



EDGEMONT UNION FREE SCHOOL DISTRICT  
RFP FOR CONSTRUCTION MANAGEMENT SERVICES  
PROPOSAL NUMBER - RFP-23-24-001

**EDGEMONT**  
**Union Free School District**  
**300 White Oak Lane**  
**Scarsdale, New York 10583**

**REQUEST FOR PROPOSALS FOR:**  
**PROFESSIONAL**  
**CONSTRUCTION MANAGEMENT SERVICES**

PROPOSAL NUMBER: RFP-23-24-001

PROPOSALS DUE: JANUARY 8, 2024



# EDGEMONT UNION FREE SCHOOL DISTRICT RFP FOR CONSTRUCTION MANAGEMENT SERVICES PROPOSAL NUMBER - RFP-23-24-001

## ***I. Overview***

This Request for Proposal (“RFP”) is designed to comply with General Municipal Law 104-b requiring the use of a competitive RFP process to select a construction management firm for the Edgemont Union Free School District (“District”). The (“District”) invites Construction Management Firms (“Firms”) to submit proposals to provide construction management services in connection with various capital improvement projects and enhancements to various District’s buildings and sites pursuant to a bond referendum to be submitted and approved by the District’s voters in the approximate amount of \$60,000,000 and to include the capital improvements outlined in Appendix A to this RFP.

The District is seeking one or more qualified individuals/firms to provide construction management services in connection with the various capital improvement projects that the District may undertake pursuant to a bond referendum. The Board of Education reserves the right to award one or more contracts as a result of this RFP. As part of the RFP response, proposers should identify in detail the manner in which the services required will be accomplished by the proposer.

The District has retained the firm of Fuller & D’Angelo, P.C. (“Design Firm”) to provide architectural and engineering design and construction related consulting services for this project.

The successful proposer shall execute a written agreement for the construction management services. The School District does not intend to use an AIA Standard Form contract in connection with the services to be provided herein. The terms of this RFP will be included in the resultant contract. The School District reserves the right to amend the terms set forth herein in its sole discretion if the best interests of the District are furthered thereby.

## ***II. Description of the District***

Edgemont Union Free School District is located in Westchester County and is comprised of the following schools: Seeley Place Elementary School; Greenville Elementary School; Edgemont Junior/Senior High School; and the Edgemont Union Free School District Administration Center.

## ***III. Scope of work***

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

### ***1. General Responsibilities:***

- Provide sufficient organization and experienced personnel and management to carry out the requirements of the resultant agreement.
- Provide administration management and related services necessary to coordinate the activities of the Construction Manager, Architect and Contractors, as well as coordination



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of the construction activities of the Contractors with one another. The District shall have the right to interview and approve all of the Construction Manager's personnel who will be working on-site. The District reserves the right to request the removal of any of the Construction Manager's personnel.

**2. *Pre-construction and Bidding Phase***

- Consult with the District and the Design Firm regarding the project program, budget, timetable and advisability of various bidding options and timing of construction.
- Preparation of an independent estimate of the Project costs inclusive of the contingencies based on the construction documents prepared by the District's architect/engineer.
- Review construction documents and offer recommendations on construction and logistics prior to establishing bid date.
- Develop construction-phasing schedule to be included in contract documents.
- Preparation of a schedule that incorporates tasks of the entire team during the design phase and the construction phase.
- In consultation with the District's Architect, develop a project master schedule that establishes duration and responsibility for all major activities during all phases of the project. The project master schedule must incorporate the construction manager's services, the Architect's services, Contractor's responsibilities and the District's responsibilities with regard to anticipated design and construction.
- Monitor the project master schedule and report to the District and Architect, the progress during the pre-referendum and pre-bid phases and will notify the District and the Architect of any delays or problems and will recommend any corrective action necessary to meet the time requirements for the project.
- During the completion by the Architect of the construction documents, update the project master schedule so as to develop a detailed construction schedule for inclusion in the bidding documents to be made available to bidders on the project.
- Establish and maintain an accurate and up-to-date construction cost accounting system.
- Prepare detailed cost estimates at various intervals of the project beginning at the completion of the schematic design through completion of construction documents.
- Advise on the separation of work into separate prime contracts.
- Develop and review project schedule using an approved CPM scheduling software of project milestones, detailing scheduling of contractors, to ensure its timely delivery within budget, schedule and with minimum changes.
- Assist the Design Firm with local labor market conditions and construction materials as they affect design choices and construction costs.
- Undertake value engineering studies of alternative systems, manufacturers and vendors of long lead items to obtain the most economic benefit from a cost standpoint while maintaining the District's functional and program requirements.
- Assist the Design Firm in developing a multiple prime bid strategy. Review the bid packages as prepared by the architect for each trade including scope definition, terms and conditions, insurance, and bonding requirements. Conduct pre-bid conferences,



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solicit local bidder interest for this project and maximize competition to achieve the best bidding results for the District.

- Assist the District and Design Firm in evaluating the responsiveness and completeness of construction bids received.
- Review and make recommendations to award contracts to successful bidders.

**3. *Construction Phase and Closeout***

- Establish and maintain an on-site office in office space provided by the District.
- Provide Construction Project Manager(s) to oversee and coordinate contractors, to expedite their work and maintain quality control and conformance to the contract documents. The construction inspection services shall be thorough, examining all construction work for conformance with the design plans and specifications, performed daily for all trades and for each construction project.
- The Construction Project Manager(s) shall review and fully comprehend the scope of work outlined in the contract bid documents, drawings, and specifications. Copies of the Contract Bid Documents shall be maintained at the site and be made available for reference by the Design Firm and Owner and be used by the Construction Management Team. The Construction Project Manager shall prepare and maintain a current master record copy of drawings showing all changes to the contract drawings.
- The Construction Management Firm will provide personnel and expertise required for the administration of contracts, tracking and negotiation of change orders. Provide cost estimating review of Contractor Change Orders.
- Construction Management Firm will monitor and administer the construction work in progress, coordinate activities, schedules and work of multiple prime contractors at multiple sites, operate monthly requisition and payment processes and maintain accounts, handle inquiries, keep records, report on schedule progress and estimate completion costs and completion dates, prepare punch lists, administer completion and hand over process, and administer As-Builts, warranties, guarantees, etc. for acceptance.
- Assist in coordination of activities of the utility companies and regulatory agencies.
- Oversee the testing services and other services retained for the project.
- Assist the District in expediting the submission of all submittals and shop drawings to be reviewed by the Design Firm for conformance with the contract documents; maintain accurate records of accepted shop drawings and submittals. The Construction Project Manager and Inspectors shall review and fully comprehend the installation requirements prescribed in the approved shop drawings. When performing inspections, the Construction Management Firm shall have the approved shop drawings at hand for reference towards determining if the installation and or if the delivered materials and equipment meet the requirements outlined in the Design Firm's approved shop drawings.
- Develop and manage a logistics plan defining site access, materials and equipment staging and mobilization and partitioning of construction activities from school activities.
- Coordinate all utility interruptions with the District.



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- Solicit, review, and approve contractor construction schedules.
- Develop and maintain a master construction schedule inclusive of milestones and a critical path.
- Monitor construction schedules and initiate corrective actions with contractors to remain on schedule.
- Perform daily on-site inspections and supervision of all work in process including second shift, holiday, and weekend work. (During Construction Phase)
- Ensure that contractors follow all Laws, Statutes, Codes and Regulations during construction and maintain required exit pathways.
- Coordinate all deliveries to designated on-site materials holding areas.
- Coordinate all contractor activities.
- Act as liaison between contractors and the District and their designated representatives.
- Review of contractor safety procedures on an on-going basis.
- Provide Construction Cost Accounting to Owner and Design Firm.
- Log and monitor all requests for information (RFIs).
- Maintain a daily log of activities on the jobsite including contractor participation and interactions with regulatory representatives.
- Review contractor payment applications with progress verification.
- Log and maintain all project samples on site.
- Coordinate and monitor all required site and material testing during construction.
- Notify Design Firm in advance of required construction and testing observations to be witnessed by Design Firm.
- Coordinate and chair required contractor site meetings, prepare and distribute meeting minutes.
- Coordinate and chair bi-weekly progress meetings and distribute meeting minutes.
- Prepare and present progress reports to the District's Board of Education in a format agreed to by both parties.
- Maintain documentation and photographs of project progress.
- 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.
- Continue progress evaluation, determine effects on project schedule and take appropriate action to adjust the work as required to maintain the accepted schedule.
- At a minimum, conduct bi-weekly and specially scheduled job meetings involving the project team; keep and distribute accurate minutes of meetings.
- Maintain a daily log of significant events, visitors and occurrences at the job site; maintain record drawings, photographs, etc.
- Review requests for payments from contractors and suppliers



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- Assist in establishing and maintaining good relations with the surrounding community and implement reasonable methods to control dust, noise, lighting, odor, etcetera, as required by the contract specifications and/or applicable law, rules, and ordinances.
- Monitor on site conditions to ensure the Contractor maintains site security, a clean and safe construction environment, temporary protection, and temporary support systems to prevent injuries, damage to property and loss of life.
- Collect, organize, review and approve for delivery to the District all operating manuals, equipment lists and maintenance manuals required by the contract documents.
- Coordinate punch list inspections and execution of punch list items.
- Assist the District personnel in assuming operation of all systems, including scheduling of instructional (training) sessions by the contractor as required in contract documents.

#### ***IV. Selection Process***

The proposed selection process for review of the RFP and selection of the Firm is as follows (subject to change if needed):

1. Deadline for submission of proposals January 8, 2024
2. Interview/Oral Presentations: The District may initiate interviews with finalists through January 12, 2024. Dates and times for interview or oral presentations shall be finalized after submission of proposals. District Administration will conduct interviews.
3. Final Selection: Upon Board of Education approval on or about January 16, 2024
4. Contract review and execution: to be scheduled with District's legal counsel following selection of firm by the Board of Education

Please submit five (5) hard copies of your proposal and one (1) PDF copy, based on the enclosed outline, by no later than 11:00 A.M., January 8, 2024, to the following address:

Amy Moselhi – Assistant Business Official  
Edgemont Union Free School District  
300 White Oak Lane  
Scarsdale, NY 10583  
PDF Copy – [bpaul@edgemont.org](mailto:bpaul@edgemont.org) PDF Copy – [rrenda@edgemont.org](mailto:rrenda@edgemont.org)

Please submit one (1) hard copy of your proposal and one (1) PDF copy to:

John D'Angelo, ARA  
Fuller & D'Angelo, P.C.  
45 Knollwood Road, Suite 401  
Elmsford NY, 10523  
PDF Copy – [johnd@fullerdangelo.com](mailto:johnd@fullerdangelo.com)



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Please direct any questions to Ray Renda, Director of Facilities in writing at rrenda@edgemont.org. Questions, in writing, must be received no later than noon on January 2, 2024. Responses to questions posed will be provided in the form of a written addendum and distributed to all prospective proposers. It is the proposer's sole responsibility to ensure that the proposal is received at the proper place by the date and time set forth above. Late proposals will not be considered. Site visits can also be arranged through Ray Renda.

**V. *Proposal Requirements***

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

1. The Construction Project Manager(s) shall have a minimum of five (5) years' experience in performing Construction Management Services. The Construction Project Manager(s) shall also have a minimum of three (3) years' experience in Construction Management working with NY State Schools.
2. Responding Firms must have a minimum of five years' experience providing professional construction management services as described in the RFP.
3. The Firms' prior experience as a construction manager should include three to five completed K–12 school projects in New York State comparable in scope to this project. Prior experience as a construction manager on such projects will be a major consideration.
4. Only Firms that meet or exceed the above minimum selection criteria set forth by the District will be seriously considered. The selected Firm shall not, nor any related entities<sup>1</sup> and the owners, officers, employees of the Firm or any related entities and the immediate family members<sup>2</sup> of such individuals (collectively, "Prohibited Parties") bid on or perform any of the trade construction work identified in the scope of work.

**VI. *Submission of Proposals***

Five (5) copies of the proposal shall include the following:

1. Proposal should be submitted in a sealed envelope and clearly marked "Request for Proposal: Professional Construction Management Services RFP-23-24-001".

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<sup>1</sup> For purposes of this document, "related entities" mean any parent, subsidiaries of the Firm and any entity owned in whole or in part by owners, officers, employees of the Firm or any related entities and the immediate family members of such individuals.

<sup>2</sup> For purposes of this document, "immediate family members" means the parents, spouses, children (and children's spouses of each owner, officers and employees of the Firm.)



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2. Title page showing the proposal is for construction management services; the Firm's name, the name, address and telephone number of a contact person, and the date of the proposal.
3. Information described in the Technical Proposal Section as outlined below.
4. All RFPs become the property of the District.
5. Submissions determined to be incomplete by the District will not be considered for award.
6. The District reserves the right, without prejudice, to reject any or all proposals.
7. By submission of a proposal the submitter agrees to the following:

All materials submitted shall be considered public documents and may be disseminated to third parties without notice to the submitter by the District, Board of Education, the officers and employees of each.

## ***VII. Technical Proposal***

### ***1. Company Profile***

This section should state the size of the Firm, the type of Firm, and Firm background.

### ***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 New York school districts completed by your Firm. 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, consultant, sub consultant, or subcontractor. Include Owner's name; contact's name, title, and phone number; a brief description; contract amount; and completion date.

### ***3. References***

Provide three (3) references for similar New York school districts where your Firm was the construction manager of record and three (3) references with past experience engaging in similar work.

### ***4. 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. Please provide details regarding the management plan your Firm would use to meet the construction schedule. Provide an organizational chart and resumes for all team members. Explain the role of each team member





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and the percentage of time they will be devoting to this job in each phase of the project. Define the portion of time they will be on site. 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 District's operations. Outline methods and techniques used in the past by the Firm to contain and reduce project costs.

Provide the size of the firm and the location of the office from which the engagement will be handled. Provide a list of in-house services provided (e.g., scheduling, environmental, etc.)

**5. *Local Experience/Staff***

The District is interested in the level and type of construction management experience of those persons to be assigned to the project. Brief resumes and listing of governmental or school district projects to attest to their experience and the total project capital cost, and a description of the work should be included. The Board of Education reserves the right to reject staff who they feel do not have appropriate experience or qualifications. Names and resumes of personnel to be assigned to this project, including the partner(s) in charge must be provided. It is fully expected that the personnel indicated would be those assigned to the project. The District's Superintendent and Board of Education shall approve the final personnel recommendation.

**6. *State Education Department ("SED") Experience***

Please provide details regarding your experience with SED and the value this would bring to our project. Please state the name of the staff member assigned as the SED liaison and the experience this staff member has had with previous projects. Please name individuals at SED who can verify the liaison's experience.

**7. *Fee Structure***

The financial costs to the District should be on a fixed sum cost proposal contract basis. The proposal should provide the cost for services rendered during pre-referendum, pre-construction, construction, and post construction. In the event that the bond referendum submitted to the voters of the District is unsuccessful after two separate attempts, the cost of the pre-referendum services will be paid to the successful proposer. If the bond referendum is approved by the voters of the District, the cost of the pre-referendum services will be credited against the total fixed sum for the construction management services for the bond project. The fee structure should be inclusive of the costs of all transportation, insurance, vacations, meals, etc. included in the proposal. Allowances shall not be incorporated into the final construction cost.

The District will provide adequate on-site temporary office space with a desk, use of school copier, and office supplies and internet access.



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The District will not be responsible for Firm's expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

Rates for Additional Services: The Proposal shall include the hourly rates for any additional related construction management services requested by the District that does not fall within the scope of work identified in this RFP.

***8. Litigation, Regulatory Issues and Conflicts of Interest***

Provide a description of any regulatory action taken against the Firm within the last five years by a regulatory agency, such as the Internal Revenue Service, New York State Department of Labor, or State Education Department.

Provide a statement verifying that there are no conflicts of interest between the Firm and the District. Identify any litigation brought against the Firm during the past five years. Explain any pending litigation and any financial impact on your Firm as a result of any pending litigation.

Provide an affirmation by the Firm that it will not delegate or subcontract its responsibilities under an agreement without the express written permission of the District.

***VIII. Criteria for Selection***

RFPs will be evaluated using the following criteria.

1. Qualifications
2. Fees
3. Experience
4. Ability to implement the District's projects promptly
5. Demonstrated knowledge of NYS Education Department project application and approval process, NYS Education Department Office of Facilities Planning Forms, Green Building Design and New York State Education Department CHPS, New York State Education Department Change Order Process, Application and Certificate for Payment procedures (AIA Document G702CMA)
6. Geographic Proximity to District
7. Insurance
8. Pending Litigation and Insurance Claims
9. References



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***IX. Rights***

The Board of Education reserves the right to:

1. Request Firms submitting proposals to make oral presentations as part of the evaluation process.
2. Request additional information or clarification from any Firm that submitted a valid proposal.
3. Reject staff assigned who the District believes does not have the appropriate experience or qualifications to fulfil the Scope of Work.
4. Select the most responsible proposer that meets the District's needs.

**X. INDEPENDENT CONTRACTOR AND OBLIGATIONS UNDER THE LAW**

The Firm will warrant and represent that it and its employees shall be independent contractors and not employees of District. The Firm, in accordance with its status as an independent contractor, covenants and agrees that it will conduct itself consistent with such status, that it will neither hold itself out nor its' employees out as, nor claim to be, an officer or employee of the District by reason hereof, and that neither it nor its employees will, by reason hereof, make any claim, demand or application to, or for any right or privilege applicable to an officer or employee of the District, including but not limited to, the application of the Fair Labor Standards Act provisions related to minimum wage and overtime payment, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the New York State Revenue and Taxation Act, the New York State Workers' Compensation Law, and the New York State Unemployment Insurance Law. The District shall not be liable for any obligations incurred by the Firm, if any, including, but not limited to, unpaid minimum wages and/or overtime premiums.

The Firm agrees that, during the performance of the work required pursuant to this RFP, it and all its employees working under the Firm's direction shall strictly comply with all local, state, or federal laws, ordinances, rules or regulations controlling or limiting in any way, its actions during such performance of the work required by this RFP, including but not limited to the General Business Law, Labor Law, New York State Department of State Rules and Regulations and all local, state and federal health, safety and civil rights laws. Furthermore, each and every provision of law and clause required by law to be inserted in the agreement between the District and the successful proposer shall be deemed to be inserted herein and the agreement shall be read and enforced as though it were included therein. If, through mistake or otherwise, any such provision is not inserted, then upon the application of either party the agreement shall be forthwith physically amended to make such insertion or correction.

All Firm employees assigned pursuant to the terms of this RFP are required to present a picture ID before entering a school building and should wear a visible form of identification while conducting business on school property.



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**XI. INSURANCE**

Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the consultant hereby agrees to effectuate the naming of the District as an additional insured on the consultant's insurance policies, with the exception of workers' compensation, and N.Y. State Disability Insurance. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract.

The policy naming the District as an additional insured shall:

- Purchase an insurance policy from an A.M. Best rated "secure" insurer, licensed in New York State. All insurance carriers will be licensed in the state where the project is located and shall be rated no lower than A- VIII in the most recent edition of A.M. Best's Key Rating Guide and otherwise reasonably acceptable to the District.
  - State that the organization's coverage shall be primary and noncontributory coverage for the District, its Board, employees, and volunteers, including a waiver of subrogation in favor of the District for all coverages including Workers Compensation.
  - Additional insured status for General Liability coverage shall be provided by standard or other endorsements that extend coverage to the District for on-going operation (CG 20 38 or equivalent) and products and completed operations (CH 20 37 or equivalent). The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability, and Umbrella/Excess coverages.
  - The certificate of insurance must describe the services provided by the contractor that are covered by the liability policies, and state that the policy affirmatively provides coverage for claims of negligent hiring, training, and supervision and which may arise in the context of sexual molestation, abuse, harassment, or similar sexual misconduct.
  - At the District's request, the consultant shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If so requested, the consultant will provide a copy of the policy endorsements and forms.
  - There will be no coverage restrictions and/or exclusions involving New York State Labor Law statutes or gravity related injuries.
  - No policies containing escape clauses or exclusions contrary to the Owner's interests will be accepted.
- I. The consultant agrees to indemnify the District for any applicable deductibles and self-insured retentions.
- II. Required Insurance:
- **Commercial General Liability Insurance**  
\$2,000,000 per occurrence/ \$4,000,000 aggregate  
\$2,000,000 Products and Completed Operations



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\$1,000,000 Personal and Advertising Injury  
\$100,000 Fire Damage  
\$10,000 Medical Expense

- **Automobile Liability Insurance**  
\$1,000,000 combined single limit for owned, hired and borrowed, and non-owned motor vehicles.
- **Workers' Compensation and N.Y.S. Disability**  
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.
- **Excess Insurance**  
On a "Follow-Form" basis, with limits of \$3,000,000 per occurrence/\$5,000,000 aggregate.
- **Professional Errors and Omissions Insurance**  
\$2,000,000 per occurrence/\$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the district. If written on a "claims made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.
- **Fidelity Bond**  
For dishonest acts of the consultant's employees with coverage for computer fraud and fund transfer including client coverage.

III. Consultant acknowledges that failure to obtain and maintain such insurance on behalf of the District constitutes a material breach of contract. The consultant must provide the District with a certificate of insurance evidencing the above requirements have been met prior to the commencement of work or use of facilities. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.

IV. Consultant hereby agrees to defend, indemnify and hold harmless the District from and against any and all liability, loss, damage, claim or action (including costs and attorney's fees) for bodily injury and property damage, to the extent permissible by law, arising out of operations performed or services provided by the contractor/vendor under the contract.

The Firm agrees to indemnify and save harmless the District from all cost, expense, loss, damages or liability to the extent permitted by law arising out of the acts and omissions of the Firm, its owners, officers, employees and agents including, without limitation of, reasonable attorneys' fees, disbursements and any applicable deductibles.





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***XIII. CONSTRUCTION MANAGER INFORMATION FORM***

Name of firm, address, phone and fax number of your firm's main office:

Firm \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Name, title, address, telephone and fax number of the firm's officer responsible to the District for all the work to be provided under this RFP:

Name/Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Please check the appropriate box to identify the legal entity making this proposal.

( ) Corporation ( ) Partnership ( ) Individual ( ) Joint Venture

If a Joint Venture, identify other firm(s) in association.

Firm/Contact \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_



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**If yes to any of the following questions, please attach a separate sheet of explanations; state the project(s), date, owner and reason.**

Has your firm or joint venture failed to accept a contract or to complete a contract awarded to you?  
 Yes  No

Has your firm or joint venture under another or previous name failed to accept a contract or to complete a contract awarded to you?  Yes  No

Has your firm or joint venture had a contract terminated or been given written notice or demand incident to a proposed contract termination?  Yes  No

State the name, agent's name, address, telephone number of your current bonding company(s) and identify any other sureties used by your firm during the past five (5) years.

Company Name \_\_\_\_\_  
Agent Name \_\_\_\_\_  
  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_





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**IX. SCHEDULE OF FEES**

**All-inclusive Total Price:** \$ \_\_\_\_\_

Pre-Referendum \$ \_\_\_\_\_

Pre-construction \$ \_\_\_\_\_

Construction Phase \$ \_\_\_\_\_

Post-Construction Phase Services \$ \_\_\_\_\_

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Company: \_\_\_\_\_

Address: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





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**X. District Forms**

**PROPOSAL CERTIFICATIONS**

FIRM NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ DATE OF BID: \_\_\_\_\_

**I. General Proposal Certification**

The proposer certifies that they will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this proposal.

**II. Non-Collusive Proposal Certification**

By submission of this proposal, the Proposer certifies that they are complying with Section 103-d of the General Municipal Law as follows:

1. State 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, or by a proposal shall contain the following statement subscribed by the proposer and affirmed by such proposer as true under the penalties of perjury: non-collusive proposal certification.

a. "By submission of this proposal, each proposer and each person signing on behalf of any proposer 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 knowledge and belief:

1. The prices in this proposal 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 proposer 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 proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
3. No attempt has been made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition."



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b. A proposal 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 proposer cannot make the foregoing certification, the proposer shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the proposal 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 of official thereof to which the proposal is made, or their designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a proposer (a) has published price lists, rates or tariffs covering items being procured, (b) has 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 proposed, does not constitute, without more, a disclosure within the meaning sub-paragraph one (a).

2. Any proposal hereafter made to any political subdivision of the State or any public department, agency or official thereof by a corporate proposer 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, or as required by RFP and where such proposal contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the Board of Directors or the proposer, and such authorization shall be deemed to include the signing and submission of the proposer and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

\_\_\_\_\_  
Signature (Authorized)

\_\_\_\_\_  
Title

I, \_\_\_\_\_, being duly sworn, deposes and says that he/she is the \_\_\_\_\_ of the \_\_\_\_\_ Corporation and that neither the

Proposer nor any proposed subcontractor is identified on the Prohibited Entities List.

\_\_\_\_\_  
SIGNED

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_

Notary Public: \_\_\_\_\_



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**SEXUAL HARASSMENT CERTIFICATION**

In accordance with State Finance Law §138-l, which generally prohibits the District from entering into contracts pursuant to the bid/RFP process with persons who fail to submit a certification affirming compliance with New York State Labor Law §201-g, the proposer submits the following certification under the penalty of perjury:

By submission of this proposal, each proposer and each person signing on behalf of any proposer, certifies, and in the case of a joint bid/proposal each party thereto certifies as to its own organization, under penalty of perjury, that the proposer has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the NYS Labor Law.

Dated: \_\_\_\_\_, New York  
\_\_\_\_\_, 202\_\_

---

**Firm's Name**

---

**(Print Name)** **(Signature)**

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
Notary Public



**EDGEMONT UNION FREE SCHOOL DISTRICT  
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**CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT**

As a result of the Iran Divestment Act of 2012 (the “Act”), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law) (the “Prohibited Entities List”). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased 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 Bidder/Contractor in default. The District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, \_\_\_\_\_, being duly sworn, deposes and says that he/she is the

\_\_\_\_\_ of the \_\_\_\_\_ Corporation and that neither the Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

\_\_\_\_\_  
SIGNED

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_

Notary Public: \_\_\_\_\_



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DECLARATION OF BIDDER'S INABILITY TO PROVIDE CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

Bidders shall complete this form if they cannot certify that the bidder /contractor or any proposed subcontractor is not identified on the Prohibited Entities List. The District reserves the right to undertake any investigation into the information provided herein or to request additional information from the bidder.

Name of the Bidder: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_

Has bidder been involved in investment activities in Iran? \_\_\_\_\_

Describe the type of activities including but not limited to the amounts and the nature of the investments (e.g. banking, energy, real estate) \_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

If so, when did the first investment activity occur? \_\_\_\_\_

Have the investment activities ended? \_\_\_\_\_

If so, what was the date of the last investment activity? \_\_\_\_\_

If not, have the investment activities increased or expanded since April 12, 2012? \_\_\_\_\_

Has the bidder adopted, publicized, or implemented a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran? \_\_\_\_\_

If so, provide the date of the adoption of the plan by the bidder and proof of the adopted resolution, if any and a copy of the formal plan. \_\_\_\_\_

In detail, state the reasons why the bidder cannot provide the Certification of Compliance with the Iran Divestment Act below (additional pages may be attached):

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

I, \_\_\_\_\_ being duly sworn, deposes and says that he/she is the \_\_\_\_\_ of the \_\_\_\_\_ Corporation and the foregoing is true and accurate.

\_\_\_\_\_
SIGNED

SWORN to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20

Notary Public: \_\_\_\_\_



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**THIS FORM MUST BE SIGNED AND NOTARIZED \*\*\*\*\* SUBMIT WITH PROPOSAL**

**HOLD HARMLESS AGREEMENT**

IT IS HEREBY AGREED AND UNDERSTOOD THAT THE BIDDER AGREES TO HOLD HARMLESS AND INDEMNIFY **THE EDGEMONT UNION FREE SCHOOL DISTRICT** ITS BOARD OF EDUCATION, ANY OFFICER, AGENT, SERVANT OR EMPLOYEE OF THIS SCHOOL DISTRICT FROM ANY LAWSUIT, ACTION, PROCEEDING, LIABILITY, JUDGEMENT, CLAIM, OR DEMAND WHICH MAY ARISE OUT OF:

- A. ANY INJURY TO PERSON OR PROPERTY SUSTAINED BY THE BIDDER, ITS AGENTS, SERVANTS OR EMPLOYEES OR ANY PERSON, FIRM, OR CORPORATION EMPLOYED DIRECTLY OR INDIRECTLY BY THEM UPON OR IN CONNECTION WITH THEIR PERFORMANCE UNDER THE CONTRACT. HOWEVER CAUSED;
- B. ANY INJURY TO PERSON OR PROPERTY SUSTAINED BY ANY PERSON, FIRM, OR CORPORATION, CAUSED BY ANY ACT, DEFAULT, ERROR, OR OMISSION OF THE CONTRACTOR, ITS AGENTS, SERVANTS, OR EMPLOYEES OR ANY PERSON, FIRM OR CORPORATION, DIRECTLY OR INDIRECTLY EMPLOYED BY THEM UPON OR IN CONNECTION WITH PERFORMANCE UNDER THE CONTRACT.

THE ASSUMPTION OR INDEMNITY, LIABILITY AND LOSS HEREUNDER SHALL SURVIVE CONTRACTOR'S COMPLETION OF SERVICE OR OTHER PERFORMANCE HEREUNDER AND ANY TERMINATION OF THIS CONTRACT.

THE CONTRACTOR AT ITS OWN EXPENSE AND RISK SHALL DEFEND ANY SUCH LEGAL PROCEEDINGS THAT MAY BE BROUGHT AGAINST THIS SCHOOL DISTRICT, ITS BOARD OF EDUCATION, OR ANY OFFICER, AGENT, SERVANT, OR EMPLOYEE OF THIS SCHOOL DISTRICT ON ANY CLAIM OR DEMAND, AND SHALL SATISFY ANY JUDGEMENT THAT MAY BE RENDERED AGAINST THIS SCHOOL DISTRICT, ITS BOARD OF EDUCATION, OR ANY OFFICER, AGENT, SERVANT, OR EMPLOYEE OF THE SCHOOL DISTRICT.

THIS INDEMNIFICATION, DEFENSE AND HOLD HARMLESS AGREEMENT SHALL APPLY TO ANY LAWSUIT, ACTION, PROCEEDING, LIABILITY, JUDGEMENT, CLAIM OR DEMAND, OR WHATEVER NAME OR NATURE, NOTWITHSTANDING THAT CONTRACTOR MAY DEEM THE SAME TO BE FRIVOLOUS OR WITHOUT MERIT. IT IS INTENDED THAT THIS AGREEMENT BE INTERPRETED IN THE BROADEST MANNER POSSIBLE SO AS TO INSULATE ALL OF THE ENTITIES, PARTIES AND INDIVIDUALS NAMED ABOVE FROM ANY LIABILITY, COST OR JUDGEMENT, MONETARY OR OTHERWISE, AS THE SAME MAY RELATE TO THE PERSONNEL AND SERVICES PROVIDED BY THE CONTRACTOR.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_

\_\_\_\_\_  
(NOTARY PUBLIC)





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## **APPENDIX A**

### **Anticipated Scope of Work (Construction)**

#### **JR./SR. HIGH SCHOOL**

- Renovation of the current 17,200 s.f. A-Building, inclusive of a replacement of existing mechanical system with new HVAC system.
- Expand the current footprint of the cafeteria, creating an additional 3,800 s.f. of space.
- Redesign the current servery to increase ease of access.
- Reallocate the current Cafeteria Annex classroom as cafeteria space.
- Air condition the cafeteria space.
- Build an additional two-lane accessway to the Edgemont High School campus originating at Artillery Lane and terminating with a roundabout for drop-off and pick-up and parking.
- Formalize and reinforce an emergency vehicle access path connecting the newly constructed accessway with the main parking lot on White Oak Lane.
- Renovate the Resource Building LGI (approx. 2,500 s.f.) to create two new STEAM classrooms.
- Renovate the Resource Building Teacher Carrels (common work space) and ancillary space adjacent to Technology Department offices.
- Renovate existing bathrooms (4) in the Resource Building.
- Increase the footprint of bathrooms in the Resource Building.
- Convert an existing classroom in the E-Building to an art classroom.
- Expand the footprint of the Administration Building to include a vestibule at the main entrance.
- Install interior security cameras.
- Expand and upgrade the network of exterior security cameras.
- Replace locksets.
- Integrate locksets with centralized lockdown system.
- Install ancillary safety features such as bollards.
- Convert existing baseball/softball field to turf with installation of dugouts, batting cages, bullpens and perimeter fencing.
- Air condition all instructional spaces (exclusive of gymnasiums) through the aforementioned mechanical systems upgrades. In spaces where mechanical systems will not be replaced air condition through split air conditioning units, unit ventilators, or a combination of the two.

#### **GREENVILLE ELEMENTARY SCHOOL**

- Renovate the existing cafeteria space and servery.
- Air condition the cafeteria space.
- Construct a warming kitchen that will permit food service.
- Renovate an existing classroom to accommodate a STEAM instruction.
- Create a staging lane and a new traffic pattern for drop-off and pick-up.
- Build a new parking lot adjacent to the current Ardsley Road turnaround and walkway.
- Build an additional two-lane access road connecting the main parking lot with the current Ardsley Road turnaround.
- Install interior security cameras.



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- Expand and upgrade the network of exterior security cameras.
- Replace locksets.
- Integrate locksets with centralized lockdown system.
- Install ancillary safety features such as bollards.
- Air condition all instructional spaces (exclusive of gymnasiums and all-purpose rooms) through the aforementioned mechanical systems upgrades. In spaces where mechanical systems will not be replaced air condition through split air conditioning units, unit ventilators, or a combination of the two.

SEELY PLACE ELEMENTARY SCHOOL

- Renovate the existing cafeteria space and servery.
- Construct a warming kitchen that will permit food service.
- Renovate an existing classroom to accommodate a STEAM instruction.
- Replace mechanical systems that serve the new wing with HVAC.
- Create an emergency access path accessible from Henry Street, extending along the back of the building.
- Replace the oil tank.
- Create an additional parking lot off Ardsley Road with a lighted walkway to the main parking lot.
- Redesign the back parking lot to create an additional parking and emergency access road to back of school.
- Replace all interior doors.
- Install interior security cameras.
- Expand and upgrade the network of exterior security cameras.
- Replace locksets.
- Integrate locksets with centralized lockdown system.
- Install ancillary safety features such as bollards.
- Air condition all instructional spaces (exclusive of gymnasiums and all-purpose rooms) through the aforementioned mechanical systems upgrades. In spaces where mechanical systems will not be replaced air condition through split air conditioning units, unit ventilators, or a combination of the two.



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**APPENDIX B**

**Tentative Schedule (Subject to Change)**

**Phase I**

- Administration Building Addition/ Cafeteria Renovation
- Anticipated Start: June 2025 to start foundation/ rock removal and to build a shell of addition. Start tie-in of existing cafeteria to new building Summer of 2026 with completion of entire space September 2026.
- Greenville Cafeteria GV cafe June 2025 -September 2025 completed.
- Anticipated Start: June 2025 with completion of space September 2025.

**Phase II**

- New projects submitted to the State Education Department November 2024 through March 2025. SED approvals September 2025 through December 2025 and Bid Award January 2026 through March of 2026.
- Phase II proposed packages are preliminary structured as follows and are subject to change:
- Package #1 Edgemont High School Sitework, A-building renovation. Sitework anticipated start date late Spring 2026 completed in Fall 2026. A-building will be completed over two Summers 2026 and Summer 2027.
- Package #2 Greenville Sitework and Steam Classroom Renovation. Sitework anticipated start date late Spring 2026 completed in Fall 2026. Steam classroom anticipated start date Summer 2026 and completed September 2026.
- Package #3 Seely Place Sitework, oil tank replacement, cafeteria renovations and HVAC upgrades in the new wing. Sitework anticipated start date Spring 2026 and completed Fall of 2026. The cafeteria renovation anticipated start date June 2026 and completed in September 2026. HVAC upgrades anticipated the start date Summer 2026 and completed September of 2027.
- Package #4 Edgemont High School HVAC, Security Upgrades, LGI Steam Classrooms and renovations, Arts Building and District Office renovations, Renovations of Art Room #1 or # 5 in E building and new fields. Sitework anticipated start date June 2026 completed in Spring 2027. All remaining work has an anticipated start date of Summer 2026, being completed by September 2027. This project will need detailed phasing.



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- Package #5 Seely security upgrades, HVAC work and door replacements with an anticipated start date of Summer 2026 being completed by September 2027.
- Package #6 Greenville HVAC and security ungraded with an anticipated start date of Summer 2026, completed by September 2027.