

## RFP#2021-124

### SECTION 4: SCOPE OF SERVICES

The Architect/Engineer of record for this project is SMRT Architects and Engineers.

The Construction Manager shall serve as the County's representative for this project. The scheduling and planning of work shall be coordinated with the Capital District Youth Center, Inc. (CDYCI).

#### Construction/Phasing Schedule:

The Capital District Juvenile Secure Detention Facility (CDJSDF) is a multi-county secure youth detention center located in Albany NY. The facility was financed and constructed by the Capital District Youth Center, Inc. in 1997 with a single addition in 2000. The 30,000sf, single story building is in good overall condition with adequate spaces for its current use and population. The building sits on a constrained 4.16-acre site which makes additional building volume challenging to accommodate. The facility is administered by the Capital District Youth Center, Inc., operated by Berkshire Farm Center for Youth and owned by Albany County. The existing building is in good condition but requires typical maintenance and system replacement for a building of its type and age (Re: facility assessment). The additional security requirements of the SSD classification will require some level of renovation to all spaces throughout the facility. The additional bed needs and associated program space will require major renovations to some area of the existing facility as well as multiple additions to the facility (Re: Concept Design). The facility will need to remain open during the duration of construction. Complex phasing will be required to maintain facility operational and security requirements during the project. At this time, two separate construction phases are anticipated. In addition to the facility conditions assessment findings and the new program shown in the concept design layout the new facility will need to meet the requirements set forth by the New York State Commission of Corrections (SCOC), New York State Office of Children and Family Services (OCFS) and the

Albany County Sheriff.

The County anticipates performing the following projects at the Juvenile Detention Facility:

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For a detailed description of the renovation needs of the existing facility and all of its systems please refer to the attached Building conditions assessment and concept floor plan.

Major facility wide components include:

- Security Electronics & Control System
- Finishes & Fixture Replacements/ Upgrades (tamper resistant, anti-ligature)
- Mechanical Maintenance Items
- Installation of New Fire Suppression System
- Detention Door Replacements (all bedrooms)

Major areas of renovations:

- Existing eight bed pod
- Existing Medical area
- Existing locker area
- Existing Library
- Intake

Please refer to concept design floorplan for more information on proposed addition extents and locations.

Building additions include:

- Large addition to east end of administration area
- New vehicle sally port and additional intake space
- Addition of two new six bed housing units and support spaces
- Additional site work for replacement outdoor recreation space

It is anticipated that construction will begin in the Spring of 2022 and have a 18 to 20

month construction duration. It will be broken up into two phases, with both phases including renovations and additions.

#### Construction Manager's Responsibilities:

4.1 Upon receipt of Notice to Proceed, the Successful Proposer shall provide all services as outlined herein.

4.2 Construction Manager shall coordinate all scheduling of construction work with the CDYCI and Architect/Engineer of Record.

4.3 Construction Manager shall develop construction procedures to specify phased construction and as required to maintain all facility operations. Time schedule for removal and installation of new equipment must ensure uninterrupted operation of the facility.

4.4 The Construction Manager shall provide sufficient organization, personnel and management to carry out the requirements of this Request for Proposal in an expeditious and economical manner consistent with the interests of the Owner.

#### 4.5 PRE-CONSTRUCTION PHASE

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4.5.1 The Construction Manager shall review the program furnished by the Owner to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner.

4.5.2 The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.

4.5.3 Based on schematic designs and other design criteria prepared by the Architect/Engineer, the Construction Manager, with support of the Architect/Engineer of Record in preparing the estimates of Construction Cost for program requirements using area, volume or similar conceptual estimating techniques.

4.5.4 The Construction Manager shall assist the Architect/Engineer regarding review of

design documents during their development and advise on proposed site use, selection of materials, building systems and equipment, and methods of Project delivery. The Construction Manager shall also assist the Architect/Engineer regarding recommendations on relative feasibility of construction methods, availability of materials and labor, time requirements for procurement, installation and construction, and factors related to construction cost including, but not limited to, costs of alternative materials, preliminary budgets, and possible economies.

4.5.5 The Construction Manager shall prepare and periodically update a Project Schedule for the Architect/Engineer's review and the Owner's acceptance.

4.5.6 As the Architect/Engineer progresses with the preparation of the Schematic, Design Development, Construction Documents and subsequent construction cost estimate, the Construction Manager shall prepare and update, at appropriate intervals agreed to by the Owner, Construction Manager and Architect/Engineer, estimates of Construction Cost of increasing detail and refinement. The estimated cost of each Contract shall be indicated with supporting detail. Such estimates shall be provided for the Architect/Engineer's review and the Owner's approval. The Construction Manager shall advise the Owner and Architect/Engineer if it appears that the Construction Cost may exceed the latest approved Project budget and make recommendations for corrective action. The Construction Manager shall consult with the Owner and Architect/Engineer regarding the Construction Documents and make recommendations whenever design details adversely affect constructability, inconsistency in drawing documents, or other defects that may create change order during construction, cost or schedules.

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4.5.8 Construction Manager shall also assist the Architect/Engineer with preparing bid packages, contractor evaluations, bid analysis and contractor review.

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#### 4.6 CONSTRUCTION PHASE-ADMINISTRATION OF THE CONSTRUCTION

##### CONTRACT

4.6.1 The Construction Manager shall provide administrative, management and related services to coordinate scheduled activities and responsibilities of the Contractors with each other and with those of the Construction Manager, the Owner and the Architect/Engineer to endeavor to manage the Project in accordance with the latest approved estimate of Construction Cost, the Project Schedule and the Contract Documents.

Full time oversight of all day-to-day construction activities will be required of the Construction Manager for this project.

4.6.2 The Construction Manager shall schedule and conduct meetings to discuss such matters as procedures, progress and scheduling. The Construction Manager shall prepare and promptly distribute minutes to the Owner, Architect/Engineer and Contractors.

4.6.3 Utilizing the Construction Schedules provided by the Contractors, the Construction Manager shall update the Project construction schedule incorporating the activities of the Contractors on the Project, including activity sequences and durations, allocation of labor and materials, processing of Shop Drawings, Product Data and Samples, and delivery of products requiring long lead time and procurement. The Project construction schedule shall include the Owner's occupancy requirements showing

portions of the Project having occupancy priority. The Construction Manager shall update and reissue the Project construction schedule as required to show current conditions. If an update indicates that the previously approved Project construction schedule may not be met, the Construction Manager shall recommend corrective action to the Owner and Architect/Engineer.

4.6.4 Consistent with the various bidding documents, and utilizing information from the Contractors, the Construction Manager shall coordinate the sequence of construction and assignment of space in areas where the Contractors are performing Work.

4.6.5 The Construction Manager shall endeavor to obtain satisfactory performance from each of the Contractors. The Construction Manager shall recommend courses of action to the Owner when requirements of a Contract are not being fulfilled.

4.6.6 The Construction Manager shall maintain accounting records on authorized Work performed under unit costs, additional Work performed on the basis of actual costs of labor and materials, and other Work requiring accounting records.

4.6.7 Based on the Construction Manager's observations and evaluations of each Contractor's Application for Payment, the Construction Manager shall review and certify the amounts due the respective Contractors.

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4.6.8 The Construction Manager shall review Project Application for Payment based on the Contractors' Certificates for Payment and respective work performed to date.

4.6.9 The Construction Manager's certification for payment shall constitute a representation to the Owner, based on the Construction Manager's determinations and on the data comprising the Contractors' Applications for Payment, that, to the best of the Construction Manager's knowledge, information and belief, the Work has progressed to the point indicated and the quality of the Work is in accordance with the Contract

Documents. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to minor deviations from the Contract Documents correctable prior to completion and to specific qualifications expressed by the Construction Manager. The issuance of a Certificate for Payment shall further constitute a representation that the Contractor is entitled to payment in the amount certified.

4.6.10 The Construction Manager shall review the safety programs developed by each of the Contractors for purposes of coordinating the safety programs with those of the other Contractors. The Construction Manager's responsibilities for coordination of safety programs shall not extend to direct control over or charge of the acts or omissions of the Contractors, Subcontractors, agents or employees of the Contractors or Subcontractors, or any other persons performing portions of the Work and not directly employed by the Construction Manager.

4.6.11 The Construction Manager shall determine in general that the Work of each Contractor is being performed in accordance with the requirements of the Contract Documents, endeavoring to guard the Owner against defects and deficiencies in the Work. As appropriate, the Construction Manager shall have authority, upon written authorization from the Owner, to require additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. The Construction Manager, in consultation with the Architect/Engineer, may reject Work which does not conform to the requirements of the Contract Documents.

4.6.12 The Construction Manager shall schedule and coordinate the sequence of construction in accordance with the Contract Documents and the latest approved

Project construction schedule.

4.6.13 With respect to each Contractor's work, the Construction Manager shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work of each of the Contractors, since these are solely the Contractor's responsibility under the Contract for Construction. The Construction Manager shall not be responsible for a Contractor's failure to carry out the work in accordance with the respective Contract Documents. The Construction

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Manager shall not have control over or charge of acts or omissions of the Contractors, Subcontractors, or their agents or employees, or any other persons performing portions of the Work not directly employed by the Construction Manager.

4.6.14 The Construction Manager shall review requests for changes, assist in negotiating Contractors' proposals, submit recommendations to the Architect/Engineer and Owner, and, if they are accepted, prepare Change Orders and Construction Change Directives which incorporate the Architect/Engineer's modifications to the Documents.

4.6.15 The Construction Manager shall assist the Architect/Engineer in the review, evaluation and documentation of Claims.

4.6.16 In collaboration with the Architect/Engineer, the Construction Manager shall establish and implement procedures for expediting the processing and approval of Shop Drawings, Product Data, Samples and other submittals. The Construction Manager shall review all Architect/Engineer approved Shop Drawings, Product Data, Samples and other submittals from the Contractors. The Construction Manager shall coordinate submittals with information contained in related documents and transmit



to the Architect/Engineer. The Construction Manager's actions shall be taken with such reasonable promptness as to cause no delay in the work or in the activities of the Owner or Contractors.

4.6.17 The Construction Manager shall record the progress of the Project. The Construction Manager shall submit written progress reports to the Owner and Architect/Engineer including information on each Contractor and each Contractor's work, as well as the entire Project, showing percentages of completion. The Construction Manager shall keep a daily log containing a record of weather, each Contractor's Work on the site, number of workers, identification of equipment, work accomplished, problems encountered, and other similar relevant data as the Owner may require.

4.6.18 The Construction Manager shall maintain at the Project site for the Owner one record copy of all Contracts, Drawings, Specifications, addenda, Change Orders and other Modifications, in good order and marked currently to record changes and selections made during construction, and in addition, approved Shop Drawings, Product Data, Samples and similar required submittals. The Construction Manager shall maintain records, in duplicate, of principal building layout lines, elevations of the bottom of footings, floor levels and key site elevations certified by a qualified surveyor or professional engineer. The Construction Manager shall make all such records available to the Architect/Engineer and upon completion of the Project shall deliver them to the Owner.

4.6.19 With the Architect/Engineer and the Owner's maintenance personnel, the Construction Manager shall observe the Contractors' final testing and start-up of utilities, operational systems and equipment.

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4.6.20 When the Construction Manager considers each Contractor's work or a designated

portion thereof substantially complete, the Construction Manager shall, jointly with the Architect/Engineer, prepare for the Contractors a list of incomplete or unsatisfactory items and a schedule for their completion. The Construction Manager shall conduct inspections to determine whether the Work or designated portion thereof is substantially complete, prior to the Architect/Engineer conducting their final review.

4.6.21 The Construction Manager shall coordinate the correction and completion of the work. Following issuance of a Certificate of Substantial Completion of the Work or a designated portion thereof, the Construction Manager shall evaluate the completion of the work of the Contractors and make recommendations to the Architect/Engineer when work is ready for final inspection. The Construction Manager shall assist the Architect/Engineer in conducting final inspections.

4.6.22 The Construction Manager shall secure and transmit to the Architect/Engineer warranties and similar submittals required by the Contract Documents for delivery to the Owner and deliver all keys, manuals, record drawings and maintenance stocks to the Owner. The Construction Manager shall forward to the Owner a final Project Application for Payment upon compliance with the requirements of the Contract Documents.

4.6.23 Duties, responsibilities and limitations of authority of the Construction Manager as set forth in the Contract Documents shall not be restricted, modified or extended without written consent of the Owner and Construction Manager. Consent shall not be unreasonably withheld.

4.6.24 The Construction Manager, in consultation with the facility operator and owner develop COVID-19 safety plan and monitor compliance of such plan among contractors.