

APPENDIX A
SCHENECTADY CITY SCHOOL DISTRICT 108 EDUCATION DRIVE
SCHENECTADY, NEW YORK 12303

REQUEST FOR PROPOSAL

The Schenectady City School District, Schenectady, NY 12303, invites the submission of sealed proposals for:

CONSTRUCTION MANAGER

for The Schenectady City School District. Bids will be received until 9:00 a.m. on January 30, 2012, at the Central Services Office, 108 Education Drive, Schenectady, New York, at which time and place all proposals will be publicly opened. Proposals may be obtained at the same office.

Board of Education
Schenectady City School District
City of Schenectady
Schenectady, NY 12303

By: David Weiser, District Director of
Central Services/District Clerk

SCHENECTADY CITY SCHOOL DISTRICT
108 EDUCATION DRIVE
SCHENECTADY, NEW YORK 12303

To: David Weiser, District Director of Central Services/District Clerk
Board of Education
Schenectady City School District
108 Education Drive
Schenectady, NY 12303

Commodity: Construction Manager Services

Date of Proposed Opening: January 30, 2012

Time of Proposal Opening: 9:00 a.m.

Pursuant to your advertisement for proposals, dated January 30, 2012, and with full knowledge and acceptance of all the provisions and terms set forth on this proposal and the specification issued therewith, the undersigned hereby offers to furnish the services herein below enumerated for the sum or sums indicated in the appropriate places provided on this proposal.

Company: _____

Address: _____

Signature: _____

Official Title: _____

Printed Signature: _____

Telephone: _____ Date: _____

SCHENECTADY CITY SCHOOL DISTRICT
108 EDUCATION DRIVE
SCHENECTADY, NEW YORK 12303

REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGER SERVICES

The Schenectady City School District seeks sealed proposals from individuals/firms to provide Construction Manager Services as indicated in the attached Request for Proposal (RFP). **Proposals will be received until 9:00 a.m. on January 30, 2012.**

Each proposal is to be submitted in a sealed envelope, plainly marked on the outside as **"Proposal for Construction Manager Services."** Proposals may be submitted by mail or in person. Submissions by mail will assume the risk of delays in the mail. All proposals received after the designated time and date will not be considered and will be returned unopened. **Please submit ten (10) copies of your proposal.**

All proposals shall be irrevocable for a period of at least sixty days from the proposal deadline date.

All proposals shall be prepared in accordance with the instructions in the attached RFP to receive consideration.

The District reserves the right to reject any and all proposals not considered to be in the best interest of the District as well as the right to not award the services to any individual/firm.

David Weiser
District Director of Central Services/District Clerk

Dated: January 12, 2012

SCHENECTADY CITY SCHOOL DISTRICT

REQUEST FOR PROPOSAL – CONSTRUCTION MANAGER SERVICES

QUALIFICATION SUBMISSION:

All proposals must include the following information:

1. Relevant experience with school construction projects of similar size and complexity within the last five (5) years. Include full project descriptions with particular attention to the construction of classroom additions, roof replacements, heating and ventilation systems, fire alarm systems, masonry repair and restoration, site work and paving, and renovation of classrooms and core facilities within the school.
2. References for similar projects: include names, addresses and phone numbers.
3. Knowledge of local marketplace and experience in the immediate area. Familiarity and experience with Federal, New York State, and the NYS Education Department rules and regulations as they pertain to public school buildings.
4. Outline methods and techniques used in the past to maintain budget and cost containment.
5. Experience in representing owners in the analysis and resolution of construction claims.
6. Demonstrate examples of knowledge and the use of current technologies in the application of all mechanical disciplines.
7. Discuss your approach and procedures regarding change orders.
8. Other Information - Present in this portion of the submittal any data or information which you consider pertinent to the selection process. Information should be kept relevant to the project under consideration.
9. All ancillary and alternate forms and information as may be required by applicable New York State Law.

SCOPE OF WORK

The remaining Capital Project scope for various district school buildings includes but is not limited to: classroom additions, roof replacements, heating and ventilation systems, fire alarm systems, masonry repair and restoration, site work and paving, and renovation of classrooms and core facilities within the school facilities.

FUNCTIONS AND RESPONSIBILITIES

A preliminary list of functions and responsibilities of the Construction Manager has been included in this RFP as Appendix A.

PROPOSAL REQUIREMENTS

The following material is required to be received by 9:00 a.m. prevailing time January 30, 2012 for the proposal to be considered.

Proposal Format

The following proposal format is requested:

- a. Title Page showing that the proposal is for Construction Manager Services; name, address and telephone number of contact person, and the date of the proposal.
- b. Table of Contents
- c. Information described in the Technical Proposal Section as outlined below.
- d. Insurance Requirements
- e. Fees for Construction Manager Services

Technical Proposal

Section I: Experience

The proposal should include details of experience with projects of similar size and complexity to the project described in the RFP, particularly with projects for other school districts.

Section II: References

A list of references that may be contacted should be included in the proposal. This list should include past and present clients as outlined in experience above, including school districts.

Section III: Specific Project Approach and Management Plan

Please provide details regarding your understandings of the scope of services required and the approach you would use to achieve the School District's objectives. A management plan should be included.

Section IV: Other Information

Include in this section any additional information you wish to provide to the selection committee, relevant to the project under consideration.

Section V: Insurance, Fees, and Non-Collusion Statement

Include an Insurance Certificate in this section to verify that you will be able to provide the following limits of liability for insurance during the project:

Workers' Compensation:

Proof of Statutory Workers' Compensation and Employers' Liability Insurance required for all employees. Proof of Coverage must be on the approved specified form, as required by the New York State Worker's Compensation Board. ACORD certificates are acceptable.

A. Commercial General Liability Insurance:

Limits of at least \$1,000,000 per occurrence / \$2,000,000 aggregate. The District must be named as an additional insured on a primary and in a non-contributory basis.

B. Professional Liability Insurance:

Limits of at least \$1,000,000 per claim. The District must be named as an additional insured.

C. Automobile Liability:

\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.

The Construction Manager will agree to indemnify the district for any applicable deductibles.

The policy naming the district as additional insured shall (a) be an insurance policy from an A.M. Best rated "secured" (A minus or better), New York State admitted insurer; (b) provide for 30 days notice of cancellation; and (c) state that the organization's coverage shall be primary coverage for the district, its Board, employees and volunteers.

The District shall be listed as an additional insured and loss payee by using endorsement CG 2010 11 85 or equivalent. If another endorsement is used, a copy shall be included with the Certificate of Insurance for District review and acceptance. In closing, the District reserves the right to change the above requirements before or during the project.

Section VI: FEES

Respondents must provide their fee arrangements for the entire project in each of the below components. The District reserves the right to select a firm without being the lowest proposal and to negotiate any and all fees based on the District's needs with the selected firm.

Weekly Rate _____

Daily Rate _____

Multiplier (No of Weeks or Days) _____

Any and all associated costs (explain) _____

Estimated Total Cost _____

Firms may wish to provide any additional information that will assist the District in the comparison of fees including fees, costs and escalators for additional services. Firms should also note *any and all* associated costs so that the fee represents the complete total to be charged to the District. An explanation of other associated costs should be provided.

TERMS AND CONDITIONS

1. The contract for services outlined in this proposal may be awarded by the Board of Education of the Schenectady City School District in its sole discretion consistent with applicable law.
2. The District is not liable for costs incurred in the preparation of this proposal and any other subsequent proposals or presentations.
3. The contents of the successful individual/firm's (if any) proposal may become part of the contractual obligations if deemed appropriate by the District.
4. The District reserves the right to accept or reject any proposal when it is considered to be in the best interest of the District. Additionally, the District reserves the right to select a firm who did not respond to this RFP if all submittals are rejected.
5. The successful Construction Manager shall not discriminate against any firm or individual in accordance with applicable federal, state or local laws.

6. The contracts entered into as a result of the Request for Proposal, shall be between the selected individual/firm and the Schenectady City School District. The Contract(s) shall be in applicable AIA form with such revisions proposed by the District and its counsel and agreed to by the Construction Manager – such to be negotiated and entered within twenty (20) days of award.
7. The Term of the engagement shall be 12 months unless otherwise extended by written agreement of the parties.
8. In the event of litigation that results from the projects to be assigned to this firm, it is agreed upon that the selected firm will support and/or provide whatever information may be needed by the District or its legal counsel. The agreed upon rates will apply for preparation time by the firm.

SUBMISSION OF QUESTIONS:

Questions relating to this request for proposal must be submitted in writing to the following address:

David Weiser
District Director of Central Services/
District Clerk

Schenectady City School District
108 Education Drive
Schenectady, NY 12303
(518) 370-8100 Fax (518) 395-3506
weiserd@schenectady.k12.ny.us

PROPOSAL SUBMISSION:

Ten (10) complete sets of the proposal are to be submitted in sealed form to the Schenectady City School District by January 30, 2012 at 9:00 a.m. clearly labeled as follows:

Attention: David Weiser, District Director of Central Services/District Clerk

RE: PROPOSAL FOR CONSTRUCTION MANAGER SERVICES

SELECTION PROCESS AND PROPOSAL EVALUATION:

The selection committee may consist of District Staff, the District Architect and the Board of Education. The Committee will conduct interviews with finalists to clarify information provided in the proposal. Following these interviews, the Committee expects to recommend the appointment of a Construction Manager to the Board of Education.

Primary criteria used in the evaluation of proposals will be:

1. Qualifications and experience with construction management of New York State public school building projects of comparable size and nature to the proposed project.
2. Local knowledge; familiarity and experience with Federal, New York State, and the NYS Education Department rules and regulations as they pertain to public school buildings.
3. Fees
4. References

Non-Collusive Bidding Certification

- A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;
 3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition;
 4. The bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary bid;
 5. The bidder has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit a complementary bid on this project;
 6. The bidder has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for the bidder's submitting a complementary bid or agreeing to do so on this project;
 7. The individual signing on behalf of the bidder represents and warrants that they are authorized to sign on behalf of the bidder and that they have made a diligent inquiry of all members, officers, employees and agents of the bidder with responsibilities relating to the preparation, approval or submission of the bid on this project and have been advised by each of them that he/she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this certification; and
 8. This certification is in accordance with Section 103-d of the General Municipal Law.
- B. If the bidder is a corporation, a corporate resolution authorizing the signing of the bid and this certification shall be included with the bid.

Bidder: _____
By: _____
Its: _____

APPENDIX A

Schenectady City School District

108 Education Drive
Schenectady, NY 12303
(518) 370-8100 Fax (518) 395-3506
www.schenectady.k12.nv.us

Construction Manager

Functions and Responsibilities

The following items are listed to identify a significant portion, but not all, of the job responsibilities associated with this project(s).

1. District representative at all project sites.
2. Liaison between Architect/Engineer and Contractors.
3. Insures compliance by Contractors with all safety and health regulations.
4. Insures compliance with regulations of the Department of Labor, OSHA, Applicable Labor Unions or other related areas.
5. Reviews compliance by Contractors with project plans and specifications.
6. Assures only Architect/Engineer approved materials are used by Contractors.
7. Keeps a daily log of projected progress detailing activities of each trade, including phone conversations with Contractors and Architect/Engineer.
8. Provides to the District (on a weekly basis) a summary of the daily logs. This summary should be submitted to the Supervisor of Buildings and Grounds. Communicates and coordinates the resolution of potential conflicts with work scheduled and building use activities.
9. Maintain a photographic record of the progress and/or problems associated with the project, together with a written description of the area photographed. A video record would also be acceptable to accomplish this responsibility.
10. Attend Board of Education meetings, as necessary, to provide updates to the Board on the status of the project and answer questions from the Board.
11. Verify change orders as submitted to the District from Contractors and Architect/Engineer.
12. Conduct weekly meetings with Contractors to develop work schedules, coordinate work of each trade and resolve problems. Written records of meetings will be kept by Construction Manager.
13. Review and verify all applications for payment from Contractors.
14. Produce the punch list in conjunction with Architect/Engineer for each trade involved with the project.
15. Meet regularly with District representative and Architect/Engineer to review project status and provide updates to District Management.
16. Develop and maintain CO/PCO Log.

17. Develop, maintain, and update the project schedule as needed or requested.
18. Prebid, Bid, and Bid review administration as defined by the district.
19. Review and maintain all architectural, mechanical and similar prints including field adjustments. These will be provided to the District upon request.