

December 18th, 2009

**General Contractor
REQUEST FOR QUALIFICATIONS AND BID for the**

**Wilmington Regional Association of Realtors (WRAR)
New 3 story office and meeting facility building
1826 Sir Tyler Drive, Wilmington, NC 28405.**

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Wilmington Association of Realtors
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1. INTRODUCTION

The Wilmington Regional Association of Realtors (WRAR) is inviting general contracting firms to submit **statement of qualifications and bid** for a new 3 story office and meeting facility building located at 1826 Sir Tyler Drive, Wilmington, NC 28405.

The WRAR has prepared a set of bid drawings which will be made available at **Copy Cat print shop located at 4107 Oleander Dr # A, Wilmington, NC 28403 at 3pm Friday December 18th, 2009.**

2. SUBMISSION REQUIREMENTS

Four (4) copies of qualification statements and bid must be delivered to: Wilmington Association of Realtors, 1444 S. 17th Street, Wilmington, North Carolina 28401 ATTN: John Lennon. Packages will be accepted until **5:00 PM, January 28, 2009.**

The WRAR reserves the right to accept or reject any or all responses without further action and/or accept such bid as appears in its sole discretion and judgment to be in the best interest of the WRAR.

Questions concerning this RFQ must be submitted in writing to John Lennon, at johnlennon@oceancrest.com or faxed to (910) 208-2104. All questions and answers will be shared with the entire Selection Committee.

3. EVALUATION OF QUALIFICATIONS PORTION

To allow the Wilmington Regional Association of Realtors to fully understand your firm's qualifications for this job, please carefully prepare a response to the items listed below:

I. Overview of the Firm

A. Please use AIA Document A305, General Contractor's Pre-Qualification Statement -1986 Edition, to respond as follows.

1. Present all the information requested, following the instructions provided.
2. Under Article 4, Section 4.3, please also include the aggregate bonding capacity for your firm by quarter from December of 2008 to the present.

B. In response to Section 5.1, please provide all the information requested, including the following:

1. An income statement for the current year to date, and full prior year.
2. Financial statements for the previous 2 years (2007 & 2008).
3. This information should be prepared by an outside firm, preferably a CPA and should adhere to generally accepted accounting practice.
4. If your firm has multiple offices, please provide this information for all the offices from which your firm will be providing the bulk of the services for this project, and the firm as a whole.

C. Provide a summary of at least three similar projects to our office building with the owner's contact information.

II. Safety

A. Provide the resume of person in charge of safety for your company. Identify the specific training that qualifies them for this position. What other tasks and duties in your company that are not safety related are assigned to this individual? Does this individual conduct onsite project safety inspections? How often?

B. Provide your firm's Experience Modification Rate for Workmen's Compensation Insurance used by your insurance carrier for each of the last five years.

III. Construction Cost Estimating and Scheduling

A. The construction cost estimating process used by the selected contractor is one of the essential elements of this project. In this context, please respond as follows:

1. Provide the current resumes of each member of the cost estimating team, their job description and current workload.

B. The ability to predict, test and correct the appropriate project duration is another essential element of this project. In this context, please respond as follows:

1. What level of personnel commitment to scheduling does your firm provide during construction? Here again, please be specific, indicating number of projects specific hours to be dedicated per week. Indicate whether these personnel hours will be provided on-site, in the home office, or a combination of both.

2. Provide the current resumes of each member of the scheduling team, their job description and the hours shown above that will be their responsibility.

3. List the project scheduling software and hardware used by your team to prepare its schedules. How long has your firm used each of these software packages? What version is currently being used?

IV. Specific In-House Personnel Dedicated to this Project during Construction

A. The success of this project's team will rest on the individuals assigned to the facility's completion. Good teams typically have strong leaders, together with highly qualified, dedicated support personnel. The Owner is interested in the specific make-up of your proposed team, and their respective qualifications. Please provide the following information about the in-house employees your firm proposes for this project:

1. The presentation of the project manager's qualifications should include at least the following information:

* Current resume.

* List of projects completed by this individual, together with owner and design team contact person and phone number for each project shown.

* Narrative of key qualifications that make this individual an ideal "fit" for this Owner and this job.

* Minimum number of hours per week this individual will be specifically dedicated to this project during the pre-construction process.

* Minimum number of hours per week this individual will be specifically dedicated to this project during the construction process.

* Other projects this individual is scheduled for participation in, from Feb 2010 through October 2010 as a member of a construction team for your firm.

* Personal references for this individual in the community outside the construction industry.

V. Quality Control

- A. Please describe the steps that your firm uses to control quality during the construction phase of a project such as this, identifying one-time tasks, on-going tasks, points of Owner participation, milestones, etc. The methods used to insure delivery of a project meeting or exceeding the requirements of the Contract Documents and Owner's needs should be emphasized.

VI. Marketplace Resources

A. The WRAR desires the use of local subcontractors as budget, qualifications and scheduling allow. Recognizing the goal of selecting a contractor with well-developed local contacts already in place, respond to the following:

- 1. Please provide the list of subcontractors or vendors your firm intends to use on this job.

4. BID PORTION

The WRAR has prepared a set of bid drawings which will be made available at **Copy Cat print shop located at 4107 Oleander Dr # A, Wilmington, NC 28403 at 3pm Friday December 18th, 2009**. Sheet index this section.

I. Contract Documents

- A. The bid documents shall be examined carefully, including any addenda. Bidder agrees that he/she has familiarized himself/herself with them, and that the submitted bid includes all work described in construction project documents.
- B. Contractors are to bid specified finishes, equipment etc. with no substitutions or value engineering. Substitutions allowed when specified as "or equal" or unspecified. Failure to bid finishes and equipment as specified shall be grounds for rejection of the bid.
- C. Bid to include all bid addenda. Immediately notify (in writing) the Architect of any apparent omissions or discrepancies discovered in the documents as per document general requirements.
- D. Request for interpretation must be received in writing a minimum of seven days prior to bid opening.
- E. Interpretations, clarifications, or changes in the Contract Documents issued before the bid opening will be in the form of addenda, sent in writing to each bidder.
- F. Alternate bids are sums, which may be added to or deleted from Base Bids for the performance of Alternate Work, as delineated in the Bidding Documents. All requested Alternates should be bid, or the Bid Proposal may be considered non-responsive.
- G. Inclusions and Exclusions: Bid to include all items that per documents and specifications. See index of drawings and specification page 6. List of exclusions include:
 - 1. Owners assessments, taxes, finance, legal or development fees.
 - 2. Building permits and fees to be reimbursable.
 - 3. Fire and all owners risk insurance.
 - 4. Scope changes and post contract contingencies for change orders and/or claim.
 - 5. Land and easement acquisition
 - 6. Owner supplied and installed furniture, fixtures and equipment as further indicated in documents. GC to coordinate with owners vendors per the general requirements.

II. Components / Structure of Bid

A. Bids to be broken down into different sections / divisions. Cost estimators to use the CSI (The Construction Specifications Institute) format for their cost estimates and provided multi line / page backup at for each division.

B. Summary Page

Division 01 — General Requirements
Division 02 — Site Construction
Division 03 — Concrete
Division 04 — Masonry
Division 05 — Metals
Division 06 — Wood and Plastics
Division 07 — Thermal and Moisture Protection
Division 08 — Doors and Windows
Division 09 — Finishes
Division 10 — Specialties
Division 11 — Equipment
Division 12 — Furnishings
Division 13 — Special Construction
Division 14 — Conveying Systems
Division 15 — Mechanical
Division 16 — Electrical

18 Subtotal:

19 General Conditions

All costs of administering and performing a construction job which cannot be assigned to any component: Site establishment and storage facilities, supervision, temporary service, security, insurance, weather problems, general equipment, permits and bond, etc.

20 Contractor's Overhead & Profit or Fee

General management and overhead, return on fee or contractor's capital investment and profit.

21 Total Bid:

22. Contingency (10%) below total bid line

C. CSI Divisional Backup and Breakout

GC to provide additional detailed breakout of all divisions into the applicable sub division categories. Failure to provide sub divisional detail for the 16 divisions shall be grounds for rejection of the bid.

III. Bid sheet and specification index at time of bid ----next page----

ARCHITECTURAL

- A0.1 – TITLE SHEET, ABBREVIATIONS, SHEET INDEX, VICINITY MAP, AND DIRECTORY.
- A0.2 – APPENDIX B
- A0.3 – APPENDIX B CONTINUED
- A0.4 – CODE AND ACCESSIBILITY
- A0.5 – ACCESSIBILITY NOTES
- A0.6 – ACCESSIBILITY NOTES CONTINUED
- A0.7 – ACCESSIBILITY NOTES CONTINUED
- A0.8 – GENERAL NOTES
- A0.9 – SPECIFICATIONS
- A0.10 – SPECIFICATIONS
- A0.11 – SPECIFICATIONS
- A0.12 – SPECIFICATIONS
- A0.13 – SPECIFICATIONS
- A0.14 – SPECIFICATIONS
- A0.15 – SPECIFICATIONS
- A2.1 – FIRST FLOOR PLAN
- A2.2 – SECOND FLOOR PLAN
- A2.3 – THIRD FLOOR PLAN
- A2.4 – ROOF PLAN
- A3.1 – EXTERIOR ELEVATIONS
- A3.2 – EXTERIOR ELEVATIONS
- A3.3 – BUILDING SECTIONS
- A3.4 – BUILDING SECTIONS
- A3.5 – WALL SECTIONS
- A3.6 – WALL SECTIONS
- A4.1 – ENLARGED OFFICE PLAN—FIRST FLOOR
- A4.2 – ENLARGED OFFICE PLAN—FIRST FLOOR
- A4.3 – ENLARGED PLAN— 2ND FLOOR
- A4.4 – ENLARGED PLAN— THIRD FLOOR
- A4.5 – ENLARGED PLAN— THIRD FLOOR
- A5.1 – INTERIOR ELEVATIONS
- A5.2 – INTERIOR ELEVATIONS
- A5.3 – INTERIOR ELEVATIONS
- A5.4 – INTERIOR ELEVATIONS
- A6.1 – FIRST FLOOR REFLECTED CEILING PLAN
- A6.2 – SECOND FLOOR REFLECTED CEILING PLAN
- A6.3 – THIRD FLOOR REFLECTED CEILING PLAN
- A7.1 – ELEVATOR DETAILS
- A7.2 – STAIR SECTION
- A8.1 – DETAILS
- A8.2 – SECTION DETAILS
- A8.3 – SECTION DETAILS
- A8.4 – EXTERIOR DETAILS
- A8.5 – METAL ROOFING DETAILS
- A8.6 – DETAILS
- A9.1 – ROOM FINISH SCHEDULE
- A9.2 – FINISH LEGEND
- A9.3 – DOOR SCHEDULE
- A9.4 – WINDOW SCHEDULE
- A9.5 – PARTITION SCHEDULE
- A9.6 – DETAILS
- A9.7 – INTERIOR DETAILS
- A9.8 – BANQUET ROOM FOLDING PARTITION
- A9.9 – CLASSROOM ROOM FOLDING PARTITION
- A9.10 – INTERIOR HANDRAIL & SMOKE BAFFLE DETAILS

MECHANICAL

- M0.1 – MECHANICAL SPECIFICATIONS & DETAILS
- M0.2 – MECHANICAL LEGEND & SCHEDULES
- M1.1 – MECHANICAL FIRST FLOOR HVAC PLAN
- M1.2 – MECHANICAL SECOND FLOOR HVAC PLAN
- M1.3 – MECHANICAL THIRD FLOOR HVAC PLAN
- M1.4 – MECHANICAL ROOF HVAC PLAN
- M4.1 – MECHANICAL – KITCHEN HOOD PLAN
- M4.2 – MECHANICAL – KITCHEN HOOD DETAILS
- M4.3 – MECHANICAL – KITCHEN HOOD DETAILS
- M4.4 – MECHANICAL – KITCHEN HOOD DETAILS

ELECTRICAL

- E0.1 – ELECTRICAL LEGEND & ENERGY SUMMARY
- E0.2 – ELECTRICAL RISER DIAGRAM
- E0.3 – LOAD SUMMARIES & PANELBOARD SCHEDULES
- E0.4 – LOAD SUMMARIES & PANELBOARD SCHEDULES
- E0.5 – ELECTRICAL SPECIFICATIONS
- E0.6 – ELECTRICAL NOTES
- E1.0 – ELECTRICAL POWER— ENLARGED PLAN
- E1.1 – ELECTRICAL POWER PLAN – FIRST FLOOR
- E1.2 – ELECTRICAL POWER PLAN – SECOND FLOOR
- E1.3 – ELECTRICAL POWER PLAN – THIRD FLOOR
- E1.4 – ELECTRICAL POWER PLAN – ROOF
- E2.0 – ELECTRICAL LIGHTING – SCHEDULE & DETAILS
- E2.1 – ELECTRICAL LIGHTING PLAN – FIRST FLOOR
- E2.2 – ELECTRICAL LIGHTING PLAN – SECOND FLOOR
- E2.3 – ELECTRICAL LIGHTING PLAN – THIRD FLOOR

PLUMBING

- P0.1 – PLUMBING SPECIFICATIONS, SCHEDULES & LEGENDS
- P0.2 – PLUMBING DETAILS
- P0.3 – RISER DIAGRAM
- P1.1 – FIRST FLOOR— WASTE—VENT PLAN
- P1.2 – SECOND FLOOR— WASTE—VENT PLAN
- P1.3 – THIRD FLOOR – WASTE—VENT PLAN
- P2.1 – FIRST FLOOR DOMESTIC WATER & GAS PIPING PLAN
- P2.2 – SECOND FLOOR DOMESTIC WATER & GAS PIPING PLAN
- P2.3 – THIRD FLOOR DOMESTIC WATER & GAS PIPING PLAN
- P2.4 – ROOF— GAS PIPING PLAN

FIRE PROTECTION

- F0.1 – SYSTEM PLAN – LEGEND, RISER & NOTES
- F1.1 – SYSTEM PLAN FIRST FLOOR
- F1.2 – SYSTEM PLAN SECOND FLOOR
- F1.2 – SYSTEM PLAN THIRD FLOOR
- FP1.1 – FIRST FLOOR—FIRE SPRINKLER PERFORMANCE PLAN
- FP1.2 – SECOND FLOOR—FIRE SPRINKLER PERFORMANCE PLAN
- FP1.3 – THIRD FLOOR—FIRE SPRINKLER PERFORMANCE PLAN

STRUCTURAL

- S1 – FOUNDATION PLAN
- S2 – 2ND LEVEL FRAMING PLAN
- S3 – 3RD LEVEL FRAMING PLAN
- S4 – LOW ROOF FRAMING PLAN
- S5 – HIGH ROOF FRAMING PLAN
- S6 – CONCRETE PILE CAP DETAILS
- S7 – STRUCTURAL NOTES

CIVIL

- C0 – COVER SHEET
 - C1 – TREE AND WETLANDS PLAN
 - C2 – LAYOUT PLAN
 - C3 – GRADING PLAN
 - C4 – UTILITY PLAN
 - C5 – NOTES AND DETAILS
 - C6 – NOTES AND DETAILS
 - I-1 INVENTORY PLAN
 - SD-1 (1) WATER MAIN CONSTRUCTION
 - SD-1 (2) WATERMAIN DETAILS
- ## SOILS
- 8 1/2" X 11" SOILS REPORT DATED

LANDSCAPE

- L1.1 LANDSCAPE PLAN

******Soils Report 8 ½ x11 and Civil Specifications 8 ½ x 11 on file with drawings
Architectural specifications on sheets**

6. INSURANCE REQUIREMENTS REQUIRED FOR EXECUTION OF CONTRACT

Upon approval of I bidder, and notification of award, the selected Contractor must furnish within seven (7) calendar days the following securities and certificate of insurance by a surety or insurance company as appropriate who has A.M. Best's rating of not less than A-VII. Said certificates shall include WRAR as an additional named insured where applicable.

General and subcontractor requirements:

A. Bonding

Performance Bond Performance and payment bonds to be provided to WRAR on terms acceptable to WRAR

Payment Bond

B. Commercial General Liability

Premises/Operations	General Aggregate (Per Project)	\$2,000,000
Products/Completed Operations	Products Comp/OPS Aggregate	\$2,000,000
Contractual	Personal & Advertising Injury	\$1,000,000
Independent Contractors	Each Occurrence/Combined	\$1,000,000
Broad Form Property Damage	Single Limit (BI/PD)	
Personal Injury		
Explosion/Collapse/Underground (XCU)		

C. Automobile Liability

Any Auto or All Owned Autos	Bodily Injury (Per Person)	\$1,000,000
Hired Autos	Bodily Injury (Per Accident)	\$1,000,000
Non-Owned Autos	Property Damage	\$1,000,000
	or Combined Single Limit	\$1,000,000

D. GC Umbrella

Umbrella Liability Per Project Aggregate \$5,000,000

E. WC per state and federal regulations

Workers' Compensation (Coverage A)	Coverage A – Statutory	
Employer's Liability (Coverage B)	Coverage B –	\$500,000 (Each Accident)
		\$500,000 (Disease - Policy Limit)
		\$500,000 (Disease - Each Employee)