

# REQUEST FOR QUALIFICATIONS

## Construction Manager at Risk (CM@R) Services

Agency: Perquimans County Emergency Services, Perquimans County, NC  
Project: Perquimans-Gates 911 Center Expansion Project  
Date Released: December 6, 2024

### 1. INTRODUCTION

Perquimans County (Owner) is soliciting statements of qualifications from qualified General Contractors interested in providing Construction Manager at Risk (CM@R) services for the construction of a **NEW 911 CENTER EXPANSION** to the existing Emergency Services facility located at 159 Creek Drive in Hertford, North Carolina. All interested CM@R parties are encouraged to respond to the requirements of this RFQ in appropriate format and required quantity.

### 2. PROJECT DESCRIPTION

Perquimans County & Gates County consolidated their 911 services earlier in 2024, and Perquimans County was awarded grant funding from the North Carolina 911 Board to assist with the construction of an approximate 3,700 square foot building addition to the existing Perquimans County Emergency Services facility located at 159 Creek Drive in Hertford, North Carolina. The scope of the project includes the following components:

- Call Center with eight (8) consoles
- (2) offices
- Conference Room
- Kitchen/Lockers/Toilets
- Associated Support spaces (HVAC/Electrical/etc)
- New secure parking area for Staff

The existing facility houses Emergency Services Management offices, Perquimans County EOC, existing 911 Call Center, Perquimans County EMS Station, Perquimans County Water Billing/Payment Office, and a County Meeting/Training room. The new addition is intended to be located on the west side of the existing building adjacent to the Training Room. An existing floor plan, conceptual new addition floor plan and site plan are attached to the RFQ.

The project must comply with all North Carolina 911 Board grant criteria and building standards as well as other applicable industry standards for hardened/public safety facilities, such as, but not limited to: Federal Emergency Management Agency (FEMA) requirements for hardened facilities, National Fire Protection Association (NFPA) standards, and North Carolina Building Code, latest edition.

### 3. PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held on Thursday, December 12, 2024 at Emergency Services facility located at 159 Creek Drive in Hertford, North Carolina. All interested parties are required to attend.

### 4. PROJECT SCHEDULE

The grant award requires that the funds be expended in total by December 31, 2026. With that requirement in mind, the following schedule has been included in the Grant Agreement:

- Selection of CM@Risk: January 6, 2025 Board of Commissioner Meeting
- Project Bids Approval: July 31, 2025
- Construction Complete: Not later than August 31, 2026
- Project Close-out Complete: Not later than November 30, 2026
- Grant Closeout Complete: Not later than December 31, 2026

The actual construction schedule will be determined jointly between the Owner and the selected CM@R team.

## 5. CONSTRUCTION MANAGER AT RISK PROCESS

Selection of CM@R teams will be by Qualifications-Based Selection (QBS) beginning with this RFQ submittal. Factors and/or criteria to be used in the evaluation of this RFQ are listed and described in this document. These selections are made solely as judged by the Owner.

## 6. PROJECT DELIVERY METHOD

The delivery method for this project will be Construction Manager at Risk (CM@R), with a guaranteed maximum price. Contracts to be used will be **AIA A133 (latest edition) – Standard Form of Agreement between Owner and Construction Manager as Constructor**.

## 7. CRITICAL SELECTION FACTORS (SELECTION CRITERIA)

The selection committee will evaluate the submittals uniformly based upon the qualifications-based criteria listed below. In general, the evaluation of submittals will be based upon consideration of demonstrated qualifications and capabilities of the CM@R teams. Interested CM@R teams should address the following selection criteria in a written qualification submittal.

1. Letter of Interest from Construction Manager at Risk.
2. CM@R Team Profile: Identify the primary firm, along with the following information:
  - a. Firm name, address, telephone number, principal/CEO, and current contact information, including email addresses.
  - b. Identify, by name, the key members of the CM@R team, their roles and responsibilities, and experience. Include a team organizational chart.
  - c. Identify the team's experience and familiarity with the local conditions and area.
  - d. Identify the capacity for this project and the team's ability to meet the proposed schedule.
  - e. Proof of bonding capacity sufficient to execute the work included.
3. CM@R Team Experience: Identify at least **three to five** similar projects (new construction and renovation projects). For each project, provide the following information:
  - a. Building name and address
  - b. Client name, address and telephone number
  - c. Description of the project
  - d. Size of the project (gross square feet)
  - e. Cost of similar CM@R projects with both estimated and actual costs. Explain any factors that contributed to the actual costs exceeding the estimated costs. Indicate methods of how you control costs and the effectiveness of these methods in past projects.
  - f. Project Completion date – both estimated and actual
4. CM@R Team's Project Approach: Include information regarding each item below in your qualification proposal:
  - a. Describe your team's overall project management strategy;
  - b. Describe how, as a team, you will approach the construction of this project on an occupied site;
  - c. Provide examples of graphic or tabular forms or presentations used in CM@R process;
  - d. Provide an outline of the strategy the CM@R proposes for subcontractor prequalification and competitive bidding;
  - e. Construction administration capabilities;
  - f. Describe the Historically Underutilized Business (HUB or MBE) representation on proposed team as well as HUB subcontractor participation on past projects.
5. General Information:
  - a. Identify any previous experience with Perquimans County or other local governments in the region;
  - b. Proximity to and familiarity with the area where the project is located;
  - c. Provide specific examples of the CM@R team's individual or collective experience with occupied facilities and projects on an occupied campus;
  - d. CM@R's experience working with local governments and grant-funded projects;
  - e. Recent experience with adherence to project schedules;
  - f. Recent experience with adherence to project budgets;
  - g. Assurance that workload is fully able to accommodate the addition of this project;

- h. Record of successfully completed projects without major legal or technical problems;
- i. A minimum of three references with current contact information; and
- j. Provide any other information that your firm feels is appropriate for the project.

## 8. CM@R SELECTION PROCESS & SCHEDULE

Perquimans County reserves the right to select or reject any and all firms based on the criteria that is set forth in this RFQ. Perquimans County will evaluate the firms' qualification packages and may conduct interviews with selected firms.

Following receipt of submittals, a Selection Committee may conduct interviews of selected teams, after which time the Selection Committee will make recommendations to the Board of Commissioners for selection of a CM@R Team.

- Request for Qualifications Released: December 6, 2024
- Mandatory Pre-submittal Meeting: December 12, 2024
- Responses due back: Not later than 5pm on December 19, 2024
- Interviews Conducted: Thursday, January 2, 2025
- Selection by Board of Commissioners: Monday, January 6, 2025

## 9. QUESTIONS / COMMUNICATIONS

All questions and communications regarding this RFQ shall be submitted, in writing, to the designated project representative:

### **Perquimans County Emergency Services**

Mr. Jonathan Nixon, Emergency Services Director

[jnixon@perquimanscountync.gov](mailto:jnixon@perquimanscountync.gov)

In order for the selection process to be as objective as possible, please do not contact members of the Board of Commissioners, or any County officials, other than the designated project representative.

## 10. PROPOSAL SUBMITTAL

Six (6) bound copies of the qualifications response and one electronic PDF version shall be submitted no later than 5:00pm on Thursday, December 19, 2024 to:

### **Perquimans County Emergency Services**

Mr. Jonathan Nixon, Emergency Services Director

PO Box 563 / 159 Creek Drive

Hertford, North Carolina 27944

Please adhere to the following physical criteria for the submission:

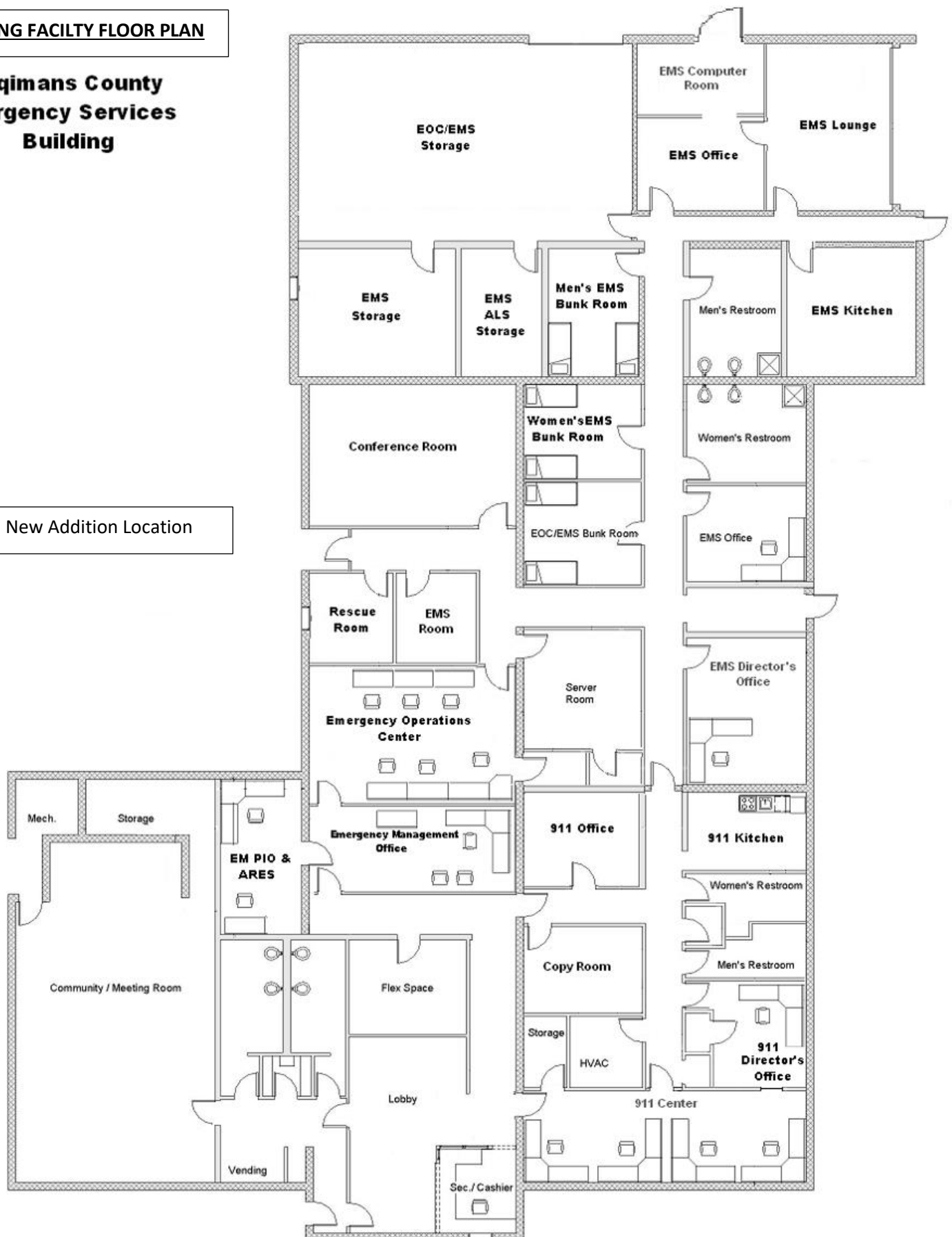
- Responses should be limited to twenty (20) pages (double-sided), exclusive of the letter of intent and table of contents.
- All responses should be concise, clear and relevant.
- Proposers should order their responses in accordance with the sequence of criteria listed in this RFQ.
- All pages of the submission should be numbered consecutively.
- Provide a table of contents.
- General marketing materials are not desired; instead, a firm should highlight its responsiveness to the selection criteria.
- Each firm is responsible for the accuracy and completeness of its submittal. Errors and omission may constitute grounds for rejection.
- Failure to meet the deadline for receipt of submittals will result in rejection of the submittal. Submittals received after the stated deadline will not be considered.

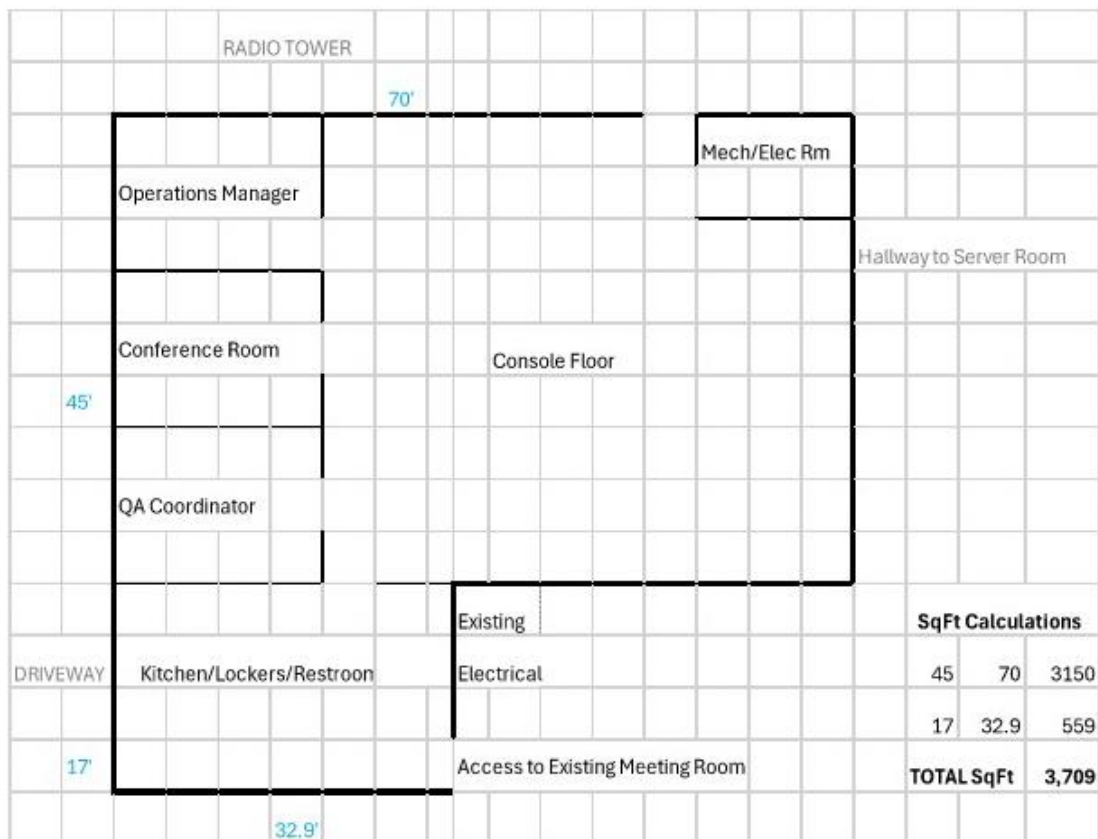
**END OF REQUEST FOR QUALIFICATIONS**

**EXISTING FACILITY FLOOR PLAN**

**Perquimans County  
Emergency Services  
Building**

New Addition Location





Preliminary Floor Plan