



REQUEST FOR QUALIFICATIONS

Alamance County Courthouse Expansion Project

Construction Manager at Risk RFQ

February 28, 2025

Qualification Due Date: April 10th, 2025
and time: 2:00 pm

RFQ Number: 2025-03

Mailing Address: 124 W Elm St
Graham, NC 27253

Delivery Address: 124 W Elm St
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CONSTRUCTION MANAGER AT RISK SERVICES FOR ALAMANCE COUNTY COURTHOUSE EXPANSION PROJECT

Pursuant to N.C. Stat. Sec. 143-128, Alamance County is seeking proposals from qualified construction firms interested in providing construction services for the Alamance County “Courthouse Expansion Project”. The proposed Courthouse Expansion Project is located at 212 W. Elm Street, Graham NC. The intent of this RFQ is to select a construction manager by Qualifications-Based Selection (QBS), to provide construction services for this project.

The design firm for this project is CRA Associates, Inc.

The intent of this project is to construct a (3) story addition of approximately 38,000 square feet and a renovation of the existing J.B. Allen Building of approximately 35,000 square feet.

The total construction budget for the project is approximately \$31,500,000. It is the goal for the project to be completed by October 2027.

The construction firm must have experience related to similar projects and have a positive work history with Alamance County or other counties/entities in the surrounding area.

Overview of the Requested Scope of Work

The selected Construction Manager at Risk will be required to provide services including, but not limited to:

- Pre-construction services, including cost estimation, scheduling, constructability review, and value engineering.
- Development of a Guaranteed Maximum Price (GMP) for the construction phase.
- Management and coordination of trade contractors to ensure high-quality construction.
- Risk mitigation, safety planning, and quality control throughout the project lifecycle.
- Adherence to local, state, and federal regulations applicable to courthouse construction.
- Close collaboration with the County, design team, and stakeholders to meet project goals. Provide preconstruction services including cost estimating, life-cycle cost analysis, value-engineering, constructability reviews, scheduling, phasing plans, etc.

1. Introduction

1.1. Purpose of Procurement

1.1.1. Pursuant to N.C. Stat. Sec. G.S. 143-128.1A, Alamance County, hereinafter referred to as “Owner” or “County,” will undertake the design and construction of the Courthouse Expansion Project to be located at 212 W. Elm Street, Graham NC. Alamance County is proceeding with this project with a qualification process (this RFQ) to determine and approve interested and competent construction managers.

1.2. Purpose of the RFQ

1.2.1 Selection of the construction managers will be by Qualifications-Based Selection (QBS) beginning with the review of this RFQ submittal. Factors and/or criteria to be used in the evaluation of this RFQ are listed and described in this document. The Owner will adhere to the weightings specified for each evaluation factor stated. **These selections are made solely as judged by the Owner.**

1.2.2 In selecting a firm, the Owner will emphasize the experience of the firm and of assigned personnel in providing like functions on projects of similar magnitude and complexity as the proposed project. Selection preference will be toward firms that have depths of knowledge and resources for this type of facility, general contracting, scheduling, contract coordination and compliance, budget control, as well as familiarity with laws, ordinances, and codes applicable to this project.

1.2.3 The window of construction opportunity is an important selection criterion, requiring the Owner to choose a firm with the ability to place quality personnel on this job, ready to work effectively and efficiently, and within the given timeframe.

1.2.4 Minority Business Participation

Alamance County has a responsibility, as defined by the goals established in N.C. Gen. Stat. § 143-128.2 to encourage participation by minority businesses in the award of contracts. Bidders are hereby notified that this bid is subject to those responsibilities. It is the practice of the County to (1) provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) prohibit any and all discrimination against persons or businesses in pursuit of these opportunities.

1.2.5 It is the responsibility of each submitter to examine the entire RFQ, seek clarifications in writing, and review their submittal for accuracy before submitting their qualifications. Once submission deadlines have passed, all submissions will be final. The Owner will not request clarification from any individual submitter relative to their submission, but reserves the right to ask for additional information from all parties that have submitted qualifications. If there are multiple firms proposed as one team, each firm must describe itself according in the RFQ submittal. **Indicate on the first page of the submittal which firm/company is the lead and indicate, by firm, those qualifying as a minority firm.**

1.3. Project Delivery and Objectives

1.3.1 The delivery method for this project will be Construction Manager at Risk. There will ultimately be a single contract from the Owner with a lead construction manager who will be expected to fulfill the terms of the contract through delivery of a finished, fully usable facility, on a turnkey basis, that satisfies the Owner's project requirements.

1.3.2 The total construction budget for the Alamance County Courthouse Expansion Project is anticipated to not exceed **\$31.5 million** for the entire project, turnkey, including all costs and fees. All costs include site and building construction related expenses; construction related services; testing services; public jurisdiction fees and charges; permits, signage, reasonable construction contingency amounts; and other building related professional service fees necessary to fully build the Owner's project.

The construction for the Owner's project shall be developed having a substantial completion date no later than October 1, 2027 or as otherwise agreed to by the Owner.

1.4 Request For Qualifications (RFQ)

The RFQ selection process will produce a preliminary ranking list for construction manager candidates. The County reserves the right to ask the highest-ranking teams to interview with an official Selection Committee consisting of various County personnel. The County may then create a final ranking of firms based upon the interview results, in conjunction with their previously submitted written responses. In lieu of an interview, the County may select the firm outright with the highest ranking from the initial submittal without an interview process.

1.4.1. Owner / Construction Manager Contract will be negotiated once a selection has been made.

1.4.2. Alamance County reserves the right to accept or reject any or all Statement(s) of Qualifications with or without cause. Issuance of this Request for Qualifications does not commit Alamance County to award a contract, to pay any costs incurred in preparation of a

proposal, or to procure or contract for related services or supplies.

1.5. Project Assumptions

1.5.1. The Owner expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. *Esprit de corps - a spirit of cooperation and collaboration among professional construction services providers - is of utmost importance.*

1.5.2. The Construction Manager at Risk must personally ensure all equipment and materials meet the design criteria requirements. Ensuring compliance with this condition shall be the Construction Manager at Risk's function, not an Owner function.

1.5.3. The Construction Manager at Risk will assist with developing a strategy for the best approach for the successful completion of the project. For example, without limitation, the Construction Manager at Risk will provide guidance and assistance in the preparation of a schedule and a reliable, preliminary cost estimate.

1.6. Definitions of Terms

1.6.1. Whenever the term "RFQ," is used, the reference is to this Request for Qualifications or portions thereof, together with any exhibits, attachments, or addenda it may contain.

1.6.2. Whenever the terms "shall," "will," "must," or "is required" are used in the RFQ, the referenced task is a mandatory requirement of this RFQ. Failure to meet any mandatory requirement will be cause for rejection of a submittal.

1.6.3. Whenever the terms "can," "may," or "should" are used in the RFQ, the referenced specification is discretionary. Therefore, the failure to provide any items so termed will not be cause for rejection. However, the Selection Committee may consider such failure in evaluating the quality of the submittal.

1.6.4. Whenever the terms "apparent successful" or "top-ranked" or "highest ranking" are used in this document in reference to a firm, the reference is to the firm that the Selection Committee ultimately judges to have submitted the best case, satisfying the needs of the Owner in accordance with the RFQ. However, the selection of an apparent successful firm does not necessarily mean the Selection Committee accepts all aspects of the firm's submittal or proposal.

1.6.5. Whenever the term "submittal" is used in the RFQ, the reference is to the response offered by a firm in accordance with the RFQ. The submittal responds only to the RFQ.

1.6.6. Whenever the term "Selection Committee" or "Review Committee" is used in the

RFQ, the reference is to the Owner's representatives responsible for administering and conducting the evaluation and selection process of the RFQ.

1.6.7. "Design Professional" (an inclusive term for all licensed building professionals), "Architect of Record," and/or "Engineer of Record" all refer to the project's architect(s) and/or engineer(s), whose responsibilities generally include programming, design, code compliance, and detailing of the facility.

1.6.8. "Subcontractor or Contractor" refers to trade contractors to be competitively bid and who contracts directly with the Construction Manager at Risk.

1.6.9. "Building Commissioning" refers to a formal and systematic process of documentation, adjustment, testing, verification, and training, focused on quality assurance and performed specifically to ensure that the finished facility operates in accordance with the Owner's documented project requirements and the construction documents.

1.6.10. "Commissioning Provider" refers to the entity or person providing building commissioning services for a project.

1.6.11. "Owner's Project Requirements" is a written document that details the functional requirements of a project and the expectations of how it will be used and operated.

1.6.12. "Qualifications Submittal" and "Initial Written Submittal" both refer to a firm's response to the RFQ.

1.6.13. "Qualifications-Based Selection" and "QBS" both refer to a procurement process for the selection of professional construction services for public projects. It is a competitive contract procurement process whereby consulting firms submit qualifications to a procuring entity (Owner) who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and price.

1.6.14. "Firm" shall be interpreted as referencing the Construction Manager at Risk or construction entity, as is reasonable.

2. General Instructions

2.1. Project Site & Scope:

2.1.1. Project Site: The project will be located at 212 W. Elm Street, Graham NC

2.1.2. Project Scope: The intent of this project is to construct a (3) story addition of approximately 38,000 square feet and a renovation of the existing J.B. Allen Building of approximately 35,000 square feet.

2.2. Selection Process for the RFQ

2.2.1. Request for Qualifications: This document is a Request for Qualifications (RFQ). All interested CMAR parties shall respond to this document in the appropriate format and required quantity.

2.2.2. Qualification Review Committee: The review of RFQ submittals will be by a Review Committee comprising representatives of the Owner. Questions should be submitted **in writing** via email to Brian Baker, Assistant County Manager, Brian.Baker@alamancecountync.gov no later than March 21st, 2025.

2.2.3. Construction Manager a Risk Qualifying Process for the RFQ

Written Submittal (RFQ Submittal): The Review Committee will receive and review statements of qualifications and performance data in response to this RFQ. The Review Committee will evaluate all firms first against a set of criteria, provided in **Section 3** below, to determine those firms most qualified and suited for this project. Some of the firms may be interviewed or requested to provide a presentation by the County. After the completion of interviews/presentations (if required), a firm will be selected and negotiations of the contract will begin. If the selected firm and the County do not come to an agreement; the County reserves the right to enter negotiations with the next highest-ranking firm.

2.3. Mandatory Pre-submittal Conference:

There will be a mandatory pre-submittal conference for this RFQ on Wednesday March 19th at 10:00am. The conference will be held in the Commissioner's Room, on the 2nd floor of the Alamance County Office Building located at 124 W. Elm Street, Graham NC.

2.4. Project Schedule: The following Project Schedule represents the Owner’s best estimate of the timeline to be followed for the execution and completion of the Alamance County “Courthouse Expansion Project”. The Owner reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Project Schedule shall be provided to all who have requested this RFQ.

Step in the process	Date
RFQ Issued	February 28, 2025
Pre-Submittal Conference	March 19, 2025
Questions concerning this RFQ due by	March 21, 2025
Responses to questions due by	April 2, 2025
Completed RFQ’s due and received by County	April 10, 2025
Selection of firm, negotiation, etc.	May 2025
Master agreement signed by County and returned to selected firm	June 2025

3. RFQ Submittal – Qualifications Submission Format and Requirements

3.1. Physical Submittal

One (1) original and three (3) hardcopies copies of the information shall be submitted as well as one (1) PDF copy of the submittal on a USB flash drive. Each submittal shall be identical in content. Submitter’s responses shall follow the sequence of the Initial Written Submittal outlined here. Responses should be concise, clear, and relevant. Costs incurred in responding to this RFQ is the submitter’s alone and the Owner does not accept liability for any such costs. The Owner will not and shall not be required to return any item submitted.

3.1.1. Submittal pages must be numbered consecutively. A table of contents, with corresponding tabs/dividers in the body of the submittal, must be included. Multiple tabs on a single page are acceptable. If more than one item in the table of contents can begin on the same page, it is acceptable to place all corresponding tabs on that page. Any affidavits, certifications, or signed statements called for are to be included in an appendix. Please do not place in the appendix any additional information not explicitly required. Submittals are not limited in page quantity. However, the Owner intends to limit the cost that submitters incur to respond to this solicitation. Therefore, submitters are encouraged to be brief and succinct. **Thick volumes of background and general marketing material are not desired. A firm should highlight instead its responsiveness to the evaluation criteria.** If there are multiple firms proposed as one team, each component firm should describe its own relevant qualifications within the same submittal.

3.1.2. Submittals of qualifications will be accepted until time and date shown in the Project Schedule (Section 2.4). The Owner is not responsible for the proper or timely delivery of submittals. Failure to meet the deadline for receipt of submittals will result in rejection of the submittal. Submittals received after the deadline will not be considered whether delayed in transit or for any other cause whatsoever. Each firm is solely responsible for the accuracy and completeness of its submittal. Errors and omissions may constitute grounds for rejection. **Electronic submittals will not be accepted.**

3.1.3. Submit qualifications documents to the following mailing/physical address:
Alamance County Finance / Purchasing Department
Attn: Susan Evans
124 W Elm St
Graham, NC 27253

The name and address of the firm should appear on the outside of the submittals, and the package should reference the project; i.e., **“Courthouse Expansion Project RFQ 2025-03”**

3.2. Criteria for Selection & Weighting of Qualifications Criteria

Evaluative Criteria – The Review Committee will evaluate the submittals uniformly based upon the criteria listed in the table below. The Owner has listed each major category of criteria in order of importance. The services being sought under this RFQ are considered professional in nature. Consequently, the evaluation of submittals will be based upon consideration of the demonstrated qualifications and capabilities of the offerors.

Evaluation of CMAR firm’s Demonstrated Excellence with Projects of similar scale, budget and scope.	45 points
Evaluation of CMAR firm’s Management, Team Organization and Experience of Key Team Members.	30 points
Submittal Quality and Responsiveness.	25 points

3.3 Submittal Contents

The qualification submittal **must contain** the following information in the following order:

3.3.1. Statement of Interest.

3.3.2. Firm(s) description(s).

3.3.3. Provide a list of the licensed contractors and licensed subcontractors, whom the firm proposes to use for the project’s construction.

3.3.4. Basic company information of all participating companies/firms:

- a. Company/Firm name;
- b. Physical address;
- c. Mailing address & zip code;
- d. Email address & name of primary contact at each company/firm;
- e. Main telephone number and direct telephone number for contacts;
- f. Number of years in business for each company/firm.

3.3.5. Form of firm ownership, including state of residency or incorporation (e.g. sole proprietorship, partnership, corporation, Limited Liability Company, joint venture, etc.)

3.3.6. Succinctly describe the history and growth of the firm(s) and any past or current experience.

3.3.7. List, and briefly describe any and all legal actions for the past three years in which respondent has been a debtor in bankruptcy, a defendant in a lawsuit for

deficient performance under a contract or agreement; a respondent in an administrative action for deficient performance, or a defendant in a criminal action. Failure to fully comply with this item will be grounds for elimination from consideration.

3.3.8. Has the firm ever failed to complete any work awarded to it or has it been removed from any project awarded to the firm? Explain.

3.3.9. Safety Record – Provide detailed Contractor’s safety record.

3.3.10. Provide at least three (3) references to which the firm has worked together in a Construction Management at Risk capacity, providing professional services of a nature and quality similar to those required in this project. This reference information should include a short paragraph describing the service(s) provided, together with the following:

- a. The name of the organization to which the services were provided.
- b. Project location
- c. Dates during which services were performed.
- d. Thorough description of project/Images
- e. Cost description - this description, at a minimum, must include: Original project budget; Final project cost; and (if applicable) an explanation for the difference in the original and final costs.
- f. A current contact name, together with organizational title, current address and telephone number of the organization. Obsolete contact information will be grounds for elimination for consideration.

3.3.11. List five (5) major trade contractor references. Include company name, contact name, together with organizational title, current address and telephone number of the trade contractor. Obsolete contact information will be grounds for elimination for consideration.

3.3.12. Office Submitting Qualifications:

If the firm has multiple offices, the qualification statement should include both information about the parent company and branch office. Please identify the office from which the project will be managed and that office’s proximity to the project site. Parent company (or general office) financial information as totals will be acceptable **if** the parent company or general office is financially responsible for the liabilities of the branch office. If the parent company is not responsible (e.g. its financial resources are not available to the branch office that will perform the contract) it will be misleading to the Owner to offer the financials of any office other than the one with the prospect of a contract with the Owner. Falsified information may serve as a basis for non-consideration and/or voiding of contracts awarded.

3.3.13. Relevant Project Experience:

Relevant project experience refers to experience as a builder working on projects with similar building type and delivery method of this project or experience performing as a general contractor on comparable types and sizes of projects. Describe no fewer than three projects (in order of most relevant to least relevant) that demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:

- a. Project name
- b. Project location
- c. Dates during which services were performed
- d. Physical description (e.g., square footage, number of stories, site area)
- e. Thorough description of project/images
- g. Cost description - this description, at a minimum, must include: Original project budget; Final project cost; and (if applicable) an explanation for the difference in the original and final costs.
- f. Services performed as Builder
- g. Statement of performance versus owner expectations in the areas of cost, quality, and schedule
- h. Owner reference

3.3.14. Minimum Criteria

Firms must provide documentation of the firm's current North Carolina Contractor's license with an unlimited building classification. **A copy of the license is to be included in the appendix.**

3.3.15. Insurance Requirements

Contractor shall maintain insurance policies at all times with minimum limits as follows:

<u>Coverage</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Automobile Liability	\$1,000,000 per occurrence
General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Property Damage	\$1,000,000 per occurrence \$2,000,000 aggregate
Personal Injury	\$ 500,000 each occurrence \$1,000,000 aggregate

All insurance policies shall be issued by companies authorized to do business under the

laws of the State of North Carolina and shall be rated not less than "A" by A.M. Best and Company.

Builder's Risk

The Contractor shall secure and maintain throughout the contract time Builders Risk Insurance coverage for one hundred percent (100%) of the Contract Price. Insurance issued on an "All Risk" form, subject to exclusions, and shall not exclude coverage for earthquake, landslide, flood, collapse, or loss due to the results of faulty workmanship. Such Builders Risk Insurance shall cover the insurable interests of the Owner, Engineer, Contractor, Subcontractor, suppliers of any portion of the Work, and any bondholders and shall contain a Waiver of Subrogation clause as to all such entities as part of the form or by separate endorsement. Proceeds of any claim shall be payable to the Owner to be applied toward repair or replacement of the damaged work.

Additional Insurance Requirements

The Contractor must provide proof of insurance through the issuance of a certificate of insurance showing the above coverage's and limits specified. If the Contractor or Service Provider carries higher limits, such limits must be shown on the certificate. The County has the right to demand a certified copy of any insurance policy. Certificates must be filed with the County Purchasing Department before the Contractor is permitted on County property. Contractors / Service Providers are required to provide thirty (30) day written notice of any lapses or changes in coverage to Alamance Purchasing Department. Failure of Contractors / Service Providers to provide timely evidence of insurance, or to place coverage with insurance, or to place coverage with insurance companies acceptable to the County, shall be viewed as Contractor's delaying performance entitling the County to all appropriate remedies under the law including termination of the contract.

Certificate Holder shall be listed as follows:

Alamance County Purchasing Department
124 West Elm Street
Graham, NC 27253

Endorsements

The Contractor is required to add the County to its General Liability and Automobile Liability insurance policies with the following wording "Alamance County, its officers, agents and employees are to be designated as "additional insured" with respect to the general liability insurance policy." Endorsements for Commercial General and Liability must be attached with the Certificate of Insurance.

This insurance requirement shall not be construed as limiting in any way the extent to which Contractor may be held responsible for the payment of damages to any persons resulting from its operations or the activities of any person or persons for which it is liable. There also should be Waiver of Subrogation language added in favor of the County on the Workers Compensation & General Liability policies.

3.4. Additional Conditions

3.4.1. Confidentiality of Documents: Upon receipt of a proposal by the Owner, the proposal shall become the property of the Owner without compensation to the offeror. Subject to the provisions of the Freedom of Information Act, the details of the proposal documents will remain confidential until final qualification selection is complete.

3.4.2. Costs to Prepare Responses: The Owner assumes no responsibility or obligation to the offerors and will make no payment for any costs associated with the preparation or submission of proposals.

3.4.3. The Owner reserves the right to check references of proposed personnel on the project team and to request substitutions of personnel if it deems such action in the Owner's best interests. Moreover, the Owner reserves the right to check any reference that it may become aware of in addition to the references provided by the offeror.

3.4.4. Equal Employment Opportunity: During the performance of this Contract, the CMAR agrees as follows: The CMAR will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, or physical handicap. CMAR must have a history of being non-discriminating and will not discriminate on the basis of race, creed, color, sex, or national origin in any of its employment practices, or procurement practices with respect to the workforce of the firm, or procurement services in connection with this project.

3.4.5. It is a requirement that the selected firms must operate a drug-free workplace and that it will remain that way throughout the duration of the project.

3.4.6. The Owner will not enter into contracts with persons or firms who are delinquent in the payment of ad valorem taxes owed to Alamance County.

3.4.7. E-Verify Employer Compliance: Employers and their subcontractors with 25 or more employees, as is defined in Article 2 of Chapter 64 of the NC General Statutes, must comply with E-Verify requirements to contract with governmental units. E-Verify is a Federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. The requirements of that policy are included in the invitation to Bid and will be included in the contract for the construction of the Project.