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**ADDENDUM 2 for Crown Event Center - Professional Services, Programming, Design Services  
and Construction Administration**

**Issue Date: September 27, 2022**

**Question 1:** Are dividers included in the 50-page limit?

**Response 1:** Tabs/dividers are excluded from the page limit.

**Question 2:** Is the appendix included in the 50-page limit?

**Response 2:** The Appendix counts toward the page limit.

**Question 3:** Is the letter of interest considered the cover letter and excluded from the page count?

**Response 3:** The Letter of Interest is excluded from the page limit. Refer to Part II.1 of the subject RFQ.

**Question 4:** It's a complex project which requires a very large team, can we include sub consultant resumes in the appendix / excluded? It's possible we may have close to 30 total resumes.

**Response 4:** Key personnel resume information for any subcontracted firms (refer to Part II.3.B of the subject RFQ) are excluded from the page limit. Key personnel resume information for the prime professional/joint venture firms (refer to Part II.3.A of the subject RFQ) counts toward the page limit.

**Question 5:** Should our insurance coverage be included in the submittal and is this included in the page count?

**Response 5:** Insurance coverage does not need to be included in the response, but will be required to be submitted by all shortlisted firms.

**Question 6:** Do we need to include cost estimating?

**Response 6:** The Architect is required to provide cost estimating.

**Question 7:** Will you have a CMAR?

**Response 7:** The County anticipates using the Construction Manager at Risk delivery method for this project.

**Question 8:** Are we doing full programming or is it programming verification?

**Response 8:** The Architect is expected to complete full programming for this project, using the Feasibility Study as a starting point.

**Question 9:** Could you please provide some further clarification on the role of an “equipment” consultant as listed in Section IV.1 Objectives: Sub-Section B. Specific (Page 15 of PDF)?

**Response 9:** The equipment consultant refers to production/theater/event equipment, including audio/visual and FF&E.

**Question 10:** In the Crown Event Center RFP, there is a statement about minority/women owned businesses and that the County encourages responses and teams from these firms. Is there an official percentage of MBE/WBE participation within the team that the County is requiring for this project?

**Response 10:** The County policy establishes that the County shall have a verifiable fifteen percent (15%) goal for participation by minority business enterprises (MBEs) in the total value of each building construction contract in excess of \$100,000 for which a contract or contracts are awarded. The policy states: “It is the intent of these guidelines that the County of Cumberland, as awarding authority for building construction projects, and the contractors and subcontractors performing the building construction contracts awarded shall cooperate and in good faith do all things legal, proper and reasonable to achieve the County goal of fifteen percent (15%) for participation by minority business in each construction project.”

**Question 11:** Page 12 of the information session presentation includes a snapshot of the overall project schedule. At what point during the process do you anticipate bringing the CMAR on board?

**Response 11:** The County anticipates contracting with a CMaR by the end of the programming phase.

**Question 12:** Will the Architect/ Design Team participate in the selection of the CMAR?

**Response 12:** The County anticipates the Architect will be a non-voting member of the selection committee for the CMaR selection.

**Question 13:** We understand that Timmons Civil Engineering has been engaged for site selection. Does that contract extend into providing site design services? If not, is Timmons eligible for that service?

**Response 13:** Timmons does not have a contract to provide site design services for this

**project and they are eligible to provide that service as part of this solicitation.**

**Question 14:** Is the 250-500 seat banquet room intended to be a separate space from the larger 2,500-3,000 seat event space?

**Response 14: This will be determined during the programming phase.**

**Question 15:** Regarding section II.8 Appendix: Do these pages count toward the maximum of 25 double sided pages?

**Response 15: The Appendix counts toward the page limit.**

**Question 16:** Once firms are shortlisted, does the evaluation criteria restart at zero or build on the previous ranking scores?

**Response 16: The evaluation criteria re-starts at zero for the shortlisted firms.**

**Question 17:** How many firms are you expecting to shortlist for interview?

**Response 17: The County anticipates shortlisting 3-4 firms, but this depends on the number of quality responses received.**

**Question 18:** How will local and HUB participation be evaluated in the selection criteria? Is local more important than HUB? Vice versa? Equal?

**Response 18: Local and minority business participation will be evaluated as part of the Team Approach as they are both important for the overall success of this project. Refer to Question 10.**

**Question 19:** Does the County have specific HUB requirements for this project team?

**Response 19: Refer to Question 10.**

**Question 20:** What is the level of community engagement envisioned during the design process?

**Response 20: The Architect is expected to engage with the Community Engagement Committee during the programming phase. Communication with the Community Engagement Committee will be coordinated through MBP (Cumberland County's Owner's Representative). The Architect is also expected to participate in periodic project updates presented to the public, Crown Event Center Committee, Cumberland County Board of Commissioners, and other stakeholder groups.**

**Question 21:** We understand sustainability is important for this project. Does the County have specific certification or 'design-to' goals?

**Response 21: The County does not anticipate pursuing a specific certification related to sustainability, but the County desires sustainable design elements where feasible.**

**Question 22:** Do Tabs count against the page count limit?

**Response 22: See Question 1.**

**Question 23:** II.1 - Cover page, cover letter, and table of contents are excluded from the page count. Are tabs also excluded?

**Response 23: See Question 1.**

**Question 24:** II.1 - Is the entire "Letter of Interest" section (II.1.A-F) limited to one 8.5x11 Page or does the page limit only apply to part II.1.A Strongest Asset?

**Response 24: The limit of one page only applies to Part 11.1.A Strongest Asset.**

**Question 25:** II.2 states the page limit be "not greater in length than two one-sided 8 ½" by 11" pages". Is it correct to interpret the page limit to be either 2 single-sided printed pages or 1 double-sided printed page?

**Response 25: Yes.**

**Question 26:** II.3.D is the Cumberland County Engineering Department requesting project experience pages from Subconsultants, or are they requesting that the prime firm document previous work with the proposed subconsultant team?

**Response 26: Part II.3.D is requesting similar project experience provided by the subconsultants.**

**Question 27:** II.4 Who is the Responsible Contact – should we assume it should be the AOR listed for the project?

**Response 27: The Responsible Contact Person is the individual who is responsible for responding to questions concerning the submittal.**

**Question 28:** II.8 Does content in the Appendix count towards the 50-page count limit? Is it acceptable to place the Appendix Section at the end of the section and to re-order the submission sections to reflect that change?

**Response 28: Yes, the Appendix counts toward the page limit. Yes, it is acceptable to place the Appendix at the end of the section.**

**Question 29:** II.9 How does the Cumberland County Engineering Department define "professional warrants" to validate financial capacity?

**Response 29: The County requires the submitting prime professional/joint venture firm to provide a statement validating the firm has the financial capacity to perform and to continue perform its obligations under the contract associated with this RFQ.**

**Question 30:** On page 12 of the PDF (listed as page 11 of 17 on the bottom right of the page), III.1 Minimum Requirements states that firms should provide “A statement confirming valid terms as defined in I.7.D and reiterated in II.1.F”: a. There is no “1.7.D” should we assume the County means 1.6.D? b. Is there a separate Valid Terms document that submitting firms should review?

**Response 30:** Part II.1.E should be deleted from the RFQ.  
Part II.1.F should reference I.6.C in lieu of I.7.C.  
Part III.1.D should reference I.6.C in lieu of I.7.C, and II.1.F in lieu of II.1.G.  
Part III.1.E should be deleted from the RFQ.  
Part III.1.F should reference I.6.B in lieu of I.1.7.B.

**Question 31:** Is the design team expected to have a Cost Consultant on the team, or will one be provided by the County?

**Response 31:** See Question 6.

**Question 32:** Printing double-sided is a great way to save paper. If we choose to print double-sided, will the backsides of pages at the end of document sections that are intentionally left blank for pagination purposes be counted against the 50-page limit?

**Response 32:** No.

**Question 33:** Describe the number of people and their background for the people who will be part of the selection process (specific names not required)?

**Response 33:** The selection committee will consist of five (5) voting representatives from County management, in addition to non-voting consultants.

**Question 34:** Describe the number of people and their background for the people who will be involved on a regular basis during the design and construction process?

**Response 34:** Information about the Crown Event Center Committee and Project Delivery Team can be found on the [Project Website](#).

**Question 35:** Is the site acquisition cost included in the estimated cost of \$82,500,000?

**Response 35:** Yes.

**Question 36:** Are the “soft costs” included in the estimated cost of \$82,500,000?

**Response 36:** Yes. Reference the relevant press releases on the [Project Website](#).

**Question 37:** Will Oak View Group (formerly Spectra) be operating the facility and will they be involved in the design and construction process?

**Response 37:** Yes, Oak View Group will be operating the new facility and will be involved throughout design and construction.