

**Request for Qualifications
Construction Management Services
for
Lyndhurst Junior High School**

January 8, 2018

Township of Lyndhurst
367 Valley Brook Ave.
Lyndhurst, NJ 07071

Request for Qualifications Construction Management Services Lyndhurst Junior High School

The Township of Lyndhurst invites prequalified construction management firms to submit qualifications to perform construction management services for the proposed new Lyndhurst Junior High School (LJHS).

I. Project Summary

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

II. Required Construction Management Services

For contract purposes, the Township 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 work for this project will include, but is not limited to; document review, cost estimate preparation, master scheduling, value engineering, construction logistics planning, 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 and approvals, coordinate the Owner's occupancy requirements, coordinate all close out documentation.

III. Scope of Work

A. Pre-Construction

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. Review the initial budget based upon the Design Documents prepared by the Architect and Civil Engineer. 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.

Cost estimates prepared by the Construction Manager represent the Construction Manager's best judgement as a professional familiar with the construction industry.

5. Verify that the requirements and assignment of responsibilities are included in the proposed Contract Documents.
6. 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).
7. 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.
8. Identify and investigate contractors interested in bidding the work. Review plans with them and promote their interest in the project. Ensure that all contractors and suppliers have been approved by the DPMC, as required.
9. Assist the Township 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 a pre-construction meeting with the contractors, consultants and the Township. 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 and/or suppliers. Provide inspection 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 nonperforming party will not take satisfactory corrective action.

5. Recommend necessary or desirable changes to the Architect and Owner, review requests for changes, 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 jobsite 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 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 Contractors 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 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 insure 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. With the architectural firm, owner and contractors, conduct regular meetings at the job site. Discuss job progress, problems and required decisions. Construction Manager to keep 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 CD copy, close-out permits, warranties, guaranties and Certificates of Occupancy.

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:

Township of Lyndhurst
Attn: Robert Benecke
367 Valley Brook Ave.
Lyndhurst, NJ 07071
3. All qualifications shall be submitted **no later than 10:00 A.M. January 16, 2018**

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 up to seven (7) New Jersey public school 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

4. Provide a listing of unique qualifications your firm possesses which would be of benefit to Lyndhurst Township 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 for the purposes of constructing, under a single General Contract, a 150,000 SF building, including site demolition, site preparation, and construction. Please provide a timeline for the 20 month construction phase.

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. Anticipated start of construction is May 2018 with a completion date of June 2020.
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 an unlimited rating in Construction Management (DPMC Code P029). Provide evidence of prequalification.

VI. TERMS AND CONDITIONS

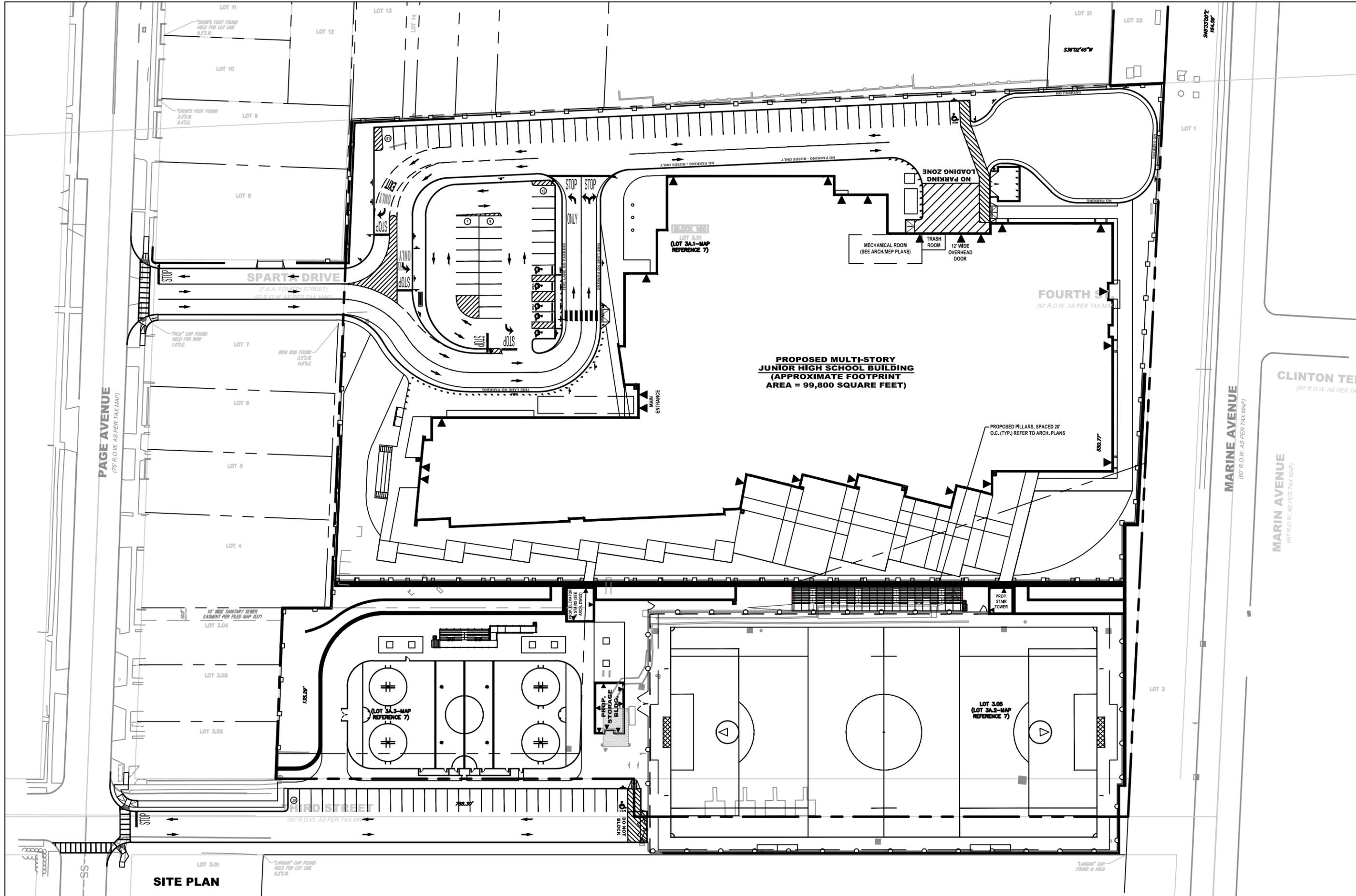
1. The project outlined in this submission shall be awarded by The Township of Lyndhurst.
2. The Owner is not liable for costs incurred in the preparation of this submission and any other subsequent submission or presentations.
3. The contents of the successful firm's submission may become part of the 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 Qualifications, shall be between the selected firm and the Township.
7. The project will be broken down into Pre-Construction and Construction phases. Each phase will be negotiated as to price structure.

Appendix A

Project Scope:

The project consists of a new 150,000 SF Junior High School to accommodate Grades 7, 8, and 9. Site work includes new parking and access drives, retaining walls, roller rink and artificial turf field. The anticipated bid date will be in February of 2018. Construction is anticipated to begin in May/June 2018 with an anticipated completion date of June 2020.

Please see attached site plan, floor plans, and elevations for more information. All questions regarding the project scope should be direct to the architect.



**PROPOSED MULTI-STORY
JUNIOR HIGH SCHOOL BUILDING
(APPROXIMATE FOOTPRINT
AREA = 99,800 SQUARE FEET)**

SITE PLAN

PAGE AVENUE
(75' R.O.W. AS PER TAX MAP)

SPARTA DRIVE
(F.K.A. FOLGER STREET)
(50' R.O.W. AS PER TAX MAP)

THIRD STREET
(60' R.O.W. AS PER TAX MAP)

MARINE AVENUE
(60' R.O.W. AS PER TAX MAP)

CLINTON TERRACE
(50' R.O.W. AS PER TAX MAP)

MARIN AVENUE
(60' R.O.W. AS PER TAX MAP)

LOT 11

LOT 13

LOT 14

LOT 21

LOT 22

LOT 10

LOT 9

LOT 8

LOT 7

LOT 6

LOT 5

LOT 4

LOT 3.04

LOT 3.03

LOT 3.02

LOT 3.01

LOT 1

LOT 2

LOT 3.01
(LOT 3A.1-MAP
REFERENCE 7)

MECHANICAL ROOM
(SEE ARCHITECT PLANS)

TRASH ROOM

12' WIDE
OVERHEAD
DOOR

FOURTH STREET
(50' R.O.W. AS PER TAX MAP)

PROPOSED PILLARS, SPACED 20'
O.C. (TYP.) REFER TO ARCH. PLANS

PROP.
STAR
TOWER

(LOT 3A.3-MAP
REFERENCE 7)

LOT 3.05
(LOT 3A.2-MAP
REFERENCE 7)

PROP.
STORAGE
BLDG.

170" CAP FOUND
HELD FOR LOT LINE
1.075.11

120" CAP FOUND
HELD FOR LOT LINE
0.473.11

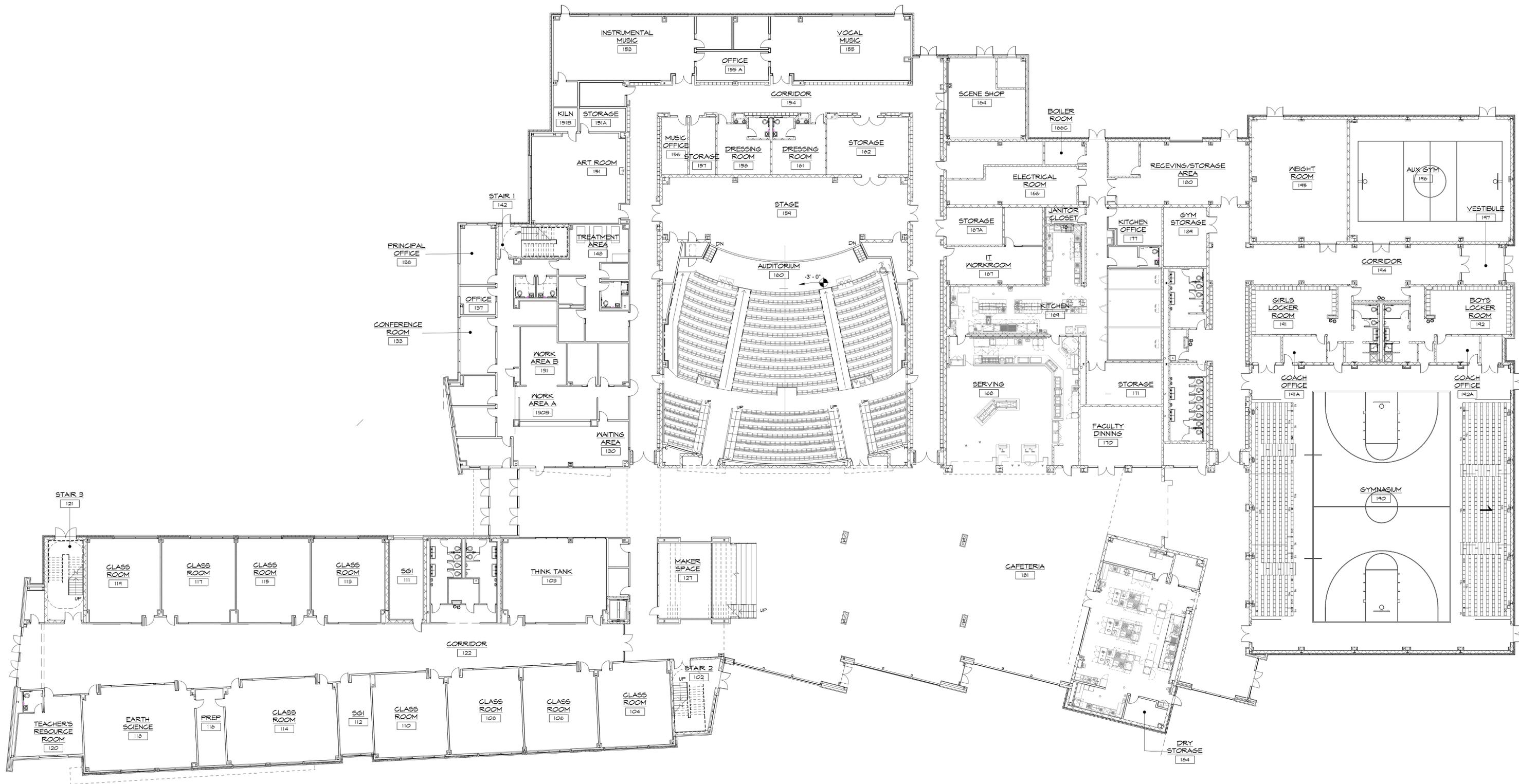
10" WIDE SANITARY SEWER
EASEMENT PER FILED MAP 6371

10" WIDE SANITARY SEWER
EASEMENT PER FILED MAP 6371

140" CAP FOUND
HELD FOR LOT LINE
0.255.11

140" CAP FOUND & HELD

54633072
1/4" = 10'



1 OVERALL GROUND FLOOR PLAN

1/16" = 1'-0"



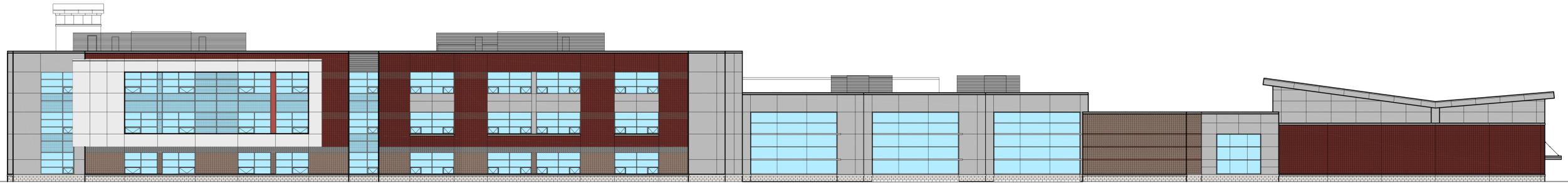
2 OVERALL SECOND FLOOR PLAN

1/16" = 1'-0"

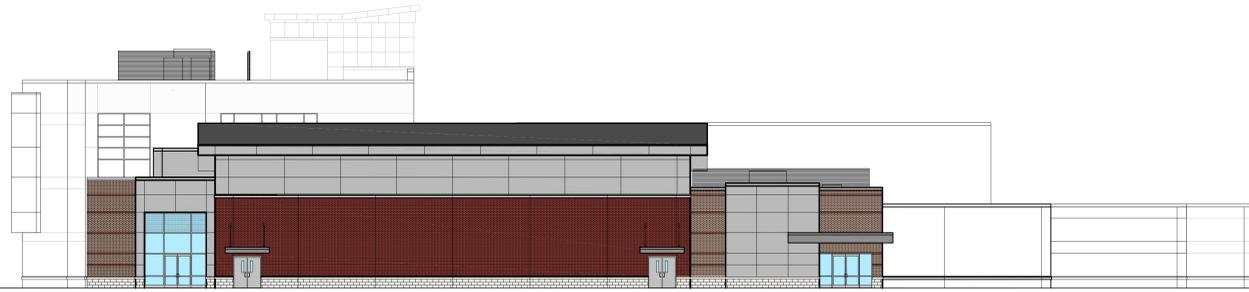


3 OVERALL THIRD FLOOR PLAN

1/16" = 1'-0"



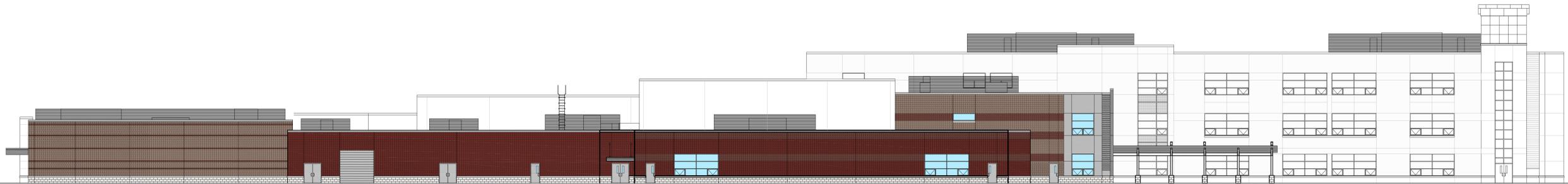
NORTH ELEVATION



NORTH ELEVATION



SOUTH ELEVATION



WEST ELEVATION