

Request for Proposal for Construction Management Services

The County of Otsego Industrial Development Agency (IDA) is soliciting Construction Management Agent of the Owner (CMA) proposals for the construction and installation of new water, sewer, electric and natural gas to a new Business Park located in the Town of Richfield, New York.

All work is to achieve substantial completion by July 1, 2024 and final completion by August 31, 2024. The total cost of the project including all fees and Owner expenses is \$2,400,000. Construction is estimated to be \$1.9 million.

The project consists of the development of the Richfield Springs Eco-Industrial Business Park in the Town of Richfield, totaling 55.057 acres of land owned by the IDA. The property is identified in general as Tax Map No. 24-00-18.32. The proposed access road intersects NYS Route 28 approximately 525 feet southwest of the intersection of Union Street and NYS Route 28.

Services requested will be for construction services as detailed below:

- Track cost estimates against budgets monthly.
- Assist and manage team meetings with the Owner and Engineer and Construction Contractor.
- Prepare detailed project schedules and schedule updates.
- Provide comprehensive phase administration which would include on-going full-time supervision, project management and inspection of work, review shop drawings, preparation of change orders and contractor payment estimates, final inspections, and submitting project completion reports.
- The construction manager will not be allowed to “self-perform” any divisions of the work.
- Perform all other related work as required by the IDA.
- Be Responsible for “as built” drawings. There are approximately 10 shop drawings.
- Review and approve change orders – approximate number is 3-5.

Proposed Schedule:

RFP for Construction Manager Services released: March 13, 2023.

Proposals for Construction Manager Services due: April 14, 2023.

Board Selection of Construction Manager firms: April 23, 2023.

Construction Management Firm begins: April 24, 2023.

Site Development and Construction begins: May 1, 2023.

Substantial Completion of all work: July 1, 2024.

Final Completion of all work: August 2024.

Following is the criteria to include within your proposal response.

FIRM PROFILE

1. List company name and address.
2. How many years has your company provided professional construction management services?
3. What other services does your firm presently provide besides professional construction management?

4. Provide relative staff resumes of those working on this project.

PROFESSIONAL ORGANIZATION

1. How many people are employed by your organization?
2. List the project team which will service this project and provide an organizational chart of those who will be involved in the project.
3. Describe the role of each person proposed for this project and their experience in this type of project.

PROJECT EXPERIENCE

1. List your experience providing Construction Management services for similar installation of utilities.
2. List three references.
3. Based on your professional organization, can you manage the project proposed by the IDA?

CONSTRUCTION MANGEMENT APPROACH

1. How do you propose to manage the following:
 - a. Cost estimating and cost control
 - b. Project Scheduling
 - c. Coordination with other consultants
 - d. Project Supervision and management.
 - e. Communication with the IDA.

WORKLOAD

- List your firm's current construction management projects including type of projects, location, size, and anticipated completion date.

Basis of Evaluation

In deciding to which consultant, the IDA will award the contract, the IDA will take into consideration experience, qualifications, references, cost and who the City feels will perform the duties in the best interests of the community.

The IDA will evaluate proposals as follows:

Qualifications and Experience of Personnel	40 Points
Firm's Experience	35 Points
References	20 Points
Cost	5 Points

All costs and fees provided must be broken down into compensation based on specific milestones including detailed schedule and updates, project management, inspection, shop drawing review, change order preparation and pay estimates.

Cost will be based on a cost-not-to-exceed price.

Construction Administration Services (based on an 8-month construction duration)

1. Prepare conforming contracts for the project. Construction Administration Services are based upon three prime contracts.
2. Coordinate agreements, bonds and insurance as required for each contract.
3. Prepare and issue Notice to Proceed for each contract.
4. Hold pre-construction meeting for the project.
5. Hold bi-weekly onsite meetings to review progress and assist in contractor coordination.
6. Submittal review of materials and equipment.
7. Respond to questions during construction including RFP's, RFI's, change orders, allowance authorizations, etc.
8. Review and process monthly payment requests.
9. Prepare completed works certification.
10. Contract closeout, to include assembling and review of closeout documents received from each contractor, including but not limited to bonds, insurance certificates, certificates of substantial completion, release of liens, contractor record drawings, operation and maintenance manuals provided by each contractor, etc.

Sub-Total C (Construction Phase Services) Items 1-10 \$_____ Lump Sum

Construction Observation Services

1. Provide observation of construction on an hourly, as incurred basis. Observation is estimated based on eight (8) months of time for periodic site visits to monitor contractor's progress, witness subsurface or critical work, and assist with field questions or issues. This will include both part-time and full-time observation during this timeframe depending upon the activities being completed. It is anticipated that 2 site visits per week will occur. **During the installation of underground utilities, full-time observation shall be provided.**
2. Assist during start-up of equipment on an hourly basis as incurred.
3. Punch List preparation and review of work completed.
4. Site Visit during Post-Construction as necessary.
4. Site visit prior to the one (1) year warranty period and coordination with Contractors as necessary.

Fee is estimated based on _____ hours of observation @ \$_____/hour plus mileage reimbursement estimated to be \$_____.

Subtotal Construction Observation (hourly, as incurred) \$_____

Proposals are Due To:

County of Otsego Industrial Development Agency
Attention: Director of Finance and Administration
189 Main Street - Suite 500, Oneonta, NY 13815

by April 14, 2023, at 3:30 p.m. Please indicate "EDA Grant Construction Management Services" on the outside of the envelope. Please provide four (4) hard copies of the proposal and one electronic version. Please submit the following forms, completed, and signed as required, with your proposal:

Non-Collusion Affidavit
Conflict of Interest Form

Contact Person

Questions about the RFP should be directed to Jody Zakrevsky, CEO, phone 2607-267-4010 ext. 102 or JZakrevsky@otsegonow.com .

Applicable Law - The following regulations should still be taken into account:

Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which provides that no person shall be excluded from participation, denied the benefits, or subjected to discrimination on the basis of race, color, or national origin under any program or activity receiving federal financial assistance.

Public Works and Economic Development Act of 1965, As Amended ("PWEDA"), Including the Comprehensive Amendments Made by the Economic Development Administration Reauthorization Act of 2004

Title 13 of the Code of Federal Regulations, Chapter III—Economic Development Administration, Department of Commerce

In addition to the above regulations, the contract will include all provision found in 2 CFR Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

The selected consultant must be registered with Sam.gov, have an active registration, must not appear on an excluded party list, and not subject to debt offset.

Enclosures

Conflict of Interest Disclosure Form
Non-Collusion Statement

Otsego County Industrial Development Agency – Potential Conflict of Interest Disclosure

POTENTIAL CONFLICT OF INTEREST DISCLOSURE

Richfield Springs Industrial Park
Richfield NY

Do you have family or business ties to any of the people listed below?

Yes ☐

No ☐

If yes, please check the box next to the name(s) of the individual(s) and describe the relationship in the space provided below.

ELECTED OFFICIALS:

- ☐ Jeffery Joyner, Board Member
- ☐ David Rowley, Board Member
- ☐ Jeffrey Lord, Board Member
- ☐ Craig Gelbsman, Board Member
- ☐ Cheryl Robinson, Board Member
- ☐ Patricia Kennedy, Board Member
- ☐ Andrew Marietta, Board Member
- ☐ James Seward, Board Member

STAFF:

- ☐ Jody Zakrevsky, CEO
- ☐ Meaghan Marino, Director of Finance and Administration
- ☐ Kurt Shulte, IDA Attorney

Description of Relationship:

Please Note: The name of any bidder with a potential conflict of interest will be disclosed at the IDA Board of Directors Meeting in which bids are discussed. Potential conflicts of interest will be reviewed in accordance with 24 CFR 570.489(h).

Print Name of Individual

Title

Signature

Name of Business/Firm/Company

Date Signed (MM/DD/YYYY)

State of New York Non-Collusion Form

NON-COLLUSIVE BIDDING CERTIFICATION

Required by Section 139-D of the State Finance Law

By submission of this bid, bidder and each person signing on behalf of bidder certifies, and in the case of joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

- [1] The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- [2] Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- [3] No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE [1], [2], [3] ABOVE HAVE NOT BEEN COMPLIED WITH; PROVIDED HOWEVER, THAT IF IN ANY CASE THE BIDDER(S) CANNOT MAKE THE FORGOING CERTIFICATION, THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFORE:

[AFFIX ADDENDUM TO THIS PAGE IF SPACE IS REQUIRED FOR STATEMENT.] Subscribed to under penalty of perjury under the laws of the State of New York, this ___ day of _____, 20__ as the act and deed of said corporation or partnership.

IF BIDDER(S) (ARE) A PARTNERSHIP, COMPLETE THE FOLLOWING:

NAMES OF PARTNERS OR PRINCIPALS

LEGAL RESIDENCE

IF BIDDER(S) (ARE) A CORPORATION, COMPLETE THE FOLLOWING:

NAMES

Signature

LEGAL RESIDENCE

President

Secretary

Treasurer
