Announcement of Solicitation

CAPITAL PROGRAM MANAGEMENT REVIEW
REQUEST FOR PROPOSALS
Project Number: CITYW-CUCF-03-12

CUNY is issuing this Request for Proposals (“RFP”) to engage an experienced consultant to conduct a management review and a workload and performance audit of the CUNY Department of Design and Construction Management (“DDCM”), and upon completion of the review, conduct compliance reviews of current contract requirements on an as-needed basis.

The purpose of the management review is to conduct an assessment of the DDCM’s ability to manage CUNY’s Capital Program and to provide information and recommendations for organizational and resource requirements and potential operational and budgetary efficiencies as well as provide an audit function for contract compliance. The consultant will need to have the capability to evaluate policies, practices and performance of the DDCM. The consultant will: measure the efficiency, economy, and effectiveness of the current construction delivery process employed by DDCM against recognized best practices; recommend improvements and efficiencies that can be implemented with existing staff and resources; and audit contractor, vendor, and consultant payment vouchers, and contract changes for construction, equipment, and related consultant services contracts as well as compliance with prevailing wage and M/WBE requirements. Upon completion of this management review, the firm may be asked to implement some or all of the recommendations, and prepare any required procedural manuals deemed necessary.

A copy of the solicitation that more fully describes the project, process, submission requirements, criteria, timeline and contact information is available for downloading at www.cuny.edu/cunybuilds on August 1, 2012 by 12 Noon. Submissions are due Thursday, September 6, 2012 at 12:00 Noon.

The selection of firms and submission of additional information, if any, will be made consistent with applicable laws and procedures. The Minority-owned Business Enterprise sub-contracting goal is 12 percent. The Women-owned Business Enterprise sub-contracting goal is 8 percent.