

Salem County Board for Vocational Education

**880 Route 45
Woodstown, NJ 08098
856-769-0101
856-769-3602 (Fax)**

REQUEST FOR PROPOSAL CONSTRUCTION MANAGEMENT SERVICES

Notice is hereby given that proposals will be received by the **Salem County Board for Vocational Education for a Construction Manager. Proposals are to be submitted to Dr. Jennifer Bates, School Business Administrator, 880 Route 45, Woodstown, NJ 08098 on or before 12:00 PM on November 22, 2023.**

SCOPE OF WORK

Salem County Vocational Technical School 2023-24 Campus Capital Projects – Career and Technical Submerged-ARC Welding Lab addition and conversion of existing 2,100 sf HVAC Lab. Total Budget \$2,400,000

Pre- Award Services and Pre-Construction Services – (December 1, 2023 – January 14, 2024)
(Average Forty (10) Hours per Week)

1. Advise the Owner and the Architect of recommended changes to the Contract Documents / General Conditions, Specifications & Drawings prior to the issuance of the Project Bid Addendum which will occur during each of the construction phases.
2. Before the bidding addendum is issued, review the construction documents to become familiar with the scope, identify conflicts in the documents and recommend areas that require more detailed instruction.
3. Coordinate with **Salem County Board for Vocational Education** to ensure the applicable permits have been applied for and are on schedule for construction permits.
4. Participate in four (1) design meetings at Garrison Architects office in Bellmawr, NJ.
5. Attend Bid Opening, assist Architect and Owner in evaluation of bids received and suitability of lowest responsible bidder or bidders.
6. Provide a written bid award recommendation(s).

On-Site Construction Services – January 15, 2024 – May 15, 2024 (Average Forty (40) Hours per Week)

1. Provide full-time on the job in the field inspection of the renovations. It is anticipated

- that these services will start on or about **January 15, 2024**.
2. Conduct weekly meetings with the Site Supervisors of the various trades to ensure proper coordination and continuity of the schedule.
 3. Attend the Architect's bi-weekly construction meetings and prepare the minutes of the meeting and distribute the same to all.
 4. Advise the Architect on a weekly basis of any problems or coordination requirements. It is important to note that while your contract is directly with the **Salem County Board for Vocational Education**, you are to be responsive to the direction of the A/E Team, especially when directing the contractors with regard to the content of the construction documents.
 5. Create and maintain a weekly log of construction activities and site, weather and other factors describing or affecting construction work.
 6. Attend monthly Board of Education meetings during construction to update the Board on the project status.

Post-Construction Service – May 15, 2024 –June 15, 2024

1. Verify and coordinate the punch list completion with weekly reminders to all prime contractors.
2. Schedule / coordinate Owner training of systems.
3. Review and organize the necessary closeout documents.
4. Organize and assist in the turnover of all job records, files, shop drawings, etc. to the Owner.

SELECTION CRITERIA

The Construction Manager demonstrated ability to provide effective and efficient services as well as cost will be prime factors in considering proposals. Thus, proposals should contain the following minimum information:

1. Name of the individual or company and address and phone numbers of all offices.
2. Detailed information of the qualifications and experience of the individual assigned for on site work.
3. Three (3) school projects for which your services (preferably building additions and renovation of existing classrooms) were provided within the last five (5) years. Provide the name and phone number of the School Administrator familiar with your services.
4. The Construction Manager should have good communication and computer skills, at least 5-10 years of management experience on large public construction projects; or shall have a degree in Architectural, Engineering or Construction Management with a minimum of 5 years of experience. Mechanical system and roofing system construction experience preferred.
5. A brief written description of your project approach following the specific duties outlined in this RFP.
6. A copy of the proposed contract for services. (AIA or other)

The **Salem County Board for Vocational Education** will permit firms that have received this RFP to submit questions about the project's scope or to schedule site visits and the CM's responsibilities in writing. All questions are to be sent to the following parties:

Dr. Jennifer Bates
Salem County Board for Vocational Education 880
Route 45
Woodstown, NJ 08098
856-769-0101
Email: jbates@scvts.org

All questions must in writing, no later than **November 9, 2023 by 5:00 PM**. Please do not submit questions via phone calls.

FEE PROPOSAL

PHASE	DATES	FEES
Pre-Construction	December 1, 2023-January 14, 2024	_____
Construction	January 15, 2024-May 15, 2024	_____
Post Construction	May 16, 2024- June 15, 2024	_____

Reimbursable: Please list if any and provide hourly rates.