

Request for Qualifications

Program Management Services

Prepared By:

Rochester Joint Schools Construction Board

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**PROGRAM MANAGEMENT
REQUEST FOR QUALIFICATIONS**

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PROGRAM MANAGEMENT REQUEST FOR QUALIFICATIONS

The purpose of this Request for Qualifications (“RFQ”) is to identify qualified firms or project teams to provide the Rochester Joint Schools Construction Board (“RJSCB”) with program management services for a \$435 million project to renovate up to 26 school buildings in the Rochester City School District (the “Rochester Schools Modernization Program”) or (the “Program”). This RFQ is for Phase 2 of the Program. Hard construction costs are expected to exceed \$285 million.

The RJSCB was created by Chapter 416, Laws of New York State 2007 and as further amended in June 2014 (Phase 2) to manage the financing and construction of the Program. The RJSCB consists of seven Board members: three appointed by the Mayor of the City of Rochester, three appointed by the Superintendent of the Rochester City School District, and one jointly appointed. The principal offices of the RJSCB are located at 1776 North Clinton Avenue, Rochester, New York, 14621.

Based on the review of the RFQ Submissions the RJSCB intends to issue a Request for Proposals (“RFP”) to qualified respondents who may then be invited to enter into a contract to provide the services described herein.

Please note: For the RFP process, individuals/firms will be required to submit the names and resumes of all professionals and all sub-consultants to be assigned to the project and to identify the project manager or lead who will be the RJSCB’s point of contact. This information is not required for this RFQ.

1. QUALIFICATIONS

The Program Manager shall have experience in planning, designing, constructing and or reconstructing existing K-12 public school buildings, as well as public facilities, commercial facilities, and/or infrastructure facilities. The Program Manager shall also have experience in the negotiation and management of labor contracts and agreements, training programs, educational programs, and physical technological requirements for educational programs. The Program Manager will oversee all projects undertaken pursuant to the direction of the RJSCB under the Rochester Schools Modernization Program as authorized by New York State law.

2. SCOPE

The Rochester Joint Schools Construction Board (RJSCB) is seeking an independent Program Management firm that will be hired by and report directly to the RJSCB to:

1. Act as the Rochester Joint Schools Construction Board’s agent;
2. Interface with Rochester City School District (“RCSD”) staff as the staff develops a Master Plan for Phase 2 of the Rochester Schools Modernization Program;;
3. Assist with presenting the Comprehensive Master Plan for Phase 2 to the community, including communications and public relations related to the implementation of Phase 2. The plan will need to include both preparation of press releases and the development and maintenance of a website to provide overall Program and specific project updates as well as permitted community inquiries to specific projects and the overall Program.
4. Advise the RJSCB on all aspects of the Program, including but not limited to financing, design and construction, means and methods, labor relations, MWBE, communication and public relations;
5. Potentially act as the Construction Manager for selected projects within the approved Master Plan;

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6. Be responsible for the preparation of all RFPs and Bid documents for the project. Identify and recommend qualified architectural and engineering firms to design projects identified and approved for renovation in the Master Plan, identify and recommend qualified construction firms to perform as the construction manager, solicit bids from prime contractors and recommend awards for identified projects;
7. Advise the Board on the best contracting plan (i.e. Single Prime vs. Multiple Prime) for delivering the individual projects in Phase 2;
8. Coordinate and facilitate the presentation of detailed design and construction plans of projects approved in the Phase 2 Master Plan to the specific neighborhood served by that school;
9. Facilitate approval of the Master Plan and subsequent individual project designs by the Board of Education (“BOE”) and the New York State Education Department (“SED”);
10. Develop and administer an M/WBE Mentorship and Training Program and identify qualified M/WBE firms to participate in the Program;
11. Collaborate with the Independent Compliance Officer to update the existing Phase 1 Diversity Plan for Business Utilization and Workforce Participation. (The RJSCB will be hiring the Independent Compliance Officer for Phase 2 through a separate process)
12. Establish and administer a Safety and Health Partnership Agreement with OSHA for Phase 2;
13. Advise the Board on issues related to program insurance based on experience utilizing coverage such as Owner Controller Insurance Program (“OCIP”) or Contractor Controlled Insurance Program (“CCIP”) vs. traditional insurance coverage;
14. Assist the Board in negotiating a Project Labor Agreement (“PLA”) with local Building Trade Unions and provide administration of the final executed PLA agreement;
15. Provide Interdisciplinary Document Coordination Review (“IDC”) services for all projects in Phase 2;
16. Establish Project Procedures / Management Process to deliver the overall Phase 2 program, including the possible use of a web-based project management system that could be implemented for each of the projects in Phase 2;
17. Provide oversight of other professional services and construction firms under contract with the Board;
18. Provide progress reports, including cost and schedule information/updates, and critical construction issues to the Board on a monthly basis for each approved project;
19. Manage the overall project schedule, and all costs and budgets for individual projects in Phase 2 including the “local share” costs to ensure the Phase 2 projects meet Board approved time and budget targets;
20. Assist and support the Board in obtaining its financing for the Program;
21. Review and approve project schedules and payment schedules;
22. Preparation of cost estimates;
23. Assessment of the safety programs of the contractors and all training programs;
24. Verify that all work for which payment has been requested has been satisfactorily completed
25. Prepare annual and other reports as may be specified and required by the RJSCB;
26. Oversee individual project close-out processes and coordinate with SED regarding State Aid Reimbursement.

PLEASE NOTE: *The Program Manager, and its affiliates or subsidiaries, if any, shall be prohibited from awarding contracts or being awarded contracts for, or performing work as an Architect/Engineer or Construction Contractor on, projects undertaken under the RCSD Facilities Modernization Program.*

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3. Rochester City School District (RCSD) Overview

The RCSD operates approximately fifty school buildings. Nearly half are more than 75 years old. It operates twelve schools that have some portion of the building that is more than 90 years old. The average age of the 12 oldest schools in the district is 99 years old, each having been built between 1898 and 1917. Another dozen of the RCSD's buildings are at least 75 years old.

The RCSD maintains approximately 7 million square feet of educational and administrative space in owned and leased facilities. Thirty-seven elementary school buildings represent 3 million square feet of this total, while 14 secondary school buildings account for 4 million square feet. RCSD elementary school buildings average 77,000 square feet, while secondary schools average 260,000 square feet (these totals exclude transportable classroom buildings and any City of Rochester/RCSD shared space).

The average age of RCSD school buildings is 64 years old. Given the number and overall age of the buildings in the inventory, there is a constant demand for building repair or upgrading. The RCSD does not have any buildings that have dangerous conditions; however, given the nature and use of the buildings it still must maintain a constant emphasis on long-term building maintenance.

The RCSD serves approximately 28,401 students in pre-kindergarten through grade 12.

While there is more capacity in schools than in recent history, rooms are currently being utilized in a number of useful ways to improve instruction and accommodate different demands placed on schools. These demands include maintaining low class size, providing pre-K classrooms, creating labs for computers and other technologies, expanding Special Education rooms to full-size, and providing space for school-based health centers and Student and Family Support Centers. All of these measures help to improve the overall delivery of a quality instructional program and a quality learning environment.

While the District has been able to reduce overcrowding in some schools and create smaller learning communities in others, the District fully recognizes the need to reduce the overall number of facilities it operates. The Rochester Schools Modernization Program will serve as additional impetus to identify schools that can be removed from the District inventory in the future. The Program Manager will assist the District in the design of the plan to right-size the District including the consolidation, closing and disposition of the District's facilities upon completion of this projected multi-phase Program.

Phase 1 of the RSMP is approximately 85% complete at this time. Nine schools have been completed to date including; John Williams School No.5, Enrico Fermi School No.17, Henry Hudson School No.28, Helen Barrett Montgomery School No.50, World of Inquiry School No.58, East High School, Charlotte High School, Edison Technology Campus, and Franklin Educational Campus. The final two projects in Phase 1 are James P.B. Duffy School No.12, which is currently out for bid, and Monroe High School which is anticipated to bid in March 2015. Both of these projects will be completed in summer 2016.

It is anticipated that several of the buildings included in Phase 1 will have a second project in Phase 2. Those buildings include: Charlotte High School, East High School, Monroe High School, and Edison Technology Campus.

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4. SUBMISSION INFORMATION

Submissions must be received in the office of the Rochester Joint Schools Construction Board no later than 1:00 PM (Eastern Daylight Time) on March 16, 2015.

Individuals/firms must submit **one signed original** Submission set. The original must be clearly marked. **Ten (10) copies** must also be submitted, clearly marked, and each copy in its own binder. Individuals/firms must submit one Portable Document File (.pdf) electronic version on a compact disc or flash drive. The CD or flash drive is to be enclosed with the signed original.

Submissions must be submitted as stipulated above to:

Rochester Joint Schools Construction Board
ATTN: Mr. Thomas Renauto, Executive Director
1776 North Clinton Avenue
Rochester, NY 14621

The package shall be marked "**SEALED SUBMISSION -TO BE OPENED BY ADDRESSEE ONLY. – Date Here**". Please ensure that your name/firm's name is included on the outside of the package. If you are using a commercial delivery company that requires you to use its shipping package or envelope, your Submission should be placed within a second sealed package labeled as detailed above. This will ensure your Submission is not prematurely opened.

Individuals/firms that intend to submit a response to this RFQ are asked to confirm their intent via email to Thomas Renauto, Executive Director at trenauto@aol.com by February 27, 2015. This will ensure that the interested individuals/firms will receive any addenda issued following this initial RFQ.

Submissions not received by the time and date shown above will not be considered and shall be disqualified. There will be no exceptions.

All Submissions must include a clearly referenced index that corresponds to the format of the original RFQ document. Major sections must be separated by appropriately labeled index tabs. In order to be considered, Submissions must be clearly labeled, concise and easy to follow as directed below.

5. REQUIREMENTS / FORMAT

The RJSCB has established the following criteria to be provided by the successful individual/firm. The RJSCB reserves the right to revise the scope of services prior to the execution of a contract to (1) reflect changes arising out of this RFQ process; (2) incorporate any RJSCB requirements adopted after the publication of this Request for Qualifications and (3) incorporate any other changes it deems necessary.

All Submissions must contain a Statement of Work that at a minimum clearly identifies sections that address the areas below.

Provide a brief history and description of the individual/firm including a presentation of qualifications, limited to not more than ten pages, exclusive of resumes and other forms.

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- a. Provide a summary of experience you have with the subject scope of work. Identify specific qualifications that you believe especially qualify you or your firm to perform this work.
- b. Identify all similar engagements that you have performed within New York State and the dates you provided same.
- c. Provide a description (including size and complexity), location, date of completion and client contact person regarding services carried out by you or your firm within the last five years that are comparable in scope to the proposed project.
- d. Provide contact information for at least three references for which you or your firm has provided services comparable to the scope of the services set forth in Section 1.
- e. Disclose actual or potential conflicts of interest to accepting an award of a contract with the RJSCB, and if a conflict of interest exists, the manner in which said conflict of interest would be rectified, if said contract is awarded to the individual/firm.
- f. Describe any recommendations or suggestions above and beyond the requirements listed in the RFQ.
- g. Provide a list of projects the firm has worked on which have included Diversity Requirements.
- h. Provide data on M/WBE participation goals and achievement in previous projects.
- i. Provide a list of projects the firm has worked on which included local hiring requirements.
- j. For the projects listed in item j., provide data on local hiring participation goals and achievement in previous projects.

6. COMMUNICATIONS / CORRESPONDENCE

All communications and correspondence relative to this RFQ should be sent by electronic mail to: Thomas Renauto, Executive Director at trenauto@aol.com

7. QUESTIONS

To assist any and all individuals/firms in obtaining clarity of scope and a clear understanding of the requirements of this RFQ, individuals/firms may present clarifying questions. All questions should be submitted via email to Thomas Renauto, Executive Director at trenauto@aol.com by 4 p.m. (EDT) on February 27, 2015. Questions and the resulting answers will be posted on the RSMP web page within the Rochester City School District web site (www.rcsdk12.org) and sent via email to all firms that have identified themselves as interested parties by March 4, 2015.

A pre-Submission conference will be held on March 6, 2015 at 1:00 p.m. (EDT). Contact trenauto@aol.com via email by March 5, 2015 at 10 a.m. with the name(s) of those who will be participating in the conference. This conference will be held at the offices of the RJSCB, 1776 North Clinton Avenue, Rochester, NY 14621. Attendance at this conference is not mandatory.

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Immediately following the pre-Submission conference, at 2:30 p.m, a Tour of the Helen Barrett Montgomery School No.50 will take place. (School No.50, located directly behind the RSMP Offices, is one of the buildings renovated in Phase 1 of the RSMP)

8. TIME FRAME / KEY DATES

The following timeline is subject to change by the RJSCB.

EVENT	DATE
Issue RFQ	February 10, 2015
Individuals/Firms confirm interest in submitting a proposal	February 27, 2015
Clarification Questions Due	February 27, 2015 by 4 p.m. EDT
Clarification Answers Provided	March 4, 2015
Pre-Submission Conference Attendance Notification Due	March 5, 2015, 10 a.m. EDT
Pre-Submission Conference (non-mandatory)	March 6, 2015, 1 p.m. EDT
School #50 Tour (non-mandatory)	March 6, 2015, 2:30 p.m. EDT
Pre-Submission clarifications provided	March 11, 2015
Deadline for receipt of RFQ Responses	March 16, 2015, 1 p.m. EDT

9. SELECTION PROCESS \ REVIEW TEAM

The final selection of the Program Manager is subject to the approval of: The Mayor of the City of Rochester, the Rochester City Council, the Board of Education, and the Superintendent of the Rochester City School District. Submissions will be reviewed and scored by a committee formed by the RJSCB. The committee may include members of the RJSCB, the City of Rochester, and the Rochester City School District. Results of the scoring will not be made public.

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Restricted Period

The period of time commencing with the earliest written notice, advertisement or solicitation of a proposal or bid, or any other method for soliciting a response from interested firms (“offerers”) intending to result in a procurement contract and ending with the final contract award and approval by the appropriate entity.

Communications between Offerers and the Board, through its Procurement Officer (Executive Director Thomas Renauto) during the Restricted Period are permitted in the form of a request for information (“RFI”) by the Offerer and the response thereto by the Board.

In addition to utilizing the designated Procurement Officer for all Contacts with the Board, the following additional rules shall apply to all Offerers:

(a) Offerers shall not attempt to influence the Board’s Governmental Procurement in a manner that would result in a violation of any State ethics/conflict of interest statute or the Board’s Code of Ethics Policy; and

(b) Offerers are prohibited from contacting any member, officer or employee of a governmental entity during the Restricted Period of a Governmental Procurement, regarding the Board’s pending procurement, including, specifically, the City and the School District.

10. EQUAL OPPORTUNITY

The Rochester Joint Schools Construction Board (RJSCB) recognizes the need to take action to ensure that minority and women-owned business enterprises and minority and women employees and principals are given the opportunity to participate in the performance of contracts of the RJSCB. This opportunity for full participation in our free enterprise system by persons traditionally, socially and economically disadvantaged is essential to obtain social and economic equality. Accordingly, the RJSCB fosters and promotes the participation of such individuals and business firms in contracts with the RJSCB. The Program Manager will be expected to meet or exceed the requirements for M/WBE participation as set by the Rochester Joint Schools Construction Board.

Each individual/firm for this undertaking should acknowledge its understanding and support of the diversity policy herein stated and will be expected to demonstrate its efforts to solicit the participation of such individuals as partners, and/or employees. In this regard, the RJSCB expects the successful firm to undertake or continue the existing programs to ensure that minority group members and women are afforded equal employment and contract opportunities without discrimination.

11. CONDITIONS OF RFQ AND CONTRACTUAL INTENT

1. The issuance of the RFQ constitutes only an invitation to submit a Submission to the RJSCB. It is not to be construed as an official and customary invitation to bid, but as a means by which the RJSCB can facilitate the acquisition of information related to the purchase of services.
2. The RJSCB reserves the right to determine, in its sole and absolute discretion, whether any aspect of the Submission satisfactorily meets the criteria established in this RFQ, the right to seek clarification from any individuals or firm(s), the right to negotiate with any individuals/firm(s), the right to reject any or all submissions with or without cause, and the right to cancel and/or amend, in part or entirely, the RFQ.

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3. In submitting a Response, it is understood by the individual/firm that the RJSCB reserves the right to accept any Submission, to reject any and all Submissions and to waive any irregularities or informalities that the RJSCB deems is in its best interest.
4. In the event that this RFQ is withdrawn by the RJSCB for any reason, including but not limited to, the failure of any of those things or events set forth herein to occur, the RJSCB shall have no liability to any individual/firm(s) for any costs or expenses incurred in connection with this RFQ or otherwise. The RJSCB reserves the right to request additional data in support of the written Submission. The RJSCB is not obligated to respond to any Submission nor is it legally bound in any manner whatsoever by the receipt of a Submission.

12. RJSCB OWNERSHIP OF SUBMISSIONS

Upon receipt, all Submissions become the property of the RJSCB. The RJSCB reserves the right to use the information and any ideas presented in any Submission in response to the RFQ, whether or not the Submission is accepted.

13. REJECTION OF SUBMISSIONS

The RJSCB, in its sole discretion, may reject any Submission based on the format and Submission requirements, or based on any other requirement in this document. The RJSCB's right in rejecting or retaining any and all Submissions is broad and it is at the sole discretion of the RJSCB.

14. CANCELLATION OR AMENDMENT OF RFQ

The RJSCB reserves the right to cancel or amend this RFQ at any time and will notify all known RFQ recipients accordingly.

15. COSTS

The RJSCB shall not be responsible for any costs incurred by individuals/firms in connection with this RFQ. Individuals/firms shall bear all costs associated with Submission preparation, attendance at any related events, or any other activity associated with this RFQ or otherwise.

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APPENDIX A

**OFFERER'S AFFIRMATION OF UNDERSTANDING OF AND
AGREEMENT PURSUANT TO STATE FINANCE LAW §139-j(6)(b)**

Background:

State Finance Law §139-j(6)(b) provides that:

Every Governmental Entity (including, voluntarily, the Rochester Joint Schools Construction Board, the "Board") shall seek written affirmations from all Offerers as to the Offerer's understanding of and agreement to comply with the Board's procedures relating to permissible contracts during a Governmental Procurement pursuant to State Finance Law §139-j(3).

Instructions:

In connection with all proposals, bids, RFP's, etc., the Board must obtain the following affirmation of understanding and agreement to comply with procedures on procurement lobbying restrictions regarding permissible contacts in the Restricted Period for a Procurement Contract in accordance with State Finance Law §139-j and §139-k:

Offerer affirms that it understands and agrees to comply with the Rochester Joint Schools Construction Board's Procurement Disclosure Policy, which Policy conforms to the requirements of State Finance Law §139-j (3) and §139-j(6)(b).

BY

*LEGAL NAME OF FIRM OR
CORPORATION

AUTHORIZED SIGNATURE

ADDRESS

TYPED NAME OF
AUTHORIZED
SIGNATURE/TITLE

CITY, STATE, ZIP CODE

TELEPHONE/DATE

*Indicate the complete legal name of your firm or corporation. Do not abbreviate. If a corporation, use name as it appears on corporate seal.

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APPENDIX B

**OFFERER CERTIFICATION OF COMPLIANCE WITH
STATE FINANCE LAW §139-K(5)**

By signing below, I certify that all information provided to the Rochester Joint Schools Construction Board with respect to State Finance Law §139-k is complete, true and accurate.

BY

*LEGAL NAME OF FIRM OR
CORPORATION

AUTHORIZED SIGNATURE

ADDRESS

TYPED NAME OF AUTHORIZED
SIGNATURE/TITLE

CITY, STATE, ZIP CODE

TELEPHONE/DATE

*Indicate the complete legal name of your firm or corporation. Do not abbreviate. If a corporation, use name as it appears on corporate seal.

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APPENDIX C

**FORM OF OFFERER DISCLOSURE OF
PRIOR NON-RESPONSIBILITY DETERMINATION**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name and Title of Person Submitting this Form:

Date: _____

1.	Has any Government Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):	No	Yes	
	If yes, please answer the next questions:			
2.	Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j? (Please circle):	No	Yes	
3.	Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Government Entity? (Please circle):	No	Yes	
4.	If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.			
	Governmental Entity: _____			
	Date of Finding of Non-Responsibility: _____			
	Basis of Finding of Non-Responsibility: _____			

(Add additional pages as necessary)

5.	Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):	No	Yes	
6.	If yes, please provide details below:			
	Governmental Entity: _____			
	Date of Termination or Withholding of Contract: _____			
	Basis of Termination or Withholding: _____			

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(Add additional pages as necessary)
Offerer certifies that all information provided to the Rochester Joint Schools Construction Board with respect to State Finance Law §139-k is complete, true and accurate.
By: _____ Date: _____ Signature: _____