

REQUEST FOR PROPOSAL
FOR
CONSTRUCTION MANAGEMENT SERVICES

FOR

LONG BEACH ISLAND BOARD OF EDUCATION
SURF CITY, NEW JERSEY 08008

BID PACKAGE:
ADDITION & RENOVATIONS AT
LONG BEACH ISLAND ELEMENTARY SCHOOL

RFP #26-01

SUBMISSION DEADLINE

10:00 AM
October 10, 2025

ADDRESS ALL PROPOSALS TO:

Meghan Lee
Business Administrator/Board Secretary
Long Beach Island Board of Education
325 Route 72 – Second Floor
Manahawkin, New Jersey 08050

CONSTRUCTION MANAGEMENT
REQUEST FOR PROPOSAL
LONG BEACH ISLAND BOARD OF EDUCATION

1. INTRODUCTION

The Long Beach Island Board of Education (hereinafter “Board”) is requesting proposals from experienced and qualified individuals and firms to provide Construction Management Services. Proposals will be evaluated in accordance with the criteria set forth in this RFP. It should be noted that project schedules have been projected but may be modified during the design phase.

The Construction Project Manager shall act as the Board of Education’s liaison to the contractors during the planning and construction phase of these projects. In all instances, the Construction Project Manager shall employ their best efforts to protect the interests of the Board of Education and further the intended goals and purpose of the projects. Further providing construction management that adds value, is not duplicative, and will offer confidence to the public that the proposed plan has been vetted from an experienced construction standpoint.

The following Request for Proposal specifies the minimum services desired by the Board and the minimum information that must be provided by prospective Construction Management Firms. These are, and should be considered at all times as, minimum requirements. It is expected that each firm responding to this Request for Proposal will delineate in their proposal their specific services as well as means or processes for delivery of those services for each project/package area. Unless specifically excluded in clearly highlighted language, it will be assumed that all minimum requirements are included in the proposal and the successful proposer will be held to each and every minimum requirement, whether or not the requirement was specifically delineated in their proposal.

On the basis of the proposals submitted, the Board will select a firm. The selection of the Board shall be final, and the Board reserves the right to select the firm that it believes will best meet the overall needs of the Board, price and other factors considered. The Board reserves the right to waive any and all requirements, irregularities or inconsistencies in awarding this contract.

All questions concerning the Request for Proposal should be directed to Meghan Lee, School Business Administrator/Board Secretary, 325 Route 72 – Second Floor, Manahawkin, NJ 08050; Telephone: (609) 494-2341. In order to maintain consistency in information provided to the various proposing firms, no other district representative should be contacted, and any information received from other sources will not be considered official.

These proposals will be accepted until 10:00 AM on October 10, 2025 at the address listed above. Proposals received after that time will not be considered. It is the responsibility of the proposer to ensure timely delivery to the Office of the School Business Administrator/Board Secretary.

2. PROJECT/CONSTRUCTION SUMMARY

Detailed information about the project, prepared by the Board appointed architects, Spiegle Architectural Group, are available with this RFP on the District’s website.

The intended scope of this planned facility revision as currently configured, affects all five of the regular district-owned school sites.

Bid Package: Long Beach Island Elementary School

Value: Hard Construction Cost Estimated to be: \$18,000,000

Description: New Construction: 5,000 square foot addition that will comprise a new gymnasium and classrooms.

School operations will continue throughout the duration of the project. This condition does affect project logistics and the overall duration of the construction phases.

For additional information, refer to the Preliminary Schedule (attached) and the Department of Education submittals. The Board is working with Spiegle Architectural Group to implement these projects.

If a respondent would like to schedule a facility walk-through, please contact Mark Bish, Facilities Manager at mbish@lbischools.org.

3. STATEMENT OF WORK/SCOPE OF SERVICES

This Request for Proposal for Construction Management Services seeks to contract with individuals, companies or agencies to provide these services:

- Provide a full-time site representative during the construction phase.
- Provide estimates and budgets at every phase of design and preconstruction outlined in the Preliminary Project Schedule timeline.
- Provide value engineering by reviewing alternative methods for construction.
- Ensure that construction schedules minimize disruption to school activities.
- Review all plans, specifications, drawings and shop drawings and provide advice and recommendations to the School District and Architect with regard thereto.
- Provide administration of the construction contracts including change orders, change order directives, etc. included in the AIA documents; in coordination with Architects and Contractors.
- Monitor all construction activities and provide written monthly progress reports of all aspects of the project.
- Maintain status reports of each construction contract.
- Attend Board of Education meetings as requested to report on the status of the projects.
- Oversee and coordinate the obtaining of all approvals and permits required by all applicable governmental authorities.
- Assist and coordinate Owner and Contractor to complete and expedite construction permits with local code officials.

It is contemplated that the engagement of the Construction Project Manager shall commence immediately upon negotiation and execution of the agreement described above.

Preliminary Project Schedule:

The goal of the project is to have construction commence in Spring of 2026, with a completion date by Fall of 2027. Based on this information, we have prepared the following preliminary project schedule.

This schedule is predicated on the information gathered to date, and is subject to change during the design, bidding, permitting, and construction phases.

Bid Package: Addition and Renovations at Long Beach Island Elementary School

Design: March 2025 to June 2025

Construction Documents: July 2025 to September 2025

OSC Submission and Review: July 2025 to September 2025

Bidding: November 2025

Construction: December 2025 to September 2027

Addition: December 2025 to September 2027

Renovations: July 2026 to September 2027

4. REQUIRED PROJECT MANAGEMENT FIRM SERVICES

Pre-Construction Phase - Meet with the Board of Education, Borough Officials, committees, or other public groups on an as-needed basis.

A. DESIGN AND BIDDING PHASE: Construction Management services shall support the conclusion of design and creation of construction documentation including validity of the cost estimate monitoring, and conclude with review and advice during contract procurement activity.

1. Review of Contract Documents / Specifications / Drawings for accuracy, completeness, and suitability – Constructability Review;
2. Provide one (1) Cost Estimate based on the Design Development Documents and based on the 95% Construction Documents prepared by the Architectural/Engineering team.

Coordinate with Architect to Establish and Monitor Design Schedule: Development of a Master Summary Schedule, milestones, and phasing plans in conjunction with the Architect and School District; Attend Project Team meetings regarding logistical planning. Advise the School District on any delays to the design schedule and recommend corrective action to be taken.

Conduct Design Phase Owner Meetings:

1. Meet on a regular basis with administrative staff of the School District, architectural firm and consultants to discuss and review all items pertinent to the design phase such as schedule, progress to date, decisions required, problems, and any other items important to the design process. Advise the School District and the Architect of recommended changes to the Contract Documents/General Conditions, Specifications & Drawings prior to the Advertisement for Bids;
2. Development of Bid Documents: Review progress issues by the architectural firm in the development of detailed and complete bid documents to promote timely, responsive and comparable bids, while reducing incidence of questions and protests. Include constructability review.
3. Establish Phased Bid and Construction Schedule: Assist the architectural firm in the preparation of a schedule for the bidding of construction contracts and an overall construction schedule, identifying key schedule milestones to be included in the bidding documents.

4. Identify Contractors and Suppliers: Assist the Architect as required in the development of a competent bidder and subcontractor list; Ensure that all contractors and suppliers have been approved by the DPMC, as required.

5. Cost Estimate: Prepare Cash Flow Projection (total project budget) to assist in projecting pre-construction and construction phase expenses based on the total project schedule;

Review construction documents and provide a cost estimate at the following points:

50% completion Design Development, and

50% completion Construction Documents

The purpose of these estimates is to verify that the anticipated construction is still projected to remain within the referendum cost parameters, and should be of increasing detail as the construction document content matures.

6. Initial Plan Review with Local Authority: Meet with the Board of Education, Borough Officials, committees, or other public groups on an as-needed basis. Assist the architectural firm in conducting preliminary plan review with the Borough of Surf City Official prior to release of bidding documents, including attendance at review appointments.

7. Pre-Bid Conference: Assist the architectural firm in the organization and operation of a pre-bid conference prior to the receipt of bids. Monitor bidder inquiries, and review Design Team responses so that all questions are answered.

8. Evaluation of Bids Received: Attend Bid Openings, assist Architect and School District in the evaluation of bids received and suitability of lowest responsible bidder or bidders; Assist the School Business Administrator and the architectural firm in receipt, review and evaluation of bids.

B. CONSTRUCTION AND CLOSEOUT PHASES: Following a successful Construction Contract Award, PMF services shall support the Contract Administration Phase through to conclusion of project activity. Please provide fee information for this phase in the form of a percentage factor that would apply against the actual construction contract award totals.

1. Conduct Pre-Construction Conference: With the architectural firm, organize and direct a pre-construction conference (kick-off meeting) with the contractors, consultants and the school district. Review project organization, lines of authority, and established project procedures. Monitor permit applications by each contractor, and ensure that all necessary permits are secured.

2. On-Site Supervision: Full-time on-site monitoring and coordination of contractors; Track each contractor's compliance with Master Project Construction Schedule, and participate in updates as needed; Provide supplementary inspection of the work for conformance with plans and specifications. Monitor submittals/approvals as required to maintain the construction schedule.

3. Project Coordination: Provide administrative, management and related services to coordinate scheduled activities and responsibilities of the contractors with each other and with those of the

Construction Project Manager, the School District and the architect to manage the project in accordance with the latest approved estimate of the construction cost, the project schedule, and the contract documents.

- Act as the primary liaison between the LBI School District and Building Sub-code Officials and their inspection staff to schedule and coordinate all construction testing and inspection activities;
- Communicate the results of all inspections conducted by officials having jurisdiction to the School District and Architect;
- Conduct and document weekly Project Meetings, to be held among contractor(s), Architect, Engineers, and School District;
- Attend Emergency Meetings called by the School District or Architect in response;
- Provide appropriate written notification to the School District and the Architect when work is not being performed in accordance with contract drawings; to problems;

4. Monitor Progress of the Work: On-site monitoring and coordination of contractors; Review contractor's construction schedules. Observe construction progress and report deviations from the schedule, which will jeopardize job progress. Work with contractors to develop and implement corrective actions. Maintain daily logs of all construction activities and a summary of actions and/or activities performed and/or observed while on the Project.

Present to the Board and/or Administration a monthly report on schedule status, budget vs. cost, quality, safety, status of change orders, and a general overview of the project. Meet with the Board of Education and/or Administration as required. A copy of the report should be submitted to the architectural firm at the same time of submission to the Board of Education.

5. Review Proposed Change Orders: With the Business Administrator and architectural firm, develop and implement a system for review and processing of change orders. Estimate the cost of all change orders and negotiate them with the contractors on behalf of the School District. The intent is to minimize required change orders and ensure that approval by the Business Administrator of the School District, Department of Education - Office of School Facilities Division of Facilities is secured, if necessary. Meet with the Board of Education, committees, or other public groups on an as-needed basis;

6. Control Construction Quality

- Evaluate the contractor's proposed procedures, methods and equipment prior to use, observe and inspect the work in progress, and report any observed defects and deficiencies.
- Verify that the contractor has a documented safety procedure, and is following appropriate safety protocol;
- Recommend corrective action where required.
- Verify that the contractor is maintaining on-site, a properly documented set of as-built drawings for incorporation into the final set of permanent record drawings;
- Make recommendations for changes in the work that are dictated by field conditions or that will save time or money and improve quality.
- Ensure that safety programs are established and implemented, and maintain records of any jobsite incidents.

- Provide the School District and Architect with digital photograph documentation of the Project and/or conditions as required;
- Coordinate as required with contractors and design team for solutions to problems encountered during the Project;
- Assist the School District with the coordination of District-provided items, equipment, and installation;
- Perform quality assurance measures in cooperation with the School District, Architect and contractors as the Project progresses;
- Provide the School District and Architect with digital photograph documentation of the Project and/or conditions as required;
- Prepare and review with the School District and Architect a punch list of items at Project completion; and

7. Process Payment Requests: Review contractor payment applications and make recommendations to the architectural firm regarding approval of requested payments. Review the contractor's schedule of values for use in processing payments. Provide a review and recommendation on certified payment applications submitted by contractors; Sign off on all approved change orders and certified payment applications submitted by contractors;

8. Conduct Job Meetings with the architectural firm, the School District and contractors, conduct regular meetings at the job site. Discuss job progress, problems and required decisions. Coordinate as required with contractors and design team for solutions to problems encountered during the Project; Project Manager to keep meeting minutes.

9. Develop a Closeout Program

- a. with the architectural firm, produce a detailed schedule of closeout activities. equipment testing, start-up procedures, operations and maintenance plans, district employee training schedules, as-built drawing with a CD copy, close-out of permits, warranties, guaranties;
- b. coordinate completion of punch list items to the satisfaction of the School District and Architect, including recommendations for acceptability;
- c. Assist the Architect in obtaining close-out documents and the district's manuals pertaining to the Project for transfer to the School District at completion;
- d. Assist Architect and Contractors obtain Certificate of Occupancy;
- e. Review and provide recommendations to the School District and Architect regarding final payments and release of retainage amounts;
- f. Assist the School District and Architect as requested in an evaluation and inspection of building systems involved in the Project prior to the expiration of warranties to determine acceptability; and
- g. Assist the School District and Architect as required in the resolution of construction-related problems and with required warranty repairs;
- h. Coordinate with Architect to establish dates of substantial completion for each project element.

10. Coordinate Substantial and Final Inspections: Schedule and coordinate field observation with the architectural firm. Assist the architectural firm in the preparation of a list of incomplete

items (punch list) from the substantial and final inspections. Ensure that all closeout activities are completed and a Certificate of Occupancy or a Certificate of Approval is issued.

5. RFP REQUIREMENTS/Vendor Qualifications

- A. All applicants shall be duly authorized to do business by the State of New Jersey.
- B. Competency, fitness and financial responsibility of contractors will be considered in making the award. If required, they shall support their claims of competency, fitness, and financial responsibility with evidence satisfactory to the Board of Education.
- C. All applicants must successfully complete criminal history review as required by the New Jersey Department of Education. The successful applicant shall provide to the Board, prior to commencement of the contract, evidence or proof that each employee assigned to provide services and that comes in regular contact with students, has had a criminal history background check, and that said check indicates that no criminal history record information exists on file for that worker. Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract
- D. The proposal should be submitted in a bound format with section dividers corresponding to the sections that follow. Responders are free to add additional information that they feel is pertinent. Three (3) copies are required:
- E. Proposal should include the following information:
 - Copy of New Jersey Business Registration Certificate
 - W9
 - C271 Political Contribution Disclosure Form
 - Statement of Ownership Disclosure
 - Certificate of Insurance- Workers Compensation, Employer's Liability, Excess Liability, Professional Liability, Comprehensive Automobile Liability Insurance
 - Notice of Consultant Pre-qualification issued by the New Jersey Department of Treasury, Division of Property Management and Construction, and Rating with the New Jersey Schools Development Authority
 - Affirmative Action Documentation
 - Disclosure of Investment Activities in Iran
 - Russia-Belarus Certification (N.J.S.A. 52:32-60.1)

Presentation Package

The district is asking the respondents to respond to the request for proposal (RFP) requirements. The respondent will prepare a presentation package outlining their approach to the scope of services and/or the program requirements. The district will use two (2) authoritative sources for the presentation package:

- NJ State Comptroller-Best Practices for Awarding Service Contracts (2010)
- N.J.S.A 18:18A-4.5

The Business Administrator along with team members shall evaluate all proposals on the basis of pre-determined, merit-based evaluation criteria, made known to the vendors before proposals are submitted to the district.

The Board of Education may at its option, require respondents of its choice to attend interviews and make presentations to district officials as to clarification regarding their submission. This process may only take place after proposals have been opened and reviewed, and prior to the completion of the evaluation.

The Board reserves the right to request additional or clarifying information from any proposer after submission. The Board reserves the right to reject any proposal, to waive informalities, and to accept any proposal which is in the best interest of the District as determined by the Board.

The district intends to use the following criteria (when/where applicable) as evaluating factors for all proposals submitted out of 100 points.

Technical

1. Respondents should list all services to be rendered with their explanation in detail on how they will provide the services and/or meet the program requirements. The proposal should demonstrate a clear understanding of the scope of work and of the goals and objectives of the district with reference to the RFP. **(7.5 Points Maximum)**
2. Respondents shall also provide evidence or unique qualifications your firm possesses which would be of benefit to the School District in the execution of this project. **(7.5 Points Maximum)**
3. Respondents, by submitting a proposal, acknowledge that they fully understand the scope of service, work and activity to be performed. **(7.5 Points Maximum)**
4. Respondents are to provide evidence of any innovation and/or successful approach in providing the services requested. **(7.5 Points Maximum)**

Management

Business Organization Capacity

The respondent shall submit a full description of the business organization to include, but not limited to:

- Name, address, phone, fax, website, e-mail address and information of the professional firm or individual, including a brief historical and current summary of the organization, including the number of years your firm has been providing project management services to New Jersey public school districts. **(10 Points Maximum)**
- An organizational chart noting the names of all principals and partners. **(4 Points Maximum)**

Provide a resume of the key person to be assigned to head this project as Project Executive. Copies of all professional or educational licenses that are required to perform the services. (New Jersey Division of Property Management and Construction ("NJDPMC") pursuant to N.J.S.A. 18A:18-27.1)

- Any change to the on-site representative after the award of a contract will be subject to the approval of the Board of Education. Unauthorized changes in personnel may be cause for termination of the contract. **(6 Points Maximum)**
- Other information concerning individuals of the professional firm that would assist the school district in the evaluation process.

Qualifications; Relevant Experience

- Respondents shall submit documentation highlighting qualifications and experience that will assist the district in the evaluation and selection process. Such documentation shall include, but not be limited to:
- Provide a listing of up to four (4) public school projects where you have provided project management services in the last Five (5) years. Three (3) letters of recommendation from public/private school districts in NJ. **(10 Points Maximum)**
- Provide the following information for each project:
 - School District
 - Project name and location
 - Project size in square feet (S.F. of new and/or additions and renovations, whichever is applicable)
 - Owner's representative and phone number
 - Construction estimate
 - Estimated final cost with change orders
 - Date service began
 - Scheduled construction completion date
 - Number of prime contractors for this project
 - Architectural firm, including contact person
 - Description of your firm's interactions with the architectural firm

(40 Points Maximum)

Fee Proposal

Respondents are to submit a fee proposal and schedule that is clear and precise, and compliments the service that is being requested by the school district. It is anticipated that a lump sum fee structure, including travel expenditures, will be proposed according to the following areas: preconstruction, bidding, and construction. If necessary, please itemize and list all relevant additional fees on your proposed cost sheet. Fee proposals are based upon the individual bid packages as described in Section II.

Term of Contract

It is the intent of the District, upon completion of the selection process, to enter into a contract with the successful project management firm for the project. The contract shall incorporate the requirements of this Request for Proposal, contain indemnification, insurance requirements, and other standard requirements as determined by the District, as well as any additional services included in your proposal or negotiated prior to the selection. The district may or may not choose to award management packages to those listed below the required \$10,000,000.

Award of a contract (18:18A-4.5. e) shall be made by resolution of the Long Beach Island Board of Education within 60 days of receipt of proposals. It is contemplated that the engagement

between the Board of Education and the Construction Manager shall commence immediately upon negotiation and execution and approvals of the agreement. The Board of Education reserves the right to terminate, at any time during the contract period, with a thirty (30) day notice. This is a project and once completed the term ends.

SUBMISSION OF PROPOSALS

All proposals must be submitted in a sealed envelope in strict compliance with the instructions included in this Request for Proposals document. The Board of Education may refuse to consider a proposal if a proposing firm fails to submit a complete package.

A. Procedures for Submitting Proposals

One original proposal, three copies, and a USB or CD containing the full proposal must be submitted. The proposal must be clearly marked as follows: Construction Management Services – RFP #26-01. The proposals must be received by the Board at the proposal opening location no later than 10:00 AM prevailing time on October 10, 2025, and must be mailed or hand-delivered and addressed to the Board’s Business Administrator as follows:

Meghan Lee, Business Administrator/Board Secretary
Long Beach Island Board of Education
325 Route 72 – Second Floor
Manahawkin, New Jersey 08050

Proposals sent via facsimile or e-mail will not be accepted. The Board is not responsible for delays in mail or hand deliveries and the Board will not open or consider proposals that are received by the Business Administrator at the Business Administrator’s office after the above-referenced time for opening the proposals. **All proposals will be opened in public and key provisions read aloud.**

Pursuant to law, the Respondent may not negotiate the terms of its proposal with the District personnel. In submitting its proposal, the Respondent warrants that the signatory has the authority to sign the proposal. The Respondent must provide all requested information in strict conformance with the instructions set forth herein.

The proposals and all related information must be bound and signed by an authorized representative. The failure of a Respondent to examine any form or document shall not relieve it from any obligations associated therewith. By submitting a proposal, the Respondent acknowledges that they fully understand the scope of services, work, and activity to be performed.

B. Conditions Applicable to RFP

Upon submission of a proposal in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission, review, and consideration of its proposal:

1. All proposals shall become the property of the Board and will not be returned.

2. All proposals will be available to the public after submission and the public opening.
3. Respondents who have submitted complete responsive proposals may be interviewed after receipt by the District and before the award of the contract. Under no circumstances will the parties negotiate the terms and conditions of the contract at said interview.

The Board reserves, in its sole discretion, the following rights, and options in accordance with the provisions of applicable law:

1. To determine whether the proposal complies or fails to comply with the terms of this RFP;
2. To waive any technical non-conformance with the terms of this RFP;
3. To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP;
4. To conduct investigations of any or all of the Respondents, as the Board deems necessary or convenient;
5. To request additional information to support the information included in any proposal; and
6. To suspend or terminate the procurement process described in this RFP in accordance with the law.

C. Addenda or Amendments to RFP

During the period provided for the preparation of responses to this RFP, the Board may issue addenda or clarifications either in response to written inquiries or because the Board deems such addenda or clarifications are necessary. No later than seven (7) days prior to the date for acceptance of RFPs, Saturdays, Sundays, or holidays excepted, any addenda will be sent in writing via certified mail, certified facsimile transmission, delivery service or email to all Respondents who received copies of this RFP. All addenda will be considered to be a part of this RFP.

Any questions regarding this RFP must be submitted in writing to the Business Administrator via email at mlee@lbischools.org no later than September 25, 2025.

D. Proposal Format

Proposals deemed materially defective will be rejected as nonresponsive. Proposals containing conditional, incomplete, or obscure provisions will be rejected as nonresponsive.

E. Equal Employment Opportunity

The Construction Project Manager must comply with the anti-discrimination provisions of N.J.S.A. 10:2-1, et seq., the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1, et seq., and all provisions regarding equal employment opportunity, N.J.S.A. 10:5-31, et seq. and N.J.A.C. 17:27-1.1. The Construction Project Manager must afford equal opportunity in the performance of the Contract in accordance with an affirmative action program approved by the State Treasurer and shall provide the documents required for this Project.

1. A qualified construction project manager with the New Jersey Division of Property Management and Construction ("NJDPMC") pursuant to N.J.S.A. 18A:18-27.1;
2. Statement that the firm has Workers' Compensation and Employer's Liability Insurance in accordance with New Jersey law;
3. Statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency;
4. A description of any litigation with New Jersey public entities relative to services performed by the proposer within the last five years;
5. A description of any litigation with New Jersey public entities involving projects on which the proposer has worked within the last five years, whether or not the proposer has been named as a party;
6. Five (5) references with contact name, address, telephone, and fax numbers for public entity projects similar in size and scope to the work described herein;
7. A description of the proposer's office location and an explanation of the proposer's availability for meetings and conferences at the District's facilities;
8. A description of the proposer's Quality Control Plan; and
9. Description of Respondent's business organization and management structure.
10. Each Respondent must identify the on-site representative who will work on the projects unless otherwise advised or approved by the Owner. Minimum qualification requirements for the on-site representative shall include good communication and computer skills, along with a minimum of five years of management experience on public school construction projects. Any change to the on-site representative after the award of a contract will be subject to the approval of the Owner. Unauthorized changes in personnel may be cause for termination of the contract.
11. The Respondent should feel free to submit any additional information it believes will give the Board a greater understanding of its operations and ability to provide services to the Board.

F. REQUIRED FORMS AND INSURANCE

Each Respondent must also submit the following forms with its proposal:

- Fee Proposal Form (attached)
- Ownership disclosure Certification
- Non-Collusion Affidavit
- Political Contribution Disclosure
- Insurance Statement
- Disclosure of Investment Activities in Iran Certification
- Equal Employment Opportunity Language/Certification
- References
- Notice of Classification issued by the NJDPMC
- Current Business Registration Certificate (N.J. Dept. of Treasury)
- Corporate Resolution if applicable

After award of the contract, proof of liability insurance naming the Board as an additional insured must be submitted before execution of the construction contract. At a minimum the Respondent must maintain the following coverages:

Commercial General Liability	\$1,000,000
Excess/Umbrella Liability	\$5,000,000
Comprehensive Auto Liability	\$1,000,000
Worker's Compensation	\$ 500,000
Professional Liability	\$1,000,000

AWARD

All proposals will be opened in public and evaluated on price and other factors. No proposal will be considered if filed after the time for the proposal opening. The Board reserves the right to reject any proposal, to waive informalities, and to accept any proposal which is in the best interest of the District as determined by the Board. Interviews may be scheduled as determined by the Board. It is the intention of the Board that a firm be selected at the November 2025 Board of Education Meeting.

The minimum services requested are as follows:

Construction Phase (Full-time services)

1. Communicate the results of all inspections conducted by officials having jurisdiction to the School District and Architect;
2. Conduct and document weekly Project Meetings, to be held among contractor(s), Architect, Engineers, and School District;
3. Attend Emergency Meetings called by the School District or Architect in response to problems;
4. Provide appropriate written notification to the School District and the Architect when work is not being performed in accordance with contract drawings;
5. Provide a review and recommendation for all change orders submitted by Contractors (change orders to be prepared by the Architect);
6. Keep a daily activity report recording time on the job and a summary of actions and/or activities performed and/or observed while on the Project;
7. Verify that the contractor is maintaining on-site, a properly documented set of as-built drawings for incorporation into the final set of permanent record drawings;
8. Verify that the contractor has a documented safety procedure, and is following appropriate safety protocol;
9. Assist the School District with the coordination of District -provided items, equipment, and installation;
10. Perform quality assurance measures in cooperation with the School District, Architect and contractors as the Project progresses;
11. Provide the School District and Architect with digital photograph documentation of the Project and/or conditions as required;
12. Prepare and review with the School District and Architect a punch list of items at Project completion; and

13. Meet with the Board of Education, committees, or other public groups on an as-needed basis;

Project Close-Out / Post-Construction Phase (Part-time / as-needed services)

1. Coordinate completion of punch list items to the satisfaction of the School District and Architect, including recommendations for acceptability;
2. Assist the Architect in obtaining close-out documents and owner's manuals pertaining to the Project for transfer to the School District at completion;
3. Assist Architect and Contractors obtain Certificate of Occupancy;
4. Review and provide recommendations to the School District and Architect regarding final payments and release of retainage amounts;
5. Assist the School District and Architect as requested in an evaluation and inspection of building systems involved in the Project prior to the expiration of warranties to determine acceptability; and
6. Assist the School District and Architect as required in the resolution of construction-related problems and with required warranty repairs.

All on-site staff are subject to review and acceptance by the Board of Education.