



**AUDUBON BOARD OF EDUCATION  
350 EDGEWOOD AVENUE  
AUDUBON, NJ 08106**

**REQUEST FOR PROPOSALS (RFP)  
FOR CONSTRUCTION MANAGEMENT SERVICES**

Submission Due Date:  
November 9, 2022 at 11:00 AM  
**Revised 11/7/22**

**PURPOSE**

The Board of Education of the Audubon School District (BOARD) is requesting proposals from experienced and qualified firms or individuals to provide Construction Management Services in connection with the construction of various capital projects approved by the voters on December 14, 2021 at the District's elementary schools and Jr./Sr. High School as more fully described in the attached Exhibit A. The Board intends to solicit proposals and qualifications for Construction Management Services from qualified applicants.

**DESCRIPTION OF WORK – See the attached Exhibit “A” Powerpoint Presentation**

**SCOPE**

In general, professional Construction Management “Not-At-Risk” Services consistent with the responsibilities defined in the District edited American Institute of Architects AIA A-201 CMA General Conditions of the Contract for Construction and as specifically outlined in Article 4 – ADMINISTRATION OF CONTRACT. Services are to be provided from the date of engagement by the Owner through (60) calendar days from the date of Substantial Project Completion by the successful Contractor(s) as set forth in the Contract Time of Completion of the Contract Documents. Services are to be provided to supplement services provided by the Owner's Architect, Garrison Architects.

The successful respondent for Construction Management Services for the Construction Project shall provide all required, services, including the following:

**A. PRECONSTRUCTION PHASE: November 2022**

1. Review design documents during development for constructability, coordination, completeness and value. Provide a written constructability analysis report with recommendations to the Board and Garrison Architects at the completion of construction documents phases, for certain projects as identified in Attachment “A” following an initial meeting with Garrison Architects.
2. Prepare a constructability/value analysis report at the completion of the construction documents phase.

0. Attend design meetings as necessary, conducted by Garrison Architects, at their office or Zoom call.
1. Analyze the project requirements and develop a site logistics plan in consultation with Garrison Architects, and Owner, as necessary.
2. Assist the Board with recommendations regarding any Board purchased equipment and material (FFE).
3. Review, affirm and monitor overall project schedule prepared by Garrison Architects including design, approvals, bidding, construction, occupancy and closeout. Monitor and update the project schedule biweekly, during the preconstruction phase.
4. Review, affirm and monitor the construction milestone schedule prepared by Garrison Architects, based on the established phasing plan to be included in the bidding documents.
5. Prepare RFP's for selection of special consultants, which may be required during the project. (Construction Testing, Commissioning, etc.)
6. Assist Garrison Architects and counsel with preparation and issuance of construction bid packages, summary of work, general conditions, etc.
7. Help generate local qualified Contractor interest in the project.
8. Assist Garrison Architects with the pre-proposal conference with prospective bidders.
9. With Garrison Architects and counsel, evaluate Contractor proposals and prepare a bid analysis and recommendation of contract award for Board approval.
10. Organize and oversee a preconstruction "kickoff" meeting with the successful Contractor immediately after contract award.
11. Assist Garrison Architects and Contractor in obtaining any necessary permits.

**B. DESIGN AND BIDDING PHASE – November - December 2022**

1. Review the design documents prepared by Garrison Architects. Advise the Owner of any areas of concern. Make recommendations for corrective action.
2. Review the initial budget based upon the design documents prepared by Garrison Architects. Perform a review of the budget based upon the Construction Documents. Advise the Owner and Garrison Architects if it appears that the Construction Cost may exceed the Project budget. Make recommendations for corrective action. Cost estimates prepared by the Construction Manager represent the Construction Manager's best judgment as a professional familiar with the construction industry.
3. Development of Bid Documents - Assist Garrison Architects in the development of detailed and complete bid documents to assure timely, responsive and comparable bids, while avoiding questions and protests. Identify and investigate contractors and suppliers interested in bidding the work.

3. Establish Phased Bid and Construction Schedule - Assist Garrison Architects 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. Pre-Bid Conference - Assist Garrison Architects in the organization and operation of pre-bid conferences prior to the receipt of bids. Familiarize bidders with the bidding documents and assure that all bid documents are clear. Assist Garrison Architects with the receipt of questions from bidders, and with the issuance of Addenda.
5. Evaluation of Bids Received - Assist the District and Garrison Architects in receipt, review and evaluation of bids. Ensure that all contractors and suppliers are approved by the DPMC, as required.
6. Present Monthly Reports - Present to the School Board and/or Administration, a monthly report on schedule status, problems, decisions required, and a general overview of the project status. A copy of the report should be submitted to Garrison Architects at the same time of submission to the Board of Education.

**C. CONSTRUCTION PHASE: January 2023 – December 2024**

1. Provide sufficient staffing to provide the services described herein.
  - Project Management
  - Construction Supervision
  - Others as Required
2. Provide project administration as needed, as the point of communications with the Contractor, as the Board's agent. Coordination of construction activities for various projects consisting of additions and renovations work.
3. Serve as Project's primary point of contact throughout the project until final acceptance.
4. Assist the Owner in hiring and coordination with the Owner's construction testing, balancing, inspection activities, and commissioning agent.
5. Oversee storage of any Board purchased items.
6. Participate in meetings with the Site Supervisors of the various trades, as needed, to ensure proper coordination and continuity of the schedule.
7. Conduct the bi-weekly construction meetings and prepare the minutes of the meeting and distribute the same to all.
8. Provide logging, tracking, reviewing and recommendations for all proposed change orders submitted by a contractor. Provide an Excel spreadsheet to track the COR#, date requested, scope of work, proposed amount, status, approved amount, approved date and note if it is an allowance or change order.
9. Prepare monthly reports summarizing project progress relative to design, cost and schedule. Reports to include any updated schedules, cost reports, change order log, RFI log, submittal log and photographs
10. Review Contractor monthly applications for payment approval and work with Garrison Architects. Confirm all relevant attachments including certified payroll reports, affirmative action reports, etc. are included.

0. Advise Garrison Architects and Owner on a regular basis of any problems or coordination requirements.
1. Create and maintain a log of construction activities and site, weather and other factors describing or affecting construction work.
2. Assist Owner with Owner provided items, equipment and installation. The items include but are not limited to furniture, technology, data, security systems, cable tv, DCA required special inspections, HVAC TAB and Commissioning services, etc.
3. Review Contractor(s) Technical and other Submittals and Shop Drawings for completion, as required by the Contract Documents, and transmission of same to Garrison Architects for technical review and approval. Incomplete submittals are to be returned to the Contractor by the Construction Manager.
4. Review progress of the work for quality, and adherence to the contract documents, inspect all work and alert Garrison Architects to any conformance issues for final disposition by Garrison Architects. Monitor the work of the Contractor to achieve high quality performance. Recommend corrective actions to Garrison Architects, if required.
5. Take digital photographs of the project as needed.
6. Assist Garrison Architects in identifying incomplete and unsatisfactory work. Coordinate completion of corrective work with Contractor.
7. Assist Garrison Architects in final inspections and determination of substantial completion.

**D. CLOSEOUT PHASE: TBD 2025**

1. Identify and resolve any open issues. Coordinate Contractor completion of all punch list items.
2. Coordinate receipt, review for accuracy and transmittal to the Board of Contractor supplied attic stock, spare parts, as-built drawings, warranties, operations and maintenance manuals, etc.
3. Oversee all Contractor final inspections, and receipt of Certificate of Occupancy from the Township.
4. Oversee Contractor's final system demonstrations and training to Board's facilities staff.
5. Summarize total project costs in a final report, including all change orders.

**REQUEST FOR PROPOSALS AND QUALIFICATIONS – PROCEDURES**

**Distribution of RFQ**

The RFQ can be picked up at the Audubon School District Board of Education Office, 350 Edgewood Avenue, Audubon, New Jersey 08106, during normal business hours between 8:00 a.m. and 2:00 p.m. Distribution of the package will begin on October 28, 2022. The RFQ can also be obtained on the district's website at [www.audubonschools.org/](http://www.audubonschools.org/).

It is the responsibility of all potential Proposers requesting the RFQ package to request of the Board that such potential Construction Manager's name and their contact information be placed on the

distribution list to be maintained in the office of the Board. In the event that the Board issues responses to Proposers' questions, or if additional information or clarification is required to be distributed by the Board, such information will be distributed to those on the distribution list. The Board assumes no responsibility for distribution to potential Construction Management firms who are not on the distribution list.

### **Responses**

All RFQs must be received by the Board of Education Business Administrator/Board Secretary no later than **11:00 a.m. on November 9, 2022** at the Board of Education office located at 350 Edgewood Avenue, Audubon, New Jersey 08106, for the Audubon School District. The exterior of such sealed envelope shall be clearly labeled and state "BOARD OF EDUCATION OF AUDUBON SCHOOL DISTRICT CONSTRUCTION MANAGEMENT SERVICES PROPOSAL." Responding Proposers will provide two (2) copies of their response. All questions concerning this notice should be addressed to the Business Administrator/Board Secretary, Ms. Deborah Roncace, CPA, (856) 547-7695 ext. 4104 or via email at: [droncace@audubonschools.org](mailto:droncace@audubonschools.org).

Facsimile or e-mail submissions will not be accepted.

Proposers should submit a technical proposal which contains the following:

- A.** The name of the proposer, the principal place of business and, if different, the place where the services will be provided;
- B.** The age of the proposer's firm and the average number of employees over the past three years;
- C.** The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles. Include an organization chart and resumés for all persons identified as potential key staff. You are required to identify the On-site Construction Manager who will be committed to this project for the duration unless otherwise advised or approved by the Owner. **Minimum qualification requirements** include:
  - 1.** **Project Executive** should have at least 15 years of management experience with a minimum of 10 New Jersey public projects of a similar size and scope.
  - 2.** **Construction Managers** should have good communication and computer skills, at least 5-10 years of management experience on large public construction projects; or shall have a degree in Architectural, Engineering or Construction Management with a minimum of 5 years of experience. Mechanical system experience preferred.
- D.** A listing of at least 10 other engagements where services of the types being proposed were provided in the past ten years and should include other school districts and other levels of government. The list must include the following information: project location, client, architect, services provided, completion date, construction value, change orders and contact person. The Board of Education may obtain references from any of the parties listed;

- E. A description of all other areas of expertise of the proposer, with emphasis on a description of those services of interest to a Board of Education client.
- F. A detailed plan for providing the proposed services, with a description of the proposing firm's approach and specific scope of services.
- G. Proof of professional liability insurance.
- H. Proof of any necessary professional license or certification from the State of New Jersey for all professionals assigned to the engagement.
- I. Statement that the firm has Workers' Compensation and Employer's Liability Insurance in accordance with New Jersey law.
- J. 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.
- K. A description of any litigation with New Jersey school districts or other New Jersey Public Entities relative to services performed by the proposer.
- L. Minimum of three (3) references with contact name, address, telephone, and fax numbers.
- M. An explanation of the proposer's availability for meetings and conferences at the District's facilities.
- N. Explain your firms (not your personnel) experience with K-12 construction.
- O. Evidence of your firm's current New Jersey Schools Development Authority prequalification status; (\$25 M minimum required)
- P. An Affirmative Action Statement.
- Q. A completed Non-Collusion Affidavit.
- R. A completed Owner Disclosure Statement.
- S. Chapter 271 Political Contribution Disclosure Form.
- T. A copy of the proposer's Business Registration Certificate.
- U. Evidence of your firm's current NJ Division of Property Management and Construction Consultant Prequalification status with unlimited prequalification for Construction Management.

## **FEE PROPOSAL**

The proposer must submit a fee proposal for providing the services outlined in this Request for Proposals.

- Preconstruction Phase: Provide a lump sum fee for all services.
- Construction Phase: Provide a monthly fee inclusive of all reimbursables for the stated services and manpower. Provide an alternate monthly fee for cost of a second on-site construction manager for Summer 2023 months.
- Post Occupancy: Provide a single average hourly billing rate for post construction phase services as described. Also provide a “not-to-exceed” monthly post occupancy fee.

The Audubon Board of Education does not provide payment for or reimbursement for travel expenses.

### **Proposers' Questions:**

The Board will accept written questions from proposing Construction Management Firms. All such written questions must be submitted by November 7, 2022. Responses after review of questions by the Board and its professional staff will be provided to all by the Board and potential Proposers who have placed their contact information on the distribution list. The Board will attempt to provide written responses no less than three (3) business days before the due date for proposals.

### **Selection Process:**

Once responses are received, they will be reviewed by the Board and/or designated representatives. The Board and/or designated representatives shall review such proposals in accordance with the selection criteria. The Board reserves the right to reject any and all proposals received. Further, the Board reserves the right to reissue the RFQ if it deems appropriate.

### **Schedule:**

Board has established the following schedule in regard to the RFQ process. The schedule is as follows, subject to amendment by the Board if the Board deems appropriate:

<u>ACTION</u>	<u>DATE</u>
Distribution of RFQ	October 28, 2022
Pre-Proposal Meeting and Site Tour	November 3, 2022 @ 10:00 AM
Question Period Ends	November 7, 2022
Question Responses Disseminated from Board	November 8, 2022
Board Receipt of RFQ Proposals	November 9, 2022
Board Interviews	November 14, 2022
Board Approval of Construction Manager	November 16, 2022

**SELECTION CRITERIA**

To be considered a viable candidate for Construction Management Firm, a proposal should address, at a minimum:

1. Financial capability and ability to perform the services on a public facilities Project of the type and size required for the Board. The demonstration of financial capability can include providing audited and financial statements for the previous three (3) years.
2. Demonstrated success managing public projects of the type and size Project proposed. A minimum of 10 years' experience in the field, and management of at least ten (10) projects of this or greater magnitude is preferred. NJDPMC/NJSDA "\$25 M" Pre-Qualification is required. In demonstrating success managing projects comparable to this Project, the names and locations of such projects as well as the nature of such projects is useful. Additionally, financial information relating to these previous projects, including construction costs, both anticipated and actual, is appropriate.
3. Organizational strength, business reputation and professional capability to manage the type of Project proposed. Up to three (3) written references, preferably Camden County Clients (to be provided by the proposer) will be reviewed and considered. In identifying and establishing organizational strength and business reputation, a responding potential Construction Management firm should identify key members of the project team for the Project. The roles of the various key members should be described and their respective experience and backgrounds should be demonstrated.
4. Additional information may be deemed necessary and appropriate by the

Board. **DISCUSSIONS WITH PROPOSERS**

An oral presentation by a proposer to clarify a proposal may be required at the sole discretion of the Audubon Board of Education. However, the Board may award a contract based on the initial proposals received without discussion with the proposer. If oral presentations are required, they will be scheduled after the submission of proposals. Proposer will not be compensated for making the presentation.

**PROPOSAL EVALUATION**

The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Board reserves the right to:

- a. Not select any of the proposals.
  - . Select only portions of a particular proposer's proposal for further consideration (however, proposers may specify portions of the proposal that they consider "bundled".)
- b. Award a contract for the requested services at any time within 60 days of the selection of the most advantageous proposal. Every proposal shall remain valid through this time period.



The Board shall not be obligated to explain the results of the evaluation process to any proposer.

The Board may require proposers to demonstrate any services described in their proposal prior to award.

### **AWARD OF THE CONTRACT**

The successful proposer will be notified, in writing, of the Award of the Contract. The terms of the proposals as submitted by the proposer may be modified as the Board reserves the right to negotiate the terms of the proposal with its respective proposer.

### **PROPOSAL LIMITATIONS**

This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Board by issuance of this RFP. The Board reserves the right at the Board's sole discretion to refuse any proposal submitted.

### **USE OF INFORMATION**

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the Board to the proposer in connection with this RFP shall remain the property of the Board. When in tangible form, all copies of such information shall be returned to the Board upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Board or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

### **PROPRIETARY INFORMATION**

~~Any proposal submitted may become public information. Proprietary information such as client lists and non-public financial statements may be protected under limited circumstances. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Proposers must clearly identify in the proposal any specific proprietary information they request be protected. Proposals may be reviewed and assessed by any person at the discretion of the Board. All materials submitted become the property of the Board and may be returned only at the Board's option.~~

# **Exhibit A**

# **Other Required Information/Documents**