Cabrillo Community College District
APTOS, CALIFORNIA

Construction Project Management Services

RFP # B12-10

Submit proposals by 1:00 p.m. May 24, 2012 to:
Cabrillo Community College District
Building 2030
Purchasing Services
6500 Soquel Drive
Aptos, CA 95003
Attn: Michael Robins, Director of Purchasing, Contracts & Risk Management
(831) 477-3521
mirobins@cabrillo.edu

Additional Contact Information:
Gale Stevens
Buyer
(831) 477-5613
gasteven@cabrillo.edu

KEY DATES
Submit all questions regarding this RFP by May 17, 2012
Proposals Due 1:00 P.M. on May 24, 2012
Recommendation for Award to Board of Trustees, estimated June 2012
Advertisement on May 10, and May 17, 2012
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. About The District</td>
<td>3</td>
</tr>
<tr>
<td>B. Project Description / Scope of Services</td>
<td>4</td>
</tr>
<tr>
<td>C. Submittal Requirements</td>
<td>4</td>
</tr>
<tr>
<td>D. Questions</td>
<td>9</td>
</tr>
<tr>
<td>E. Anticipated Schedule for PM Selection</td>
<td>9</td>
</tr>
<tr>
<td>F. Evaluation &amp; Award of Contract</td>
<td>10</td>
</tr>
</tbody>
</table>

Exhibit A - Construction Project Manager Fee Proposal
Exhibit B - Construction Project Management Services Agreement
Cabrillo Community College District (hereinafter District) is requesting proposals for Project Management Services for the renovation and expansion to the existing buildings as well as site and infrastructure upgrades.

It is the intention of the District to solicit a RFQ/RFP from selected bidders that can provide Project Management Services to the District with the Construction Project Manager representing the District as an “Agency PM”, providing oversight over multiple prime trade contractors.

Submittals in response to the Request for Proposal (RFP) must be received by 1:00 PM on May 24, 2012, at Cabrillo Community College District Attn: Michael Robins, Purchasing Department Office, 6500 Soquel Dr., Building 2030, Aptos, CA 95003 (near Parking Lot K).

A. ABOUT THE DISTRICT

Cabrillo College is one of 112 public California community colleges. Situated on the Monterey Bay in the county of Santa Cruz, California, Cabrillo College is one of the most highly regarded community colleges in the state for its success in the area of transfer and career education and currently serves over 16,000 students with over 500 full time employees. Classes are conveniently offered at several locations including the main campus in Aptos at 6500 Soquel Drive; the Cabrillo College Watsonville Center, located at 318 Union Street in downtown Watsonville; and at several locations in downtown Santa Cruz.

For more than 50 years, the Cabrillo Community College District (“District”) has provided a dynamic learning environment that fosters excellence, opportunity and innovation in meeting the educational needs of our diverse students and community.

Cabrillo College (“Cabrillo”) attracts diverse students, many of whom come to the campus as International Students from countries such as China, Africa, Korea, India just to name a few. As a result, a broader menu that appeals to and reflects the diversity of the student body is highly desirable.

B. PROJECT DESCRIPTION / SCOPE OF SERVICES

Project management is the discipline of planning, organizing, securing, and managing resources to achieve specific goals as defined by the project specifications. The primary responsibility of the project manager is to achieve all of the project goals and objectives while honoring constraints. The primary constraints are scope, time, and budget.

The following generally describes the Basic Services to be performed and provided under the Project Management Agreement. The scope also includes Pre-Construction and Construction Project Management Services for the Project. Full “Agency” CPM Services are to be provided for the entire duration of the construction phase, including building, expansion, and/or
renovations. Post-Construction Services to include final project closeout, recording of the Notice of Completion, and assistance with DSA Certification.

The following is provided for convenience of reference only; the specific scope of Basic Services and other obligations of the Consultant awarded the Contracts shall be as set forth in the terms of the Construction Project Management Agreement as executed by the District and the successful Respondent to this RFP. Projects may range from $45,000 to $5,000,000 and will consist of classroom, office, restroom, conference, infrastructure, roads and parking and other facilities type renovations. Work may also include site and infrastructure upgrades.

The Construction Project Manager is expected to perform project management services for projects associated with capital construction and capital improvements to Cabrillo Community College District property as described and assigned by the District Administration. Services include but are not limited to the following:

- Construction coordination, including time schedules, change orders and problem solving
- Interagency and contractor coordination with Architect, DSA, State Chancellor’s Office, Health, Safety, Fire and others as required
- Prepare revised cost estimates as components of the design and other requirements of a project are developed during planning and design phases of an Assigned Project
- Provide detailed “Value Engineering” reviews at appropriate intervals during the design phase of an Assigned Project
- Provide detailed constructability reviews at appropriate intervals during the design phase of an Assigned Project
- Validate the existing budgets of each Assigned Project against the scope of work of the Assigned Project - Assist in the prequalification of Respondents (if required)
- Assist in the preparation of bid documents
- Maintain daily and weekly records of construction activities, job costs, schedule developments, project related meetings and project communications
- Report in person and in writing, at regular intervals and at special need times, to the District
- Conduct weekly jobsite meetings for contractors and District/college personnel and distribute meeting minutes
- Coordinate all work schedules with District
- Facilitate review by the architect, engineers and District of contractor submitted questions or product information
- Conduct pre-construction and regular jobsite progress meetings
- Provide continuous onsite Construction Management
- Oversee Quality Assurance of the construction activities to conform to plans and specifications
- Review contractor’s schedule, submittals for conformance to master schedule and contract documents
- Maintain all project documents, drawings, contract change orders, contractor submittals, shop drawing and correspondence (electronically and hard copy)
- Establish and implement procedures for review and processing of all project documentation
- Maintain RFI, submittal and change order logs
- Coordinate lead and/or asbestos abatement, hazardous materials
- Coordinate the activities of the DSA Project Inspector along with filing of appropriate reports
- Evaluate construction progress and maintain reports
- Receive contractor payment application, review for accuracy (amount due, certified payroll, appropriate rate, etc.) and circulate to DSA Project Inspector, architect and District for their review, signature and approval (five working days) Change orders
- Process change orders and payment applications for acceptance by District
- Coordinate change order process
- Coordinate access to construction firms to the college campus during construction
- Oversee the Construction Safety Programs and performance of all contractors
- Establish, implement, and maintain a “Safety Program” to comply with regulatory requirements and District policies
- Secure a copy of the contractor’s safety plan
- Oversee the use of temporary fencing and “personnel control systems” to keep construction workers apart from students, staff, and campus community
- Compile detailed “punch lists” with the architect
- Coordinate closeout procedures
- Oversee the complete performance of all punch list items and final clean-up before contractor moves off site
- Administer post-construction training of custodial, maintenance, operations and grounds staff for all new equipment, systems and finish materials
- Obtain from contractor all record (as-built) drawings; contract required documents, lien releases, and written warranties. Review and circulate to District/college for final acceptance
- Coordinate final testing, documentation and regulatory inspections
- Advise on substantial and final completion
▪ Compile final review of the project
▪ Advise on final payment
▪ Provide District with complete project documentation for permanent records/storage
▪ Evaluate any contractor claim

C. **SUBMITTAL REQUIREMENTS**

The following format has been prepared as a guide for the development of the proposal in response to the RFQ/RFP. The District is very interested in the project team with whom it will be working. Individuals that will be directly involved with the project should be identified and, if short-listed, represent the Respondent in all discussions and interviews.

1. **General**

   Please submit your Proposal in a format responding to following items #2 thru #10. Also, Exhibits A through E must be submitted under separate cover, per item #7. All requirements and questions in the RFQ/RFP should be addressed and all requested data should be supplied. The District reserves the right to request additional information.

2. **Preparation**

   Proposals shall be prepared in such a way as to provide a straightforward clear and concise delineation of the Respondent’s capabilities to satisfy the requirements of this RFP. Response to this RFP should emphasize the Respondent’s demonstrated capability to provide Project Management Services under a traditional “Design/Bid/Build” or “multi-prime” form of delivery for the building, expansion and/or renovation of Community College facilities consistent with the projects referenced herein.

3. **Executive Summary:**

   a) **Cover Letter.** This introduction cover letter must be signed by an authorized officer of the Respondent and shall include a brief description of Respondent’s Project Management experience and expertise, including the number of years in business.

   b) Legal name of Respondent.

   c) Form of Entity of Respondent (sole proprietorship, partnership, corporation, etc.)

   d) Number of employees (company-wide)

   e) Number of employees located in the Santa Cruz County.

   f) Date Respondent entity was established.

   g) California Business License Number.

   h) Name of the project manager who will serve as the District’s project contact throughout the project(s).
i) Address, telephone, fax number and email of the office that will be primarily responsible for providing services pursuant to the executed Construction Project Management Services Agreement.

4. Staffing Resources

a) Identify the individuals that will be principally responsible for working with the District. If the Respondent is chosen as a finalist, these individuals must attend the interview and in-person presentation.

b) Provide detailed resumes of individuals on the team (not to exceed two pages) that will be working directly with the District. These resumes must identify projects performed within the last 10 years. Each resume shall also indicate number of years employed in Project Management field and how long the individual has been employed by Respondent.

c) Provide information regarding experience in working as team member within a Community College/California Education institution environment.

5. Project Experience and References (Company, Employees)

a) Please provide references for at least four recent clients for whom you have provided Project Management Services over the last five (5) years. Please include the following information:

1) Year(s): i.e. 2004-2005
2) Institution: i.e. XYZ School
3) Contact Person: i.e. Smith, John
4) Title: i.e. Director of Planning and Construction
5) Contact Phone Number: i.e. (831)555-5555
6) Project Description: i.e. Modernization project conducted at XYZ School
7) Dollar Value of Project: i.e. $1,000,000.00
8) Duration of Project: i.e. 9 Months
9) Change Order amount i.e. 2%

b) If any of the following has occurred, please describe in detail:

1) Failure to enter into a contract once selected.
2) Withdrawal of a proposal as a result of an error.
3) Termination or failure to complete a contract.
4) Debarment by any municipal, county, state, federal, or local agency.
5) Involvement in litigation, arbitration or mediation.
6) Conviction of the Respondent or any of its principals for violating a state or federal antitrust law by bid or proposal rigging, or restrictive competition
between bidders or proposers, or conviction of violating any other federal or state law related to bidding or professional services performance.

7) Knowing concealment of any deficiency in the performance of a prior contract.

8) Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.

9) Willful disregard for applicable rules, laws or regulations.

Information regarding any of the above may, at the sole discretion of the District, is deemed to indicate an unsatisfactory record of performance.

c) Technical Competence

Provide a description of in-house resources (i.e. computer capabilities, software applications, modern protocol, etc.) and ability to draw upon multi-disciplinary staff to address the services requested in this RFP.

6. Performance History

a) Claims and lawsuits (if you answer yes to any of the following, you must attach details).

i. State whether any lawsuits or other administrative, legal, arbitration or other proceedings, ever been brought or commenced against Respondent or any of its principals, officers or equity owners in connection with any Project Management Services Agreement, Construction Management Services Agreement, construction agreement or construction project and, if so, describe the circumstances, the amount demanded or other relief demand, and the disposition of each such lawsuit or other proceeding.

ii. State whether Respondent has ever filed a lawsuit or commenced other administrative, legal or other proceedings in connection with any construction contract or construction project. If so, describe the circumstances, the amount demanded or other relief demand and the disposition of each such lawsuit or other proceeding.

iii. Identify any judgments, orders, decrees or arbitration awards pending and/or outstanding against Respondent or any of its officers, directors, employees or principals, and describe each such judgment, order, decree or arbitration award and the present status of the satisfaction or discharge thereof.

b) State whether Respondent’s firm or any predecessor to Respondent’s firm, or any of its owners, officers, or partners ever been found liable in a civil suit, or found guilty in a criminal action, for making any *false claim or material
misrepresentation to any public agency or entity, and provide details of each conviction on a separate attachment.

c) If, at any time during the last five years, has your firm or any predecessor to your firm, or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction, provide details of each conviction on a separate attachment.

d) If, at any time during the last five years, has your firm or any predecessor to your firm, or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty, provide details of each conviction on a separate attachment.

e) If Respondent is currently the debtor in a bankruptcy case, provide details on a separate attachment.

f) State whether Respondent or any of its predecessor entities have filed bankruptcy any time during the last five (5) years and provide details on a separate attachment.

7. Fee Proposal

Respondent must submit the required Fee Breakdown Schedule. A not-to-exceed fee shall be negotiated with the successful Respondent for each project, should they be selected to perform the work.

a. Project Management Agreement Basic Services

b. Describe fee or basis for calculating your fees for Construction Project Management Agreement for an Assigned Project (assume full scope of services in design (including constructability reviews, value engineering, and estimating services), construction and post-construction phases.

d. Do Respondent’s fees for Construction Project Management Services for an Assigned Project vary with the construction cost of an Assigned Project? If so describe the variations in computing fees relative to differing construction cost values.

e. Do Respondent’s fees for Construction Project Management Services vary if more than one Assigned Project is on-going at any given time? If so, describe.

If there are unusual and unanticipated circumstances in which the District and Respondent agree that Respondent is entitled to additional services compensation, identify Respondent’s hourly rates for employees, consultants and sub-consultants:

Hourly Rates:
Principal
Senior Project Manager
Project Manager
Project Engineer
Accountant
Contract Administrator
Cost Engineer (Estimator)
Clerical
Expert Witness

Please provide any other information Respondent believes is relevant to the total fees and costs Respondent would charge for the services described in this RFP.

8. Selection Criteria

a) The successful Respondent will demonstrate through the RFP that it has the professional capability to be a manager that can facilitate the pre-construction planning, bidding, construction, closeout and occupancy of the project, and work with agencies where necessary including, without limitation

1) Recent experience in performing and representing the client as an “Agency CPM” providing oversight over multiple trade contractors.

2) Recent experience in Project Management of Community College/California Educational institution expansion, renovation, new construction, modular buildings, infrastructure and/or other similar projects in California. Please describe the special strength Respondent and its team will bring to the project and how these strengths set Respondent apart from others.

3) Ability of Respondent to meet short timelines, resulting in completing projects on time. What is Respondent’s experience in Project Management and construction scheduling?

4) Demonstrate Respondent’s ability to value engineer within project budget constraints and accuracy of cost estimates.

5) Location of primary office and accessibility to project(s).

6) Life cycle costing and maintenance durability analysis experience.

7) Current commitments and ability of Respondent to handle these project(s).

8) Change Order Policy: How does Respondent handle the change order process with the District, Program Manager, Architect and/or multi-prime trade contractors? What method do you utilize to determine the validity and cost responsibility of a change order?

9) Thoroughness by Respondent in reviewing plans for errors and omissions/constructability reviews for design development and final construction drawings.
10) Ability and willingness to listen, follow through and solve difficult problems that arise during planning and construction phases.
11) Experience and attitude working with project planning committees consisting of District and College staff, faculty, students, community members, Architects and Program Managers.
12) Cost of services. Cost to be provided on Exhibits “A”
13) Knowledge and ability to work with DSA (IOR) Inspector of Record
14) Communication – Ability to keep the District informed as to progress of work both during pre-construction and construction phases, including necessary changes during construction. Describe other means of effective communication between Respondent and the District.
15) Quality Assurance: How does Respondent assure that the highest quality of materials, construction techniques and workmanship are being employed during various phases of construction?
16) Post Construction Follow-Up: What is Respondent’s role upon completion of construction? Provide examples from Respondent’s previous school construction projects illustrating how Respondent handled punch list items and ensured that items function properly? How will Respondent assist the District in enforcement of contractor’s guarantees and warranties?
17) What does Respondent foresee as the most challenging aspect(s) for these specific projects?
18) Construction tracking – How does Respondent compensate for lost time due to weather delays and for unforeseen conditions?
20) Safety Assurance.
21) Bidding – Describe recent issues and how they were resolved.
22) DVBE experience.
23) Experience reviewing and auditing certified payroll.
24) Provide a list of projects with successfully completed DSA close-out and any other associated information which demonstrates your ability to work with DSA.

9. Declaration

Submit a declaration under penalty of perjury by an authorized corporate officer or principal, stating that reasonable diligence has been taken in preparation of your response to the RFP and that all information provided is true, correct and complete.

10. Miscellaneous

a) Tabs should be provided for Sections 3 through 9 listed above.

b) Exhibits must be included with your response to this RFP

c) The individual or official of this Firm who has the power to bind the Respondent contractually must sign the /RFP submitted.
d) Preparation of a response to this /RFP and associated direct costs are the sole responsibility of the Firm and will not be reimbursed by the District.

e) **Date, Time and Place of Submission**
The Proposal must be received no later than 1:00 PM on 05/24/12 at the office of:

Michael Robins  
Purchasing Department Office  
Cabrillo Community College District  
6500 Soquel Dr., Building 2030  
Aptos, CA 95003 (Near Parking Lot K)

Submission of proposals by facsimile or e-mail is not acceptable. The proposal must be completed and delivered by the deadline provided here. **Late Proposals may be deemed unacceptable by the District.**

f) **Number of copies**
One (1) unbound original and three (3) bound copies of the Proposal shall be submitted to the contact person identified above.

g) **Proposal Submission**
Proposals shall be submitted in sealed packages with the name of the Respondent submitting the Proposal, clearly marked on the front. “CC—CPMS RFP B12-10 Services Cost Proposal, 05/24/12”.

D. **QUESTIONS**

All questions, interpretations or clarifications, either administrative or technical must be requested in writing and directed to:

Cabrillo College Purchasing Department  
6500 Soquel Dr. Building 2030  
Aptos, CA 95003  
(Near Parking Lot K)  
Attention: Michael Robins  
mirobins@cabrillo.com  
(831) 477-3521

E. **ANTICIPATED SCHEDULE FOR PM SELECTION**

The District anticipates the following approximate time line for the process of selecting a Project Management Firm:

- Distribute RFQ/RFP: 05/10/12
- Questions Due: 05/17/12
- Submittals Due: 05/24/12
F. EVALUATION & AWARD OF CONTRACT

Evaluation and Award of a Contract

Submittals will be reviewed by a Selection Committee. Certain Respondents may be selected to make a brief presentation and overall interview after which a final selection will be made. In the event that the District is unable to reach an agreement with the selected Respondent(s), the District may proceed to negotiate with other Respondents selected by the District. PLEASE NOTE THAT THE AWARD OF CONTRACT, IF MADE, WILL BE BASED UPON VARIOUS CRITERIA, INCLUDING, WITHOUT LIMITATION, THE EXPERIENCE AND EXPERTISE OF RESPONDENT AND ITS INDIVIDUAL EMPLOYEES AND CONSULTANTS, AND WILL NOT BE BASED SOLELY ON RESPONDENT’S PROPOSED FEE.

Cabrillo Community College reserves the right to award to more than one Construction Project Manager within the next 3 years as projects arise.