**NORTH CAROLINA STATE UNIVERSITY**

**Lake Wheeler Creamery Café and Education Center**

Qualifications Questionnaire for Design Build Services

**Due Date:** 5:00pm, March 12, 2018

**Submitted to:** David Hammock, NC State Design Project Manager

 NC State Facilities Division, Capital Project Management

 Campus Box 7520

 Administrative Services III, Suite 331

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**Project Description**

This one-story, approximately 4,500-gsf facility will provide a creamery café with merchandising and future educational displays. The building is expected to be a pre-engineered metal building, and will be designed to fit in with the aesthetic of the Lake Wheeler Road Field Labs on an approximately two acre site. The building will include ice cream dip wells, walk-in cooler and freezers, dry good storage and both interior and exterior eating areas. Site design includes well, septic systems, storm water devices, lighting and parking.

**Project Scope**

The total project budget of $1.0 million includes design, construction and testing costs. Design/Build team must include all design disciplines, general contracting services, and merchandising design services required to deliver a turn-key project. Knowledge of merchandising and operational design is critical to the success of the facility, and teams will be evaluated based on this aspect of the project. Design/Build team must have all required professional licenses in the State of North Carolina.

**Project Site**

The project is located on approximately two acres at the intersection of Lake Wheeler Road and Dairy Lane on the Lake Wheeler Road Field Labs.

**Pre-Submittal Meeting**

The pre-submittal meeting will be conducted on February 22, 2018 at 9:30 AM in Administrative Services III Building Conference Room 101. Attendance at the pre-submittal meeting is mandatory.

**Project Schedule**

Design/Build team selection is scheduled for April 2018. Project is anticipated to begin design efforts in June 2018. Planned occupancy for the facility is Spring 2019.

**Design/Build Process**

A building committee will provide guidance and approval of programmatic information and the design. The process will include normal involvement of the State Construction Office and compliance with NC State design and review processes.

**Selection Process**

Following the receipt of submittals, a University Interview Committee, appointed by the Secretary to the University Board of Trustees' Building and Property Committee, will shortlist, interview and make a recommendation of selection to the University Board of Trustees' Buildings and Property Committee.

**Submittal**

Interested teams can participate in the process by addressing the following in a written qualification submittal. Provide two hard copies of the qualification submittal and one digital copy on CD or flash drive. The qualification submittal is limited to twenty sheets of paper, excluding tabs and dividers. Both sides of the sheet may be used. Please use a font size of 10 or larger. Teams are requested to assure receipt of submittals at address listed above by the due date.

In order that the selection process is as objective as possible, do not contact members of the Board of Trustees, or any university officials other than the project manager. All questions and project submittals are to be directed to the project manager.

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Qualifications Summary (Submittal)

**Proposer’s Name and Principal Office serving this project:**

Include the team lead company name and address along with the name of the primary point of contact with telephone number and e-mail address.

1. Design Build Team
	1. A list of the licensed contractors, licensed subcontractors, and licensed design professionals whom the design-builder proposes to use for the project's design and construction.
		1. General Contractor/Team Lead: Give corporate history of the company including organizational structure, years in business and evidence of authority to do business in North Carolina.
		2. Architect, with applicable consulting engineers. Include a retail merchandising consultant.
		3. Pre-engineered building manufacturer
	2. Team organizational chart indicating team structure
	3. Key Personnel
		1. List of key personnel who will be assigned to the project. Attach sworn statement that the above persons will be exclusively assigned to this project for its duration.
		2. For each person listed above, list what aspects of pre-construction or construction the person will handle. 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.
		3. For each person listed in response to a & b above, list his/her experience with 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.
		4. Key Personnel Matrix: Similar to Section G – SF330 (add staff/rows as required)

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| --- | --- | --- | --- |
|  |  |  | Project Experience(from Section B) |
| Name of Key Personnel | Role in this Project | Firm/Location | 1 | 2 | 3 |
| Person 1 | Project Manager | GC/Raleigh | X |  | X |
| Person 2 | Project Architect | Arch/Raleigh |  | X | X |
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* 1. Design Build Approach and Methodology:
		1. Provide an outline of the strategy the design-builder plans to use for open contractor and subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes (for subcontractors not assigned in A.1 above).
		2. 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. Project planning that offers the same project manager for pre-construction and construction phases shall be given preference.
			1. Design
			2. Value Engineering
			3. Constructability Issues
			4. Cost Model/Estimates
			5. Project Tracking/Reporting
			6. Request for Information (RFI) and Shop Drawings
			7. Quality Control
			8. Schedule and Staffing Plan
1. Experience and expertise with execution of similar type and/or design-build projects.
	1. List three projects of similar size, scope and complexity performed by the proposer.
	2. For each of the three projects, include specific details on the extent to which pre-construction & construction phase services were provided.
	3. For the three projects listed above where services were provided, 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.
	4. For each of the three projects above where services were provided, compare the number of days in the original schedule with the number of days taken for actual completion.
	5. For each of the three projects listed above, attach project owner references including the name, address, telephone and fax numbers, and e-mail address of the project owner representative.
2. Experience with higher education design and construction projects. For example, Design-Build team will be required to design and construct facility in accordance with University’s Physical Master Plan, NC State Design and Construction Guidelines and other appropriate studies.
3. Attach letter, dated within the last 30 days, from your surety company, signed by their Attorney in Fact, verifying their willingness to issue sufficient payment and performance bonds for this project, on behalf of your firms or its agent licensed to do business in North Carolina, and verifying your company’s capability and capacity based on your current value of work. Surety company bond rating shall be rated “A” or better under the A.M. Best Rating system or The Federal Treasury List.
4. Identify Historically Underutilized Business (HUB) representation in proposed team, if any, as well as HUB subcontractor participation on past projects. North Carolina State University has an affirmative policy of fostering, promoting and conducting business with minority owned enterprises. Minority enterprises are encouraged to participate in the design-build process. NC State University requires a minimum of 10% MBE and HUB participation in all construction programs. Please refer to the MBE Guidelines developed by the State Construction Office and available at the SCO for more details. The web address is as follows: <https://files.nc.gov/ncdoa/documents/files/MBGuidelines2002R.pdf>.
5. Current workload
	1. List all construction projects performed by the proposer for agencies and institutions of the State of North Carolina during the past 10 years.
	2. Provide annual workload for each of the last five years; number of projects and total dollar value.
	3. List projects for which the company is currently committed including name & location of each project, time frame to complete & dollar volume of each project.
6. Describe your approach and methodology for cost estimating and scheduling. Provide examples of recent experience with reliable budget estimating and schedule performance.
7. Construction administration capabilities and inspection.
8. 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

* 1. Has your company ever failed to substantially complete a project in a timely manner (i.e. more than 20% beyond the original contracted, scheduled completion date)?

\_\_\_Yes \_\_\_No

* 1. Has your company filed any claims with the North Carolina State Construction Office within the last five years?

\_\_\_Yes \_\_\_No

* 1. Has your company been involved in any suits or arbitration within the last five years?

\_\_\_Yes \_\_\_No

* 1. Are there currently any judgments, claims, arbitration proceedings or suits pending or outstanding against your company, its officers, owners, or agents?

\_\_\_Yes \_\_\_No

* 1. 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

* 1. Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina?

\_\_\_Yes \_\_\_No

**Supplemental Documentation:** Provide as a separate document in a sealed envelope. One copy is required.

1. 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.)

This the day of , 20

 \*\*COMPANY NAME\*\*

 By:

 Title:

Attest:

 (Corporate Seal)

**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 , 20

 \*\*COMPANY NAME\*\*

 By: (Corporate Seal) 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 , 20 .

 Official Signature of Notary

 , Notary Public