

CITY MEMORANDUM

Memorial City Hall
24 South Street
Auburn, New York 13021

PROJECT: Construction Management Services for the Auburn Public Safety Building

TO: RFP Holder List

FROM: Christina J. Selvek, Dir. of Capital Projects & Grants

PAGES: 3

DATE: November 25, 2019

RE: Response to RFIs received by 11/22/19

Below is a list of RFI's received along with City Responses. Proposals shall be submitted in accordance with the original RFP while using the responses provided below for clarification.

RFI. 1. How many design meetings and presentations should the Construction Manager assume to attend during preconstruction?

A1. The number of design meetings and presentations during preconstruction is yet to be determined. For the purposes of this RFP, assume a 6 month design phase with weekly meetings (24 meetings) and public presentations and city council meetings (6 meetings).

RFI. 2. How many estimates will the Construction Manager be required to provide? Should the Construction Manager plan on providing one estimate for each of the following design phases:

- Programming/ Concept Design Phase
- Schematic Design Phase
- Design Development Phase
- Construction Document Phase

A2. Construction Management Firms will be expected to provide construction cost estimates during each of the above design phases.

RFI. 3. What duration should the Construction Manager assume for each of the following design phases?

- Programming/ Concept Design Phase
- Schematic Design Phase
- Design Development Phase
- Construction Document Phase

A3. The duration of the design phases is yet to be determined. For the purposes of this RFP assume a 6 month design phase. Final schedule of the project will be determined by the Construction Management Firm.

RFI. 4. Will the Construction Manager be responsible to prepare the RFP for the Architectural / Engineering firm?

A4. The Construction Management Firm is not responsible for preparing or letting the RFP for Architectural / Engineering services procurement. The Construction Management Firm is expected to review and comment on Architectural / Engineering proposals.

RFI. 5. What is the anticipated date for the selection of the Architectural / Engineering firm?

A5. The date for the selection of the Architectural / Engineering firm is yet to be determined. The Construction Management Firm is expected to assist with setting the design schedule.

RFI. 6. What duration should the Construction Manager assume for the Construction and Commissioning Phase?

A6. The Construction Management Firm is expected to assist the City in developing the project schedule. The project must be closed out by March 2022.

RFI. 7. What duration should the Construction Manager assume for the Project Closeout Phase?

A7. The Construction Management Firm is expected to assist the City in developing the project schedule. The project must be closed out by March 2022.

RFI. 8. Understanding that the Construction Manager is responsible to provide scope of work documents for the construction bid packages; will the Construction Manager be required to prepare all other Division 0 – Procurement and Contracting Requirements and the Division 1 General Requirements Specification Sections?

A8. Yes. The Construction Management Firm, acting on the City's behalf, will be responsible for preparing the Division 0 – Procurement and Contracting Requirements in consultation with City Staff. The Division 1 – General Requirements Specification Sections will be the responsibility of the selected Architectural / Engineering firm.

RFI. 9. Will the Construction Manager be responsible to prepare and distribute the Prime Contractors Contract Agreements?

A8. The responsibilities related to the preparation and distribution of the Prime Contractor Contract Agreements is yet to be determined. As with the procurement of the Architectural / Engineering Firm, the City anticipates letting and receiving the Prime Construction Contractor Bids and making the award. The City does expect the Construction Management Firm to review the bids received and provide a letter of award recommendation.

RFI. 10. Will the Construction Manager be required to review and approve the Prime Contractors Bonds and Insurances?

A9. No. The City of Auburn staff and Corporation Counsel will review and approve the Prime Contractors bonds and insurances.

RFI 11. Understanding that the Construction Manager is responsible to provide a full-time on-site superintendent; will the Construction Manager also be required to provide a full-time on-site Project Manager?

A11. The need to provide a full-time on-site Project Manager has yet to be determined. The City anticipates reviewing proposed staffing levels during scope of services negotiations with the selected Construction Management Firm.

RFI 12. What are the Equal Employment Opportunity (EEO) goals for the Construction Management phase?

A12. The EEO contract goals for the purposes of this procurement, the State of New York has established a goal of 10% minority labor force participate, 10% female labor force participation. The Construction Management Firm is to enter EEO information in Section II of Appendix III.

RFI 13. Can a Minority-Owned Construction Management Firm serves as the Prime contractor for the services?

A13. Yes. The Construction Management Firm must document a “good-faith effort” to provide meaningful participation of both Minority and Women-Owned Enterprises for the purpose of this Request for Proposals. The State of New York has established an overall goal of 30% for Minority and Women-Owned Business Enterprises participation. Should the Construction Management Firm’s proposal fall below the 30% goal, documentation of the “good-faith effort” and/ or a proposal for how additional Minority and Women-Owned Business Enterprises can be incorporated into the project in the remaining phases is needed.