

# REQUEST FOR QUALIFICATIONS

## CONSTRUCTION MANAGEMENT SERVICES FOR THE NEW GREENE COUNTY JUSTICE CENTER

### **Introduction:**

The County of Greene, New York (herein referred to as “Owner” or “County”) is soliciting Requests for Qualifications for Professional Construction Management Services (CM) for the construction of a new Justice Center addition to the Greene County Courthouse (herein referred to as “Project”). **The RFQ seeking Professional Construction Management (CM) Services as well as the RFQ for the Architectural and Engineering Services previously released by Greene County on December 15, 2021 seeking Architectural and Engineering Services for the construction of the project can be downloaded on the county website and in the links provided in this solicitation.**

### **Statement of Qualifications Contents:**

In order to help review each submission, Greene County requires your Statement of Qualifications be organized according to the following format.

1. Title Page;
2. Table of Contents;
3. Letter of Introduction (Include information on firm’s capacity and interests on this project);
4. Firm’s Experience in Construction Management on Government Projects in New York State of Similar Complexity and Size. Highlight projects which are similar to the Greene County Justice Center Project. **(Note: the Firm’s Experience will be evaluated pursuant to Section F. of the Selection Process and Award of Contract);**
5. Firm’s Operational Approach to Construction Management Projects (Provide detailed examples of forms, spreadsheets, flow charts, communications, accounting and other tools and/or practices used to manage the project);
6. General Qualifications (Legal status under which your firm does business, number of years your firm has been in business, number of employees including number of estimators, list of current projects);
7. Staff Assignment to the Project (Please provide resumes of the principal as well as staff you will assign to the project if your firm is selected, including staff assigned for the project during design and construction phases;
8. References;
9. Other Information (Optional).

## **Scope of Work:**

- A. Construction Manager's responsibilities will generally follow those identified in the standard AIA Contract form AIA B132. The Construction Manager will be responsible for and perform the following duties:
1. Manage the daily activities, scheduling and work for all trades and contractors on their assigned projects;
  2. Provide cost estimating services at each phase of the design, including, concept design, schematic design, design development, and construction documents;
  3. Provide on-site full-time representation and be responsible for the construction job site with regard to safety, quality, schedule, cost, and compliance to specifications;
  4. Serve as the primary contact for the project team, operations, and subcontractors; especially with regard to installation and execution of project timelines and milestones;
  5. Provide technical expertise in the design, contract development/bidding, and construction phases of projects;
  6. Coordinate site visits, interpret bid specifications, and explain site specific security and safety regulations;
  7. Analyze and choose cost effective alternatives in execution of work;
  8. Document field activities and produce necessary reports on a weekly and monthly basis;
  9. Verify and approve invoices to validate accuracy with respect to work performance and/or equipment delivered, and recommends approval for payment;
  10. Other duties as assigned.
- B. The Construction Manager selected will be expected to work closely with the County Administrator, the Deputy County Administrator, Project Committee of the Greene County Legislature, the NYS Office of Court Administration, the Architect and Engineer hired by the County, and all primes and subcontractors awarded contracts during all phases of the project. It is the intent of Greene County to have all parties involved directly in the design and construction of the Justice Center. We intend on utilizing the skills and experience of the various parties to design a Justice Center that is appropriate for our needs, and can be built and operated in a logistically effective and cost efficient manner.
- C. It is expected that the Construction Manager will be involved in design meetings throughout the process. The County believes that the Construction Manager's perspective will be valuable in the team's decision making process.

- D. For the purposes of this Request for Qualifications the County has included a typical scope of work, however, the specific scope of work will be developed through the proposal and interview process, and finalized in the contract negotiations.
- E. The Construction Manager will start engagement at the Programming/Concept Phase of the Project. Our current schedule includes the starting of construction during the 2023 construction season. All phases of the project are contingent upon approval of the Greene County Legislature.
- F. All costs of preparing the proposal response to this RFQ and participation in the overall process will be borne by the firm responding to the RFQ, and not Greene County.

**Selection Process and Award of Contract:**

- A. Greene County will review and evaluate the proposals submitted in response to this Request for Qualifications. Proposals will be evaluated on the basis of the information provided with the proposal, the ability of the Construction Management Firm to perform, past performances, recommendations, and understanding of the work to be performed.
- B. After the initial review, interviews will be scheduled with selected finalists. The number of finalists will be at the discretion of Greene County. It is anticipated that two finalists will be selected for interviews.
- C. Additional information regarding the County's expectation of firms in regards to the interviews will be provided to finalists.
- D. Firms will be expected to bring the key members of the team they propose for the project to the interview. **Since the individuals the Construction Management firm assigns to the project have a tremendous impact on the final product, we are making this requirement mandatory.** The intent of the interview is to find out which firm and project team is best for the project.
- E. **Finalists will be expected to submit a detailed cost proposal after being selected for and prior to their scheduled interview.** This cost proposal will be a component of the scoring matrix. We will require that the cost proposal be broken down by pre-construction services (design meetings, estimating, value-engineering, etc.) and the actual construction component. Greene County expects that there will be four (4) estimates conducted at the following phases of the project: Concept, Schematic, Design Development, and Construction Documents. Greene County recognizes that there are a variety of unknown project factors that will affect cost proposals. The final fee structure will be developed during contract negotiations. For purposes of the fee proposal, to be provided only by the Interview Finalists, the anticipated cost of construction should be calculated in the range of \$16 to \$20 million dollars.
- F. The finalists will be ranked by Greene County utilizing a scoring matrix that will be based on the following criteria:

1. References and/ Portfolio Information for Key Staff
  2. General Qualifications:
    - A. Legal Status Under Which Your Firm Does Business
    - B. Number of Years Your Firm Has Been in Business and other Pertinent History of Firm
    - C. Number of Employees, Number of Estimators
    - D. List of Current Projects
  3. Firm's Experience in Construction Management in New York State of Similar Complexity, Scope and Size (please include and note any relevant experience with the following items):
    - A. Government Office Buildings and Parking Garages
    - B. Court or Court Related Justice Buildings
    - C. Working with the NYS Office of Court Administration
    - D. Historic Preservation/Renovation (Buildings, Districts, Re-Use of Materials)
    - E. Urban Location with Small Sites (Constraints on Staging, Delivery of Materials, Integration with Aging Utility Connections, Site Access and Security, Right of Way Limitations, HVAC and Generator Locations, Impacts to Courthouse and Neighborhood).
  4. Firm's Approach and Management of Construction Projects
  5. Cost Proposal and Contract Terms
- G. After the proposals have been evaluated a recommendation will be made by Greene County to authorize negotiations with the firm best qualified based on the evaluation. If compensation deemed fair and reasonable by Greene County cannot be agreed upon with this firm, the negotiations will be formally terminated with the selected firm. Greene County reserves the right to negotiate with the second most qualified firm. This process will continue until an agreement is reached or Greene County exhausts the list of qualified finalists. The Greene County Legislature will authorize a contract with the selected firm.

**Equal Opportunity:**

- A. All applicable State and Federal rules and regulations must be adhered to by the consultant including stipulations on equal opportunity employment, nondiscrimination, civil rights, Americans with disabilities, and record keeping.
- B. Greene County requires its consultants working on New York State funded projects (when applicable) to meet any employment and business goals imposed on grant awards through Executive Law 15-A for the State's Minority and Women Owned Business Enterprise contracting program (MWBE). Greene County also requires its consultants working on New York State funded projects (when applicable) to meet any employment and business goals imposed on grant awards (when applicable) through Executive Article 17- B for participation by Service Disabled Veteran

Owned Businesses. Certified Minority and/or Women Owned Business Enterprises as well as Service Disabled Veteran Owned Businesses are encouraged to respond to the RFQ.

- C. Greene County, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d-d4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award.

**Receipt of Proposals:**

- A. Proposals must be received no later than **Monday, May 30, 2022, 4:00 PM** at the Department of Economic Development, Tourism and Planning.

Warren Hart, Deputy County Administrator  
Greene County Economic Development, Tourism and Planning  
411 Main Street  
Catskill, NY, 12414  
(518)719-3290

- B. **Three original hard copies are required to be submitted by this date. In addition, one electronic proposal in Portable Document Format (PDF) shall be emailed to Warren Hart at [whart@discovergreene.com](mailto:whart@discovergreene.com).**
- C. Greene County reserves the right to reject any or all proposals in whole or in part.

**Contact Person:**

Your contact for questions or clarification on this solicitation shall be the Deputy County Administrator. Please address all proposals to:

Warren Hart, Deputy County Administrator  
Greene County Economic Development, Tourism and Planning  
411 Main Street  
Catskill, NY, 12414  
(518)719-3290  
E-Mail: [whart@discovergreene.com](mailto:whart@discovergreene.com)

**Attachments:**

- 1) Justice Center RFQ: <https://www.greenegovernment.com/category/rfp>
- 2) Non-Discrimination Acknowledgement Form
- 3) Non-Collusive Bidding Form
- 4) Debarment Status Form
- 5) Incorporation Form
- 6) Addenda Registration Form

**BIDDERS AND VENDORS ACKNOWLEDGEMENT**

**ALL VENDORS AND BIDDERS ACKNOWLEDGE AND AGREE TO BE BOUND BY THE GREENE COUNTY SEXUAL HARASSMENT PREVENTION POLICY (adopted 11/20/18) and THE GREENE COUNTY DISCRIMINATORY HARASSMENT PREVENTION POLICY (adopted 11/20/18)**

By signing below, all bidders and/or vendors hereby acknowledge and agree that he/she/they/it have carefully reviewed Greene County’s policy(ies) prohibiting sexual harassment and/or discriminatory harassment, as referenced above, and agree to be subject to and bound by all terms and conditions contained therein.

All bidders and vendors hereby agree to indemnify and hold harmless Greene County, inclusive of reasonable attorney fees, from any and all claims related to any violation(s) of the above referenced policies allegedly arising from the conduct of their/its principals, employees, agents, hires and/or assigns.

All bidders and vendors hereby acknowledge and agree that if he/she/they/it reasonably believe that he/she/they/it are subjected to harassment/discrimination in violation of either of the above referenced policy(ies), he/she/they/it shall be responsible for reporting the harassing and/or discriminatory conduct as outlined in said policies.

I HAVE CAREFULLY REVIEWED THE GREENE COUNTY SEXUAL HARASSMENT PREVENTION POLICY and THE GREENE COUNTY DISCRIMINATORY HARASSMENT PREVENTION POLICY, which I viewed, in their entirety, at [the Greene Government Website](#) on \_\_\_\_\_, \_\_\_\_\_, 2020.

By: \_\_\_\_\_  
Bidder/Vendor

Company Name: \_\_\_\_\_

Dated: \_\_\_\_\_, \_\_\_\_\_, 2020

**THIS EXECUTED ACKNOWLEDGEMENT MUST BE ATTACHED TO ANY AND ALL GREENE COUNTY BID and/or PROPOSAL SUBMISSIONS**

**CERTIFICATE OF NON-COLLUSION**

TO : County of Greene

Date: \_\_\_\_\_

**Re: Attached Bid**

I, \_\_\_\_\_

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HEREBY CERTIFY, as follows:

1. That the attached bid has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor.
2. That the bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor.
3. That no attempt has been or will be made to induce any other person or firm to submit or not to submit a bid.
4. That the statements are accurate, under penalty of perjury.
5. That attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of the certificate by the signator of this bid or proposal in behalf of the corporate bidder.

\_\_\_\_\_  
(Name of Company or Corporation)

By: \_\_\_\_\_  
(Signature of Officer)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Address of Company)

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This certification is made pursuant to an amendment to the State Finance Law, the General Municipal Law and the Public Authorities Law, relating to non-collusion in public bids and proposals, which became effective September 1, 1965. (Chapter 751 of the Laws of 1965).

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
AND OTHER RESPONSIBILITY MATTERS -  
PRIMARY COVERED TRANSACTIONS**

(1) The prospective primary participant certifies to the best of its knowledge that it and its principals -

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or the commission of embezzlement, theft, forgery, bribery, falsification, the destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted, or otherwise criminally or civilly charged, by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) If the prospective primary participant is unable to certify to any of the statements in this certification, the participant must attach an explanation to this RFQ.

Signed at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Name of Firm)

By \_\_\_\_\_  
(Title)



INCORPORATION FORM

FIRM NAME: \_\_\_\_\_

TYPE OF ENTITY:  
CORP. \_\_\_\_\_ PARTNERSHIP/LLC \_\_\_\_\_ INDIVIDUAL \_\_\_\_\_

FEDERAL EMPLOYER ID #: \_\_\_\_\_ OR SOCIAL SECURITY #: \_\_\_\_\_

DATE OF ORGANIZATION: \_\_\_\_\_

IF APPLICABLE: DATE FILED: \_\_\_\_\_ STATE FILED: \_\_\_\_\_

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If a Non-Publicly Owned Corporation:

CORPORATION NAME: \_\_\_\_\_

LIST PRINCIPAL STOCKHOLDERS: (5% of outstanding shares)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIST OFFICERS AND DIRECTORS NAME AND TITLES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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If a Partnership:

PARTNERSHIP/LLC NAME: \_\_\_\_\_

LIST PARTNERS NAME(S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ADDENDA REGISTRATION FORM

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

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