

North Colonie Central School District
91 Fiddlers Lane
Latham, New York 12110-5349

REQUEST FOR PROPOSAL

The North Colonie Central School District, Town of Colonie, Latham, New York 12110, invites the submission of sealed proposals for:

Professional Auditing Services

Clerk of the Works Services

for the North Colonie Central School District. Bids will be received until **11:00 a.m.** on the **4th** day of **December 2009**, at the Administration Building in Latham, New York, at which time and place all proposals will be publicly opened. Proposals may be obtained at the same office.

Board of Education
North Colonie Central School District
Town of Colonie
County of Albany
Latham, New York 12110

By:
Thomas J. Rybaltowski
Interim Purchasing Agent

NORTH COLONIE CENTRAL SCHOOL DISTRICT
91 FIDDLERS LANE
LATHAM, NEW YORK 12110-5349

To: Board of Education
North Colonie Central School District
91 Fiddlers Lane
Latham, New York 12110-5349

Commodity: **Clerk of the Works Services**

Date of Proposal Opening: **December 4, 2009**

Time of Proposal Opening: **11:00 a.m.**

Pursuant to your advertisement for proposals, dated **November 19, 2009**, and with full knowledge and acceptance of all the provisions and terms set forth on this proposal and the specification issued therewith, the undersigned hereby offers to furnish the services herein below enumerated for the sum or sums indicated in the appropriate places provided on this proposal.

Company: _____

Address: _____

Signature: _____

Official Title: _____

Printed Copy of Signature: _____

Telephone: _____

Date: _____

NORTH COLONIE CENTRAL SCHOOL DISTRICT
91 FIDDLERS LANE
LATHAM, NEW YORK 12110-5349

REQUEST FOR PROPOSALS FOR CLERK OF THE WORKS SERVICES

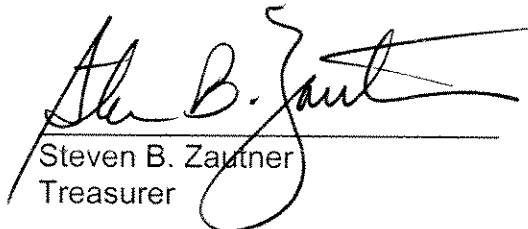
The North Colonie Central School District seeks sealed proposals from individuals/firms to provide *Clerk of the Works* services as indicated in the attached Request for Proposal (RFP). **Proposals will be received until 11:00 a.m. on December 4, 2009.**

Each proposal is to be submitted in a sealed envelope, plainly marked on the outside as "**Proposal for Clerk of the Works Services**". Proposals may be submitted by mail or in person. Submissions by mail will assume the risk of delays in the mail. All proposals received after the designated time and date will not be considered and will be returned unopened. **Please submit six (six) copies of your proposal.**

All proposals shall be irrevocable for a period of at least sixty days from the proposal deadline date.

All proposals shall be prepared in accordance with the instructions in the attached RFP to receive consideration.

The District reserves the right to reject any and all proposals not considered to be in the best interest of the District.


Steven B. Zautner
Treasurer

Dated: October 23, 2009

NORTH COLONIE CENTRAL SCHOOL DISTRICT

REQUEST FOR PROPOSAL – CLERK OF THE WORKS SERVICES

BACKGROUND

The North Colonie Central School District is located in the Town of Colonie, County of Albany. There are nine school buildings consisting of seven elementary schools (grades K-6), one junior high (grades 7-8), and one high school (grades 9-12). Additionally, the school district has an administration building, transportation facility, and a maintenance facility. Four of these buildings, the high school, junior high, Blue Creek Elementary, and transportation facility, are located on contiguous property. District population for 2009-10 is 5,528 students.

The District has completed Phase 1 of EXCEL funded Capital Projects approved by the voters of the District in March 2008. Phase 2 will begin on or about April 5, 2010 and continue until approximately October 29, 2010. The architectural firm of CSArch, located in Albany, New York, has been retained to provide architectural and engineering services for this project.

The scope of work (see Appendix A) includes projects at several school buildings, the maintenance facility, and administration building. As noted on the enclosed Capital Project Phasing Plan (see Appendix B), the construction will occur in phases spread out over multiple school years. The work includes heating system upgrades, ceiling replacement, paving and site work.

The Clerk of the Works duties for the purposes of this RFP, are estimated to be full-time (at least 40 hour per week) during the time frame described above for Phase 2. Additional services may be requested on a limited basis before (for planning purposes) and after (for resolution of punch list items) the planned duration of Phase 2. It is expected that these additional limited services would be no more than 5 work days before and after, for a total of 10 additional extra service days. It is expected that the Clerk of the Works will work on those work days that contractors are scheduled to work, but that the school itself is otherwise closed.

QUALIFICATION SUBMISSION:

All proposals must include the following information:

1. Relevant experience with school construction projects of similar size and complexity within the last five (5) years. Include full project descriptions with particular attention to construction of classroom additions, roof replacement, heating and ventilation systems, fire alarm systems, masonry repair and restoration, site work and paving, and renovation of classrooms and core facilities within the school.
2. References for similar projects: include names (contact persons), addresses and phone numbers.

3. Knowledge of local marketplace and experience in the immediate area. Familiarity and experience with Federal, New York State, and the NYS Education Department rules and regulations as they pertain to public school buildings.
4. Outline methods and techniques used in the past to maintain budget and cost containment.
5. Experience in representing owners in the analysis and resolution of construction claims.
6. Demonstrate examples of knowledge and the use of current technologies in the application of all mechanical disciplines.
7. Discuss your approach and procedures regarding change orders.
8. Other Information - Present in this portion of the submittal any data or information which you consider pertinent to the selection process. Information should be kept relevant to the project under consideration.

SCOPE OF WORK

A preliminary scope of work for each building has been included in this RFP as Appendix A.

FUNCTIONS AND RESPONSIBILITIES

A preliminary list of functions and responsibilities of the Clerk of the Works has been included in this RFP as Appendix B.

PROPOSAL REQUIREMENTS

The following material is required to be received by 11:00 a.m. prevailing time December 4th, 2009 for the proposal to be considered.

Proposal Format

The following proposal format is requested:

- a. Title Page showing that the proposal is for Clerk of the Works services; name, address and telephone number of contact person, and the date of the proposal.
- b. Table of Contents
- c. Information described in the Technical Proposal Section as outlined below.
- d. Insurance Requirements
- e. Fees for Clerk of the Works Services

Technical Proposal

Section I: Experience

The proposal should include details of experience with projects of similar size and complexity to the project described in the RFP, particularly with projects for other school districts.

Section II: References

A list of references that may be contacted should be included in the proposal. This list should include past and present clients as outlined in Experience above, including school districts.

Section III: Specific Project Approach and Management Plan

Please provide details regarding your understandings of the scope of services required and the approach you would use to achieve the School District's objectives. Include a management plan.

Section IV: Other Information

Include in this section any additional information you wish to provide to the selection committee, relevant to the project under consideration.

Insurance and Fees

Section V: Insurance

Include an Insurance Certificate in this Section to verify that you will be able to provide the following limits of liability for insurance during the project:

A. Workers' Compensation:

Proof of Statutory Workers' Compensation and Employers' Liability Insurance required for all employees. Proof of Coverage must be on the approved specified form, as required by the New York State Worker's Compensation Board. ACORD certificates are not acceptable.

B. Commercial General Liability Insurance:

Limits of at least \$1,000,000 per occurrence / \$2,000,000 aggregate. The District must be named as an additional insured.

C. Automobile Liability:

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

The Clerk of the Works will agree to indemnify the district for any applicable deductibles.

The policy naming the district as additional insured shall (a) be an insurance policy from an A.M. Best rated "secured" or better, New York State admitted insurer; (b) provide for 30 days notice of cancellation; and (c) state that the organization's coverage shall be primary coverage for the district, its Board, employees and volunteers.

The District shall be listed as an additional insured by using endorsement CG 2010 11 85 or equivalent. If another endorsement is used, a copy shall be included with the Certificate of Insurance.

Section VI: FEES

Respondents must provide their fee arrangements for the entire project in each of the following components:

Weekly Rate _____

Daily Rate _____

Multiplier (No of Weeks or Days) _____

Any and all associated costs (explain) _____

Estimated Total Cost _____

Firms may wish to provide any additional information that will assist the District in the comparison of fees. Firms should also note *any and all* associated costs on the line provided above, to be included in the above fee components, so that the fee represents the complete total to be charged to the District. An explanation of other associated costs should be provided below.

TERMS AND CONDITIONS

1. The contract for services outlined in this proposal shall be awarded by the Board of Education of the North Colonie Central School District.
2. The District 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 individual/firm's proposal may become part of the contractual obligations if deemed appropriate by the District.
4. The District reserves the right to accept or reject any proposal when it is considered to be in the best interest of the District.
5. The successful Clerk of the Works shall not discriminate against any firm or individual in accordance with applicable federal, state or local laws.
6. The contracts entered into as a result of the Request for Proposal, shall be between the selected individual/firm and the North Colonie Central School District.

SUBMISSION OF QUESTIONS:

Questions relating to this request for proposal must be submitted in writing to the following address:

Steven B. Zautner, Treasurer
North Colonie Central School District
91 Fiddlers Lane
Latham, New York 12110-5349
(518) 785-8591 Fax (518) 785-8502
szautner@ncolonie.org

PROPOSAL SUBMISSION:

Six (6) complete sets of the proposal are to be submitted in sealed form to the North Colonie Central School District by December 4, 2009 at 11:00 a.m. clearly labeled as follows:

Attention: Steven B. Zautner, Treasurer

RE: PROPOSAL FOR *CLERK OF THE WORKS SERVICES*

SELECTION PROCESS AND PROPOSAL EVALUATION:

A selection committee consisting of district administrators will evaluate all proposals. The Committee will conduct interviews with finalists to clarify information provided in the proposal. Following these interviews, the Committee will recommend the appointment of a Clerk of the Works to the Board of Education.

Primary criteria used in the evaluation of proposals will be:

1. Clerk's qualifications and experience with construction management of New York State public school building projects of comparable size and nature to the proposed project.
2. Local knowledge; familiarity and experience with Federal, New York State, and the NYS Education Department rules and regulations as they pertain to public school buildings.
3. Fees

The selection committee has tentatively scheduled December 15 and December 16, 2009 to conduct late afternoon/early evening interviews for finalists. If you are selected for an interview, the committee requests that you be available on those dates for the interview.

APPENDIX A

North Colonie Central School District

91 Fiddlers Lane
Latham, New York 12110
(518) 785-8591 www.northcolonie.org Fax (518) 785-8501

Clerk of the Works

Scope of Work

The following items are listed to identify the planned construction at the various buildings in this project.

1. Blue Creek Elementary School (Summer 2011)
 - a. Convert existing dial up system to DDC web based system
 - b. Convert existing pneumatic actuation to DDC
 - c. Replace Gymnasium/cafeteria Air Handling Unit dampers and clean ductwork
 - d. Selective replacement on Unit Ventilators and adjacent cabinetry (approximately 21 units)
 - e. Replace Kitchen AHU with RTU
 - f. Provide back boxes and conduits for owners future card access system
2. Boght Hills Elementary School (Summer 2011)
 - a. Selective replacement on Unit Ventilators (approximately 12 units)
 - b. Provide A/C power at selective locations for owners future window air conditioning units
 - c. Convert existing dial up system to DDC web based system
 - d. Convert existing pneumatic actuation to DDC
 - e. Provide back boxes and conduits for owners future card access system
3. Fort Ferry Elementary School
 - a. Convert existing dial up system to DDC web based system
 - b. Convert existing pneumatic actuation to DDC
 - c. Replace Auditorium AHU.
 - d. Provide back boxes and conduits for owners future card access system.
 - e. Replace VAT in Auditorium and selective rooms
 - f. Replace lighting in Gymnasium
 - g. Replace selective exterior wall panels
 - h. Provide standby electric generator system
4. Latham Ridge Elementary School
 - a. Convert existing dial up system to DDC web based system
 - b. Convert existing pneumatic actuation to DDC
 - c. Replace VAT in selective rooms
 - d. Provide A/C power at selective locations for owners future window air conditioning units.
 - e. Provide back boxes and conduits for owners future card access system

5. Loudonville Elementary School
 - a. Replace AHU in gymnasium/Auditorium with Roof Top Heat Recovery Unit
 - b. Convert existing dial up system to DDC web based system
 - c. Convert existing pneumatic actuation to DDC
 - d. Provide back boxes and conduits for owners future card access system.
 - e. Replace VAT in Auditorium and selective classrooms
 - f. Refurbish Auditorium seating
 - g. Remove asbestos in crawl space, reinsulate, and provide ventilation
 - h. Replace lighting in Gymnasium

6. Southgate Elementary School
 - a. Replace boilers and storage water heater.
 - b. Convert existing dial up system to DDC web based system
 - c. Convert existing pneumatic actuation to DDC
 - d. Selective replacement on Unit Ventilators (approximately 18 units)
 - e. Provide back boxes and conduits for owners future card access system.
 - f. Replace selective exterior wall panels
 - g. Replace Gymnasium wall pads

7. Shaker Junior High School
 - a. Convert existing dial up system to DDC web based system
 - b. Convert existing pneumatic actuation to DDC
 - c. Replace gymnasiums AHU with RTU

8. Shaker High School (Summers 2010 and 2011)
 - a. Provide Gymnasium H Boilers
 - b. Provide above grade Fuel Oil storage tank
 - c. Selective replacement on Unit Ventilators (approximately 44 units)
 - d. Convert existing dial up system to DDC web based system
 - e. Convert existing pneumatic actuation to DDC
 - f. Replace Gymnasium H bleacher system
 - g. Replace AHU's at Gym H, Gym F and Library
 - h. Replace Gymnasium H lighting fixtures
 - i. Replace Gymnasium H center court ceiling system
 - j. Sand and refinish Gymnasium H floor
 - k. Replace Gymnasium H side court lights and paint ceilings and soffits
 - l. Provide main entrance addition and storefront
 - m. Replace selective doors

9. Maplewood Elementary School
 - a. Selective exterior door replacement.
 - b. Convert existing dial up system to DDC web based system
 - c. Convert existing pneumatic actuation to DDC

10. Maintenance
 - a. Provide ventilation in carpentry shop

APPENDIX C

North Colonie Central School District

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(518) 785-8591 www.northcolonie.org Fax (518) 785-8501

Clerk of the Works

Functions and Responsibilities

The following items are listed to identify a significant portion of the job responsibilities associated with this project.

1. District representative at all project sites.
2. Liaison between Architect/Engineer and Contractors
3. Insures compliance by Contractors with all safety and health regulations.
4. Insures compliance with regulations of the Department of Labor, OSHA, Applicable Labor Unions or other related areas.
5. Reviews compliance by Contractors with project plans and specifications.
6. Assures only Architect/Engineer approved materials are used by Contractors.
7. Keeps a daily log of project progress detailing activities of each trade, including phone conversations with Contractors and Architect/Engineer.
8. Provides to the District (on a weekly basis) a summary of the daily logs. This summary should be submitted to the Director of Facilities. Communicates and coordinates resolution of potential conflicts with work scheduled and building use activities.
9. Maintain a photographic record of the progress and/or problems associated with the project, together with a written description of the area photographed. A video record would also be acceptable to accomplish this responsibility.
10. Attend Board of Education meetings, as necessary, to provide updates to the Board on the status of the project and answer questions from the Board.
11. Verify change orders as submitted to District from Contractors and Architect/Engineer.
12. Conduct weekly meetings with Contractors to develop work schedules, coordinate work of each trade and resolve problems. Written records of meetings will be kept by Clerk of the Works.
13. Review and verify all applications for payment from Contractors.
14. Produce the punch list in conjunction with Architect/Engineer for each trade involved with the project.
15. Meet regularly with District representatives and Architect/Engineer to review project status and provide updates to District Management.