

## **REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS FOR CONSTRUCTION MANAGER AT RISK SERVICES**

Project Title: ADDITION AND ALTERATIONS FOR BRUNSWICK REGIONAL WATER AND SEWER H2GO ADMINISTRATIVE OFFICES,

Project Address: 516 Village Road NE, Leland, N.C.

Due Date: December 21, 2022 no later than 5 PM EST

Provide five bound  
copies with digital  
copy to:

ADDITION AND ALTERATIONS FOR BRUNSWICK REGIONAL WATER AND  
SEWER H2GO ADMINISTRATIVE OFFICES  
C/O Mr. Bob Walker, Executive Director  
Brunswick Regional Water and Sewer-H2GO  
516 Village Road NE  
Leland, NC 28451

The H2GO Board of Commissioners plans to select a Construction Manager At Risk firm to provide pre-construction and construction services for alterations and additions to the administrative offices of H2GO. The Board requests a letter of interest and statement of qualifications from licensed contractors experienced in pre-construction and construction services as a Construction Manager At Risk. The proposal and qualifications statement must include the completed information requested below and other relevant materials to assist the Board in its considerations.

H2GO is a NC Sanitary District providing water and sewer utility services to approximately 15,000 customers in NE Brunswick County. The existing administrative office is approximately 4,460 SF in area. Office functions include customer service, human resources, finance, engineering, permitting, and project management.

The proposed Project consists of selective demolition of approximately 1,800 sf of the existing 4,460 sf office structure and construction of an approximately 5,900 sf one and two-story additions with minor alterations to portions of the 2,706 sf of existing building to remain with related site work including preparation for foundations and slabs, building utilities and interim site utilization. General site work including storm water management, sewer and other utilities, concrete walks and improvements to the parking and drive areas will be provided by the Owner.

The existing H2GO offices consist of a single-story wood framed Construction Type VB built on a concrete slab with masonry foundation walls and brick veneer exterior walls. Wall framing is generally 2 x 4 wood framing for interior and exterior wall construction. Roof framing consists of pre-engineered truss framing at 24" o.c. with areas of conventional rafter framed overbuilds between the existing original structure built in the 1990's and existing additions built in 2006.

The Owner's program for the new additions includes 3,105 sf of gross first floor area and 2,791 sf of gross second floor area with an 800 sf mechanical platform located above the second floor for a total new floor area of approximately 6,700 sf. Total Building Area is 8,602 sf with 800 sf mechanical platform.

The proposed construction is Construction Type VB, Non-sprinklered and Unprotected consisting of concrete slab on grade with masonry foundation walls, wood framed exterior and interior walls, interior and exterior masonry walls including rated CMU walls, structural steel beams and columns for support of concrete filled metal decking for the second floor and mechanical platform with steel column and beam framing for support of conventional wood roof framing.

Exterior cavity walls with continuous exterior insulation on the first floor are clad with brick veneer. Second floor walls are clad with a continuous insulation finish system with synthetic stucco finish. Roof system is non-vented with composition shingles to match the existing building shingle roof.

Interior finishes for new construction include painted gypsum board walls, acoustical panel ceilings on the first floor and sloped painted gypsum board ceilings on the second floor. Concrete slab finishes include polished concrete, sealed concrete for mechanical platform and stair landings and tile for toilet room floors.

The Design Team for the project consists of the following:

Project Architect:

John W. Thompson, Architect, P.A.  
P.O. Box 1927,  
10214 North Olde Towne Wynd SE  
Belville, N.C. 28451

Civil Engineer: (Owner Consultant)

Wooten  
120 North Boylan Avenue  
Raleigh, N.C. 27603-1423

Structural Engineer:

Henry von Oesen and Associates dba  
Ardurra Group North Carolina  
3809 Peachtree Ave., Suite 102  
Wilmington, N.C. 28403

Mechanical and Electrical Engineer:

CBHF Engineers, LLC  
2246 Yaupon Drive  
Wilmington, N.C.

Please complete and provide your response to the following questionnaire items:

Proposer's Name and Principal Office serving this project:

(Include Company Name and address along with the name of the contact person with telephone number and e-mail address)

Profile of Proposer:

- A. Give corporate history of the company including organizational structure, years in business and evidence of authority to do business in North Carolina.

- B. Provide annual workload for each of the last five (5) years; number of projects and total dollar value.
- C. List projects for which the company is currently committed including name & location of each project, time frame to complete & dollar volume of each project.
- D. Financials – Attach latest balance sheet and income statement if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. Indicate Dunn & Bradstreet rating if one exists.  
  
(Firms must submit financial data and may clearly indicate a request for confidentiality to avoid this item becoming part of a public record.)
- E. Attach a letter from Surety Company or its agent licensed to do business in North Carolina verifying proposer's capability of providing adequate performance and payment bonds for this project or evidence of alternative compliance to meet the statutory requirement for performance and payment bonds for the project.
- F. Litigation/Claims. If yes to any of the questions below, list the project(s), dollar value, contact information for owner and designer and provide a full explanation with relevant documentation.
  - 1. Has your company ever failed to complete work awarded to it?  
\_\_\_Yes \_\_\_No
  - 2. Has your company ever failed to substantially complete a project in a timely manner or paid liquidated damages (i.e. more than 20% beyond the original contracted, scheduled completion date)? \_\_\_Yes \_\_\_No
  - 3. Has your company filed any claims with the North Carolina Court System within the last five years? \_\_\_Yes \_\_\_No
  - 4. Has your company been involved in any suits or arbitration within the last five years? \_\_\_Yes \_\_\_No
  - 5. Are there currently any judgments, claims, arbitration proceedings or suits pending or outstanding against your company, its officers, owners, or agents? \_\_\_Yes \_\_\_No
  - 6. Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging?  
\_\_\_Yes \_\_\_No
  - 7. Has your present company, its officers, owners, or agents ever been barred from bidding State or Federal projects? \_\_\_Yes \_\_\_No

#### Project Experience

- A. List five projects of similar size, scope and complexity based on the project description included herein performed by the proposer.
- B. For each of the listed projects where CM services were provided, include specific details on the extent to which pre-construction & construction phase services were provided.

- C. For each of the listed projects list the Guaranteed Maximum Price (if given), or if not given, the estimated cost provided by you, and the total cost of the project at completion.
- D. For each of the listed projects where CM services were provided, compare the number of days in the original schedule with the number of days taken for actual completion.
- E. For each of the listed projects, attach project owner references including the name, address, telephone and fax numbers, and e-mail address of the project owner representative.

#### Key Personnel

- A. List of key personnel who will be assigned to the project for its duration.
- B. For each person listed above, list their responsibilities for pre-construction or construction phases. For those persons who will divide their time between pre-construction and construction phases, indicate what percentage of their time will be devoted to each phase.
- C. For each person listed in response to A & B above, list his/her experience with the firm, other prior and relevant experience with projects of similar size and scope in construction/design, and the person's location. Attach the resumes and references for each person listed.

#### Project Planning

- A. Provide a brief, overall description of how the project will be organized and managed, and how the services will be performed in both Pre-Construction and Construction Phases with emphasis on the work items listed below. Project planning that offers the same project manager for pre-construction and construction phases shall be given preference.
  - a. Value Engineering
  - b. Constructability Issues
  - c. Supply chain and delivery issues
  - d. Cost Model/Estimates
  - e. Project Tracking/Reporting
  - f. Request for Information (RFI) and Shop Drawings
  - g. Quality Control
  - h. Schedule and Staffing Plan
- B. Equal Employment Opportunity: Describe the plan or program that your company has developed to encourage participation by local businesses as well as Minority or HUB firms. Attach a copy of that plan to this proposal.

#### Selection Criteria

- A. In selecting the firm to be presented to the Board of Commissioners, a Pre-selection Committee will take into consideration in evaluation of the qualifications such factors as:

- a. Workload that is fully able to accommodate the addition of this project.
- b. Record of successfully completed projects of similar scope without major legal or technical problems.
- c. Previous experience with the Owner, a good working relationship with Owner representatives, have completed projects in a timely manner and have performed an acceptable quality of work.
- d. Key personnel that have appropriate experience and qualifications.
- e. Relevant and easily understood graphic or tabular presentations.
- f. Completion of CM-at-Risk projects in which there was little difference between the GMP and final cost.
- g. Projects that were completed on or ahead of schedule.
- h. Recent experience with project costs and schedules.
- i. Construction administration capabilities.
- j. Proximity to and familiarity with the area where the project is located.
- k. Quality of compliance plan for minority business participation as required by N.C.G.S. 143-128.2.
- l. Other factors that may be appropriate for the project

VERIFICATION

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 \_\_\_\_\_, 2022

\*\*COMPANY NAME\*\*

(Corporate Seal)

By: \_\_\_\_\_  
President

Attested: \_\_\_\_\_  
Secretary

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public in and for the County and State  
aforesaid, hereby certify that \_\_\_\_\_ personally came before me this  
day and acknowledged that he/she is secretary of \_\_\_\_\_ and that by authority  
duly given and as the act of the corporation, the foregoing instrument was signed in its  
name by its president, sealed with its corporate seal, and attested by him/herself as is  
secretary.

Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Official Signature of Notary

Public

\_\_\_\_\_, Notary

Notary's Printed or Typed Name

\_\_\_\_\_  
My Commission Expires:

Letters of interest with qualifications packages will be delivered on or before December 21, 2022, at 5:00 p.m. EST to Mr. Bob Walker, Executive Director, Brunswick Regional Water and Sewer-H2GO, 516 Village Road NE, Leland, NC 28451.

Presentations or interviews may be required as part of the selection process. A pre-selection committee will recommend firm selections for interview and presentations. The H2GO Board of Commissioners reserves the right to select a firm or firms that best meets its needs for the project taking into consideration all factors including the information requested above and negotiations for a final scope of work that reflects the work to be completed. The Board of Commissioners is not liable for any cost incurred by firms prior to issuance of a contract for work. The Owner reserves the right to modify the scope of the project if needed.

The H2GO Board of Commissioners invites and encourages participation in this process by minority-owned businesses, women-owned businesses and businesses owned by disabled persons.

Notification in writing of those firms selected for interviews will be provided to all those responding to the Request for Qualifications.

It is the responsibility of the firm to assure that the proposal is delivered to the place designated for receipt of qualifications prior to the date and time set. To be considered, five copies of the requested information with a digital copy shall be received prior to the time and date noted.

Any questions related to this Request for Qualifications should be directed to Mr. Bob Walker, Executive Director, H2GO at [bwalker@h2goonline.com](mailto:bwalker@h2goonline.com).