

**From:** [Larson, Erik](#)  
**To:** [Grafstein, Cindy](#); [McCarthy, Kevin](#); [Smith, Michael](#); [Tramontozzi, Domenick](#); [Quiñones, Matt](#); [Mahoney, Dennis](#); [Casolo, Louis](#); "[charles.warrington@collierseng.com](mailto:charles.warrington@collierseng.com)"  
**Subject:** RE: RFP#887, Owner's Representative for New Westhill High School - Colliers  
**Date:** Wednesday, December 14, 2022 3:53:12 PM

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Dear Mr. Warrington,

Thank you for your proposal in response to RFP#887, Owner's Representative for New Westhill High School. Your firm has been selected by the Selection Committee for an interview on January 10, 2023 at 10:30 AM. The meeting format, in person or via Zoom, is TBD. Please plan on a presentation, which should not exceed 30 minutes, followed by a 30 minute Q&A. Do not repeat information found in your proposal. Address the questions below.

In advance of the meeting, we ask that you provide a written response by COB on Dec. 28, 2022 to the following questions.

**Questions to respond to in writing by Dec. 28, 2022**

1. Describe the role and scope of the owner's representative and the most critical tasks they perform.
2. From the key staff identified in your proposal response, what percent of time will these members be working on the WHHS project versus other projects your firm is working on during the timeframe of the WHHS project in the pre-construction phase and in the construction phase? Please describe their daily, weekly, and monthly activities.
3. Describe how your centralized staffing services will be assigned over the duration of the project during the pre-construction phase and in the construction phase? In other words what type of staff will be brought on and when?
4. As it relates to centralized services for preconstruction budgeting, or in the evaluation of bids, or in the evaluation of a proposed change order, does your firm have an estimating department with real time access to market pricing and subcontractor input?
5. How have you assessed school security during construction on current or past projects?
6. How has your firm managed public outreach to city officials and to the general public on current and past projects?
7. What do you consider the most important items in maximizing OSCG&R grant eligibility? Please describe how you track and categorize costs for reimbursement and controls you employ to ensure a timely reimbursement schedule to the city.
8. Please describe the project controls you put in place to ensure budget and schedule compliance as well as ensuring project quality.
9. What protocols/procedures are used to identify basis of design for equipment and materials? What controls are utilized to ensure basis of design is carried through product submittal, field installation, and end user training?
10. Provide your realistic schedule for complete construction (assume A&E contract finalized 7/1/2023). Include at the minimum the following:
  - a. Pre-Construction Phase – include SD, DD, and CD submissions, and OSCG&R required meetings, approvals, etc.
  - b. Construction Phase – Identify number of construction bid packages and phases including bid schedules, construction phases, substantial completion dates, etc.

**Questions for the presentation**

1. How do you best measure your performance on a project of this size and how has your firm provided recommendations to control costs while maintaining project objectives?
2. In your experience what are the most important considerations in selecting an A/E firm for design & construction administration services on a project of this size?
3. Relating to the construction of this size, which delivery method is preferable from your experience GC, CM or CMR and why?
4. When in the process do you envision bringing on a CM or CMR and what things will you be looking for in the procurement of those services?

5. Please review your understanding of the WHHS site and identify your initial concerns of the site while keeping the school active while performing construction at the same time (access, blasting, and use of the site during the day while teachers, students, and parents are moving around the property) during school and during off hours.
6. What's your process to identify special construction related to educational technology, security, IT, audio/visual, door access control, HVAC automation, building fire and intrusion, etc.? How do you ensure integration of new equipment with district wide standards and operating programs?

Please confirm your availability.

Best,

Erik

Erik J. Larson

Purchasing Manager

203-977-4107

-----Original Appointment-----

**From:** Larson, Erik

**Sent:** Tuesday, December 13, 2022 4:07 PM

**To:** Grafstein, Cindy; McCarthy, Kevin; Smith, Michael; Tramontozzi, Domenick; Quiñones, Matt; Mahoney, Dennis; Casolo, Louis; 'charles.warrington@collierseng.com'

**Subject:** RFP#887, Owner's Representative for New Westhill High School - Colliers

**When:** Tuesday, January 10, 2023 10:30 AM-11:30 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** TBD