

Lyndonville Central School District

REQUEST FOR PROPOSAL

for

CONSTRUCTION MANAGEMENT SERVICES

Response submission due 2:00 pm August 3, 2023

RFP Receipt Form

Please complete and return this information to the Lyndonville Central School District by mail or email no later than July 27, 2023:

Date: _____

To: Bart Schuler, business administrator
Lyndonville Central School District
25 Housel Avenue
Lyndonville, NY 14470

bschuler@lcsdk12.org email is preferred to send the RFP receipt form.

We have received your Request for Proposal for Construction Management Services:

- We hope to be able to offer a proposal.
- We regret that we will not be able to offer a proposal at this time. You need not send us copies of any addenda.

Signed: _____
(Signature)

Name: _____
(Please print)

Firm: _____

Address: _____

Fax: _____

Phone: _____

Email: _____

**LYNDONVILLE CENTRAL SCHOOL DISTRICT
REQUEST FOR PROPOSALS
CONSTRUCTION MANAGEMENT SERVICES**

The Lyndonville Central School District at 25 Housel Avenue, Lyndonville, NY 14098 requests submissions of proposals to provide Construction Management services in connection with the planning, the implementation and the completion of the Lyndonville Central School District's projected upcoming capital project. The projected upcoming capital project may be approximately \$30 million and includes the scope of work in roofs, electrical, hvac, plumbing, athletic fields, signage and building structure. The District intends that the Construction Manager ("CM") chosen shall act as the CM and work with the architect, as appropriate, in planning, preparing for a public referendum, obtaining State Education Department (SED) approval, plan design, all work associated with multiple bids (including pre-bid), construction supervision and close-out of the chosen project(s) which will include both addition and renovation work.

The District's contact person for this proposal is Bart Schuler, business administrator. If you have any questions regarding the Request for Proposals, please submit written questions via email to Bart Schuler at bschuler@lcsdk12.org. Prospective applicants should note that all clarification and exceptions including those relating to the terms and conditions of the RFP are to be resolved prior to the submission of a proposal.

The District will provide the response to any submitted questions, by e-mail to all parties, who have returned the RFP Receipt Form.

The District's Architect is Wendel, Williamsville, New York (Justin Parish).

The District anticipates selecting a CM by August 14, 2023.

Proposals should reflect construction management experience in the following categories:

1. Involvement and/or development with the architect in developing detailed cost estimates (with the first detailed cost estimate based on schematic design promptly following selection, with further detailed cost estimates to be provided upon completion of design development and construction documents phases) and for the preparation of final plans/specifications;
2. Preparation of project and phasing schedules;
3. Assistance and/or facilitation with the bidding process and contractor selection;
4. Assistance and/or facilitation with contracts and bids;
5. Construction management services, including but not limited to coordination of the multiple prime contractors, creation, publication and on-going supervision of fully integrated construction schedules;

6. Preparation and delivery of monthly status reports to the District;
7. Project closeout, including assistance with financial requirements, with delivery of indexed contract documents to owner.

The public referendum of the anticipated project may be November, 2023. The dates for the milestones of the submission of the project to SED, bid/award Phase, begin mobilization, construction, end construction, and closeout of the project are to be determined; and will be discussed in the interview.

QUALIFICATIONS

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

1. Responding firms must have a minimum of five years' experience providing professional construction management services
2. Prior experience as a construction manager should include successful or timely completion of at least three school or other public works projects with each project valued over \$15 million dollars.
3. Firms must demonstrate familiarity with NYS general municipal bidding laws and State Education Department (SED) requirements and other public sector regulations.

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.

Joint ventures or teaming arrangements among multiple firms are not encouraged.

The District reserves the right to amend the RFP at any time. If it becomes necessary to revise any part of the RFP, an addendum will be provided to all prospective applicants who returned the RFP Receipt Form. It is the responsibility of the applicants to ensure that they have responded to all addendums before submission of the RFP.

The scope of services that the construction manager is to provide for this project shall be in accordance with the AIA C132-2019/Standard Form of Agreement Between Owner and Construction Manager as Adviser.

INSTRUCTIONS

1. Inquiries concerning the Request for Proposals and the subject of the Request for Proposals should be submitted to Bart Schuler, business administrator. Inquiries are not to be directed to any other District official.

2. A site visit has been scheduled for July 27, 2023 at 10:00 a.m. at the Lyndonville Central School District, 25 Housel Avenue, Lyndonville, NY 14098.
3. Each proposal is to be submitted in a sealed envelope, plainly marked on the outside as "Proposal for Construction Management Services." Please submit five (5) hard copies of your proposal along with a CD or flash drive containing such proposal.
4. Proposals should be submitted via U.S. mail or hand delivered to Bart Schuler, business administrator, Lyndonville Central School District, 25 Housel Avenue, Lyndonville, NY 14098. In addition, a submission should also be sent via email to bschuler@lcsdk12.org.
5. Proposals must be received, at the above address on or before 2:00 p.m. EST on August 3, 2023.
6. The District reserves the right to reject any and all proposals, in whole or in part, submitted in response to its RFP.
7. The District reserves the right to waive any and all informalities and to disregard all non-conforming, non-responsive and/or conditional Proposals.
8. The District reserves the right to cancel or amend this RFP at any time and will notify all parties who have returned the RFP Receipt Form.

EVALUATION PROCEDURES

Proposals will be evaluated using the following criteria:

1. District evaluation of the proposal and of the best interests of the District.
2. The District's evaluation of the firm's experience and professional record of performance on similar projects
3. Competitiveness of firm's fees
4. References
5. Completeness, organization, format and overall quality of the firm's proposal.

During the evaluation process, a "shortlist" of firms will be requested to make oral presentations to answer any questions the District and the A/E may have. The proposed construction manager will be expected to attend the presentation. The anticipated dates of the presentation and interview are August 8 and/or August 9.

TERMS AND CONDITIONS

1. The District is not be responsible or liable for any costs incurred by individuals/firms in connection with this RFP.
2. The contents of the successful firm's proposal may become part of the contractual obligations if deemed appropriate by the District. The Construction Management Services shall be awarded in accordance with a negotiated contract (modified AIA contract A132-2019)
3. The District reserves the right to accept or reject any and all proposals as it deems to be in the best interest of the District.
4. By submitting this RFP for consideration, the firm affirms that they currently have no judgments or other legal findings against the company or any of its executives, with any federal, state or local governmental entities that in any way could impact or have the potential to impact their ability to complete any contract awarded them as a result of this RFP. Failure to disclose any such judgments and/or findings will result in the termination of any and all contracts and assess other penalties as deemed legal and appropriate by the District.
5. The successful firm shall not discriminate against any individual, in accordance with applicable federal, state or local laws.

PROPOSAL FORMAT

Each proposal should include the following:

1. Title page showing the proposal is for Construction Management Services; the firm's name, contact person's name, address and phone number, and date of proposal.
2. Table of contents.
3. The technical portion shall consist of the following general categories:

A. Company Profile

This section should state the size of the firm, the type of firm (i.e., General Contractor/Construction Manager, Architect/Engineer, pure Construction Manager), firm background and the location of the office from which the work on this project is to be performed.

B. Experience

Specifically, include the details of experience with projects of similar size, and

nature. Include with schools or public works projects. Please list only those projects where your firm was the Construction Manager of record.

D. Fees

All firms responding must provide their fee arrangements in each of the following components:

- (a) Preconstruction/Design Phase:
\$ _____ Lump Sum and % of Construction Costs \$ _____
- (b) Construction Phase:
\$ _____ Lump Sum and % of Construction Costs \$ _____
- (c) Close-out and Post Construction Phase
\$ _____ Lump Sum and % of Construction Costs \$ _____

In addition, include the monthly cost for extending construction services.

All firms should base their fee calculations for comparison purposes on the following criteria:

- (a) Construction Value – \$25,000,001 to \$35,000,000 \$ _____ or % _____

Firms may wish to provide any additional information that will assist the District in the comparison of fees. Firms shall also note that any and all associated costs, including multipliers, are to be included in the above fee components, so that the fee represents the complete total to be charged to the District.

F. Specific Project Approach and Management Plan

Describe overall philosophy and approach to the scope of work being requested. Specify all deliverables that will be provided to the District in conformance with the requirements of this RFP.

Lyndonville Central School District appreciates your time and effort in preparing the RFP for our review.