

Facility Manager (Contract)

170 West End Avenue Owner's Representative Request for Proposal

The Board of Directors at 170 West End Avenue, NYC, requests your participation by providing a proposal for professional consulting services. These on-going services shall be provided by a qualified Facilities Manager regarding all types of construction projects, both interior and exterior, for our 29-story co-op building. It is the intent of this contract to establish a long-term relationship with a professional who will become intimately familiar with the premises and needs of the building, assist with Consultant selection, and at the inception of a project, and periodically during its progress, to help to insure that all aspects of the project are carried to fruition, and that the funds allocated have been fully and wisely spent. Candidate shall provide company qualifications, including personal resumes, experience performing relevant services, and any other materials to assist the Board in selecting the appropriate consultant.

Consultant Scope of Work:

Investigation and Analysis: The Consultant shall become familiar with all aspects and conditions of the building. When required, He/She shall meet with the Board and/or its representative to determine all client concerns including work schedule, budget, and options. Provide on-site visual observations of existing conditions and review all relevant documents, including existing installations and construction details. The Consultant shall monitor all exploratory probes (performed by independent contractors) to review and confirm methods and procedures. If required, the consultant shall oversee removal of materials for submission to an independent lab for asbestos and/or lead content analysis, and review all reports resulting from these findings, and provide specific recommendations to the Board.

Contract Documents:

When required, the Consultant shall review and make recommendations regarding all preliminary, progress, and final, signed and sealed, contract documents for the performance of the work, including: Plans, Elevations, Sections, and other drawings; Construction Drawings with project specific construction details; Shop drawings; Written Specifications; Products and Materials selections; and a Project Manual, including bid procedures, insurance requirements, and an Owner/Contractor Agreement form.

Bidding:

The Consultant shall review lists of Contractors to determine their qualifications to bid on a project. After receipt of bids, the Consultant shall prepare a detailed spreadsheet of all bids and alternatives and assist in negotiations to secure the lowest responsible bidder for the project.

Construction Administration:

The Consultant shall participate in a pre-construction conference to review and help to clarify all project related matters, including a catalog of all Contractor submittals; in-situ mockups to establish reference standards, including the observation of on-site air and water

infiltration testing; conduct periodic site visits (approx. two/week) by pre-approved field personnel; attend bi-weekly progress meetings; review minutes; review change orders; review final punch list and monitor corrective procedures; and assist with Contract Administration including applications for payment, and recommendations for sign-off of the completed project.

Fees and Billing Rates:

Please list hourly costs for each of the above items and separately add any additional costs for associated expenses, and/or additional services, which may affect the total cost for this service. The annual total cost requested by the Consultant shall be stated separately. It is the intent of the Board to establish a General Retainer with the Consultant for a yearly contract. The annual retainer fee, as outlined in the Consultant's hourly costs list, will be paid by the Board in twelve (12) monthly installments. The costs for services rendered shall be fully documented by the Consultant and presented to the Board and approved by the Board for deduction by the Consultant from a required trust account established by the Consultant for his/her draw down as work is performed. If there are any funds remaining in the account at the end of the year, that amount shall be returned to the Board. If additional funds are required during the contract period, the Consultant shall fully document such need and the amount requested, by billing category.

To apply for this position, please email resume and cover letter to Gil Retrey:

gilretrey@gmail.com .