

**RHINEBECK CENTRAL SCHOOL DISTRICT
REQUEST FOR PROPOSALS**

PROPOSALS TO BE RECEIVED BY: Thomas Burnell, Assistant Superintendent for Support Services

DATE: August 18, 2016

TIME: 11:00 a.m.

PLACE: RCSD District Office, 45 North Park Road Rhinebeck, NY 12572

**RHINEBECK CENTRAL SCHOOL DISTRICT
District Office
45 North Park Road
Rhinebeck, NY 12572**

REQUEST FOR PROPOSALS

FOR THE SERVICES OF A

CONSTRUCTION MANAGEMENT FIRM

Firm Name: _____

Address: _____

Telephone: _____

Fax Number: _____

Signature: _____

Date of Proposal: _____

NOTICE TO PARTIES SUBMITTING PROPOSAL

The Rhinebeck Central School District in accordance with Section 104-b of the General Municipal Law and Rhinebeck Central School District Board Policy, hereby invites the submission of sealed proposals to the Rhinebeck Central School District for:

CONSTRUCTION MANAGEMENT SERVICES

Sealed proposals are to be filed with Thomas Burnell, Assistant Superintendent for Support Services, Rhinebeck Central School District, District Office, 45 North Park Road, Rhinebeck, New York 12572.

Proposals will be publicly opened at the District Office at 11:00 A.M., Thursday, August 18, 2016.

The Rhinebeck Central School District reserves the right to reject any or all proposals.

RHINEBECK CENTRAL SCHOOL DISTRICT

By: _____

Thomas Burnell
Assistant Superintendent for Support Services

GENERAL INFORMATION

The Rhinebeck Central School District seeks the services of a Construction Management firm, for a capital construction project to be determined by the Board of Education.

Depending on the availability of funding, it is the intention of the Rhinebeck Central School District to use the services of the Construction Management Firm to:

- Ensure a quality, timely and cost-effective capital project
- Ensure that the District and its taxpayers receive facilities that meet the specifications
- Assist the district with compliance issues as they relate to the facilities, and as they are required by The State Education Department or other regulatory agencies,
- Be the District's representative in the field, working with architects/engineers, school officials, contractors and other regulatory agencies on a day to day basis.

NOTICE TO PARTIES SUBMITTING PROPOSALS

The Rhinebeck Central School District is requesting the submission of proposals for services of a CONSTRUCTION MANAGEMENT FIRM for a capital construction project to be determined by the Board of Education. Specifications detailing the scope of services and conditions of the contract are included within these documents.

Proposals will be received until 11:00 A.M., Thursday, August 18, 2016 by Thomas Burnell, Assistant Superintendent for Support Services located at:

District Office
45 North Park Road
Rhinebeck, NY 12572

at which time and place all proposals will be publicly opened.

Proposals must be submitted in a sealed envelope clearly marked:

CONSTRUCTION MANAGEMENT SERVICES
Opening: 11:00 A.M., Thursday, August 18, 2016

PARTIES SUBMITTING PROPOSALS ASSUME THE RISK OF ANY DELAY IN THE MAIL.

The Rhinebeck Central School District is not responsible for proposals opened prior to the time and date of the opening if the identifying information does not appear on the envelope. Proposals opened prior to the time and date of the opening will be deemed invalid and will not be considered. The Rhinebeck Central School District reserves the right to accept any proposal that it deems to be in the best interest of the District, or, in its discretion, to reject all proposals and re-issue a request for proposals.

Proposals opened and read shall remain irrevocable for the contract period. The award of contracts, if at all, shall be made as soon as practicable after the opening of proposals.

All proposals submitted will bind the parties submitting the proposals to the specifications, instructions, and conditions set forth in these documents, and shall form an integral part of the contract awarded.

Prices and information required by proposal, except signature of parties submitting proposal, should be typewritten or clearly written in black ink only for legibility.

QUALIFICATIONS AND SELECTION

District Expectations:

It is the expectation of the District that the construction management firm exercise a high degree of care and diligence to ensure that the district receive facilities that meet the specifications. The District considers the CM as its representative in the field, working with architects/engineers, school officials, contractors and other regulatory agencies on a day to day basis.

The Rhinebeck Central School District reserves the right before making an award, to investigate as to whether or not the experience, personnel, qualifications or facilities offered by the CM meet the requirements set forth in the proposal and specifications, and are ample and sufficient to insure the proper performance of the contract in the event of the award.

Areas of Expertise

The construction management firm must employ professional individuals who are knowledgeable in the areas of plumbing, HVAC, electrical, general construction, bid law, state education process and technology (voice, video, and data).

Screening and Selection

The CM must be prepared to provide information regarding company principals, experience in school construction, as well as their approach to the coordination and articulation of a multi-discipline building program that will receive public scrutiny to the Rhinebeck Central School District. If, in the opinion of the Rhinebeck Central School District, it is found that the conditions of the proposal and specifications are not complied with, or that the items or services proposed to be furnished do not meet the requirements called for, or that the qualifications, financial standing or facilities are not satisfactory, the Rhinebeck Central School District may at its sole discretion reject such a proposal.

Finalists will make an on-site presentation at their own expense. Construction Management Firms submitting proposals should specify dates on which they are available to make such presentations. The District may also make a site visitation to the CM's principal business location or a current work site.

For Quotation Procedure Related Questions Contact:

**Thomas Burnell, Assistant Superintendent for Support Services
Rhinebeck Central School District
District Office
45 North Park Road
Rhinebeck, New York, 12572
(845) 871-5520 x5525**

Or

tburnell@rhinebeckcsd.org

SCOPE OF PROJECT

The proposed project is comprehensive in that it may include site improvements and renovations to the Rhinebeck High School/Middle School Addition located at 45 North Park Road and the Chancellor Livingston Elementary School at 48 Knollwood Road in Rhinebeck, NY. The Board of Education is looking to present to their voters a \$5.0 to \$12.5 million dollar referendum in or around December 6, 2016.

Below are possible items that will be included in a proposed project:

- ***Rhinebeck High School/Middle School***

The Rhinebeck High School/Middle School is looking for upgrades and renovations, these items include roofs, lockers, windows, floor tiling, doors, telephone system, lighting upgrades, HVAC, electrical, asbestos abatement, plumbing, etc.

- ***Chancellor Livingston Elementary School***

The Chancellor Elementary School is looking for upgrades and renovations, these items include curtain wall, windows, skylights, electrical, and plumbing, etc.

- ***Site Improvements-All District***

Upgrades to the athletic fields at both locations, as well as repaving of roadways/parking in both locations, walkways, and curbing.

MISCELLANEOUS INFORMATION

The Rhinebeck Central School District reserves the right to award the contract within ninety (90) days after date of opening, during which period the proposal shall not be withdrawn. Acceptance of such condition is at the sole discretion of the Rhinebeck Central School District.

The Rhinebeck Central School District reserves the right to reject any and all proposals and to award a contract in the best interest of the District. Though cost will be a criterion for the selection of a vendor, it will not be the sole determinant. Other factors such as experience, stability of the vendor, district needs, and factors outlined under other sections of this document will also be considered.

It should be noted that retaining a Construction Management Firm for the Preconstruction Phase does not obligate the District to retain the same firm for the Construction Phase. Such decision will be based upon an evaluation of the Construction Management Firm's performance during the Preconstruction Phase.

It is mutually understood and agreed that the contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or his right, title or interest therein, or his power to execute such contract to any other person, company or corporation.

No charge will be allowed for federal, state or municipal sales or excise taxes, from which the District is exempt. The prices quoted shall be net and shall not include the amount of any such tax.

A vendor taking exception to the specifications or proposal documents must provide written notification thereof to the District at least three (3) business days prior to the scheduled opening of the proposal. Such notification must be received by the District three (3) business days prior to the scheduled opening of the proposal and must include a detailed description of the objections raised. Such notice must be sent to the District by certified mail.

RHINEBECK CENTRAL SCHOOL DISTRICT
District Office
45 North Park Road
Rhinebeck, New York 12572

Construction Management Firm Selection Questionnaire

1. Type of organization Corporation
 Partnership
 Individuals

2. Names and Titles of Principals:

3. How long has the firm been organized:

4. Number of personnel by professional discipline in firm:
 - a) _____ Registered Engineers
 - b) _____ CAD Operators
 - c) _____ Specification Writers
 - d) _____ Site Planners
 - e) _____ Educational Planners
 - f) _____ Construction Administrators
 - g) _____ Interior Designers
 - h) _____ Indoor Air Quality Specialists
 - i) _____ Clerical/Support Staff
 - _____ **TOTAL EMPLOYEES**

5. Does the firm provide in-house services for:

Structural engineering	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Civil engineering	<input type="checkbox"/> Yes	<input type="checkbox"/> No
HVAC engineering	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Plumbing engineering	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Electrical engineering	() Yes	() No
Landscape Architecture	() Yes	() No
Technology design	() Yes	() No
Interior design (equipment, furnishings)	() Yes	() No
Construction Administration	() Yes	() No
Construction Services	() Yes	() No

6. If not, what firms will provide engineering services? If a consulting firm will be used for engineering services, explain which firm(s) will bear liability for the work of the consultant's service, and how it (they) will do so.
7. Please provide an organizational chart as well as resumes of key individuals to be assigned to this project.
8. Please list three references of schools contracted by the firm, the district and contact person with current phone number
9. Describe your experience and relationship working with the New York State Education Department.
10. Show your firm's ability to gain and continue positive public relations with Boards of Education, staff, and the public during projects.
11. Please provide a statement of the firm's professional liability insurance coverage.

Please return the request for proposal by August 18, 2016 at 11:00 A.M. to:
Thomas Burnell, Assistant Superintendent for Support Services
Rhinebeck Central School District
District Office
P.O. Box 351
Rhinebeck, New York 12572

SCOPE OF WORK FOR CONSTRUCTION MANAGEMENT SERVICES

The scope of services that the Construction Management Firm is to provide during the pre-construction and/or construction phases of this project shall include, but not be limited to the following:

PRECONSTRUCTION PHASE SERVICES

- Consult with the School District and an architect, as needed, regarding the project program, budget, timetable and advisability of various bidding options and timing of construction.
- Assist the School District in the selection of testing consultants and establish a testing schedule.
- Establish process for decision making. Delineating division of responsibilities and duties between the School District, the Construction Manager, the Architect, consultants, contractors, and others involved in the project.
- Develop and review with the School District and an architect, as needed, a scheduling system of project milestones, detailed scheduling of contractors, and documentation to ensure its timely delivery with budget, schedule and with minimum changes.
- Provide value engineering recommendations.
- Assist in the preparation of the General Guidelines.
- Provide cashflow analysis.
- Provide constructability reviews to assist the architect in the development of the construction documents.
- Monitor project progress, evaluate proposed changes and their cost impacts and provide cost estimates during all phases of the project, including pre-referendum.
- Recommend breakdown of bids in prime contracts and alternates. Conduct pre-bid conferences, solicit bidder interest for this project and maximize competition to achieve the best bidding results for the District.
- Study local labor market conditions and construction materials as they affect design choices and construction costs; establish a liaison with area contractors and encourage their participation in bidding.
- Prepare bid summaries and assist the School District in evaluating the responsiveness and completeness of construction bids.
- Review and make recommendations to award contracts to successful bidders.

CONSTRUCTION PHASE SERVICES:

- Provide full time, on site staff to perform all duties, but not limited to, supervision of contractors to expedite their work, maintain quality control and conformance to the contract documents, provide full time Project Management and Field Supervision.
- Report regularly to the School District on progress, budgets and schedule.
- Provide all necessary personnel and expertise required for the administration of contracts, negotiation of change orders and resolution of disputes and delays.
- Acting as agent for the School District, head up the construction activity including fielding a supervisory team to monitor, control the work in progress, coordinate activities, schedules and work of contractors, operate all monthly requisition and payment processes and keep accounts, handle inquiries, keep records, report on schedule progress and estimate completion costs, prepare punch lists, administer completion and close-out process.
- Maintain a cost and quality control program.

- Assist in coordination of activities of the utility companies and the regulatory agencies.
- Oversee required and special testing.
- Expedite the submission of all submittals and shop drawings for conformance with the contract documents; maintain accurate records of accepted shop drawings and submittals. Screen submissions for accuracy and substance before submission to Architect for review.
- Continue progress evaluation, determine effects on project schedule and take appropriate action to adjust the work as required to maintain the accepted schedule.
- Coordinate project meetings and prepare minutes of meetings.
- Establish, maintain and utilize a construction cost control system on a project by project, new vs. alterations, building by building basis as appropriate to this project. Keep records in a form readily usable by the project team; make recommendations to the School District and the Architect.
- Maintain a daily log of all significant events, deliveries, visitors and occurrences at the job site. Maintain record drawings, photographs, etc.
- Establish and maintain a job site safety program, comply with applicable safety requirements and require contractors and others to conform.
- Review requisitions for payments from contractors.
- Assist in establishing and maintaining good relations with school staff, students, parents and with the surrounding community and implement reasonable methods to control dust, noise, lighting, odor, etc.
- Assist contractors to avoid and resolve jurisdictional disputes when and if they occur.
- Prepare and maintain a current master record copy of drawings showing all changes to the contract drawings.
- Review contract documents and coordinate field questions. Screen field questions for accuracy and substance before submission to the Architect.
- Receive, review and process all project close-out documents, including operating manuals, maintenance manuals, certificates, etc. required by the contract documents.
- Recommend to the School District when final inspections and punch lists should be made, conduct final inspections with the project team and ensure that all punch list items are completed in a timely manner.
- Assist the School District personnel in assuming operation of all systems, including scheduling of instructional sessions by the Contractor as required in contract documents.
- Assist the School District in exercising guarantees and warranties.
- Deliver all records, documents and other items pertinent to the project to the School District.

TENTATIVE PHASING OF CONSTRUCTION:

In the RFP, the construction management firm must include a tentative and proposed schedule for construction. The tentative plan shall include personnel to be assigned at each phase and also the cost associated for each phase. The information provided will assist the district in determining the firm's methods of operation as well as staffing requirements during each phase of construction.

LEGAL NOTICE

**RHINEBECK CENTRAL SCHOOL DISTRICT
45 NORTH PARK ROAD
P.O. BOX 351
RHINEBECK, NEW YORK 12572**

**REQUEST FOR PROPOSALS
FOR THE SERVICES OF
CONSTRUCTION MANAGEMENT FIRMS**

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