

**GREEN ISLAND UNION FREE SCHOOL DISTRICT
REQUEST FOR PROPOSALS (RFP)
CONSTRUCTION MANAGEMENT SERVICES**

INTRODUCTION & GENERAL INFORMATION

The Green Island Union Free School District invites Construction Management firms to submit proposals to perform construction management (CM) services for a proposed capital construction project. The District has appointed CS Arch to provide architectural and engineering services for this project.

The anticipated scope of work for this project includes, but is not limited to:

- Repair of classroom flooring in designated areas
- Upgrades to the existing fire alarm system to meet current safety standards
- Replacement of select exterior doors for improved security and energy efficiency
- Roof repairs and improvements to extend service life and performance
- Replacement of rooftop HVAC equipment and addition of cooling to four classrooms
- Construction of a new district office space within the existing building footprint
- Replacement of the building-wide communication (PA/intercom) system
- Repairs to the main entrance stairs to enhance safety and accessibility

The total project scope has not yet been finalized, but construction costs are anticipated to be in the range of \$7.2 million - \$7.7 million, plus incidental and contingency allowances. The total project duration for the delivery of CM services is estimated to be 36-44 months.

It is anticipated that the District, the Architect, and the individual or firm acting as the Construction Manager will work cooperatively as partners in the best interests of the District, to ensure that the project is of high quality and completed on time and on budget.

You are invited to provide a detailed written proposal which describes why you or your firm is best suited to assist the District in achieving its goals with regard to the project. The specific requirements for the proposal are described later in the RFP.

The Board of Education reserves the right to accept or reject any or all proposals or any part of the proposal.

To be considered, please submit four (4) copies of your proposal, no later than 10:00 am on Monday, August 11, 2025 to the following address:

**Green Island Union Free School District
Attn: Christopher Karwiell, School Business Manager
171 Hudson Avenue
Green Island, NY 12183**

All inquiries concerning this request for proposals must be made in writing to Christopher Karwiel at ckarwiel@greenisland.org. Any response to substantive requests for information that are received and responded to by the District will be provided to known prospective firms in the form of an addendum.

Project Schedule

The preliminary project schedule indicates the following key milestone dates:

1. Pre-referendum Phase: January 2025 – October 2025
2. Referendum anticipated: on or before December 2025
3. SED Review & Approval: June 2026 – January 2027
4. Bid/Award Phase: January 2027 – February 2027
5. Construction Phase: May 2027 – September 2028
6. Contractor Close-out: November 2028

Project Scope

The anticipated scope of work for this project includes, but is not limited to the following work within the District:

Heatly School:

- Relocate Business Offices to Ground Floor
- Repair/replace concrete slab in ground floor classroom
- Provide a master mixing valve and expansion tank at hot water heater
- Replace existing communication systems
- Upgrade fire alarm system
- Replace select exterior doors
- Repair/replace building roof
- Replace rooftop HVAC equipment, inclusive of cooling
- Test & augment the concentration of glycol in the heating system
- Flush and replace antifreeze in the fire sprinkler system
- Provide cooling in South/East classrooms
- Repair concrete stairs at main entry

It is anticipated that the capital project budget will be in the range of \$7.2 million to \$7.7 million in construction costs, plus contingency allowances and incidental costs.

Scope of Services

The scope of services that the construction manager is to provide for this project shall be in accordance with the AIA C132, Standard Form of Agreement Between Owner and Construction Manager as Adviser, which will become the form of the final contract for the project.

In addition, the scope of services that the construction manager is to provide during the pre-referendum, pre-construction, construction, and post construction phases of this project shall include, but not limited to, the following:

Pre-referendum:

- Work with the Architect and District Administration to prepare pre-referendum budgets based upon preliminary pre-referendum architectural and engineering concepts.
- Work with the Architect to evaluate and refine the proposed capital project scope of work.
- Develop a preliminary construction-phasing plan and schedule to demonstrate the anticipated construction durations at each site and necessary occupancy and safety considerations.

Pre-construction:

- Work with Architect and Owner to prepare project general conditions and phasing plans to be included in contract documents.
- Provide independent, in-house project cost estimates within fifteen (15) days of Architect's submission at the completion of the following phases:
 - 1) Schematic
 - 2) Design Development
 - 3) Construction Documents/Pre-bid
- Develop construction-phasing schedule to be included in contract documents.
- Review construction documents and offer recommendations within fifteen (15) days of Architect's submission.

Construction Phase and Closeout:

- Prepare construction contracts.
- Provide start-up assistance.
- Review and approve shop drawings and submittals.
- Notify the Architect of any deviation from contract documents.
- Coordinate all utility interruptions with the School District.
- On-site, continuous day-to-day inspection and supervision of all work in process including second shift, holiday and weekend work.
- Ensure that contractors follow all Laws, Statutes, Codes and Regulations during construction and maintain required exit pathways.
- Coordinate all site stored material locations and contractor staging.
- Coordination of all contractors' activities.
- Act as liaison between contractors and the School District and their designated representatives.

- Monitor the quality of the work and verify compliance with plans and specifications. Identify poor quality and non-conforming work for correction by contractors.
- Assist contractors to avoid jurisdictional disputes when and if they occur.
- Greet, escort and log all authorized visitors to the site. Prevent unauthorized visitors from entering the site.
- Establish and maintain a jobsite safety program, comply with applicable safety requirements and require contractors and others to conform.
- Implement and enforce contractor identification badge policy.
- Review of contractor safety procedures on an on-going basis.
- Solicit, review and approve construction schedules.
- Review and validate any work completed on a time and material basis.
- Review contractor change requests and proposals and make recommendations to the Administration and Architect one (1) week prior to the scheduled Board of Education meetings.
- Prepare and analyze change orders as to appropriate costs.
- Monitor construction schedules and initiate corrective actions with contractors to remain on schedule.
- Prepare and maintain a master project schedule based on a Board of Education approved schedule.
- Maintain a log of all proposal requests and contractor proposals.
- Log, process and monitor all requests for information (RFI's).
- Maintain a daily log of activities on the jobsite.
- Log and maintain all project samples on site.
- Provide adequately manned daily oversight of construction to verify compliance with adopted schedule.
- Coordinate and monitor all required site and material testing during construction.
- Notify Architect in advance of required construction and testing observations to be witnessed by Architect or Engineers.
- Prepare and present progress reports to the Administration.
- Maintain documentation and photographs of project progress.
- Monitor the progress of all project record drawings and initiate corrective actions with contractors to keep record drawings current.
- Maintain a file of all project documentation to be given to Owner at project completion.
- Make recommendation when punch list should be made. Coordinate punch list inspections and execution of punch list items. Validate completion and recommend to the District and Architect when final inspection should be made.
- Assist District personnel in assuming operation of all systems, including scheduling of instructional sessions by the contractor as required in the documents.
- Assist the District by providing necessary support of District's commissioning agent.
- Assist the District in exercising guarantees and warranties.
- Collect and distribute all project closeout documentation; deliver all records, documents and other items pertinent to the District in the format requested by the District at closeout.

INSTRUCTIONS TO PROPOSERS

1. Proposal Format

- A. Title Page showing that the proposal is for construction management services; the firm's name, the name, address and telephone number of a contact person, and the date of the proposal,
- B. Table of Contents,
- C. Information described in the Technical Proposal Section as outlined below, and
- D. Fee Proposal.

2. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposal should be only sent by email to Christopher Karwiel at ckarwiel@greenisland.org.

3. Site Visit

There will be no formal site visit. If requested, a site visit may be arranged through the District contact noted above.

4. Each proposal is to be submitted in a sealed envelope, plainly marked on the outside as "Proposal for Construction Management Services."

Responding firms must provide four (4) copies of your proposal on or before **10:00 am on Monday, August 11, 2025** to:

**Green Island Union Free School District
Attn: Christopher Karwiel, School Business Manager
171 Hudson Avenue
Green Island, NY 12183**

Proposals received after the specified date and time may not be considered at the discretion of the District.

TECHNICAL PROPOSAL

The technical proposal should include the following sections, which should be clearly delineated. The District reserves the right to eliminate from further consideration any proposal deemed to be non-responsive to the requests for information contained herein.

1. **Introductory Statement:** Describe why your firm is best suited to assist the District in achieving its building goals.
2. **Overview of the Firm:** Detail the history of the firm, current size, leadership, in-house disciplines, special areas of expertise, and the location of the office from which the work on this project is to be performed. Provide information concerning the financial stability of the firm and any independent contractors to be engaged by the firm.
3. **Project Team:** Describe your proposed project team and organization. Include information regarding specific personnel to be assigned to this project and their unique qualifications and strengths. Resumes of key personnel should be provided in this part. If outside consultants are being proposed, please provide the same information for your consultants as you are providing for your in-house staff. Proposals shall be based upon full-time, on-site supervision of all construction activity.
4. **Project Approach:** Describe your firm's project management philosophy, your understanding of the role of the Construction Manager, and how your team will add value to the project team.
5. **Project Understanding:** Demonstrate that you have an understanding of, and experience providing, the scope of services detailed in the introductory letter. Emphasis should be given to methods or techniques that you have used to help public school clients, or that may set you apart from other proposers.
6. **Experience:** Describe your firm's relevant experience. Please focus on the evaluation criteria and provide evidence of:
 - A. Experience providing construction management services to clients on projects of similar size and/or scope to our project. Knowledge of the local construction climate is noteworthy.
 - B. Experience providing engineering, consulting and cost estimating services on projects of similar size and/or scope as the projects described herein.
 - C. Experience providing cost accounting services on projects of similar size and/or scope as the projects described herein.
7. **References:** List at least five (5) completed school construction projects of similar size and complexity for which you provided CM Services within the last five (5) years. Include scope, fee and change order total (showing amount "requested by Owner"). Include contact names, addresses, and telephone numbers.
8. **Public School Challenges:** Describe your experience working on projects overseen by the NYS Education Department (SED). Focus on your understanding of its requirements and how you

have successfully helped public school district clients overcome SED related obstacles in the past. Also, describe your firm's approach to minimizing the impact of construction on the education process. Focus on specific and unique methods you employ. Also, describe how you work with contractors and the project team to safely perform the work.

9. **Controlling Costs:** Describe your firm's approach to controlling costs. Focus on specific and unique methods you employ. Share some success stories.
10. **Project Schedule:** Describe your firm's approach to keeping projects on schedule. Focus on specific and unique methods you employ. Also, describe how you work with contractors and the project team to avoid claims and delays.

11. Insurance:

Notwithstanding any terms, conditions, or provisions, in any other writing between the parties, the contractor hereby agrees to effectuate the Green Island UFSD as an Additional Insured on the contractor's insurance policies, except for errors & omissions, workers' compensation and N.Y. State Disability insurance.

1. The policies naming Green Island UFSD as an Additional Insured shall:
 - a. Require additional insured status be provided by standard or other endorsements that extend coverage to the District for on-going operations (CG 20 38) and products and completed operations (CG 20 37). The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance.
 - b. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred. The decision to accept non-licensed and non-admitted carriers lies exclusively with the District.
 - c. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers.
 - d. Provide waiver of subrogation in favor of the District.
2. A fully completed New York Construction Certificate of Liability Insurance Addendum (ACORD 855 2014/15) must be included with the certificates of insurance. For any "Yes" answers on Items G through L on this Form– additional details must be provided in writing. Policy exclusions may not be accepted.
3. Minimum Required Insurance:
 - A. Commercial General Liability Insurance
\$1,000,000 per Occurrence/\$2,000,000 Aggregate
\$2,000,000 Products and Completed Operations
The general aggregate shall apply on a per-project basis.
 - B. Automobile Liability

\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.

- C. Workers' Compensation and NYS Disability Insurance
Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

- D. Umbrella/Excess Insurance
\$5 million each Occurrence and Aggregate.

Umbrella/Excess coverage shall be on a follow-form basis over the Auto Liability and General Liability coverages.

- E. Construction Manager Errors & Omissions Liability
\$1,000,000 per occurrence / \$2,000,000 aggregate
If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work with the DISTRICT.

- F. Builder's Risk
Can be purchased by the contractor or project owner. If purchased by contractor, must include interest of the Owner and Contractor jointly in a form satisfactory to the owner. The limit must reflect the total completed value – all material and labor costs and provide coverage for fire, lightning, explosion, extended coverage, vandalism, malicious mischief, windstorm, hail and/or flood.

- G. Contractor acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the District. The contractor is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work.

- H. Subcontractors are subject to the same terms and conditions as stated above and must submit the same to the District for approval prior to the start of any work.

- I. In the event the General Contractor fails to obtain the required certificates of insurance from the Subcontractor and a claim is made or suffered, the Contractor shall indemnify, defend, and hold harmless the District, its Board, employees and volunteers from any and all claims for which the required insurance would have provided coverage. This indemnity obligation is in addition to any other indemnity obligation provided in the Contract.

12. **Other Information:** Provide other relevant information that you believe sets you apart. Please do not provide voluminous marketing information.

FEE PROPOSAL

Provide a Fee Proposal based upon the above anticipated project budget and schedule and the outlined scope of services. Use of this form is not required, but all information on this form must be provided in a clear and concise manner. Any alternative fee proposal shall clearly demonstrate a *total cost to the Owner*.

1. Consultant Fee

Please indicate your proposed fee as a percent of approved bid construction costs OR as a flat fee. This fee shall cover all services required for successful project completion (to construction contract close-outs), excluding the reimbursable expenses listed below under Part 2.

Percent of Approved Bid Amount/Construction Cost: _____%

OR

Fixed Dollar Fee: \$ _____

2. Reimbursable Expenses

Reimbursable expenses will be billed at _____% of the amounts expended by the Proposer, employees of the firm, and/or consultants hired by the Proposer for services related to the project. Total reimbursable expenses shall not exceed \$ _____.

Please identify all reimbursable cost items that are not included in the Consultant Fee. Attach additional pages if necessary.

3. Additional Services

Additional Services as requested by the District, to be billed at the following hourly rates:

Partner: \$ _____ per hour

Associate: \$ _____ per hour

Other: \$ _____ per hour for _____

\$ _____ per hour for _____

\$ _____ per hour for _____

EVALUATION PROCEDURES

Proposals will be evaluated and scored on the basis of the following criteria:

1. **Experience and Qualifications of the Proposer:** Consideration will be given to proposers demonstrating strong capabilities, experience and reputation in undertakings similar to those described in the RFP. The following should be considered the MINIMUM experience required:
 - a. At least five (5) years' experience in the provision of construction management services on projects of similar size and/or scope, including work with NYS Public School Districts, as the project described herein;
 - b. At least five (5) years' experience in the provision of engineering, consulting and cost estimating services on projects of similar size and/or scope as the project described herein;
 - c. At least five (5) years' experience in the provision of cost accounting services on projects of similar size and/or scope as the project described herein;
 - d. A demonstrated understanding of the project requirements and District needs, including the need for effective collaboration with District staff and its construction professionals.
2. **Ability to Implement the Project Promptly:** Preference will be given to proposals demonstrating an ability to carry out the tasks and responsibilities outlined in the proposal in a prompt and efficient manner, as well as the ability to contain costs.
3. **Fee:** The cost of the services will be a consideration, but will not be the primary factor in the selection of a construction management provider.

During the evaluation process, a “shortlist” of firms may be requested to make oral presentations to answer any questions the District and the Architect/Engineer may have regarding each firm’s proposal.

The District may select as the successful Proposer that proposal which, in the District's sole discretion and with whatever modifications the District and the Proposer may mutually agree upon, best meets the District's requirements.

The District anticipates hiring a Construction Management firm prior to August 1, 2025.

TERMS AND CONDITIONS

1. The District is not liable for costs incurred in the preparation of this proposal and any other subsequent proposals or presentations.
2. The contents of the successful firm's proposal may become part of the contractual obligations if deemed appropriate by the District.

3. All proposals shall be irrevocable for a period of at least sixty days from the proposal deadline date.
4. The District has the right to reject any and all proposals and to waive any or all informalities or irregularities as it deems in the best interests of the District.
5. The successful Construction Manager shall not bid or perform any of the trade construction work.