

**SPECIFICATIONS**  
**CONSTRUCTION MANAGEMENT SERVICES**

1. **Introduction:** The Verona Board of Education is requesting written proposals from qualified firms to provide professional construction management services for the pre-construction, construction and post construction phases on the project described below. It is the intent of the Board to enter into an agreement that specified a not to exceed fee for pre-construction consultation services and a not to exceed fee for the construction and post construction phases of the project.

Interested bidders should note that the information requested herein is to be considered the minimum requirement for consideration. Interested firms should therefore address these qualifications and highlight any additional qualifications they possess. The District will review all proposals and select the firm that it believes will best meet the needs of the District. Factors including qualifications and price, among others, will be considered. The standard AIA contract for construction manager services is anticipated to be utilized.

**II. Project Scope:**

Project: Capital Projects for all Verona Public School buildings.

Architect Firm: AECOM

III. **Scope of Services:** The Construction Management firm shall act as the Board's representative/agent in the pre-construction phases of the proposed project. In all instances the Construction Management Firm shall employ their best efforts to protect the interest of the Board and further the intended goals and purposes of the project. Following is a list of services that should be provided. This listing should not be considered as complete. If there are other services that your firm provides or should provide for this project please include them in your proposal.

**Pre-Construction Phase:**

- Review of plans and specifications.
- Review of architect's cost estimates.
- Project schedule development including a phasing plan for all projects, as necessary.
- Ensure value engineering principles are adhered to.
- Perform constructability analysis as necessary.
- Provide construction documents coordination including construction schedule.
- Construction bid packages, assist architect/engineer as necessary.
- Provide claims management/prevention as necessary.
- Assist architect in planning and attend pre-bid conferences as necessary.

### **Construction and Post-Construction Phases:**

- Assist architect in planning and chair the pre-construction meetings as necessary
- Ensure performance by contractor of compliance with technical specifications and compliance with general and supplemental conditions.
- Review project organization and procedures. Ensure all necessary permits have been obtained.
- Provide management services to coordinate construction activities
- Monitor progress of work by Contractor and report any deviations from construction schedule; develop appropriate corrective actions as necessary. Maintain daily log of construction activities.
- Evaluate contractor's proposed procedures, methods and equipment prior to use; observe contractor's work in progress and report any defects or deficiencies; develop appropriate corrective action plan as necessary.
- Review of proposed change orders from contractor in connection with architect. Provide input for continued cost control and reporting.
- Ensure project safety.
- Conduct regular job meetings with owner, architect and contractor to review job progress, problems and any necessary actions.
- Present monthly reports to Board of Education.
- Assist architect with punch list and items related to substantial completion; assist in coordinating final inspections.
- Develop project closeout program in connection with architect, including 3 site visits after occupation of the facilities, one of which will be an 11 month site visit with the architect to determine potential warranty claims.

These things are to be rendered as appropriate during Pre-Construction, Construction and Post-Construction phases. Please identify other services that you will include with your proposal that would be beneficial to the Verona Board of Education and this project.

**IV. Proposal Submission Requirements:** The Verona Board of Education intends to select a construction management firm for this project through a review of the information request below and reflection on interviews conducted. Interested firms should submit the below information, supplemented with whatever additional information they wish to highlight as relevant and beneficial to the District.

#### **A. Firm's construction management team, experience, and references.**

(A1) List all key members your firm will commit to this project, including who will be the primary person responsible. Indicate the level of effort and function of each team member on the project and percentage of time assigned to the project site, branch office or home office.

(A2) Include resumes for all key positions. Identify experience and job function on previous projects that are relevant to this project.

(A3) Provide a list of people who can verify your quality of work. Provide names, organizations, title, and phone number.

(A4) Provide copies of your Business Registration Certificate, Political Contribution Disclosure, Statement of Ownership Disclosure, and Statement of Insurance.

(A5) Provide a list of unique qualifications your firm will bring to the District. Explain how you intend to execute your services to accomplish the project work.

### **B. Proposed Fees.**

(B1) Submit a not to exceed fee for pre-construction services. Identify tasks to be performed and manpower estimates to complete these tasks. Include hourly rate by classification of personnel. This not to exceed fee should include all reimbursable costs such as faxes, telephone calls, copying, etc. If there are any reimbursable costs that would not be included they should be identified.

(B2) Separately, submit a not to exceed fee for construction and post-construction services. Identify the tasks to be performed and manpower estimates to complete these tasks. This not to exceed fee should include reimbursable costs such as faxes, telephone calls, copying, etc. If there are any reimbursable costs that would not be included they should be identified.

**V. Reservations:** The Verona Board of Education reserves the right to reject all proposals, to negotiate changes in the scope of work of services to be provided, to request new proposals, and selection consultants for additional work and to otherwise waive certain criteria, in its sole discretion.

**VI. Place and Date of Submission:** Submit eleven (11) original proposals no later than 12:00 Noon on **Thursday, February 20, 2020** to the attention of:

Dr. Rui Dionisio  
Office of the Superintendent  
121 Fairview Avenue  
Verona, New Jersey 07044

Interviews may be conducted as necessary.