

**Washington Township Fire Department  
P.O. Box 8176  
Turnersville, NJ 0012  
856-863-4008  
856-589-0239 (Fax)**

**REQUEST FOR PROPOSAL  
CONSTRUCTION MANAGEMENT SERVICES**

Notice is hereby given that proposals will be received by the **Washington Township Fire District** for a Construction Manager. Proposals are to be submitted to **Captain Stephen Finn, Washington Township Fire Department, P.O. Box 8176, Turnersville, NJ 08012** on or before **4:00 PM on August 12, 2020**.

**SCOPE OF WORK**

A capital improvement program consisting of (a) demolition of the existing fire station located on Johnson Road and the construction of a new replacement fire station on that site, (b) renovations to the East Holly Avenue Fire Station including, but not limited to, sleeping quarters, restrooms, showers, fitness room, kitchen, gear room, parking area, HVAC and compliance with Americans with Disabilities Act, (c) renovations to the Hurffville-Grenloch Road Fire Station including, but not limited to, roof replacement, sleeping quarters, fitness room, kitchen, gear room and training area, (d) repairs to concrete aprons at various fire stations, and (e) renovations to parking areas at Fire District administration offices.

**Pre-Construction Services –**

1. Advise the Owner and the Architect of recommended changes to the Contract Documents / General Conditions, Specifications & Drawings prior to the issuance of the Project Bid Addendum which will occur during each of the construction phases.
2. Before the bidding addendum is issued, review the construction documents to become familiar with the scope, identify conflicts in the documents and recommend areas that require more detailed instruction.
3. Coordinate with **Washington Township Fire Department** to ensure the applicable permits have been applied for and are on schedule for construction permits.
4. Participate in four (4) Tuesday 9:00 AM design meetings at Garrison Architects office in Bellmawr, NJ.
5. Attend Pre-Bid Conference and assist Architect, as required, with Pre-Bid Conference issues and questions.
6. Attend Bid Opening, assist Architect and Owner in evaluation of bids received and suitability of lowest responsible bidder or bidders.
7. Provide a written bid award recommendation(s).

### **On-Site Construction Services** (Average Forty (40) Hours per Week)

1. Provide full-time on the job in the field inspection of the renovations. It is anticipated that these services will start on or about **October 2020**.
2. Provide part-time project executive on-site needed to assist the Owner, Architect in all aspects of maintaining control of the project costs and schedule. The project executive will be eight (8) hours per week for the duration of the project including pre and post construction phase services.
3. Conduct weekly meetings with the Site Supervisors of the various trades to ensure proper coordination and continuity of the schedule.
4. Attend the Architect's bi-weekly construction meetings and prepare the minutes of the meeting and distribute the same to all.
5. Advise the Architect on a weekly basis of any problems or coordination requirements. It is important to note that while your contract is directly with the **Washington Township Fire District**, you are to be responsive to the direction of the A/E Team, especially when directing the contractors with regard to the content of the construction documents.
6. Create and maintain a weekly log of construction activities and site, weather and other factors describing or affecting construction work.
7. Attend monthly meetings during construction to update the Owner on the project status.

### **Post-Construction Service –**

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

## **SELECTION CRITERIA**

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

1. Name of the individual or company and address and phone numbers of all offices.
2. Detailed information of the qualifications and experience of the individual assigned for onsite work.
3. Four (4) Fire Department/Public Safety Building projects for which your services were provided within the last five (5) years. Provide the name and phone number of the person familiar with your services.
4. The Construction Manager should have good communication and computer skills, at least 5-10 years of management experience on large public construction projects; or shall have a degree in Architectural, Engineering or Construction Management with a minimum of 5 years of experience.
5. A brief written description of your project approach following the specific duties outlined in this RFP.
6. A copy of the proposed contract for services. (AIA or other)

The **Washington Township Fire District** will permit firms that have received this RFP to submit questions about the project's scope or to schedule site visits and the CM's responsibilities in writing. All questions are to be sent to the following parties:

Captain Stephen Finn  
Washington Twp. Fire Dept.  
P.O. Box 8176  
Turnersville, N.J. 08012  
Desk Phone: 856-863-4008  
Fax: 856-589-0239  
Email: sfinn@wtfd10.org

All questions must in writing, no later than **August 12, 2020** by **4:00 PM**. Please do not submit questions via phone calls.

**FEE PROPOSAL**

PHASE	FEES
Pre-Construction	_____
Construction	_____
Post Construction	_____

**Reimbursables: Please list if any and provide hourly rates.**