



## **Proposal Instructions and Conditions for Construction Management for the Cornwall Public Library**

The Board of Trustees of Cornwall Public Library is issuing this Request for Proposals for the selection of a construction management firm to provide construction management services in connection with a capital improvement project that includes the removal and replacement of the HVAC system, the upgrading of toilet rooms to ADA compliance, and interior wall and flooring renovation.

CPL has secured funding for the project, and construction is anticipated to begin on August 14, 2023, and end on October 6, 2023.

CPL is seeking one or more qualified individual(s)/firm(s) to provide construction management services in connection with the HVAC/restroom project. The Board of Trustees reserves the right to award one or more contracts as a result of this RFP.

Specifically, the individual/firm selected as a result of this RFP will be expected to perform their services in accordance with any or all of the terms of the agreement annexed hereto as Exhibit "A". As a part of the RFP, proposers should identify in detail the manner in which the services required will be accomplished by them.

**I. Description of the Library:**

The Cornwall Public Library is a School District Public Library whose service area is made up of some 6,000 households in the town of Cornwall, the village of Cornwall-On-Hudson, the hamlet of Mountainville, and parts of New Windsor, Salisbury Mills, and Highland Mills. The library's service area is concurrent with that of the Cornwall Central School District. The Library's facility is a single level 10,280 sq. ft. building located at 395 Hudson Street in the Town of Cornwall, NY.

**II. Scope of Services:**

The Proposer shall provide the services set forth in the annexed agreement to guide and assist CPL in the management of construction as described above.

**III. Selection Process:**

**A. Timetable**

CPL is expected to undertake the selection process according to the following schedule:

Deadline for submission of proposals:	May 12, 2023
Interview with finalists:	May 22-29, 2023
Selection of firm:	June 14, 2023
Contract review and execution:	to be scheduled following selection of Firm by CPL's Board of Trustees

**B. Site Visit:**

An informational meeting / site visit will be held on May 3, 2023, at 10 AM. Potential respondents are asked to gather at Cornwall Public Library in the lobby. They will be shown the sites of renovation and repair work, the interior of the building and the boiler room. It is highly recommended that all respondents attend. Failure to attend this meeting does not absolve the

respondent from compliance with all terms and conditions of the RFP or any resultant agreement. No one may inspect the building or site without an appointment. Please email Charlotte A Dunaief at [CDunaief@rcls.org](mailto:CDunaief@rcls.org) and Broderick Knoell at [Bknoell@blakeengineeringpllc.com](mailto:Bknoell@blakeengineeringpllc.com) to advise of attendance at the informational meeting/site visit for scheduling purposes.

#### C. Proposal Evaluation Criteria

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

1. Experience and Qualifications of the proposers: Consideration will be given to proposers demonstrating strong capabilities, experience, and reputation in undertakings similar to those described in this RFP, and providing authoritative documentation of their financial soundness and stability. Similar experience will be understood to include, but not be limited to:
  - a. At least five (5) years' experience in the provision of construction management services on projects involving school district and/or library renovations, alterations and/or additions;
  - b. At least five (5) projects in school district and/or library renovations and upgrades.
2. Ability to implement Library projects 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. The capability of the construction management firm to progress and complete the work will be evaluated, taking into consideration size of workforce, current workload, in-house staff capabilities and the like.
3. Level of client satisfaction determined from supplied references.
4. Logistics and familiarity with the geographic area.
5. Experience and qualifications of the professional staff to be assigned to this project.
6. Proposed methodology and demonstrated understanding of the project requirements and CPL's needs, including the need for a team effort with CPL and other construction professionals.
7. Demonstrated knowledge of:
  - a. NYS Education Department Project Application and Approval Process.
  - b. NYS Education Department Office of Facilities & Management Services forms.
  - c. Application and Certificate for Payment (From AIA Document G702CMA).
  - d. Green Building Design and NYS Education Department CHPS knowledge and experience.
  - e. NYS Education Department Change Order Process.
8. Fee for service.
9. Insurance: Ability to provide insurance required in the attached sample agreement.
10. Pending Litigation and Insurance Claims.

#### IV. RFP Procedures

##### A. Information and Documents

Questions concerning the RFP and Procedures for responding should be directed in writing to Broderick Knoell at [bknoell@blakeengineeringpllc.com](mailto:bknoell@blakeengineeringpllc.com). Questions in writing should be received no later than 5 PM on May 9, 2023. Responses to questions posed will be answered in writing and distributed to all prospective proposers.

##### B. Submission of Proposals

Respondents should submit an original, and 2 copies, of their proposal. Respondents should also submit an original and 2 copies of their fee proposal in a sealed envelope that is clearly marked "Fee Proposal". Proposals must be received no later than 1 PM on May 12, 2023, at Cornwall Public Library 395 Hudson Street, Cornwall, NY 12520. To prevent opening by unauthorized individuals, the proposal should be clearly identified on the envelope wrapper as follows: "CONSTRUCTION MANAGEMENT RFP" and should be addressed to Charlotte A. Dunaief, Director, Cornwall Public Library.

C. Modification or Withdrawal of Proposals

Any proposal may be withdrawn or modified by written request of the proposer, provided that such request is received by the Purchasing Agent at the above address prior to the date and time set for receipt of proposals.

D. Right to Reject proposals

This RFP does not commit CPL to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP or procure or contract for services. CPL intends to award a contract on the basis of the best interest and advantage to CPL, and reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of CPL to do so CPL may select as the successful proposer that proposal which, in CPL's sole discretion and with whatever modifications CPL and the proposer may mutually agree upon, best meets CPL's requirements whether or not that proposal is the lowest bid. No proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that CPL, in its sole discretion, shall enter into a contract with the proposer and that it selects as the successful proposer.

V. Proposals must be submitted in the format outlined in this section. Each of the described parts and sections must be completed in full (except those sections described as optional). Each proposal will be reviewed to determine if it is complete prior to actual evaluation. CPL reserves the right to eliminate from further consideration any proposal considered to be non-responsive to the requests for information contained herein. Each of the parts and sections described below should begin on a separate page and each page should state the name of the proposer in the upper right-hand corner.

A. Proposer Background and Qualifications

Section A of the proposal must contain the following information about the proposer and any independent contractor with which the proposer intends to work on the project.

FORM I: Form I should describe the overall makeup of the project team, and a detailed statement as to how the Proposer intends to meet the needs of CPL. Proposers should include a chart depicting the management structure envisioned for the projects. Include the size of the firm and the location of the office from which the work of this contract is to be performed. Provide a listing of all in-house services provided (i.e. architectural, engineering, site planning, etc.)

FORM II: Form II should provide information about the proposer and each independent contractor/consultant to be used by the successful Proposer to provide services to CPL, if applicable. (Addresses, telephone/fax numbers, the name of the contact person and lead person, qualifications, licenses and statement of insurance coverage.) Individual resumes for each of the individuals on the project team must be included in this section.

FORM III: Describe the prior relevant experience of the Proposer and members of the project team, and independent contractors, if any. For each include the information listed below:

1. Customer's name.
2. Total project capital cost.
3. Type of contract.
4. Name & telephone number of reference for the project.
5. Brief description of the project's scope of services and status (including type of facility at which

the project was implemented, and whether significant problems occurred that affected project performance). The right to call the reference and/or visit the project sites provided by the proposer will be presumed by CPL.

6. Photographs, or videos of any projects in school districts/libraries including expansion, renovation and upgrade projects.

FORM IV: (optional) Include any information about the project team, its personnel, financial condition, or qualifications regarded as being pertinent.

**B. Financial Background Information**

Section B of the RFP must contain detailed information concerning the financial background of the Proposer and any independent contractors to be engaged by the Proposer, including but not limited to financial statements, annual reports and the like covering the most recent fiscal year for the proposer.

**C. Form of Proposal**

Proposals submitted pursuant to this RFP shall include the Proposer's cost to perform services set forth herein. Said cost shall be a fixed sum of money, to be paid to the successful proposer upon completion and shall be submitted on Form V of this RFP in a separate sealed envelope marked "Fee Proposal."

**D. Form of Agreement**

The terms of the agreement are attached to this RFP and CPL reserves the right to amend those terms.

**E. Insurance Affidavit**

Proposers shall submit evidence that it can provide insurance coverage set forth in the sample agreement.

**F. Pending Claims Litigation and Insurance Claims**

Provide a list of all pending litigation against Proposer. Also, Provide a list of any pending insurance claims filed with the Proposer's current or previous insurance carrier and the nature of such claims.

FORM V. Fee proposal

FORM VI. Provide a Statement of Non-Collusion.