



ADDENDUM

ADDENDUM NO. 2 OGS PROJECT NO. SD590

Construction Management Services Upstate and Downstate – Term Contract

Date: 9/2/2021

NOTE: This Addendum forms a part of the RFP Documents. Insert it in the RFP Package. Acknowledge receipt of this Addendum as instructed in Section 1.3 of the RFP

The following changes are made to the RFP dated 7.13.21 and included in REV. SD590 - Construction Management Services – Upstate and Downstate - RFP Package 9.2.21.

The RFP is available to download from the OGS website:

<https://online.ogs.ny.gov/dnc/ContractorConsultant/esb/ESBConsultantOps.ASP?Project=SD590&OppType=3>

The revised wage rate form SD590 - REV. WageRateForm, 9.1.21 is available to download from the OGS website:

<https://online.ogs.ny.gov/dnc/ContractorConsultant/esb/ESBConsultantOps.ASP?Project=SD590&OppType=3>

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Updated Excel File Name, SD590 - REV. WageRateForm, 9.1.21

Section 1.2.1, Anticipated Schedule:

- The Proposal Due Date - **9/16/2021**, extended from 9/8/2021. The updated Anticipated Schedule is included in the REV. SD590 - Construction Management Services – Upstate and Downstate - RFP Package 9.2.21

Section 3.1, Preparation of Proposals:

The submission page limit has been increased from 40 pages to 60 pages as follows:

- Response to selection criteria items number 1 through 3 must not exceed **60** pages. In the event firms need additional pages for form BDC-327 and BDC-327S to list additional team members, all pages of forms BDC-327 and BDC-327S will count as one page.
- Submission exceeding **60** pages may result in a non-responsive bid.

Section 4.3.2, Criteria Ranking – Personnel:

- **Removed:** Resume may be included in an appendix.
- **Added:** Evaluators will consider the firm’s ability to provide qualified personnel on past contracts.

Section 4.3.3, Criteria Ranking – Execution of Project:

- **Removed:** reference to “... in appendix” from Quality of Scheduling Portion of the plan
- **Removed:** reference to “... in appendix” from Quality of the Team Communication Portion of the plan

SD590 - REV. WageRateForm, 9.1.21, Formulae - Error corrected in the Total Value Downstate and Total Value Upstate

End of Addendum

Bridget O'Hanlon, P.E.
Deputy Commissioner and Director
Design and Construction



**Office of
General Services**

**Design &
Construction**

REQUEST FOR PROPOSALS CONSTRUCTION MANAGEMENT SERVICES

Construction Management Services Upstate and Downstate Term Contract

REV. September 2, 2021

OGS Project No. SD590

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MAXIMUM HOURLY WAGE RATE FORMS – HOME OFFICE & ON-SITE (5 pages)

Contained in Excel File, SD590 REV. WageRateForm, 9.1.21.xls

1.0 ADMINISTRATIVE PROCESS AND GENERAL INFORMATION

1.1 STATEMENT OF INTENT

The Office of General Services, Design & Construction (OGS D&C) is seeking proposals to enter into a contract to provide construction management services as outlined in the scope of services. OGS D&C intends to award up to six (6) contracts to Construction Management (CM) Firms whose experience includes Pre-Construction Services. Up to 3 of these contracts will service the “Upstate” contracting area and up to 3 will service the “Downstate” contracting area.

The “Upstate” contracting area includes counties in D&C Regions 4-7 and the “Downstate” contracting area includes counties in D&C Regions 1-3. The D&C Regions and counties therein are illustrated on the map in Appendix I.

The initial contract value will be \$18,000,000 in each of the contracting areas. The term will be three (3) years with 2 one-year optional renewals. The State will utilize a “Best Value” selection process to ensure optimum quality, cost, and efficiency among responsive and responsible firms. For purposes of this Request for Proposals (RFP), the term “Owner” refers to OGS D&C. Once awarded, the State will utilize a similar secondary “Best Value” selection process for the distribution of individual work assignments.

The Construction Manager (CM) shall act as an adviser to OGS D&C during the Design Phase of various projects, and as the partner of OGS D&C in a collaborative relationship with OGS D&C staff during the Design and Construction Phases to review the documents, organize and direct the timely completion of various projects and assure compliance with the contract documents.

A Project Labor Agreement (PLA) may be contemplated for individual projects. If determined prudent and economically viable, the selected CM will be a signatory agent of the PLA. Failure to agree to be a signatory to the PLA will result in a non-responsive proposal.

1.2 SELECTION/AWARD PROCESS

The “Best Value” selection/award process will adhere to the following guidelines and requirements as outlined in this RFP. To be considered, Proposals must be received by the contact person identified in the Submission Checklist at or before 2:00 p.m. on the due date listed below.

1.2.1 Anticipated Schedule

The State anticipates the following procurement schedule for the Contract:

Activity	Date
Advertise for Request for Proposal (RFP)	8/2/2021
Deadline to Submit Questions	8/17/2021
Deadline to Respond to Questions	8/20/2021
Proposal Due Date	9/16/2021
Internal Selection Meetings	9/21/2021 – 10/5/2021
Anticipated Notification of Shortlist to Firms	10/13/2021
Anticipated Interviews with Firms	10/27/2021
Anticipated Selection and Negotiations with Best Value Firm	11/5/2021 – 11/12/2021
Anticipated Agreement to Firm	11/18/2021
Anticipated Contract Execution by Office of State Comptroller	12/31/2021

2.0 REQUIREMENTS DESCRIBING THE SERVICES NEEDED

2.1 SCOPE OF SERVICES

The Scope of Services for this contract is contained in Appendix I of the RFP document as "Schedule B".

2.2 ESTIMATED PERSONNEL AND QUANTITIES

The Titles and Hours/Year shown on the Maximum Hourly Wage Rate Forms, found in Excel file, WageRateForm.xls, represent an estimate of the personnel and quantities that will be required for Construction Management services. This form will be used to establish a total value for purposes of cost comparison in the selection process and to set the maximum rates for all titles listed. Actual personnel and quantities may vary. Additional CM related items may be included during the negotiation process for reimbursable items and approved sub-consultants. The contract value will be as identified in Section 1.1.

3.0 REQUIREMENTS FOR TIMELY AND RESPONSIVE PROPOSALS

3.1 PREPARATION OF PROPOSALS

All proposals must be machine produced. Hand-written proposals will be disqualified.

The response to this Request for Proposal (RFP) is an opportunity for firms to show the Owner their capability to provide services as called for in this RFP.

The contents of each firm's proposal will be held in strict confidence during the selection process, and no details of any proposal will be discussed outside the evaluation process. All firms who submit a proposal may request that certain portions of their proposal be considered as proprietary in nature and not subject to disclosure under the Freedom of Information Law.

Firms submitting proposals must account for delivery time to ensure timely receipt by the issuing office. Proposals not received on or before the time and date indicated will be rejected and will not be considered.

Ownership of all data, written materials, and documentation originated and prepared for the State pursuant to this RFP shall belong exclusively to the State and will not be returned.

The State reserves the right to waive or clarify minor irregularities in proposals received.

The RFP Submittal Checklist (Appendix I) must be completed and returned with the response to the RFP. Submission missing or uncompleted may result in a non-responsive bid.

Proposals must be signed by an official authorized to commit the company to a contract.

Response to selection criteria items number 1 through 3 must not exceed **60** pages. In the event firms need additional pages for form BDC-327 and BDC-327S to list additional team members, all pages of forms BDC-327 and BDC-327S will count as one page. Information provided beyond the page limit may not be evaluated. **Submission exceeding 60 pages may result in a non-responsive bid.**

Provide the required copies of the proposal, the cost proposal and electronic format as indicated on the RFP Submittal Checklist.

Each of the examples should include:

- Client agency and contact reference
- Dates of services and services provided
- Dates of Project Labor Agreements executed
- Project locations
- Role in contract (prime contract holder, sub-contractor and joint venture)
- Contract value (total/assigned)
- Describe how M/WBE and SDVOB firms have been utilized in these contracts. Indicate the contract goals and actual utilization
- Relevance of Experience within geographic region to this type of work

2) Personnel (20 Points)

A key component of this contract is availability of qualified personnel. In scoring your proposal, the Evaluation Panel will need to ascertain that your firm has the ability to provide qualified personnel who meet the minimum qualifications for titles in the Scope of Services.

- Briefly describe qualifications and number of staff expected to be available for this contract. Indicate if they are employed by your firm, a sub-consultant, or would be recruited as needed. **Evaluators will consider the firm's ability to provide qualified personnel on past contracts.**
- PLA experience should be included where applicable.
- The staffing plan should identify and describe plan to meet M/WBE and SDVOB sub-contracting requirements. Firms must complete a M/WBE Consultant Utilization Plan (form BDC-327) and SDVOB Utilization Plan (form BDC-327S).
- Evaluators will consider the ability to meet the M/WBE and SDVOB goals along with the ability of the plan to successfully achieve the goals of the contract.
- Qualifications/Experience of Proposed Staff.
- Describe how your firm procures/recruits for staffing needs.
- Describe how your firm is accountable for staff and services provided.

3) Execution of Project (20 Points)

Demonstrate capability and understanding of the complexities involved with the coordination effort required for handling various construction contracts during the construction phases. Provide an anticipated execution plan showing how your firm would implement your role on this project. The evaluators will determine the quality of overall execution plan in consideration of the following factors:

- Quality of Overall Execution Plan
- Quality of the Quality Control Portion of the plan
- Quality of the Pre-Construction Portion of the plan
- Quality of the BIM Execution Plan
- Quality of the Scheduling Portion of the plan (Provide example of schedule reports)
- Quality of the Team Communication Portion of the plan (Provide example of progress status and issue reports)
- Quality of the Project Controls Portion of the plan, including change management and submittals
- Quality of the Trade Coordination Portion of the plan

APPENDIX I

RFP SUBMITTAL CHECKLIST NYS REQUIRED CERTIFICATIONS

The following contract documents are included for reference:

- REQUEST FOR TERM ASSIGNMENT (4 PAGES)**
- CONSTRUCTION MANAGEMENT AGREEMENT (21 PAGES)**
- APPENDIX A (STATUTORILY REQUIRED CLAUSES) (7 PAGES)**
- SCHEDULE B – SCOPE OF SERVICES (15 PAGES)**
- SCHEDULE D – DIVISON OF CONSTRUCTION REGIONAL MAP (1 PAGE)**
- SCHEDULE R – CONSULTANT DISCLOSURE AND REPORTING REQUIREMENTS (3 PAGES)**
- SCHEDULE V – SUPPLEMENTARY CONDITIONS – SDVOB (3 PAGES)**

**Contained in Excel file, SD590 REV. WageRateForm, 9.1.21.xls
Maximum Hourly Wage Rate Forms – Home Office & On-Site (5 Pages)**