



# **ADDENDUM**

## **ADDENDUM NO. 1 OGS PROJECT NO. SE106**

**Construction Management Services  
Lexington Avenue Armory  
68 Lexington Ave  
New York, NY 10010-1830**

Date: 8/26/2022

**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 issued on August 10, 2002 as SE106-Construction Management Services Lexington Avenue Armory- RFP Package, 8.9.22 (the changes are available to download from the OGS website (<https://online.ogs.ny.gov/dnc/ContractorConsultant/esp/espConsultantOpsIndex.asp>):

- **Section 2.1 - Scope of Services** – Replace the Scope of Services in the issued RFP with the attached (**Schedule B - Scope of Services, REV. 8.24.22**).  
**Change: Sr. Superintendent – Construction (C) - minimum qualifications** for this title are added. No other revisions are made to the Scope of Services.

**Questions from bidders and OGS Responses follow as part of this document:**

### **Questions/Responses**

1. Question: Looking to register for bid submission

Response: You may view all documents on the OGS website at:

<https://online2.ogs.ny.gov/dnc/contractorConsultant/esp/espConsultantOpsIndex.asp> If you are not currently registered with OGS Design & Construction, you will need to create a username and password in order to access the RFP documents. Once you choose the procurement, SE106 from the 'Current Opportunities' page, then click on 'Download Project Documents', this will bring you to the screen to register for a new account. You will need to follow all instructions and proposal submission requirements outlined within the RFP available under Project Documents.

2. The RFP indicates a Sr. Superintendent – Construction as key staff in the RFP, Section 2.2 ESTIMATED PERSONNEL AND QUANTITIES. However, the position and minimum qualifications is not listed in the Schedule B, Section III. MINIMUM QUALIFICATIONS FOR TITLES. Please provide the minimum qualifications for this position.

Response: Minimum qualifications for Sr. Superintendent – Construction are now provided in the Schedule B – Scope of Services, REV. 8.24.22 as part of the addendum.

3. Schedule B, Pg. 9 of 11. Section III.B.2 requires the Project Engineer to have a minimum of 8 years of experience however this criteria is more often attune to a Project Manager level position. Would 4 years of experience be considered instead? We anticipate that the Project Engineering roles and responsibilities required are commensurate with 4 years and rates will be more cost efficient.  
**Response: No change to the Project Engineer's qualifications listed in Schedule B given the project complexity and magnitude.**
4. Section 3.1 Preparation of Proposals sets a maximum page count of 60 for the proposal including resumes. Responses to Sections 1,2 & 3 is limited to 40 pages maximum. There are 20 titles listed as Key Staff in the RFP. We need to include resumes for the Key Staff. Staff resumes are typically two (2) pages each. Will OGS consider excluding resumes from the maximum 60 page count for the proposal?  
**Response: No, individuals proposed for underlined positions are "key staff" and shall be identified in the proposal as noted in Section 2.2 of the RFP.**
5. Security guard service is required by the Construction Manager for this project. What is the CM firms liability for stolen or missing property in the armory during times when guard service is provided. I did not see this addressed in the RFP.  
**Response: The Construction Manager shall assume all risks of liability for its performance including security services as defined in the Construction Management Services Agreement included in the RFP package.**
6.
  - a. As the project must comply with the Dept. of Defense, does the prime need a special government clearance? Do subconsultants need a special government clearance?  
**Response: There will no special government clearance required for the prime consultant and subconsultants.**
  - b. Can we visit the site to review the existing conditions? Is there a walkthrough scheduled?  
**Response: No site walk or site visit will be scheduled due to the expedited schedule of the procurement.**
  - c. What should be included in the final construction documents to be submitted by 03/08/2023?  
**Response: This project information was only included as reference and pertains specifically to the design schedule.**
  - d. Do we need to submit a financial statement for the prime and for the subconsultants we might need to hire?  
**Response: This information is not required to be provided at this time and will only apply to the shortlisted firms.**
  - e. Do we need to submit a bid bond or performance bond or payment bond?  
**Response: No.**
  - f. Is a COI required? Is there a reimbursement for this?  
**Response: Yes, Certificates of Insurance (COI) will be required for the selected Consultant in accordance with the Construction Management Agreement – Article 13 – Indemnity and Insurance. No, there will be no reimbursement for COI.**
  - g. Since it is a PLA project, do we need to submit certified payroll?  
**Response: Not applicable to the Construction Management services.**
  - h. Does OGS have a list of approved subconsultants for this work, or can we hire any union shop?  
**Response: OGS does not have an approved list of subconsultants. The Prime firm is responsible for proposing the qualified team including subconsultants.**
  - i. Is the material tax exempt?  
**Response: Not applicable to the Construction Management services.**
7. Page 15, Section 3.1 states "Response to selection criteria items number 1 through 3 should not exceed 40 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. The entire proposal submission including forms, and resumes and reports in the Appendix should not exceed 60 pages. Submission exceeding 60 pages may result in a nonresponsive bid.” Will covers, cover letter, and/or dividers count toward the 60 pages?

**Response: The Cover Letter will be included in the page count; Dividers and front/back covers will not be included in the page count.**

8. The NYS Required Certifications section (RFP Pages 23-26) is four (4) pages. Will all pages within this form count as a single page, similar to BDC-327 and BDC-327S, or will it count as four (4) pages?

**Response: The NYS Required Certifications will be counted as four (4) pages.**

9. Page 17, Section 4.3.2 states “Identify key personnel expected to be onsite and note their qualifications and experience....Plan shall include the resumes of alternate key staff should the need arise. (Alternates may be included in appendix)” and PDF Page 62/71, Scope of Services, Section III states “CM shall provide comprehensive resumes of all proposed staff detailing their education, certifications, experience and duties.” Are comprehensive resumes for all proposed staff required to be submitted with the proposal or upon request? If with the proposal, given the number of personnel requested, the inclusion of comprehensive resumes could greatly exceed the page limitation – could resumes count as a set number of pages or be provided separately/included as an appendix and not included in the page-count?

**Response: Comprehensive resumes for all proposed staff are required to be submitted with the proposal. All resumes that are submitted will be included in the page count.**

10. Page 18, Section 4.3.3 states “Provide example of schedule reports in appendix” and “Provide example of progress status and issue reports in appendix”. Are full reports required or will an excerpt from the sample suffice? Will all pages count toward the page-count, or will the entirety of each example report count as a single page?

**Response: OGS cannot advise on what to include in your submission for the reports that are requested. All pages included for reports will be counted.**

11. Please confirm that the Senior Mech/Elect/Structural/Architectural Reviewers and BIM Coordinator are required to have OSHA 30. It does not appear that these positions have to be on-site.

**Response: Per Schedule B – Scope of Services, Page 8, III. Minimum Qualifications for Titles- “All personnel in the *Project Management, Project Engineering, and Field Supervision* groups must be OSHA 30 Hour trained.”**

12. How many Projects are being anticipated for the Lexington Avenue Armory?

**Response: The project is described in Section 1.1 – Statement of Intent.**

13. Please clarify if the intention is for the CM to provide 3rd Party Special Inspections as part of CM Services Contract.

**Response: Yes, the Construction Manager is required to provide 3<sup>rd</sup> party special inspections as part of the quality control services outlined in the Scope of Services.**

14. Can the current set of Design Documents be made available for review?

**Response: No, the Design Documents are in development and are not yet available.**

15. Will a field visit/walk thru of the facility be scheduled?

**Response: No site walk or site visit will be scheduled due to the expedited schedule of the procurement.**

16. Can you advise where to include the RFP submittal checklist in the completed proposal?

**Response: The RFP Submittal Checklist can be included after the cover page.**

### *End of Addendum*

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

## **2.1 Scope of Services**

**OGS PROJECT NO. SE106  
CONSTRUCTION MANAGEMENT SERVICES  
LEXINGTON AVENUE ARMORY  
68 LEXINGTON AVE  
NEW YORK, NY 10010-1830**

**REV. August 24, 2022**

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### **SCOPE OF SERVICES**

**CONTRACTING AGENCY: NYS OFFICE OF GENERAL SERVICES (OGS)  
DESIGN AND CONSTRUCTION GROUP (D&C)**

**REPRESENTING: DIVISION OF MILITARY AND NAVAL AFFAIRS (DMNA)**

#### **I. CONSTRUCTION MANAGEMENT SERVICES OUTLINE**

The Construction Manager (CM) shall act as the partner of OGS D&C in a collaborative relationship with OGS D&C staff during the design and construction phase of the project to organize, inspect and direct the timely completion of the project. Services will include, but not be limited to design/constructability review, BIM review and consulting, field check, cost projections and review, value engineering, bid package review, Critical Path Method (CPM) scheduling, claims analysis and construction management services including project safety inspections, special inspections and code inspections, provide security services, and administrative duties. The CM will also provide staffing on the project to assist D&C personnel in organizing and directing the completion of the project to achieve occupancy on or before the specified date.

The Lexington Avenue Armory, at 68 Lexington Avenue, New York, NY, is undergoing major renovation.

The Lexington Avenue Armory began construction in 1904 and was completed in 1906 and is approximately 177,438 NSF square feet in size. The work of the project includes hazardous materials abatement and the complete renovation and reprogramming of all spaces. Work may include abatement; alterations to administration spaces to create modern, flexible spaces; replacement and/or upgrades to mechanical, electrical, plumbing; security, telecommunications and fire protection systems; provision of a new field maintenance shop, provision of kitchen and gym spaces; preservation of historical spaces; and masonry restoration and window replacement. The project will also include the construction of interior personal owned and military owned vehicle parking spaces. The project must comply with Department of Defense and Antiterrorism standards.

A Project Labor Agreement (PLA) may be contemplated for individual projects at these facilities. 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.

All services provided by the construction management firm shall be in accordance with existing procedures and policies of D&C and in accordance with this outlined Scope of Services. The CM may provide pre-construction, construction and close out services as directed and outlined below.

Services by the CM will be under the general direction and oversight of the Project Executive.

The Project Executive will: meet with OGS Regional Supervisors on a monthly basis to review projects under their purview; meet OGS Area Supervisors as required to discuss issues; and visit project sites as required to address project issues related to schedule, budget, or quality.

Under the overall supervision of the Regional and Area Supervisor, the CM shall organize, coordinate and direct the completion of the project so as to achieve success and provide inspection services as required to ensure construction compliance to project documents and code.

Individual work orders will be issued describing the specific services required. Any combination of tasks may be requested for a specific assignment. This summary is not intended to be all-inclusive: other tasks may be assigned that are within the terms and conditions of the contract.

The estimated construction cost based on the estimate for Schematic Design dated January 14, 2022, is \$96,000,000.

## II. General Responsibility

The CM shall endeavor to achieve a successful, on time and on budget completion of projects at the facility. To this end the CM shall perform constructability reviews, coordination reviews, cost projections and reviews, value engineering, bid package review, BIM strategy and model review, CPM scheduling, construction planning, change management, communication, dispute resolution, payment monitoring, project safety inspection services, special inspections, code inspections, quality assurance/quality control inspections, project management, administrative services, affirmative action monitoring services and daily and milestone inspections as well as closeout services.

### A. PRE-CONSTRUCTION SERVICES

1. **Project Management Services** Under the supervision of the D&C Regional Supervisor, the Project Management Team shall be responsible for job organization, administration, planning, scheduling, estimating and periodic dissemination of project summary information. Procedures shall be compatible with D&C standard procedures and reporting processes.
2. **Design Development Consultation** The CM staff may be required to attend regular meetings with designers and OGS to advise on site use, logistics, selection of materials, building systems, equipment and coordination with other concurrent projects. The CM staff shall provide recommendations on construction feasibility, availability of materials, preliminary budgets and possible economies.
3. **Coordination of Contract Documents** The CM staff will be required to perform a detailed comparison of the mechanical, electrical, plumbing, sprinkler, site architectural and structural design drawings against each other to ensure coordination between each of the various design disciplines. The CM may be asked to make recommendations on alternative solutions whenever details affect constructability, schedule or costs. During pre-construction, the CM will review the Design Models and

### SCHEDULE B

provide constructability input to the Architects and Engineers (A/E) of record. It will be the responsibility of the CM to ensure all fabrication and shop drawings are extracted from and reflective of the coordination efforts of the federated model. During construction, the CM will be responsible to communicate and obtain approval of all routing and design changes. These approvals can be obtained through BIM review meeting documentation and the Request for Information (RFI) process.

4. **Construction Planning** The CM staff may be required to make recommendations regarding to the division of work into separate contracts, on phasing construction, duration of contracts, availability of labor, trade jurisdictions, the provisions for temporary facilities, temporary control and seasonal considerations. The CM staff may be asked to make recommendations on potential expediting procurement of long lead items, and to review/coordinate on site logistic plan and description to address field office, staging and work preparation areas.
5. **Scheduling Services** The CM will be required to review and coordinate project schedules that integrate the design efforts with construction requirements, including a preliminary construction schedule for the construction duration meeting. Said schedule will reflect all regulatory interfaces and important job interdependencies. The CM will be responsible for providing regular updates of the project schedule, including construction activities and durations, processing of shop drawings and submittals, and products requiring long lead time procurement.
6. **Project Cost Estimating** The CM will be required to provide, review and coordinate various budgets at defined steps throughout the construction process. This will include: preliminary construction budget, as major project requirements are defined by providing an estimate after completion of design development; a preliminary construction budget based on quantities from the drawings after the schematic design phase; a design development estimate after completion of the design development phase; and a final construction document estimate at the conclusion of the 100% construction document phase. The CM may be required to conduct budget reconciliation meetings with the design team as each estimate is developed to ensure agreement with the project cost, and provide value engineering recommendations throughout the design to ensure cost effectiveness of designs and make recommendations on alternative solutions wherever details affect constructability, schedule or costs. Value engineering recommendations shall consider life cycle costs.
7. **Scope and Bid Package Reviews** The CM staff will be required to review/recommend the scope packages of multi-trade/multi-contract projects. Additionally, CM staff may be required to conduct a pre-bid review of potential bidders, including the marketing of the project to qualified contractors matching the project requirements, and a post bid analysis, providing a recommendation on the bidders' qualifications and reasonableness of the bids. The CM may be required to make recommendations on the use of labor and labor agreements, and to attend pre-bid sites visits and pre-award meetings.

8. **Office-Assistant /Office-Management Services** The CM may be asked to provide daily secretarial/clerical/administrative assistance support for D&C activities for some projects. Services shall be compatible with D&C standard procedures and process.
9. **Detailed Scope Review** The CM/staff will perform a detailed scope review with low bidder to ensure the bidders have included entire scope of the project. CM will also review and provide comment on the itemized scope of work, phasing, schedule and logistics on the low bidder(s) in the post bid report.
10. **BIM Coordination and Execution** all BIM models will be housed on BIM 360 Docs by the A/E firm of record. The CM will be responsible for the following with regard to BIM model development:
  - Development of a construction BIM execution plan
  - Adherence monitoring of a construction BIM execution plan
  - Schedule of BIM model signoff and coordination drawings
  - Clash detection and resolution from the federated model
  - Hardware and software required for model access in the field
  - Monitor installation accuracy as intended in model
  - Any required laser scans to document as-built conditions

## B. CONSTRUCTION SERVICES

1. **Superintendent Services** shall include the assistance to the Project Manager. Superintendents shall be responsible to help coordinate contractor's daily work activities, help resolve contractors' questions, and help resolve design issues.
2. **Inspection Services** shall include the review of ongoing construction to determine compliance with construction documents and generally accepted standards of workmanship. The CM shall be required, as necessary, to provide and schedule the special inspections, such as for elevators, window systems, structural steel, concrete and masonry, and quality assurance/quality control inspections as required by the contract. Inspection services shall also include the review of ongoing construction to determine compliance with construction documents and generally accepted standards of workmanship and compliance with the NYS Building and Fire Codes.
3. **Scheduling Services** The CM staff will be required to execute the following; prepare/update the project CPM schedule and to facilitate the approval of the project schedule by the contractors; plan and conduct regular meetings with all contractors to review compliance with the schedule; report any progress deficiencies; and develop project reports and outlooks based on the specification section requirements for the project schedule. The CM staff may be required to investigate and provide advice to D&C concerning any problems which may impede construction progress, and further coordinate the information with the critical path/critical activities from the project schedule. Scheduling services may also include the preparations/review of a project

recovery schedule. The CM may also be required to provide recommendations to maintain schedule.

4. **Cost Estimating Services** shall include the review/negotiation of costs for all change orders and field orders. The CM staff will be required, to the extent possible, control costs and use standard D&C cost review procedures and processes. The CM will also be required to provide monthly cost projections of their costs on each assignment.
5. **Project Safety Services** may include the preparation and monitoring of the project safety program, conduct inspections, making verbal and written recommendations, conduct regular safety meetings, and follow through to assure correction as required on the part of the CM. Service may also include the preparation/review of accident reports, investigation of any serious construction accidents, and preparation/review of other accident reports.
6. **Claims Analysis Services** shall include the assembly and review of necessary documentation required for proper claims analysis including daily reports, payment requisitions, schedule, project meeting minutes, and other cost records; assistance in determining concurrent delays for analysis of excusable and non-excusable delays, and the extent to which such delays impacted the contractor; provide analysis of the impact of change orders on the contractor, including the cumulative effect of multiple changes, timing of changes on progress of the work, impact to the contractor's manpower resulting from multiple changes, and so on; provide auditing assistance of contractor's records including determination of actual costs versus estimated costs and the true financial impact to the contractor resulting from claimed issues; and prepare written reports, summarizations, detailed analysis or other documents to be used in defense of contractor claims.
7. **Project Controls and Reporting** The CM may be required to prepare and publish a project specific procedures manual outlining roles and responsibility of all project team members, staffing, change management plans, coordination and safety plan, their overall processes and procedures, and the specific OGS contact for each section. This can be in the form of a flow chart. This must include an organizational chart of reporting responsibilities for all the project staff and their OGS contact. CM provided services will include: schedule and conduct weekly project meetings at which contractors, D&C staff and CM shall jointly discuss progress, problems, coordination and scheduling; issue timely reports describing the results of such meetings and assignment of action required with due dates; prepare and publish monthly project specific summary report including cost, schedule, scope, quality, and safety; include in the report action items that require attention for each stakeholder on the project; prepare and publish weekly project team reports including submittals, RFIs and changes; host weekly design coordination meetings to review outstanding items, prioritize design issues, and publish weekly minutes including action items, responsibility and due dates; develop, review, comment and amend (as necessary) the construction management plan; complete and upload daily reports identifying all on-site manpower, significant activities, visitors, and weather conditions, including

photos of significant work progress; monitor and assist in expediting the BIM development process, including assisting communication between prime contractors, and the communication between the prime contractors and the Design team; identify and assist in resolving any delays or choke-points; monitor and publish updates to the BIM development process on a regular basis; include BIM development process monitoring as a regular topic within the weekly project meetings noted above.

8. **BIM Coordination and Execution** During construction, all BIM models will be housed on BIM 360 Docs by the A/E firm of record. The CM will be responsible for the following with regard to BIM model development:
  - Development of a construction BIM execution plan
  - Adherence monitoring of a construction BIM execution plan
  - Schedule of BIM model signoff and coordination drawings
  - Clash detection and resolution from the federated model
  - Hardware and software required for model access in the field
  - Monitor installation accuracy as intended in model
  - Any required laser scans to document as-built conditions
9. **Administrative Services** performed by the Project Engineer to assist a D&C or consultant Project Manager. Services will include logging and tracking change orders, problem resolution, payment application review, writing minutes of project meetings, preparing regular reports, and other duties related to construction site activities. The CM will oversee the submittals process including receiving and distributing, reviewing submittal packages for completeness, and reviewing designated field review submittals for compliance with the contract documents.
10. **Project Cost Review** under the supervision of CM or D&C staff, services will include reviewing, logging and tracking of project costs for payment application review, writing minutes of project meetings, preparing regular reports, and other duties related to project cost reporting.
11. **Change Management** The CM will be required to review the current D&C Construction Procedures Manual so that they can prepare and publish a project specific change management plan that includes process, procedures, costing and approvals. Additionally, CM is to prepare, initiate and track all change orders and field orders in accordance with D&C standard procedures and change management system; monitor, track, and expedite timeliness of contractor(s) timeliness to requests for proposals; prepare a detailed-states estimate for all changes; make recommendation on reasonableness of cost, time impact and scope; review scope and justification of all changes; revise and correct as necessary to provide a complete package that represents the scope, work required and impact of the change; and expedite the processing of all changes.
12. **Issue and Dispute Resolution** The CM will be required to investigate, research and respond in writing to RFIs, contract interpretations and other contractor issues, and to coordinate the RFI responses with design staff and D&C. Designer shall render

response opinions and make recommendations on needed clarification of contract documents. CM shall investigate and bring to resolution any problems; if a formal dispute arises with a contractor, CM shall assist D&C with the preparation of a defense and, if necessary, a presentation defending the D&C position.

13. **Quality Control** The CM will be required to review the current D&C Construction Procedures and Quality Procedures Manuals, and prepare/publish a project specific quality control plan to include the following: inspection processes, testing, pre-installation meetings, mockups and designer site visits; run pre-activities meetings with sub-contractors and manufacturer representatives in attendance, where approvals, details, work processes, markups, benchmarks, submittal status and pertinent RFIs are discussed and reviewed in detail to assure full understanding of the contract documents and quality expectations. CM shall: inspect work performed by contractors for compliance with the contract documents; notify contractors, in writing of any deficiencies encountered following the project specific quality control plan; maintain and publish throughout the construction phase a rolling punch list identifying uncorrected work identified by the project team and take all necessary actions to ensure their expeditious completion in accordance with the project specific quality control plan; perform, or have performed by a sub-consultant or D&C testing term contractor, all required tests, including those outlined in the special inspection plan prepared by Designer; distribute test report to all concerned parties; make recommendations to project team on any required corrective actions; maintain a log of all testing and any required corrective action; monitor the work of the contractors in effort to guard against defects in the work, without assuming responsibility for contractor's performance; document with photographs, as required, significant on-site problems. CM shall incorporate into the monthly report; inspection of materials delivered to site for compliance with approved submittals and contract documents in accordance with the project specific quality control plan.
14. **Project Close Out** The CM may be required to review the current D&C Construction Procedures and Quality Procedures Manuals for project closeout requirements. CM shall collect and organize all testing reports and special inspections; submit all required special inspection reports to Designer and OGS Code Compliance Manager; provide recommendations concerning a substantial completion of prime construction contracts; perform upon substantial completion a detailed inspection in accordance with D&C standards, and publish detailed punch-list; make recommendations to D&C on issuance of any permanent or temporary certificates of occupancies; collect and organize all operations and maintenance manuals for all equipment and systems; perform a final inspection with the project team and facility, as required; publish a final inspection list; collect and organize all turnover items, warranties and documentation; schedule with facility personnel all required equipment and systems training; and make recommendations on issuance of the physical completion report.
15. **Affirmative Action Monitoring** Service will include the oversight and monitoring of the prime contractors established minority and women business goals. Service may

also include the development and implementation of a plan to increase the M/WBE and local participation on a project.

16. **Coordination** CM will be required to: lead brief daily on-site superintendent's meetings with the contractor's superintendents to monitor daily work activities; identify immediate problems and ensure their resolution; lead regular coordination meeting with contractors to coordinate trade installations; and identify interferences and conflicts. Design representative will be available as required.
17. **Submittals** CM will be required to: oversee the submittal process; utilize the OGS D&C submittal management system; prepare and maintain a schedule of submittals; notify all concerned parties of any party failing to comply with schedule; and review product data, samples and other submission items, when designated for level review, for compliance with contract documents. All submittals will be received by the CM and then distributed to proper parties. Submittal packages will be reviewed by CM for completeness on the OGS D&C submittal management system. Submission items designed for design review will be the designer's responsibility.
18. **Security Services** CM will be required to provide the services of a Security firm. The services shall be provided during all times when the Contractor is not working on-site until such a time when building security systems have been installed, tested and accepted for service. Security services are required for life, health, safety and protection of property reasons. During construction, the building will contain office equipment and a large volume of building materials and construction equipment.

### III. MINIMUM QUALIFICATIONS FOR TITLES

The qualification outlined requirements below contain experience requirements. Related education, in the form of college credit or degree or professional certification, may be accepted as partial fulfillment of experience years at the Director's discretion. CM shall provide comprehensive resumes of all proposed staff detailing their education, certifications, experience and duties. **All personnel in the *Project Management, Project Engineering, and Field Supervision* groups must be OSHA 30 Hour trained.**

**\*Note: (P) - Preconstruction, (C) – Construction, (P/C) - Preconstruction and Construction**

#### A. PROJECT MANAGEMENT GROUP

1. **Project Executive (P/C)** shall possess, at a minimum, 10 years of experience in the role of Project Executive involving multiple phases of larger scale building/infrastructure programs. The Project Executive will have an understanding of, and be involved with, the management of programs. A minimum of 8 years' experience shall be as a Project Manager responsible for larger scale projects valued above \$15 million. In addition, a Project Executive must have a proficient level of knowledge relative to all aspects of construction management. Experience must include a minimum of 3 projects with PLA in medium to large urban area with a minimum responsibility of a Project Manager.

2. **Senior Project Manager (P/C)** shall possess, at a minimum, 8 years of experience in construction involving multiple phases of large-scale building/rehabilitation projects. A minimum of 4 years' experience shall be in the role of Assistant Project Manager responsible for large-scale projects valued above \$10 million, with an extensive knowledge of all facets of construction and construction documents. Experience must include a minimum of 3 projects with PLA in medium to large urban area. Must be able to manage the various projects using established controls and procedures and provide job site leadership in all areas of scheduling, safety, quality, coordination with the designers, and any critical issues pertinent to the project or the client/facility. The Project Manager shall have a full working knowledge of the change order and cost review process and the review/approval of contractor's payment application.
3. **Project Manager (P/C)** shall possess, at a minimum, 8 years of experience in construction involving multiple phases of large-scale building/rehabilitation projects. A minimum of four years' experience shall be as an Assistant Project Manager responsible for large-scale projects valued above \$10 million with an extensive knowledge of all facets of construction and construction documents. Must be able to manage the various projects using established controls/procedures and provide job site leadership in all areas of scheduling, safety, quality, coordination with the designers and any critical issues pertinent to the project or the client/facility. The Project Manager shall have a full working knowledge of the change order and cost review process and the review/approval of contractor's payment application.

## B. PROJECT ENGINEERING GROUP

1. **Project Engineer (P/C)** shall possess, at a minimum, 8 years of experience on larger projects valued above \$10 million, with knowledge of RFI tracking, contract document review, forecast and cost scheduling, preparation of change order review and the review of payments.
2. **Sr. Mech/Elec. Reviewer (P)** shall possess, at a minimum, 5 years of respective trade experience in reviewing contract documents and performing constructability reviews.
3. **Sr. Structural Reviewer (P)** shall possess, at a minimum, 5 years of respective trade experience in reviewing contract documents and performing constructability reviews.
4. **Sr. Architectural/Construction Reviewer (P)** shall possess, at a minimum, 5 years of respective trade experience in reviewing contract documents and performing constructability reviews.
5. **Estimator & Sr. Estimator (P/C)** shall possess, at a minimum, 4 years and 6 years of experience respectively, in cost estimating, including the cost preparation/review of architectural, mechanical, electrical components of building projects.

6. **Sr. Scheduler (P/C)** shall possess, at a minimum, 6 years of experience, in providing scheduling services. Scheduler shall possess experience in large-scale building projects with at least 10,000 items and shall have extensive experience with the standard D&C scheduling software.
7. **BIM Coordinator (P/C)** shall possess, at a minimum, 3 years of experience involving multiple phases of medium to large-scale building/rehabilitation projects.

## B. FIELD SUPERVISION AND INSPECTION GROUP

1. **Senior Superintendent – Construction (C)** shall possess a minimum of eight (8) years experience in construction involving multiple phases of large scale building/rehabilitation projects. A minimum of five (5) years of the experience shall be as superintendent on large scale multi contract, building projects. In addition, a general superintendent must have a proficient level of knowledge relative to all aspects of construction supervision.
2. **Superintendent – Mechanical (C)** shall possess a minimum of 6 years of experience in construction involving multiple phases of large-scale building/rehabilitation projects. A minimum of 4 years of the experience shall be as an assistant superintendent or inspector on large scale multi contract, building projects. This individual must be able to develop and communicate a project work plan, monitor manpower and performance against that work plan, and be able to perform a detailed comparison of the design drawings against each other to ensure coordination between each of the various project trades.
3. **Superintendent – Electrical (C)** shall possess a minimum of 6 years of experience in construction involving multiple phases of large scale building/rehabilitation projects. A minimum of 4 years of the experience shall be as an assistant superintendent or inspector on large scale multi contract, building projects. This individual must be able to develop and communicate a project work plan, monitor manpower and performance against that work plan, and be able to perform a detailed comparison of the design drawings against each other to ensure coordination between each of the various project trades.
4. **Inspector – Construction with NYSDOL, USEPA, OSHA, HAZWOPER Certifications (C)** shall possess, at a minimum, 4 years of experience in building construction trades. A minimum of 2 years' experience shall be as a Construction Inspector. The Inspector shall be trained in the selected methodology of sampling and analysis of asbestos. The Inspector shall possess and carry a valid Supervisor and Inspector certificate at all times while working on the project. They must be able to review and comment on the work plan, variances used, and remediation methods utilized on the asbestos project.
5. **Certified Qualified Elevator Inspector (QEI) (C)** shall possess, at a minimum, 4 years of experience in building construction trades. A minimum of 2 years' experience shall be as a QEI. The QEI Certification must be through an ASME accredited certifying **SCHEDULE B**

organization. The Inspector shall be authorized to witness all required tests and render opinions on code worthiness, as well as workmanship and safety features. The Inspector shall be familiar with traction and hydraulic elevators, escalators, dumbwaiters, and handicap accessible lifts. The inspector shall possess and carry a valid QEI card at all times while working on the project. They must be familiar with current building code, national fire code, and A17.1 Elevator code.

6. **Code Enforcement Official (C)** shall be certified by NYS Department of State, Division of Building Standards and Codes and possess a minimum of 4 years of experience in providing code compliance review and construction inspections. The individual shall be familiar with permit documents. The individual must be able to review and comment on the special inspection reports submitted and document any deficiencies encountered and to provide inspection deficiency tracking, review corrective actions performed for achieving code compliance.

#### **D. ADMINISTRATIVE SUPPORT GROUP**

1. **Administrative Assistant (P/C)** shall possess, at a minimum, 7 years of experience as a Secretary or Office Manager with a proficient knowledge of those office programs and procedures mentioned below for a Secretary. This individual should be able to draft letters with little direction, prepare specialized meeting agendas, create more complicated spreadsheets, use new software for office use programs and be able to create organization and flow charts in Visio.
2. **Claims Analyst (C)** shall possess, at a minimum, 8 years of experience in reviewing and analyzing construction claims.

#### **E. AFFIRMATIVE ACTION MONITORING**

1. **Affirmative Action Monitor (C)** shall possess, at a minimum, 6 years of experience in administration of an M/WBE construction program involving purchasing and contracting for goods and services with construction firms. A minimum of 3 years' experience shall be in monitoring the on-site M/WBE goals compliance program.

#### **F. SECURITY SERVICES**

1. **Security Officer (C)** shall possess, at a minimum, High School Diploma or GED, 2 years of experience as a New York State Department of State (DOS) registered Security Guard, be able to perform the essential duties such as maintaining a log of employees/visitors/vehicles entering and leaving the project area, patrolling the project area, monitoring activities, conducting surveillance, and reporting any incidents immediately.

*End Scope of Services*