



**Massaro**  
CM SERVICES, LLC

PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES

State College Area School District  
Proposed Elementary School Projects

April 13, 2016

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Mr. Ed Poprik  
Director of Physical Plant - SCASD  
Panorama Village Building  
240 Villa Crest Drive  
State College, PA 16801

RE: SCASD Elementary School CM RFP Response

Mr. Poprik,

Thank you for the opportunity to submit our proposed services for two new Elementary School Projects discussed in the past week. We have really enjoyed working with the District and rest of the project team on the State High Project over this past year and a half and hope to continue and expand on that with this new opportunity.

Enclosed is a proposal for preconstruction and construction phase services for one or potentially two elementary school projects. As we understand, the District has desires to update elementary schools with two potential projects. It is not known at this time, the full scope of those projects or the design and budget approvals. We understand the Districts initial goals are to complete the design, bidding and construction of both projects concurrently by the end of 2018.

If you have any questions, or require any additional information, please do not hesitate to contact myself or Tim Jones.

Sincerely,



Kevin F. Nestor

MASSARO CM Services LLC

# State College Area School District

## Request for Proposal for Construction Management Services

### Proposed Elementary School Construction

#### Assumptions and Qualifications

1. We understand that the school is currently designed as a renovation and addition project and is to be further clarified in current programming phase.
2. The assumed square footage is approximately 60,000 SF.
3. The budget for the construction phase is \$12,000,000.
4. The design phase will be October 2016 to August 2017.
5. The bidding phase will occur in September 2017.
6. The construction phase will be October 2017 to December 2018 - 15 months.
7. The closeout of the project will occur in the final month along with occupancy.
8. All project related and reimbursable costs are included with this base fee.

#### Proposed Fee

Phase	1st school	2nd school
Preconstruction / Bidding	\$ 45,800	\$ 33,800
Construction / Closeout	\$ 426,200	\$ 426,200
<b>Total</b>	<b>\$ 472,000</b>	<b>\$ 460,000</b>

As requested, we have provided pricing on each elementary school separately. Should the district decide to construct two buildings simultaneously with similar designs, square foot areas and construction costs there would be some economies realized in combining our services for two buildings in the preconstruction phase of the project.

Our base fee does not include the costs of a colocation field office. We strongly recommend using this type of site office set-up. We also recommend that this cost be covered under the competitive bids for the general trades as an inclusion in the bidding specifications. If desired we can provide those facilities through our contract but would recommend allowing us to learn more about the project and review the potential of locating the contractors in an unused portion of the existing building as a cost saving measure.

## Scope of Services Included

### Preconstruction Phase

1. Evaluate project site and existing conditions
2. Develop the working preconstruction, bid and construction schedule
3. Develop and monitor the project budget through the design development
4. Maintain a project risk log during the preconstruction phase.
5. Develop estimates at the conclusion of the 30%, 60% and 90% document phases.
6. Reconcile estimates with Design Team as required.
7. Perform a detailed constructability review coordinated with the design professional during the 90% phase documents.
8. Attend all design coordination meetings
9. Attend all public and board meetings at the request of the Facilities Director.

### Bidding Phase

1. Develop bid schedule
2. Develop and maintain active bidders list
3. Develop front end documents in concert with design team
4. Assist Design Team in developing bidding alternate scopes
5. Set-up and manage online plan room for bid document distribution
6. Lead and coordinate the public pre-bid conference
7. Coordinate RFI and addendum processing with design team
8. Attend bid day at SCASD
9. Review bids and conduct bid variance evaluation

### Construction Phase

1. Maintain onsite staff for each school building: full time site manager, a project manager at approximately 40% time and a project engineer approximately 40% time.
2. Maintain off site staff as needed to for support of MEP coordination, estimating and administrative duties.
3. Review and processing of all project submittals and RFI's.
4. Project safety coordination school principals, faculty, staff and contractors. Weekly meetings with building administrative staff will be conducted to maintain coordination and classroom function in renovation areas.
5. Review general contractor's CPM schedule and provide monthly comment and coordination for SCASD.
6. Monitor and report on construction progress to the SCASD

7. Control and monitor construction quality for conformance with project specifications, including management of pre-installation meetings with Design Team and prime contractors
8. Review and process contractor progress payments.
9. Conduct and document project meetings and contractor coordination meetings.
10. Maintain a daily field report documenting construction activity.
11. Coordinate inspections, testing agency special inspection, and commissioning activity.
12. Assist design team in monitoring construction phase LEED progress.
13. Maintain photographic documentation of project
14. Review all submitted change orders for validity, proposed values and possible alternatives.
15. Maintain a project budget exposure (risk) log to assist District in budget control.
16. Provide monthly project update to SCASD School Board.
17. Monitor and implement site safety logistics plan.
18. Provide and utilize Procore project management software on the project with unlimited access for all team members.

### **Close-out Phase**

1. Develop the close-out schedule for record document submissions, testing and commissioning in accordance with the contract documents.
2. Conduct close-out coordination review meetings with SCASD, design Professionals, Commissioning Agent and contractors.
3. Coordinate equipment start-ups and tests with contractors.
4. Coordinate final testing and occupancy approvals with SCASD, contractor and Centre Region Code Authority.
5. Review and coordinate contractor punchlist work.
6. Collect final documentation for operation and maintenance manuals and Warranties, organize and turnover to Owner.
7. Confirm Owner training is completed in compliance with the contract documents and that the correct people from the District are present.
8. Review and confirm contractor final payment applications to SCASD.
9. Oversee contractor demobilization and site restoration.

### **Construction Phase Staffing**

The Massaro CM Services construction phase staffing will be comprised of the following individuals working as a collaborative team with SCASD and the Design Team:



## Kevin Nestor

### Project Manager

Part time Project Manager on both elementary school projects. Kevin leads our Central PA office and would be able to focus his attention on these two projects. Drawing on 34+ years industry experience he has the ability to manage multiple projects developing high functioning teams around him. If both projects were running concurrently he would average 2 days of effort on each project for the duration of the construction phase.

- Kevin was part of the Massaro team on the successful preconstruction work at the State High school project. He continues to assist the State High construction team weekly while performing ongoing project manager duties at Penn State's Materials Research Labs.
- Kevin has a BS in Civil Engineering and holds certifications for P-6 project scheduling, NECEPT asphalt paving , OSHA 30 safety training
- He is our lead project manager for training on Pull Planning, co-location for the prime contractors and constructability reviews during the design development phase.
- Kevin has a residence in Bellefonte PA



## Sydney Sterling

### Project Engineer

Project Engineer for both elementary school projects. Sydney is a State College area resident and has been working with Massaro as a project engineer for close to 2 years. She would also be splitting time on both projects and average 2 days of effort per week for the duration of the construction phase.

- Sydney holds a Bachelor's degree in Architectural- Engineering with a specialty in Construction Management from Penn State University.
- She is an experienced P-6 scheduling engineer
- Sydney holds current certifications in OSHA 30 Hour, CPR and First Aid
- She has experience in the design development and bidding phase with front end specification development, take-offs and estimating, constructability review for the architectural design and bid communication management of RFI's and addendum processing
- During the construction phase Sydney is the lead manager for all project submittal coordination with the contractors/ design professional, meeting coordinator, meeting minute records, photo reports, risk log management and prime contractor payment applications.
- Sydney is currently assigned as the project engineer at Penn State's Materials Research Labs and assists the State High team with submittal processing and estimating take-offs



## Ryan Terrizzi

### Site Manager

Full Time Site Manager (for the 1st Elementary School Project). Ryan, is also a State College resident. He was promoted to site manager by Massaro in 2015. His 20 year plus military leadership background (First Sergeant 420th Combat Engineers) and prior experience with Glenn O. Hawbaker as a lead construction site manager enables him to manage all aspects of the daily project safety and work production. Ryan would be full time on site every day during the construction phase of the project.

- Ryan attended Penn State University and majored in Geoscience and Hydrology
- Ryan has experience in large and small scale site and building development projects.
- He has served as a site concrete and site utility installation foreman.
- He has experience in site preconstruction and was the lead site reviewer and contractor scope developer for the State High school constructability excavation and utility bids
- Ryan is currently the lead site manager at the Penn State Materials Research Labs and assists the State High team with ongoing site/civil work coordination.
- Ryan is a lead site manager coordinating the prime contractors work for site safety, field office colocation, quality assurance and weekly schedule Pull Planning.
- He hold certifications for OSHA 30 safety, CPR/first aid and NECEPT asphalt paving quality assurance.



## Brent Michaels

### Site Manager

Full Time Site Manager (for the 2nd Elementary School Project). Brent is a skilled tradesman and began his career in 2003 passing through the carpenters union apprentice program. He is a member of the Carpenter Local 950 Mountain Conference. He has served has a journeyman carpenter for site layout, structural foundations framing, roofing and finish work until he was promoted to a site manager by Massaro in 2014.

- Brent uses his hands on field experience to work closely with the prime contractors in a very collaborative manner.
- He has worked as the lead carpenter/site manager on the PSU Henderson North project, the PSU Material Research Labs, First National Bank, and the Forestry Research Building.
- Brent is trained on leading the prime contractors on daily site safety reviews, Pull Planning schedule reviews and quality assurance.
- He hold his carpentry degree from the Clearfield County Technology Center, is certified in OSHA 30, CPR/First Aid, fall protection and confined space safety.
- Brent is currently assigned to the State High school project as the assistant site manager.





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