



## Henderson County Capital Projects

100 North King Street, Suite 206  
Hendersonville, North Carolina 28792

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*Memorandum To: Interested Qualified Firms*

*From: Bryan Rhodes  
Henderson County Project Manager*

*Subject: **RFQ: Construction Manager at Risk for the VFW Building Renovation  
Hendersonville, NC***

*Date: August 31, 2022*

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### RFQ: Construction Manager at Risk

Henderson County is soliciting services from qualified Construction Managers, to provide services for a Renovation Project, to the Henderson County VFW Building, located in Hendersonville, NC. Interested qualified firms should submit **sealed** proposals, for Construction Manager at Risk, to the following address as detailed below, by **1:30 pm on September 26, 2022**. **There is a mandatory Pre-Proposal Conference on September 9, 2022, at 11:00 am, at the VFW Building; 900 N. Main Street, Hendersonville, NC, 28792.**

Bryan Rhodes  
Capital Projects Project Manager  
County of Henderson  
100 North King Street Suite 206  
Hendersonville, North Carolina 28792

### **Proposed Scope of Service:**

The selected CMR firm will work with Henderson County Project Manager and the County's architect/design firm, McMillan, Pazdan Smith to complete the project. The services requested must be by a firm with CMR experience and will be inclusive of both pre-construction and construction services.

### **Project Overview**

This project is for the renovation to the existing VFW Building and the project scope includes but is not limited to the following: Bring community building into code compliance, including accessibility and systems upgrades. Henderson County intends to renovate the existing VFW Building that sits on a .62-acre site. The 9,200 square foot building consists of two stories, each story approximately 4,600 square feet. The existing upper level consist of a multipurpose room with a wood dance floor and bar area. A large portion of the multipurpose room and dance floor will remain, the bar will be removed, and a catering kitchen will be added. The existing lower level consist of a bar, a kitchen, and several large meeting rooms. The existing kitchen and bar will be removed, and the meeting rooms will be reconfigured to include an office suite that will be utilized by County staff. The renovation will also add an elevator, code-compliant interior stairs, and accessible restroom facilities to both levels of the building. All existing building systems will be replaced with new electrical, plumbing, and mechanical



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systems. The roof will be replaced, windows and exterior doors will be replaced, and fire sprinklers will be added to the building. Both floors contain grade-level entrances. The existing parking lot will be reworked to provide accessible parking to both levels. A portion of the existing paving will be replaced, and a portion of the existing paving will be repaired. The existing building is constructed as slab on grade with load-bearing brick masonry at the exterior walls. The elevated floor system consists of wood floor joist with structural steel girders. The roof structure consists of steel bow-string trusses and wood rafters. Interior partitions are wood framed. It is likely there are also some load-bearing masonry walls on the interior supporting the upper level. The work has an estimated construction budget of approximately **\$4.3 million**.

### **Format for Statements of Qualifications:**

Each proposal submitted in response to this solicitation should address the following elements:

1. Completed Questionnaire for Qualifications, in detail
2. Overall Quality of the Personnel and Qualifications
3. Previous Project Descriptions of Similar Projects
4. Ability to Relate to Specific Project Requirements
5. Additional references.

### **Please note, firms may submit prior work product that shows their competence as it relates to this RFQ.**

However, firms may **NOT** submit work products or designs for the project described in this RFQ. Firms can **NOT** submit an estimated total fee, total contract price, or an estimation of hours involved in completing the project in response to this RFQ.

### **Selection Process:**

Proposals submitted by the deadline will be evaluated by a selection committee comprised of representatives and staff from Henderson County. Each firm will be evaluated based upon the following weighted criteria.

The following criteria will be used to evaluate the solicitations:

1. Completed Questionnaire for Qualifications, in detail (20%)
2. Overall Quality of the Personnel and Qualifications (20%)
3. Previous Project Descriptions of Similar Projects (20%)
4. Ability to Relate to Specific Project Requirements (20%)
5. Additional references (20%)

As a general guide to prospective proposers, the Professional Services selection procedures adopted by North Carolina, appropriately modified by Henderson County, will be employed in the selection process, and weighted as noted above. All proposals must include all aspects of North Carolina law and Henderson County policy. The owner may or may not interview potential candidates to assist in the selection process.

### **Standard of Award:**

The standard of award for this Request for Qualifications will be based on the demonstrated competence and qualifications of firms to provide Construction Manager at Risk services per NC General Statute 143-64.31 for the



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Henderson County VFW Building. Proposals will be reviewed after opening and will be ranked in order of choice based on selection criteria, at which point contract negotiations will begin with the most qualified firm. Should negotiations fail with the initial qualified firm the County may, at its discretion, continue negotiations with lower ranked qualified firms. The County shall not be bound or in any way obligated until both parties have executed a contract. The County reserves the right to delay the award of a contract or to not award a contract.

Henderson County reserves the unqualified right to reject any and / or all statements of qualifications, and to waive any informalities in so far as it is authorized to do so and further specifically reserves the right to make the award in the best interest of the County. Qualified firms interested in providing qualification statements or having questions for this project may contact Bryan Rhodes at [brhodes@hendersoncountync.gov](mailto:brhodes@hendersoncountync.gov).

### **Minority and Disadvantaged Businesses:**

Pursuant to General Statutes of North Carolina Sections 143-128 and 143-131, the County encourages and provides equal opportunity for Certified Minority and Women- Owned Business Enterprise (MWBE) businesses to participate in all aspects of the County's contracting and procurement programs.

For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under Doing Business with Henderson County at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>.

### **Terms and Conditions:**

Any proposal submitted to Henderson County shall be deemed to include all the Terms and Conditions shown in the document found online at [https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson\\_county/page/42611/terms\\_and\\_conditions\\_02.23.2022.pdf](https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson_county/page/42611/terms_and_conditions_02.23.2022.pdf)

These Terms and Conditions, which refer to a "purchase order", shall be deemed to be included in any contract entered into as a result of this Request for Qualifications ("RFQ").

Any attempt by a proposed contracting party (the "Bidder") under the RFQ to exclude any of these Terms and Conditions shall cause any Proposal made in response to this RFQ to be deemed to be non-responsive (unless Henderson County has notified the Bidder that the funding source for the goods or work sought under this RFQ is not federal funds, in which case those provisions under number 15 of the Terms and Conditions (and all subparts thereunder) may be excluded from a Proposal.