



# **CORTLAND ENLARGED CITY SCHOOL DISTRICT**

## **REQUEST FOR QUALIFICATIONS**

### **FOR**

## **CONSTRUCTION MANAGEMENT SERVICE**

The Cortland Enlarged City School District invites construction management firms to submit qualifications to perform construction management services for an upcoming capital project.

The tentative scope of work for this project may include building repairs and improvements.

The scope of work for this project may range from \$10,000,000.00 - \$20,000,000.00.

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

1. Responding firms must have a minimum of ten years experience providing professional construction management services as described in the RFP.
2. Firm's experience as a construction manager should include at least ten projects in New York valued at over \$10 million each.

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

### **CM SERVICES OUTLINE**

For contract purposes, the Owner anticipates using the AIA Document C132 - 2009 contract for construction management services. This document is to be used as a guide for defining services to be provided by the Construction Manager. The following is an outline of those services – it is not meant to be all-inclusive.

#### **Prereferendum Phase**

- Identify key project activities in a schedule.
- Assist architect/engineer to complete facility evaluations.
- Assist the District in defining parameters of project to assure that programming needs and budgetary constraints are aligned.
- Provide conceptual and schematic estimates as a tool to guide decisions.
- Provide budgets for preliminary designs that include incidental costs.

### Preconstruction Phase

- Document review
- Estimate preparation
- Master scheduling
- Value engineering
- Cash flow analysis
- Construction logistics planning
- Phased construction planning
- Procurement

### Construction Phase

- Provide full-time field coordination
- Manage all construction contractors in the field
- Cost estimating
- Construction scheduling
- Manage shop drawing and submittal process
- Conduct all progress meetings
- Prepare monthly status reports to the Owner
- Review the safety programs of the trade contractors
- Track and review permits and approvals
- Minimize disruptions to school activities
- Coordinate the Owner's occupancy requirements
- Coordinate all close out documentation

### **Duties as described in Exhibit A**

## **QUALIFICATIONS REQUIREMENTS**

The respondent's qualifications shall include the following:

- a. Title page showing the submission is for construction management services; the firm's name, name, address and telephone number of a contact person, and the date of the proposal.
- b. Table of Contents
- c. Information described in the Qualifications Format Section as outlined below.

Please send 8 copies of your proposal to: Cortland Enlarged City School District  
Attn: Michael Hoose  
1 Valley View Drive  
Cortland, New York 13045

- d. It is the intent of the District to select the CM based primarily based on a combination of their qualifications, personal interview(s) and fees that will be requested at a later time in the competition.

## **QUALIFICATIONS FORMAT**

### **1. Company Profile**

This section should state the size of the firm, the type of firm, firm background, the location of the office from which the work on this project is to be performed.

### **2. Experience**

The submission should include details of experience with projects of similar size and complexity to the project described in this RFP. Please list **only those projects where your firm was the construction manager of record**, in which your firm's role was that of a pure Construction Manager and not a prime contractor, general contractor, architect/engineer, sub consultant, or subcontractor.

- a. List your firm's experience with new/addition projects. Include Owner's name; contact's name, title and phone number; a brief description; contract amount; and completion date. Please limit experience to last seven years.
- b. List your firm's experience with renovation projects. Include Owner's name; contact's name, title and phone number; a brief description; contract amount; and completion date. Please limit experience to last seven years.
- c. List your firm's experience with 100K capital outlay projects. Include Owner's name; contact's name, title and phone number; a brief description; contract amount; and completion date. Please limit experience to last seven years.
- d. List your firm's current CM projects including District names, contract amounts and completion dates.

### **3. References**

A list of five references who may be contacted should be included in the submission. This list should include past and present clients where your firm was the Construction Manager of record.

### **4. Specific Project Approach**

Please provide details regarding your preresultant, preconstruction and construction phase services and the approach your firm would use to achieve the owner's objectives.

### **5. Proposed Staff**

Indicate the proposed team organization and identify key personnel including the project manager and field superintendent. Please include resumes for all key staff, outlining their roles on similar projects.

## **TERMS AND CONDITIONS**

1. The Owner is not liable for costs incurred in the preparation of this submission and any other subsequent submissions or presentations.
2. The contents of the successful firm's proposal may become part of the contractual obligations if deemed appropriate by the Owner.
3. The Owner reserves the right to accept or reject any submission when it is considered to be in the best interest of the Owner.
4. The successful Construction Manager shall not discriminate against any individual in accordance with applicable federal, state or local laws.
5. The contracts entered into as a result of this Request for Qualifications, and any subsequent proposal, shall be between the selected firm and Owner.

## **TIMELINE**

October 7, 2016	RFQ Available
October 21, 2016	Qualifications must be submitted prior to 2:00 pm
October 24-28, 2016	District Review
Anticipated Oct. 31–Nov. 4, 2016	Interviews with selected firms
Anticipated November 15, 2016	Board will award on or before this date
TBD	Contract review by counsel and execution of contract

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CONSTRUCTION MANAGER SERVICES  
& RESPONSIBILITIES**

**EXHIBIT “A”**

- The construction Manager (CM) shall be responsible for all District-wide addition and alteration construction projects and District-wide reconstruction projects that may be selected by the District.
- Pre-construction responsibilities include the following:
  - Value engineering.
  - Detailed construction scheduling.
  - Specification front end review.
  - Continuous and unlimited estimating including an estimate and evaluation of each change order proposal by all contractors at the request of the Architect including but not limited to an immediate preparation of an estimate to be utilized as the new “cost construction cost estimate”.
  - Project “marketing”.
  - Building and site logistics planning (construction implementation plans).
  - Supervise and document all pre-construction site activities including soil borings, mock-ups, asbestos and lead testing, exploratory, etc.
- Full-time on-site representation on all Bond Referendum projects. Representation for all of the above projects shall be by qualified personnel who will be interviewed by both the District and the Architect. The district reserves the right to have final approval on the acceptance of these individuals to represent the project both on-site prior to commencement of work and throughout the entire construction period.
- Continuous full-time, on-site inspection of construction on all Bond Referendum projects. Full-time, on-site inspections will be performed for all of the Bond Referendum projects so as to maintain conformity with the Architect’s contract documents.
- Ability and responsibility to acknowledge and reject non-conforming construction with the Architect’s contract documents, local codes and approvals, and State Education Department regulations.
- Ability and responsibility to cease construction so as to not allow non-conforming construction to continue.
- Ability and responsibility to read and interpret contract documents.
- Will conduct weekly job (construction) meetings. Prepare and distribute minutes and transmit same to the Architect, Owner, and all Contractors.
- The CM shall not make any design changes without written consent authorization from the Architect

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**EXHIBIT “A” (CONTINUED)**

- The CM shall keep a daily log and transmit same to the Architect and the Owner weekly. The daily log shall contain at a minimum the number of contractors, testing, performance, deliveries and personnel on-site as well as all the work accomplished.
- Coordinate the time of deliveries of materials to the site to prevent interference with school activities.
- Take inventory of all materials delivered on site for quantity and conformance with contract documents.
- Review and approve payment requisitions in writing and forward comments to the Architect for approval.
- Enforce OSHA requirements, wearing of hard hats, etc.
- Enforce no smoking regulations and District policies and regulations.
- The CM shall keep a copy of all approved shop drawings and approved supplementary drawings on site in addition to the contract documents utilized for bidding.
- Supervise and document all required testing.
- The CM shall not “sign off” on any non-conforming construction.
- Ability and responsibility to coordinate all trades on a daily basis
- Coordinate and manage all necessary road closures with the appropriate governing agencies and coordinate and manage all necessary existing parking lot and entry closures or relocations so as to maintain the operation of the existing school facility and the health and safety all the district employees and on-site visitors.
- All communications from primes and subcontractors to the Architect shall be through the CM.
- Preliminary review of all RFI’s submitted to the Architect, as they are to pass through the CM first during the bid and construction phases for viability and accuracy.
- Preliminary review of all shop drawing submittals, as they are to pass through the CM first for viability, accuracy and approvability.

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**EXHIBIT “A” (CONTINUED).**

- Maintain daily communication with the District as to the daily status of construction and with minimum five (5) day “look aheads” to the projected construction activities that will take place on site.
- Provide monthly updates and/or reports of construction progress to the District and the Architect.
- Update and refine the construction cost estimate(s) by submitting monthly cost reports as the work progresses.
- Maintain accounting records on all construction related work and bond referendum related costs in conjunction with the District’s Business Office.
- Prepare “ongoing” “punch lists” of all contractor’s work so that corrective work can be done during the construction phase and prior to substantial completion including the tracking and overseeing of the contractor’s performance of same.
- Assist the Architect in the preparation of all “lists of non-conforming” or “unacceptable work” and “punch lists”.
- Overseeing and managing the completion of all trades punch list work, which includes all site inspection work to accomplish same.
- After substantial completion and/or beneficial occupancy have been achieved, the CM will oversee and manage, without diminishing any of its services and responsibilities, the complete and final “close-out” of all trades and contracts,
- The CM will be required to review, approve and sign all Change Orders, allowance Authorizations and Contractor Requisitions for Payment.

NOTE:

- The next anticipated project for your services is projected to go out for voter approval during the 2017 year.
- The District is also involved in an annual 100K capital outlay project which is nearing completion for 2015-2016.