



## **WHEATLAND-CHILI CENTRAL SCHOOL DISTRICT**

### **INVITATION TO SUBMIT ENHANCED CLERK-OF-THE-WORKS PROPOSAL**

The Wheatland-Chili Central School District (hereafter referred to as “Owner”) invites you to submit a Proposal for “Enhanced Clerk-of-the-Works” construction services as outlined in the attached “Request for Proposal” (RFP).

- All proposals shall be prepared in accordance with the instructions in the attached RFP to receive consideration. The Owner reserves the right to waive informalities and make selection based on what it considers the best interests of the Wheatland-Chili Central School District.
- Please submit twelve (12) copies of your proposal to:

**Ms. Beth Gillette, Business Manager  
Wheatland-Chili Central School District  
13 Beckwith Ave.  
Scottsville, NY 14546**

**No later than 4:00 PM, April 19, 2013**

- All proposals received after the designated time/date will not be considered and will be returned unopened.

**REQUEST FOR PROPOSAL  
ENHANCED CLERK-OF-THE-WORKS  
CONSTRUCTION SERVICES**

**I. PROJECT BACKGROUND & INFORMATION**

- 1) Wheatland-Chili CSD is located in the Town of Wheatland, Village of Scottsville. The District provides services to approximately 710 students in grades Kindergarten through twelve at two campuses.
- 2) After careful planning with Stakeholders, the Board of Education put forth a referendum to District voters. The 2013 Capital Improvement Project balances health/safety and infrastructure needs identified by the 2010 Building Condition Survey with current program and curriculum improvements identified by District Stakeholders.
- 3) District residents approved the 2013 Capital Improvement Project on March 19, 2013. The referendum amount is \$5,910,983. District Facilities included in the project are as follow:
  - TJ Connor Elementary School, grades K-5                      \$ 862,101
  - Middle / High School, grades 6-12                              \$ 4,984,926
  - Bus Garage    \$ 63,956
- 4) The Architect for the project is SEI Design Group Architects, DPC.
- 5) Anticipated project schedule/key dates include the following:
  - Enhanced Clerk proposals due                              April 19, 2013
  - Notification of Interviews                                      April 25, 2013
  - Interview / Presentation                                        May 1 - 3, 2013
  - Selection of Enhanced Clerk firm                            May 6, 2013
  - Design documents to SED                                      November 2013
  - Bid/award period    April 2014
  - Construction start date    May 2014
  - Construction completion date                                October 2015
- 6) The District's goal is to select a consultant who will provide the best overall value to the District. Price will not be the primary consideration in the selection process. The successful firm must demonstrate their understanding of the scope of work, ability to monitor compliance/performance and ability to coordinate activities of the Project participants.
- 7) All questions concerning this Request for Proposal should be directed to: **Ms. Beth Gillette, Business Manager (585) 889-6244**. 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.

## II. ENHANCED CLERK-OF-THE-WORKS SERVICES

### Pre-construction Phase Services

- 1) Consult with the Owner and the Architect/Engineer regarding the project program, budget, timetable and advisability of various phasing options and timing of construction, including construction constraints, sequence of construction, and overall project schedule.
- 2) Assist Owner in management of the project Incidental Budget.
- 3) Prepare/present estimates of probable construction costs based on Architect's Schematic Design, Design Development and Construction Document Phase deliverables. Estimates shall be reconciled with the Architect prior to presentation to the Owner.
- 4) Provide a constructability review to insure that all scopes of work, programming requirements, Owner requests and information required to construct the project are included in the bid documents.
- 5) Provide a phasing and logistics plan that maintains the Owner's requirements to maintain existing functions and programs. This includes scheduling, temporary facilities, cleaning, cutting and patching, as well as review of the General & Supplemental Conditions.
- 6) Assist the Architect with project specifications, including temporary facilities, cutting & patching, cleaning, milestone construction schedule, scoping, summary of work, general and supplemental condition to the contract.
- 7) Undertake value engineering studies of alternative systems, manufacturers and vendors of long lead items to obtain the most economic benefit from a cost standpoint while maintaining the Owner's functional and program requirements.
- 8) Conduct pre-bid conferences, solicit local bidder interest for this project and maximize competition to achieve the best bidding results for the Owner.
- 9) Receive and tabulate bids; evaluate and qualify low bidders; make formal recommendation to the Owner for Award of Prime Contracts.

### Construction Phase Services

- 1) Provide and distribute Construction Contracts.
- 2) Maintain communications with Owner / Architect / Contractors.
- 3) Monitor Capital Budget (including Incidental Costs) and present a written report to the Board of Education monthly. Report shall include status of costs/budget, change order log, pending issues, progress schedule and photographic documentation of previous month's activities.
- 4) Monitor and oversee quality, progress, compliance and schedule adherence for action by Architect. Report findings to Owner & Architect for required action. Coordinate work of multiple prime contracts, provide schedule enforcement and management, act as an agent of the Owner striving to keep contractors on schedule and within budget.
- 5) Coordinate independent testing agencies hired by the Owner.
- 6) Establish positive contractor relationships on the site.

- 7) Review Contractor's Safety Protocols for the Entire Project, including Safety for Students and Workers.
- 8) Coordinate on-site issues with Prime Contractors to avoid delays; assist in resolution of disputes.
- 9) Meet and accompany Project Inspectors and report on inspection results.
- 10) Maintain Owner's project files: Correspondence; Project Documents; Change Orders; Construction Directives; Architect's Supplemental Instructions; Meeting Minutes; Shop Drawings; Applications for Payment; Insurance and Bond Certificates.
- 11) Review and approve Applications for Payment.
- 12) Coordinate construction efforts and disruption of services with building staff and school activities.
- 13) Assist with development of deficiency lists.
- 14) Receive and inventory keys, special tools and turn-over materials.
- 15) Coordinate training sessions with Contractor and Owner.
- 16) Provide document management and administration, development of RFI's, RFP's and Change Order requests and back-up information. Issue documents to appropriate parties, track progress and provide follow-up with regard to RFI response or acceptance / rejection of any RFP's.
- 17) Schedule, conduct and provide meeting minutes/reports for project meetings.
- 18) Coordinate project close-out processes including commissioning, Record Drawings, O&M manuals, warranties, and final punch lists.

### **III. PROPOSAL REQUIREMENTS**

The following information/materials must be received by the established date/time for your firm to be considered for selection.

#### **Section 1: Company Profile**

This section should state the size of your firm, the type of firm (i.e., General Contractor/Construction Manager, Architect/Engineer, or Construction Manager only), firm background, and the location of the office that will perform the work on this project.

#### **Section 2: Experience**

Please include your firm's experience as a Clerk-of-the-Works and/or Construction Manager for projects completed within the last 5 years. Please explain your firm's role in each project (i.e., Clerk-of-the-Works, Construction Manager).

#### **Section 3: References**

Provide client references for your firm and specifically for the key personnel being proposed for this project.

**Section 4: Proposed Services**

Provide your understanding of the scope of services that you feel will be required to achieve our key project objectives, namely controlling the project's cost, schedule and safety aspects.

**Section 5: Proposed Staffing & Responsibilities**

Describe the roles and responsibilities of the personnel being proposed for this project. Include resumes for key staff members.

**Section 6: Insurance**

Include an Insurance Certificate to verify your firm's ability to provide the following limits of liability during the project:

- 1) General Liability:
  - a) Each Occurrence: \$1,000,000
  - b) Damage to Rented Premises: \$300,000 Each Occurrence
  - c) Medical Expenses: \$5,000 Any One Person
  - d) Personal Injury: \$1,000,000
  - e) General Aggregate: \$2,000,000
  - f) Products and Completed Operations: \$2,000,000
- 2) Automobile Liability: \$1,000,000 Combined Single Limit (each accident)
- 3) Worker's Compensation and Employer's Liability:
  - a) State: New York
  - b) Applicable Federal
  - c) Employer's Liability: \$100,000,000
- 4) Excess/Umbrella Liability:
  - a) Each occurrence: \$1,000,000
  - b) Aggregate: \$1,000,000

*The firm selected shall provide the Owner with certificates verifying the existence of the above referenced policies and limits. Said certificates shall specifically state that the Architect and Owner, its officers, employees and assigns shall be named as additional insured parties.*

**Section 7: Compensation**

Please provide a lump sum compensation proposal with qualifications as to reimbursables. Use the following assumptions in your compensation proposal:

- **Preconstruction:** 7 months
- **Construction:** 18 months
- **Reimbursables:**

*Compensation information is to be provided in a separate sealed envelope.*