



# **Sherman Central School District**

## **REQUEST FOR PROPOSALS-**

### **CLERK of the Works/Construction Management**

Full time Clerk of the Works for the Sherman CSD Improvement Project. Candidates must have the ability to interpret architectural and engineering contract documents and coordinate work of separate prime General, Mechanical, Electrical, Plumbing, Roof, and Site construction. Candidates are to contact Jared Oehlbeck (716-450-2380), Director of Facilities for the Sherman CSD to obtain the formal Request for Proposal. RFP's will be due by February 14th. Questions concerning project scope or schedule should be directed to Mike McCarthy, Project Manager at Young & Wright Architectural (716-842-1800).

**Sherman Central School District  
Request for Proposals  
Clerk of the Works/Construction Management**

**School District Background**

The Sherman Central School District is located in Chautauqua County in the State of New York. A \$11.95 million dollar capital improvement project was approved by the community in December 2023, a STEAM addition, kitchen and cafeteria relocation, classroom renovations and infrastructure upgrades at various district facilities. This project is referred to as the 2023 Capital Improvement Project.

The Sherman Central School District invites clerks/construction management/administration firms to submit proposals to perform construction management/administration services for the 2023 Capital Improvement Project, which is currently expected to occur in one phase. The timeliness of project completion (final closeout) is of the utmost importance to the school district.

Any specific details on the project phases and anticipated timeline questions concerning project scope or schedule should be directed to Mike McCarthy, Project Manager at Young & Wright Architectural (716-842-1800).

Construction will involve some second shift work during the school year, but will be predominantly first shift work during the summertime, with an addition to be constructed during the school year.

**Please submit three (3) copies or one (1) digital of your proposal based on the enclosed outline, no later than 3:00 PM Friday, February 14, 2025 to the following address:**

**Sherman Central School District  
Attn: Jared Oehlbeck, Director of Facilities  
127 Park Street  
Sherman, NY 14781**

# Request for Proposal

## **I. Introduction: Clerk of the Work OUTLINE**

For contract purposes, the Owner anticipates using the AIA Document C132 - 2019 contract for construction manager as advisor services. This document is to be used as a guide for defining services to be provided by the Construction Manager. The services you propose to be provided for each phase should be clearly stated in the proposal. Reference the project phase details to determine what services are needed based on the current status of each phase. The District is interested in limiting the scope of services to avoid redundancy with services that are provided by the Architect and the Owner. The scope of services that the construction manager is to provide shall include, but not be limited to, the following:

## **II. General Phases (Preconstruction/Construction Phases)**

### **Preconstruction Phase:**

- Assist Architect with construction phasing schedule to be included in contract documents
- Assist Architect with a site logistics plan
- Assist in the development of bidder interest
- Collaborate with the architect to host a pre-bid meeting

### **Construction Phase:**

- 3 DAYS A WEEK on-site supervision and inspections of all work including second shift, weekend and holiday work
- Maintain a log of all activities on the job site
- Maintain all required safety compliance and reporting
- Arrange for delivery, storage and protection of materials and equipment
- Act as liaison between contractors, the Owner and their designated representatives
- Monitor the quality of work and verify compliance with plans and specifications
- Schedule and oversee all required testing and inspections
- Manage workflow between contractors and adherence to construction schedule
- Update and distribute construction schedule throughout project
- Ensure cleanup by contractors
- Conduct and document on-site construction meetings
- Keep district informed with verbal updates, minutes from owner/contractor meetings and monthly reports
- Review contractor change requests and proposals and make recommendations to the Architect and Owner
- Review contractor payment applications for progress verification
- Log and monitor all Requests For Information (RFI's)
- Monitor the progress of work and maintain up to date drawings on-site
- Construction photos of progress at different stages
- Coordinate punch list inspections and execution of punch list items
- Perform a one year warranty walk through

### **III. Procedural Requirements** **PROPOSAL REQUIREMENTS**

The respondent's proposal shall include the following:

- a. Title page showing the proposal is for construction management/administration services; the firm or individual's name, your name, address and telephone number of a contact person, and the date of the proposal.
- b. Table of Contents
- c. Information described in the Proposal Format Section as outlined below.
- d. Description of Construction management/administration services with proposed costs.

#### **PROPOSAL FORMAT**

1. ***Company or individuals Profile***

This section should include, firm background, the location of the office from which the work on this project is to be performed.

2. ***Experience***

The proposal should include details of experience with projects of similar size and complexity to the project described in this RFP.

3. ***References***

A list of references who may be contacted should be included in the proposal.

4. ***Current Workload***

List current projects including names, contract amounts and completion dates.

5. ***Proposed Staff***

Indicate the proposed team organization and identify key personnel. Please include resumes outlining roles on similar projects.

6. ***Proposed Services***

Complete services description for each phase with proposed costs. The services proposed to be provided for each phase should be acknowledged in the proposal. Reference the attached project phase details to determine what services are needed based on the current status of each phase.

7. ***Compensation***

Please propose a LUMP SUM fee for the entire project to perform the scope of services as identified in AIA Document C132 - 2019 Agreement between Owner and Construction Manager as Advisor.

The quote should have subtotals for the two phases as currently planned, however, if it is necessary to add a third phase to complete project work, an hourly wage for on-site staff/administrative members will be calculated with overhead and profit shall be included in the original two projects for the third phase.

## **TERMS AND CONDITIONS**

1. The project outlined in this proposal shall be awarded by *Sherman Central School District*.
2. The Owner is not liable for costs incurred in the preparation of this proposal and any other subsequent proposals or presentations.
3. The contents of the successful firm's proposal may become part of the contractual obligations if deemed appropriate by the Owner.
4. The Owner reserves the right to accept or reject any proposal 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 Proposal, shall be between the selected firm or individuals and the District.
7. The Owner intends to award the contract for the entire 2023 Capital Improvement Project, and reserves the right to add additional scope or an additional phase if necessary to complete the project.

## **IV. REVIEW OR PROPOSALS**

### **A. Evaluation of Proposals**

The District shall designate one or more persons to evaluate proposals. In evaluating proposals, the District will review all proposals and base its selection on the information submitted in Part V of this Request for Proposal.

The District shall review all proposals and select and rank three finalists according to qualifications. The District reserves the right to request additional information from the finalists and/or request such finalists to appear for an interview, but if the District does make such a request(s), it shall make such request(s) of all finalists equally.

The District anticipates issuing a contract based on a fixed hourly rate regardless of the time of day or day of week. Clerk fees will be paid as an independent contractor. The District does not anticipate any incidental cost reimbursement to selected representatives. The District shall request a fee proposal from, and begin negotiations with, the top-ranked finalist within 30 calendar days, the District shall discontinue negotiations and begin negotiations anew with the next ranked finalist and so on until agreement is reached.

### **B. Award/Rejection/Other**

The District reserves the right to reject any and all proposals, waive informalities, and to recommend the award of a contract as may be in the best interest of the District.

All proposals, materials, documents, etc. submitted in conjunction with the selection process shall become the property of the District and may be disposed of without notification and shall be considered public information.

The applicant selected by the District shall be expected to comply with all applicable federal, state, and local laws and regulations in the performance of services.

The District shall determine and make an award to the most advantageous proposal from a responsible and responsive proposer.