

REQUEST FOR PROPOSALS

PROPOSAL INSTRUCTIONS AND CONDITIONS
FOR
CONSTRUCTION MANAGEMENT SERVICES
FOR THE
EAST ISLIP UNION FREE SCHOOL DISTRICT

The Board of Education, East Islip Union Free School District is issuing this Request for Proposals (RFP) for the selection of a construction management firm to provide construction management services in connection with various capital improvements to be undertaken by the School District during the 2022-2023 school year and such other projects as the School District may request. Presently, the School District intends to perform the following capital improvements: electrical panel upgrades & power at window air conditioners at East Islip Middle School, Timber Point Elementary School, Connetquot Elementary School, John F. Kennedy Elementary School, Ruth C. Kinney Elementary School, and East Islip High School; toilet upgrades at East Islip Middle School, Timber Point Elementary School, Connetquot Elementary School, John F. Kennedy Elementary School, Ruth C. Kinney Elementary School, East Islip High School and District Office & Early Childhood Center; High School Bus Loop and Parking Lot, High School Theatre/Music Suite renovations, District-wide paving, concrete curbs and sidewalk replacement at East Islip Middle School, Timber Point Elementary School, East Islip High School and District Office & Early Childhood Center; and Playground paving at Ruth C. Kinney Elementary School. The anticipated Project is \$5,951,633.00.

The School District is seeking one or more qualified individuals/firms to provide construction management services in connection with the various capital improvement projects that the School District may undertake during the 2022-2023 school year and any future school years in which the resultant contract is renewed. The Board of Education reserves the right to award one or more contracts as a result of this RFP. Similarly, the Board of Education reserves the right to renew any contract awarded pursuant to this RFP for additional one-year terms not to exceed three (3) additional one-year terms.

Specifically, the individual (firm) selected as a result of this Request for Proposals will be expected to perform his/her/its services in accordance with any or all of the terms of the agreement annexed hereto as Exhibit "A". As part of the RFP, Proposers should identify in detail the manner in which the services to be required will be accomplished by him/her/it.

Any capital improvement project is subject to the availability of District funds and the approval of the voters of the District.

I. Description of the School District:

The East Islip Union Free School District is located in Suffolk County and is comprised of six (6) schools: the East Islip High School; East Islip Middle School; Timber Point Elementary School; Ruth C. Kinney Elementary School; John F. Kennedy Elementary School; Connetquot Elementary School; and the East Islip Union Free School District Administration Center.

II. SCOPE OF SERVICES

The Proposer shall provide the services set forth in the annexed agreement to assist the School District in establishing the School District's capital improvement program, the financial and time requirements and limitations. The successful proposer's services will include but not be limited to:

1. Pre-Bidding Services:

- Preparation of an independent estimate of the Project costs inclusive of the contingencies based on the construction documents prepared by the School District's architect/engineer.
- Preparation of a schedule that incorporates tasks of the entire team, during the Project's Design Phase and Construction Phase.
- Presentations of the construction projects to be undertaken at public meetings to be held in the community on an as-needed basis.

2. General Responsibilities: The firm will be required to:

- Provide sufficient organization and experienced personnel and management to carry out the requirements of this Agreement. The Construction Manager will provide and maintain a qualified, on-site field staff, with sufficient authority to act on the Construction Manager's behalf, to manage the project, conform to the scope of services, and insure that the work is performed in compliance with the contract documents.
- Provide administration management and related services necessary to coordinate the activities of the Construction Manager, Architect and Contractors, as well as coordination of the construction activities of the Contractors with one another. The School District shall have the right to interview and approve all of the Construction Manager's personnel who will be working on-site. The School District reserves the right to request the removal of any of the Construction Manager's personnel.

3. Scheduling:

- In coordination/cooperation with the School District's architect/engineer, develop a Project Master Schedule that establishes duration and responsibility for all major activities during all Phases of the Project. The Project Master Schedule shall coordinate and integrate the Construction Manager's services, the Architect's services, Contractor's responsibilities and the School District's responsibilities with regard to anticipated design and construction.
- Monitor the Project Master Schedule and report to the School District and architect/engineer the progress during the pre-referendum and pre-bid phases and will notify the School 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.

4. **Cost Estimating and Budget Analysis Services:**

- Establish and maintain an accurate and up-to-date construction cost accounting system.
- Prepare a minimum of three (3) detailed cost estimates for the building, construction and site development work. One (1) estimate will be provided at the completion of schematic design, one (1) at the completion of the design phase, and one (1) at the completion of construction documents.
- The Construction Manager will use capital projects software to maintain project records.
- For each project undertaken during the term of the resultant contract, prepare a projected project cashflow statement after contract award. The projected project cashflow statement shall be updated and re-issued at least on a monthly basis or at such other interval as determined or requested by the Owner.

5. **Progress Meetings with the Owner and Architect:**

- Presence at pre-construction conferences, job meetings, and special meetings as necessary, to be attended also by the architect/engineer, the School District, and/or the Contractors performing the work on the Project.

6. **Testing and Inspection Services:** Assist the School District in selecting and coordinating the professional services of surveyors, special consultants and testing laboratories required for the Project.

III. THE SELECTION PROCESS

A. Timetable

The School District is expected to undertake the selection process according to the following schedule:

Deadline for submission of proposals:	June 22, 2022 at 10:00 a.m.
Interview with finalists:	The District anticipates that interviews of the finalists will be held on June 29, 2022. Dates and times for interviews shall be finalized after submission of proposals. Interviews will be conducted by the Board of Education and District Administration.
Selection of firm:	upon Board of Education approval on or about July 5, 2022
Contract review and execution:	to be scheduled with District's legal counsel following selection of firm by the Board of Education

B. Site Visits

An informational meeting/site visit will be held on Tuesday June 7, 2022 at 9:00 a.m. Potential respondents are asked to gather at the East Islip High School Main Office, at which time they will be escorted to the sites of possible future renovation and repair work, as determined by the School District. It is highly recommended that all potential respondents attend. Failure to attend this meeting does not absolve the respondent from compliance with all terms and conditions of the RFP or any resultant agreement. Respondents may also visit the buildings by making prior arrangements with Samantha Neff, Purchasing Agent at 631-224-2031. No one may visit the building or site without an appointment.

C. Proposal Evaluation Criteria

Proposals will be evaluated on the basis of the following criteria:

1. **Experience and Qualifications of the Proposer:** Consideration will be given to proposers demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP, and providing authoritative documentation of their financial soundness and stability. Similar experience will be understood to include, but not be limited to:
 - a. At least five (5) years' experience in the provision of construction management services on projects involving school district renovations, alterations and/or additions;
 - b. At least five (5) projects in school district expansions, renovations and upgrades.
2. **Ability to Implement District Projects Promptly:** Preference will be given to proposals demonstrating an ability to carry out the tasks and responsibilities outlined in the proposal in a prompt and efficient manner. The capability of the construction management firm to progress and complete the work will be evaluated taking into consideration size of work force, current workload, in house staff capabilities and the like.
3. Level of client satisfaction determined from supplied references.
4. Logistics and familiarity with the geographic area.
5. Experience and qualifications of the professional staff to be assigned to this project.
6. Proposed methodology and demonstrated understanding of the project requirements and School District needs, including the need for a team effort with the School District and other construction professionals.

7. **Demonstrated knowledge of:**
 - a. New York State Education Department Project Application and Approval Process
 - b. New York State Education Department Office of Facilities & Management Services Forms
 - c. Application and Certificate for Payment (Form AIA Document G702CMA)
 - d. Green Building Design and New York State Education Department CHPS knowledge and experience.
 - e. New York State Education Department Change Order Process.
8. Fee for services to be provided in a separate sealed envelope marked "Fee Proposal".
9. **Insurance:** Ability to provide the insurance required in the attached sample agreement.
10. **Pending Litigation and Insurance Claims:** Provide a list of all pending litigation against Proposer. Also provide a list of any pending insurance claims filed with Proposer's current or previous insurance carrier and the nature of such claims.

IV. RFP PROCEDURES

A. Information and Documents

Questions concerning the RFP and the procedures for responding should be directed in writing to Samantha Neff, Purchasing Agent at samantha.neff@eischools.org. Questions, in writing, must be received no later than at 12:00 p.m. on June 10, 2022. Responses to questions posed will be answered in writing and distributed to all prospective Proposers.

B. Submission of Proposals

Respondents should submit an original and five (5) copies of their proposal. Respondents should also submit an original and five (5) copy of their fee proposal in a sealed envelope that is clearly marked "Fee Proposal". Proposals must be received no later than 10:00 a.m. on June 22, 2022 at the District's Administrative Offices, East Islip Union Free School District, 1 Craig B. Gariepy Avenue, Islip Terrace, New York 11752. To prevent opening by unauthorized individuals, your proposal should be clearly identified on the envelope wrapper as follows: "CONSTRUCTION MANAGEMENT RFP" and should be addressed to Samantha Neff, Purchasing Agent, East Islip Union Free School District.

C. Modification or Withdrawal of Proposals

Any proposal may be withdrawn or modified by written request of the Proposer, provided that such request is received by the Purchasing Agent at the above address prior to the date and time set for receipt of proposals.

D. Right to Reject Proposals

This RFP does not commit the School District to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The School District intends to award a contract on the basis of the best interest and advantage to the School District, and reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the School District to do so. The School District may select as the successful proposer that proposal which, in the School District's sole discretion and with whatever modifications the School District and the proposer may mutually agree upon, best meets the School District's requirements whether or not that proposal is the lowest priced. No proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the School District, in its sole discretion, shall enter into a contract with the proposer that it selects as the successful proposer.

V. PROPOSAL FORMAT AND CONTENTS

Proposals must be submitted in the format outlined in this section. Each of the described parts and sections must be completed in full (except those sections described as optional). Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The School District reserves the right to eliminate from further consideration any proposal deemed to be non-responsive to the requests for information contained herein. Each of the parts and sections described below should begin on a separate page, and each page should state the name of the proposer in the upper right hand corner.

A. Proposer Background and Qualifications

Section A of the proposal must contain the following information about the proposer and any independent contractor with which the proposer intends to work on the project.

FORM I: Form I should describe the overall make-up of the project team, and a detailed statement as to how the Proposer intends to meet the needs of the School District. Proposers should include a chart depicting the management structure envisioned for the projects. Include the size of the firm and the location of the office from which the work of this contract is to be performed. Provide a listing of all in-house services provided (i.e. architectural, engineering, site planning, surveying, environmental, etc.).

FORM II: Form II should provide information about the Proposer and each independent contractor/consultant to be used by the successful Proposer

to provide the services to the School District, if applicable. (Addresses, telephone/fax numbers, names of contact person and lead person, qualifications licenses and statement of insurance coverage.) Individual résumé for each of the individuals on the project team must be included in this section.

FORM III: Describe the prior relevant experience of the Proposer and members of the project team, and independent contractors, if any. For each include the information listed below:

1. Customer's name.
2. Total project capital cost.
3. Type of contract.
4. Name & telephone number of reference for the project.
5. Brief description of the project's scope of services and status (including type of facility at which project was implemented, whether the project was timely completed and whether significant problems occurred that affected project performance). The right to call the reference and/or visit the project sites provided by the Proposer will be presumed by the School District.
6. Photographs or video of any projects in school districts including expansion projects, renovations projects and upgrade projects.

FORM IV: (optional) include any additional information about the project team, its personnel, financial condition, or qualifications regarded as being pertinent.

B. Financial Background Information

Section B of the RFP must contain detailed information concerning the financial background of the Proposer and any independent contractors to be engaged by the Proposer, including but not limited to financial statements, annual reports and the like covering the most recent fiscal year for the proposer.

C. Form of Proposal

Proposals submitted pursuant to this RFP shall include the Proposer's cost to perform the services set forth herein. Said cost shall be a fixed sum of money, to be paid to the successful proposer in accordance with the terms of the resultant Contract and shall be submitted as FORM V of this RFP in a separate sealed envelope marked "Fee Proposal."

D. Form of Agreement

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 said agreement are annexed to this RFP. **The School District reserves the right to amend the terms of the attached agreement.**

PROPOSAL FORM FOR CONSTRUCTION MANAGEMENT SERVICES

Fee Proposal for Construction Management Services:

- Fee for Pre-Construction Services:
- Fee for Construction Services:
- Fee for Post-Construction Services:

In addition:

Proposers must include, as a separate line item in their proposals, the cost for provision of a trailer for the Construction Manager's use. Should the District elect to provide office space to the Construction Manager, such sum shall be credited to the District.

Proposers will be compensated for the provision of additional services on an hourly basis. Each proposer shall submit an hourly rate schedule for this purpose as part of its fee proposal. All hourly rate schedules must include the position and corresponding rate for each team member.