COAST COMMUNITY COLLEGE DISTRICT

REQUEST FOR PROPOSALS #2045

FOR

CONSTRUCTION MANAGEMENT SERVICES FOR GOLDEN WEST COLLEGE STUDENT SERVICES CENTER

December 4, 2014

PROPOSALS DUE:

By 4 p.m. - January 15, 2015

Coast Community College
Attn: John Eriksen
Purchasing Department
1370 Adams Ave
Costa Mesa, CA 92626

www.cccd.edu
A. INVITATION

The Coast Community College District ("District") is requesting proposals from qualified persons, firms, partnerships, corporations, associations, or professional organizations ("firms") to provide construction management services during the pre-construction, bidding, construction, and post-construction phases of the Student Services Center project at Golden West College. The Construction Manager ("CM"), serving as a representative to the District will provide general oversight of the above listed phases of this project to ensure a quality project that is completed on schedule and within budget.

B. PROJECT DESCRIPTION AND PROJECT BUDGET

Provide construction management services for a new 50,000 square foot (approx.) two-story facility. This project will include the demolition of the existing Boyce Library, including the relocation of the campus MDF, and the construction of a new centralized one-stop location for student services at the core of campus. Multiple departments will be integrated into this centralized facility. This project is currently at the early Design Development phase and is scheduled to be submitted to DSA in April 2015. The construction budget for the project is $20.7M which is to be publically bid and delivered via multiple-prime construction delivery.

C. PROJECT SCHEDULE:

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<td>Pre-construction Phase (8 months)</td>
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D. SCOPE OF SERVICES:

As set forth in Exhibit A of the Coast Community College District Construction Management Agreement (Attachment 1), the CM will perform oversight and management services associated with multiple-prime construction delivery model. The selected construction manager will work cooperatively with District, architect, and contractors to ensure that the project is delivered on time and within budget. In general, the CM will be responsible for the following categories of work:
D1. Preconstruction Phase:

- Complete a constructability review of architectural drawings and specifications including 3rd party waterproofing consultant review to be paid for by CM.
- Complete a cost estimate of the project;
- Schedule and conduct pre-construction meetings;
- Work with the architect and owner to refine designs, as necessary, to promote more efficient and effective construction;
- Assist in the development and implementation of value engineering ideas;
- Develop trade specific bid packages;
- Develop trade specific cost estimates;
- Develop a master construction schedule.
- Oversight of pre-construction projects (MDF relocation, building abatement and soft interior demo, departmental relocations)

D2. Bid Phase

- Assist in the development and implementation of trade contractor prequalification;
- Conduct Pre-bid conferences and jobwalks;
- Assist in responding to pre-bid information requests and preparation of pre-bid addenda, as necessary;
- Assist in conducting bidding, bid evaluations, and post-bid due diligence reviews.

D3. Construction Phase

- Administer, coordinate, and enforce the performance of trade contractors;
- Monitor and document schedule and cost information for each contractor;
- Proactively report schedule and cost impacts and provide recommended solutions to ensure completion on-time and within budget;
- Facilitate weekly jobsite meetings and prepare/circulate meeting minutes;
- Evaluate, verify, and process contractor payment applications and/or change order requests;
- Document and facilitate work flow between contractors, District, project inspectors, and architect (i.e. RFI’s, submittals, non-compliance notices, etc.);
- Administer and manage project safety as required by CalOSHA, OSHA, District Insurance company and other District requirements.
Weekly project safety meetings are required as well as at project milestones. (Topping out, # of days without incident, etc.)

- Periodic review by 3rd party waterproofing consultant paid for by CM.
- Act as BIM Coordinator taking the Design Model and incorporating the models from the prime trade contractors. As BIM Coordinator the models will be integrated into a composite file which will be used for coordination and clash detection for all systems and regular meetings.
- In addition to CM office trailer, provide onsite office trailer with plan room (including furnishings, phone, internet connection, restroom, drinking water) for duration of bid, construction and post-construction phases for IOR(2) and District/Campus project personnel(2).
- Provide project Webcam live feed that can be accessible through the internet (desktop and mobile devices) and linked to the College website. Time lapse feature is required.
- Provide monthly project reports with progress photo documentation.

D4. Post-Construction Phase

- Ensure completion of all punch-list work;
- Coordinate all contractor closeout requirements, including warranties; systems training, keys, manuals, as-built drawings, verified reports and DSA closeout documents;
- Establish procedures to obtain and monitor warranty work;
- Facilitate and assist the District in finalization of all costs and any contractor change orders.

E. MINIMUM QUALIFICATIONS

1. Five (5) or more years of experience performing public works projects, preferably school districts and colleges in the State of California;

2. Managed at least three (3) previous projects utilizing the multiple-prime delivery method;

3. Acceptance of the terms and conditions defined in the attached Construction Management Agreement.

F. PROPOSAL CONTENT

Proposals must contain sufficient detail to enable the District Selection Committee to determine the merits of the firm. Proposals shall clearly demonstrate satisfaction of the minimum qualifications above, and should address all elements requested below, and not exceed 20 pages. (Excluding Transmittal letter, cover pages, tabs/dividers, and District required forms.)
1. **Transmittal Letter:** The proposal shall be transmitted with a cover letter describing the firm’s/team’s interest and commitment to the proposed project. The letter shall state that the proposal shall be valid for a 90-day period and that staff proposed are available to begin work on this contract. The person authorized by the firm/team to enter into a contract with Coast Community College District shall sign the cover letter and the letter should identify the individual to whom correspondence and other contacts should be directed during the consultant selection process.

2. **Company Information:** The proposal shall include the legal name, description of the organization, names of principals, number of employees, firm’s longevity, client base, areas of specialization, and any other pertinent information to assist evaluators to understand the overall capability, stability, and resources of the organization.

3. **Expertise:** In a narrative format, the proposal should illustrate the firm’s understanding of all aspects of this project and an indication of any strengths or unique expertise the firm would bring to the project.

4. **Proposed Project Team:** Names, qualifications, education and experience (biographies and/or resume) of the proposed project team and an indication of their proposed roles.

5. **Project Management Plan:** Discuss methods to be employed in managing this project and how these will ensure success of the project. Specifically address the firm’s approach to working as an integrated project team and any recommended application of collaborative and/or lean construction techniques.

6. **References:** Five references for which Consultant has performed same or similar services within the past five years. Include the organization name, address, the contact person’s name and telephone number, the nature of the project, and a brief narrative describing the scope, complexity, and outcomes of the project.

7. **Disclosure:** A complete disclosure of any prior or ongoing incidents as to which it is alleged that proposer has failed to perform. Identify the parties and circumstances involved.

8. **Proposed Cost:** The proposer shall provide a total cost for each of the four phases (1) Preconstruction, (2) Bid, (3) Construction, (4) Post-construction, pursuant to the project timeline established in Section C above. In addition, the proposer shall provide a monthly cost for each phase of construction, which shall remain fixed for the
duration of the project. Any optional work or tasks that are not included in your cost proposal must be clearly identified as such.

9. **District Forms:** Executed Non-Collusion and Drug Free Workplace Forms.

10. **Signatures:** The signature(s) of the company officer(s) empowered to bind the firm, with the title of each (e.g., president, general partner).

**F. EVALUATION OF PROPOSALS**

Proposals will be evaluated by a selection committee on a variety of criteria. The District will award a contract to the firm with the most advantageous proposal based on an evaluation of qualifications and price. This means the lowest cost proposal may not be selected. The District may, at its sole discretion, award to a firm based on their proposal and interview it alone without further consideration; or, the District may interview other top firms. **INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.**

Evaluation Criteria (100 points total)

- Consultant’s depth and relevance of experience related to this project (20 pts)
- Consultant’s approach to this project and management plan (20 pts)
- Cost/Rates (20 pts)
- Consultant’s overall capability, stability, resources (10 pts)
- Experience and qualifications of the team assigned to the project (10 pts)
- Consultant’s understanding of the project and described strengths (10 pts)
- References (10 pts)

**G. SELECTION PROCESS**

The Selection Committee will make its recommendation to the Chancellor of Coast Community College District. It is anticipated that a finalist will be recommended by the Chancellor to the Board of Trustees on February 4, 2015.

**H. CONTRACT AWARD**

The District reserves the right to contract with any entity responding to this RFP. The awarding of a contract is at the sole discretion of the District. The District may select a firm or firms based on the highest rated proposal and an interview without further discussion or interviews with other firms.

The firm selected will be expected to enter into a contract for Construction Management Services with the District within ten (10) calendar days from approval by the Board of Trustees. The District shall not be bound, or in any way obligated, until both parties have executed a contract. No party may incur any
chargeable costs prior to the execution of the final contract. The firm selected, nor any of their officers, principals or affiliates will be eligible to bid on, or contract with the District with respect to any of the prime construction contracts.

I. REJECTION AND WAIVERS OF PROPOSALS

This Request for Proposal does not commit the District to award a contract or to pay any costs incurred in the preparation of a proposal in response to this Request.

The District reserves the right to accept or reject any or all proposals received; to negotiate with qualified proposer(s) or cancel the Request; and, to waive any minor irregularities and informalities in the proposal or proposal process.

The District reserves the right to evaluate proposals for a period of sixty (60) days before deciding which proposal, if any, to accept.

J. NON-COLLUSION

By submittal and signing the enclosed Non-Collusion Affidavit (Attachment 2), the proposer is certifying that the proposal document is genuine and not a sham or collusive, and not made in the interest of any person not named and that the Consultant has not induced or solicited others to submit a sham offer, or to refrain from proposing.

K. COMPLIANCE WITH LAWS AND REGULATIONS

The Consultant shall comply with federal, state and local laws, regulations, and Industry standards. The proposer shall also comply with the Drug Free Workplace Act requirements of California Government Code Sec. 8350 et seq. (Attachment 3)

L. QUESTIONS / CONTACT PERSON

The District will accept written questions via e-mail until Tuesday, January 6, 2015. Questions regarding the work must be submitted to:

    John Eriksen, Director of Purchasing
    E-mail: purchasing@cccd.edu

The District will respond to each question by email directly to the firm submitting the question. If the question demonstrates that clarification or additional information is needed, an addendum will be issued to all proposers by e-mail. Consultant should acknowledge any and all e-mails sent by the District regarding this RFP by replying to the e-mail sender that the e-mail was received.
Proposers shall not contact any District employee or official regarding this proposal other than the individual listed above as the contact person. Contacting District staff or officials regarding this work may result in disqualification. No verbal comments made by District staff or officials are binding regarding this RFP except for that which is made in writing by the above mentioned contact person. This will assure that all proposers receive the same information in a timely manner.

N. DEADLINE FOR SUBMISSION OF PROPOSALS

To be considered, proposals must be received at the address below no later than 4:00 P.M. January 15, 2015. Late proposals will not be considered. The District highly encourages early submittal of proposals.

Proposer shall submit one electronic version of the proposal on a CD or flash drive; one (1) printed original and two (2) printed copies of the entire proposal including any supporting documentation in a sealed box or package addressed as follows:

Attention: John Eriksen  
Coast Community College District  
Purchasing Department  
1370 Adams Ave  
Costa Mesa, CA  92626

The box or envelope must also be clearly marked on the outside with the words: Proposals Enclosed: RFP # 2045 Construction Management Services, GWC Student Services Center Project;  Deadline: 4 p.m., January 15, 2015.
NON-COLLUSION AFFIDAVIT TO BE EXECUTED
BY BIDDER AND SUBMITTED WITH BID FORM

________________________, being first duly sworn, deposes and says that he or she is
of the party making the foregoing bid that the bid is not made in the interest of, or
on behalf of, any undisclosed person, partnership, company, association,
organization, or corporation; that the bid is genuine and not collusive or sham;
that the bidder has not directly or indirectly induced or solicited any other bidder
to put in a false or sham bid, and has not directly or indirectly colluded,
conspired, connived, or agreed with any bidder or anyone else to put in a sham
bid, or that anyone shall refrain from bidding; that the bidder has not in any
manner, directly or indirectly, sought by agreement, communication, or
conference with anyone to fix the bid price of the bidder or any other bidder, or to
fix any overhead, profit, or cost element of the bid price, or of that of any other
bidder, or to secure any advantage against the public body awarding the contract
of anyone interested in the proposed contract; that all statements contained in
the bid are true; and, further, that the bidder has not, directly or indirectly,
submitted his or her bid price or any breakdown thereof, or the contents thereof,
or divulged information or data relative thereto, or paid, and will not pay, any fee
to any corporation, partnership, company association, organization, bid
depository, or to any member or agent thereof to effectuate a collusive or sham
bid.

I certify (or declare) under penalty of perjury under the laws of the State of
California that the foregoing is true and correct.

________________________
Signature & Date

________________________
Printed Name & Title
DRUG-FREE WORKPLACE CERTIFICATION

This Drug-Free Workplace Certification is required pursuant to Government Code Sections 8350, et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract for the procurement of any property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract awarded by a State agency may be subject to suspension of payments or termination of the contract and the contractor may be subject to debarment from future contracting, if the state agency determines that specified acts have occurred.

Pursuant to Government Code Section 8355, every person or organization awarded a contract from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;

b) Establishing a drug free awareness program to inform employees about all of the following:
   1) The dangers of drug abuse in the workplace;
   2) The person's or organization's policy of maintaining a drug-free workplace;
   3) The availability of drug counseling, rehabilitation and employee-assistance programs;
   4) The penalties that may be imposed upon employees for drug abuse violations;

c) Requiring that each employee engaged in the performance of the contract be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by Section 8355(a) and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the DISTRICT determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of
Section 8355, that the contract awarded herein is subject to suspension of payments, termination, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Section 8350, et seq.

I acknowledge that I am aware of the provisions of Government Code Section 8350, et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

______________________________________  
NAME OF CONTRACTOR

______________________________________  
Signature

______________________________________  
Print Name

______________________________________  
Title

______________________________________  
Date