

**Request for Proposals
Construction Management Services
for
Elmwood Park Elementary Schools**

September 13, 2023



**Elmwood Park Board of Education
60 East 53rd Street
Elmwood Park, NJ 07407**

Request for Proposals

Construction Management Services

Elmwood Park Board of Education

The Elmwood Board of Education (“Board” or “Owner”) invites prequalified construction management firms to submit proposals to perform construction management services for the proposed improvements at Elmwood Park Elementary Schools.

I. Project Summary

Detailed Information about the project and proposed timeline are included and attached under Appendix A and B. Additional information can be obtained via the District’s Architect Project Principal, Allen Barnett, AIA of Di Cara | Rubino Architects; 30 Galesi Drive, West Wing, Wayne, NJ 07470; Tel: (973) 256-0202.

II. Required Construction Management Services

For contract purposes, the Board of Education anticipates using the AIA Document C132 - 2009 contract for services of a Construction Manager as Adviser. This document is to be used as a guide for defining services to be provided by the Construction Manager (CM). The following is an outline of those services – it is not meant to be all-inclusive.

The scope of services for this project will include, but is not limited to; document review, review of budget, master scheduling, value engineering, construction logistics, phased construction planning, facilitate the procurement process, provide full-time field coordination, oversee all construction contractors in the field, status reports to the Owner, review the safety programs of the trade contractors, track and review permits, approvals and testing, coordinate the Owner’s occupancy requirements, coordinate all closeout documentation.

III. Scope of Services

A. Pre-Construction Phase

1. Review Contract Documents by consulting with the Owner and the Architect regarding Drawings and Specifications as they are being prepared, and recommending alternative solutions whenever design details negatively affect construction feasibility, cost, or schedules.
2. Review designs. Provide recommendations on relative feasibility of construction methods, availability of materials and labor, time requirements for procurement, installation and construction, and factors related to cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, and possible economies for a lump sum public bid.
3. Provide for the Architect’s and the Owner’s review and acceptance, and

periodically update, a Project Schedule that coordinates and integrates the Construction Manager's services, the Architect's services, and the Owner's responsibilities with anticipated pre-construction schedules.

4. Perform a review of the budget based upon the Construction Documents. Advise the Owner and the Architect if it appears that the Construction Cost may exceed the Project budget. Make recommendations for corrective action.

The budget review represents the Construction Manager's best judgement as a professional familiar with the construction industry.

5. The Construction Manager is to provide an optional fee to prepare a full cost estimate for the project at 80% CD completion.
6. Verify that the requirements and assignment of responsibilities are included in the proposed Contract Documents.
7. Develop a Project Construction Schedule providing for all major elements such as phasing of construction and times of commencement and completion required of each separate Contractor. Provide the Project Construction Schedule for the Bidding Documents. If the Owner wishes to include a liquidated damages provision in the Construction Contract, furnish potential language and establish their magnitude (i.e., dollars per calendar day, for example).
8. Assist the Architect and Owner, as the Owner's representatives, in developing grouping of projects into multiple bid packages.
9. Assist the Architect and Owner, as the Owner representative, in conducting pre-bid conferences to familiarize Bidders with the Bidding Documents, management techniques, and with any special systems, materials or methods. Assist the Architect with the receipt of questions from Bidders, and with the issuance of Addenda.
10. Identify and investigate contractors interested in bidding the work. Review project scope with them and promote their interest in the project.
11. Assist the District and the architectural firm in: receipt, review, and evaluation of bids, for award or rejection of said bids.

B. Construction and Closeout Phase

1. With the architectural firm, organize and direct pre-construction meetings with the awarded contractors, consultants, and the Board of Education. Review project organization, lines of authority, and project procedures. Ensure all necessary permits are secured.
2. Provide adequate full-time staff at the project to administer the work of the construction contractors. Provide review of the work for conformance with plans

and specifications. Coordinate submittals/approvals as required to maintain the construction schedule.

3. Provide administrative, management, and related services to coordinate scheduled activities and responsibilities of the contractors with each other and with those of the construction manager, the owner, and the architect to manage the project in accordance with the bid documents.
4. Endeavor to achieve satisfactory performance from each of the Contractors. Recommend courses of action to the Owner when requirements of a Contract are not being fulfilled, and the non performing party will not take satisfactory corrective action.
5. Review Request for Information (RFI's), Request for Change Orders (RFC), and Change Orders (CO's). Review validity of proposed Change Orders and cost. Assist in negotiating Contractor's proposals, submit jointly, recommendations to the Architect and Owner. The Architect will prepare Change Orders with the advice of the Construction Manager. Change Orders are to be signed by the Owner, Architect, CM, and General Contractor.
6. Review the safety programs developed by each of the Contractors as required by their Contract Documents. This review shall not create any duty on the part of the Construction Manager to the Owner, Contractor, sub-contractors, employees of them, or any other third party regarding job site safety, temporary bracing, shoring, scaffolding, or partially completed construction. Responsibility for safety and for construction means, methods, techniques, sequences, and procedures in all such areas shall remain solely with the Contractor.
7. Coordinate with the Owner in selecting and retaining the professional services of surveyors, special consultants, and testing laboratories. If such parties are to be retained by the Contractor, review and approve them.
8. Monitor the progress of the work and review the 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.
9. In conjunction with the Architect and Engineers, determine in general that the work of each Contractor is being performed in accordance with the requirements of the Contract Documents. Endeavor to guard the Owner against defects and deficiencies in the Work. As appropriate, make recommendations to the Owner regarding special inspections or testing of Work not in accordance with the provisions of the Contract Documents whether or not such Work be then fabricated, installed, or completed.
10. Consult with the Architect if any Contractor requests interpretations of the meaning and intent of the Drawings and Specifications, and assist in the

resolution of questions which may arise.

11. Receive from the Contractor's notification of the shipment of all shop drawings, product data, samples, and other submittals. Identify them with information contained in related documents. Submit, if necessary, documents to the Architect for approval, receive notification of such approvals, and insure they are transmitted to contractors. Maintain a log of all submittals.
12. Monitor the Contractor responsible for the coordination of the Work of all the Contractors to ensure the completion of Contracts in accordance with the agreed upon schedule of Work. Assist in the resolution of any disputes which may arise concerning the scope of the Work.
13. Record the progress of the Project. Keep a log containing a record of weather, Contractors' Work on the site, number of workers, work accomplished, problems encountered, and other similar relevant data.
14. Review monthly project applications for payment with the Contractor and Architect to ensure the invoicing is accurate.
15. Maintain, on a current basis: a record copy of all Drawings, Specifications, Addenda, Change Orders, and other modifications, in good order and marked to record all changes made during construction; Shop Drawings, Product Data; Sample submittals; purchases; materials; equipment applicable handbooks; maintenance and operating manuals and instructions; other related documents and revisions which arise out of the Contracts or Work. Make all records available to the Owner and the Architect. At the completion of the Project, deliver all such records to the Owner.
16. Evaluate the contractor's proposed procedures, methods, and equipment prior to use, observe and inspect the work in progress and report any and all defects and deficiencies. Recommend corrective action where required.
17. Review contractor(s) 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.
18. The Construction Manager shall conduct regular meetings at the job site. Discuss job progress, problems, and required decisions. Construction Manager to keep all meeting minutes.
19. With the 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. Minimize required change orders and ensure that approval by the Division of Facilities is secured, if necessary.
20. Make recommendations for changes in the work that are dictated by field

conditions or will save time or money and improve quality. Ensure safety programs are established and implemented.

21. Present to the School 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.
22. Develop a Closeout Program and produce a detailed schedule of closeout activities. Include punch lists, equipment testing, start-up procedures, operations and maintenance plans, district employee training schedules, as-built drawing with a PDF copy, close-out permits, warranties, guaranties, and Certificates of Occupancy. The CM will obtain all of the above documents and deliver to Owner upon final closeout.
23. 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. Assist the contractors to obtain Certificate of Occupancy. Review and provide recommendation to Owner and Architect regarding final payments and release of retainage amounts. Assist Owner in evaluation and inspection of building systems involved in the Project prior to the expiration of warranties to determine acceptability. Assist Owner as required in resolution of construction related problems and with required warranty repairs.

IV. Submission Requirements

1. The respondent's submission shall include the following:
 - a. Title page showing the submission is for construction management services; the firm's name, name, address, and telephone number of a contact person, and the date of the submission.
 - b. Table of Contents
 - c. Information described in the Submission Format section as outlined below.
2. Please send **5 copies** of your submission to:

Mr. Mark S. Jacobus, Business Administrator
Elmwood Park Board of Education
60 East 53rd Street
Elmwood Park, NJ 07407
3. All proposals shall be submitted **no later than 11:00 A.M. September 29, 2023.**

V. Submission Format

1. Company Profile

This section should state the size of the firm, the type of firm, firm background, the location of the office from which the work on this project is to be performed. In addition, please provide the following information about your company:

- a. Name of firm
 - b. Address
 - c. Telephone number
 - d. Email address
 - e. Name and title of person to be assigned to head this project
 - f. Name(s) of officer(s) in the company
2. Please provide a brief overview of your firm, including the number of years your firm has been providing construction management services to New Jersey public school districts. Provide a resume of the key person to be assigned to head this project.

Anyone submitting a proposal shall be aware personnel cannot be taken off of the project unless the owner approves.

3. Provide a listing of a minimum of four (4) projects and a maximum of seven (7) New Jersey projects where you have provided construction management services in the last 10 years. Provide the following information for each project:

- a. School District or Municipality
 - b. Project name and location
 - c. Project size in square feet (S.F. of new and/or additions and renovations, whichever is applicable)
 - d. Owner's representative and phone number
 - e. Date service began
 - f. Architectural firm, including address, phone number, contact person
 - g. Cost of Project
 - h. Name of Contractors
4. Provide a listing of unique qualifications your firm possesses which would be of benefit to the Elmwood Park Board of Education in the execution of this project.
5. Approach to Construction Management

Please provide details regarding your preconstruction and construction phase services and the approach your firm would use to achieve the owner's objectives. Please provide a timeline for the anticipated construction phase

duration.

6. Indicate the proposed team organization and identify key office and field personnel including the project manager and field superintendent for projects of this scope. Please include resumes for all key staff, outlining their roles on similar projects. The CM may be obligated to use the individuals proposed as Project Manager and Field Superintendent for those roles on this project, should the CM be selected.
7. The Construction Management firm must be prequalified by both the New Jersey Schools Development Authority (NJSDA) and the NJ Department of Treasury, Division of Property Management & Construction (DPMC) with a rating of at least \$25 million in Construction Management (DPMC Code P029). Provide evidence of prequalification.
8. It is anticipated that there will be a single-bid package.
9. Provide how you would staff the project during the construction duration. Provide names, roles, and resumes.
10. Provide a timeline with milestones based on the overall project scope, anticipating the project being bid November 2023. Starting construction January 2024 with final completion September 2025.
11. Provide total fees with a breakdown for pre-construction phase, construction phase, closeout, and reimbursables.

Construction Cost Estimate (3 schools) – \$11,307,500.00

- Elmwood Park Elementary Schools

Construction Manager to provide for base price one (1) full-time Project Manager.

Alternate Pricing:

The Construction Manager is encouraged to submit alternate staffing for consideration with associated pricing.

Construction Manager to provide alternate price for full cost estimate at 80% CD's.

12. Provide Certificate of Liability Insurance with the following insurance coverage requirements, as per the Waldwick School District:
 - General Liability with a minimum of \$1,000,000 per project, \$2,000,000 aggregate.
 - Automobile Liability with hired and non-owned, with a minimum of \$1,000,000

- Workers' Compensation Statutory, Part B, with a minimum of \$1,000,000.
- Umbrella with a minimum of \$5,000,000 over the General Liability, Automobile Liability, and Workers' Compensation.
- Professional Liability with a minimum of \$2,000,000.
- List Waldwick Board of Education as an additional insured.
- Construction Management insurance is primary and non-contributory.

VI. TERMS AND CONDITIONS

1. The project outlined in this submission shall be awarded by the Elmwood Park Board of Education.
2. The Owner is not liable for costs incurred in the preparation of this submission and any other subsequent submission or presentations.
3. The contents of the successful firm's submission may become part of the contractual obligations if deemed appropriate by the Owner.
4. The Owner reserves the right to accept or reject any submission when it is considered to be in the best interest of the Owner.
5. The successful Construction Manager shall not discriminate against any individual in accordance with applicable federal, state, or local law.
6. The contracts entered into as a result of this Request for Proposals, shall be between the selected firm and the Board of Education.
7. The services will be broken down into Pre-Construction, Construction, and closeout phases.
8. The Board will review the proposals and interview the selected shortlist of Construction Management Firms.

Appendix A

Project Scope:

1. Addition and Interior Renovations at Gantner Avenue Elementary School

Proposed is an 8,102 square foot addition to the existing elementary school located on the northwestern corner of the building closest to Banks Street. The program spaces are to include four pre-kindergarten classrooms with single use ADA compliant toilets, small group instruction classroom, storage rooms, electrical / IT room, 2 ADA compliant faculty toilets, and corridor / lobby. It will be proposed that the building structure is to be designed to accommodate a future second floor should the district require additional expansion in the future.

The existing parking and circular access drive will be reconfigured to provide additional parking at the completion of the project.

2. Addition and Interior Renovations to Gilbert Avenue Elementary School

Proposed is a 6,744 square foot addition to the existing elementary school located on the southwest corner of the existing building closest to Gilbert Avenue. The program spaces for the addition are to include four pre-kindergarten classrooms with single use toilets, storage room, electrical / IT room, and corridor. The existing multipurpose room stage will be renovated to allow access to the addition once the project is completed. In addition, a small group instruction classroom will be provided in the location of the renovated existing stage.

3. Addition and Interior Renovations to Sixteenth Avenue Elementary School

Proposed is an 8,100 square foot addition to the existing elementary school located on the northwest corner of the existing building closest to 14th Avenue. The program spaces for the addition are to include four pre-kindergarten classrooms each with an ADA compliant single use toilet, 1 kindergarten classroom with an ADA compliant single use toilet, storage room, electrical / IT room, mechanical room, and corridor. One existing kindergarten classroom will be renovated to allow an access corridor into the proposed addition. In addition, a small group instruction classroom will be provided in the location of the existing kindergarten classroom.

Appendix B

Project Timeline (approx.):

October 17, 2023	Elmwood Park BOE approved Construction Manager
November 13, 2023	Construction Documents available to be picked up
January 5, 2024	Elmwood Park BOE receives bids
January 2024	Elmwood Park BOE awards Project
February 2024	All sites available to mobilize
August 1, 2025	Substantial Completion - TCO received
September 30, 2025 documents	Final Completion including all punchlist and closeout