



Town of Mamaroneck

Town Center

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OFFICE OF THE TOWN ADMINISTRATOR

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Memorandum

To: Board of Fire Commissioners

Re: Authorization- Construction Management Services

Weaver Street Firehouse Lower Level Restoration

Date: August 10, 2019

During the course of planning and preparing for the restoration of the lower level of the Weaver Street Firehouse, the District utilized Calgi Construction for value engineering and estimating services. At that time, we requested of Calgi, a proposal for construction management services if the project moved forward.

Attached is a copy of the proposal that outlines the scope of services and several different fee proposals. After review with the Town Engineer we do not believe that the project requires full time management. Calgi has offered an alternate proposal, Option II to provide part time site management (24 hours per week). In addition, there is office time spent completing various administrative work as described in the scope of work. The cost for Option II is \$86,400 based upon an expected construction period of six months. There could be additional fees should the project extend beyond the six-month period.

Requested Action: that the Board of Fire Commissioners accept the construction management proposal submitted by Calgi Construction (Option II) to provide construction management services for the Weaver Street Firehouse project at a cost of \$86,400

Stephen V. Altieri
Town Administrator





Established 1919

CONSTRUCTION MANAGEMENT
OWNER'S REPRESENTATIVE
CONSULTING
GENERAL CONTRACTING

CALGI CONSTRUCTION COMPANY, INC.
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White Plains, New York 10603
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February 14, 2018

Mr. Stephen Altieri, Town Administrator
Town of Mamaroneck
740 West Boston Post Road
Mamaroneck, New York 10543

Re: Weaver Street Fire House
Phase II – Restoration / Reconfiguration of Lower Level
Design & Construction Management Services.

Dear Mr. Altieri,

Thank you for the opportunity to assist the Town in providing the necessary Design and Construction Management (CM) services relative to Phase II, Restoration and Reconfiguration of the Lower Level of the Weaver Street Fire House. We have successfully managed many complex renovation and construction projects over the years for many Public Safety and Municipal facilities in the tri-state area. Our focus is to deliver successful, high-quality, safe projects that will result in facilities the community take pride in.

From our meeting on Tuesday January 30, 2018 with you, Robert Wasp, Town Engineer, and representatives of the Fire Department, both Michael Smith of Smith & Pucillo Architects, and I understand that Phase I of the Project, "Structural Repairs of the Fire House" is anticipated to begin on or about March 1, 2018 and be completed by September 1, 2018 and will include the complete interior demolition of the Lower Level.

We anticipate Phase II beginning with the Pre-Construction / Design / Bidding and Award phase starting on or about March 1, 2018 and ending with the award of the General Construction contract in August, 2018. The Construction and Project Close-Out phase is anticipated to being on or about September 1, 2018 and be completed on or about February 1, 2019, approximately 5 months.

Smith & Pucillo Architects will be providing the necessary Pre-Construction Architectural and Engineering (A/E) design services as well as those typical A/E Contract Administration services during the Construction and Close-Out Phase. Attached for your review and information is their proposal fully outlining their Design and Administrative Services as well as their fees. Smith & Pucillo's proposal is being presented to the Town as an independent Professional Services firm wherein the Town can contract directly with them as they are not a part of our Construction Management services and fee.

Provided within our CM Fee proposal are our CM Services encompassing those typical services we provide during the Pre-Construction and Construction / Close-Out phases. Our management team for this project will consist of individuals who have the background and qualifications in construction and management of Public Safety and Municipal facilities and the needed experience working with a single prime contractor as well as multiple prime contractors.

We appreciate the opportunity to be considered for this project and look forward to becoming an integral part of the Town's project team.

Very truly yours,

A handwritten signature in black ink, appearing to read "Dominic Calgi".

Dominic Calgi
President

Construction Management Services & Fees

Our Construction Management (CM) Fees for this project are based on the total direct cost of the assigned personnel that we believe will be required to provide the necessary Construction Management Services as discussed at our meeting on Tuesday January 30, 2018. Our CM Services include Pre-Construction Phase Services through Construction and Project Close-Out Phase relative to the Restoration and Reconfiguration of the Lower Level of the Weaver Street Fire House (the "Project")

From our meeting, it is my understanding that the Town will be proceeding with **Phase I** of the Project, the Contract for the Structural Repairs of the Fire House. This work is anticipated to begin on or about March 1, 2018 and be completed by September 1, 2018 and will include the complete interior demolition of the Lower Level.

The **Phase II** Project, restoration and reconfiguration of the Lower Level, will include the construction of new toilet rooms, dining / meeting rooms, kitchen, bar area as well as other areas affected by the Structural Repair Contract inclusive of mechanical, plumbing, sprinkler and electrical work

We anticipate **Phase II** beginning with the Pre-Construction / Design / Bidding and Award phase starting on or about March 1, 2018 and ending with the award of the General Construction contract in August, 2018. The Construction and Project Close-Out phase is anticipated to being on or about September 1, 2018 and be completed on or about February 1, 2019, approximately 5 months.

Pre-Construction Phase Services: Design/Bidding/Contract Award

In addition to preparing budget estimates and schedules throughout the design phase (Schematic Design, Design Development and Construction Document) we also anticipate multiple meetings with the Town and the Architect / Engineering (A/E) Team at various stages throughout this phase, working on the finalization of the Bid Specifications in preparation of public bidding: i.e. bid packages, "front end" documentation, AIA contract forms, general conditions, bid alternates, unit prices, etc. all in accordance with our standard CM Services. Once out to public bidding, we expect to be in the lead during the bidding phase working with the A/E Team as needed in the development of addenda, pre-bid meetings, tracking and responding to RFI's, opening and review of bids, review and interview of the apparent successful bidder(s), recommendation of award to the Town as well as securing the bidder(s) certificates of insurance, bonds, etc. all in order to issue the necessary contract(s) working with the Town's attorney. It is understood that there will be some ebb and flow of necessary services required during the Pre-Construction Phase time frame. Our Services for this Phase encompasses the full gamut of our standard Pre-Construction Phase Services included within.

Pre-Construction Phase Fees:

Staff and Commitment: Part Time Basis:
Project Executive
Project Estimator / Scheduler
Contract Administration

Total Lump Sum Fee – Pre-Construction Phase:

Nineteen thousand five hundred fifty dollars and no cents (\$ 19,550.00)

Construction / Project Close-Out Phase Services:

The Construction / Project Close-Out Phase of this project is anticipated to begin on or about September 1, 2018 with the convening of the Pre-Construction meeting and be completed on or about February 1, 2019, approximately five (5) months.

During this phase, we will be directly responsible for the managing and coordination of the Prime Contractor(s). In that regard, we will be conducting construction oversight, weekly job meetings, reviewing prime contractor(s) shop drawings and forwarding them to the A/E Team for approvals, reviewing and approving prime contractor(s) payment requests, preparing monthly Executive Summary reports for presentation at the Town Board meetings, etc. Our primary goal is to ensure that the performance and commitment of the prime contractor(s) involved in the project as well as the performance and commitment of the A/E Team are all in the best interest of the Town of Mamaroneck.

Our Services for this Phase encompasses the full gamut of our standard Construction Phase Services included within.

We are providing the Town with three (3) options for providing On-Site construction management services:

- Option I – Full Time, 40 hours per week on-site construction management.
- Option II – Part Time, 24 hours per week on-site construction management.
- Option III – Combination of 3 months of Full Time and 2 months of Part Time on-site construction management.

All of the Options above are structured to allow for Part Time Main Office assistance relative to scheduling, change order reviews, contract administration, etc.

Option I – Staffing and Commitment

Project Executive	Part Time – Main Office
Project Manager	Full Time – On Site (40 hrs./week)
Project Estimator / Scheduler	Part Time – Main Office
Contract Administration	Part Time – Main Office

Total Lump Sum Fee – Construction and Close-Out Phase

One hundred twenty four thousand two hundred dollars and no cents (\$ 124,200.00)

Option II – Staffing and Commitment

Project Executive	Part Time – Main Office
Project Manager	Part Time – On Site (24 hrs./week)
Project Estimator / Scheduler	Part Time – Main Office
Contract Administration	Part Time – Main Office

Total Lump Sum Fee – Construction and Close-Out Phase

Eighty six thousand four hundred dollars and no cents (\$ 86,400.00)



Option III – Staffing and Commitment

Project Executive	Part Time – Main Office
Project Manager	3 Months Full Time – On Site (40 hrs./week)
	2 Months Part Time – On Site (24 hrs./week)
Project Estimator / Scheduler	Part Time – Main Office
Contract Administration	Part Time – Main Office

Total Lump Sum Fee – Construction and Close-Out Phase

One hundred eight thousand six hundred dollars and no cents (\$ 108,600.00)

Summary of Lump Sum CMa Fees:

<u>CM Services</u>	<u>Option I</u>	<u>Option II</u>	<u>Option III</u>
Pre-Construction Phase	\$ 19,550.00	\$ 19,550.00	\$ 19,550.00
Construction / Close-Out Phase	<u>\$ 124,200.00</u>	<u>\$ 86,400.00</u>	<u>\$ 108,600.00</u>
Total Lump CM Fees	\$ 143,750.00	\$ 105,950.00	\$ 128,150.00

Additional Services

For Additional Services beyond the scope of this proposal the hourly rates noted below shall apply. These rates are inclusive of all Overhead, Insurances, Fringe Benefits, Taxes, Worker's Compensation and Fees. *There are no other multipliers that will be added to these hourly rates.*

Current hourly rates for Calgi Personnel:

Title	Hourly Rate
Project Principal	\$ 155.00/hr.
Project Executive	\$ 140.00/hr.
Project Manager	\$ 130.00/hr.
Asst. Project Manager	\$ 120.00/hr.
Project Estimator	\$ 105.00/hr.
Project Scheduler	\$ 105.00/hr.
Contract Administration	\$ 64.00/hr.

Reimbursable Expenses

Typically the following reimbursable expenses are not covered in our CM Fees. These expenses would only be at the request of the Town. Should these expenses become necessary, they would be billed at cost plus 15%.

- Structural, Mechanical, Electrical Adjunct Consultant charges (if necessary).
- Hazardous materials investigations and survey (if necessary).
- Code Consultant charges (if necessary).



- Travel & Tolls - beyond 50 miles of project site. (**NOT** travel to and from project site).
- Outside testing services (if necessary).
- Printing of drawings and specifications
- Overnight/Express delivery service

Construction Management Services

Pre-Construction Phase Services

1. Assist the Owner in the review of the qualifications and the selection of the Design Professional Team. (if necessary)
2. Review the Schematic, Design Development and Construction drawings and specifications as they are prepared by the Architect and submitted to the Owner.
3. Work in conjunction with the Owner and Architect on reviewing methods and materials of construction and provide value engineering and alternate designs to ensure economy and constructability.
4. Attend and provide minutes of all progress meetings with the Owner, Architects, Engineers, and Consultants to assure that all matters of pre-construction are being considered.
5. Establish site mobilization and security plan.
6. Determine availability of materials and trades.
7. Work in conjunction with the Owner and Architect in refining the construction budget.
8. Prepare and provide periodic budget estimates from Schematic Design through Construction documents and planning phase to insure adherence to the available funding.
9. Maintain file document copies of all design submissions and records.
10. Provide status reports to the Owner on the progress of the Design Phase.
11. Identify long lead items and establish procedures for purchasing same.
12. Prepare and provide a final estimate based on the completed contract documents prior to the competitive bidding process.
13. Work in conjunction with the Owner in the development of construction schedules.
14. Assist the Owner and Architect in the preparation of alternates and unit cost items to be utilized in the bid package.

15. Work in conjunction with the Architect on the scheduling, preparation and content of bid packages to be issued.
16. Prepare a pre-bid schedule, generate interest among qualified bidders and advise said bidders of the project schedule. Conduct pre-bid meetings and walkthroughs. Receive all bidders questions (RFI's) and review with design team.
17. Assist the Owner and Architect in the review and analysis of the actual construction bids and in the evaluation of Contractor Qualifications. Analyze all bids and prepare written analysis and comparisons. Review all required bid bonds, payment and performance bonds, and insurance certificates.
18. Evaluate all bid proposals to determine the lowest responsible bidder. Provide input to the Owner and Architect in the development of award provisions. Prepare and submit to owner an Award Recommendation letter.
19. Assist the owner in preparation of contracts. Obtain, review and forward to the Owner and Architect all performance bonds, labor and material bonds, certificates of insurance and all construction permits that may be required by State and Local Authorities.

Construction Phase Services

1. Assume overall responsibility for managing and coordinating the Prime Contractors involved in the project.
2. Maintain full time On-Site experienced Project Management and part-time Main Office Project Management Staff to supervise, inspect, coordinate, schedule and manage the various contractors and suppliers.
3. Maintain part time administrative staff to expedite record keeping and administrative procedures.
4. Maintain accurate and detailed written records of the progress of the project during all stages of construction. Submit written progress reports to the Owner as required, but at least monthly, including information concerning the work of each contractor and the percentage of work completed.
5. Perform daily inspections of the work to ensure that the Owner's objectives are being carried out in accordance with the contract drawings, specifications and all other contract documents, local laws, ordinances and regulations.
6. Review and incorporate each contractor's proposed schedule into an overall project schedule and update as required by the Owner. Recommend courses of action to the Owner when

requirements of a contract are not being fulfilled and the non-performing party will not take satisfactory corrective action.

7. Develop cash flow schedules for the duration of the project.
8. Using updated schedule, conduct weekly job meetings to discuss progress, problems, scheduling and coordination. Minutes shall be prepared and distributed to all concerned.
9. Establish lines of authority to effectively carry out all phases of the project in a coordinated basis.
10. Establish and maintain procedures for processing shop drawings, material samples, mock-ups and off-site testing and inspections as defined by the project specifications.
11. Assist the Owner in soliciting independent Material Testing and Inspection Services. Evaluate proposals and recommend award.
12. Establish and maintain safety procedures, risk management, O.S.H.A and other programs necessary for the safe and expeditious execution of the work.
13. Arrange with each prime contractor for the delivery, storage, protection and security of all purchased items and equipment until they are incorporated into the project.
14. In the event that the interpretation or the meaning and intent of the plans and specifications becomes necessary during construction, the Construction Manager shall, on behalf of the Owner, consult with the Architect, ascertain the Architect's interpretation and prepare a report to the Owner.
15. Review all contractors' applications for progress payments and make recommendations to the Architect and the Owner for approval or rejection.
16. Review all contractors' requests for change orders. Prepare independent cost estimates of the work to be performed on change orders, or other extra costs which may be incurred during the progress of the work and make recommendations to the Architect and the Owner.
17. Inspect the project jointly with the Architect and Owner periodically as required.
18. Assist the Owner and Architect in obtaining all required control tests and inspections as necessary.
19. Assist the Owner with FF&E purchasing. The CM shall assist, coordinate, and supervise all deliveries, and installations.
20. Inspect the project for substantial completion. In conjunction with the Architect, prepare a "punch list" of items to be completed or corrected by the contractor(s).

Post Construction Phase Services

1. Obtain from all contractors: Guarantees; Operation & Maintenance Manuals; Keying Schedules; Record As-Built Drawings; Bonds; Release of Liens.
2. Assist in the final inspection of each Prime Contractor's work including startup and testing of equipment, including project commissioning, training and turnover.
3. Recommend to the Owner and Architect issuance of final payment and completion certificates.
4. Provide the Owner with all pertinent project records and files at project completion.