



**REQUEST FOR QUALIFICATION/PROPOSAL**

For

Construction Management at Risk Services  
for the:

**East Hampton Town Hall /  
Police Station**

**New Construction Project**

<b>RFP Available:</b>	<b>June 28, 2017 - 4:00 P.M.</b>
<b>RFIs Due from CMs:</b>	<b>July 7, 2017 - 11:00 A.M.</b>
<b>RFI Response:</b>	<b>July 12, 2017</b>
<b>Proposals Due:</b>	<b>July 14, 2017 - 11:00 A.M.</b>
<b>Interviews of Short-listed firms:</b>	<b>July 27, 2017 (Tentative)</b>

**Submit Proposals to:**

**East Hampton Town Manager**

20 East High Street  
East Hampton, CT 06424

QUESTIONS: Contact Program Manager, Stephen Motto in writing via e-mail at  
[sjmotto@aol.com](mailto:sjmotto@aol.com)

No questions will be accepted after July 7, 2017 at 11:00 A.M.

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## I. INVITATION TO SUBMIT

Pursuant to the terms and conditions of this Request for Qualifications /Proposal (RFP) the Town of East Hampton (the "Town") and the East Hampton Town Hall / Police Station Building Committee ("EHBC")(hereinafter collectively referred to as the "Owner") are pleased to announce the invitation to submit qualification and fee proposals to firms for construction management at risk services for the new East Hampton Town Hall / Police Station construction project (the "Project").

Sealed proposals may be mailed or hand delivered to the person and location mentioned on the cover. All proposals must be received by the date and time set forth on the cover. No extensions will be granted.

All firms submitting proposals will be notified of decisions in writing as the process progresses and selected short-listed firms will be interviewed by the tentative date set forth on the cover.

The Owner is pleased to make this opportunity available and looks forward to receiving your proposal. The Owner is an Equal Opportunity Employer.

Please direct any and all questions concerning this RFP to Stephen Motto, Owner's Program Manager, in writing via email at the following address: [Sjmotto@aol.com](mailto:Sjmotto@aol.com). No questions concerning this RFP will be accepted after July 7, 2017 at 11:00 A.M. EST.

## II. SCHEDULE

**The Owner is under contract with Amenta Emma Architects, P.C. for architectural design services. The Preliminary Design Phase of the Project is in progress, a rendering is expected to be completed by July 20, 2017 and this Project Phase is expected to be concluded by August 30, 2017.**

## III. PROJECT DESCRIPTION AND SCOPE OF SERVICES

**PURPOSE OF RFP:** With regard to the Project, this RFP is requesting proposals (collectively, "Proposals" and individually, a "Proposal") from firms (collectively, "Bidders" and individually, a "Bidder") for services necessary and/or required to perform the work and provide the construction management services set forth in this RFP pursuant to and in compliance with the requirements set forth in this RFP (collectively, the "Services").

The new Town of East Hampton Police Department and Town Hall building is anticipated to be designed as a steel-framed, two-story building, with the majority of the exterior envelope to be brick veneer on CMU backup construction, with select areas of curtain wall. The construction type is anticipated to be either type IIA or IIB with the majority of the building designated as a use group B, with a small segment of the Police Department detention area designated as use group I-3.

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The scope of services for the construction manager's services and other contract requirements (including the construction manager's insurance and indemnity obligations, and the Town's non-discrimination policies) are set forth in greater detail in the Standard Form of Agreement Between Owner and Construction Manager as Constructor (AIA Document A133 – 2009) (the "Agreement") and the General Conditions of the Contract of Construction (AIA Document A201- 2007) (the "General Conditions"), attached hereto and hereinafter collectively referred to as the "Contract." The Owner's goal is to facilitate a positive relationship in the design phases that will yield a collaborative effort through the Construction Phase. You should consider the services specified in the Contract to be our minimum expectation. We encourage you to share your insights to shape these services to advance the Project mission.

The final scope of work for the Project has yet to be determined, however, the Project will consist of new construction. **For fee and cost calculation purposes, assume a \$15,000,000 construction budget "GMP"**. Please refer to the Contract, Article 6 of the AIA A133, for what should be included in the construction manager's costs. The actual construction budget will be finalized when the referendum is approved, and fee/proposal adjustments may be considered at the Owner's discretion.

By submitting a Proposal a Bidder is deemed to have agreed to (i) the terms and conditions of the Contract; and (ii) execute the Contract if awarded the Contract by the Owner. Work will only commence on a Contract after a written notice to proceed is issued by the Owner, directing the commencement of Preconstruction Phase Services only.

After review of all factors, including, without limitation, qualifications, past performance and the bid amounts, the Owner reserves the right to accept or reject any or all Proposals or any part thereof, to waive defects in same, to waive technicalities, to accept any Proposal and to award the Contract or Contracts, as applicable, to the Bidder or Bidders, as applicable, that the Owner, in its sole discretion, determines as the most responsive, qualified, and responsible Bidder.

#### **IV. SUBMITTING A PROPOSAL**

Bidders are required to submit the following for the Project: (i) Twelve (12) copies of their response to the qualification portion of this RFP in a sealed envelope or package, bearing on the outside the wording "CM Services for the East Hampton Town Hall / Police Station Project" Proposal, Attention Mr. Michael Maniscalco, Town Manager (the "Qualifications Proposal"); and (ii) in a **separate sealed envelope** one (1) copy of their fee proposal bearing on the outside the wording "CM Services for the East Hampton Town Hall / Police Station Project, Attention: Mr. Michael Maniscalco".

**The Owner will use a qualifications and fee based selection process in order to select the firm most appropriate for the requirements of the Project. Proposals will be reviewed by the Owner according to the general criteria listed below. Proposals should focus on process and the firm's approach to this particular Project and must be organized with the sections below.**

**Minimum Qualification Proposal Requirements** – In order for a Qualifications Proposal to be responsive to this RFP it must provide the following information (collectively, the “Minimum Requirements”):

1. Pursuant to the List of Qualifying Projects Form, a copy of which form is attached hereto as Exhibit B and made a part hereof, a list of ten (10) of the Bidder’s qualifying projects, and a list of at least four (4) owner references. (Note: The first project listed must meet the minimum experience requirements set forth in Exhibit A hereto for the Project.);
2. Copy of the Bidder’s Connecticut Major Contractors License;
3. A Certificate of Insurance setting forth the minimum insurance requirements included in the Contract;
4. Signed acknowledgement of the Bidder’s acceptance of the Contract terms and conditions.
5. Provide its current Experience Modification Rate (EMR), its Recordable Incident Frequency Rates (RIFR) and Lost Time Frequency Rates (LTFR) for the last five (5) years for completed projects in excess of \$15 million in trade contracts.

A Qualifications Proposal that does not comply with each and every requirement of the Minimum Requirements may at the sole discretion of the Owner, be deemed an unresponsive Qualifications Proposal, which may result in the Qualifications Proposal being rejected and the applicable fee Proposal being returned unopened.

**Cover Letter (1 page)** – A Bidder shall indicate its commitment to the Project and how the Bidder will meet or exceed expectations. Specifically, a Bidder shall describe how it will maintain consistent leadership throughout the design and construction of the Project and how it will meet the requirements set forth in this RFP with regards to budget, schedule and phasing as applicable.

**Organization and Employee Experience (no more than 3 pages)** – A Bidder shall indicate how it will staff the Project and provide the resumes for each member of the Bidder’s team that will be assigned to the Project one (1) page per resume. Resumes do not count toward the three (3) page limitation of this section. Indicate what each team member’s role and responsibility will be for the applicable Project and describe each team member’s experience with municipal construction. Indicate each team member’s time commitment to the Project through the staffing chart included in the Proposal. It is a requirement of this RFP that assigned staffing for the Project remains involved from pre-construction through construction and close out. Demonstrate the Bidder’s experience with managing municipal construction projects and experience with managing projects. The Owner reserves the right to interview and select key staff members.

**Schedule (no more than 2 pages)** – In this section, demonstrate your Project

approach to scheduling and the tasks necessary to deliver the Project based on the **schedule provided as part of this RFP** (see Exhibit I). Demonstrate how the leadership provided by the Bidder will ensure that deadlines will be met. A Bidder shall provide the detail schedule based on the **schedule provided as part of this RFP** (see Exhibit I). Provide examples of experience with projects of similar size and scope of the project completed within the parameters of the required schedule.

**Budget (no more than 2 pages)** – The Bidder shall manage the construction phase of the Project to ensure it is completed within the construction budget. Provide a detailed explanation as to your approach in managing the budget. Provide a sample budget that will be submitted on a monthly basis during construction of the Project.

**Logistics Plan** – Provide a proposed logistics plan.

**Project Reporting (no more than 2 pages + exhibits of reports)** – A Bidder awarded a Contract will be responsible for producing comprehensive reports (RFI, Submittal, Change Order, Budget, Material Status Logs, etc.) using the Bidder’s software. Please provide examples from projects previously completed of what is normally provided to effectively communicate the progress of a project and to identify potential issues. Describe how these reports are used to manage the subcontractors and overall progress of a project and the extent of subcontractor input for these reports. Describe the Bidder’s policy when a subcontractor is not providing reporting information as required. Identify the type of software the Bidder utilizes or proposes to utilize for reporting.

**Safety (no more than 2 pages)** – A Bidder awarded a Contract shall be responsible for maintaining a safe work environment and adherence to all applicable regulations, including, without limitation OSHA regulations.

**Bonding Capacity** – Provide the name of your bonding company, your bonding limitation, Best rating, and name & telephone number of your agent.

**Close-out (no more than 2 pages)** – A Bidder awarded a Contract will be responsible for a prompt close-out of the Project. Describe your firm’s management of the close-out process and how your procedures will ensure a timely close-out process. A Qualification Proposal should include the Bidder’s policy for management of warranties, O&M manuals, owner training, change orders and their proper processing requirements, commissioning, punchlist, certificate of occupancy, etc. A Bidder awarded a Contract shall provide all information required to satisfy a successful close out of the Project.

**Change Orders (no more than 2 pages)** – A Bidder awarded a contract under this RFP shall provide quality control of document review during the construction document phase to ensure the documents are 100% complete prior to bid. Describe your approach to document review, change order management including your process for verification of the validity of the change order as well as verifying and assuring the owner the best available pricing.

**Bid Packages (no more than 2 pages)** – Describe the Bidder’s approach (by in part answering the following questions) to determining how the Project will be broken down into bid packages and whether or not the Bidder maintains standard bid packages. Describe how the Bidder evaluates a particular project to determine the best way to package work. Describe how the Bidder evaluates and determines what will best serve the owner in the way the bid packages are broken-down. Describe the Bidder’s approach to the detail provided in describing portions of work for which a trade contractor is responsible. Provide examples of each bid package for the Project listed as meeting the minimum requirements.

**Past Claims or Disputes** – Indicate any claims, disputes, litigation or arbitration proceedings that you have been involved in during the last five (5) years. Indicate who they were with and give the nature and a status of each, even if they are pending.

**Work in Progress** – Identify all work-in-progress for the office to be assigned to the Project, including status (i.e., preconstruction, construction, completion date, etc.), project executives, project managers and other key personnel.

**Contract** – A Bidder awarded a Contract shall be required to execute a Contract for the Project. A Bidder shall include a signed acknowledgement (see Exhibit H) of its acceptance of the Contract and terms included therein as part of its Qualification Proposal. If such signed acknowledgement is not included with a Qualification Proposal, the Qualification Proposal may, at the sole discretion of the Owner, be deemed unresponsive and your Qualification Proposal may be rejected and the applicable Fee Proposal will be returned unopened.

**Fee Proposal** –The Fee Proposal will be broken down into the following categories:

**Phase 1**

- Pre-referendum Construction Services Fee: The Bidder’s Fee for all the services set forth in the RFP shall be stated as a stipulated lump sum amount, which amount shall include, without limitation, all staffing costs and reimbursable costs and expenses of the Bidder’s.

**Phase 2**

- Preconstruction Phase Services Fee: The Bidder’s Preconstruction Services Fee for all the preconstruction services set forth in the Contract shall be stated as a stipulated lump sum amount, which amount shall include, without limitation, all staffing costs and reimbursable costs and expenses of the Bidder’s (see Article 4 of the Agreement).
- Construction Phase Services Fee: The Bidder’s Construction Services Fee for all the construction services set forth in the Contract shall be stated as a fixed fee equal to a percentage of the cost of the work (see Article 5 of the Agreement).
- General Conditions Costs and Expenses: The general conditions costs and

expenses of the Bidder for the items set forth in the task matrix to be completed by the Bidder and submitted as part of its Fee Proposal, a template of such task matrix is attached hereto as Exhibit F and made a part hereof (the “Task Matrix”), shall be stated on a percentage basis. On or before parties execute the GMP Amendment, the General Conditions costs and expenses will be converted into a stipulated lump sum amount (see Sections 2.2.2 and 6.1.1 of the Agreement).

In addition to the Task Matrix, the Fee Proposal shall include the following completed by the Bidder: (i) a Preconstruction Staffing Matrix, a template of such Preconstruction Staffing Matrix is attached hereto as Exhibit D and made a part hereof (the “Preconstruction Staffing Matrix”); and (ii) a Construction Staffing Matrix, a template of such construction staffing matrix is attached hereto as Exhibit E and made a part hereof (the “Construction Staffing Matrix”).

## **V. METHOD OF SELECTION**

The selection process is based on a three (3) part process. The selected Bidder will have successfully met all of the criteria and be deemed by the selection committee as the most responsible, responsive, and qualified bidder.

### **Administrative Review Process:**

A review of Qualification Proposals for compliance with the Minimum Requirements will be performed. Should any of the Minimum Requirements not be complied with the applicable Qualifications Proposal may, at the sole discretion of the Owner, be rejected and the associated Fee Proposal returned unopened.

### **Review and Qualification Proposals Meeting the Minimum Requirements:**

A Bidder’s Qualification Proposal will be reviewed for compliance with the format identified in Section IV of this RFP. A score will be assigned by multiple reviewers. The Bidder’s “qualification proposal score” will be an average of all of the reviewers’ scores for such Bidder. The Bidder with the highest qualification proposal score will be ranked No. 1, the Bidder with the second highest qualification proposal score will be ranked No. 2 and so on until all of the Bidders have been ranked.

A Bidder’s fee proposal will be ranked against all the Bidders who have submitted a Proposal. The Bidder with the lowest overall fee proposal will be ranked No. 1 and so on until all Bidders have been assigned a ranking.

### **Short list and Interview Process:**

At the discretion of the Owner, no less than three (3) Bidders will be selected as responsible, responsive, and qualified Bidders. The top three Bidders will be interviewed.

The Town, its Building Committee, the Owner’s Program Manager or any of their

respective officers, directors, employees or authorized agents shall not under any circumstances be liable for any claims or damages resulting from the selection, non-selection or rejection of any Proposal.

## **VI. GENERAL TERMS AND CONDITIONS**

A Bidder shall adhere to the following terms and conditions, and by submitting a Proposal, a Bidder is hereby deemed to have accepted and agreed to comply with the terms and conditions of this RFP, including, without limitation, the following terms and conditions:

1. **Guaranty** – You agree that your proposal will remain firm for a period of ninety (90) days from the date of submission, and may be extended beyond that time by mutual written agreement.
2. **Acceptance or Rejection** – The Owner reserves the sole and exclusive right to amend or terminate the selection process at any time and to accept and/or reject any or all proposals, in whole or in part and to waive technical defects, irregularities and omissions if, deemed to be in its interest. A proposal may be deemed non-responsive if it is submitted with missing or ambiguous information. Bidders will be notified in writing as to Proposals that are not accepted.
3. **Ownership of Documents** – Any and all submissions or presentations of possible or intended solutions shall constitute voluntary transfers of all intellectual property, artistic and moral rights in such work, and the Bidder acknowledges that it will claim no interest of any type, in whatever ideas or expressions of such solutions were conveyed through this RFP, and such intellectual property shall be the sole property of the Town.
4. **Timing and Sequence** – Timing and sequence of events resulting from this RFP will ultimately be determined by the Owner.
5. **Oral Agreements** – There shall be no oral agreements or arrangements by and between a Bidder and the Owner related to this RFP.
6. **Rejection for Default or Misrepresentation** – The Owner reserves the right to reject a Bidder's Proposal if the Bidder is in default under any prior contract with the Town or has made misrepresentations in the Proposal.
7. **Clerical Errors in Awards** – The Owner reserves the right to correct inaccurate awards of a Contract under this RFP resulting from clerical errors.
8. **Rejection of Proposals** – Proposals will be rejected if they limit or modify any of the terms and conditions and/or specifications of this RFP.
9. **Changes to Proposals** – With your response to the RFP, the Bidder must provide a definitive list of concerns or exceptions to the Agreement. No further concerns or exceptions will be considered beyond those noted within the response to

the RFP. No additions or changes to a Proposal will be allowed after submittal under this RFP.

10. **Contract Requirements** – This RFP and any subsequently ordered contracts are governed by the Laws of the State of Connecticut. Any and all applicable valid executive orders, Federal , State or local laws, ordinances or rules or regulations shall apply to any contract if any when offered and are deemed incorporated herein. The Owner may, in its sole discretion, issue written addenda to this RFP.

11. **Withdrawal of Submission** – Negligence on the part of the Bidder in preparing the RFP confers no right of withdrawal after the time fixed for the acceptance of the submission.

12. **Assigning, Transferring of Agreement** – The successful Bidder is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of an awarded contract under this RFP without the prior consent and approval in writing by the Owner.

13. **Cost of Preparing Proposal** – The Owner shall not be responsible for any expenses incurred by the Bidder in preparing and submitting a Proposal. A Proposal shall provide a straightforward, concise delineation of the Bidder’s capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

## **VII. CONTRACT**

A copy of the Contract is attached hereto as Exhibit G and made a part of this RFP.

## **VIII. EXHIBITS**

- Exhibit A – Minimum Experience Requirements for the Project
- Exhibit B – List of Qualifying Projects
- Exhibit C – Bid Form
- Exhibit D – Pre-Construction Staffing Matrix
- Exhibit E – Construction Staffing Matrix
- Exhibit F – Construction Manager Task Matrix
- Exhibit G – Contract - Standard Form of Agreement Between Owner and Construction Manager as Constructor (AIA Document A133 – 2009) and the General Conditions of the Contract of Construction (AIA Document A201- 2007)
- Exhibit H – Acceptance of Contract Terms
- Exhibit I – Project Schedule

## **EXHIBIT A**

### **MINIMUM EXPERIENCE REQUIREMENTS FOR THE PROJECT**

Either the Bidder shall have: (i) completed, as a construction manager at risk, at least one (1) municipal/Police station project with a budget of not less than Fifteen Million Dollars (\$15,000,000.00), which received a certificate of occupancy within the last ten (10) years; or (ii) an employee who has previous experience as a project manager for at least one (1) project with a budget of not less than Fifteen Million Dollars (\$15,000,000.00), which received a certificate of occupancy within the last ten (10) years. Should a Bidder utilize this employee acting as a project manager option, the Bidder shall clearly identify the employee, the employee's previous employer and the project. In addition, such previous employer's contact information shall be provided for verification by Owner's Program Manager.

**EXHIBIT B - List of Qualifying Projects**

**Contractors Name** \_\_\_\_\_

Note: The project used to satisfy the minimum experience requirements set forth in Exhibit A of this RFP shall be identified in line item No.1 of this Exhibit B. Additional projects to satisfy the additional criteria shall be listed in line items No.2 through 10 of this Exhibit. This Exhibit must be filled out in its entirety.

<b>Line No.</b>	<b>Project Title</b>	<b>State of CT Project # (if applicable)</b>	<b>Owner</b>	<b>Owner Point of Contact Name/Phone #/Referral Y/N</b>	<b>Project Budget</b>	<b>Month/Year Of Occupancy</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**EXHIBIT C (Page 1 of 2)**  
**PROJECT NAME**

CM Firm \_\_\_\_\_

**BID FORM**  
**FEE AND COMPENSATION STRUCTURE**  
**PROJECT COST CALCULATION**

Complete the following schedules (Exhibits C, D, E & F) based on a fixed limit for the Cost of the Work (Construction Costs) of \$15,000,000 and a substantial completion date of September 1, 2019.

**Fee and Compensation Structure (for both Pre-construction and Construction Phase Services)**

**NOTE:** The following is intended to be a firm bid; you are requested to assume a Construction Budget as shown on page 4 and show the distribution over the following categories:

<b><u>Fixed Fee/Compensation Description</u></b>	<b><u>In Dollars</u></b>	<b><u>By Percentage (of the fixed limit cost)</u></b>
Construction Cost of Work	\$ _____	_____ %
Lump Sum General Conditions (based on responsibility matrix)	\$ _____	_____ %
Construction Manager's Fee	\$ _____	_____ %
CM Contingency (proposed % when establishing GMP)	\$ _____	_____ %
<b>Total Fixed Limit for the Cost of Work</b>	<b>\$15,000,000</b>	<b>100%</b>

**EXHIBIT C (Page 2 of 2)**  
**PROJECT NAME**

CM Firm \_\_\_\_\_

**BID FORM**  
**FEE AND COMPENSATION STRUCTURE**  
**PROJECT COST CALCULATION**

Complete the following schedules (Exhibits C, D, E & F) based on a fixed limit for the Cost of the Work (Construction Cost) of \$15,000,000 and a substantial completion date of September 1, 2019.

**Fee and Compensation Structure (for both Pre-construction and Construction Phase Services)**

**NOTE:** The following is intended to be a firm bid; you are requested to assume a Construction Budget of as shown on page 4, and show the distribution over the following categories:

<b><u>Fixed Fee/Compensation Description</u></b>	<b><u>In Dollars</u></b>
Pre-Referendum Pre-Construction Services Fee	\$ _____
Cost per month for Pre-Construction Services - Post-Referendum (i.e. if Pre-Con phase is 8 months total and Pre-con fee is \$80,000 total, the per month cost equals \$10,000)	\$ _____/MO.

CM Firm \_\_\_\_\_

**EXHIBIT D**

**Pre-Construction Staffing Matrix**

**Provide an Hourly Labor Rate Breakdown for each staff member as follows:**

**Base Salary**

**Benefits**

**Taxes**

**PROJECT NAME**

**Construction Manager's Proposed Pre-Construction Staffing Analysis**

**Exhibit D**

**SAMPLE**

(Your Company Name Here)	August-17	September-17	October -17	November-17	December-17	January-18	February -18	March -18	April -18	*Total M.H.
<b>PRE-CONSTRUCTION DURATIONS</b>	1	2	3	4	5	6	7	8	9	
<b>Preconstruction Phase (Aug '17 - April '18)</b>										
Preconstruction Personnel										
Project Executive (Name )										
Chief Estimator (Name )										
Project Estimator (Name )										
Project Manager (Name )										
Purchasing Manager (Name )										
Purchasing Agent (Name )										
Purchasing Admin.Support(Name )										
Other (Specify )										
Other (Specify )										
Other (Specify )										
<b>Total Manhours Pre-Construction</b>										

\*Please Note: General conditions are a lump sum amount.  
 The request of total manhours is to be used by the Owner  
 as a value comparison between CM firms.

**EXHIBIT E**

**Construction Staffing Matrix**

**Provide an Hourly Labor Rate Breakdown for each staff member as follows:**

**Base Salary**

**Benefits**

**Taxes**

**PROJECT NAME**

**Construction Manager's Proposed Construction Staffing Analysis Exhibit E SAMPLE**

(Your Company Name Here)	April-18	May-18	June-18	July-18	Aug-18	Sept-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	April-19	May-19	June-19	July-19	Aug-19	Sept-19	*Total M/H	
<b>CONSTRUCTION DURATIONS</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
<b>Construction</b>																				
Construction Phase Personnel																				
Project Executive (Name )																				
Project Manager (Name )																				
Project Engineer (Name )																				
Project Superintendent(Name )																				
Safety Officer (Name )																				
Financial Management/Accounting (Name )																				
Onsite Clerical Support Staff (Names )																				
Other (Specify )																				
<b>Closeout</b>																				
Specify (Name )																				
Specify (Name )																				
Specify (Name )																				
Specify (Name )																				
<b>Total Manhours Construction Phase</b>																				

\*Please Note: General conditions are a lump sum amount. The request of total manhours is to be used by the Owner as a value comparison between CM firms.

**EXHIBIT F**

**Construction Manager Task Matrix**



EXHIBIT F

Construction Manager TaskMatrix

Item Description	Included in General Conditions	Supplied by Owner	Supplied by Trades	Included in CM Fee	Comments
<b>Construction Services</b>					
Operations manager				X	
Business Development Manager				X	
Projective Executive	X				If part time
Project Manager	X				
Assistant Project Manager					If required
Project Superintendent	X				
Project Engineer	X				
Assistant Engineer					If required
Assistant Superintendent					If required
On-Site Admin. Support	X				
Safety Director	X				
Purchasing Manager				X	
Purchasing Agent Corp.Office				X	
Purch. Agent Admin. Support				X	
Admin support (Corp. Office)				X	
Estimating/Scheduling Director				X	
Financial Manager				X	
Accounting Manager				X	
Finan./Cost Support Corp.Office)				X	
Other Corp. Office Support Staff				X	
Trav. & Out of Pocket expenses	X				
Office mobilization	X				
Field office rental	X				
Fieldofficeinstallation/removal	X				
Field office furniture	X				
Field office cleaning	X				
Field office maintenance & repair	X				
Field office security	X				
Shed &/or storage trailer	X				
Furniture (other)	X				
Stationary & supplies	X				
Postage & Shipping	X				
Office equipment	X				
Jobsite copy machine	X				
Computers	X				
Internet Connection	X				
Computer Software	X				
Licensing Fees	X				
On Site IT Support	X				
Telephone: # lines @ \$\$ /month	X				

EXHIBIT F

Construction Manager TaskMatrix

Item Description	Included in General Conditions	Supplied by Owner	Supplied by Trades	Included in CM Fee	Comments
Fax: # lines @ \$\$/month	X				
Comm. equipment / radios	X				
Photocopying	X				
Office utilities	X				
Drinking water / coffee	X				
Data processing / IT				X	
First Aid supplies	X				
Project vehicle	X				
Project vehicle fuel	X				
Project vehicle maintenance	X				
Survey equipment & supplies			X		
Staff small gear account	X				
Project signage	X				
Records storage				X	
Reproduction costs for CM use	X				
Progress photos	X				
Safety Compliance material & labor			X		
Staff Training				X	
Building Perimeter Protection			X		
Cleaning & Maintenance			X		
Toilets			X		
Site fencing & gates			X		
Construction fencing & gates			X		
Ladders, ramps, & stairs			X		
Building enclosures			X		
Finish work protection			X		
Dust partitions			X		
Hygiene plan requirements			X		
Water consumption			X		
Electrical - Install & maintain			X		
Electrical - consumption			X		
Heat - install & maintain			X		
Heat - fuel consumption			X		
Fire protection			X		
Watchmen / Security services	X				
Roads - install & maintain			X		
Barricades			X		
Traffic control			X		
Mud & dust control			X		

EXHIBIT F

Construction Manager TaskMatrix

Item Description	Included in General Conditions	Supplied by Owner	Supplied by Trades	Included in CM Fee	Comments
Mud pads @ exits			X		
Wheel wash stations			X		
Parking			X		
Temporary elevator service			X		
Personnel & material hoisting			X		
Hoisting, rigging, & cranes			X		
Building Permit Application				X	
Building Permit fee					N/A
General & excess liability insurance	X				
Builder's Risk insurance		X			
Contract Document printing		X			For Bidding phases only
Shop Drawing printing			X		
Legal Surveys		X			
Field Engineering services			X		
Pest control			X		
Testing services		X			
Special Inspection services		X			
Advertising expenses		X			For solicitation of bids only ALLOWANCE \$10,000
Trash dumpster rental & removal	X				
Trash dumpster tipping fee	X				
Interim clean up			X		
Trash chutes & hoppers			X		
Final clean up & window wash			X		
Winter protection			X		
General weather protection			X		
Snow Removal			X		
Maintenance of Silt Barriers			X		
Web Site start up			X		
Web Site maintenance			X		
Payment & Performance Bond	X				For CM, trades pay for their own

**EXHIBIT G**

**Contract for Construction Services**

1. (AIA Document A133 - 2009), Standard Form of Agreement Between Owner and Construction Manager, as Constructor, as modified.
2. (AIA Document A201- 2007), General Conditions of the Contract of Construction, as modified.

**EXHIBIT H**

**Acceptance of Contract Terms**

Insert Company Name as a condition of satisfying the minimum requirements of that certain document entitled "REQUEST FOR QUALIFICATIONS/PROPOSALS for Construction Management at Risk Services for the East Hampton Town Hall / Police Station project; hereby accepts the terms and conditions of the contract included and attached to said document as Exhibit G, without exception.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

**EXHIBIT I**

**Project Schedule**

*Pre-construction (pre - referendum) Phase – August 2017 through November 2017*

*Pre-construction (post-referendum) Phase – Starting November 2017  
through April 2018*

*Construction Phase – Starting April 2018 through September 2019 (does not incl.  
closeout)*