



Request for Proposals For Construction Project Management Services

SEE UPDATES AS OF 3-26-2021

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The Incorporated Village of Hempstead Community development Agency (hereinafter “the CDA” or “the Agency”) issues this Request for Proposals (RFP) seeking the professional services of a qualified company to serve as Owner’s Representative/Construction Project Manager (hereinafter “the Company”) to work directly with the CDA on various government funded housing development and commercial revitalization projects. The Company shall provide the CDA with a wide range of construction management services including, but not necessarily limited to project oversight, ensuring worksite safety, timeliness, work quality controls, and cost controls for the construction and/or rehabilitation of multiple single family and/or multifamily residential projects.

I. BACKGROUND

CHARLENE THOMPSON, ESQ.
Commissioner

The CDA is a public benefit corporation established in 1964 under Title 15 Section 585-A of the General Municipal Law of the State of New York. The CDA’s function is to plan and implement programs involving the rehabilitation of both the residential and commercial sectors of the Village, foster economic growth, provide assistance to public service organizations, eliminate blight and improve opportunities for low and moderate-income residents in the Village of Hempstead. The Village of Hempstead receives annual funding from the United States Department of Housing and Urban Development (HUD) through the Nassau County Urban Consortium as administered by the Nassau County Office of Community Development.

The CDA manages the Community Development Block Grant program on behalf of the Incorporated Village of Hempstead. A five-member Board of Directors governs the CDA. The Board hires the Commissioner to oversee the day-to-day administration of the CDA.

The CDA leverages Federal and State funding to plan, execute, and effectuate projects, programs, and policies which: address community revitalization; prevent and/or arrest conditions that create blight and deterioration; develop a more viable community; and create opportunities for economic development, affordable housing and a better quality of life for current and future the residents of the Village of Hempstead.

II. MINIMAL PROPOSAL REQUIREMENTS

To be considered, a respondent must meet or exceed the following minimal requirements:

- A. Company must demonstrate organization's and/or key personnel's qualifications and a minimum of five (5) years successful experience in providing similar Owner's Representative and/or Construction Project Management services to a public agency in the United States
- B. Company must be properly licensed and registered to do business within the State of New York
- C. Cost proposal including, projected time allocations, fee estimates for annual costs for each year (**not to exceed annual rate**) of the contract term **and** hourly rates for each team member expected to be assigned to this project

III. SCOPE OF SERVICES

The Scope of Services to be provided by the Contractor company will include:

The **CONSTRUCTION MANAGEMENT ENTITY** shall participate in all meetings pertaining to the projects, plan, schedule, coordinate, and assure the effective completion of the following (including, but not limited to):

- A. Assist CDA staff with the preparation, execution and oversight all construction projects, including the Construction Management Plan, Risk Management Plan and compliance requirements in accordance with HUD, Nassau County, and the Village of Hempstead rule and regulations as it relates to the construction of projects; construction programming requirements
- B. Cost estimating (total project, sub-projects, and proposed change order(s)), including Davis-Bacon wage rates as applicable
- C. Identify opportunities for de-bundling services for MWBE and HUD Section 3 Business Concerns engagement
- D. Provide CDA staff resource augmentation for professional support services
- E. Ensure projects access control; physical security, monitoring security preparation, maintenance and provide a report for all projects
- F. Ensure projects meet and maintain all the required federal, state, and local laws and regulations and funding source requirements
- G. Constructability/technical review of design documents
- H. Total cost of ownership analysis, value engineering, market availability
- I. Serve as CDA's Owner's Representative as the Construction Project Manager Coordinate and document communications with and among Engineer & Architect Design Team, Construction Team, CDA staff, and other stakeholders (Nassau County, UCLT, HCLT, Village of Hempstead, etc.)
- J. Project scheduling, including developing and maintaining work breakdown structure, critical paths, PERT, earned value management, and/or related schedules and tools
- K. Manage and document all project meetings, construction quality control monitoring, testing, and inspections
- L. Document and coordinate any Construction Team Request For Information (RFI), and the response from the Design Team and the CDA
- M. Document and coordinate any Construction Team request for changes to project, response from Design Team, and all approved/denied requests for changes

- N. Document and coordinate any CDA request for changes to project, response from the Design Team, response from the Construction Team, and all approved/denied requests for changes
- O. Document management and control including all construction and construction administration documents, correspondence, and as-builts, regardless of format (paper or electronic)
- P. Must be able to identify funding sources for the project and assist with the application process
- Q. Document and coordinate Construction Team payment requests; Perform forensic engineering and analysis
- R. Perform claim analysis; Perform commissioning services; Perform project close out services; Provide expert witness services
- S. Provide CDA staff resource augmentation for professional support services
- T. Facilitate Opportunities for engagement for Hempstead YouthBuild participants, coordinate efforts with United Way of Long Island

IV. PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference will be held **via Zoom on Tuesday, March 23, 2021** beginning at 11:00am.

Attendees must register in advance via

<https://us02web.zoom.us/meeting/register/tZcode-ugToqHtE0RWU2HAZIFc5DkuSfblq8>.

This meeting is not mandatory, however all potential proposers are strongly encouraged to attend and participate. Participation of qualified proposers is highly valued by the Incorporated Village of Hempstead Community Development Agency. You will have the opportunity to ask questions, express any concerns and identify opportunities for collaboration.

V. QUESTIONS CONCERNING RFP

Questions, inquiries, suggestions, or requests concerning interpretation, clarification or additional information concerning any portion of this RFP should be made in writing via email to info@villageofhempsteadcda.org or sent to the below named individual who will be the official point of contact for this RFP. Questions should be submitted before the pre-proposal meeting and at least seven days before the closing date. Mark subject line e-mail, cover page or envelope **“Questions on CDA Construction Project Management Services RFP.”**

Inc. Village of Hempstead Community Development Agency
 50 Clinton Street, Suite 504
 Hempstead, NY 11550
 Attention: Charlene Thompson, Commissioner

VI. EVALUATION CRITERIA

Evaluation Criterion	Maximum Points per Evaluation Criterion
The applicability of the Proposer’s qualifications, documented experience of the proposed professional and field staff, innovations, demonstrative experience with regulatory compliance on HUD funded construction projects, and processes in providing value adding Owner’s Representative/Construction Project Management Services to HUD funded agencies, New York State and/or local municipalities.	40
The applicability of past performance as described by direct and indirect references, as well as any performance history with Incorporated Village of Hempstead, in providing value adding Owner’s Representative/ Construction Project Management Services to the CDA.	20
Cost Reasonableness - projected time allocations for each team member, hourly rates for each team member expected to be assigned to this project and fee estimates for annual costs for each year of the contract term	20
The applicability of the proposed innovative and technical resources in providing value adding Owner’s Representative/Construction Project Management Services to the CDA.	10
The applicability of the Proposer’s qualifications, documented experience in Green/Sustainable projects in providing value adding Owner’s Representative/Construction Project Management Services to the CDA.	5
Proposers engagement of HUD Section 3 Business Concerns and NYS Certified M/WBEs on project team	5
Initial Maximum Technical Evaluation Points	100

VII. INSURANCE REQUIREMENT

Prior to the execution of the contract by the CDA, the Contractor must obtain at its own cost and expense and keep in force and effect during the term of the contract including all extensions, the following insurance with an insurance company/companies licensed to do business in the State of New York evidenced by a certificate of insurance and/or copies of the insurance policies. The Contractor’s insurance shall be primary.

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
1. Workers’ Compensation 2. Employers’ Liability	Bodily Injury by Accident: \$100,000 each accident Bodily Injury by Disease: \$500,000 policy limits Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: <i>Waiver of Our Rights to Recover From Others Endorsement – signed and dated.</i>
3. Commercial General Liability a. Bodily Injury b. Property Damage c. Contractual Liability d. Premise/Operations e. Independent Contractors f. Products/Completed Operations g. Personal Injury	Each Occurrence: \$1,000,000	Village of Hempstead and CDA shall be listed as additional insured and provided 30 day notice of cancellation or material change in coverage.
4. Automobile Liability a. All Owned Autos b. Hired Autos c. Non-Owned Autos	Combined Single Limit for Bodily Injury and Property Damage - (each accident): \$1,000,000	Village of Hempstead and CDA shall be listed as additional insured and provided 30 day notice of cancellation or material change in coverage.
5. Excess/Umbrella Liability	Each Occurrence/Aggregate: \$1,000,000	Village of Hempstead and CDA shall be listed as additional insured and provided 30 day notice of cancellation or material change in coverage.
6. Professional Liability	Each Occurrence/Aggregate: \$1,000,000	

The Incorporated Village of Hempstead Community Development Agency, its Board of Directors, officers, consultants, agents and employees must be named as an additional insured on the Contractor’s Commercial and Excess/Umbrella Insurance for liability arising out of Contractor’s products, goods, and services provided under this contract. Additionally, Incorporated Village of Hempstead Community Development Agency must be named as additional insured on the Contractor’s Automobile and General Liability Policies.

All subcontractors shall meet the requirements of this Section before commencing work. In addition, Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

VIII. SUBMITTAL REQUIREMENTS

Submit to Contact: Village of Hempstead Purchasing Department
Larry Lutz, Purchasing Agent
99 James A. Garner Way
Hempstead, New York 11550

Proposers must submit two hardcopies and one flash drive of the requested information **in a sealed envelope**, in accordance with the requirements of this RFP. Your proposal should be organized into the following major sections.

- A. Cover Letter/Statement of Interest (not more than one page). Focus only on introducing your organization and your commitment to supporting the Village of Hempstead and the CDA to economically maintain the highest standards in its development and revitalization initiatives.

- B. Understanding of Project (not more than three pages). Describe what value adding services you think the CDA desires from an awarded Contractor. Succinctly describe what you think are the CDA’s anticipated outcomes by using an Owner’s Representative Construction Project Management organization.

- C. Proposer Profile and History (not more than six pages)
 - 1. Provide a brief background of the organization.
 - 2. Succinctly describe the organization’s mission and basic philosophies as they relate to the services under consideration.
 - 3. Provide the names, titles, and areas of responsibilities of the owners/partners.
 - 4. Describe the types of projects that the organization typically performs.
 - 5. Describe the organization’s knowledge and familiarity with the local political, legal, and cultural situations.

- D. Owner's Representative/Construction Project Management Approach (not more than five pages). Describe your organization's philosophical approach to Owner's Representative/ Construction Project Management services. How will your organization approach a construction project with the CDA? Describe the factors that influence this approach.
- E. Project Risk Analysis
1. Describe the processes that you will use to assess the risk factors associated with managing a CDA construction and/or rehabilitation project.
 2. Describe the project risks you identified on recent Owner's Representative/Construction Project Management Services projects. Describe how you worked with the Owner, Construction Team, and any other teams to prevent and/or mitigate the risks.
- F. Incentive Contracting
1. Describe your organization's philosophy on using contract incentives/ disincentives to expedite construction projects and/or to reduce total costs.
 2. Describe any specific contract(s) to which your organization has been a party where contract incentives/disincentives have been used.
 3. Describe the outcome(s) of each.
- G. Innovative and Technological Resources
1. Describe any innovative process(es) that your organization has used in managing public construction projects and the benefits the innovation process yielded for the Municipality.
 2. Describe communication and scheduling tools utilized and how you will use them to manage CDA projects (e.g.: Microsoft Project, Primavera, Sharepoint, etc.). Provide samples of outputs from these tools.
 3. Describe any Building Information Modeling systems that you currently use in the design and management of construction projects. Describe how you will use these tools in your construction project management processes. Provide samples of outputs from these tools.
 4. Describe how your organization performs value-engineering analysis. Describe how you determine and communicate the costs/benefits of your value-engineering process among the Owner (CDA), other Village Agencies (Building Department and Department of Public Works), Design Team, and Construction Team.
- H. Green Buildings/Sustainability / HERS/LEED
- Describe your organization's experience working with design professionals and construction organizations to construct new "green"/sustainable buildings and/or remodel/renovate/retrofit existing buildings with more environmentally considerate impacts. Include any projects aimed at obtaining a low Home Energy Rating System (HERS) Index for residential projects and/or Leadership in Energy & Environmental Design (LEED) certification for buildings and facilities.

I. Cost Proposal

The Cost Proposal should provide sufficient information to ensure that a complete and fair evaluation of the reasonableness and realism of cost of project services can be conducted. This section should include a summary of all proposed costs by cost element (team members, subcontractors, travel, materials, other reimbursable expenses). The Cost Proposal must include projected time each team member will allocate to the project, hourly rates for each team member expected to be assigned to this project **and** fee estimates for annual costs for each year of the contract term.

J. Forms

Please complete, sign, and return the following forms with your proposal.

1. Offerer Disclosure of Prior Non-Responsibility Determinations
2. Non—Collusion Certification

IX. Contracting/Subcontracting Goals

The CDA values the utilization of M/WBE, SDVOB and local HUD Section 3 Concerns in contracting and subcontracting opportunities to the greatest extent feasible and has set the following goals for this contract.

Please submit a list of proposed subcontractors and any applicable certifications with your RFP response.

NYS Certified Minority-Owned Business Enterprise Subcontracting Goal: 15%

NYS Certified Women-Owned Business Enterprise Subcontracting Goal: 15%

Note: The cumulative goal is 30% M/WBE participation and engagement of both MBE and WBE Firms to the greatest extent feasible is required

NYS Certified Service-Disabled Veteran-Owned Business Subcontracting Goal: 6%

HUD Section 3/Economically Disadvantaged Business Concern Subcontracting Goal: 3%

Businesses may be certified under more than one category and shall be counted accordingly towards meeting contracting/subcontracting goals.

X. REFERENCES

Provide at least three references where your company has provided Owner’s Representative and/or Construction Project Management services within the last five (5) years. Include the following minimum information for each reference:

- A. Agency Name
- B. Village/City/County/State
- C. Agency Contact Person
- D. Agency Contact Person’s Telephone Number
- E. Agency Contact Person’s Email Address
- F. Project Description

- G. Project Start Date
- H. Project Close-out Date

XI. PROPOSED SCHEDULE

The following dates are proposed by the CDA; however, the dates and times may be changed as the needs of the Agency change. It is solely your responsibility to stay informed on the dates and times.

- A. RFP release date – Monday, February 22, 2021
- B. Pre-Proposal conference – Tuesday, March 23, 2021, at 11:00am
- C. Final date to receive written questions Friday, March 19, 2021 by 12:00pm – info@villageofhempsteadcda.org
- D. Release date for answers to written questions – Friday, March 26, 2021
- E. RFP closing date – Friday, April 9, 2021 at 3:00pm**
- F. Proposer interviews/presentations/ demonstrations, if requested – April 13 – 23, 2021

XII. NOTICE OF AWARD

The CDA may invite the top ranked Proposer(s) for negotiations. The Agency reserves the right to negotiate any and all elements, except legal requirements, of any proposal received. It is anticipated that the Notice of Award will be issued on or about April 30, 2021.

XIII. TERM OF CONTRACT

The term of any contract(s) awarded from this RFP shall be for three (3) years, subject to the CDA's option to extend the term of the contract. If the CDA determines it to be advantageous, it may extend the term of any contract(s) for two additional one-year periods. The total duration of the contract including the exercise the option(s) under this provision shall not exceed five (5) years.

XIV. CONTACT INFORMATION

Primary Contact: Village of Hempstead Community Development Agency
Charlene Thompson, Commissioner
50 Clinton Street, Suite 504
Hempstead, New York 11550
T: 516-485-5737
info@villageofhempsteadcda.org

Submit to Contact: Village of Hempstead Purchasing Department
Larry Lutz, Purchasing Agent
99 James A. Garner Way
Hempstead, New York 11550
llutz@villageofhempsteadny.gov

XV. GENERAL

The Inc. Village of Hempstead CDA Board of Directors reserves the right to reject any or all proposals received in response to this RFP and accept the lowest responsible proposal that serves the best interest of the CDA and the Village.

Proposals and material contained therein shall become the property of CDA upon submittal.

Regardless of the outcome, proposers shall not hold CDA responsible for any expense connected to the preparation of the RFP or in negotiating any contract thereafter.

CDA will reject the Proposal of any company debarred by the U.S. Department of Housing and Urban Development (HUD) or the U.S. Excluded Parties List and reserves the right to reject the Proposal of any respondent that previously failed to perform in accordance with the terms of its contract.

The Inc. Village of Hempstead Community Development Agency is an Equal Opportunity Employer. New York State certified Minority-owned and/or Women-owned Business Enterprises and HUD Section 3 Business Concerns are encouraged to participate.

6. If yes, please provide details below.

Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

(Add additional pages as necessary)

Offerer certifies that all information provided to the Governmental Entity with respect to State Finance Law § 139-k is complete, true and accurate. Furthermore, Offerer affirms that it understands and agrees to comply with the procedures of the Government Entity relative to permissible Contracts as required by New York State Finance Law § 139-j (3) and § 139-j (6) (b).

By: _____ Date: _____

Signature

Printed Name: _____

Title: _____

Non—Collusion Certification

Complete, Sign and Return with your proposal.

I, _____ (print name), hereby certify that: I am the
_____(insert title)
and the duly authorized representative of _____ (insert
organization name), whose address is _____
_____.

In accordance with Section 139-D of the New York State Finance Law, by submission of this Proposal, each proposer and each person signing on behalf of any other proposer certifies, and in the case of a joint Proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Signature

Printed Name

Title

Date