

**San Diego Community College District
Construction Management
3375 Camino Del Rio South, Suite 310
San Diego, California 92108**

November 12, 2008

**REQUEST FOR PROPOSALS
CONSTRUCTION MANAGEMENT SERVICES FOR CONSTRUCTION OF
SIX PROJECTS AT VARIOUS SITES**

The San Diego Community College District invites proposals from qualified firms, partnerships, corporations, associations, or professional organizations to provide comprehensive construction management services to the District for the construction of six projects at various sites via Construction Management Multiple Prime delivery method.

Interested parties are invited to submit their proposals as described below, with six copies of requested materials to:

**Attn: Lance R. Lareau
San Diego Community College District
Construction Management
3375 Camino Del Rio South, Suite 310
San Diego, CA 92108**

**Instructions for Submitting Proposals can be found on the District's Prop S & N website:
<http://www.sdccdprops-n.com/default.aspx>**

Questions regarding this RFP must be faxed in writing to Lance R. Lareau at (619) 388-6509. **All RFP responses must be received by 4:00 p.m. December 9, 2008. RFI responses and any addenda will be posted on the District web site.**

This is not a formal request for bids nor is it an offer by the District to contract with any party responding to this request. The District reserves the right to reject any and all proposals. All materials submitted to the District in response to this Request for Proposals shall remain property of the District.

Sincerely,

Lance R. Lareau
District Architect

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INSTRUCTIONS FOR SUBMITTING PROPOSALS

1. GENERAL

The District intends to select six (6) firms that best meet the District's needs to perform construction management services for multiple-prime construction delivery of the six projects as described in this Request for Proposals. In general, the Construction Manager will work cooperatively with the District, staff and consultants, the architect of record, the program manager, the project inspector, and the prime contractors to facilitate the timely completion of this project. The Construction Manager will be the District's agent as specifically defined in this agreement.

The District plans to utilize multiple-prime bidding on these six projects. The District reserves the right; however, to change this structure.

The firms selected as a result of this process ("Construction Manager") shall be responsible for the following general categories of work as applicable to the project identified in Section 5 of this Request for Proposals.

2. RESPONSIBILITIES OF CONSTRUCTION MANAGER

2.1. DESIGN PHASE

The six projects are all currently in various stages of design. Design phase services anticipated on the projects are; but not limited to BIM clash detection, constructability review, coordination meetings with the Design team and District staff, assist in Value Engineering efforts, cost estimates, franchise utility coordination, assist with City of San Diego approval, and Division of the State Architect (DSA) review.

2.2 PRE-CONSTRUCTION AND BIDDING PHASE

Prepare cost estimates. Assist with verification of site conditions. Assist in Value Engineering efforts. Assist in developing bid packages for maximum cost- and schedule- effectiveness for the District. Clearly develop scope of work for each bid package that defines prime contractors responsibility in areas of potential overlap with other trades. Develop master schedule and construction milestones schedule for the project. Develop schedules and budgets for each phase of the project. Complete prime contractors prequalification screening process based on District requirements. In coordination with District ensure that DSA protocol is properly followed.

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Conduct pre-bid conferences. Schedule and conduct preconstruction meetings. Assist with evaluating responses. Conduct bidding and report to District on results. Assist and advise regarding bid protests. Coordinate contracting with low bidders, including evaluating bonds and insurance.

2.3 CONSTRUCTION PHASE

Administer and coordinate the work of the prime contractors on a daily basis. Enforce performance, scheduling and notice requirements. Monitor schedule and cost information for each prime contractor on each project. Document the progress and costs of each project. Report proactively on potential schedule and budget variances and impacts. Recommend potential solutions to schedule and cost problems.

Work cooperatively with District, architects, prime contractors and subcontractors to ensure projects are delivered on time and within budget. Conduct weekly job site meetings with each prime contractor and prepare and circulate minutes. Attend weekly District Progress meetings and monthly District Scheduling meeting. Accurately report the status of each prime contractor's work. Provide SWPPP/BMP oversight and safety oversight in coordination with Project Inspector.

Coordinate the construction work with the District. CM's will be expected to work with Primavera Contract Manager in order to manage the contracts.

Evaluate prime contractor payment applications to assist District Inspector and Architect to verify work progress. Evaluate and make recommendations on prime Contractors' change order requests. Assist the Architect and the District in preparing the scope and budget for Change Orders for changes in work scope.

Evaluate and track requests for information ("RFIs") and responses. Advise District as to status and criticality of RFIs. Work with District team to develop lists of incomplete or unsatisfactory work ("punchlists"). Advise District if RFI or ASI responses contain changes to the prime contractor's scope of work. Monitor the progress of prime contractor(s) submittals to help insure timely submittal and approval relative to the Construction Schedule.

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2.4 POST-CONSTRUCTION PHASE

Ensure completion of punchlist work, coordinate prime contractor closeout requirements, including guarantees, keys, manuals, record drawings, daily logs, and verified reports. Advise District staff on systems operations and training. Advise on closeout of projects. In coordination with the District ensure that all required DSA close-out forms are completed from each prime contractor and forwarded to the District. Assist with LEED oversight and close-out along with commissioning coordination.

3. REQUIRED INFORMATION IN PROPOSAL

3.1 GENERAL

The proposal shall not exceed 50 pages in length. These 50 pages do not include the cost proposal described in Section 3.5.

3.2 FIRM INFORMATION

Provide a brief history of your firm, and, if a joint venture, of each participating firm. Identify legal form, ownership, and senior officials of the company(ies). Describe number of years in business and types of business conducted. Identify at least five higher education and/or similar projects performed by your firm(s) in the past 5 years, including:

Name of project and district;
Owner and telephone number;
Firm person in charge of each project;
Dollar value of each project;
List whether the project was CM/multi-prime, CM/general construction (“CM/GC”), or other delivery method.

List any project with litigation and/or claims arising from the projects listed on which your firm(s) provided construction management services in the past 5 years. State the issues in the litigation, the status of litigation, names of parties, and outcome.

3.3 PROPOSED PROJECT TEAM

The selected firm shall employ at its expense professionals properly licensed and skilled in the execution of the functions required for the planning and project/construction management of the projects.

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Identify the key personnel you would assign to the District's projects for each phase of work, including their roles. Include at least the Construction Manager(s), site superintendent, and Project Manager. Describe for each his or her experience with Community College construction projects, including identifying their three largest projects completed in the past 5 years. Describe for each his or her experience with a CM/multi-prime structure.

3.4 PROPOSED METHODOLOGY AND CAPABILITIES

Describe the firm's technical capabilities for scheduling, budgeting, cost estimating, and document control for a CM/multi-prime structure showing how this can be applied to a fast track project to assure construction is completed per the schedule in Section 5.0.

3.5 COST AND PRICE SUMMARY

In a separate sealed envelope, provide a fee proposal for each phase of the work described in this Request for Proposal for each project. The fee proposal shall include all charges and costs proposed to be charged to the District exclusive of General Conditions. The fee proposals shall remain confidential except to the extent that the successful firm's proposal may be incorporated into an agreement with the District. For the General Conditions, describe the types of costs to be covered and a proposed cost structure to the District. The District intends to award each contract on a not-to-exceed basis.

3.6 CONTRACTOR OUTREACH

Proposer must demonstrate its commitment to comply with the District's Community Outreach Program by discussing its approach to procuring and retaining services through the use of Disadvantaged and Minority Owned Businesses in the execution of the work for the projects.

4. DISTRICT'S EVALUATION PROCESS

4.1 DISTRICT INVESTIGATIONS

The District may perform investigations of proposing parties that extend beyond contacting the districts identified in the proposals.

4.2 SELECTION OF FINALISTS

Based on its evaluation of responses to this Request for Proposals, the District's selection committee will select finalists for further evaluation and possible interview. The criteria for selecting finalists may include, without limitation:

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1. Ability to successfully complete the project on time.
2. Experience with CM/multiple-prime delivery
3. Experience and performance history of the firm with completing similar fast track contracts.
4. Experience and results of proposed personnel.
5. References from clients contacted by the District.
6. Knowledge of local construction conditions.

The District expects to select the finalists within three weeks of the closing date for this Request for Proposals. Finalists will be notified promptly.

4.3 SELECTION PROCESS

A District selection committee will make recommendations regarding the candidates and awarding the contract. The criteria for these recommendations will include those identified above, as well as cost considerations. The proposed schedule is as follows;

November 12, 2008	Issue RFP
December 1, 2008	RFI's due
December 9, 2008	RFP due
January 8,9,12, 2009	Interviews
January 22, 2009	Board Award

4.4 FINAL DETERMINATION AND AWARD

The District will begin negotiations for a final contract with the top six candidates. If a final contract cannot be successfully negotiated with any of the candidates, the District may terminate negotiations and move to the seventh place candidate. This process may continue until the District successfully negotiates all contracts.

The District reserves the right to contract with any entity responding to this Request for Proposals, to reject any proposal as non-responsive, and not to contract with any firm for the services described herein. The District makes no representation that participation in the Request for Proposal process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any proposal in response to this Request for Proposals.

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Architect	ZTA/WYAC
Current Design Status	DSA Review
Estimated Construction Value	\$27m
Anticipated Const. Start Date	August 2009

6	The Student Center at San Diego Miramar College;	
	ASF	46,000
	Architect	NTD
	Current Design Status	Programming
	Estimated Construction Value	\$28m
	Anticipated Const. Start Date	June 2010

A copy of the current draft drawings and specifications are available at The District Office at San Diego Community College District, 3375 Camino Del Rio South, Suite 310, San Diego, California.