



REQUEST FOR PROPOSALS CONSTRUCTION MANAGEMENT SERVICES

The Northeast Bradford School District (NEB SD) invites construction management firms to submit proposals to perform construction management services for the District's project. The District has retained the firm of Hunt Engineers, Architects, & Surveyors to provide architectural and engineering services for this project.

The anticipated scope of work for this project includes but is not limited to the following work at NEB SD, at both their Elementary School and Jr/Sr High School: **See attached work scope document.** The total project scope is anticipated to be in (2) phases with a combined budget of \$10,460,320 including all construction costs and incidental expenses.

The preliminary project schedule indicates the following key milestone dates:

1. Phase I (Elementary School) Design Phase: **July 2021 – January 2022**
2. Phase I Bid and contract award period: **February/March 2022**
3. Phase I Construction: **March 2022 – August 2022**
4. Phase I Contractor Closeout: **October 2022**
5. Phase II (High School) Design Phase: **October 2021 – August 2022**
6. Phase II Bid and contract award period: **September/October 2021**
7. Phase II Construction Phase: **January 2023 – August 2023**
8. Phase II Contractor close-out: **October 2023**

The total project duration for the delivery of construction management services is estimated to be 24 months. The District requests that firms responding to this RFP base your fee structure on the above timelines.

A required walk through is scheduled at the School District Offices, 526 Panther Lane, Rome, PA 18837, on October 21, 2021, at 9:00 a.m.

Please submit four (4) copies of your proposal, based on the enclosed outline, no later than 12:00 p.m., November 1, 2021, to the following address:

Sharon A. Goble
Northeast Bradford School District
526 Panther Lane
Rome, PA 18837

NORTHEAST BRADFORD SCHOOL DISTRICT

William J. Clark, Superintendent
526 Panther Lane | Rome, PA 18837
570.744.2521 | FAX 570.744.2933 | www.nebpanthers.com

Please direct any questions to Michael Cragle, Buildings and Grounds Supervisor at (570) 744-2521, ext. 2223 or via email at mcragle@nebpanthers.com

Late proposals will be returned unopened.

- A. The minimum qualifications that will be considered by the District as a basis for selection of a construction manager are as follows:
- Responding firms must have a minimum of five years experience providing professional construction management services as described in the RFP.
 - Firms' prior experience as a construction manager should include at least five completed projects. Firms must demonstrate prior experience as a construction manager for School Districts. Prior experience as a construction manager will be a major consideration.

Only firms that meet or exceed the above minimum selection criteria set forth by the District will be seriously considered. The selected CM firm shall not bid or perform any of the trade construction work.

- B. List your firm's current projects including name, contract amounts and completion dates.
- C. Describe your financial and staff capability.
- D. Explain your management plan and how you will staff the project.
- On site (*Designate specific personnel committed to this project*)
 - Home office

Please provide details regarding your understanding of the scope of services required and the approach your firm would use to achieve the school district's objectives. Explain how the firm will keep the project on schedule, and how the firm plans to coordinate and phase the work to minimize disruption to the Owner's operations. Outline methods and techniques used in the past by the firm to contain and reduce project costs. Also, provide software capabilities and project tracking methods.

- E. Provide three (3) references for similar school districts where your firm was the project manager of record and three references with past experience with three different A & E firms engaged in similar work.
- F. Explain your insurance coverage.
- G. The financial costs to the school should be on a fixed sum cost proposal contract basis, and not a fee plus services or an hourly/daily basis with costs of all transportation, insurance, vacations, meals, etc. included in the proposal, the school will provide adequate on-site temporary office space with desk, file cabinets, and telephone (including long distance capability), fax, use of school copier and office supplies. No billing for incidental expenses will be allowed during the course of the project however, a detailed breakdown of your fixed sum cost proposal is required.

The scope of services that the construction manager is to provide during pre-construction, construction, and post construction phases of this project shall include, but not limited to, as follows:

Pre-construction:

- *Work with Architect and Owner to prepare project General Conditions and phasing plans to be included in contract documents.*
- *Provide independent, in-house project cost estimates at the completion of the following phases.*

Phase 1

- *Design Development*
- *Construction Documents/Pre-bid*

Phase 2

- *Schematic Design*
- *Design Development*
- *Construction Documents/Pre-bid*
- *Develop construction-phasing and staging schedule to be included in contract documents.*
- *Review construction documents and offer value engineering and constructability recommendations prior to establishing bid date.*
- *Sub-divide the scope of work by prime contract category to be included in the contract documents.*
- *Letters of bid award recommendation to the BOE by Architect.*

Construction Phase and Closeout

- *Architect will be using Newforma Project Center for construction records, which includes management of submittals, RFIs, RFPs, PCOs, and Change Orders.*
- *Establish and maintain an on-site office in office space provided by the school district.*
- *Provide start-up assistance.*
- *Notify Architect and Owner of any deviation from contract documents.*
- *Coordinate all utility interruptions with Northeast Bradford School and other local municipalities as needed.*
- *On-site, continuous day-to-day inspection and supervision of all work in process including second shift, holiday and weekend work. There will be no additional compensation for weekend, holiday or second shift work. Fee should be included in proposal.*
- *Ensure that contractors follow all Laws, Statutes, Codes and Regulations as well as all District policies and procedures during construction and maintain required exit pathways.*
- *Coordinate all site stored material locations and contractor staging.*
- *Coordination of all contractors' activities.*
- *Coordinate and supervise a weekly site clean-up inside and outside the campus.*
- *Act as liaison between contractors, and Northeast Bradford School and their designated representatives.*
- *Monitor the quality of the work and verify compliance with plans and specifications. Identify poor quality and non-conforming work for correction by contractors.*
- *Greet, escort and log all authorized visitors to the site. Prevent unauthorized visitors from entering the site.*

- *Review of contractor safety procedures on an on-going basis.*
- *Solicit, review and approve construction schedules.*
- *Review with owner before validating any T & M work. (T & M – time and material). Certified payroll reports and invoices for all T&M work must be submitted with all paperwork before a change order will be processed or allowance payment made*
- *Review with owner and then architect contractor payment applications for progress verification.*
- *Review contractor change requests and proposals and make recommendations to the Board of Education and Architect. Architect will process AIA Change Orders.*
- *Construction cost tracking by Architect with assistance from CM.*
- *Monitor construction schedules and initiates corrective actions with contractors to remain on schedule.*
- *Monitor and review all requests for information (RFI's). Architect will manage RFI process and copy CM on RFI responses.*
- *Monitor and review all submittals. Architect will manage submittal process and copy CM on responses.*
- *Maintain a daily log of activities on the jobsite.*
- *Coordinate and monitor all required site and material testing during construction.*
- *Notify Architect in advance of required construction and testing observations to be witnessed by Architect or Engineers.*
- *Coordinate and chair required contractor site meetings and distribute meeting notes.*
- *Coordinate and chair bi-weekly progress meetings and distribute meeting notes.*
- *Coordinate and assist the Architect with progress reports to the Northeast Bradford School Board of Education.*
- *Maintain documentation and photographs of project progress.*
- *Monitor the progress of all project record drawings and initiate corrective actions with contractors to keep record drawings current.*
- *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.*
- *Prepare and execute CM punch list and have completed prior to calling for Architect to prepare theirs.*
- *Coordinate punch list inspections and execution of punch list items.*

The District appreciates your time and effort in preparing the RFP for our review. We anticipate preparing a short list of potential firms for consideration that will be invited to present to the Board of Education. The District anticipates hiring a Construction Management firm in November 8, 2021, based on our above criteria. However, the District reserves the right to reject any and all proposals.