REQUEST FOR PROPOSAL

Irvine Unified School District December 9, 2016

CONSTRUCTION MANAGEMENT SERVICES FOR Bond Measure E Series 1 Expansion Project Venado M.S.

The Irvine Unified School District ("District") seeks a qualified firm to provide Construction Management (CM) Services for new construction of a new classroom building and modernization to existing building spaces at Venado Middle School. If your firm is interested in providing a proposal for Construction Management Services, please submit a proposal in accordance with this Request for Proposal (RFP). All submittals will be reviewed for their apparent ability to meet District requirements and provide the highest quality construction management services available.

The selected firm must sign the attached CM Service Agreement. The terms included within the Agreement are non-negotiable. Proposals to this RFP should encompass all contract deliverables included within the Service Agreement, and full performance of all items should be reflected in the fees provided in the proposal. To be fully responsive to this RFP, proposing firms must complete the attached Exhibits A & D of the CM Agreement and include the documents within their proposal.

DISTRICT OVERVIEW

Located in Orange County, California, the Irvine Unified School District comprises a community of learners, committed to the highest quality educational experience. IUSD educates a diverse population of more than 33,000 K-12 students in twenty four elementary schools, four K-8 schools, six middle schools, five comprehensive high schools and one continuation high school.

Irvine Unified School District has nationally recognized schools, student performance well-above state and national comparisons, and comprehensive programs in academics, the arts, and athletics. Since becoming a unified district in 1972, Irvine's neighborhood schools have been a clear reflection of the neighborhoods they serve. Open enrollment policies, on a space-available basis, encourage and support parental choice. The contributions of creative site-based management teams, talented and caring teachers, involved parents, and supportive business and community leaders have, together, made a difference to a district where student achievement is the priority, where values are an integral part of the curriculum, and where a strategic plan for the future is in place. For more information visit www.iusd.org.

PROJECT DETAILS

Project funding is provided by Bond Measure E. The project includes construction of new Science and Innovation Labs at Venado Middle School. The new facility will provide state-of-the-art lab facilities to achieve the Educational Specification goals for this program. In addition to the new building, the scope

of the project also includes limited modernization to interior spaces within the existing school.

Construction Manager is to be the leader of the management team. Project information is as follows:

- 1) Venado Middle School
 - a. Construction Schedule: September 2016 November 2017
 - b. Construction Budget: \$4,000,000
 - c. Delivery: Mini Multi-Prime (similar to below)
 - · Bid Package #1 General Construction
 - · Bid Package #2 Earthwork, Concrete
 - · Bid Package #3 Drywall, Plaster, Insulation, T-bar
 - Bid Package #4 HVAC
 - · Bid Package #5 Plumbing, Fire Sprinkler
 - Bid Package #6 Electrical
 - · Bid Package #7 Roofing, Sheet Metal
 - · Bid Package #8 Landscape
 - d. Architect: DLR

During the Preconstruction Phase, IUSD requires the following services: program/project scheduling, cost estimating, constructability review, and project management. Some of these services may carry forward into the Construction Phase. The anticipated timeframe for these services is immediate and may be scheduled intermittently over an extended period of time. For this RFP, IUSD is seeking services for the following:

- 1) Scheduling: Master Project Schedule, Project Base Bid Schedule, Monthly Project Updates
- 2) Cost Estimating: 90% CD Estimate
- 3) Constructability Review: 90% CD Review

During the Construction Phase, the minimum staffing level is to consist of the below positions. Additional or less staff may be proposed but the fee must be broken out as an option to allow for all firm's fee proposals to be evaluated based upon the same staffing level. The selected individual is expected to be assigned full-time to a project(s), as determined by IUSD. For this RFP, IUSD is seeking positions for the following and may request to interview any individual prior to entering into a service agreement:

- Project Management: (1) Project Manager on a part time basis through preconstruction and construction to manage bid & award, contracts, costs, and to provide project leadership at meetings.
- 2) Superintendent: (1) Superintendent on a full time basis during construction of the project to manage the construction field, safety, and quality control.
- 3) Assistant Project Manager/Project Engineer: (1) Assistant Project Manager or Project Engineered for full time during construction who is qualified to process RFI's, Submittal,

Monthly Pay Applications, Meeting Minutes, Procurement Tracking, etc. to support document control and to assist the Project Manager.

Construction Manager is to provide an office space for their use and the IOR's use at the school site.

Proposal shall include resumes for the positions listed above. Refer to subsequent sections for specific requirements and services. There are no reimbursable expenses, including but not limited to printing, copying, mileage, phones, technology, company office support, postage, reprographics, etc. All overhead and profit is to be included in the proposal fee.

Preliminary design schedule is as follows:

Scoping / Schematic Design Phase

•	Kick-off Meeting / Site Walk	Week of October 17, 2016
•	Site Meeting #1	Week of November 1, 2016
•	Site Meeting #2	Week of November 28, 2016
•	Schematic Design / Arch Estimate Due	Week of December 5, 2016
•	Planning and Construction Dept.	Week of December 12, 2016
	Milestone Review Meeting	

Design Development

•	Site Meeting #3	Week of January 9, 2017
30	a	- Fil 10
•	DSA Preliminary Meeting, if req'd	Week of January 16, 2017
•	Design Development / Arch Estimate Due	Week of January 31, 2017
	 Includes Master Plan Update 	
•	Planning and Construction Dept.	Week of February 6, 2017
	Milestone Review Meeting	
•	CDE Submittal	Week of February 6, 2017

Construction Documents

 Construction I 	Documents Progress Set	Week of February	27, 2017
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DSA Review and Approval

•	DSA Submission	Week of March 20, 2017
•	Planning and Construction Dept.	Week of April 24, 2017
	Milestone Review Meeting	
•	Site Meeting #4	Week of May 15, 2017
•	DSA Approval	Week of July 10, 2017

Bidding and Construction

Bid Open
 Week of August 7, 2017

OPSC submittal

Construction Start

Construction Completion

Week of August 14, 2017 Week of August 28, 2017 Week of November 26, 2018

REQUEST FOR PROPOSAL DUE DATE AND TIME

Deadline for submitting proposal:

Date:

Thursday, January 19, 2017

Time:

2:00 p.m.

Location:

Irvine Unified School District Construction Services Department

2015 Roosevelt, Irvine, CA 92620

CONTACT PERSON

Please address all correspondence to:

Linda Risberg, Construction Specialist
Irvine USD, Construction Services Department
2015 Roosevelt, Irvine, CA 92620

Telephone: (949) 936-5322 Email: <u>LindaRisberg@iusd.org</u>

I. SCOPE OF SERVICES

The scope of services will include:

- A. Preconstruction Services: Construction Manager shall provide services that relate to the organization and development of the project prior to the start of construction including, but not limited to, the following:
 - <u>Design Meetings</u>: Attend meetings with staff, special consultants, and Architect to review scope, plans and specifications, logistics, project strategy, and phasing plan.
 - Constructability Review: Perform constructability reviews for design and construction documents. Coordinate with the Architect, the correction or update to the items outlined in the constructability review report.

CONSTRUCTION MANAGEMENT SERVICES FOR Bond Measure E Series 1 Expansion Project Venado M.S.

- 3. <u>Value Engineering</u>: Perform value engineering services for design and construction documents. If the project is identified to be over budget, then provide a detailed analysis of all major project systems with an emphasis on possible value engineering items.
- 4. <u>Estimating</u>: Perform detailed estimates for construction documents. Reconcile estimates with Architect estimates during Construction Document phase.
- 5. <u>Scheduling</u>: Provide detailed project and construction critical path schedules with P6 or equivalent current software.
- 6. Pregualification of Contractors:
 - CM to perform all services necessary to administer the District Board approved Bidder Prequalification Process. Information pertaining to the District Bidder Prequalification Process is available upon request to the Construction Services Department. CM is to administer the Bidder Prequalification Process during project bid phase, which includes the reference check evaluation for each questionnaire received.
- 7. <u>Bidding Strategies</u>: Consult with District staff regarding bidding and strategies with an emphasis upon timing, development of alternates, and bid package scoping. CM to recommend bid package breakdown.
- 8. <u>Bid Document Preparation</u>: Prepare Front End Construction Documents; public works bid packet with attachments (contract document listing, project specific provisions, scopes of work, insurance requirements, bid schedule, logistics plan, etc.) and transmit the Front End Construction Documents to District staff who will review and transmit to the Public Planwell site once documents are conforming to standards of quality.
- Bidding Procedures: Administer and expedite the construction contract bid and award process utilizing the District's document distribution process and procedures as set up with C2 Imaging.
- 10. <u>Generate Bidder Interest</u>: Maintain contact with potential bidders on a regular basis throughout the bid period. Provide the District with a report broken down by bid package with all Contractors who have verbally committed to provide a bid a minimum of one (1) week before the bid due date. CM is to receive a minimum of six (6) verbal commitments per bid package.
- 11. <u>Pre-Bid Job Walk(s) and Conference(s):</u> Coordinate, manage, and document pre-bid job walk(s) and conference(s) as required.
- 12. <u>Coordination and Inquiries</u>: Coordinate communications related to bidder inquiries and seek resolution for the appropriate party. Include the management of all pre-bid RFI's, substitution requests, and the creation of the pre-bid Addendum for distribution through C2 Imaging.
- 13. <u>Addenda Review</u>: Review each addenda during the bid phase for the cost, constructability impact, update public works bid packet attachments

- (specifically the scope of work) and make appropriate comments or recommendations to the project team. Coordinate with the Architect the creation and distribution of the Addenda.
- Bid Day: Coordinate and manage the Bid Opening process. Provide staff to 14. receive bids and open and read all bids to the public.
- 15. Bid Evaluation: Evaluate bids for completeness, full responsiveness, and price, including alternate prices and unit prices.
- 16. Bid Review and Recommendations to Award: Conduct post-bid conference(s) as required. Review all bid documents, verify all information, and provide a complete bid result summary with recommendations for award to the District.
- 17. Project Accounting and Management Systems: In concert with District staff, develop the project accounting and budget management systems. At a minimum provide the District with a monthly financial report itemizing the current status of each prime contractors contract, change orders, and allowance usage.
- 18. Executive Summary Report and Meeting: CM to provide an Executive Summary Report on the 10th day of each month of the project. After receipt of the Executive Summary a meeting day will be set for the CM Executive to meet with District Leadership to review the summary report.
- Notice of Award: Prepare the Notice of Award document utilizing the District's 19. format and issue to the Prime Contractor.
- 20. Agreement Documents: Administer the collection and verification of the Agreement with supporting documents and transmit to the District for execution. All documents are to be verified to be correct, packaged per District requirements in an organized manner, and transmitted to the District. District to issue the Notice to Proceed document to the Prime Contractors.
- B. Construction Services: Construction Manager shall provide services that relate to the organization, management, and supervision of the facility construction including, but not limited to, the following:
 - 1. Construction Management: Manage and supervise the construction improvements including coordination with all District Consultants, Public Partners, Public Agencies, and Contractors.
 - 2. Delivery Method: Manage all Multi-Prime type contracts based on appropriate delivery, including all contract deliverables, payment applications, coordination with other Contractors, Disputes, Claims, etc. to fully implement the execution of the Contract Documents.
 - 3. Construction Schedule: Create a base line construction schedule to be utilized in the bid process, perform monthly updates to the master schedule through

- the construction period, and create and distribute a three (3) week look ahead schedule to the Prime Contractors on a weekly basis.
- OAC Meetings: Facilitate a weekly Owner and Architect Coordination meeting, maintain meeting minutes, and provide current RFI's, Submittals, Allowance Usage, Change Orders, and Schedule information.
- 5. <u>Document Control</u>: Provide document control and maintain consistent communication between all team members. Issue all Construction Documents to all Prime Contractors and District Consultants.
- 6. <u>Contractor Change Orders</u>: Prepare and facilitate the execution of all Change Order Requests and Contract Change Orders.
- 7. <u>Logistics</u>: Ensure site logistics are modeled to keep safety, order, and a good working environment.
- 8. <u>Material Tracking</u>: Maintain a material tracking log for all long lead time items with a lead time of more than three (3) weeks.
- 9. <u>SWPPP</u>: Scope Best Management Practices (BMP's) conforming to State guidelines to Prime Trade Contractors to prevent polluting the Storm Water system. The projects do not require a SWPPP and thus a SWPPP permit will not be obtained by the District.
- 10. Record Set: Maintain a current set of electronic documents. The plans are to be updated with all Addendum, RFI's, and Architect plan modifications. The set is to be current on a weekly basis, and uploaded onto a District SharePoint site.
- 11. <u>District Project SharePoint Site</u>: CM is to maintain current documents within a District SharePoint site set up for the project. The CM at a minimum is to upload on a weekly basis the following documents; record set, contract documents, submittals, meeting minutes, RFI's, Photos, and CORs.
- 12. <u>Monthly Contractor Payment Application Management</u>: Manage and process the monthly contactor payment applications. Collect, review, and approve draft applications, collect and verify payment application, track and manage lien releases, coordinate the approval of the payment applications with all signers and transmit to the District.
- 13. <u>Contractor Insurance</u>: Collect and manage contractor insurance to ensure all insurance requirements by the District are met.
- Construction Project Closeout: Construction Manager shall provide services to ensure that all closeout items identified in the Contract Documents are completed by Contractors. Manage the completion of each Prime Contract including, but not limited to the following:
 - 1. <u>Prime Contractor Closeout</u>: Close out and recommend to the District a Notice of Completion be filed for each Prime Contractor. Resolve all change order costs

- and provide a reconciliation letter signed by the contractor agreeing to their final contract value.
- O&M Manuals: Manage the collection and assembly of all Maintenance and Operation Manuals including manufacturer equipment and material warranties in electronic format.
- 3. <u>Trainings</u>: Facilitate the completion of all required trainings.
- 4. Attic Stock: Manage the turnover of all attic stock items.
- 5. <u>As-Built Documents</u>: Provide accurate As-Built documents in electronic format.
- 6. <u>State/Local Closeout</u>: Actively manage and oversee the filing and record keeping of all related State/Local agency required documents for project closeout, specifically the DSA form 6C for each contractor.
- 7. <u>Punch List</u>: Facilitate, document, and manage the Contractor punch list of items identified to not be in conformance with the minimum requirements of the Contract Documents.
- 8. <u>Document Turnover</u>: Turn over all Submittals, RFI's, Meeting Minutes, Pictures, Schedules, Change Orders, etc. in electronic pdf format with a log. Organize submittals by CSI specification numbers matching the specifications.

II. SUBMITTAL REQUIREMENTS

A. General Information

- 1. Each organization submitting a Proposal shall submit one (1) electronic copy in PDF format plus two (2) copies in a sealed envelope prominently marked with: RFP, Bond Measure E Series-1 Expansion Project Venado M.S.
- 2. Submittals shall be signed by an authorized individual or officer of the firm submitting the statement.
- 3. Please use only 8 ½" x 11".
- 4. Limit the entire proposal to a minimal page count to avoid excessive proposal length. The District is interested in the proposed staff and their associated rates.
- 5. In order to control information disseminated regarding this RFP, organizations interested in submitting proposals are **not** to make personal contact with the members of the Governing Board, and District staff with the exception of the individual(s) listed below:

Construction Services Staff Facilities Planning / Purchasing Staff

- 6. Organizations who contact any member of the Board of Education, District staff, or Architect without following the above listed protocol may be eliminated from further consideration. Oral communications of District employees concerning this RFP shall not be binding on the District and shall in no way excuse the organization of their obligations as set forth in the RFP.
- 7. The Board of Education of the Irvine Unified School District reserves the right to accept or reject any or all submissions, to negotiate with any or all responsible submitters, and to waive any irregularity for this RFP.
- 8. Proposals found to be incomplete may be rejected as non-responsive.
- 9. Submitters shall be responsible for any and all expenses that may occur in preparing proposal(s).

B. Request for Information (RFI) and/or Clarification

- Request for information, regarding this proposal, must be submitted in writing and emailed to the following individual: Linda Risberg at LindaRisberg@iusd.org, within the timeframe stated in the proposed schedule. RFI's received after the deadline will not receive a response.
- 2. All RFI's will be responded to in the form of an Addendum on or before the time stated in the proposed schedule refer to Section IV.
- 3. The Facilities, Planning & Construction Department will not be responsible for RFI's transmitted to the wrong department or person, nor will it be the responsibility of that department/person to forward your request to the designated person identified in the RFP.

C. Submittal Format & Contents

1. Letter of Interest

Include name of firm, address, telephone number, type of firm (i.e., corporation) and name of principal contact. Letter must be signed by representative of firm with authorization to bind firm by contract.

2. Personnel Resumes

Provide one resume per person using one single side page. The District reserves the right to interview any proposed personnel prior to accepting them to provide services.

3. Fee

Include the completed Exhibit A and D in your proposal and provide additional

rates for services not included in the exhibit A that may be offered to the District as options to deliver the projects most efficiently.

III. SELECTION PROCESS

The District will screen the received proposals. The selection will be based upon, but not limited to, the following criteria:

- · Organization, clarity, completeness, and responsiveness
- · Experience and expertise of the proposed staff members
- Fees

A formal team interview is not planned to be performed but individuals may be interviewed upon request by the District in order to support the decision making process.

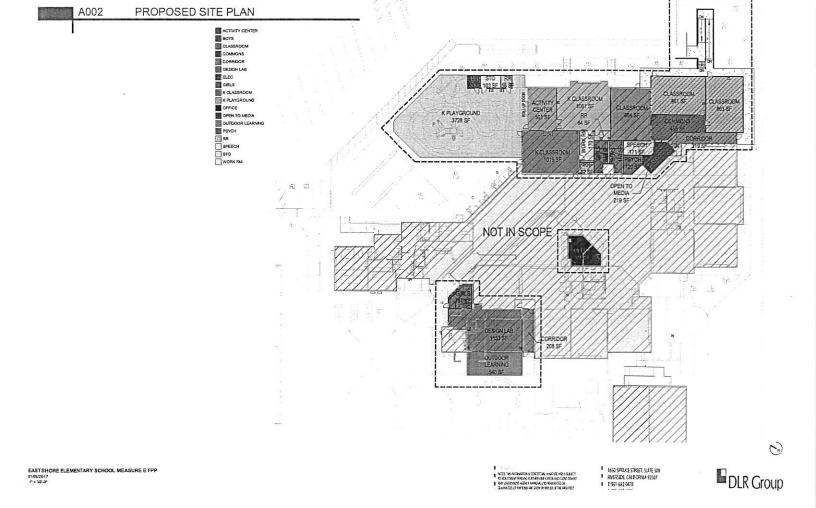
The District is not obligated to explain any deficiencies in their proposal, nor accept requests for justification from firms not selected. The District reserves the right to accept or reject any and all proposals, or any portion or combination thereof, to contract services with whomever and in whatever manner the District decides, to abandon the services entirely, to award on the basis of the total proposal, and to waive any informality or non-substantive irregularity, as the interests of the District may require. The award of a contract is at the sole discretion of the District.

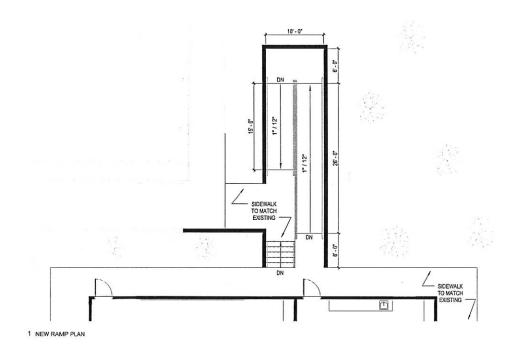
IV. PROPOSED SCHEDULE

•	Issuance of Request for Proposal	12/9/2016
•	RFI Deadline	01/11/2017
•	Issuance of Final Addendum	01/13/2017
•	Request for Proposal Due Date	01/19/2017 @ 2:00pm
	Board Approval	02/7/2017

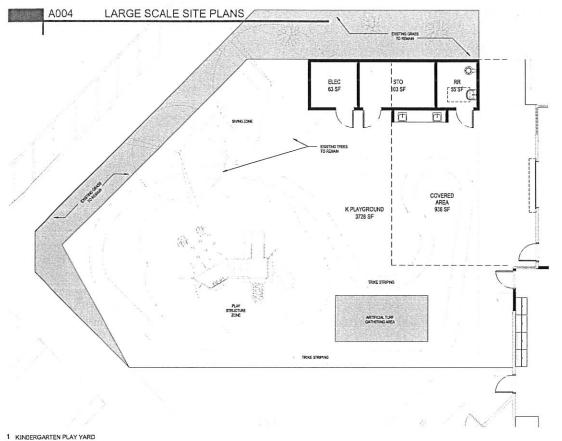
V. ATTACHMENTS

- CM Agreement
- Exhibit A Fee Proposal Matrix
- Exhibit B General Condition Expenses
- Exhibit C CM Services Project Schedule
- Exhibit D CM Services Billing Rates











MIRACLE RECREATION TOTS' CHOICE TWO DECK SYSTEM MODEL: #718-8075J AGES: 2-12 PROTECTIVE AREA: 34/27 FALL HEIGHT: 5 PLAY AREA CAPACITY: 30-40



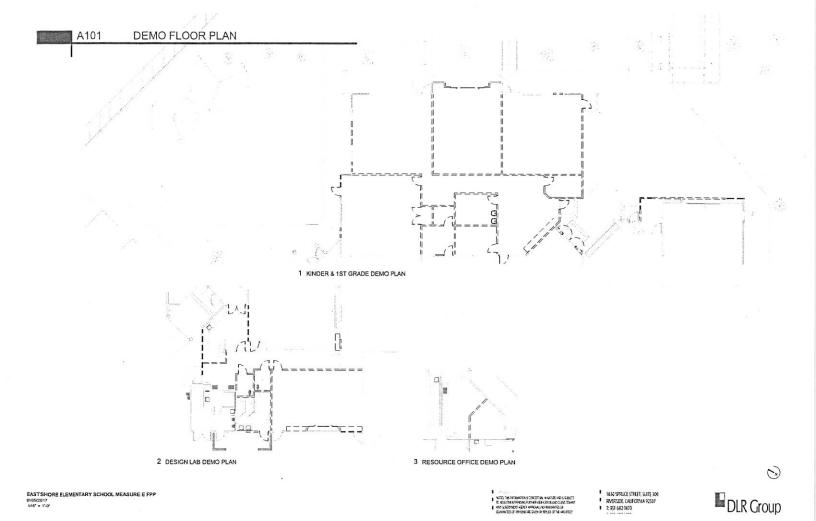
MIRACLE RECREATION 8" TWING SWING WITH 2 SEATS MODEL: #2012S
AGES: 2-12
FALL HEIGHT: 8"

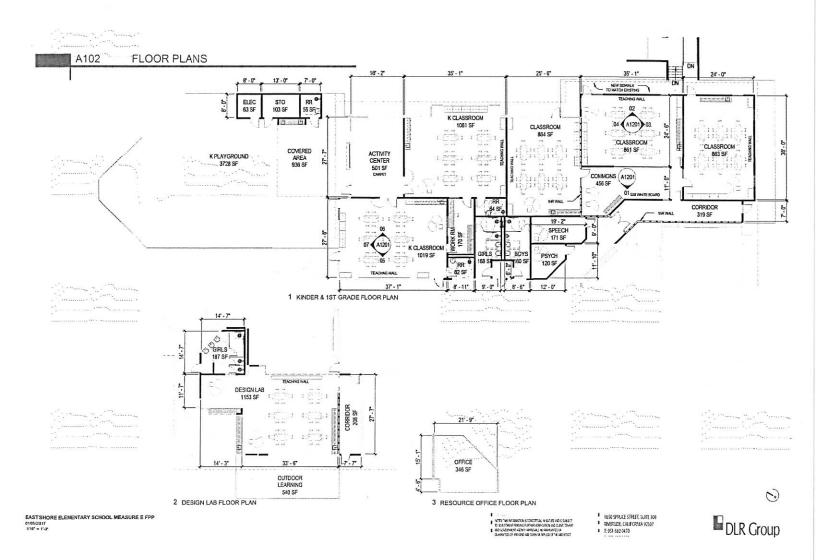
1650 SPRICE STREET, SUITE 309 RIVERSIDE CALFORNA 92507 1 F-951 682 0470

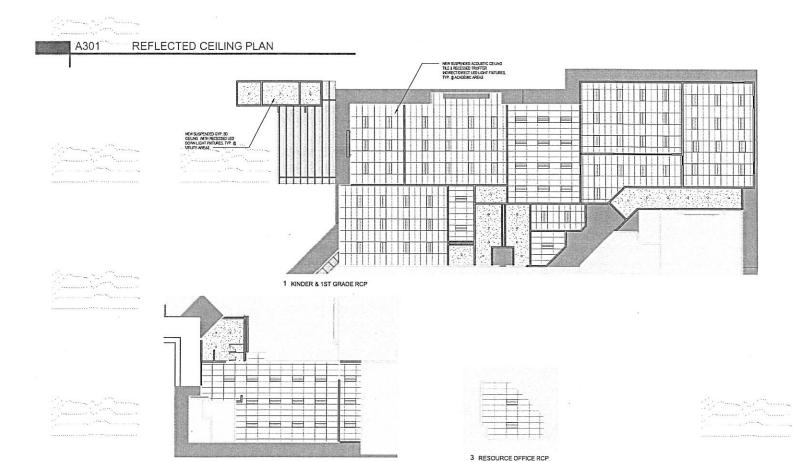


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EASTSHORE ELEMENTARY SCHOOL MEASURE E FPP 0105/2017 16" = 1"-0"







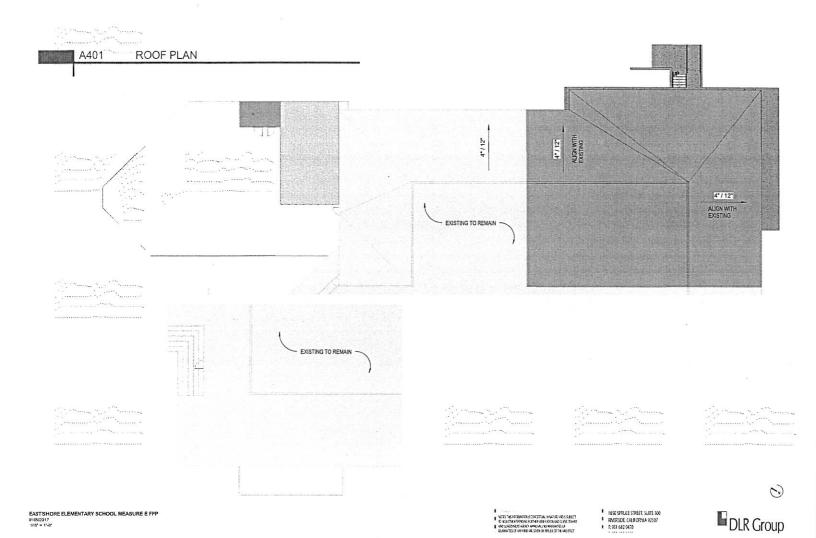
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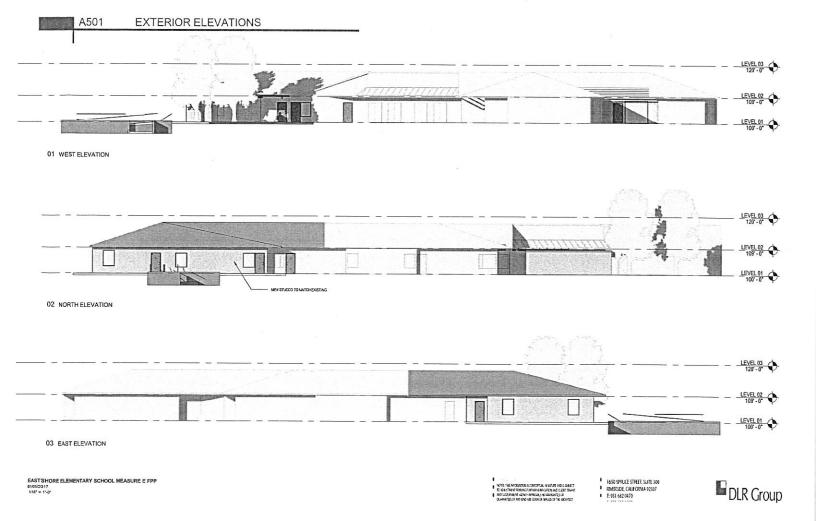
DLR Group

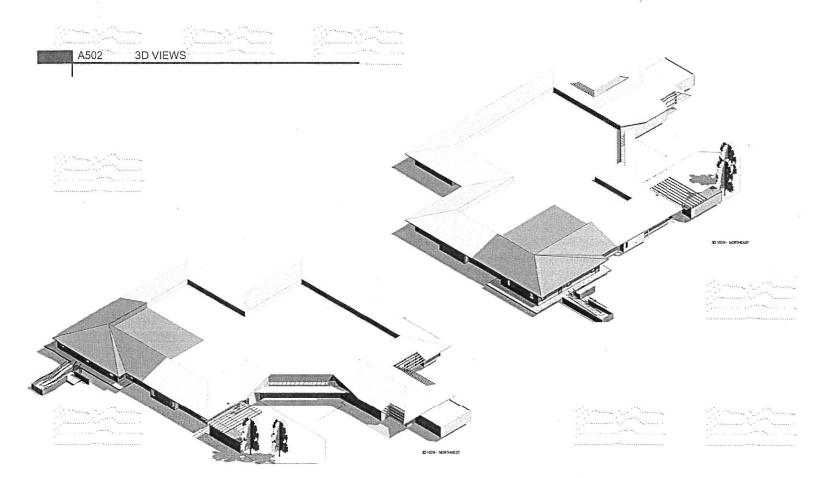
1650 SPRIXE STREET, SLATE 300 RIVERSIER, CALECTURA 92507 F. 951 682 9470

2 DESIGN LAB RCP

EAST SHORE ELEMENTARY SCHOOL MEASURE E FPP 01/05/2017 1/16" = 1'-0"



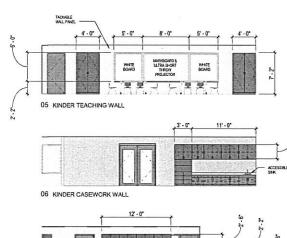


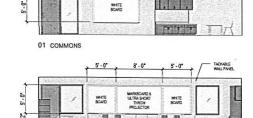


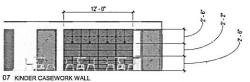
EAST SHORE ELEMENTARY SCHOOL MEASURE E FPP 01/05/2017

1 1650 SPRUCE STREET, SUITE 100 1 RIVERLIDE, CALF OPPIA 92507 1 T-951 682 9470

DLR Group









02 1ST GRADE TEACHING WALL











EASTSHORE ELEMENTARY SCHOOL MEASURE E FPP 01/05/2017 1/8" = 1'-0"

| 1650 975LXE STREET, SLIFE 300 | RIVERSIDE CALIFORNIA 92507 | E-951 682 0470

DLR Group

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Project	Precon	Const	Closeout	Precon	Precon	Const.	Const.	Contract	Contract	†
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Project	15	14	2	03/01/17	05/31/18	06/01/18	07/31/19	08/01/19	09/30/19	
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Construction Manager is to prov the Agreement and the schedule services.										

	Ex	khibit "C"			
	Irvine Unified School Distr	rict - Stonega	ate Elementary School		
	C. W. DRIVER, COI	NSTRUCTION N	MANAGEMENT		
***************************************	General Conditions Expe	enses - During	Construction Phase		
	J	une 7, 2007			
			I	i	
GC#	Description	15 Months		Provided By	
01064	SAFETY				
1065	SAFETY LABOR	<u> </u>	1	In Trades	
11399	MOBILIZE/DEMOBILIZE				
01407	INSTALL / MAINTAIN / REMOVE - Water & Waste				
01408	INSTALL / MAINTAIN / REMOVE - Electrical and F	Phone Infrastruc	ture to CM & Inspector Trailers	By Distrct	
01509	TEMPORARY UTILITIES FOR CONSTRUCTION				
01510	TEMPORARY WATER INFRASTRUCTURE (CON			In Trades	
01513	TEMP. ELEC. / CABLE / PHONE INFRASTRUCTO	JRE to Trailers ((poles, cable, connections, etc.)	In Trades	
01515	POWER LINES/CORDS			In Trades	
01518	POWER CONSUMPTION- Construction Use and 0			By Distrct	
01520	WATER CONSUMPTION - Construction Use and	CM & Inspector	Trailers	By Distrct	
01523	TEMP OFFICE SANITATION - CM & Inspector Tra	ailers / jobsite		By Distrct	
01530	BARRIER & ENCLOSURE		//		
01531	TEMPORARY CHAIN LINK	<u> </u>		By Distrct	
01532	PEDESTRIAN CANOPY	<u> </u>		By Distrct	
01540	SECURITY				
01541	WATCHMAN/GUARD SERVICE	<u> </u>		By Distrct	
01550	ACCESS/PARKING				
01552	TEMPORARY PARKING	<u>i</u>	<u> </u>	By Distrct	
1553	TEMP. STAIRS/LADDERS	i		In Trades	
01560	CLEAN-UP & GEN. LABOR				
01561	GENERAL CLEAN-UP			In Trades	
01562	TRADE CLEAN-UP			In Trades	
01563	TRASH REMOVAL/DUMP			In Trades	
01563	3 CY TRASH BIN FOR CM and INSP. TRAILERS			By Distrct	
01564	DUST PALLIATION			In Trades	
01565	TEMP. DEWATERING			In Trades	
01566	EMERGENCY CLEAN-UP			In Trades	
1570	TRAFFIC CONTROL				
01571	FLAGMEN			In Trades	
01590	FIELD ENCLOSURES	W2=32 - 10-00 - 10-00	//		
01592	ARCHT'S/INSP. OFFICE			By Distrct	
1640	PROJECT SUPPLY/EXPS				
01642	PRINT AND SHIP BLUE PRINTS / SPECIFICATION	INS		By Distrct	T
01709	FINAL CLEAN-UP				
01710	FINAL CLEAN-UP			By Distrct	
01799	RENTAL EQUIP./TOOLS				
01800	RENTAL EQUIP./TOOLS			In Trades	

01909	TESTS & INSPECTIONS		
01910	TESTS & INSPECTIONS	By	Distrct

IUSD Bond Measure E Series 1 Expansion Project Venado M.S.							
Exhibit D - CM Services Billing Rates							
RFP Issued December 9, 2016							
<u>SCHEDULE</u>							
	 	7/1/2016 - 7/1/2017	7/1/2017 - 7/1/2018	7/1/2018 - 7/1/2019			
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ASSISTANT PROJECT MANAGER		-	s				
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ASSISTANT SUPERINTENDENT			5	5			
CARPENTER		5	S	3			
CARPENTER FOREMAN		S	S	5			
CLERICAL		5	s	5			
ESTIMATOR		S	s	3			
FIELD SUPERINTENDENT		s	S	5			
GENERAL SUPERINTENDENT		s	s	S			
IT SUPPORT		s	s	5			
LABORER		s	s	5			
LABORER FOREMAN		s	s	5			
PROJECT ENGINEER	<u> </u>	s	s	s			
PROJECT EXECUTIVE		5	s	5			
PROJECT MANAGER		s	5	5			
QUALITY CONTROL MANAGER	†	s	S	3			
SAFETY MANAGER	 	Is	S	5			
SCHEDULER / COST ENGINEER		ls.	ls .	s			
	†		s	s			
SENIOR ESTIMATOR	 						
SENIOR PROJECT MANAGEMENT			S	3			
SENIOR FIELD SUPERINTENDENT	<u> </u>	. Is	s :	S			
TRUCKING / DELIVERIES		s	S	5			
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