

CULVER CITY UNIFIED SCHOOL DISTRICT
4034 Irving Place
Culver City, CA 90232
(310) 842-4220

<p>REQUEST FOR PROPOSALS CONSTRUCTION MANAGEMENT SERVICES</p>
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Culver City Unified School District is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide comprehensive construction management services to the District, initially for the construction of an athletic field project and a solar project.

Respondents to this Request for Proposals should mail or deliver five (5) bound copies, one (1) unbound copy and one (1) electronic copy on CD or DVD of their submittals, as further described herein, to:

**Mary Caruso, Director of Purchasing
Purchasing Department
Culver City Unified School District
4034 Irving Place
Culver City, CA 90232**

All responses are due by 2:00 p.m., on Friday, July 20, 2012.

RESPONSES SENT VIA FAX OR E-MAIL WILL NOT BE ACCEPTED.

If you have questions regarding this RFP, please e-mail Mr. Mike Korgan, Director of Maintenance, Operations and Transportation, on or before July 3, 2012 at 10:00 a.m. and answers will be posted on the District website by 4:00 p.m. on July 6, 2012. Questions must be submitted to Mr. Korgan in writing via facsimile at (310) 842-4210 or via e-mail at mikekorgan@ccusd.org. Phone calls will not be accepted.

REQUEST FOR PROPOSALS

BACKGROUND

Culver City Unified School District ("District") is seeking responses to this Request for Proposals ("RFP") from experienced entities to provide comprehensive construction management services to the District, initially for the construction of an athletic field project and a solar project (collectively, the "Project").

This RFP defines the construction management services sought from experienced and professional construction professionals and generally outlines the Project requirements. Briefly stated, the District is seeking experienced and proven design, engineering, or licensed construction professionals to provide construction management services for the Project that will enhance the operational objectives of the District.

The District will conduct a non-mandatory informational meeting on Monday, July 9, 2012 at 11:00 a.m. at the District's Maintenance Department located at 11102 Lucerne Ave, Culver City, California 90230.

LIMITATIONS

The District reserves the right to select and contract with (1) any entity responding to this RFP; (2) a pool of entities responding to this RFP to whom the District may assign different portions of the Project; or (3) a pool of entities responding to this RFP from which the District may ask that individuals be assigned to different portions of the Project to augment District staff (collectively referred to herein as, "Construction Manager"). The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any proposal in response to this RFP. The awarding of the construction management contract(s), if at all, is at the sole discretion of the District.

RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract(s), no person, or entity submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process, or the award of the contract(s) with any member of the District, Board of Education ("Board"), or any member of a District appointed committee. Any such contact shall be grounds for the disqualification of the proposer.

PROJECT DESCRIPTION AND PROJECT BUDGET

The Project shall consist of the construction of an athletic field component and the completion of a solar component.

The District has established a Project budget of approximately \$7.5 million for the athletic field component of the Project and \$3.8 million for the solar component of the Project.

The District expects the selected construction manager to work with the Project architect and solar contractor to achieve these practices and standards.

PROJECT SCHEDULE

**Culver City Unified School District
RFP - Construction Management Services**

See attached.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

1. GENERAL

The District intends to select one or more firms that best meet the District's needs to perform the construction management services as described in this RFP. The District may assign all or parts of the work described in this RFP to one or more of the successful firm(s). As noted above, the District reserves the right to select and contract with (1) any entity responding to this RFP; (2) a pool of entities responding to this RFP to whom the District may assign different portions of the Project; or (3) a pool of entities responding to this RFP from which the District may ask that individuals be assigned to different portions of the Project to augment District staff. The criteria on which the District makes its determination will not be limited to the amount of proposed fees, but will also be based on ability and experience as described herein.

The construction manager selected as a result of this process shall be responsible for the following general categories of work:

Construction Management: Provide design-phase services in conjunction with all architecture firms awarded work by the District; assist with bidding; manage the construction contracts; close out the Project. The District may utilize the lease/leaseback project delivery method on portions of this Project.

The phasing and scoping of each portion of the Project will be determined in the planning process.

The District may contract immediately, or during the course of the Project with a single firm to provide all of the services described herein, or it may elect to divide the scope of work as follows:

1. Construction Management for entire Project;
2. Select from pool of selected firms for Construction Management for portions of Project;
3. Select individuals from pool of selected firms for augmentation of District staff for portions of Project.

2. RESPONSIBILITIES OF CONSTRUCTION MANAGER

2.1 CONSTRUCTION MANAGEMENT DUTIES

2.1.1 Design Phase

Work with the architects to conform and refine designs to correlate designs to the budget and master plan. Perform constructability reviews at appropriate stages of design. Review and reconcile cost estimates from the architect. Assist with verification of site conditions. Assist in segregating bid packages for maximum cost-effectiveness for the District. Advise regarding owner-supplied equipment and other potential cost-saving measures.

Report to District on status of design and State approval versus the schedule for each portion of Project. Attend meetings to coordinate design efforts. Assist in identifying and obtaining all necessary approvals.

2.1.2 Pre-Construction And Bidding Phase

Develop master schedules and construction schedules for each portion of Project. Develop budgets for each portion of Project based on overall Project budgets.

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

2.1.3 Construction Phase

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

Work cooperatively with District, architects, and contractors to ensure that Project is delivered on time and within budget. Attend weekly job site meetings and prepare and circulate minutes. Evaluate and process payment applications and verify progress. Evaluate and process change order requests.

Evaluate and track requests for information ("RFI's") and responses. Advise District as to status and criticality of RFI's. Work with District team to develop lists of incomplete or unsatisfactory work ("Punchlists").

Coordinate submittal of and confirm transmission of necessary reports to state authorities, including Division of the State Architect ("DSA") verified reports. Ensure that all other Project participants submit necessary closeout documentation.

2.1.4 Post-Construction Phase

Ensure completion of Punchlist work. Coordinate contractor closeout requirements, including guarantees, keys, manuals, as-built drawings, record drawings, daily logs, and verified reports. Set up programs to obtain and monitor warranty work. Advise District

staff on systems operations and training to be provided by contractor. Advise on closeout of Project including all costs and finalization of all change orders.

3. REQUIRED INFORMATION IN PROPOSAL

All materials submitted to the District in response to this RFP shall remain property of the District.

Extensive experience with the Office of Public School Construction ("OPSC"), CDE, DSA, Uniform Building Code ("UBC"), and Title 24 of the California Code of Regulations is mandatory.

3.1 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 company(ies). Describe number of years in business and types of business conducted. Identify proportion of construction management of overall business, and of public school projects of overall business.

Identify each public school program or project or both performed by your firm(s) in the past five (5) years, including:

- Name of project and district;
- Contact person and telephone number at district;
- Firm person in charge of each project;
- Dollar value of each project.

List all litigation arising from any school project on which your firm(s) provided construction management services in the past five (5) years. State the issues in litigation, the status of litigation, names of parties, and outcome.

3.2 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, program management, and project/construction management of the projects. All services are to be performed under the direction and control of an architect, registered engineer, and/or contractor, each of whom is required to be licensed by the State of California.

Identify the key personnel you would assign to the District's Project, including their roles. Include at least the overall Construction Manager(s). Describe for each his or her experience with school construction projects, including identifying those projects for the past five (5) years. List license numbers and dates.

3.3 PROPOSED METHODOLOGY AND CAPABILITIES

Describe the firm's technical capabilities for scheduling, budgeting, cost estimating review and reconciliation, document control, and public information websites. Provide recent examples of reports for each category.

Describe the firm's approach to and experience with energy management/conservation, integrated communications systems, "green buildings," solar projects and evaluating technology infrastructure.

Describe the firm's experience with state and other agencies involved in the planning, design, and construction process for school projects. Describe the firm's quality control systems, including ability to monitor subconsultants, if any.

3.4 COST AND FEE SUMMARY

Provide a preliminary cost and fee summary for each component of the Project described in this RFP. Fee may vary between general contracting and multiple-prime contracting or trade contracting, and, if so, District will seek a separate fee proposal should the District so request. If you plan to propose charging for general conditions, describe the types of costs to be covered and a proposed cost structure to the District.

4. DISTRICT'S EVALUATION PROCESS

4.1 SCHEDULE - TBD

4.2 SELECTION OF FINALISTS

Based on its selection committee, the District will select a group of finalists for further evaluation. The criteria for selecting finalists may include, without limitation:

- Experience and performance history of the firm with similar programs;
- Experience and results of proposed personnel;
- References from clients contacted by the District;
- Experience with the District or other K-12 school districts in Los Angeles County;
- Technical capabilities and track record of their use; and
- Overall responsiveness of the proposal.

4.3 INTERVIEWS

The finalists will be required to submit in advance of the interview a detailed fee proposal. This fee proposal shall include all charges and costs proposed to be charged to the District, including rates for extra work. The fee proposals shall remain confidential except to the extent that a successful firm's proposal may be incorporated into an agreement with the District.

The finalists who elect to pursue the work with the District will be invited to meet with the District's selection committee. The key proposed Project staff will be expected to attend the interview. The interview will start with an opportunity for the firm to present its proposal and its Project team. The interview will be an opportunity for the District selection committee to review the proposal, the firm's history, and other matters the committee deems relevant to selecting the firm. The committee may inquire as to the firm's suggested approaches to the Project and the issues identified in this RFP.

The District will provide a form of contract to finalists before the interview. Any comments or objections to that form of contract shall be provided in writing before the interview, and may be the subject of inquiry at the interview. Only comments or objections to the form of contract provided in writing before the interview will be considered by the District. No comments or objections to the contract will be considered that do not meet the requirements set forth above.

The District may perform investigations of proposing firms that extends beyond contacting the school districts identified in the proposals. Following the interviews, the selection committee will make recommendations to District staff and the Board regarding the candidates and awarding the contract. The criteria for these recommendations will include those identified above, as well as cost considerations based on the fee proposals.

4.4 FINAL DETERMINATION AND AWARD

The District reserves the right to contract with any entity responding to this RFP as described in this RFP for all or portions of the above-described Project, 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 RFP 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 RFP.

The awarding of a contract is at the sole discretion of the District. The District expects to award contract(s) for the services identified in this RFP on or about September 2012.

The District may, at its option, determine to award contract(s) as described above in this RFP. In such case, the successful proposing firm(s) will be given the option not to agree to enter into the contract and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract, the District will retain the right to enter into negotiations with any other firm responding to this RFP.

SUBMISSION GUIDELINES

Respondents to this RFP should mail or deliver five (5) copies, one (1) unbound copy and one (1) electronic copy on CD or DVD of their proposals to:

**Mary Carus, Director of Purchasing
Purchasing Department
Culver City Unified School District
4034 Irving Place
Culver City, CA 90232**

All responses are due by 2:00 p.m., on Friday, July 20, 2012.

RESPONSES SENT VIA FAX OR E-MAIL WILL NOT BE ACCEPTED.

If you have questions regarding this RFP, questions must be submitted in writing on or before July 3, 2012 at 10:00 a.m. and answers will be posted on the District website by 4:00 p.m. on July 6, 2012. Questions must be submitted to Mr. Mike Korgan, Director of Maintenance, Operations and Transportation, via facsimile at (310) 842-4210 or via e-mail at mikekorgan@ccusd.org. Phone calls will not be accepted.

Each submittal must conform and be responsive to the requirements set forth in this RFP.

**Culver City Unified School District
RFP - Construction Management Services**

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more portions of the Project.

The District hereby notifies all respondents that it will affirmatively insure that, in any contract entered into pursuant to this RFP, minority business enterprises will be afforded full opportunity to submit its response to this RFP and no respondent will be discriminated against on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, medical condition or physical disability, or sexual orientation on consideration for the award.

The District reserves the right to change the dates on the schedule without prior notice.

THANK YOU FOR YOUR INTEREST IN THIS PROJECT!