1. Purpose

The purpose of this regulation is to provide guidance for the qualification-based selection of Construction Manager at Risk (CM-at-Risk). This regulation is in compliance with the relevant North Carolina statutes, and the rules adopted by the State Building Commission.

2. Scope

This regulation applies to all Construction Manager at Risk projects at North Carolina Central University.

3. CM-at-Risk Pre-Selection

3.1 The Facilities Management Project Manager assigned to the project is responsible for running advertisement(s) requesting CM-at-Risk proposals for a specific project in keeping with the State requirements and statutes.

3.1.2 A Facilities Management representative will organize a Pre-Selection Committee to review the CM-at-Risk proposals that are submitted. The Associate Vice Chancellor – Facilities Management (AVC-FM) serves as chair of the Selection Committee. The Pre-Selection Committee membership would include the following: Associate Vice Chancellor for Facilities Management (Chair); University Architect; Facilities Services Director; Project Manager(s); HUB Coordinator; User representative(s); Vice Chancellor for Administration & Finance and/or Designee, and; Ex-Officio: UNC-General Administration Representative and Project Designer (A/E).

3.1.3 The Pre-Selection Committee should meet and determine the criteria for selection of the CM at Risk. In selecting the firms to be interviewed (the pre-selection), the committee should take into
consideration, in the evaluation of the Proposals, such factors as:

3.1.3.1 Existing workload of the firm is fully able to accommodate the addition of this project.

3.1.3.2 Record of successfully completed projects of similar scope without major legal or technical problems.

3.1.3.3 Previous experience with the Owner; a good working relationship with Owner representatives; and have completed projects in a timely manner and have performed an acceptable quality of work.

3.1.3.4 Key personnel that have appropriate experience and qualifications.

3.1.3.5 Relevant and easily understood graphic or tabular presentations.

3.1.3.6 Completion of CM-at-Risk projects in which there was little differences between the GMP and final cost.

3.1.3.7 Projects that were completed on or ahead of schedule.

3.1.3.8 Recent experience with project costs and schedules.

3.1.3.9 Construction administration capabilities.

3.1.3.10 Proximity to and familiarity with the area where the project is located.

3.1.3.11 Quality of compliance plan for minority business participation as required by G.S. 143-128.2.

3.1.3.12 Other factors that may be appropriate for the project include issues such as pertinent experience, experience in the university setting, experience with State of North Carolina requirements, and competence of assigned staff.

3.1.3.13 Each criterion may be assigned a value weighted by the committee in regards to the importance of each criterion. The Project Manager will develop an evaluation form and distribute forms to each committee member with a copy of all the proposals that were received. The evaluation form should include a set of criteria and numerical scale to rank each proposal.

3.1.4 MBE/HUB participation

3.1.4.1 During CM-at-Risk selection process, there are MBE/HUB related items that need to be addressed:

3.1.4.1.1 Statutes require the institution to notify MBE/HUB firms of the opportunity.

3.1.4.1.2 In the advertisement, the campus should encourage MBE/HUB participation.

3.1.4.1.3 The proposal packages should be reviewed for MBE/HUB participation.

3.1.4.1.4 At the interview, questions should be asked regarding the MBE/HUB success rate of the firm and the methods that will be employed to ensure MBE/HUB participation in the project.

3.1.4.1.5 Selection credit should be given to firms that demonstrate proficiency in obtaining and utilizing MBE/HUB participation.

3.1.5 The Facilities Management will conduct a mandatory pre proposal meeting for all interested Construction Management Firms. This meeting will provide an opportunity for the CM’s to visit the site, ask questions, and hear the concerns of the committee members.
3.1.6 Each committee member will review each of the proposals and fill out an evaluation form for each. The numerical value of the evaluation forms should be used to determine each committee member’s top 3-5 choices.

3.1.7 The Pre-Selection Committee will then meet to determine a short list of firms using the following process. The short-listed firms will be asked to visit campus for a formal interview with the Pre-Selection Committee. The chair of the Pre-Selection Committee will ask each member to provide his or her top 3-5 choices. The chair will then tally the point totals to determine the firm receiving the highest total scores. Based on the tally of the members’ choices, the number of submissions, and the quality of the submissions, the committee shall work to eliminate proposals until a short list of 3-5 firms remain.

3.1.8 The Pre-Selection Committee shall then prepare a selection criterion to be used during the formal interviews. Criteria shall include similar issues to the short list process but more specific for interview. Criteria shall also include project specific issues that need to be considered and discussed by the Construction Management Teams at the interviews. Each criterion shall be assigned a value weighted by the committee in regards to the importance of each criterion. At this time, the order of the interviews will be determined by random selection.

3.1.9 The formal interviews will then be held approximately two weeks after the Selection Committee has short-listed 3-5 firms. The interviews shall include time for the firm’s presentation and Q&A session (typically 45 minutes for presentation and 15 minutes for questions). Fifteen minutes shall be scheduled between interviews for discussion by the committee members and setup time for the next interview.

3.1.10 After the interviews, the Pre-Selection Committee will meet to determine the top three CM-at-Risk Firms in order of preference.

3.1.11 The AVC-FM will then prepare a memorandum to the Chairman of the Building Committee, the three firms in order of preference for affirmation and/or approval of the Board of Trustees’ Building Committee. The memorandum should include the criteria and tallies that were use to determine the short list of firms and a short description of the project.

3.1.12 Upon affirmation and/or approval of the Pre-Selection Committee’s recommendation by the Board of Trustees’ Building Committee and the final approval by the BOT, the University Architect shall inform the short list of firms of the interview results.

3.1.13 The AVC-FM and the State Construction Office will then enter into fee negotiations with the CM at Risk firm selected first. If the AVC-FM and State Construction Office are unable to reach an agreement with the first firm selected, negotiations will be terminated; and, shall start with the second CM at Risk firm selected. This process will continue through the third selection. If an agreement cannot be reached with any of the three firms approved by the Board of Trustees, the advertisement and interview process will be repeated.