



Facilities Design & Construction

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Wake County Office Building, 11th Floor
P.O. Box 550 • Raleigh, NC 27602

Addendum No. 1

February 18, 2021

Request for Qualifications (County #21-008)

Wake County Public Health Center & parking Structure, Construction Manager at Risk

Clarifications & Responses to Questions Received concerning this RFQ:

- A. **Question:** Section VI, A, 7 (page 8): "This section indicates the requirement for legal history for the past ten (10) years in the heading but for projects that were completed within the past five (5) years. Please clarify."

Response: *Legal History for the Past Five (5) years will suffice. RFQ document revised to reflect the change.*

- B. **Question:** Section VI, A, 7 (page 8): "Item H of the Questionnaire refers to a "County MBE Policy attached to the CMAR contract template in referenced in the introductory paragraph of Article V." I am unable to locate this County MBE Policy. Can this be provided directly?"

Response: *"Refer to the added Appendix C in the RFQ. The MBE Resolution for Construction contracts are attached in Appendix C."*

- C. **Question:** Section VI, Is the questionnaire included in the page limit?"

Response: *Yes, the questionnaire is part of the 40 single-sided page limit.*

- D. **Question:** Appendix A, Can Volume 2 - Appendix of the Programming and Advanced Planning documents be provided?"

Response: *Unfortunately, at this time we cannot share Volume #2 as it has sensitive information and will only be shared to the CMAR once contract is awarded.*

- E. **Question:** Section VI, A, 6 (page 8): "What documentation is the county requesting to prove financial stability?"

Response: *As noted in the RFQ the current project budget is set at \$60 Million not including contingency. The county is requesting an original letter addressed to Wake County from a surety*

company or its agent licensed to do business in North Carolina, verifying company's capacity to provide adequate performance and payment bonds for this project.

- F. **Question:** "Will this project aim to achieve any sustainability/green (ex. LEED) certifications?"

Response: *No, this project will not pursue LEED certifications. This project will be required to meet the Wake County Energy Guidelines and Wake County Standard Design Guidelines. This can be found by inserting the following link in your web browser:*

<https://www.wakegov.com/departments-government/facilities-design-construction/facilities-design-construction-guidelines-standards>

- G. **Question:** "I am trying to access the advanced planning and master plan documents via the links in the RFQ, but I am receiving an error that the page is not found. Can you please confirm that the links below are correct?"

Response: *I do apologize for the error with the links. Wake County has just updated the public portal webpage so the links are no longer valid. Please refer to the following for each document. These have been updated in the RFQ.*

Advanced Planning: <https://www.wakegov.com/departments-government/facilities-design-construction/facilities-design-construction-projects/completed-projects/new-public-health-center-advanced-planning-programming>

Master Plan: <https://www.wakegov.com/departments-government/facilities-design-construction/facilities-design-construction-projects/completed-projects/human-services-20-year-master-plan>

- H. **Question:** "After reading the RFP referenced in the subject field, we wish to submit the following questions. Do you anticipate extending the bid due date? What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid? Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free? Other than your own website, where was this bid posted?"

Response: *No, this date will not be extended. This is not a bid but an RFQ. No additional details other than what is provided in the current RFQ and any following Addendums. Again, this is not a bid. The Bid was advertised on the County Finance Webpage, N&O as well as the Challenger publications.*

End of Addendum No. 1



WAKE COUNTY PUBLIC HEALTH CENTER & PARKING STRUCTURE

REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGER AT RISK

January 28, 2021 – **Updated Addendum #1, February 18, 2021**



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Appendix A – Advanced Planning & Programming Study

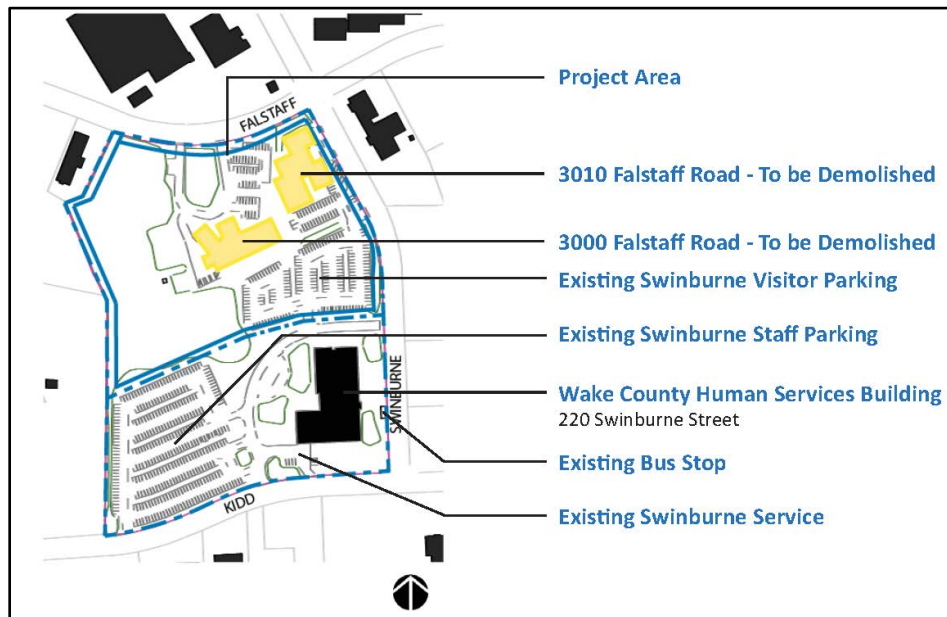
Appendix B – 20 Year Wake County Human Service Master Plan

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REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGER AT RISK SERVICES WAKE COUNTY PUBLIC HEALTH CENTER & PARKING STRUCTURE

I. INTRODUCTION & PROJECT OVERVIEW

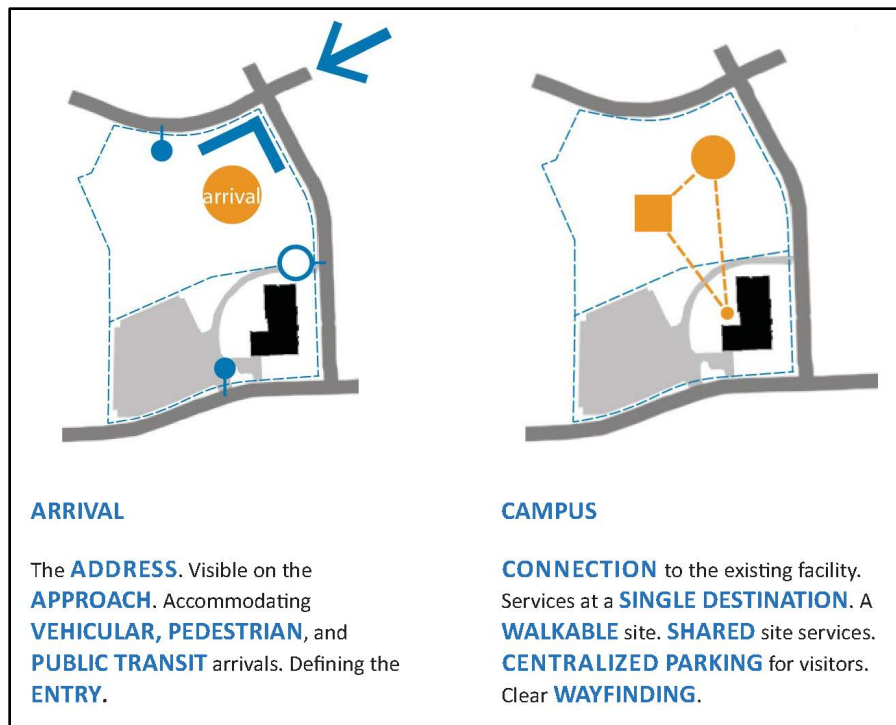
Wake County Government is requesting Construction Manager at Risk qualifications packages for the Wake County Public Health Center and Parking Deck. At its October 8, 2018 Work Session, the Board of Commissioners endorsed the Human Services Long Term Service & Facilities Plan. The 20-Year Human Services Master Plan identified improvements to the service delivery process and outlined occupancy scenarios that align with the community's long-term service delivery needs. The selected scenario identifies the need for a **New Public Health Facility** adjacent to the existing Swinburne Human Service Building thus creating a Wake County Social Services and Public Health Campus.



Overall Site Plan

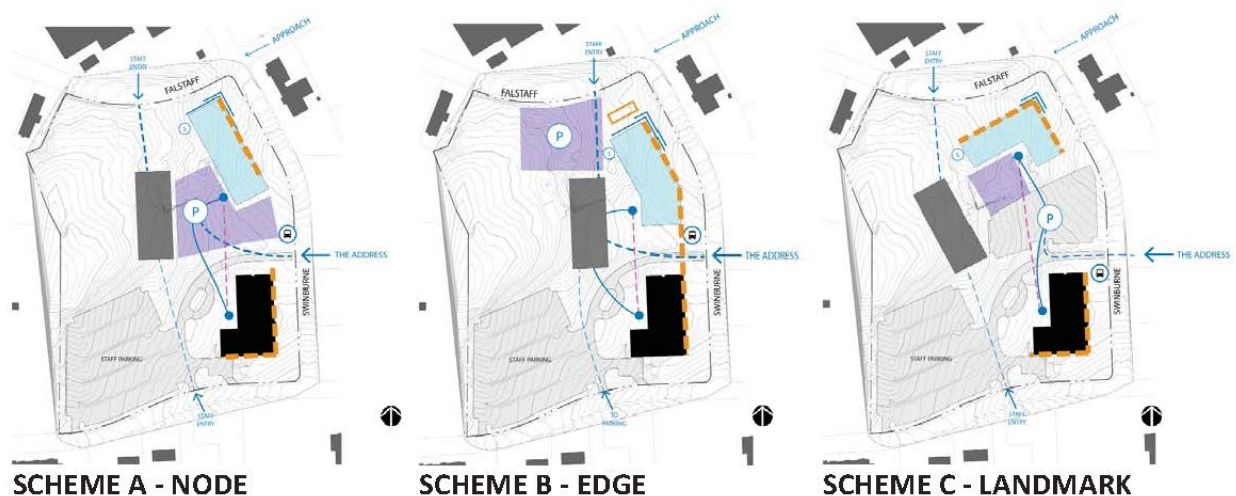
Wake County has elected to locate the new Public Health Center on a county owned 15-acre property located along Swinburne Street and bordered by Falstaff and Kidd Roads. The site currently houses the 5 story Swinburne Human Services building as well as two additional social services facilities off Falstaff Road. The proposed plan demolishes the two facilities along Falstaff to provide a sufficient clear footprint to build a new 3 story Public Health Center building to create a Wake County Social Services and Public Health Campus.

It is anticipated that the three-story new Public Health Center will provide all its services in a 110,000 square foot building. Wake County engaged with a health service consultant to understand how delivery of public health services needs to change to meet anticipated patient volumes while maintaining efficiency within Wake County's portfolio of buildings. The new facility will be organized to surround the county's clients with services, as opposed to having the client navigate through the facility, as has been the ongoing practice. This organizational metric will be further studied during the Schematic and Design Development phases of the project. The proximity between the Swinburne Social Services Center and the New Public Health Center will allow a "one-stop" experience for Wake County citizens in need of assistance whether it be with social and economic services or with personal health assistance. or Health aspects.



Site Organization Design Initial Goals

A new, 300 car parking deck will also be built as part of this project. The parking deck will supplement the existing surface parking, to provide the required North Carolina Building Code and Zoning parking requirements. The parking structure is most likely to be a 2-bay structure utilizing long span precast concrete construction with center-to-center bay spacing of approximately 62' in the long span direction. For efficiency, both bays will be ramped with parking. End bays will also have parking and be slightly sloped, allowing for drainage.



Early Scheme Scenario Approaches

An Advanced Planning & Programming study (attached herein as Appendix A) was recently completed for this project. Wake County and the design team will utilize this information to move forward into the next phases of the project; Schematic Design, Design Development and Construction Documents. Public Art will also be included in this project as it meets the requirements identified in the Public Art Ordinance.

II. PROJECT TIMELINE & CURRENT STATUS

Its anticipated the CMAR selection will be finalized during the Schematic Design Phase of the project. The complexity of this project including but not limited to, demolition of two existing buildings, construction of a new facility, parking deck and incorporation of public art, necessitates the expertise of a CMAR, which will bring significant value to the project in the constructability recommendations, cost control, schedule control and collaborative efforts that this delivery methods offers.

A brief summary of the project milestones is shown below:

<u>Activity/Task</u>	<u>Completion Date</u>
Schematic Design Completion.....	July 2021
Construction Document Phase Complete	August 2022
Permitting/Agency Approval	July – October 2022
Bidding & Contracting Phase.....	August - September 2022
Award Initial Construction GMP Contract.....	October 2022
Begin Construction	November 2022
Construction Complete.....	December 2024
Grand Opening	February 2025

* This is a general schedule. The Owner will entertain recommendations to phase portions of the work in order to provide for an earlier start to construction of the project, including the possibility of multiple GMP contract bid packages

III. FUNDING PLAN FOR THE PROJECT

The funding for this project is captured in the Wake County Capital Improvement Plan. The budget set aside for construction of this project is **\$60 Million not including contingency**. This is the combined cost of the demolition, new building & parking structure, integrated art and associated site work, and includes general conditions, fee and overhead costs.

IV. DELIVERY METHOD FOR DEVELOPMENT OF THE PROJECT

A general outline of the anticipated delivery approach to development of the project follows:

A. Design, Bidding, Construction, Warranty Phase Professional Services

The following design team has prepared programming phase of this project. This team will serve as the design team of record for the length of the project:

Health Center & Parking Deck Detailed Design Team

- O'Brien Atkins Associates/LS3P – Architectural Design
 - O'Brien Atkins Associates – Landscape Architecture & Civil Engineering
 - Lynch Mykins Structural Engineers – Building Structural Engineering
 - Kimley Horn, PA – Parking Deck Engineering
 - O'Brien Atkins Associates – Mechanical & Electrical Engineering
- Registered Roof Consultant TBD
- Security Integrator – Protus3 Consultants
- Commissioning Agent TBD

- B. Construction Services** - The County will select a well-established construction firm experienced with the North Carolina Construction Manager at Risk (CMAR) delivery method.
- Preconstruction - Construction Documents Phase: Construction Manager-at-Risk
 - Procurement
Minority Business Enterprise Outreach: Local firm with demonstrated success in recruitment and stimulation of interest by MBE firms (Part of CMAR Team)
Bidding and Construction Contracting: Construction Manager-at-Risk
- C. Specialty Building Systems Consulting**
- Building Systems Commissioning: Commissioning Agent To Be Selected By County
 - Construction Quality Assurance: Testing and Inspection Firms under Direct Contract with County to supplement Project Team basic services
- D. Furniture, Furnishings, Equipment and Signage Procurement**
- Plans, Specifications, Bidding: O'Brien Atkins Associates/LS3P
 - Contracting Entity: By Wake County
 - Installation Coordinator: By Wake County (with assistance from Project Team)
- E. Project Management Systems** - The CMAR will be expected to implement and maintain a Web based project management service for the duration of the project. These services shall be used to coordinate and track all project correspondence.

V. OUTLINE SCOPE OF SERVICES

The following outline scope of services is meant to give the proposers an overview of the minimum services required for this project. The detailed scope of services will be contained in an Agreement for Construction Manager at Risk Services.

- A. Design**
- Review plans and schedules for phased construction and provide phasing recommendations.
 - Develop preliminary CPM schedule; identify critical path for regulatory approvals/permitting.
 - Perform "constructability" and maintainability reviews of the construction documents
 - Develop cost estimates and schedule; from schematic design phase to construction documents phase
 - Provide detailed construction cost estimates, in CSI format and sorted by trade bid packages.
 - Provide quality and cost analyses of different construction methods in each major trade group for potential quality, cost and schedule enhancements; develop value engineering options.
 - Prepare construction delivery and staging
- B. Bidding and Contracting**
- Prepare list of bid packages, advertise and distribute bidding documents
 - Identify bidders, generate bid documents and prequalify bidders for all packages.
 - Schedule and conduct pre-bid conferences in conjunction with the Designers.
 - Conduct minority business outreach program to encourage their participation.
 - Review and analyze bids and work with Owner to develop GMP recommendations.
- C. Guaranteed Maximum Price** (Post Bid GMPs)
- Identify number of GMPs required to best suite project budget and schedule
 - Develop draft Guaranteed Maximum Price (GMP) documents
 - Reconcile schedule and cost against pre-established budget and schedule.
 - Develop Final Guaranteed Maximum Price document

- Develop Minority Trade Contractor Participation summary

D. Construction Phase

- Maintain on-site staff for management of construction activities.
- Develop and maintain detailed CPM schedule
- Prepare and submit change order documentation for approval of the Designer and Owner.
- Maintain a system for review and approval of shop drawings, samples and product data.
- Maintain records and submit formal monthly reports to Designer and Owner.
- Maintain quality control and ensure conformity to plans.
- Coordinate post-completion activities, including all closeout, warranty and record documents
- Coordinate and monitor the satisfactory resolution of “punch-list” items.
- Coordinate building systems commissioning activities.

E. Project Closeout/Warranty

- Coordinate furniture, furnishings and equipment deliveries/ installation, procured by Owner
- Submit record drawings for approval of the Designer and the Owner
- Assist in transition to occupancy
- Receive, record and satisfactorily address all warranty issue

VI. SUBMISSION REQUIREMENTS

Submittals shall be made on 8.5” x 11” paper, side bound with Table of Contents and reference tabs for key sections. The total submittal shall not exceed forty (40) single-sided pages. Supplemental proposal documents (legal history, trade contractor listing, team member resumes) are not included in the 40-page limitation. All pages are to be consecutively numbered. A thumb drive with a digital copy of the submission, .pdf format, shall accompany the hardcopies when submitted. All materials not clearly labeled “Trade Secret” or “Confidential” shall become property of Wake County and will be considered public documents (Reference Section XI - Confidentiality). Submittals must include, at a minimum, the following:

A. Qualifications and Experience

Overview and Profile of CMAR Firm(s)

- Provide corporate history of firm, including year first organized, corporate structure, partners, confirmation of authority to conduct business in North Carolina, including all licenses and any subsidiary or affiliated companies in which principals have financial interest.
- Provide organizational chart of company, including joint venture partners
- Provide contact information for key executive assigned to this project
- Describe years in business, length of time firm has provided construction services and dollar volume of all construction projects completed within the last 5 years by year.
- Provide the number of full-time employees within your company. If company has multiple branch offices, list the number of full-time employees within the local branch office, and/or the office from which the company proposes to provide services for this project.

Construction Management at Risk Services:

1. Provide the number of years the company has provided CMAR related services.
2. List all public or privately funded North Carolina CMAR projects completed or begun within the past 5 years (with completion date and dollar value)
3. Provide the following information on the three (3) listed projects that you believe to be most similar or relevant, completed in the past 5 years and include the following information:
 - a. Project Description

- Location, basic project description, square footage, number of stories
 - Total cost at completion
 - CM fees earned for each project as a percentage of GMP (construction)
 - Preconstruction fee.
 - Bid date and comparison of final estimated cost for the GMP immediately before bids were opened and actual cost of work immediately after bid opening (before VE)
 - Provide a detailed explanation if project cost exceeded initial GMP or estimated cost
 - Identify the quantity and total value of approved change orders.
 - Minority Business Participation achieved as a percentage of the Total Contract Amount or GMP (as applicable) for each project.
- c. Time and Schedule
- Show your record of meeting substantial completion dates for CMAR projects for each of the projects listed above.
 - Provide a detailed explanation if project completion date was beyond the completion date as adjusted by change order(s).
- d. Reference Information - provide contact information for each of the following:
- Developer (if appropriate)
 - Owner's Project Manager
 - Architect
 - Your firm's Project Manager
4. Provide a list of all the company's current "Construction Manager at Risk" project commitments in **North Carolina** including the name, location, time frame to complete, and the following information for each project:
- Total Project budget
 - Construction cost
 - CMAR preconstruction fee
 - CMAR construction management fee
 - Contact information for Owner and Lead Designer for each project
5. Information on Proposed Project Team
- Provide Project Staff Organization Chart (In-house and Consultant team members)
 - Provide brief resumes of each Project Team member; at minimum, list proposed Project Executive, Project Manager and Superintendent, list years of experience with the company, year of overall experience and relevant experience to this project
Resumes should be included in a Supplemental bound document and included with the CMAR's submittal package. The Resume Supplement will not count towards the proposal page limitation.
6. Financial Stability (Information can be submitted in a separate envelope marked "Confidential-Do Not Release Publicly" – any information in the separate envelope will not count towards the proposal page limitation)
- Attach an original letter addressed to Wake County from a surety company or its agent licensed to do business in North Carolina verifying company's **capacity** to provide adequate performance and payment bonds for this project.
7. Legal History for Past **Five (5)** Years (Information can be submitted in a separate envelope marked "Confidential-Do Not Release Publicly – any information in the separate envelope will not count towards the proposal page limitation)
- Provide description of any claims not resolved within 180 days of substantial completion and/or any litigation for any project (CMAR or otherwise) completed within past 5 years

8. Project Approach

- a. Project Planning: Provide a brief narrative addressing how the proposer will provide professional construction services under the CMAR method of delivery for this project in both the pre-construction and construction phases for:
 - (1) Value Engineering
 - (2) Constructability Issues
 - (3) Cost Estimating and Budget Management
 - (4) Quality Control
 - (5) Adherence to Project Schedule
- b. Minority Business Enterprise (MBE) Outreach: Identify your five (5) most successful projects relative to MBE participation (i.e., goals were met or exceeded); Describe what strategies were used to make these projects successful; Specifically indicate the percent MBE participation on each of the five (5) projects.
- c. Identify how you will achieve maximum "Local" trade contractor and supplier involvement. Describe your relationship with local trade contractors by providing list of trade contractors with whom you have done business in North Carolina within the past five years. **(Information can be submitted in a separate envelope marked "Confidential-Do Not Release Publicly" – any information in the separate envelope will not count towards the proposal page limitation)**
- d. Describe how the project team proposes to use technology to manage and control the project, including Building Information Modeling and a shared submittal system.
- e. Description of the CMAR's Safety Program and historical safety record.

Fully complete, sign, notarize and submit the "Submittal Certification Form" included as Attachment to this RFQ.

VII. SELECTION OF CMAR TEAM

A selection committee will conduct a rigorous review and evaluation of the qualifications and experience of any firm that expresses interest in providing such services to the County. This approach ensures that the CMAR is selected in a fair and uniform manner, that the CMAR selected for the project is qualified and experienced in constructing public facilities and that every qualified CMAR has the opportunity to be considered for providing their services to the County.

A. Process

- Qualification Stage: A Request for Qualifications (RFQ) is being sent to firms identified on the County's current "Capital Improvement Program" List of Contractors that have previously expressed interest in being considered for providing CMAR services for this type of project. Upon receipt of Submittal Packages from respondents, Selection Committee members will review and identify ("short list") those teams that appear to be most qualified to provide services for the project.
- Presentations and Interviews: Separate presentations and interview sessions will be scheduled with the "short-listed" firms to permit Selection Committee members to further evaluate each firm's qualifications. Promptly after the interviews the Selection Committee will make their final selection.
- Contract Negotiations: Following the Selection Committee's final selection, the Facilities Design & Construction office will be directed to negotiate final terms, conditions and fees of an agreement with the selected CMAR Team. In the event negotiations prove

unsuccessful with this team, the Selection Committee will collaborate with the County Manager's Office on selection of another team with which to begin negotiations.

B. Proposal Submittal Timeline

The key activities and milestone dates for the CMAR team selection and contracting process are listed below. Note that this is a very tight submittal schedule:

<u>Activity</u>	<u>Milestone Date(s)</u>
RFQ Published & Distributed	January 28, 2021
Pre-Submission Conference	*February 4, 2021
Deadline for Respondent Questions	February 11, 2021
Proposal Submission Deadline	February 25, 2021 (2:00 PM)
Announce "Short Listed" CMAR Teams	March 12, 2021
Selection Committee Interviews "Short Listed" CMARs	Reserve March 23-26, 2021
CMAR Team Selection Completed	March 30, 2021
Contract Negotiations Completed	April 5, 2021

***Note:** A Pre-submittal Conference will be held virtually on **Thursday February 4th, 2021 at 10am**. To attend this meeting, email your request for the MsTeams meeting link to the following contact:

Email for Meeting link: **John.deharo@wakegov.com**

Meeting will be recorded, and attendees noted. Meeting will be made available to those attendees who wish to have a copy for their own records. Any questions must be submitted at the Pre-submission Conference or in writing no later than February 11, 2021. Responses will be issued by February 18, 2021 to all those attending the Pre-submission Conference who submit questions.

C. Evaluation Criteria

Criteria similar to the following will be used to evaluate submittals from CMAR Teams and to select Teams for further consideration. The order in which criteria is listed does not indicate any priority, rank or relative importance. The Selection Committee will establish the relative importance and final listing of evaluation criteria.

1. Past performance on similar projects.
2. Qualifications and experience of CMAR team proposed for the project.
3. Capabilities and experience in the CMAR method on publicly funded projects.
4. Experience and successful relationship with local trade contractors and suppliers.
5. Proposed approach and proven success in encouraging minority participation.
6. Demonstrated success in cost control and maintaining schedules on publicly funded projects.
7. Current workload and staff availability for the project.
8. Proposed approach to delivering construction services for projects of this type (including satisfactory response to this RFQ).
9. Proximity to and familiarity with the area where the project is located.
10. Record of successfully completed projects without significant legal or technical problems.
11. Other factors that may be appropriate for the project.

VIII. QUESTIONNAIRE

Respondents are required to provide responses to the following questions. Each question is to be listed in italics, followed by the response in normal type style.

- A. Provide an overview of your team's philosophy for managing construction of a three story public health building, with adjacent parking deck and site connectivity on a moderately sloping site, shared with an existing social services center.
- B. Describe your approach to maintenance considerations during the various review stages of the design and construction of a project.
- C. Explain your procedures for document quality control and coordination of the various trade packages in the design and procurement phases relative to review of drawings and specifications.
- D. Describe how the team would provide cost management services on this project using the CMAR delivery method. Provide the best cost-model format you have used on other projects.
- E. Describe your proposed method and time frame for developing the Guaranteed Maximum Price.
- F. Explain the management tools, techniques and procedures you use to monitor and maintain the project schedule (from schematic design through closeout of the project).
- G. Describe your approach to collaboration with the County and the Design Team relative to project design and materials/systems research that will assure the functional, aesthetic, and quality requirements are satisfactorily addressed for this project.
- H. Describe your team's approach to encouraging MBE participation to assure compliance with the County's MBE Policy. County MBE ***Resolution is attached to this RFQ in Appendix C.***
- I. How do you manage the time and quality aspects of the process of reviewing and approving subcontractor submittals, clarification requests, issuance of bulletin drawings, development of cost proposals, identification and justification of change orders, payment requests, commissioning, final inspections and assembly of the project close-out documents?
- J. How do you manage project close out in a manner that quickly provides for occupancy with minimal punch list items and warranty issues?
- K. Describe your team's commitment to the success of this project and why you believe your assembled team is the best choice for this project.

IX. DUE DATE FOR SUBMITTING QUALIFICATIONS

Nine (9) complete packages including (1) thumb drive must be received at the following address by **2:00 pm, EST, on Thursday, February 25, 2021**, per the schedule above:

To: County of Wake
Facilities Design & Construction
Attention: John de Haro, Facilities Project Manager
email: john.deharo@wakegov.com
Phone: (919) 856-6361

<u>Mailing Address:</u>	<u>Delivery Address:</u>
PO 550; Suite 1100	336 Fayetteville St; Suite 1100
Raleigh, NC 27602	Raleigh, NC 27601

X. GENERAL COMMENTS OR CLARIFICATIONS

- A.** Any cost incurred by respondents in preparing or responding to this RFQ shall be the respondents' sole responsibility.
- B.** All responses, inquiries or correspondence relating to this RFQ will become the property of Wake County when received (subject to Section XI - Confidentiality).
- C.** Wake County has sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the RFQ process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the RFQ.
- D.** Respondents are advised to refrain from contact with Selection Committee members. Any specific questions regarding the Request for Proposal should be directed to the Wake County Facilities Design & Construction office in writing to the email listed above for John de Haro.

XI. CONFIDENTIALITY OF DOCUMENTS

In general, documents that are submitted as part of the response to this RFQ will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the CMAR Team follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret", the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.

If the County determines that a document that the CMAR Team has designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the County will provide notice of that determination to the contact person designated by the CMAR Team, in any reasonable manner that the County can provide such notice, at least five business days prior to its public disclosure of the document. If the CMAR Team does not designate anyone to receive such notice, or if, within five business days after the designated person receives such notice, the CMAR Team does not initiate judicial proceedings to protect the confidentiality of the document, the County will not have any obligation to withhold the document from public disclosure.

By submitting to the County a document that the CMAR Team designates as "confidential" or "trade secret", the CMAR Team agrees that in the event a third party brings any action against the County or any of its officials or employees to obtain disclosure of the document the CMAR Team will indemnify and hold harmless the County and each organization's affected officials and employees from all costs, including attorney's fees incurred by or assessed against any defendant, of defending against such action. The CMAR Team also agrees that at the County's request the CMAR Team will intervene in any such action and assume all responsibility for defending against it, and that the CMAR Team's failure to do so will relieve the County of all further obligations to protect the confidentiality of the document.

An electronic version of this RFQ is available at the Wake County's website under Purchasing/Bids and Notices: <http://www.wakegov.com/finance/business/rfp/Pages/bids.aspx>

XII. SUBMITTAL CERTIFICATION FORM FOR PUBLIC HEALTH CENTER PROJECT CMAR RFQ

****COMPANY NAME****

Title:

Attest:

(SEAL)

License number under which the project will be executed:

Name license number above is held in

REQUEST FOR QUALIFICATIONS

VERIFICATION (Provide separate verifications for each Joint Venture or Partnership entity)

I HEREBY CERTIFY THAT THE RESPONSES OF ARE CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND FOR THOSE RESPONSES GIVEN WHICH ARE BASED ON INFORMATION AND BELIEF, THOSE RESPONSES ARE TRUE AND CORRECT BASED ON MY PRESENT BELIEF AND INFORMATION

This the day of , _____ 2017.

****COMPANY NAME****

Title:

STATE OF

COUNTY OF

I, a Notary Public in and for the County and State aforesaid, do hereby certify that personally came before me this day and acknowledged that he is of and by that authority duly given and as an act of, the foregoing instrument was signed by, its, attested by him/herself as Secretary, and sealed with the common seal of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal this the _____ day of 2017

Notary Public

My commission expires:

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGER AT RISK SERVICES
WAKE COUNTY NEW PUBLIC HEALTH CENTER & PARKING DECK**

APPENDIX A

Advanced Planning and Programming Study

Copy and Paste the following link in your web browser:

<https://www.wakegov.com/departments-government/facilities-design-construction/facilities-design-construction-projects/completed-projects/new-public-health-center-advanced-planning-programming>

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGER AT RISK SERVICES
WAKE COUNTY NEW PUBLIC HEALTH CENTER & PARKING DECK**

APPENDIX B

20 Year Wake County Human Service Master Plan

Copy and Paste the following link in your web browser:

<https://www.wakegov.com/departments-government/facilities-design-construction/facilities-design-construction-projects/completed-projects/human-services-20-year-master-plan>

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGER AT RISK SERVICES
WAKE COUNTY NEW PUBLIC HEALTH CENTER & PARKING DECK**

APPENDIX C

Wake County MBE Resolution

As Follows:

**PART 1 – WAKE COUNTY MINORITY AND WOMEN BUSINESS ENTERPRISE RESOLUTIONS
FOR CONSTRUCTION CONTRACTS
ORIGINAL RESOLUTION FEBRUARY 29, 1988**

1.1 R-02-52

**RESOLUTION UPDATING WAKE COUNTY PROCEDURES
AND POLICIES RELATING TO COUNTY CONSTRUCTION PROJECTS AWARDED
PURSUANT TO N.C.G.S. §143-128 ET SEQ.**

WHEREAS, the North Carolina General Assembly has recently amended Article 8 of N.C.G.S. Chapter 143, Public Contracts, to increase the threshold for public contracts which must be bid, and to make other changes related to construction methods, construction management and minority business participation, and

WHEREAS, Wake County has adopted resolutions directing the County Manager to prepare and maintain minority and women business enterprise programs for all construction projects funded by Wake County (R-88-20) and establishing a verifiable percentage goal for minority business in awarding construction contracts the costs of which exceed one hundred thousand dollars (\$100,000) (R-90-13), and

WHEREAS, recent amendments to N.C.G.S. §143-129(a) have increased the threshold amount of public construction contract which must be bid from one hundred thousand dollars (\$100,000) to three hundred thousand dollars (\$300,000), and

WHEREAS, N.C.G.S. §143-128(a1) has increased the permissible methods that public bodies may use in awarding construction contracts, and

WHEREAS, N.C.G.S. §143-128.2 now requires more extensive efforts and detailed record keeping related to minority business participation in construction projects,

NOW, THEREFORE, BE IT RESOLVED by the Wake County Board of Commissioners

Section 1. That Resolutions R-90-13 and R-88-20 be amended to provide that the County Manager be directed to establish policies and procedures for bidding and awarding County building projects which comport with the requirements of Article 8 of N.C.G.S. Chapter 143, Public Contracts, as it is from time to time amended, and which are consistent with the policies contained in those Resolutions.

1.2 R-90-13

RESOLUTION TO ESTABLISH A VERIFIABLE PERCENTAGE GOAL FOR PARTICIPATION BY MINORITY BUSINESS IN THE AWARDING OF BUILDING CONSTRUCTION CONTRACTS AWARDED PURSUANT TO N.C.G.S. §143-128

WHEREAS, N.C.G.S. §43-128(c) requires each county to adopt, after notice and a public hearing, an appropriate verifiable percentage goal for participation by minority businesses (as defined in that statute) in the total value of work for building contracts the costs of which exceed one hundred thousand dollars (\$100,000) and which are awarded pursuant to N.C.G.S. §143-128; and

WHEREAS, N.C.G.S. §143-128(c)(3) requires a county awarding a building contract the cost of which exceeds one hundred thousand dollars (\$100,000) under a separate prime or separate specification contract system to adopt written guidelines specifying actions that will be taken by the county to ensure a good faith effort in the recruitment and selection of minority businesses for building contracts awarded under the separate prime or separate specification contract system; and

WHEREAS, N.C.G.S. §143-128(c)(4) requires a county awarding a building contract the costs of which exceeds one hundred thousand dollars (\$100,000) under a single-prime contract system to adopt written guidelines specifying the action that the prime contractor must take to ensure a good faith effort in the recruitment and selection of minority businesses for building contracts awarded under the single prime contract system; and requires that action taken by the prime contractor must be documented in writing by the contractor to the County; and

WHEREAS, N.C.G.S. §143-128(b) requires that a county choosing to use a single-prime contract system must also seek bids for a building contract the cost of which exceeds one hundred thousand dollars (\$100,000) under a separate prime or separate specification contract system and must award such building contract to the lowest responsible bidder or bidders for the total project; and

WHEREAS, N.C.G.S. §143-128(d) requires the county to award public building contracts the costs of which exceed one hundred thousand dollars (\$100,000) without regard to race, religion, color, creed, national origin, sex, age or handicapping condition; and

WHEREAS, notice of the public hearing was duly published and the public hearing required by N.C.G.S. §143-128(c) was held February 19, 1990;

NOW THEREFORE, BE IT RESOLVED BY the Wake County Board of Commissioners

Section 1. That Wake County shall have a verifiable goal of ten percent (10%) for participation by minority businesses in building construction contracts awarded pursuant to N.C.G.S. §143-128.

Section 2. That for each such building contract put out for bids under the separate specification or the single prime contract systems, notice of the contract shall be transmitted to

the Minority Business Development Agency in Raleigh, North Carolina and the North Carolina Institute of Minority Economic Development in Durham, North Carolina (hereinafter "minority agencies").

Section 3. That for each such building contract put out for bids under the separate specification or single prime contract systems, documents related to the contract shall be available for inspection at a convenient and accessible location of which minority agencies shall receive notice.

Section 4. That for any such building contract put out for bids under the separate specification contract system, the County shall maintain records with respect to:

- a. those contractors or subcontractors that bid or otherwise respond to notice of the project,
- b. those contractors or subcontractors awarded contracts as part of the project, and
- c. the percentage of work on the project that is to be performed by minority businesses.

Section 5. That for any such building contract put out for bids under the single prime contract system, the single prime contractor shall:

- a. notify appropriate minority businesses of the portion of the project which will be subcontracted by the single contractor and solicit bids from those minority agencies.
- b. submit with his bids records with respect to:
 1. those minority subcontractors notified of the project and of those elements of the project for which subcontracts will be let, and
 2. those minority subcontractors that bid or otherwise respond to notice of the project, and
 3. those minority subcontractors awarded contracts as part of the project, and
 4. the percentage of work on the project that is to be performed by minority businesses.

Section 6. That these policies shall be a part of the request for proposals for any such contract, and noncompliance by any single prime bidder shall be grounds for declaring the bid non-responsive.

Section 7. The County Manager is hereby authorized to impose additional requirements, not inconsistent with the requirements of this resolution and pursuant to the resolution of this Board enacted February 29, 1988, the purposes of which are to promote the goal and intent of this resolution.

Commissioner Heater moved the adoption of the foregoing resolution. Commissioner Ward seconded the motion and, upon vote, the motion passed unanimously this the 19th day of February, 1990.

1.3 R-88-20

**WAKE COUNTY, NORTH CAROLINA MINORITY AND WOMEN BUSINESS
ENTERPRISE RESOLUTION FOR CONSTRUCTION CONTRACTS**

WHEREAS, the Board of County Commissioners of Wake County, North Carolina desires that all segments of the population of Wake County have equal opportunity to compete for contracting and subcontracting work offered by the County; and

WHEREAS, it is in the best interest of Wake County to develop and maintain as large a pool of qualified, prospective contractors to draw upon as possible;

WHEREAS, it is the judgment of the Wake County Board of Commissioners that the County has a compelling interest to implement a minority/women business enterprise program to ensure the representative participation of all segments of the population in the County's economy; and

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Wake County declares that it is their policy to provide minorities and women equal opportunity to participate in all aspects of the County's construction program consistent with Chapter 143, Article 8 of the General Statutes of the State of North Carolina.

BE IT FURTHER RESOLVED that the Board of Commissioners of Wake County hereby directs the County Manager to prepare and maintain a minority and women business enterprise program for all construction projects funded by the County.

Upon motion of Commissioner Stout, seconded by Commissioner Zieverink, and upon roll call vote, the Board adopted the above resolution this 29th day of February 1988

PART 2 – MINORITY BUSINESS ENTERPRISE PARTICIPATION IN WAKE COUNTY BUILDING CONSTRUCTION AND REPAIR CONTRACTS

2.1 POLICY STATEMENT

It is the policy of the County to encourage minorities to participate in its building construction, renovation and repair projects.

It is further the policy of the County to prohibit illegal discrimination against any person or business enterprise and to conduct its building construction, renovation and repair programs so as to prevent such discrimination.

It is the policy of the County in concert with other local, state and federal agencies and with the assistance of minority groups and agencies, to seek and identify qualified minority business enterprises (MBEs) and to offer them the opportunity to participate, and to encourage them to participate, in the County's building construction and repair programs. Under this policy, the County adopts the definition of MBEs contained in N.C.G.S. § 143-128.2.

It is the policy of the County to provide information and opportunities to minority business enterprises that are available to other business enterprises, and to establish procedures providing MBEs access to information and opportunities available to other business enterprises.

It is the intent of this policy to secure contractors' participation and ensure competition. Nothing in this policy shall be construed to require contractors or the County to award contracts or subcontracts or to make purchases of materials or equipment from minority business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

The County will award public building construction and repair contracts to the lowest responsible, responsive bidder as provided by Article 8 of Chapter 143 of the North Carolina General Statutes.

2.2 SCOPE: This Policy Applies To Minority Business, Minority Persons, and Socially and Economically Disadvantaged Individuals. [Ref: N.C.G.S. §143-128.2(g)]

A. A Minority Business (MBE) is a business:

1. In which at least fifty-one percent (51%) is owned by one or more minority persons or socially and economically disadvantaged individuals, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals, and
2. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.

- B. A Minority Person¹ is a person who is a citizen or lawful permanent resident of the United States, and who is:
1. Black, that is, a person having origins in any of the black racial groups in Africa;
 2. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;
 3. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, the Pacific Islands;
 4. American Indian or Alaskan Native, that is, a person having origins in any of the original peoples of North America; or
 5. Female.
- C. A Socially and Economically Disadvantaged Individual is defined by 15 U.S.C. 637 as a socially disadvantaged individual whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged. In determining the degree of diminished credit and capital opportunities, the federal government considers factors such as assets and net worth. This category includes members of economically disadvantaged Indian tribes.

2.3 VERIFIABLE GOALS FOR MINORITY BUSINESS ENTERPRISE PARTICIPATION²

- A. County Funded Building Construction or Repair Projects costing \$5000 or more.
1. The County has established a verifiable goal of ten percent (10%) for participation by minority businesses in building construction and repair projects covered by this section. [Ref: N.C.G.S. §143-128.2 (a)]
- B. For Building Construction or Repair Projects Using State Appropriations or Other State Grant Funds Where the Project Cost is Equal to or Greater than One Hundred Thousand Dollars (\$100,000), the County shall use the State's verifiable goal of ten percent (10%) for participation by minority business in building construction and repair projects covered by this section. [Ref: N.C.G.S. §143-128.2 (a)]

PART 3 – REGULATIONS AND PROCEDURES FOR IMPLEMENTING MINORITY BUSINESS ENTERPRISE PARTICIPATION POLICY

3.1 INFORMAL BUILDING PROJECTS: Building construction and repair projects costing more than Five Thousand Dollars (\$5,000), but less than Three Hundred Thousand Dollars (\$300,000).

¹ For building projects funded in whole or in part with federal funds, Hasidic Jews are also considered minority persons.

² Projects funded in whole or in part with federal funds will comply with applicable federal thresholds regarding Minority and Woman Owned Business Enterprises participation.

A. County Responsibilities:

1. Notify Minority Business Enterprises of bidding opportunities by one of the following methods:
 - a) Advertise the project at the Raleigh/Durham/Triad Minority Business Development Center or similar institution, or;
 - b) Advertise the project in an identified Minority Business Enterprise targeted newspaper(s) or;
 - c) Attempt to contact Minority Business Enterprises totaling at least 30% of the total number of vendors contacted [Ref.: N.C.G.S. §143-129. (b)]
2. Record all contractors contacted, along with the list of contractors provided with bidding documents.
3. Identify Minority Business firms contacted and record their minority category.
4. Record all contractors submitting bids, along with the amount of each bid.
5. Within five (5) days of project completion, submit a completed “Informal Construction Project Report Form” to the Wake County Finance Department.
6. The Wake County Finance Department will collect, store, and report data and forms referenced in this Section 00600. See Section 3.3

B. Contractor Responsibilities:

1. The Contractor will provide the following documentation, Wake County Form MBE-6, at contract closeout and prior to final payment by the county.
 - a) A list of minority business’s used on the project, identifying the businesses name, type of work performed, and minority category.
 - b) List the dollar amount paid to each minority business and the percentage it represents of the final project value.

3.2 **FORMAL BUILDING PROJECTS:** Building construction and repair projects costing Three Hundred Thousand Dollars (\$300,000) or more.

A. County Responsibilities:

1. Advertise Building Projects. When soliciting bids for formal building construction and repair projects, the county must

- a) Advertise or post notice of bid opportunities to MBE and other potential bidders in trade publications (or whatever it is that we use now) and MBE targeted publications, plans review rooms or newspaper(s) with general circulation at least fourteen (14) days prior to the scheduled bid opening date. [Ref: N.C.G.S. §143-128.2(e)(3)]
 - b) Include the following in each advertisement or notice published: (i) a description of the work for which the bid is being solicited; (ii) the date, time, and location where bids are to be submitted; (iii) the name of the individual within the public entity who will be available to answer questions about the project; (iv) where bid documents may be reviewed; (v) notice of the date, time, and location of the prebid conference. [Ref: N.C.G.S. §143-128.2(e)(3)]
2. Hold a prebid conference prior to bid opening for each project and assure a County representative is in attendance. [Ref: N.C.G.S. §143-128.2(e)(2)]
3. Allow contractors to obtain, at least 10 days before the bid date, a complete set of Bidding Documents by providing a refundable deposit as outlined in the project Advertisement or published notice. Deposits will be refunded as stipulated in the Bidding Documents. [Ref: N.C.G.S. §143-128.2(e)(2)]
4. Include in the bidding documents for each project the following forms and a statement that all contractors submitting bids must include all applicable forms, fully completed, and that failure to file required forms with bids may be grounds for rejection of the bid. [Ref: N.C.G.S. §143-128.2. (c)(1)b.]
 - a) Wake County Form MBE-1, identifying minority business participation;
 - b) Wake County Form MBE-2, affidavit listing contractor's good faith efforts to meet the 10% goal for MBE participation, including any advertisements, solicitations, and evidence of other specific actions to recruit minority businesses for participation in the project;
 - c) Wake County Form MBE-3, affidavit evidencing contractor's intent to perform all contract work with its own workforce; and
 - d) A copy of the County's MBE policy and procedures.
5. Maintain all public records created for each project, including all records and documentation relating to MBE procedures, for a period of three years from the date of project completion. See Section 3.3. [Ref: N.C.G.S. §143-128.2(i)]
6. In any building or repair project financed in whole or in part with federal funds, the County must include a statement that all federal guidelines associated with the source of the federal funds must be complied with. For example, projects funded by HUD must comply with all requirements of 24 CFR §135.

B. Contractor Responsibilities:

1. All bidders on formal building construction or repair projects shall undertake a good faith effort to recruit minority businesses and provide documentation of meeting the minimum requirements of N.C. Gen. Stat. § 143-128.2.
 - a) Failure to comply with these procedural requirements and requirements for submittal of information in the Request for Proposals may render the bid non-responsive and may result in rejection of the bid. [Ref: N.C.G.S. §143-128.2.(c)(1)]
 - b) All contractors, including first-tier subcontractors on construction manager at risk projects, that do not propose to do all of the contract work with their own workforce must advertise for minority subcontractor, vendors and suppliers at least ten days prior to submission of the contractor's bid. [Ref: N.C.G.S. §143-128.2.(f)(1)]
2. Each bidder, including first-tier subcontractors for construction manager at risk projects, must submit a completed Wake County Form MBE-1 and Wake County Form MBE-2. A contractor, including a first-tier subcontractor on a construction manager at risk project, that performs all of the work under a contract with its own workforce may submit a Wake County Form MBE-3 in lieu of Wake County Form MBE-2 otherwise required under this subsection. [Ref: N.C.G.S. §143-128.2.(c)]
3. The apparent lowest responsible, responsive bidder, must submit the following documents within 72 hours after notification of being the low bidder:
 - a) Form Wake County Form MBE-4, an affidavit that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than 10% of the total cost of the contract; or
 - b) Form Wake County Form MBE-5, documentation of good faith effort to recruit MBE participation in the project, including any advertisements, solicitations, and evidence of other specific actions demonstrating recruitment of minority businesses for participation in the project. [Ref: N.C.G.S. §143-128.2.(c)(1)]
4. Within 30 days after the award of the contract, or sooner if stipulated in the Bidding Documents, the contractor shall provide to the County with a list of all subcontractors that the contractor will use on the project. [Ref: N.C.G.S. §143-128.2.(c)(2)]
5. During the construction of a project, if it becomes necessary to replace an MBE subcontractor, the prime contractor shall advise the Owner in writing. No MBE subcontractor may be replaced with a different subcontractor except for the following:
 - a) If the subcontractor's bid is later determined by the contractor or construction manager at risk to be nonresponsible or nonresponsive, or the listed subcontractor refuses to enter into a contract for the complete performance of the bid work; or

- b) With the approval of the County for good cause. [Ref: N.C.G.S. §143-128.2.(d)]

Prior to substituting a subcontractor, the contractor shall identify the substitute subcontractor and inform the County, in writing, of its good faith efforts to replace with another MBE Subcontractor. Good faith efforts as set forth in N.C.G.S. § 143-131(b) apply to the selection of a substitute subcontractor. [Ref: N.C.G.S. §143-128.2(d)]

- 6. Prior to the final payment being due to the contractor Wake County Form MBE 6, which provides certification of actual work performed by Minority Businesses, must be submitted

3.3 COUNTY RECORD KEEPING PROCEDURES FOR MONITORING CONTRACTOR COMPLIANCE ON COUNTY BUILDING CONSTRUCTION AND REPAIR PROJECTS.

- A. **FORMAL CONTRACTS.** The County shall maintain for three years from project completion date all records with respect to:

- 1. Those contractors notified or solicited for each building construction or repair projects, noting all that are minority businesses and their minority category.
- 2. Those contractors that bid or otherwise responded to advertisements or notices of building construction or repair projects, noting all that are minority businesses and their minority category.
- 3. Prime contracts awarded, the amount of the contracts, identity of those that are minority business.
- 4. The subcontractors utilized on projects, identity of minority subcontractors, type work performed by minority subcontractors amount paid minority businesses as reported by the prime contractor(s) awarded the bid.
- 5. The percentage of work on the project performed by minority businesses as reported by the prime contractor. [Ref: N.C.G.S. §143-128.2(i)]

- B. **INFORMAL CONTRACTS:** Documents required to be kept by the County under this section will be maintained in the County Finance Department.

- 1. The requirements for record keeping for Informal Contracts is the same as for Formal Contracts listed above.

3.4 **COMPLAINT PROCEDURES.**

A. Formal and Informal Contracts:

1. Alleged violations of the provisions of this MBE plan by any party should be reported in writing to the County Manager or his/her designee.
2. The County Manager or his/her designee shall review all facts available and respond in writing. Unresolved complaints may be presented to the Board of County Commissioners. The decision rendered by the Board will be final.