



Request for Qualifications – Construction Management Services

BACKGROUND

The Central District Management Association, Inc. (CDMA), aka The Central Avenue Business Improvement District (the “CBID”) requests Construction Management Services for their property located at 279 Central Avenue, Albany, New York, 12206. The property will become a multiuse tech startup learning lab, known as the S.T.E.A.M. Garden, which is an acronym for Science, Technology, Engineering, Art, and Math. The space will incubate small technology companies and entrepreneurs who strive to collaborate with like-minded, motivated people, surrounded by the latest technology tools. The space will also offer educational and business meeting rooms for artists and educators to further advance a shared learning experience. For more information on the STEAM Garden go to <http://www.steamgarden.org>. The STEAM Garden is affiliated with the 518 Innovation HotSpot program and the STARTUP New York initiatives. The CDMA, is undertaking this project utilizing grants from the New York Main Street Program, the NYSEDC, and potentially others. The project has specific interest & sensitivity to regulatory compliance matters including but not limited to, MWBE, community buy-in, and partnership engagement.

The primary building of interest for this project was an educational institution originally known as St. Patrick’s Institute. The building was constructed in 1905 with a later addition in the 1930’s. The three-story brick building features a variety of cast stone trim elements, several original multi-light double-hung and casement windows, retains the original floor plan, tin ceilings, classroom doors, wood trim, and chalkboards. It is a great example of early twentieth century school architecture. Recently, this building has been determined eligible for listing on the National Register of Historic Places.

It should be noted that the building contains two separate structures. The convent to the east side of the site facing Sherman Street is its own distinct building with its own independent structural system, Mechanical, Electrical and Plumbing systems. This building most likely predates the school portion to the west and contains four floors and a basement. Each floor is approximately 1,200 square feet for a total of 6,000 square feet.

The western side of the building contains the school portion. It is composed of durable materials and construction techniques as expected for the heavy use of a school. This portion of the building is three stories with a full basement with approximately 6,000 square feet per floor for a total of 26,000 square feet.

The CDMA is in the process of getting the property listed on the National Register of Historic Places and intends on using Historic Tax Credits as one of their funding sources. Therefore, the submitter must be familiar with, and demonstrate, experience in the restoration and reuse of historic buildings.



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In October 2016, CDMA contracted with Lacey Thaler Reilly Wilson Architecture & Preservation, LLP (LTRW) as the architect of record for this project. LTRW and their consultants have produced a detailed Existing Conditions Analysis Report of the building, conceptual design drawings and preliminary construction cost estimates. This information is available to download through the following link: <http://cloud.laceythaler.com/index.php/s/TvwrwyesVfyNHj> .

Note: The State has established a goal for MWBE participation of 10% Minority Business Enterprise (MBE) and 20% Women-Owned Businesses Enterprise (WBE) for this project.

SCOPE OF WORK

Work with client and client's consultants to create an innovative beacon facility that will be showcased as an example of a successful urban economic development project. In order to showcase the character from the existing building, which once served as a diocesan school, the project will utilize as much of the original construction elements as possible, blended & retro fitted with a modern "Google work place" environment that will ultimately help inspire innovation in a space of creativity, science and arts.

This is considered a priority project by numerous state agencies a phased approach to both construction and occupancy has been developed to get the project started as soon as possible.

Phase One

Priority One – Hazardous Material Abatement

Scope of services includes the removal of all hazardous materials as indicated in the surveys already performed for both the school and convent.

Priority Two – School Building Main Floor and Basement Renovation

1. Selective removals and demolition to facilitate renovation project.
2. Provide interior five (5) stop elevator and shaft that provides accessibility to the entire building. The elevator will have stops at the basement, exterior grade, first floor, second floor and third floor. It will be located within the building adjacent to the front lobby and will include a new exterior entrance lobby addition.
3. Renovate existing first floor auditorium space to function as a meeting space and maker space including:
 - a. Restoration of existing interior finishes
 - b. Two (2) toilet rooms and a Janitor Closet
 - c. Accessible interior ramp to access kitchen
 - d. New kitchen area
4. Miscellaneous work in the basement including:



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- a. Removal of floor finishes down to concrete slab.
 - b. Finishing exposed existing concrete floors
 - c. Minor repairs and painting of walls
5. New mechanical system that will provide heating and air conditioning to the first floor during this phase, but is also designed to serve the entire building.
 6. New electrical system - including upgrades to the existing service and power distribution on the first-floor level.
 7. Upgrades as needed to existing plumbing systems for the first floor.
 8. Upgrades to the existing fire protection system throughout the building.
 9. Coordination of miscellaneous owner's vendors including, but not limited to, internet service and security system providers.

Ongoing Management – Window Restoration

Coordinate window restoration project that is being performed by Hudson Valley Community College Historic Trades Certificate Program. Work will take place throughout all the project phases. More information on this collaboration will be available during allotted site visit dates (listed on the next page).

Future construction projects contingent on additional funding:

Phase Two – School Building Upper Floor Renovations

1. Renovation of the second floor to include offices and classrooms.
2. Renovation of the third floor for new office spaces.
3. Renovations of the basement level to include support spaces and storage rooms.
4. Provide distribution systems for HVAC, Electrical and Plumbing systems connected to the equipment installed as part of Phase One.

Phase Three – Convent Renovation

Renovation of the basement and four floors of former convent connected to the east end of the school building. Scope of work would include office spaces and associated support spaces including toilet facilities and janitor closet.

CONSTRUCTION MANAGEMENT SERVICES

It is the intention that the selected firm will be contracted using AIA Document A133-2009 Standard Form of Agreement between Owner and Construction Manager. An example of this contract can be viewed using the following link: <http://cloud.laceythaler.com/index.php/s/TvwkrwyesVfyNHj>.



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- Preconstruction Services to evaluate constructability and sequencing. Estimates of methodology to advise design direction may be requested.
- Preparation of a Guaranteed Maximum Price (GMP) prior to start of construction for each phase. 100% complete construction documents may not be available at time of bidding. Monitoring of changes due to developing documents with respect to cost and schedule may be required.
- Subcontractor bidding will be required to be “open book” in order to meet with the terms of the funding sources

IMPORTANT DATES

- Site visits are scheduled for **Thursday August 17, August 18, & August 21 between 10:00 am – 12:00 pm and 2:00 pm – 4:00 pm**. Please call Lindsey Garney, Coordinator of Facilities for CDMA at 518.462.4300 to schedule your site visit.
- Letter of interest: **Due Friday August 25, 2017 by 4 PM**. If for some reason you are not able to submit a Letter of Interest on this date but would still like to be considered, please let Lindsey Garney know ASAP.
- Interviews of selected Respondents: **Week August 28, 2017 - Sept. 1, 2017**
- Notice to Selected Firm: **On or About September 8, 2017**
- Phase One –
 - Hazardous Material Abatement **Start Date October 9, 2017**
 - Main Floor Renovation Construction **Start Date December 4, 2017**
 - Window Restoration - **Start date to be determined**

QUALIFICATIONS SUBMISSION

Please provide a document (5 copies) at the interview that includes the following information:

FIRM INFORMATION

- Firm Name, Address, Telephone Number and Website
- Contact Name, Telephone Number (office & cell) and Email Address

EXPERIENCE/REFERENCES

FINAL



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- List the number of years your firm been providing construction management services? List the number of years your firm been providing general contracting services? List the total value of construction which you managed in 2016? List the total value of general construction which you executed in 2016?
- List 3 projects for which your firm has provided/is providing construction management services which are most related to this project. In determining which projects are most related, consider: related size and complexity; if the project was phased, how many members of the proposed team worked on the listed project, and how recently the project was completed. Please include any additional information on experience renovating historic properties.
- For each of the projects above, provide the following information: construction cost (original GMP and final construction cost), current phase of development, estimated (or past) completion date, type of construction services provided (CM at risk with GMP, CM-agency, design/build, general contractor-low bid, negotiated general contract, subcontractor to prime), and Architect.
- Provide two owner references (ideally from projects discussed above). Include owner's contact person and telephone number.

PERSONNEL

- List total number of firm's personnel, with general breakdown by skill group (e.g. project managers, estimators, superintendents, laborers, office staff, etc.).
- Name all key personnel which will be part of the construction management team for this project. Describe the experience and expertise of each team member. It is assumed that key personnel will be committed to this project for its duration. Include mention of their involvement and role in the projects discussed above.
- Name any out of house consultants which are included as part of the proposed team. Describe their role in the project and related experience. List projects on which your firm has worked with the consultant.

INTERVIEW

Be prepared to discuss all of the following at the interview. Illustrating connection / application to this project or presented projects is appreciated.

- **EXPERIENCE:** Discuss the 3 projects presented in the written summary.
- **PROJECT MANAGEMENT:** Describe the types of records, reports, monitoring systems and information management systems which your firm uses.
- How do you manage sub-contractors, including but not limited to schedule, submittal review, quality assurance, non-performance, etc.?
- **COST CONTROL:** Describe your cost control methods for the preconstruction and construction phases. How do you develop cost estimates and how often are they updated? Describe any examples of successful value engineering to maintain project budgets without sacrificing quality.



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- **QUALITY CONTROL:** Describe the way your firm maintains quality control during the pre-construction and construction phases.
- **SCHEDULES:** Describe the way in which your firm develops and maintains project schedules. How often do you update schedules? Describe any examples of scheduling challenges, and how your firm helped solve them.
- **CONFLICT AVOIDANCE / RESOLUTION:** Describe how your firm has handled conflicts or potential conflicts with the owner, architect, or with trade contractors. Describe the methods used to prevent and/or resolve those conflicts.

From the Date of the RFP, under no circumstances should firms, their principals, or staff, address questions or comments to any past or present CBID board members or affiliates at the risk of immediate disqualification.