



**REQUEST FOR QUALIFICATIONS
DESIGN BUILD SERVICES**

DATE ISSUED: ___ 11/21/23 ___

CAPE FEAR PUBLIC UTILITY AUTHORITY

REQUEST QUALIFICATIONS FOR:

235 Government Center Dr. Upfit Project

DUE DATE/ TIME: 2:00 pm December 1, 2023

Deadline for Inquiries

2:00 PM November 27^h, 2023

Time and Date Set for Submittal

2:00 PM, December 1, 2023

REQUEST FOR QUALIFICATIONS (RFQs)
FOR
DESIGN BUILD SERVICES

235 Government Center Drive Upfit Project

INFORMATION AND INSTRUCTIONS TO DESIGN BUILDERS

1 GENERAL INFORMATION

- 1.1 Cape Fear Public Utility Authority (CFPUA) intends to procure a qualified Design Builder (DB) to provide design and construction services for the 235 Government Center Drive Upfit Project. The project is located at 235 Government Center Dr, Wilmington, NC 28403.
- 1.2 The Statement of Qualifications (SOQ) must be received by the Finance Department at bids@cfpua.org.
- 1.3 Questions pertaining to the selection process should be directed to Bid Manager at bids@cfpua.org.
- 1.4 CFPUA shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (RFQ) will be in the form of an addendum.
- 1.5 CFPUA reserves the right to reject any or all SOQ's to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ received.
- 1.6 Project Description:

Cape Fear Public Utility Authority (CFPUA) occupies a 35,000sq ft office that was damaged by a failed water expansion tank located on the second floor of the building. Water damage was contained to mostly one half of the building spread across two floors. All water mitigation has been completed and select demolition of areas to be renovated is ongoing.

CFPUA requests Statements of Qualifications (SOQ) from a Design Build Team for the **design** and construction services needed to renovate damaged office space.

The project will generally consist of developing contract drawings and technical specifications, obtaining necessary permits, and providing construction services.



The selected Design Builder (DB) will form a team with CFPUA and its consultants to execute preliminary and final comprehensive agreements for design and construction for upfit at 235 Government Center Drive.

Total Estimated Project Budget: \$750,000

Item	Task	Anticipated Date
1	Advertise Design Build RFQ for Design Build Teams	November 21, 2023
2	Receive Design Build SOQ's for Design Build Teams	December 1,2023
3	Design Build Firm Selection & Notification	December 8,2023
4	Execute Preliminary Design Build Agreement DBIA 520	December 15, 2023
5	Design Team Develops 60% Drawings and Specifications	January 22, 2023
6	Execute DBIA 525 or DBIA530 Agreement	February 12, 2023

- 1.7 The DB shall be selected using based on qualifications.
- 1.8 The Design Build services will be performed using Design Build Institute of America (DBIA) contract documents with one entity identified as the Design Builder (DB). Services will include all necessary activities to design and construct the project.
- 1.9 The DB will be an integral member of the Project Team, consisting of the DB, representatives from CFPUA, and other consultants required. It will be the responsibility of the DB to integrate the design and construction phases, utilizing skills and knowledge of design and general contracting, to provide design, code analysis, value engineering and constructability reviews, develop schedules; prepare detailed project construction estimates; study labor conditions; and, in any other way deemed necessary, to contribute to the development of the Project during the pre-construction/design phase.
- 1.10 The DB assumes design and construction risk and has direct authority over the sub-consultants and subcontractors. The DB will act as the CFPUA's fiduciary and have a relationship of trust and confidence between itself and CFPUA. The Project will be an "open book" job whereby CFPUA may attend any and all meetings of the DB firm relating to the Project and have access to any and all books and records of the DB relating to the Project.
- 1.11 Please see <http://www.cfpua.org/DocumentCenter/Home/View/370> for CFPUA's MWBE Outreach Plan for project goals.

2- ANTICIPATED SCOPE OF WORK

- 2.1 After being selected, the DB will execute a contract with CFPUA to provide design and construction services of the project including:
 - 2.1.1 Project management and administration through project leadership and overall team coordination.
 - 2.1.2 Interdisciplinary coordination
 - 2.1.3 Review of codes and standards
 - 2.1.4 Identify opportunities for economy
 - 2.1.5 Value analysis services, value engineering and offer cost savings suggestions and best value recommendations



- 2.1.6 Project planning and scheduling
- 2.1.7 Coordination of contract documents
- 2.2 The DB will assume the risk of delivering the Project and will be responsible for construction means and methods.

3 - STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

- 3.1 Firms interested in providing design build services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.
- 3.2 Cover Letter (1-page) containing at a minimum:
 Company name, contact name, address, fax number, and email address
- 3.3 Qualifications Criteria

Item	Evaluation Criteria	Maximum Points
1	General Information & Relevant Firm Experience	20
2	Team Experience and Qualifications	40
3	Project Understanding and Approach	40
4	Financial & Legal	Pass/Fail
Total Possible Points		100

Evaluation Criteria 1 - General information & Relevant Firm Experience

- a. Description of firm/team’s overall reputation, service capabilities and quality as it relates to this project.
- b. List of applicable North Carolina licenses for construction, engineering, architectural, or other trades/professions pertinent to the project requirements.
 - a. A list of all licensed contractors, licensed subcontractors, and licensed design professionals whom the design-builder proposes to use for the projects design and construction. Design-Builder may, but is not required, to solicit bids from contractors.
 - b. A list of all licensed contractors, and design professionals whom the Design-Builder proposes to use for the projects design and construction and an outline for the strategy the Design-Builder plans to use for open subcontractor selection based on the provisions of Article 8 of Chapter 143 of the General Statutes.
- c. A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above
- d. Type and amount of self-performed work that is anticipated.

Evaluation Criteria 2 - Team Experience & Qualifications

- a. Provide an overall organizational chart (showing Team Members, Key Team Members, and their firm affiliation) for all phases of the Project from design through final acceptance and warranty maintenance period with names as well as subcontractors.
- b. Identify the Project Manager for the Design Build firm who will be assigned to this project.
- c. Illustrate size of the anticipated team (technical and professional) and other resources to perform the work within schedule
- d. Describe each team member's position within the firm. Provide resumes of each proposed team member in Appendix A.
- e. Briefly describe each team member's role on this project.
- f. Provide "team" experience working together on similar projects.
- g. Describe experience working with CFPUA or other similar municipalities.

General information

Description of firm/team

Legal company organization; organization chart with names

List of applicable North Carolina licenses

Relevant Firm Experience

- a. Applicant's overall reputation, service capabilities and quality as it relates to this project.
- b. List and briefly describe 2-3 comparable projects completed by your firm or currently in progress; include your firm's role, and discuss contract amendment history, if applicable.
- c. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.

Evaluation Criteria 3 – Project Understanding and Approach

- a. Describe your understanding of the project.
- b. Identify and discuss any potential problems during design and construction.
- c. Identify and discuss methods to mitigate those problems.
- d. Describe the work you anticipate self-performing, and the work you anticipate being performed by sub-consultants/subcontractors.

Evaluation Criteria 4 – Financial & Legal

No points will be allocated for Evaluation Criteria No. 4; Proposers will be rated as acceptable (pass) or unacceptable (fail)



- a. The selected DB firm will be required to provide a Performance and Payment Bond in the full amount of the contract. For this submittal, proposers shall provide evidence of their ability to provide and maintain the following:
 - I. A Performance and Payment Bond in the amount of at least \$1M
 - II. General Liability Insurance at \$3M per occurrence and \$5M aggregate. Authority must be additional insured and endorsement required.
 - III. Umbrella Liability Insurance at \$5M per occurrence. Authority must be additional insured and endorsement required.
 - IV. Workman's Compensation \$500,000 Each Accident, \$500,000 Disease-Each Employee, \$500,000. Disease-Policy Limit. Waiver of Subrogation against the Authority and endorsement required.
 - V. Professional Liability at \$2M per occurrence.
 - VI. Auto Liability Insurance \$1,000,000 per occurrence combined single limits applicable to claims due to bodily injury and/or property damage. Authority must be additional insured and endorsement required.
 - VII. Builder's Risk Insurance in the amount of full amount of contract.
- b. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.
- c. Any firm wishing to be considered must be properly registered with the Office of the Secretary of State.

4 SUBMITTAL REQUIREMENTS

Firms shall submit a Statement of Qualification and Appendix A to the CFPUA to be received no later than **2:00 PM on December 1, 2023**. Submittals received after this deadline will not be considered.

The SOQ shall include a one-page cover letter plus a maximum of thirty-five (35) pages to address the SOQ criteria specified in Section 3 (excluding Resumes and Sub-consultant/Subcontractor Selection Plan). Table of Contents and section divider pages do not count toward the total page count. Resumes for each key team member shall be limited to no more than two pages. Resumes and Sub-consultant/Subcontractor Selection Plan shall be attached as Appendix A.

Firms shall submit their Statement of Qualifications and Appendix for consideration in .pdf format to bids@cfpua.org. Maximum file size for .pdf submission is 25MB. A reply will be sent to the email address submitting the statement of qualifications to confirm receipt. It is the submitting firms' responsibility to confirm that CFPUA has received statement of qualifications via email. If email reply is not received from bids@cfpua.org, please call 910-332-6472 or 910-332-6651 before deadline for submission.

Failure to comply with the following criteria may be grounds for disqualifications:
Receipt of submittal by the specified cut-off date and time.

Information submitted shall be in compliance with N.C.G.S. 143-64.31 through 64.34 (aka Mini Brooks Act).

Adherence to maximum page requirements. Adherence to the maximum page criteria is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have photos, charts and graphs will be counted toward the maximum number of pages

5 - SELECTION PROCESS AND SCHEDULE

- 5.1 A Project Evaluation Team (PET) will evaluate each Statement of Qualifications (SOQ) according to the above criteria. No oral interviews are planned in the first step of the selection process. Following a review of the submittals, PET will select DB and post results. Those firms not selected for further consideration will be notified.

- 5.2 CFPUA will enter into negotiations with the selected Offeror using CFPUA's standard form Design Build Contract. If the Offeror is unwilling to execute CFPUA's standard form Design Building Contract and/or the selected firm fails to execute CFPUA's standard form Agreement within two weeks of notification of the highest rated team, CFPUA may then negotiate with the second or third highest ranked firm until a contract is executed, or CFPUA, in its sole discretion, may decide to terminate the selection process. If CFPUA is unsuccessful in receiving a price proposal within the identified budget, CFPUA may decide to terminate the selection process.