

REQUEST FOR CONTRACTOR QUALIFICATIONS FOR

Town of Biltmore Forest

New Police Department & Public Works
Campus

Construction Management at Risk (CMAR) Firm | RFQ No. 2025-0001

Project: New Police Department and Public Works Campus
Biltmore Forest, NC

Owner: Town of Biltmore Forest
355 Vanderbilt Road
Biltmore Forest, NC 28803

RFQ Contact: Town of Biltmore Forest
Jonathan Kanipe, Town Manager
355 Vanderbilt Road
Biltmore Forest, NC 28803
(828) 274-0824
jkanipe@biltmoreforest.org

Project Architect: DP3 Architects, Ltd.
Kyle Tonkins, AIA - Project Architect
15 S. Main Street, Suite 400
Greenville, SC 29601
(864) 232-8200
Ktonkins@dp3architects.com

**Expected Start of
Construction:** July 2026

**Current Project
Budget:** \$11,500,000

**Pre-Submittal
Conference:** 10:00 AM, Friday, October 3, 2025
Email project architect listed above with a list of names
and emails for requested attendees by no later than 04:00
PM on Thursday, October 2, 2025. Virtual meeting
invitation to be distributed by list.

Submission Deadline: 12:00 PM, Friday, Oct. 24, 2025
Biltmore Forest Town Hall
355 Vanderbilt Road
Biltmore Forest, NC 28803

INTRODUCTION AND PURPOSE

The Town of Biltmore Forest (Owner) is soliciting Qualifications from interested Contractors for Construction Manager At Risk (CMAR) services in connection with construction of new Police Department Headquarters to be located on the existing Town Hall Complex at 355 Vanderbilt Road in Biltmore Forest, NC, and for the new Public Works Facility to be located on the 10.3 acre parcel southeast of the intersection of Vanderbilt Road and Old Sawmill Road. Work will be performed in three phases as follows:

Phase 1 – Construct new Public Works Campus (New building and associated site development).

Phase 2 – Demolish existing Public Works shed on the Town Hall site and construct the new Police Department building.

Phase 3 – Demolish the existing Police Department building and construct new parking lot. Additional renovations may be made to the Town Hall building during this time.

See Exhibit A: Biltmore Forest Police Station Conceptual Design Package dated September 08, 2025 and the Biltmore Forest Public Works Conceptual Design Package dated September 08, 2025 (Option 1 – North) prepared by DP3 Architects, Ltd.

Persons and/or firms interested in providing the services must prepare and submit Qualifications in accordance with the procedure and schedule in this RFQ. The Owner will review Qualifications only from those firms that include all of the information required to be included as described herein (in the sole judgment of the Owner). The Owner will consider Qualifications only from individuals, firms, or organizations that have demonstrated the capability and willingness to provide professional services as required by the Owner.

Construction Procurement Method

It is the intention of the Owner to select a Construction Manager/General Contractor at Risk (CMAR) to assist the Owner/Architect in pre-construction and construction phase services for this project.

The services to be performed by the CM as related to activities will include, but are not limited to cost estimating and phasing, permitting/process planning and coordination of the subcontractor/vendor solicitation and pre-qualification, projection of construction cost and cash flows.

Upon completion of pre-construction services of the project, the Owner will have the option to amend the contract in which the scope of construction services and a construction cost for the construction phase of the project will be determined.

CONTACTS, REGISTRATION, QUESTIONS, AND RFQ SCHEDULE

Contacts

Registration to reflect interest in this request and to receive updates is addressed in paragraphs below. All notices and communications relating to this project shall be directed to the RFQ Contact indicated on the cover page.

Register, Obtain Request and Receive Amendments

Please register your interest with the RFQ Contact. If an amendment is issued, it will only be provided to all who have registered. It is desired that all correspondence related to this RFQ be provided electronically. Please ensure that a valid e-mail address is provided in addition to other contact information.

Questions Prior to Submittal of Response

Should a Respondent have questions regarding this RFQ of any part thereof, they must request clarification in writing via electronic communication to the Owner by the calendar deadline noted in this RFQ. This request may result in the issue of a written Addendum to the RFQ. Any questions that arise must be submitted in writing via electronic mail or fax and directed to the Architect as noted in this RFQ. The interested party must confirm any telephone conversations in writing via electronic mail or fax. Questions that arise may be of a general nature or of a nature that will require a written amendment to this RFQ. If a question is already addressed in this RFQ, the interested party will be referred to the appropriate section. All parties that have registered for this RFQ will be provided a copy of any written amendment to this RFQ. The decision as to whether or not an amendment is necessary is a decision made by the Owner.

All written questions related to the proposal submittal should be forwarded via electronic mail or fax on or before the stated deadline to allow time for a response or written amendment to this RFQ to be provided to all interested and registered parties. Questions received after this time will not be addressed.

Schedule

The RFQ and contract term and work schedule set out herein represent the Owner's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date of the response, is delayed, the rest of the schedule will be shifted accordingly. The anticipated and desired schedule of events for contract(s) resulting from this response follows:

- PROJECT ADVERTISEMENT: Sept. 25, 2025
- NON-MANDATORY VIRTUAL PRE-PROPOSAL CONFERENCE:
10:00 AM, Oct. 3, 2025
- DATE PROPOSAL QUESTIONS DUE: 12:00 PM, Oct. 10, 2025
- RESPONSES TO FINAL QUESTIONS PROVIDED: 12:00 PM, Oct 17, 2025
- DATE QUALIFICATIONS DUE: 12:00 PM, Oct. 24, 2025
- COMMITTEE REVIEW AND SELECTION OF FIRMS: Week of Nov. 3, 2025

SCOPE OF WORK AND SERVICES

The outline scope of services below is meant to give Firms an outline of the minimum services required for this project.

A. PHASE 1 – PRE-CONSTRUCTION SERVICES

1. BUILDING DESIGN

- Develop 100% Schematic cost estimate and schedule;

- Develop 50% Construction Document cost estimate and schedule; Reconcile cost differences from Previous Phase.
- Develop 100% Construction Documents cost estimate and schedule; Reconcile cost differences from Previous Phase.
- Develop material for public presentations; assist with presentations.
- Regularly attend meetings with the Owner and Architect prior to construction and consult with the Owner and the Architect regarding site use, site improvements and selection of building materials.
- Develop a provisional and final CPM schedules indicating methods and sequencing of procurement, permitting, construction and closeout of project. Include time requirements for sequences and durations, milestones dates for receipt and approval of design documents, receipt of regulatory approvals and permits, preparation and processing of shop drawings and samples, delivery schedule of materials or equipment requiring long-lead time procurement, project procurement schedule, and installation and construction completion. Include critical milestone dates for Owner procured and installed fixtures, furnishings and equipment. Provide periodic updates of project schedule for Architect's review and Owner approval.
- Perform a "constructability" review of the design documents at each phase of design.
- Provide detailed construction cost estimates, to achieve the Owner's budget (to be sorted by trade bid packages).
- Assist with final selection of systems and products by providing market intelligence to Architect.

2. GUARANTEED MAXIMUM PRICE

- Develop a Guaranteed Maximum Price (GMP) document at 50% construction documents that minimizes the use of allowances or plug numbers.
- Reconcile schedule and cost with Architect and Owner against pre-established budget and schedule.
- Develop Final Guaranteed Maximum Price document.

B. PHASE 2 – CONSTRUCTION SERVICES

1. CONSTRUCTION PHASE

- Maintain on-site staff for construction management.
- Establish and maintain coordinating procedures.
- Develop and maintain a detailed cost-loaded schedule (CPM) including delivery, approvals, inspection, testing, construction and occupancy.
- Conduct and record job meetings.
- Prepare and submit change order documentation for approval of the Architect and Owner.
- Maintain a system for review and approval of shop drawings, samples and product data, to ensure compliance with drawings and specifications.

- Maintain records and submit formal progress and monthly reports to Architect and Owner.
- Manage and maintain quality control systems and ensure conformity to plans and Specifications.
- Develop a system and provide cost control through periodic progress payment reviews and verifications according to the approved schedule and contract amounts.
- Develop and maintain as-built drawings for the duration of the Project.
- Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, regulatory approvals and the Owner's final acceptance.
- Coordinate and monitor the resolution of remaining "punch-list" items to the satisfaction of the Owner.

2. PROJECT CLOSEOUT/WARRANTY

- Submit record drawings for approval of the Architect and the Owner.
- Receive, record and address all warranty issues.
- Resolve all warranty issues to the satisfaction of the Owner.

RESPONDENT AND PROPOSAL REQUIREMENTS

The CMAR will be selected through a qualifications-based selection process. Firms interested in providing CMAR services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

- a. Past performance;
- b. Ability of professional personnel;
- c. Demonstrated ability to meet time and budget requirements;
- d. Location;
- e. Recent, current, and projected workloads of the firm(s);
- f. Creativity and insight related to the project; and
- g. Related experience on similar projects.

The proposal shall be signed and properly executed. The Owner reserves the right to reject either all qualifications after the opening of the qualifications but before award, or any proposal, in whole or part, when it is in the best interest of the Owner. For the same reason, the Owner reserves the right to waive any minor irregularity in a proposal.

Firms must possess all licenses required by North Carolina law, including, at a minimum, an unlimited general contractor's license in the building classification and shall submit proof of current licensing with their proposal.

Firms should give specific attention to the identification of those portions of their qualifications which they deem to be confidential, proprietary information or trade secrets, and provide any justification of why such materials, upon request, should not be disclosed by the Owner under North Carolina public records laws. Firms must clearly indicate each and every section that is deemed to be confidential, proprietary

or a trade secret as required by statute. It is NOT sufficient to preface your entire proposal with a proprietary statement.

Firms mailing Statement of Qualifications shall allow sufficient mail delivery time to insure timely receipt by the Issuing Office. Statement of Qualifications or unsolicited amendments to Statement of Qualifications arriving after the due date and time will not be considered. **LATE STATEMENT OF QUALIFICATIONS CANNOT BE ACCEPTED.**

Statement of Qualifications are to be delivered to the Issuing Office, in a sealed envelope, addressed to the Owner and clearly designated as Statement of Qualifications for this RFQ. The Owner recommends against use of mail or delivery services that will not guarantee delivery directly to this office. Statement of Qualifications delivered to any other location will not be considered "received" until they arrive at the location specified above. This Owner will not waive delay in delivery resulting from need to transport a Statement of Qualifications from another location, or error or delay on the part of the carrier.

The process of evaluating submitted qualifications and forwarding a recommendation for presentations (if required), contract negotiations or contract award for consideration by the Owner will be conducted by an evaluation team. The Committee will review all submitted qualifications for compliance with the requirements of the RFQ. All qualifications not complying with the requirements of the RFQ will be considered non-responsive and be rejected. There will be no results of any ranking that result from such evaluation.

SUBMISSION RESPONSE CONTENT AND FORMAT

RESPONSE TO THIS REQUEST FOR QUALIFICATIONS MUST INCLUDE THE FOLLOWING:

Those firms interested in providing professional services for this project must submit three (3) bound copies. Submission shall not be longer than 20 pages, single sided (40 pages, double sided), excluding transmittal letter.

Proposal Development

Required content of proposal:

The detailed requirements set forth in the **Submission Format** are recommended. The Owner reserves the right to accept or reject any or all submissions. Firms are reminded that responses will be considered exactly as submitted. Those submissions determined not to be in compliance with provisions of this RFQ and the applicable law and/or regulations will not be processed.

All costs incurred by the Firm associated with RFQ preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of an agreement, shall be borne entirely and exclusively by the Respondent.

Submission Format:

The submission format requirements were developed to aid Respondents in their submission development. They also provide a structured format so reviewers can systematically evaluate several proposals. These directions apply to all submissions.

The purpose of the submission is to demonstrate the technical capabilities, professional qualifications, past project experiences, and knowledge within this

industry. Respondent's submission must address all the points outlined herein as required, in the following order.

1. Transmittal Letter: A transmittal letter must be submitted with a Respondent's submission which shall include:
 - a. The RFQ subject.
 - b. Name of the firm or team responding, including mailing address, e-mail address, telephone number, and name of contact person.
 - c. A brief profile of the firm, outlining its history, philosophy, and target market of the firm or team.
 - d. The name of the person or persons authorized to make representations on behalf of the Respondent, binding the firm to a contract.
2. Firm's Work History and References
 - a. List three projects of similar size, scope and complexity performed by the Respondent. Firms shall clearly indicate the type of contract under with the three similar projects (e.g. general contract, CM agency, CMAR, Design/Build, etc.)
 - b. The Respondent shall include information pertaining to current workload and anticipated projects to be awarded that can affect the management of the design contract.
 - c. Provide experience regarding approach and system for pre-qualification of bidders, proposed approach to GMP packages and bidding of work, evaluation and award procedures.
3. Key Personnel
 - a. List of key personnel who will be assigned to the project.
 - 1) For each person listed above, list what aspects of the preconstruction 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.
 - 2) For each person listed above, list his/her experience with the 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.
 - b. Specialized experience, professional registrations and technical competence in the performance of projects of similar size and complexity shall be noted.
4. Project Planning and Management

Provide a brief, overall description of how the project will be organized and managed, and how the representative services listed will be performed in both pre-construction and construction phases. Project planning that offers the same project managers for pre-construction and construction phases and work elements as noted below shall be given preference.

 - a. Cost Control
 - b. Quality Control
 - c. Environmental Protection
 - d. Safety
 - e. Superintendence
 - f. Project Approach to minimize risk and maximize value

- g. Constructability Issues
- h. Cost Model/Estimates
- i. Project Tracking/Reporting
- j. Request for Information (RFI) and Shop Drawings
- k. Change Management
- l. Payment Estimates and Measurement
- m. Schedule and Staffing Plan
- n. Subcontractor Management

5. Attachments (Appendix Items, Rates)

Other items, such as a copy of current insurance certificate noting available coverage amounts, copies of performance evaluations and recommendations, trade secret information, a current employee position and rate schedule, sub Firm and specialty design and construction information, equipment and diagrams, quality control documents, safety documents, etc. should be included in this section.

PROPOSAL EVALUATION CRITERIA

The Owner will evaluate proposals based on the factors outlined within this RFQ, which shall be applied to all eligible, responsive proposals in selecting the successful Firm. The Owner reserves the right to disqualify any proposal for, but not limited to, person or persons it deems as non-responsive and/or non-responsible. The Owner reserves the right to make such investigations of the qualifications of the Respondent as it deems appropriate.

Award of any proposal may be made without discussion with Firms after responses are received. The Owner reserves the right to cease contract negotiations if it is determined that the Firm cannot perform services specified in their response. Proposal evaluation criteria will be grouped into percentage factors as follows:

Category	Maximum Points
Ability of professional personnel	10
Past performance	20
Demonstrated ability to meet time and budget requirements	20
Recent, current, and projected workloads of the firm	10
Creativity and insight related to the project	20
Related experience on similar projects	20
Proposal Evaluation Total	100

SELECTION PROCESS

A selection committee composed of Town staff shall be formed to review and evaluate the proposals. The selection committee members shall complete evaluation forms giving consideration to information provided in the proposals. The Owner shall have the right to designate a “short list” of qualified Firms based on the above initial evaluation scores. These vendors would be considered “finalists” and may then be requested to appear before the Selection Committee for oral and visual presentations as applicable. Final selection by the Board of Commissioners will be made subsequent to such meetings, if held.

Contract Negotiation and Award

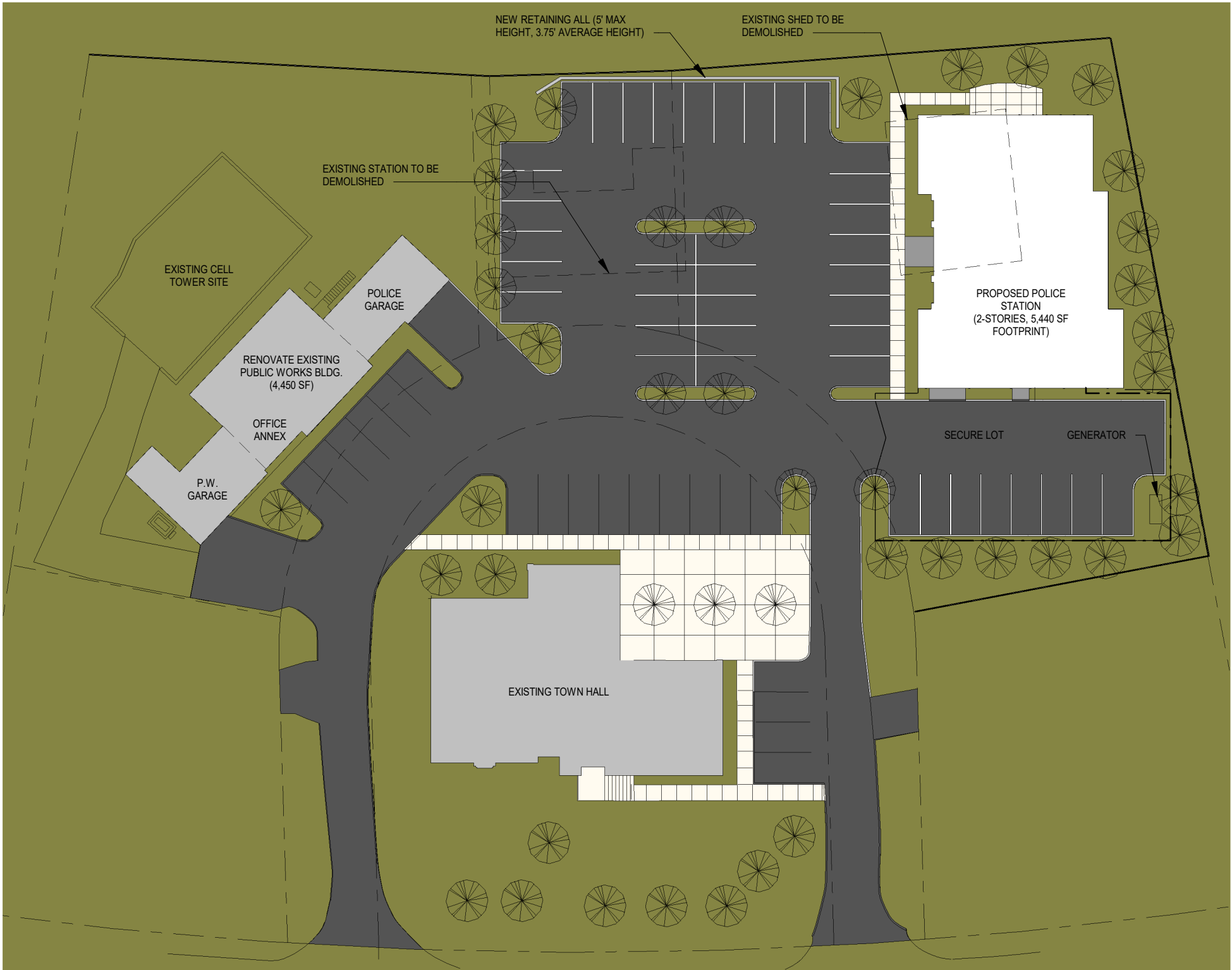
After the firms have been notified of the selection action by the Owner and have been approved by the committee, a representative of the Owner will discuss with the selected Construction Manager at Risk appropriate services and additional information about the project.

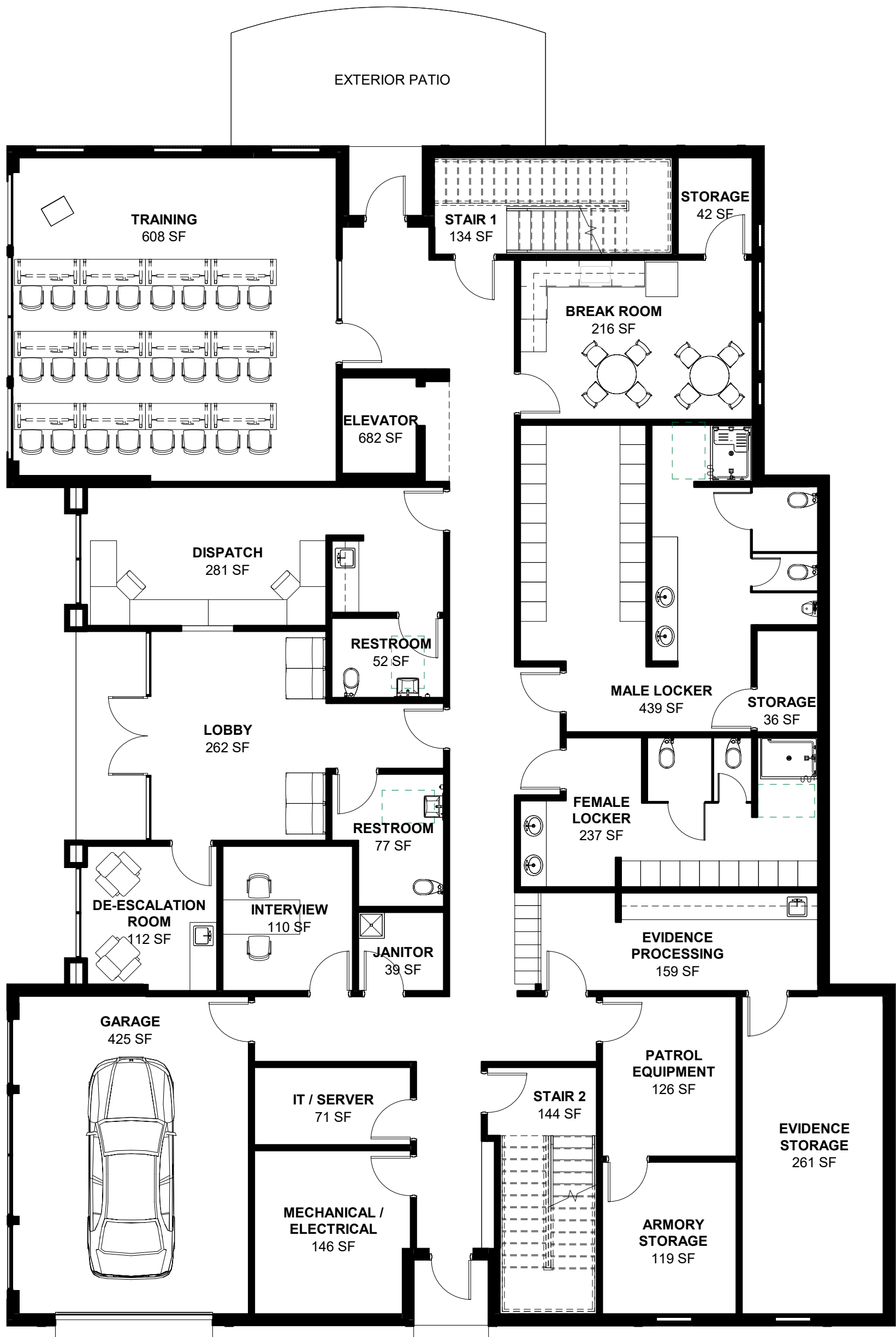
The Owner will request in writing, a fee proposal in two parts: part one will cover pre-construction services, and part two would cover construction services for the completion of the project. The Owner will attempt to negotiate a fair and equitable fee consistent with the Project program and the professional services required for the specific Project. In the event a fee cannot be agreed upon, the Owner shall terminate the negotiations and shall repeat the notification and negotiation process with the next ranked firm on the selection list. In the event a fee cannot be agreed upon with the second-ranked firm, the process will be repeated with the third-ranked firm on the selection list. If a fee still cannot be agreed upon, the Owner shall review the history of negotiations and make appropriate determinations including program adjustments so as to lead to a negotiated contract with one of the original three firms selected. Such renegotiation with the firms shall be carried out in the original selection order, or another list of three firms in priority order will be selected. The negotiation process will continue until a fee has been determined that is agreed to by the Owner.

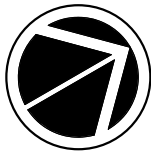
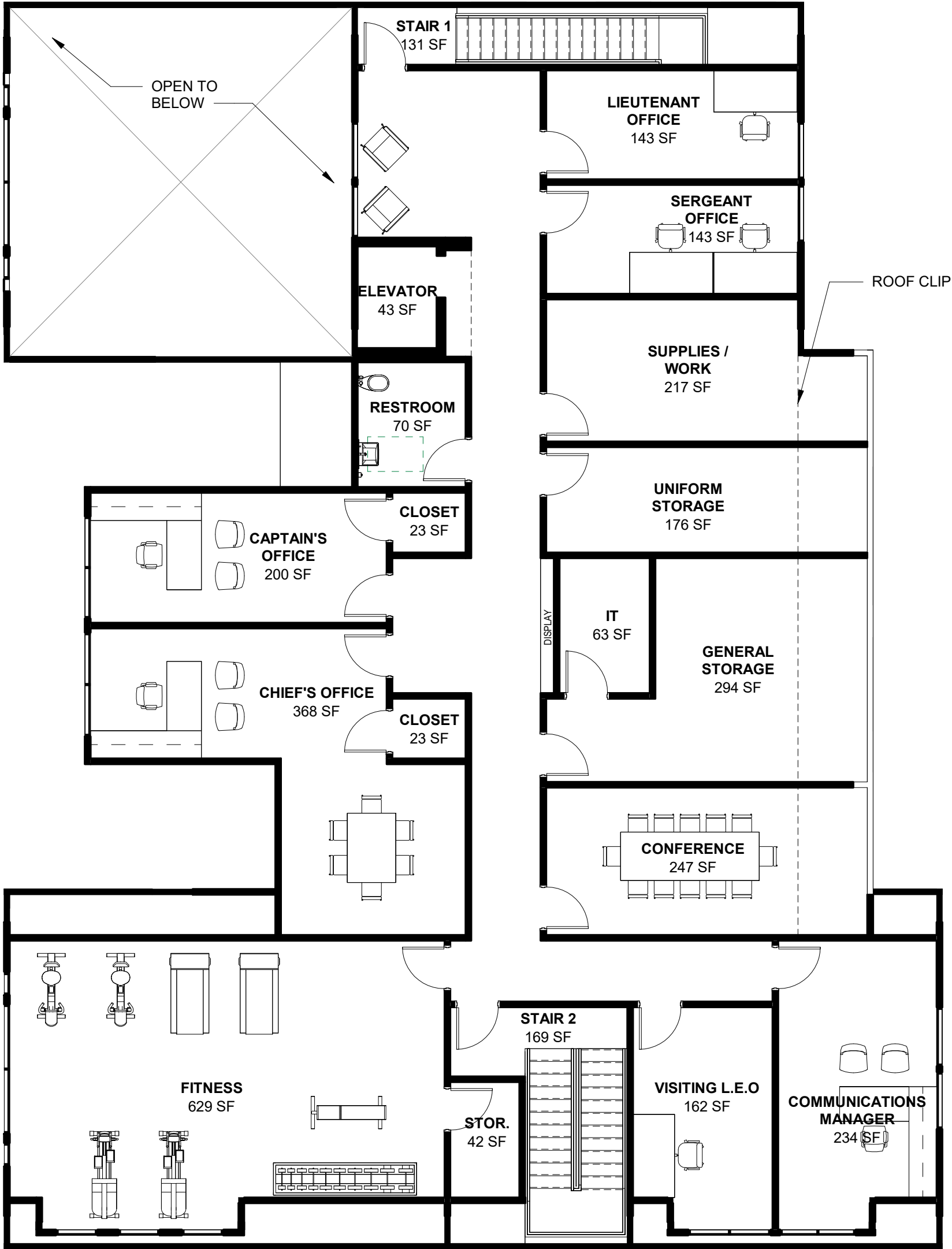
Following successful negotiation, the Owner, by and through the Board of Commissioners as the final awarding authority shall award the Pre-Construction Services contract to authorize the Construction Manager At Risk to provide the services outlined in this Request for Qualifications and as otherwise amended or requested.

At the end of the Phase 1 - Pre-Construction Services Phase, and in accordance with the terms and conditions of this Request for Qualifications, the Construction Manager At Risk will ordinarily negotiate a final contract amendment with Guaranteed Maximum Price. Following review, the Owner, by and through the Board of Commissioners as the final awarding authority will execute the amendment for the Guaranteed Maximum Price contract.

End of Request for Qualifications











CONCEPTUAL RENDERING 1



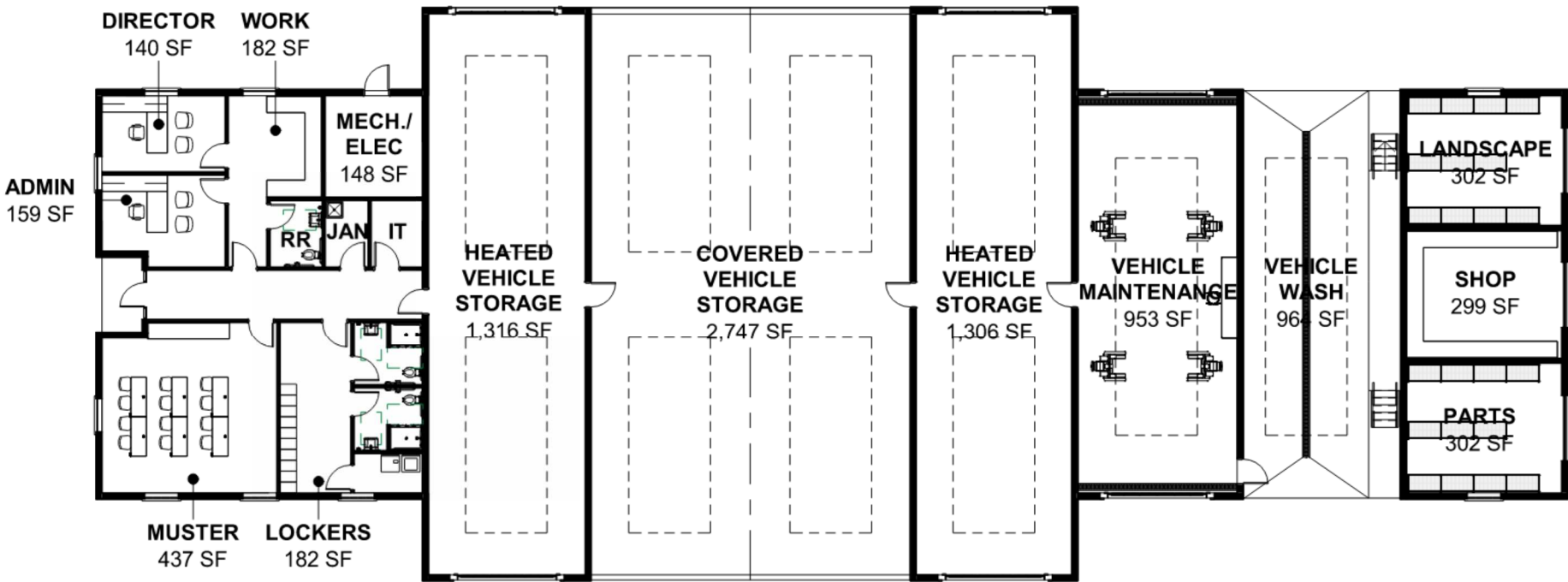
CONCEPTUAL RENDERING 2



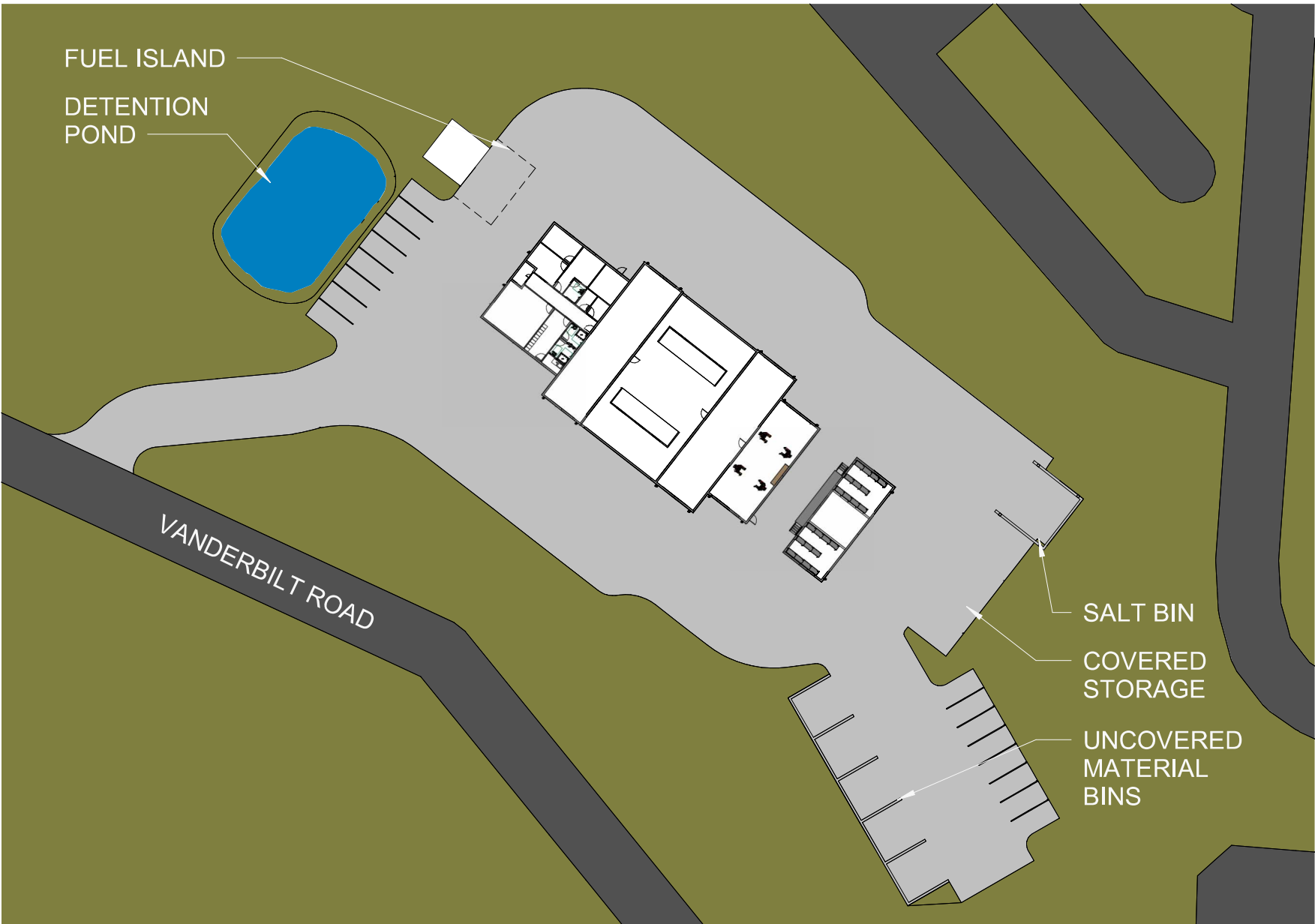
CONCEPTUAL RENDERING 3



CONCEPTUAL RENDERING 4



1 1ST FLOOR PLAN
SK01 1" = 20'-0"



1 ARCHITECTURAL CONCEPT SITE PLAN
SK01 1" = 60'-0"



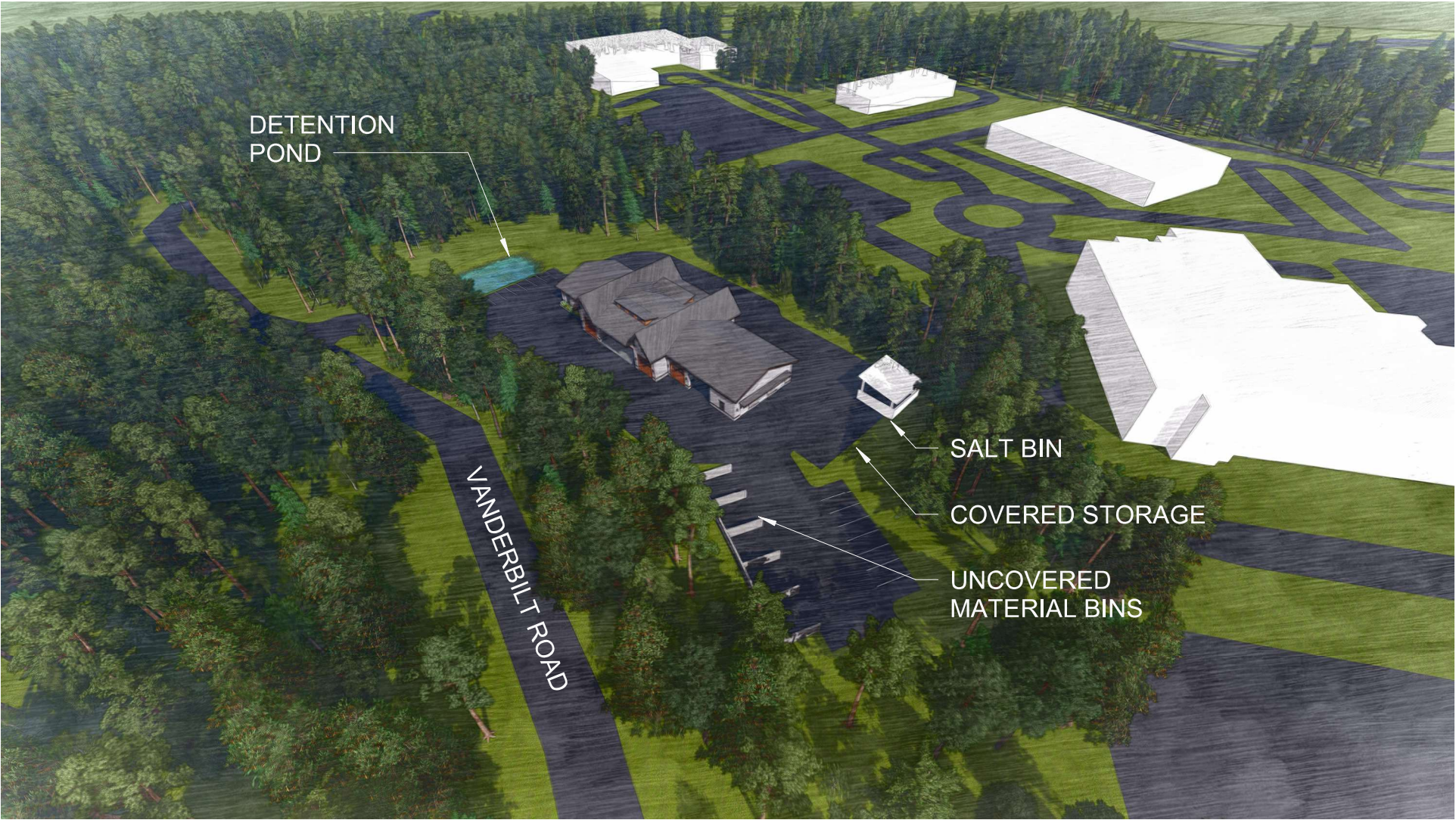
PROJECT
NORTH



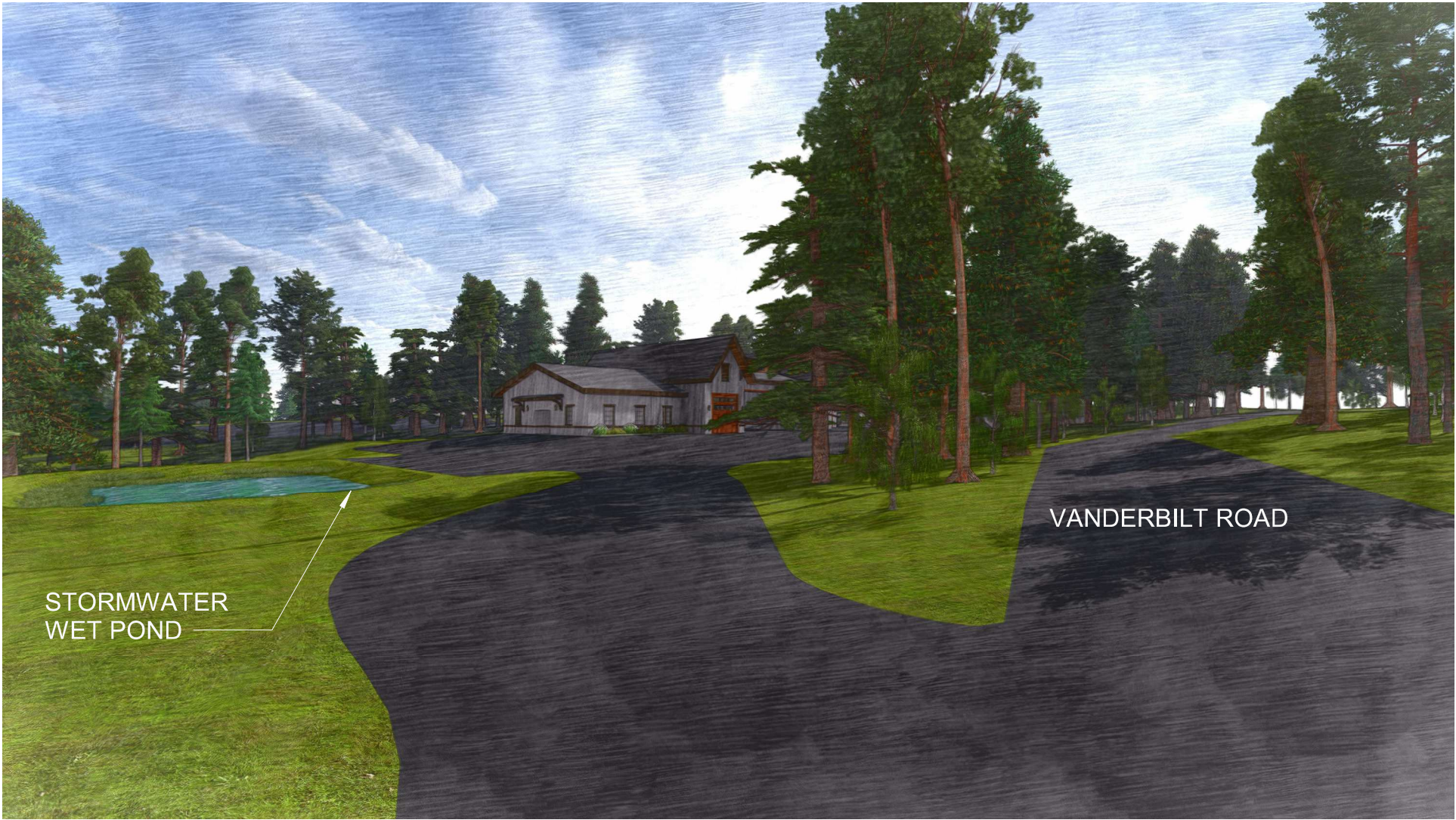
REFERENCE
NORTH



CONCEPTUAL RENDERING 1



CONCEPTUAL RENDERING 2



CONCEPTUAL RENDERING 3



CONCEPTUAL RENDERING 4



CONCEPTUAL RENDERING 5