

Request For Proposal

For

Construction Management Services

Canastota Central School District

120 Roberts Street

Canastota, NY 13032

315-697-2025

Proposals must be submitted by:

Date: February 7, 2020

Time: 12:00 pm

Location: Mr. Nicholas A. Panuccio, School District Business Official

Canastota Central School District

Business Office

120 Roberts Street

Canastota, NY 13032

REQUEST FOR PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES

Introduction

The Canastota Central School District (“District”) is requesting proposals from qualified construction management firms (“Construction Manager” or “Proposer” or “Proposers”) capable of providing services as defined herein, including but not limited to collaboration with the District’s Project Team, including the District’s Architect.

The Board of Education is issuing this Request For Proposals (“RFP”) for the selection of a Construction Manager to provide the services described herein under the terms and conditions set forth herein, including but not limited to the attached Exhibit, in connection with a Capital Improvement Project involving capital construction at the following locations:

Peterboro Street Elementary: Renovations totaling +/--\$2,680,000 (Project Cost) including: site improvements; security upgrades; bathroom renovations; roof replacement; finish upgrades; door & hardware replacement; masonry restoration; and mechanical/electrical/plumbing upgrades.

South Side Elementary: Renovations totaling +/--\$3,270,000 (Project Cost) including: site improvements; security upgrades; bathroom renovations; roof replacement; finish upgrades; door & hardware replacement; masonry restoration; and mechanical/electrical/plumbing upgrades

Albanese Complex: Renovations totaling +/--\$18,790,000 (Project Cost) including: site improvements; track resurfacing/new artificial turf; security upgrades; bathroom renovations; locker room renovations; partial roof replacement; finish upgrades; door & hardware replacement; masonry restoration; and mechanical/electrical/plumbing upgrades.

Bus Garage: Renovations totaling +/--\$1,150,000 (Project Cost) including: site improvements; replacement of exterior windows/doors; masonry restoration; and mechanical/electrical/plumbing upgrades.

Proposals should reflect construction management costs in the following categories, so that the Board of Education can decide on which option(s) it wants:

- (1) Logistical Planning.
- (2) Involvement with the District's architect in developing preliminary plans/specifications with cost estimates and the preparation of final plans/specifications.
- (3) Preparation of bid packages and contracts, and management of Project work.
- (4) Construction Administration.
- (5) Consulting Services.

Proposers must demonstrate prior experience as a construction manager for public sector clients and familiarity with NYS general municipal bidding laws and other public sector regulations.

The selected Construction Manager shall not bid or perform any of the trade construction work.

Joint ventures or teaming arrangements among multiple firms are not encouraged in this project.

You are invited to submit proposals in accordance with this RFP. ***The Project is subject to the availability of District funds and the approval of the voters of the District.***

There is no expressed or implied obligation for the District to reimburse a Proposer for any expense incurred in preparing proposals in response to this RFP. The Proposer warrants and represents that there will be no cost to the District in connection with Proposer’s submission of its proposal or any future proposals or amendments.

During the evaluation process, the District reserves the right, where it may serve the District, to request additional information or clarifications from Proposers, or to allow corrections or omissions. At the discretion of the District, Proposers may be requested to make oral presentations as part of the evaluation process.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal was selected. Submission of a proposal indicates acceptance of the conditions contained in this RFP, unless a deviation is clearly and specifically noted in the final contract(s) between the District and the selected Construction Manager.

Receipt Confirmation Form

A “Receipt Confirmation Form” is attached and should be filled out and returned to the Business Office of the Canastota Central School District, 120 Roberts Street, Canastota, NY 13032 or by fax to (315)–697-6368 within five (5) business days of receipt of the RFP. Failure to complete and submit the Receipt Confirmation Form may result in the inability of the District to supply future communication or addenda regarding this RFP.

Description of the School District

The Canastota Central School District, located in Madison County in the state of New York, serves students from Kindergarten through twelfth grade. The District is comprised of the following schools and administration buildings. Building information is as follows:

<u>Facilities (Buildings)</u>	<u>Location</u>
Peterboro Street Elementary	220 N. Peterboro St., Canastota, NY 13032
South Side Elementary	200 High St., Canastota, NY 13032
Albanese Complex	120 Roberts St., Canastota, NY 13032
Bus Garage	(same campus as Albanese Complex)

Anticipated Proposal Timeline

The following is a list of key dates, subject to change without notice, including the date proposals are to be submitted:

Request for Proposals Issued	On or about January 1, 2020
Due Date for Proposal	February 7, 2020
Potential Interviews	February 2020

Scope of Services

The selected Construction Management firm in collaboration with the Project Team, shall coordinate and manage the Project and play an active role in the District's Project Team, consisting of the District's architect, construction manager, administration, Board member(s), and other members deemed appropriate by the District (the "Project Team"). The Construction Manager shall collaborate with the District's architect to, develop schedules; prepare and explain project construction estimates; analyze alternative designs; prepare and explain cost models; understand labor conditions; and advise on the most appropriate construction techniques.

Project management procedures, shall be established in collaboration with the District's architect, with the District's input and approval which shall facilitate integration of all construction activities and phases of the Project. The Construction Manger shall deliver the Project in a timely, cost effective manner, consistent with the budget and standards set by the District.

The Construction Management firm's duties shall include, but are not limited to the services described in the AIA Document AIA C132-2009 Standard Form of Agreement Between Owner and Construction Manager as Advisor, as amended and attached hereto as "EXHIBIT 1".

INSTRUCTIONS TO PROPOSERS

1. Proposal Format:
 - (a) Title Page showing that the proposal is for construction management services; the firm's name, the name, mailing address, email address, and telephone number of a contract 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 management services.
2. Inquiries:

Inquiries concerning this RFP should be submitted to Mr. Nicholas A. Panuccio, School Business Official, at 315-697-2025 or via e-mail at npanuccio@canastotacsd.org.

Inquiries are not to be directed to any other District officials.

3. Site Visit and Pre-Proposal Meeting:

A site visit and walk-through will be held on January 21, 2020 commencing at 9:00 am.

4. All proposals must be submitted on and in accordance with the forms included in this RFP. **Proposers must submit seven (7) copies of their proposals along with an electronic version on or before 12:00pm on February 7, 2020.** No late submissions will be accepted. Proposals must be fully sealed. The entire responding proposal to the RFP shall be placed in a sealed manila envelope marked with the words: **“Proposals for Construction Management Services”**

All proposals must be sent to the following address:

Canastota Central School District
Attention: Business Office, Mr. Nicholas A. Panuccio
120 Roberts Street
Canastota, NY 13032

Proposals received after the specified date and time may not be considered in the discretion of the District.

5. Interviews for selected firms will be held in February, 2020 at times and locations to be scheduled.
6. Board award of the contract will be held on or about March 10, 2020.
7. The District reserves the right to reject any or all proposals and to waive any or all informalities or irregularities as it deems in the best interest of the District.

EVALUATION PROCEDURES

Proposals will be evaluated using the following criteria:

1. The District's evaluation of the proposal and of the best interests of the District.
2. The District's evaluation of the Firm's record of performance on similar projects.
3. Fees.
4. Interview and formal presentations.
5. References.

During the evaluation process, selected firms may be requested to make formal in-person presentations to answer any questions the District may have. The entire proposed Construction Manager project team must attend the presentation.

TERMS AND CONDITIONS

1. The District is not liable for costs incurred in the preparation of this proposal and any other subsequent proposals or presentations.
2. All proposals should be prepared in accordance with the instructions in this RFP to receive consideration.
3. All or any portion of the contents of the successful firm's proposal may be included as a contractual obligation of the Construction Manager, in the discretion of the District.
4. All proposals shall be irrevocable for a period of at least sixty (60) days from the proposal submission deadline date.
5. The District reserves the right to accept or reject any and all proposals as it deems to be in the best interest of the District.
6. The successful Construction Manager shall not discriminate against any individual, in accordance with applicable federal, state or local laws.

TECHNICAL PROPOSAL

Four general categories of information should be included in this section of your proposal. Following this summary of these general categories is a more specific list of questions concerning your firm's qualifications which should be addressed in the proposal.

1. **Company Profile**

This section should state the size of the firm, the type of firm (i.e., General Contractor/Construction Manager, Architect/Engineer, or pure Construction Manager), firm background, the location of the office from which the work on this project is to be performed.

2. **Experience**

The proposal should include details of experience with projects of similar size and complexity to the Project described in this RFP, particularly with projects for other school districts completed by your firm. Please provide copies of reports provided to Boards of Education from your past projects. The copies will be retained by the School District.

3. **Work History**

A list of all projects where your firm worked for the past five (5) years. This list should include past and present clients where your firm was the Construction Manager of record.

4. **Specific Project Approach and Management Plan**

Please provide details regarding your understanding of the scope of services required and the approach your firm would use to achieve the District's objectives. Include a management plan with qualifications of the staff you propose for the Project, along with resumes of the key personnel (project manager, project superintendents) who would be

assigned to this project. Your proposal should contain a staffing plan identifying the person, the individual's title, each person's qualifications, and number of hours on site each week during the Project.

All proposals must include the following information about the qualifications of the proposing firm:

1. Knowledge of construction marketplace and experience with major projects in the immediate area.
2. Relevant experience with at least five (5) completed school construction projects of similar size and complexity in Construction Management services or equivalent within the last five (5) years. Include full project descriptions.
3. References for above projects: include names (contact persons), mailing address, email address, and telephone numbers.
4. Organization chart with complete staff names and resumes of personnel who will be assigned to the Project. Provide a detailed description of the services the firm can provide during the various phases of the Project and individuals who will be involved. Indicate in-house and sub-consultant arrangements. Proposals shall be based upon full-time, on-site supervision of all construction activity.
5. Because scheduling and disruptions to classroom time are of concern, explain how the firm has been able in the past, and how it will on the Project, attain scheduled progress of the Project while minimizing school program disruption.
6. Outline methods and techniques used in the past to estimate and forecast costs, and maintain budget and cost containment.
7. Experience in representing owners in the analysis and resolution of construction claims.
8. Demonstrate examples of knowledge and the use of current technologies in the application of all mechanical disciplines.
9. Briefly describe any theories or concepts your organization will use to facilitate the timely completion of the Project.
10. Discuss your approach and procedure regarding change orders.
11. Comment generally on the firm's approach to meeting the District's design/construction schedule and the steps that the firm would take for implementing/enforcing these requirements.
12. Provide volume of construction cost for school projects last year and average size of your projects.
13. List last five projects over \$10,000,000; include scope, fee and change order total (showing amount "requested by Owner").
14. Provide a concise description of methodology, general design and construction

administration concepts and other relevant information for review.

15. Other Information - Present in this portion of the submittal any data or information which the firm considers pertinent to the selection process. Information should be kept relevant to the Project.

INSURANCE

Include an Insurance Certificate in this section to verify that your firm will be able to provide the liability insurance coverage during the project as required by Exhibit 1.

The Proposer agrees to indemnify the District for any applicable deductibles.

Proposer acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. The Construction Manager shall provide the District with a certificate(s) of insurance, evidencing that the requirements have been met, prior to the commencement of work. The failure of the District to object to the contents of the certificate(s) or the absence of same shall not be deemed a waiver of any and all rights held by the District.

FEES FORM

Please indicate the fees you would charge for the services listed below including a potential capital project based on the alternative Construction Costs set forth in the table below.

Items 1-3 must be completed.

1. POST-REFERENDUM CONSTRUCTION MANAGEMENT SERVICES – use the table below

Construction Cost determined at the time of SED submission	Post-Referendum services, fee based on a % of Construction Cost
\$15,000,000	%
\$20,000,000	%
\$25,000,000	%

2. CAPITAL OUTLAY PROJECT
 - a. fee based on a % of construction cost % _____ OR
 - b. lump-sum fee \$ _____
3. Hourly rates for each level of personnel/expertise available from Construction Manager, for staff available to provide consulting services to the District on an intermittent, as needed basis.
4. **COMMENTS:** *Firms may wish to provide any additional information that will assist the District in the comparison of fees.*

CANASTOTA CENTRAL SCHOOL DISTRICT
CANASTOTA, NEW YORK

Receipt Confirmation Form

Please complete and return this confirmation form within five (5) business days of receiving an RFP package to:

Business Office
Attn: School District Business Official
Canastota Central School District
120 Roberts Street
Canastota, NY 13032

RE: REQUEST FOR PROPOSALS
CONSTRUCTION MANAGEMENT SERVICES

Telephone: (315) 697-2025 Fax: (315) -697-6368

Failure to return this form may result in no further communication or addenda regarding this RFP.

Company Name: _____

Address: _____

City, State, Zip: _____

Contact Person: _____

Phone Number: _____ Ext: _____ Fax: _____

Email: _____

I have received a copy of the above noted RFP

_____ We will be submitting a proposal

_____ We will not be submitting a proposal.

If you are responding that you are not submitting a proposal, please explain:

**CANASTOTA CENTRAL SCHOOL DISTRICT
120 ROBERTS STREET
CANASTOTA, NY 13032**

PROPOSAL CERTIFICATION

Firm Name _____

Business Address _____

Telephone Number _____ **Date of Bid** _____

I. General Bid Certification

The bidder certifies that it will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding specification.

“(A) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of joint bid each party thereto certifies as to its own organization, under penalty or 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 requested 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; and

(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.”

(B) A bid shall not be considered for award nor shall any award be made where (A) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (A) (1) (2) and (3) above have not been completed with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

(1) The fact that a bidder (2) has (a) published price lists, rates, or tariffs covering items being procured, (b) had informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (A).

(2) Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors to the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature (Authorized) _____

Title _____

CERTIFICATE AND SIGNATURE FORM

RE: REQUEST FOR PROPOSALS - CONSTRUCTION MANAGEMENT SERVICES

PLEASE COMPLETE AND RETURN WITH YOUR PROPOSAL:

THE PROPOSER DECLARES AND CERTIFIES:

1ST: THAT NO MEMBER OF THE BOARD OF EDUCATION OF THE CANASTOTA CENTRAL SCHOOL DISTRICT, COUNTY OF ONEIDA NOR ANY OFFICER OR EMPLOYEE OR PERSON WHOSE SALARY IS PAYABLE IN WHOLE OR IN PART FROM THE TREASURY OF SAID BOARD OF EDUCATION IS DIRECTLY OR INDIRECTLY INTERESTED IN THIS PROPOSAL OR IN THE MATERIALS, EQUIPMENT, OR SERVICES TO WHICH IT RELATES, OR IN ANY PORTION OF THE PROFITS THEREOF.

2ND: THAT THE SAID PROPOSER HAS CAREFULLY EXAMINED THE RFP AND SPECIFICATIONS PREPARED UNDER THE DIRECTION OF THE BOARD OF EDUCATION, AND WILL, IF SUCCESSFUL IN THIS PROPOSAL, FURNISH AND DELIVER AT THE PRICES BID AND WITHIN THE TIME STATED, ALL THE MATERIALS, EQUIPMENT OR SERVICES FOR WHICH THIS PROPOSAL IS MADE.

THE FULL NAMES AND TITLES OF ALL PERSONS INTERESTED IN THIS PROPOSAL AS PRINCIPALS ARE AS FOLLOWS:

DATE: _____

PHONE NUMBER: _____

FIRM: _____

FAX NUMBER: _____

ADDRESS: _____

EMAIL: _____

NAME: _____
(CONTACT PERSON FOR INQUIRIES)

AUTHORIZED SIGNATURE: _____

TITLE: _____

Canastota Central School District
120 Roberts Street
Canastota, NY 13032

IRAN DIVESTMENT ACT CERTIFICATION

The Iran Divestment Act of 2012 ("Act"), Chapter 1 of the 2012 Laws of New York, added State Finance Law (SFL), § 165-a and General Municipal Law § 103-g, effective April 12, 2012. Under the Act, the Commissioner of the New York State Office of General Services ("OGS") developed a list ("Prohibited Entities List") of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). In accordance with SFL § 165-a(3), the Prohibited Entities List may be found of the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> .

Pursuant to General Municipal Law § 103-g, by signing below, Bidder certifies as true under the penalties of perjury that: By submission of this proposal each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law.

A proposal shall not be considered for award nor shall any award be made where the certification has not been made, provided, however, that if in any case the Bidder cannot make the certification, the Bidder shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefor. The Canastota Central School District ("District") may award a contract to a Bidder who cannot make the required certification on a case-by-case basis if:

The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran: or

The District makes a determination that the goods and services are necessary for the District to perform its functions and that, absent such exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

During the term of the Contract, should the District receive information that a person is in violation of the above-referenced certifications, the District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the contractor in default.

The District reserves the right to reject any bid, proposal, contract or request for assignment for an entity that appears on the Prohibited Entities List prior to the award or execution of a contract or any renewal thereof, as applicable, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities List after contract award.

DATE

SIGNATURE

BUSINESS NAME

PRINTED NAME

TITLE