print)

Contact: _____ (Phone)

_____ (Email)

Date Certified/Signed: _____



**MAIN ENTRANCE
EXISTING PLAN**

**MAIN ENTRANCE
OPTION A**



Rework
Drive Thru

New
Addition
Area