

REQUEST FOR PROPOSALS CONSTRUCTION MANAGEMENT SERVICES

The **Charlotte Valley** Central School District invites construction management firms to submit proposals to perform construction management services for the District's project. The District has retained the firm of Hunt Engineers, Architects, & Surveyors to provide architectural and engineering services for this project.

The anticipated scope of work for this project includes, but is not limited to the following work at **Charlotte Valley** Central School, a K-12 facility: **See attached work scope document.** The total project scope has not yet been finalized but it is anticipated to be in the range of **\$7,400,000** including all construction costs and incidental expenses.

The preliminary project schedule indicates the following key milestone dates:

1. Public Referendum: **was held January 2018**
2. Phase I Design Phase: **April 2018- June 2018 (Parking Lot)**
3. Phase I SED review and approval/completion of Design: **May 2018**
4. Phase I Bid and contract award period: **June 2018**
5. Phase I Construction : **July 2018 October 2018 (Parking Lot)**
6. Phase I Contractor Closeout: **January 2018**
7. **Contract awarded**
8. Phase II Design Phase: **May 2018 – September 2018**
9. Phase II SED review and approval/completion of Design: **September 2018-December 2018 (Third Party**
10. Phase II Bid and contract award period: **January /2019**
11. Phase II Construction Phase: **March 2019 through November 2019**
12. Phase II Contractor close-out: **March 2020**

The total project duration for the delivery of construction **management** services is estimated to be 20-26 months. The District requests that firms responding to this RFP base your fee structure on the above timelines.

A required walk through is scheduled at the School District Offices, 15611 State Ret 23 Davenport N.Y, at 1pm . July 11th, 2018.

Please submit four (4) copies of your proposal, based on the enclosed outline, no later than, 11:00 a.m., July 25th 2018 to the following address:

Jennifer Plante
District Clerk
Charlotte Valley Central School
15611 State Rte 23
Davenport NY 13750

Please direct any questions to **James Harter**, Superintendent of Schools, at **(607) 278-5511**

Proposal must be received no later than 4pm am July 25th 2018 at which time they will be opened and publicly read.

Late proposals will be returned unopened.

A. The minimum qualifications that will be considered by the District as a basis for selection of a construction manager are as follows:

- Responding firms must have a minimum of five years experience providing professional construction management services as described in the RFP.
- Firms' prior experience as a construction manager should include at least five completed projects. Firms must demonstrate prior experience as a construction manager for School Districts. Prior experience as a construction manager will be a major consideration.

Only firms that meet or exceed the above minimum selection criteria set forth by the District will be seriously considered. The selected CM firm shall not bid or perform any of the trade construction work.

B. List your firm's current projects including name, contract amounts and completion dates.

C. Describe your financial and staff capability.

D. Explain your management plan and how you will staff the project.

- On site (*Designate specific personnel committed to this project*)
- Home office

Please provide details regarding your understanding of the scope of services required and the approach your firm would use to achieve the school district's objectives. Explain how the firm will keep the project on schedule, and how the firm plans to coordinate and phase the work so as to minimize disruption to the Owner's operations. Outline methods and techniques used in the past by the firm to contain and reduce project costs. Also provide software capabilities and project tracking methods.

E. Provide three (3) references for similar New York school districts where your firm was the project manager of record and three references with past experience with three different A & E firms engaged in similar work.

F. Explain your insurance coverage.

G. The financial costs to the school should be on a fixed sum cost proposal contract basis, and not a fee plus services or an hourly/daily basis with costs of all transportation, insurance, vacations, meals, etc. included in the proposal, the school will provide adequate on-site temporary office space with desk, file cabinets, and telephone (including long distance capability), fax, use of school copier and office supplies. No billing for incidental expenses will be allowed during the course of the project

however a detailed breakdown of your fixed sum cost proposal is required.

The scope of services that the construction manager is to provide during pre-construction, construction, and post construction phases of this project shall include, but not limited to, as follows:

Pre-construction:

- *Work with Architect and Owner to prepare project General Conditions and phasing plans to be included in contract documents.*
- *Provide independent, in-house project cost estimates at the completion of the following phases.*
 - *Pre-referendum Estimate Validation*
 - *Schematic*
 - *Design Development*
 - *Construction Documents/Pre-bid*
- *Develop construction-phasing and staging schedule to be included in contract documents.*
- *Review construction documents and offer value engineering and constructability recommendations prior to establishing bid date.*
- *Sub-divide the scope of work by prime contract category to be included in the contract documents.*

Construction Phase and Closeout

- *Establish and maintain an on-site office in office space provided by the school district.*
- *Provide start-up assistance.*
- *Notify Architect and Owner of any deviation from contract documents.*
- *Coordinate all utility interruptions with Bath Central School and other local municipalities as needed.*
- *On-site, continuous day-to-day inspection and supervision of all work in process including second shift, holiday and weekend work. There will be no additional compensation for weekend, holiday or second shift work. Fee should be included in proposal.*
- *Ensure that contractors follow all Laws, Statutes, Codes and Regulations as well as all District policies and procedures during construction and maintain required exit pathways.*
- *Coordinate all site stored material locations and contractor staging.*
- *Coordination of all contractors' activities.*
- *Coordinate and supervise a weekly site clean-up inside and outside the campus.*
- *Act as liaison between contractors, and Bath Central School and their designated representatives.*
- *Monitor the quality of the work and verify compliance with plans and specifications. Identify poor quality and non-conforming work for correction by contractors.*

- *Greet, escort and log all authorized visitors to the site. Prevent unauthorized visitors from entering the site.*
- *Review of contractor safety procedures on an on-going basis.*
- *Solicit, review and approve construction schedules.*
- *Review with owner before validating any T & M work.(T & M – time and material). Certified payroll reports and invoices for all T&M work must be submitted with all paperwork before a change order will be processed or allowance payment made*
- *Review with owner and then architect contractor payment applications for progress verification.*
- *Review contractor change requests and proposals and make recommendations to the Board of Education and Architect.*
- *Monitor construction schedules and initiates corrective actions with contractors to remain on schedule.*
- *Prepare and maintain a master project schedule.*
- *Log and monitor all requests for information (RFI's).*
- *Maintain a daily log of activities on the jobsite.*
- *Log and maintain all project samples on site.*
- *Coordinate and monitor all required site and material testing during construction.*
- *Notify Architect in advance of required construction and testing observations to be witnessed by Architect or Engineers.*
- *Coordinate and chair required contractor site meetings and distribute meeting notes.*
- *Coordinate and chair bi-weekly progress meetings and distribute meeting notes.*
- *Coordinate and chair bi-weekly OACM (Owner, Architect, and Construction Manager)*
- *Prepare and present progress reports to the Bath Central School Board of Education in a format agreed to by both parties.*
- *Maintain documentation and photographs of project progress.*
- *Monitor the progress of all project record drawings and initiate corrective actions with contractors to keep record drawings current.*
- *Maintain a file of all project documentation to be given to Owner at project completion.*
- *Coordinate building occupancies and construction phasing to comply with the needs of the Board of Education.*
- *Prepare and execute CM punch list and have completed prior to calling for Architect to prepare theirs.*
- *Coordinate punch list inspections and execution of punch list items.*

The District appreciates your time and effort in preparing the RFP for our review. We anticipate preparing a short list of potential firms for consideration that will be invited to present to the Board of Education. The District anticipates hiring a Construction Management firm in **August 2018** based on our above criteria. However, the District reserves the right to reject any and all proposals.