

**GREENWICH PUBLIC SCHOOLS**  
**Purchasing Department**  
**290 Greenwich Avenue**  
**Greenwich, CT 06830**  
**(203) 625-7411**  
**eugene\_watts@greeniwch.k12.ct.us**

**EUGENE H. WATTS,**  
**Director of Purchasing**  
February 23, 2023

Dear Sir/Madam:

You are invited to submit a Proposal for Construction Manager to provide program evaluation and pre-construction services (in coordination with the Architect), cost estimating, trade contract bidding/negotiation, and construction phase services for the Addition and Renovation of Old Greenwich School for Greenwich Public Schools. The Town will engage a Construction Manager to serve as Constructor and the Construction Manager will be 'At Risk'. The attached proposal specifications detail the Service requirements.

Proposers are urged to read all documents carefully and fill out all information requested. Proposals which are incomplete, obscure, or conditional, and which contain irregularities of any kind, may be subject to rejection for failure to comply strictly with these conditions.


Proposals must be submitted on the schedule form attached hereto. All unit prices must be filled in. Each proposal must be submitted with (1) one original set and (20) twenty copies/sets of the proposal. Proposer must submit proposal in a clear, concise and legible manner to permit proper evaluation of responsive bid. Faxed or emailed proposals will not be accepted however, hand delivered, mailed or overnight proposals will be accepted Monday through Friday between the hours of 8:30am -12:00pm and 1:00pm - 3:00pm in the Central Receiving Department located in the Arch Street parking lot, or by mail. The original proposal and copies must be in a sealed envelope plainly marked:

**Construction Management Services RFP**  
**Opening Date: March 23, 2023**  
**Opening Time: 10:00 a.m.**  
**RFP #2408-23**

**Mandatory Walk-through**  
**Old Greenwich School**  
**285 Sound Beach Avenue**  
**Old Greenwich, CT, 06870**  
**March 2, 2023 @ 10:00 a.m.**

All Proposers and other interested people are invited to call in to hear the proposals being read at 10:00 a.m. Sealed proposals for supplying the above will be received by the Purchasing Department at the above address until 10:00 a.m. on March 23, 2023 at which time they will be opened and read publicly. The Town of Greenwich reserves the right to reject any or all Proposals or waive defects in same, if it deems such to be in the best interest of the Town of Greenwich.

Very truly yours

  
Eugene H. Watts

**OLD GREENWICH SCHOOL BUILDING COMMITTEE /  
GREENWICH PUBLIC SCHOOLS  
REQUEST FOR PROPOSAL  
RFP #2408-23  
CONSTRUCTION MANAGEMENT SERVICES FOR THE PRECONSTRUCTION  
AND CONSTRUCTION FOR THE ADDITION AND RENOVATION OF  
OLD GREENWICH SCHOOL  
CONTENTS**

1. Invitation to Submit Proposal (Advertisement)
2. Scope of Services
3. Proposal Requirements
4. Submission of Qualification Statement
5. Method of Selection/Criteria for Award
6. Interviews
7. Site Visits
8. Questions/Amendments
9. Award of Contract and Reservation of Rights
10. Additional Information
11. General Terms and Conditions
12. Duties, Responsibilities and Limitations of the Authority of the Firm
13. State Funded Projects
  - A. Policies and Procedures for State Funded Projects in the Amount of \$20 Million Dollars or More
  - B. Connecticut General Statutes
  - C. Commission on Human Rights and Opportunities Contract Compliance Regulations Notification to Proposers
14. Insurance Requirements
15. Other Data
16. Forms of Agreement
17. Non-Collusive / Non-Conflict Affidavit

Exhibits

- A. Old Greenwich School – Construction Manager at Risk Bid Form RFP- 2408-23
- B. Staffing and Task Matrix

**1. INVITATION TO SUBMIT PROPOSALS:**

The Old Greenwich School Building Committee (“OGSBC”) is seeking to engage a Construction Manager to provide program evaluation and pre-construction services (in coordination with the Architect), cost estimating, trade contract bidding/negotiation, and construction phase services for the Addition and Renovation to Old Greenwich School. The OGSBC will engage a Construction Manager to serve as Constructor and the Construction Manager will be ‘At Risk’. Proposers are required to submit one (1) original, twenty (20) copies and one (1) electronic copy (via flash USB drive) of this sealed Request for Proposal no later than Thursday March 23 at 10:00 a.m. at the (Greenwich Public Schools, Purchasing Department, 290 Greenwich Avenue, Greenwich, CT 06830) and marked **RFP 2408-23 Construction Management Services**”. Proposals received after that date and time will be rejected.

The OGSBC reserves the right to reject any or all Statements of Qualifications, or waive defects in same, if it deems such to be in the best interest of the OGSBC.

Upon interview evaluation and review of the fee proposals, and in accordance with CGS Section 10-287 (b) (1), the OGSBC will recommend the “most responsible, qualified proposer” to the BOE, who will make the final determination regarding which Construction Manager (“CM” or “Proposer”), if any, will be awarded the contract.

## **2. SCOPE OF SERVICES:**

The Project will be comprised of three (3) phases for fee breakdown purposes:

Phase 1: Design / Pre-Construction Services for Schematic Design SD, Design Development DD, and Construction Document CD sub-phases.

Phase 2: Bidding and Procurement and submission of Gross Maximum Price GMP.

Phase 3: Construction and Closeout.

Note: OGSBC will issue a written Notice to Proceed (NTP) to the CMR at each of the three phases.

Each phase will be coordinated with the OGSBC, the Architect, Owner’s Representative, and the Commissioning Agent.

The project schedule is as follows:

Note: The CM is not to proceed to these Phases without written notification and approval of the OGSBC,

**Phase 1: Design/Preconstruction Services for SD,DD,CD sub phases** February 2023 - January 2024

### **Phase 2 and Phase 3:**

Depending on Town and State funding there are two Scenarios:

#### **Scenario A**

Phase 2: Bidding and Procurement and submission of GMP. June 2024 - July 2024

Phase 3: Demolition, Construction, Sitework, FF&E, C of O’s & Closeout. July 2024 - September 2026

#### **Scenario B**

Phase 2: Bidding and Procurement and submission of GMP. March 2025 - April 2025

Phase 3: Demolition, Construction, Sitework, FF&E, C of O’s & Closeout. June 2025 - August 2027

Note: Phase 3 in both scenarios is a phased sequence of construction as outlined in the ED Specs it is anticipated that the new construction will occur while school is in session and renovation will occur over the summers.

The Project location is 285 Sound Beach Avenue, Old Greenwich, CT 06870 (the “Site”). The selected Proposer will review the Site, and its existing facilities and systems to assist the Architect with the determination of the costs, logistics, phasing and scheduling of the location, design and demolition (in part) of the Old Greenwich School. The selected Proposer will be responsible to attend and present project updates at scheduled meetings of the OGSBC and other Town of Greenwich boards as necessary.

- I. The Project consists of the Addition and Renovation of Old Greenwich School, to comply with the standards of Connecticut Department of Education, the Connecticut Codes Governing School Construction, the specifications, and requirements of the Board of Education of the Town of Greenwich and of the OGSBC, all requirements for accessibility to the handicapped, and any other applicable laws and regulations (hereinafter referred to as the “Project”).
- II. The Board of Education (“BOE”) and the Greenwich Public Schools (“GPS”) have comprehensive and detailed information, including programming, that was collected during the Educational Specification Development stage of the Project. This document, heretofore referred to as the “Educational Specifications” dated October 21, 2021, will be expected to help guide the selected Construction Manager (also referred to as the “CM” or “Proposer”) with the Project. Proposers may find this information on the Greenwich Public School website at [www.greenwichschools.org](http://www.greenwichschools.org)

The OGSBC has retained the services of The Morganti Group, Inc (“the Owner’s Representative”) to provide oversight services in relation to the Project. The OGSBC has also retained the services of Silver Petrucelli + Associates and its team of consultants (“the Architect”) to provide program evaluation and full-service architectural, interior design, landscaping, and engineering services in relation to the Project. Proposers shall work with the Architect in all aspects of the design and pre-construction phases of the project, including but not limited to, scheduling, budgeting, site design, phasing and logistics, value engineering, and the evaluation and award of trade contracts and be able to demonstrate its ability to do so. All work shall be performed in accordance with all applicable federal, state and local statutes, regulations and ordinances, CM-Owner Agreement, and Office of School Construction Grants and Review (“OSCGR”) requirements. In general, the work expected by the OGSBC to be performed by the CM shall be in conformance with the schedule, divided into (three (3) phases and shall generally include, but shall not be limited to, the following:

*A. Design and Pre-Construction Services:*

- Coordinate existing condition survey of subject structures as required by the approved design
- Prepare constructability analysis of design documents and detailed constructability reviews at each stage of documents.
- Develop project master milestone schedule for Preconstruction and Construction Phases.
- Analyze and reconcile existing construction budget
- Update and analyze estimates to reflect ongoing design development which may include Value Engineering
  - Estimates to be done at the following milestones of the Project:
    - Preliminary/Concept Design, Schematic Design, Design Development, Bid Documents, and GMP
- Identify potential value enhancement solutions (value engineering) for team consideration should any stage of the documents SD, DD or CD come in over budget
- Assist with analysis and study of building sustainability strategies
- Review design specifications for consistency with design intent and budget
- Coordinate and assist with permitting and Town/Agency Reviews as required
- Develop site specific safety and logistics and phasing plans that are acceptable to the Greenwich Building Department Official, Fire Marshall, OGSBC, OGS Principal, Planning & Zoning Department and any other Town agencies associated with health and safety.
- Take the lead in preparing, with the help of the Architect and Owner’s Representative, all required filings and requirements for the OSCGR application and review process.
- Attend weekly OGSBC meetings as requested.
- Develop listing of long lead material items and make recommendations to Owner on how to mitigate any schedule impact.

*B. Procurement Services:*

- Develop overall proposal package strategy and maximize proper interest in coordination with the Architect. This may include “early-release packages” for items with long lead times such as MEP equipment, structural steel, curtain walls, etc.
- Develop a full and complete site logistics and phasing plan that is to be included as a part of the bid packages
- Provide full description of alternates that may be included in the Project
- The development of the GMP is to include full allowances as well as qualifications and exclusions for each trade package.
- Develop and prepare proposal package documents for issuance
- Prepare Minority Business Enterprise (“MBE”) / Woman Business Enterprise (“WBE”) and local work development plans per state statutes
- Advertise project/proposal packages, provide access to documents, and distribute proposal packages

- Conduct pre-proposal conference
- Receive and analyze proposals, present results of proposals, and provide formal recommendation for contract awards
- Provide full bid leveling of all trade packages
- Finalize and award contracts subject to approval by the OGSBC including consideration of subcontractors provided by the Owners Representative and ownership to benchmark pricing of each bid
- Vet the financial capabilities of each subcontractor and proposal holistically and provide transparency on bonding capabilities and the added cost for Contractor Controlled Insurance Program CCIP if CCIP is the path we are taking for each subcontractor
- Enter trade contract with the selected contractor for each proposal package

### *C. Construction Services:*

- Conduct pre-mobilization meetings with trade contractors
- Review/approve trade contractor site specific safety planning and loss control plans
- Implement auditable Project cost reporting and control systems
- Provide full coordination and management of commissioning, materials testing, controlled inspections, and document control
- Conduct weekly Project team meetings, document and distribute minutes within 3 working days of meeting date.
- Attend OGSBC meetings as requested. Meeting attendance will be required and figure at least 2 meetings per month.
- Record all daily job site activities
- Conduct reviews and maintain web-based tracking system and digital file storage for the review and approval of proposals, Bulletins, shop drawings, Submittals, Requests for Information, Construction Documents (e.g., drawings and specifications), meeting minutes, daily job site activities, job site photos, and BIM Modeling (see note in Other below). Controlled permission and access to the web-based tracking system and digital file storage should be made available to all project team members (Owner, Owner's Representative, A/Es, trades, consultants, etc.).
- Develop and maintain a submittal schedule. The submittal schedule should be presented to the A/Es for coordination.
- Manage and coordinate daily activities of trade contractors (Scheduling & Sequencing)
- Monitor and track *MBE/WBE* and workforce and overall labor participation, including Set Aside Documentation
- Provide cost control processes including subcontractor payment reviews, Proposed Change requests, change order verification and project cost projections.
- Work with the Owner's Representative to re-evaluate change orders as needed and potential savings through examining unit costs and/or hourly rates. If needed, utilize the cost history of other projects to determine the validity of change orders.
- Thoroughly review and vet all change orders prior to submission to Owner's representative, Architect and OGSBC. Ensure pricing submitted is detailed and validated and all required backup is provided to substantiate the change. Include a detailed narrative for the reason for the change.
- Process and submit Change Orders to the OSCGR for review and approval and respond to subsequent requests for additional documentation or explanation as necessary.
- Maintain formal quality control and quality assurance program
- Mitigate and resolve potential claims
- Monitor subcontractor financial health throughout the project and alert the Owner Representative and the Owner of concerns as necessary.
- Update and communicate site specific logistics and safety plans. Coordinate and submit site specific logistics and safety plans for the Owner, A/E, and Board of Ed review and approval.

- Conduct on-going onsite formal safety training and measures. This may include health measures/requirements as required by CDC in which these costs can be passed through to the Owner as required under law.
- Administer trade contracts including amendments, updated insurance and bonding requirements, and monitor any ongoing insurance requirements of those subcontractors
- Provide bi-weekly status reports and a “two (2)-week look ahead” schedule to the Owner’s Representative and OGSBC highlighting any information that may have significant impact on the project timing or delivery. Include all cash flow reports/forecasting needed throughout the life of the Project.
- Provide a written monthly report with schedule updates each month. Reporting on schedule, submittals, RFI’s, progress of work to date, changes in critical path, and any issues that have arisen and forecasted work. Include any other topics the OGSBC may ask for.
- Provide bi-weekly progress photos. Consisting of the same 40 photo shots for the life of the Project covering interior and exterior work.
- If the Owner elects at the Owner’s expense to utilize a system such as open space or any other live data monitoring systems for construction, the subcontractors will cooperate by requiring the necessary personnel to wear the data collection on their person (i.e. hard hat cameras) as required for the system to properly function.
- Coordinate and assemble electronic library of all owner post Project completion activities and documents including, but not limited to, building systems, guarantees, manuals and commissioning results, Building Information Modeling (“BIM”) as-built documentation, warranties, and special reports.
- Assist the Owner in procuring maintenance contracts from the trades as necessary to officiate the handover process.

#### CM Input Requirements:

##### Preconstruction

- Team alignment and partnering
- Estimating and reconciliation
- Scheduling CPM development
- Building systems evaluations
- Design document reviews
- Security, Safety and Logistics Planning
- Phase plans
- SCG Unit Interface Support
- Guaranteed Maximum Price (“GMP”) development

##### Construction

- Procurement planning and development
- Pre-mobilization safety and security planning
- Coordination of on-site or off-site storage units as necessary to be included as part of general conditions
- Project communications
- Quality control/Quality assurance
- Cost control and reporting
- Schedule management and reporting
- M/E/P coordination
- Pre-commissioning verification
- Commissioning support
- Building Turnover and support
- Demolition

- Verification of Insurance Certification per the Town of Greenwich requirements for all vendors
- Signage coordination

#### Other

- Existing condition surveys as required.
- BIM modeling of M/E/P systems. Note The CM will take ownership of the architect's model and will use the model for coordination purposes and as-built conditions. The architect will not issue the model to bidders during the bidding process and will not be an exhibit or deliverable to the CM agreement.
- Occupied campus planning and communications if required by the design decision
- Community involvement and communications
- Local economic development - MBE/WBE and workforce development
- Maintenance of on-site trailer
- Coordination of drain and time lapse camera if requested

#### Other General Requirements

In general, the work that the OGSBC expects the CM to perform shall include, but not be limited to, the following:

- Coordination with applicable officers, agents, boards, employees and elected officials of the Town of Greenwich and the public – as required and directed by the OGSBC – to confirm the scope and related construction requirements of the Project.
- Work with the Architect to maximize the Town's reimbursement from the OSCGR and any other available funding sources.
- Work with the Architect and OGSBC to develop sustainable, energy efficient value-added concepts and value engineering prior to the completion of construction documents to determine feasible option(s).
- Ensure design is compatible with any existing facility and site construction constraints and functions; and
- Utilize A/E construction drawings using Building Information Modeling (BIM) software. The resulting files will become the property of the OGSBC upon completion of the design phase, for use only on the Project.

### **3. PROPOSAL REQUIREMENTS:**

All RFP responses are required to be single-sided, should incorporate a "Table of Contents", and should be clearly tabbed for each of the requirements listed below. Proposers shall submit one (1) original, twenty (20) copies, and one (1) electronic copy (via flash USB drive) of their proposal. Proposers' submissions shall include the following information:

1. Cover letter introducing the information in the proposal response.
2. A proposal incorporating detailed information and/or work plans summarizing the Project approach; this section should expand upon the RFP response to Section 4, Item 9. Include an estimated Project schedule covering the period from now to the completion of the OSCGR Plan Completion Test (PCT) review (and beyond if believed appropriate).
3. Signed forms acknowledging the Proposer's acceptance of the Non-Collusive Non-Conflict Affidavit of Proposers
4. Signed forms acknowledging the Proposer's acceptance of the Affirmative Action Statement (4 pages).
5. Acknowledgement of the Proposer's acceptance of the Insurance Requirements described in Section 14 of this agreement.

6. Acknowledgment that the Proposer shall not perform any portions of the Contract work with its own forces except as may be approved by the TOG/BOE and OGSBC.
7. Signed acknowledgement of the Proposer's acceptance of the contract terms. The contract between TOG/BOE and OGSBC and the Proposer shall be Exhibit D. By signing the acceptance of the contract terms, Proposer is waiving the right to further negotiate the form of agreement after the award of the subject contract. Any questions or concerns pertaining to the form of agreement must be raised by no later than the deadline for questions and clarifications specified in Section 7 below.
8. Attend a pre-bid site visit of the Old Greenwich School on March 2, 2023 @ 10:00 AM.

#### **4. SUBMISSION OF QUALIFICATION STATEMENT:**

Qualification response packages shall provide a straightforward, concise description of the CM's ability to meet the requirements of this RFP. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the Project. Proposals shall include a "Table of Contents", clearly tabbed for each part of the requirements listed below and limited to the number of pages indicated per section. A letter of interest providing a brief background of the CM, the CM's interest in the Project, and how it satisfies the Qualification Criteria listed in Section 5. A cover letter should introduce the submission. Proposers shall submit one (1) original copy, fifteen (20) copies, and one (1) electronic copy (via flash USB drive) of their proposals. Proposers' submissions shall include tabbed sections as follows:

1. Company Information – CM shall provide a summary of its company, including the following information:
  - Legal name of company and parent company, if any.
  - Any prior name(s) by which the CM was known and the years during which such name(s) was used.
  - Name(s) of any subsidiary or other company owned or controlled by the CM.
  - Names, titles, reporting relationships, and background and experience of the principal members of the company, including officers. Indicate which individuals are authorized to bind the company in negotiations with the OGSBC.
  - Identify if the company or any principal members of the company are under investigation by the State of Connecticut, the FBI, or any government agency
  - Identify company's primary areas of service.
  - Address of principal office and office from which the Project will be managed.
  - Name, address, telephone number and email address of the principal contact person to receive notifications and to reply to inquiries from the Purchasing Agent and/or the OGSBC.
  - Legal form of ownership. If a corporation, where incorporated;
  - Years engaged in above services under its present name; and
  - 3 years financial statements, audited preferred
2. Relevant Experience and References - Provide descriptions of three (3) similar projects for which the CM has provided similar services along with references and contact name(s) and information. The description of each project should include pertinent information such as the project type, size, and scope of work performed and any pertinent features, as well as Owner and/or A/E contact information for each such project. Also include information regarding the CM's qualifications with respect to the Review Criteria listed in Section 5 of this RFP. The Proposer must be able to demonstrate its ability (and its financial ability) to properly manage the construction of a project of the size and complexity specified herein in accordance with the OSCGR requirements and the Educational Specifications (approved by the BOE on October 21, 2021. Finally, present the experience of Key Personnel (see Requirement #4, below) to the CM's relevant experience using a matrix format. Include the above three projects in the Matrix. (See sample matrix format below that has project numbers across the top and the key personnel and their titles down the left column).



Name	Position	Project Numbers									
		1	2	3	4	5	6	7	8	9	10

3. Team Format - Provide details on any services that will not be provided in-house. If consultants are to be proposed for use in response to this RFP, please provide names of all consultants; named consultants may not be changed without prior notice and approval of the substitution by the OGSBC. Provide details on any prior work with the named consultant(s) and include them in the Matrix in requirement #2.
4. Experience of Key Personnel - Provide a list of the key personnel and organizational chart of the company (1 page per person) to be assigned to the Project (including consultants, if applicable), a brief description of the work they will perform and list them in the Matrix and indicate the location of the office to be used by key personnel listed. Resumes of the key personnel (including consultants) who will be directly involved in the Project shall be included. Said resumes shall state at a minimum:
  - Current job title, responsibilities, and type of work performed, and time at current firm
  - Educational background, academic degrees, professional associations
  - Experience on projects like that described in this RFP, including the specific role (e.g., Project Manager, Superintendent, Project Engineer, Assistant Project Manager, Project Executive, etc.) played by said individual on each project listed.

Note: There is a monetary penalty and owner termination rights for contractor termination or relocation of key employees.

5. Technical Competence - Provide information on prior projects that demonstrates the Proposer's ability to adhere to Project schedule and budget and provide information (including any relevant financial information) that is representative of the change orders that have been attributed to the Proposer on past projects. Provide data from the three reference projects, CO's (by source) original timeline and milestones, and actual milestones and dates. Provide information from prior similar projects on CMR's contingency usage percentage during the course of construction, denoting dollar value used as compared to starting contingency value. Provide samples of constructability reviews from other similar Projects.
6. Quality Management - Provide a synopsis of the CM's quality management plan regarding approach, safety, procedures, scheduling, cost and coordination of trade contractors.
7. Sustainable Design – CM's overall knowledge of sustainable design, the CT High Performance Building Standards, and alternative energy sources.
8. Knowledge of Projects in Town (2 pages) - Provide any information on the completion of prior Town of Greenwich projects, if any, as well as key personnel's experience
9. Project Approach and Methodology (2 pages) - Provide a description of the proposed technical approach to the Project, including the identification of any unusual circumstances or anticipated problems and proposed solutions. The information will be used by the OGSBC to assess the CM's understanding of the Project and its methodology. The Request for Proposal will provide an opportunity to expand on this

subject. Advise your approach to constructability reviews during Precon and minimizing CMR contingency usage during construction.

10. Default and Litigation - (1 page) - Have you ever failed to complete any work awarded to you? Have you ever been declared to be in default on a contract? If so, when, by whom, where and why? Describe any pending litigation or arbitration proceedings in which your firm may be involved including that with owners, subcontractors, or public entities, including the nature and amount of any claims against you, the status of the proceeding and if concluded, the outcome.
11. Workload Statement - (1 page) - Provide details on your current and future workload and ability to provide this Project the attention it requires between now and scheduled completion date. Please include a 10-year history of your workload and all relevant financial data supporting such workload.
12. Additional Information - (4 pages) - Please provide any other information that you believe would be important and pertinent to the OGSBC.

**In a separate sealed envelope** from the RFP response, please provide a complete and filled out Exhibit A – Fee Proposal for both Pre-Construction and Construction Management Services and Exhibit B – Staffing and Task Matrix. The Proposer’s Fee Proposal shall include all work that is reasonably inferable from the information provided to the Proposers during the RFP process unless such pre-construction and construction management work is specifically excluded in the Fee Proposal Form. The Proposer shall be expected to include in its base fee proposal all pre-construction and construction management services required to administer all phases of the work necessary to provide a complete and usable facility. The Fee Proposal should include a list of all general conditions’ costs. Note especially for the Construction Manager Staffing & Task Matrix, the Proposer shall not perform any portions of the work with its own forces except as may be approved by the OGSBC.

As indicated in the Fee Proposal form (below “Reimbursable Expenses”), please list any fees not included in the above base fees with respective mark up, cost or escalation per year. Please also include hourly rates for any additional services by proposed team members. Provide a detailed breakdown of all general conditions and phase in/phase out cost of general conditions during life of project. This should include what the costs of general conditions would be if a subcontractor were to fail to deliver certain material on time.

## **5. METHOD OF SELECTION / CRITERIA OF AWARD:**

- A.** The Respondents will be evaluated on its qualifications by the OGSBC using the following criteria:
1. Compliance with submission requirements.
  2. The Respondent must be properly insured.
  3. The Respondent must have successfully completed a minimum of two K-12 school projects in the State of Connecticut in the past ten (10) years.
  4. The Respondent must have constructed a comparably sized school facility for at least one other municipality in Connecticut within the past ten (10) years.
  5. Recent experience (within 3 years) and knowledge of working with OSCGR and reviewing public school projects for state reimbursement.
  6. The Respondent must demonstrate prior experience with Connecticut school construction projects that involved renovating or constructing a structure on an occupied school site. An example of a logistics and/or phasing plan from a prior project in similar cost, size, and scope should be provided.
  7. Experience providing oversight during the pre-construction phases and coordinating with multiple agencies, architects, engineers, commissioning agents and contractors.

8. Past successful record of performance on local school construction contracts with respect to such factors as schedule, cost control, work quality and cooperation with the client.
  9. The Respondent must demonstrate experience with Zero Energy Ready buildings and sustainable energy initiatives including but not limited to geothermal, co-generation, tri-generation, photovoltaic, and solar-thermal.
- B.** In accordance with the Connecticut General Statutes, the OGSBC will develop a short list of CM firms. All selected CM firms will then be notified in writing and scheduled for an interview (see Section 6 – Interviews)
- C.** In the RFP response and interview, a Project work plan shall state the tasks to be completed, as well as a description of how the Project is anticipated to be scheduled. The plan should include a timeline for completion of each stage/step of the process and an indication of the delivery dates for each deliverable. The OGSBC will ultimately determine the actual timing and sequence of events resulting from this RFP.

Assumptions with respect to the support that will be expected from the Town of Greenwich shall be clearly identified. This schedule may be adjusted or altered in accordance with the best interest of the Town of Greenwich.

- D.** This RFP includes a proposed form of agreement that shall form the basis of the contract for the Project between the selected Respondent and the OGSBC. The form of agreement is based upon documents produced by the American Institute of Architects (A133-2019/E202/E201) subject to supplementary conditions reviewed and approved by the OGSBC.
- E.** The award of the contract for the construction management services shall be made, if at all, to the Respondent whose evaluation by the OGSBC results in an award that the OGSBC deems to be in its best interests. The OGSBC reserves the right to reject any or all of the RFP responses, or parts thereof, and/or to waive any informality in any of the RFP responses if such rejection or waiver is deemed in the best interest of the Town of Greenwich. Neither the OGSBC or the GPS, nor any of their respective officers, directors, employees or authorized agents shall be liable for any claims or damages resulting from the evaluation, selection, non-selection or rejection of any proposal submitted in response to this RFP.

## **6. INTERVIEWS:**

Interviews will be held in the Conference Room of the Greenwich Public Schools, Havemeyer Building, 290 Greenwich Avenue, Greenwich, CT., on an evening in early April 2023. When you receive an invitation for an interview, please email (Bid\_department@greenwich.k12.ct.us) to confirm that you plan to attend the interview. Proposers shall wait in the main lobby of the building at the main entrance and a staff member will escort you to the appropriate location of your interview. Each Proposer will be required to present an oral presentation not to exceed fifteen (15) minutes. Hard copy presentations are permitted. The presentation will be followed by a question-and-answer session not to exceed forty-five (45) minutes.

This is a tight timeframe, and each Proposer should develop and manage the presentation accordingly. The OGSBC requests that only team members necessary to the presentation attend the interview. Each member of the presentation team should plan to have a speaking role during the interview.

This presentation should not be simply a restatement of the written submission. Each Proposer should demonstrate that they possess the highest qualifications in relation to the scope and needs of this specific Project based on the following Interview Criteria:

- Discuss your approach to Project planning. Specifically address Project scheduling and the timeline proposed by the Architect; please discuss pros and cons of this plan.
- Indicate the approach that will be taken to control the budget and schedule and demonstrate results from past projects referenced in the qualification response, including Requests for Information, Proposals and Change Order management. Provide information on any Project Management Software that will be used in the execution of the project.
- Discuss the management, consultant coordination, and quality control to be implemented for this Project including your experience with the Architect
- Be prepared to speak about any other challenges and/or opportunities with this Project; specific consideration may be given to energy conservation measures as well as larger sustainable sites and building design and alternative construction methodologies.
- Identify any particular value(s) the Proposer can bring to the Project and why the Proposer should be considered the best choice for the Project Proposer's responses to the OGSBC during the question-and-answer session

The Proposer's responses to these qualifications shall be evaluated and rated by the OGSBC.

## **7. SITE VISITS:**

The OGSBC is also requesting that each Proposer provide with their submission a choice of two (2) completed school projects, of the three representative projects listed in your RFP response, which the OGSBC can select from for a site visit. These schools preferably should be public K-12 schools similar in size and scope to the Project. These projects ideally should include a building with carbon emissions controls (it does not have to be net zero). The OGSBC may decide to visit at least one school for each Proposer. Once the OGSBC decides which school(s) they are planning to visit, a member of the OGSBC or the GPS will notify the Proposer so that they can be present (if they choose) and help plan for the visit.

## **8. QUESTIONS / AMENDMENTS:**

Questions concerning this RFP will be received by email only directed to: Bid Department, (bid\_department@greenwich.k12.ct.us). In the "Subject" line you must put RFP #2408-23 CM. All questions must be received no later than noon on March 9, 2023. All answers will be posted as an addendum on our website (www.greenwichschools.org) by noon on March 16, 2023. Questions received verbally will not be answered. Failure to comply with these conditions will result in the bidder waiving his right to dispute the bid specifications and conditions

## **9. AWARD OF CONTRACT AND RESERVATION OF RIGHTS:**

1. The OGSBC reserves the right to accept and/or reject any or all Proposals, or waive defects in same, if they deem such to be in the best interest of the Town.

## **10. ADDITIONAL INFORMATION:**

The Project will be carried out by the BOE under the overall direction of the OGSBC. At the direction of the First Selectman in consultation with the OGSBC, other Town of Greenwich staff and groups/subcommittees may also be assigned to assist with the Project.

## **11. GENERAL TERMS AND CONDITIONS:**

All Proposers must be willing to adhere to the terms and conditions of this RFP, including the following, and must positively state their acceptance and compliance with them in their response to this RFP.

1. Acceptance or Rejection by the OGSBC - The OGSBC reserves the right to accept and/or reject any or all qualification statements submitted for consideration to serve the best interests of the OGSBC. Proposers whose proposals are not accepted will be notified in writing.
2. Ownership of Documents - All proposals submitted in response to this RFP are to be the sole property of the OGSBC and subject to the provisions of Section 1-200 of the Connecticut General Statutes (re: Freedom of Information).
3. Ownership of Subsequent Products - Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP is to be the sole property of the OGSBC unless stated otherwise in the RFP or contract.
4. Timing and Sequence - Timing and sequence of events resulting from this RFP will ultimately be determined by the OGSBC.
5. Oral Agreements - The OGSBC will not be responsible for any alleged oral agreement or arrangement made by a Proposer with any agency or employee.
6. Amending or Canceling Requests - The OGSBC reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of the OGSBC to do so.
7. Rejection for Default or Misrepresentation - The OGSBC reserves the right to reject the proposal of any Proposer that is in default of any prior contract or for misrepresentation.
8. Clerical Errors in Awards - The OGSBC reserves the right to correct inaccurate awards resulting from its clerical error.
9. Rejection of Qualification Statements - Qualification statements are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
10. Changes to Qualification Statements - No additions or changes to the original qualification statement will be allowed after submittal.
11. Contract Requirements - A formal agreement will be entered into with the selected Proposer, as previously described. The contents of the proposal submitted by the successful Proposer and the RFP will become part of any contract award. The contract shall comply with Connecticut General Statutes Section 1-200.
12. Rights reserved to the OGSBC - The OGSBC reserves the right to award in part, to reject any and all proposals in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the OGSBC will be served.
13. Withdrawal of Proposals - Negligence on the part of the Proposer in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposal.
14. Assigning, Transferring of Agreement - The successful Proposer is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement, its rights, title or interest therein or its power to execute such agreement by any other person, company, or corporation without the prior consent and approval in writing by the OGSBC.
15. Cost of Preparing Proposals - The OGSBC shall not be responsible for any expenses incurred by the organization in preparing and submitting the proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

## **12. DUTIES, RESPONSIBILITIES AND LIMITATIONS OF AUTHORITY OF THE CM FIRM:**

*The CM that enters the subject agreement with the OGSBC shall be responsible to the OGSBC for the services to be provided hereunder. The CM shall act on behalf of the OGSBC but only to the extent provided in the contract documents to which the OGSBC is a party. The CM shall confer with the OGSBC at intervals and on occasions as appropriate to the various stages of the Project. The duties and responsibilities of the CM shall be as outlined in Section 2 above or as detailed in the subject agreements and shall generally include) but shall not be limited to) the following:*

- Attend meetings as directed by the OGSBC including regular and special meetings of the OGSBC and meetings of the BOS, BOE, and Board of Estimate and Taxation (“BET”). Other than meetings of the OGSBC, report to the OGSBC on the proceedings of the attended meetings.
- Schedule and observe any tests required by the Project. Record and report to the OGSBC on test procedures, test results and verify testing invoices to be paid by the OGSBC.
- Coordinate with the Architect to provide periodic (weekly) Project observation and construction management reports. The RFP response should include the qualifications of the person(s) anticipated to serve in this capacity. The person who will be the Project Executive should be clearly identified and his/her qualifications should also be included if different than the Project Supervisor.
- Present periodic and regular briefings on the progress of the Project to the OGSBC at such times as the OGSBC shall determine necessary.
- Assist the OGSBC (and GPS staff) through the completion of the Project by providing continuous technical assistance.

### **13. STATE FUNDED PROJECTS:**

#### **A. Policies and Procedures for State Funded Projects in the Amount of \$20 Million Dollars or More:**

1. Construction Manager at Risk (CMR)/General Contractor (GC) must meet with the Commission on Human Rights and Opportunities (CHRO) Contract Compliance Unit (CCU) Supervisor and provide:
  - a. Details for how the CMR/GC will make good faith efforts to solicit small businesses and small businesses owned by persons with disabilities, ethnic minorities and women.
  - b. Details for how the CMR/GC will break out each trade package to allow small businesses and small businesses owned by persons with disabilities, ethnic minorities, and women to not only bid but to actually be able to perform on the project.
  - c. The supplier diversity goals the CMR/GC will assign to the overall project (to be discussed).
  - d. The trades the CMR/GC will solicit as trades for set-aside companies only.
  - e. An understanding that each company awarded one of the trade packages aforementioned must file Supplier Diversity Plan (i.e. a Set-Aside Plan) and have it approved by the CCU.
2. CMR/GC must invite a CHRO CCU Representative to its open houses (i.e. all information sessions, pre-bid meetings, etc.) to reiterate this policy to the attendees. A CCU approved handout, to be distributed to the attendees, may be substituted.
3. The CMR/GC must submit a full Affirmative Action Plan (AAP) with sections 11 and 12 incomplete. Section 11 should bear this language: “XYZ Company will submit the requested information each month once bidding has begun, until the project has been completely bought out.” For Section 12, the CMR /GC must complete, sign and date the statement provided on Attachment IIIa, whether or not the project is a design build.
4. Once the job has been completely bought out, the CMR/GC must provide CHRO with a revised Attachment III.
5. Once the job has been completely bought out, the CMR/GC is to provide CHRO with a spreadsheet that contains the following columns:
  - a. Bid/trade packages that lists the type of trade;

- b. Bid/trade package numbers (i.e. CMR/GC identifier);
  - c. Indicates if the trade package is a set-aside package only (i.e. could only be awarded to a S/M/W/DisBE)
  - d. Lists the name of each company that was awarded one of the trade packages listed;
  - e. Indicates whether each company listed is an S/M/W/DisBE
  - f. List the contract amount (each contract must be listed separately and provided a separate bid package number);
  - g. List each trade package SBE goal percentage;
  - h. List each trade package MBE goal percentage;
  - i. Indicate whether each company listed will file a Plan or not;
  - j. Provide a column for CHRO comments; and
  - k. Provide a column for CHRO to indicate whether the company's Plan has been approved or not.
6. Each company, as indicated on the CMR/GC spreadsheet, must file a Set-Aside Plan (SAP) and have that SAP approved by CHRO.
  7. Each company, as indicated on the CMR/GC spreadsheet, that is filing an SAP must also adhere to CHRO's monthly and quarterly report filings.
  8. The CMR/GC AAP and its subcontractors' SAPs are then monitored as if each project was separate, until the overall project is concluded. Then each subcontractors' actual SBE and MBE goals are calculated to determine if the CMR/GC actually met its SBE% and MBE% supplier diversity goals for the entire project.

#### **B. Connecticut General Statutes:**

This contract is subject to state set-aside and contract compliance requirements.

The contractor who is selected to perform this State project must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. An Affirmative Action Plan must be filed with and approved by the Commission on Human Rights and Opportunities prior to the commencement of construction.

The contractor shall be required to make good faith efforts to place a minimum of twenty-five (25%) percent of the subcontracts awarded by the general contractor/construction manager at risk with eligible contractors holding current certification from the Connecticut Department of Administrative Services ("DAS") under the provisions of CONN. GEN. STAT. § 4a-60g, as amended. (25% of the work with DAS· certified Small and Minority owned business(s) and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses.)

#### **C. Commission on Human Rights and Opportunities Contract Regulations Notification to Bidders:**

##### **COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES CONTRACT COMPLIANCE REGULATIONS NOTIFICATION TO BIDDERS (Revised 09/3/15)**

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the

participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

## INSTRUCTIONS AND OTHER INFORMATION

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the proposal compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder’s good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

### 1) Definition of Small Contractor

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding fifteen million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.



## 2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

**MANAGEMENT:** Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

**BUSINESS AND FINANCIAL OPERATIONS:** These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

**MARKETING AND SALES:** Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

**LEGAL OCCUPATIONS:** In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants. **COMPUTER SPECIALISTS:** Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists.

**ARCHITECTURE AND ENGINEERING:** Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

**OFFICE AND ADMINISTRATIVE SUPPORT:** All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

**BUILDING AND GROUNDS CLEANING AND MAINTENANCE:** This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

**CONSTRUCTION AND EXTRACTION:** This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..

**INSTALLATION, MAINTENANCE AND REPAIR:** Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

**MATERIAL MOVING WORKERS:** The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

**PRODUCTION WORKERS:** The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information) (Page 3)

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BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number _____ O r Social Security Number _____
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1)  -Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes No (If yes, check ownership category) Black Hispanic Asian American American Indian/Alaskan Native Iberian Peninsula Individual(s) with a Physical Disability Female
Bidder Parent Company (If any)	- Bidder is certified as above by State of CT Yes__ No__
Other Locations in Ct. (If any)	

## PART II - Bidder Nondiscrimination Policies and Procedures

<p>1. Does your company have a written Affirmative Action/Equal Opportunity statement posted on company bulletin boards? Yes__ No__</p>	<p>7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 &amp; 4a-60a Conn. Gen. Stat.? Yes No</p>
<p>2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes No</p>	<p>8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes No</p>
<p>3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes No</p>	<p>9. Does your company have a mandatory retirement age for all employees? Yes__ No__</p>
<p>4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes No</p>	<p>10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes No NA</p>
<p>5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes No</p>	<p>11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes No NA</p>
<p>6. Does your company have a collective bargaining agreement with workers? Yes__ No__</p> <p>6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__</p> <p>6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__</p>	<p>12. Does your company have a written affirmative action Plan? Yes No If no, please explain.</p>
	<p>13. Is there a person in your company who is responsible for equal employment opportunity? Yes No If yes, give name and phone number.</p>

### Part III - Bidder Subcontracting Practices

(Page 4)

1. Will the work of this contract include subcontractors or suppliers? Yes\_\_ No\_\_

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above?

Yes\_\_ No\_\_

### PART IV - Bidder Employment Information

Date:

JOB CATEGORIES*	OVERALL TOTAL	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation, Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

\*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

## PART V - Bidder Hiring and Recruitment Practices

(Page 5)

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification  (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service					Work Experience	
Private Employment Agencies					Ability to Speak or Write English	
Schools and Colleges					Written Tests	
Newspaper Advertisement					High School Diploma	
Walk Ins					College Degree	
Present Employees					Union Membership	
Labor Organizations					Personal Recommendation	
Minority/Community Organizations					Height or Weight	
Others (please identify)					Car Ownership	
					Arrest Record	
					Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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## **14. INSURANCE REQUIREMENTS**

### **A. GENERAL REQUIREMENTS**

The Proposer shall be responsible for maintaining insurance coverage in force for the duration of the contract of the kinds and amounts listed below, with an insurance company with an AM Best Rating of A or better licensed to write such insurance in the State of Connecticut and acceptable to the OGSBC.

The insurer shall provide the OGSBC with Certificates of Insurance, on a form acceptable to the Town, signed by an authorized representative of the insurance company prior to the commencement of performance of this contract describing the coverage and providing that the insurer shall give the OGSBC written notice of at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the Proposer's responsibility under this contract. The Proposer, at the Proposer's own cost and expense, shall procure and maintain all insurances required and shall include the OGSBC, the Board of Education, and the Town of Greenwich as Additional Insureds on all such insurance, except Workers' Compensation coverage. The Certificate of Insurance shall evidence all required insurances, including Additional Insured and Waivers of Subrogation. The Proposer shall also provide its policy endorsement indicating the OGSBC, the Board of Education and the Town of Greenwich as additional insured.

In order to facilitate this requirement for insurance, it is recommended that the Proposer forward a copy of these requirements to the Proposer's insurance representatives

### **B. SPECIFIC REQUIREMENTS**

A. Minimum Scope and Limits of Insurance:

**Workers' Compensation insurance:** With respect to all operations CM performs, it shall carry workers' compensation insurance in accordance with the requirements of the laws of the State of Connecticut, and employer's liability limits of Five Hundred Thousand Dollars (\$500,000.00) coverage for each accident, Five Hundred Thousand Dollars (\$500,000.00) coverage for each employee by disease, Five Hundred Thousand (\$500,000.00) policy limit coverage for disease.

**Commercial General Liability:** With respect to all operations CM performs, it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for each site or project for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. Each annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00). The limit may be provided through a combination of primary and umbrella/excess liability policies acceptable to TOG/BOE and OGSBC. Blanket Contractual Liability for liability assumed under this Agreement and all other Contracts relative to the Project.

**Automobile Liability:** With respect to each owned, non-owned, or hired vehicles, CM shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000.00). However, if CM is a hazardous waste hauler or is otherwise responsible for removal of hazardous materials in connection with the Project, then it shall maintain Automobile Liability coverage in the amount of Five Million Dollars (\$5,000,000.00) combined single limit. Evidence of a MCS90 Endorsement must be documented.

**Environmental Liability:** CM shall itself or through its Trade Contractor carry environmental and remediation insurance in the amount of Five Million Dollars (\$5,000,000.00) per claim limit and Five Million Dollars (\$5,000,000.00) aggregate limit. CM shall state in writing the "per claim" or aggregate deductible amount. Such insurance shall name TOG/BOE and OGSBC, the Trade Contractor and CM as additional insureds on the policy(ies).

**Contractor Construction Equipment Insurance** - CM is required to provide insurance for all owned and/or rented equipment and any policies maintained by CM on its owned and/or rented equipment and materials shall

contain a provision requiring the insurance carriers to waive their rights of subrogation against TOG/BOE and CMS BC and all indemnities named in this Agreement.

**Excess Liability Coverage:** With respect to the coverage provided by CM for this Project, excess liability insurance will be provided in an amount not less than Ten Million Dollars (\$10,000,000.00) per occurrence and annual aggregate basis.

**Builder's Risk:** Unless otherwise provided, CM shall purchase and maintain, in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located, property insurance written on a builder's risk "all-risk" or equivalent policy form on a replacement cost basis. Such property insurance shall be maintained until "Final Payment" (as defined in the Owner's Agreement with the Construction Manager) is made by the Owner. This insurance shall include the CM, the OGSBC, the BOE, and Town of Greenwich as named insureds and shall include the interests of all their Trade Contractors in the Project. After Final Payment (as defined in the Owner's Agreement with the CM) is made by Owner, the OGSBC shall assume the risk of loss of the Project and shall release CM from insuring the Project under the builder's risk property insurance required in this Article. After Final Payment is made by Owner, the OGSBC shall provide either self-insurance or separate property insurance covering the full replacement value of the Project. Such insurance shall include CM as an additional insured for the Project on a primary basis until Final Payment. Property insurance shall be on an "all-risk" or equivalent policy form and shall include insurance against the perils office, theft, mechanical breakdown, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, and testing and startup.

These coverages may include a sub limit of insurance.

The builder's risk policy that CM is required to purchase and maintain shall cover loss or damage caused by flood up to a maximum amount of Two Million Dollars (\$2,000,000) in accordance with the policy terms and conditions.

If the property insurance requires deductibles, the deductible will be paid by CM, Trade Contractor, or subcontractor or supplier or vendor responsible for such loss. If CM is solely determined responsible for such loss, the amounts allocated for Unforeseen Expenses may be used to cover the deductible amount. CM shall be solely responsible for any and all deductibles arising out of any loss due to flood, earthquake, windstorm, named storm, hail, volcanic eruption or terrorism.

Partial occupancy or use in accordance with the Contract Documents shall not commence until the OGSBC and CM have received notice from the insurance company or companies providing property insurance that it, or they, have consented to such partial occupancy or use by endorsement or otherwise. CM and the OGSBC shall take reasonable steps to obtain consent of the insurance company or companies and shall, without mutual written consent, take no action with respect to partial occupancy or use that would cause cancellation, lapse or reduction of insurance.

**Loss of Use Insurance:** The OGSBC, at its option, may purchase and maintain such insurance as will insure the Town of Greenwich and the OGSBC against loss of use of its property due to fire or other hazards, however caused.

If the OGSBC requests in writing that insurance for risks other than those described herein or other special causes of loss be included in the property insurance policy, CM shall, if possible, include such insurance and the cost thereof shall be added to this Agreement by change order.

Upon request, CM shall file with the OGSBC a copy of the builder's risk property insurance required by this Article.

**Waivers of Subrogation:** CM waives all rights against the OGSBC for damages caused by fire or other causes of loss to the extent covered by property insurance obtained by CM pursuant to its Agreement with the OGSBC or other property insurance applicable to the Work, except such rights as CM may have to proceeds of such insurance held by the Town as fiduciary. The CM policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

The waiver requirement includes, but is not limited to, insurance coverage provided by private sector insurers and self-insured contractors or corporations.

A loss insured under CM's property insurance shall be adjusted by CM as fiduciary and made payable to CM as fiduciary for the insureds

**Acceptability of Insurers:** CM's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII or otherwise acceptable by the OGSBC.

**Trade Contractors:** CM shall require all trade contractors to provide the same "minimum scope and limits of insurance" as required herein, with the exception of excess liability coverage of Ten Million Dollars (\$10,000,000.00). Furthermore, Errors and Omissions/Professional Liability insurance 'shall only be required of subcontractors if such insurance is applicable to the Work performed by the particular subcontractor.

**Aggregate Limits:** Any aggregate limits must be declared to and be approved by GPS. It is agreed that CM shall notify the OGSBC whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, CM agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by CM.

**Deductibles and Self-Insured Retentions:** Any deductible or self-insured retention must be declared to and approved by the OGSBC. All deductibles or self-insured retentions are the sole responsibility of CM to pay and/or to indemnify. The parties agree that the amounts of insurance under this Agreement do not, in any way, limit CM's liability to the OGSBC by virtue of this promise to indemnify and hold the CMS BC harmless so that in the event of any settlement of a claim or a judgment in an amount in excess of the amount of insurance coverage carried by CM, CM shall be liable to the OGSBC for the difference, plus all fees and expenses incurred in collecting same, all at CM's sole cost.

**Professional Liability Insurance:** CM shall provide and maintain Professional Liability Insurance with minimum limits of \$5,000,000 per occurrence/annual aggregate. The policy shall not have a deductible greater than \$50,000.00. Coverage shall be maintained in effect continuously for a period of at least six (6) years from the date of Final Payment by Owner to CM.

## **15. OTHER DATA**

The OGSBC reserves the right to amend amounts of coverage required and types of coverage provided based on work or service to be performed. Construction Manager shall furnish payment and performance bonds in the penal sum of the total amount of the Work. Bonds shall be provided by sureties licensed to conduct surety business in the State of Connecticut and rated at least A- by A.M. Best

## **16. FORMS OF AGREEMENT**

The Agreement will be based upon AIA documents A133-2019 and A201-2017 as revised and will be issued as an addendum.

## **17. COLLUSION AMONG PROPOSERS**

More than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a proposer is interested in more than one proposal for the work contemplated will cause rejection of all proposals in which the proposer is interested. Any or all proposals will be rejected if there is any reason for believing that collusion exists among the proposers.

Participants in such collusion may not be considered in the future offers for the same work. Each bidder, by submitting a proposal, certifies that it is not a party to any collusive action.



Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulations, shall be deemed sufficient for the purpose of meeting the requirements of this section.

**GREENWICH, CONNECTICUT**

**State of \_\_\_\_\_:**

**County of \_\_\_\_\_:s.s.**

**I state that I am the \_\_\_\_\_ of \_\_\_\_\_**  
(TITLE) (NAME OF MY FIRM)

**and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid/rfp.**

**I state that:**

- (1) The price(s) and amount of this bid/rfp have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder/proposer or potential bidder/proposer.**
- (2) Neither the price(s) nor the amount of this bid/rfp, and neither the approximate price(s) nor approximate amount of this bid/rfp, have been disclosed to any other firm or person who is a bidder/proposer or potential bidder/proposer, and they will not be disclosed before bid/rfp opening.**
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding/proposing on this contract, or to submit a bid/proposal higher than this bid/rfp, or to submit any intentionally high or noncompetitive bid/rfp or other form of complementary bid/rfp.**
- (4) I fully understand that more than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder/proposer is interested in more than one bid/rfp for the work contemplated may cause rejection of all bids/rfps in which the bidder/proposer is interested. Any or all bidders/proposers will be rejected if there is any reason for believing that collusion exists among the bidders/proposers. Participants in such collusion may not be considered in the future offers for the same work. Each bidder/proposer by submitting a bid/proposal certifies that it is not a part to any collusive action.**
- (5) The bid/rfp of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid/proposal.**
- (6) \_\_\_\_\_ its affiliates, subsidiaries, officers,**  
(NAME OF MY FIRM)  
**directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding/proposing on any public contract, except as follows:**  
**I state that \_\_\_\_\_ understands and acknowledges that**  
(NAME OF MY FIRM)  
**the above representations are material and important, and will be relied on by Greenwich Public Schools in awarding the bid/proposal for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Greenwich Public Schools of the true facts relating to the submission of bids/proposals for this contract.**
- (7) I agree to furnish and deliver all services on the date and time agreed on by \_\_\_\_\_ and the Greenwich Board of Education at**  
(NAME OF MY FIRM)  
**The time the purchase order is placed. Furthermore, there will not be any cancellations to the Board of Education. If a bidder/proposer submits a bid/proposal on any item he/she will be responsible for**

delivering that item at the bid/proposal cost, in accordance with the attached above specifications, which were submitted with this bid/proposal and upon which the bid/proposal was made.

- (8) In submitting this bid/proposal, the undersigned declares that this is made without any connection with any persons making another bid/proposal on the same contract; that the bid/proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town, is directly or indirectly interested in said bid/proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.
- (9) In submitting this bid, the undersigned further declares that it has not, and will not, induce or attempt to induce any Town of Greenwich employee or officer to violate the Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of such contract.
- (9) The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the bid/proposal. If found to be false, the Town of Greenwich retains the right to reject said bid/proposal and rescind any resultant contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/proposal and contract or purchase order.
- (11) The Request for Proposals has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other Proposer designed to limit independent responses or competition, and
- (12) If the undersigned is one of the A/E teams selected to be interviewed and to submit a written proposal, the contents of such proposal will not be communicated by the Proposer and its employees or agents to any person not an employee or agent of the Proposer prior to submission to the CMS BC.
- (13) No Selectman, CMS BC member or other employee or person whose salary is payable in whole or in part from TOG/BOE and CMS BC OR Board of Education, nor any immediate family member thereof, is directly or indirectly interested in the Bid/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof.
- (14) The Greenwich Code of Ethics can be found at [www.greenwichct.org](http://www.greenwichct.org). Code of Ethics stated as follows:
  - (2) **DEFINITION.** (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm or partnership which as a direct or indirect interest in any transaction with the Town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the Town. (3) Town Officer shall mean and include any official, commission, committee, legislative body or other agency of the Town. (4) Transaction shall mean and include the offer, sale or furnishing of any real or personal property, material, supplies otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town Officer.
  - (3) **GIFTS AND FAVORS.** No Town Officer or his immediate family shall accept any valuable gift, things, favor, loan or promise which might tend to influence the performance or nonperformance of his official duties.
  - (4) **IMPROPER INFLUENCE.** No Town Officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use his/her office to exert his influence or to vote on such transaction or action.

**VENDOR INFORMATION.** (Please print the following)

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX #

\_\_\_\_\_  
E-MAIL

\_\_\_\_\_  
WEB SITE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
TITLE

(12) By signing this bid/proposal the bidder/proposer understands and agrees to the attached terms, conditions, and specifications, including Collusion among Bidders/Proposers Employment Discrimination by the Contractor Prohibited.

\_\_\_\_\_  
SIGNATURE

SWORN AND SUBSCRIBED TO BEFORE ME, A NOTARY PUBLIC, IN AND FOR THE COUNTY OF \_\_\_\_\_ AND THE STATE OF \_\_\_\_\_

\_\_\_\_\_ THIS \_\_\_\_\_

DAY OF \_\_\_\_\_, 2023

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES \_\_\_\_\_

Exhibit A

Old Greenwich School  
CONSTRUCTION MANAGER AT RISK BID FORM RFP-2408-23

**Directions:**  
Fully complete and submit Exhibit A and Exhibit B in a separate sealed envelope per the RFP directions

*By completing this form, the Respondent certifies that the Bid below is inclusive of all costs based on the Responsibilities and Scope of Services outlined in RFP-2408 -23, and attached Staffing/Task Matrix (Exhibit B).*

PHASE 1 Design/PreCon, Procurement (Ref RFP Paragraph 2. Scope of Services)				
1.	Pre-Construction Phase - See Scope of work for all phase responsibilities:		\$	
2.	Schematic Design <i>Estimate</i> Phase - See Scope of work for all phase responsibilities:			
	SUB-TOTAL FOR SCHEMATIC DESIGN PHASE		\$	
3.	Design Development <i>Estimate</i> Phase - See Scope of work for all phase responsibilities:			
	SUB-TOTAL FOR DESIGN DEVELOPMENT PHASE		\$	
4.	Construction Documents <i>Estimate</i> Phase - See Scope of work for all phase responsibilities:			
	SUB-TOTAL FOR CONSTRUCTION DOCUMENTS PHASE		\$	
	TOTAL PRECONSTRUCTION PHASE (1,2,3,&4 ) February 2023 - January 2024		\$	

PHASE 2 & 3 Bidding / Procurement and Construction Services (Ref RFP Paragraph 2. Scope of Services)				
5	Scenario A			
	Phase 1: Biddiing and Procurement and Submission of GMP.	June 2024 - July 2024	\$	
	Phase 2: Construction Services:			
	Demolition, Construction, Sitework, FF&E, C of O's & Closeout.	July 2024 - September 2026	\$	
6	Scenario B			
	Phase 1: Biddiing and Procurement and Submission of GMP.	March 2025 - April 2025	\$	
	Phase 2: Construction Services:			
	Demolition, Construction, Sitework, FF&E, C of O's & Closeout.	May 2025 - August 2027	\$	
7	Anticipated Trade Cost (Estimated dollar value for which percentages are based on)		\$	24,500,000
8	Construction Services & Administration Phase - See Scope of work for responsibilities:			
	General Conditions as per Scope of Work and GC Matrix (Exhibit B)		\$	%
	<i>(NOTE - General Conditions shall be expressed as a Lump Sum for an anticipated twenty ssix (26) month construction period PLUS two (2) months for project close out and punch list. Provide a detailed matrix of all other general conditions items (See Exhibit B attached). Rates for all staff shall be fully loaded including all fringe benefits, insurance and will only be used if extra work is requested by the OGSBC. Any item not listed as General Conditions in this response will NOT be considered in future billings.</i>			
9.	Other Costs			
	General Liability Insurance (Expressed as a % of trade cost)		\$	%
	Workman's Comp. (Include in GCs and/or PreCon) (for information only)		\$	%
	Bonds (Expressed as a % of contract value)		\$	%
	Fee (Expressed as a % of trade cost only. <i>No fee shall be applied to General Conditions.</i> )		\$	%
	Builders Risk Insurance		\$	%
	Construction Contingency		\$	%
	Alternate CCIP		\$	%

Submitted By:					
	Signature			Date	
Name and Title:					
Company:					

## Exhibit B

### Old Greenwich School

#### CONSTRUCTION MANAGER STAFFING & TASK MATRIX RFP #2408-23

##### Directions:

Complete Exhibit B and enclose along with Exhibit A in a separate sealed envelope per the RFP directions.  
provide any clarifications or additional information/tasks that you feel needs to be incorporated and is reflected in your bid.

##### Notes:

- 1) Note: The intent of this form is only to be used as a general guideline. Full scope of services required may not be noted and /or limited to items listed. Refer to the RFP and Contract documents for additional requirements that are to be included in the CM's Bid.
- 2) CM is not to use its own forces for completion of construction work without the express written consent of the Old Greenwich School Building Committee.

Item Description	General Conditions	Supplied by Owner	Supplied by Trades	Included in CM Fee	Number of Hours/Week	Total Price*	Comments
<b>STAFFING (Provide Name where appropriate)</b>							
Operations manager Name:				X			
Staffing: Business Development Manager				X			
Projective Executive Name:	X						Pre-Construction
	X						Construction
Project Manager Name:	X						Pre-Construction
	X						Construction
Project Superintendent Name:	X						Construction
Staffing: Project Engineer Name:	X						Construction
Staffing: MEP: Coordinator Name:	X						Pre-Construction
	X						Construction
Safety Officer Name:	X						Construction
Administration Support / Office Engineer Name:	X						Construction
Project Scheduler/Scheduling Consultant Name:	X						Scheduling Standard, to include baseline
Quality Controls Name:	X						Construction
BIM Coordinator Name:							Pre-Construction
	X						Construction
Field Accountant Name:	X						Construction
Purchasing Agent Corp. Office	X						Pre-Construction & Construction
Purch. Agent Admin. Support Name:	X						Pre-Construction & Construction
Staffing: Admin support (Corp. Office) Financial Manager: Name:	X			X			Construction
Finan. /Cost Support Corp. Office) Name:	X						Construction
Other Corp. Office Support Staff				X			
Staff Training	X						
Total Price for General Conditions Staff						\$ -	

\*Only price those items which are included in the General Conditions. This total Price should be included in the fee breakout in Exhibit A

Item Description	General Conditions	Supplied by Owner	Supplied by Trades	Included in CM Fee	Comments
<b>Pre-Construction Services</b>					
Cost Estimating					Included in Pre-Construction Fee
Value Engineering					Included in Pre-Construction Fee
Constructability Reviews					Included in Pre-Construction Fee
Schedule With Updates					Included in Pre-Construction Fee
Safety Plan					Included in Pre-Construction Fee
Sustainability					Included in Pre-Construction Fee
Early Lead Procurement/Buyout					Included in Pre-Construction Fee
Other (Explain)					Included in Pre-Construction Fee
<b>Construction Services</b>					
Travel & Out of Pocket Expenses	X				
Office Mobilization	X				
Field Office Rental	X				
Field Office Installation/Removal	X				
Field Office Furniture	X				
Field Office Cleaning	X				
Field Office Maintenance & Repair	X				
Field Office Security	X				
Shed &/or Storage Trailer	X				

**Exhibit B****Old Greenwich School****CONSTRUCTION MANAGER STAFFING & TASK MATRIX RFP #2408-23**

Construction Services CONTINUED					
Furniture (Other)	X				
Stationary & Supplies	X				
Postage & Shipping	X				
Office Equipment	X				
Jobsite Copy Machine	X				
Computers	X				
Internet Connection	X				
Computer Software	X				
Licensing Fees	X				
On-Site IT Support	X				
Telephone	X				
Fax Lines	X				
Communication Equipment	X				
Photocopying	X				
Office Utilities	X				
Drinking Water / Coffee	X				
Data Processing / IT				X	
First Aid Supplies	X				
Project Vehicle	X				
Project Vehicle Fuel	X				
Project Vehicle Maintenance	X				
Survey Equipment & Supplies			X		
Project Signage	X				
Records Storage				X	
Reproduction Consts for CM Use	X				
Progress Photos	X				
Safety Compliance Material & Labor			X		
Staff Training				X	
Building Perimeter Protection			X		
Cleaning & Maintenance			X		
Toilets			X		
Site Fencing & Gates			X		
Construction Fencing & Gates			X		
Ladders, Ramps & Gates			X		
Building Enclosures			X		
Finish Work Protection			X		
Dust Partitions			X		
Hygiene Plan Requirements			X		
Water consumption			X		
Electrical - Install & Maintenance			X		
Electrical - Consumption		X			
Heat - Install & Maintain			X		
Heat - Fuel Consumption		X			
Fire Protection			X		
Roads - Install & Maintain			X		
Barricades			X		
Traffic Control			X		
Mud & Dust Control			X		
Mud Pads @ Exits			X		
Wheel Wash Stations			X		
Parking			X		
Temporary elevator Service			X		
Personnel & Material Service			X		
Building Permit Application				X	
Building Permit Fee		X			Allowance - \$15.26 per thousand dollars of Construction Cost
General & Excess Liability Insurance					
Builders Risk Insurance	X				
Contract Document Printing	X				
Shop Drawing Printing			X		
Legal Surveys	X				
Field Engineering Services			X		
Pest Control			X		
Testing Services			X		
Special Inspection Services		X			by Owner's Architect
Trash Dumpster Rental & Removal			X		
Trash Dumpster Tipping Fee			X		
Interim Clean-up			X		
Trash Chutes & Hoppers			X		
Final Clean-up & Window Wash			X		
Winter Protection			X		
General Weather Protection			X		
Snow Removal			X		
Maintenance of Silt Barriers			X		
Web Site Start-up			X		
Web Site Maintenance			X		
Payment & Performance Bond	X				

**END OF REQUEST OF PROPOSAL**