



**Santa Monica Community College District
Facilities Planning
1900 Pico Blvd. Santa Monica, CA 90405**

**REQUEST FOR PROPOSALS
PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES
SANTA MONICA COLLEGE
BOND CONSTRUCTION PROGRAM
(RFP NO. 001-2009)**

Issued July 23, 2009

The Santa Monica Community College District is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to perform the planning, program management, and project/construction management services for the District's Bond Construction Program. The initial contract will be for three (3) years but is subject to renewal with satisfactory performance. Over the last several years, Santa Monica College has been upgrading and refurbishing facilities funded in large part with bonds authorized by Measures U and S. The new Measure AA bond program was passed on the November 2008 ballot. There is more than \$465 million in general obligation bonds plus federal, state, and local matching funds that SMC will use in the modernization and renovation of District facilities.

Respondents to this RFP should mail or deliver Five (5) bound copies and One (1) unbound copy, all 8 ½" x 11", of their Submittals, as further described herein, in a sealed envelope to:

**Greg Brown
Director of Facilities Planning
Santa Monica Community College District
1900 Pico Blvd., Santa Monica, CA 90405**

ALL SUBMITTALS SHALL BE MARKED: RFP #001-2009 BOND CONSTRUCTION MANAGEMENT

All responses are due by 2:00 pm on Thursday August 20, 2009. Late responses will be returned unopened. FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.

If you have any questions regarding this RFP please email Greg Brown, Facilities Planning, at brown_gregory@smc.edu. Any addendums issued during this process will be sent by email. It is the vendors' responsibility to make sure that we have a correct e-mail address on file for communications during the process. We are unable to respond to telephone calls. **The District reserves the right to reject any and all proposals for any reason.**

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 planning, program management, and project/construction management services as described in this Request for Proposals. The District intends to select one firm for these services but reserves the right to assign all or parts of the work described below to one or more of the successful firm(s). The criteria on which the District makes its determination will be based on ability and experience as described herein.

The firm(s) selected as a result of this process shall be responsible for the following general categories of work:

Planning:	Verify and update the cost estimates for construction and modernization; provide feedback on appropriate scope, advise the District on phasing, grouping of projects, and other cost-saving methods.
Program Management:	Work with the District on overall scheduling, budgets, and communication for all capital program projects; report to the District on program and individual project status on a regular basis.
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 projects.
Software:	Provide a fully functional project/construction management software system that is web based and able to track multiple projects customized to the needs of the District.

Management may include but is not limited to the following projects (Gross Square Feet):

- Student Services and Administration (90,000 + 3 levels underground parking)
- Central Plant (10,000)
- Information Technology Relocation (12,000)
- Renovation of Office Complex – Madison Campus (27,000)
- Media & Technology Complex – Academy Campus (62,000 + 430 car parking structure)
- Replacement Health, PE and Fitness Building (52,000)
- Drescher Hall Modernization, Bookstore and Pico Promenade (30,000)
- Math and Science Addition (110,000)
- East Wing Seismic Renovation – Madison Campus (12,000)
- Corsair Stadium Seismic Upgrade
- Early Childhood Education Center – SM Civic Center (10,000)
- Career Opportunity Center – Bundy Campus (36,000)
- Malibu Site (25,000)

2. SCOPE OF MANAGEMENT RESPONSIBILITIES

2.1 INITIAL PLANNING PHASE

Advise the District on phasing, grouping of projects, and other potential cost-saving approaches to construction. Develop scopes of work, including recommendations regarding interim housing and deferred maintenance. Assist and advise the District in prioritizing projects.

Verify and update the Districts initial cost estimates.

Develop master project communication plan, incorporating project participants, District administration, faculty and staff, community, and an informational website and newsletter.

2.2 PROGRAM MANAGEMENT DUTIES

Work with the District to develop scope, sequencing, scheduling, budgets, and communication for all Capital Program projects. Develop and maintain reporting systems for each of those components. Report to the District on program and project status on a regular basis throughout the course of the bond program.

Advise District regarding project delivery systems and bid packaging strategies. Make recommendations to District regarding ongoing modifications to the Master Plan and bond-funded projects to account for changes in sequencing, delays, and cost issues.

Assist in selection of and communication with architects and inspectors. Advise on and coordinate work of sub-consultants such as soils consultants, testing and environmental consultants. Participate in planning workshops. Attend meetings with site committees and the District Bond Oversight Committee.

Advise on an ongoing basis regarding communication with city, state and other agencies involved in construction process, including Division of the State Architect (“DSA”) and State Chancellors Office.

2.3 PROJECT MANAGEMENT/CONSTRUCTION MANAGEMENT DUTIES

2.3.1 Design Phase

Work with the architects to develop and refine designs to correlate design to budget and Facilities Master Plan. Perform constructability reviews at appropriate stages of design. Prepare cost estimates. 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 project. Attend meetings to coordinate design efforts for the bond program. Assist in identifying and obtaining all necessary approvals.

Participate in and coordinate various plan review efforts including user and facilities staff reviews. Provide constructability review of documents, coordinate and reconcile comments with the architectural teams. As necessary coordinate the Districts value engineering efforts.

2.3.2 Pre-Construction And Bidding Phase

Develop master schedules and construction schedules for each project. Develop budgets for each project.

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 low bidders, including evaluating bids, bonds and insurance.

2.3.3 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 project. Document the progress and costs of each 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 projects are delivered on time and within budget. Attend weekly job site meetings. 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”). Submit necessary reports to state authorities, including DSA verified reports. Ensure that all other project participants submit necessary closeout documentation.

Supervise work of other District consultants including inspectors, labs and testing services. Monitor projects for quality control and safety.

Provide full monitoring for the District’s labor compliance program including monitoring certified payroll, investigating complaints, preparing reports and responding to requests for information from state agencies.

2.3.4 Post Construction Phase

Ensure completion of punchlist work and building commissioning. Coordinate contractor closeout requirements, including guarantees, keys, manuals, record drawings, daily logs, and verified reports. Set up programs to obtain and monitor warranty work. Advise District staff on systems operations and training. Advise on closeout of projects.

2.3.5 Software

The firm shall supply to the District as part of the program/construction management cost a fully

functional web based project/construction management software system that will track multiple projects simultaneously and serve as a document management system.

The system shall include but not be limited to the following features:

- Document Management
- Requests for Information (“RFI’s”)
- Bulletins
- Change Orders
- Contractor Payment Requests
- Project Accounting
- Daily Construction Reports
- Punchlists
- Plan Review
- Communications and E-Mail Notifications

3. REQUIRED INFORMATION IN PROPOSAL

All materials submitted to the District in response to this Request for Proposals shall remain property of the District. Extensive experience with California community college bond construction programs and the Division of State Architect 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 each California community college project performed by your firm(s) in at least the past 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;
- Completion date.

List all litigation arising from any project on which your firm(s) provided program or project/construction management services in the past 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 projects. Identify the key personnel you would assign to the District’s program for each phase of work, including their roles. Include at least the overall Program Manager(s), Project Manager(s), and Project Engineers. Describe for each his or her experience with higher education construction projects, including identifying those projects for at least the past 5 years.

3.3 PROPOSED METHODOLOGY AND CAPABILITIES

Describe the firm's technical capabilities for scheduling, budgeting, cost estimating, document control, and project management software. Provide recent examples of reports for each category. Describe the firm's approach to and experience with program and project management. Describe the firm's experience with working with architects and community college user groups. Describe the firm's quality control systems, including ability to monitor sub-consultants, if any.

3.4 COSTS AND FEES

Following the qualifications-based selection process, the District will examine the submitted cost proposals. The initial contract period is for three years and will be subject to renewal upon successful completion of the first three-year period. The bond program, as currently funded, is expected to continue for at least 8 years. See Appendix A for information detailing the submittal of your fee proposal.

4. DISTRICT'S EVALUATION PROCESS

4.1 SCHEDULE (Subject to Change)

4.1.1 Request for Proposals Issued: July 22, 2009

4.1.2 Pre-submission Conference: Thursday August 6, 2009 at 2:00 pm
*Location: SMC Main Campus, 1900 Pico Blvd., Santa Monica, CA 90405
Drescher Hall Room 300E ("The Loft") - Attendance is Optional*

4.1.3 Last Day to Submit Questions: Friday August 14, 2009 by 5 pm

4.1.4 **Submittals Due: Thursday August 20, 2009 by 2 pm**

4.1.5 Proposals Screened and Reviewed: August 24 to September 3, 2009*

4.1.6 Finalists Notified: September 8, 2009*

4.1.7 Interviews with Finalists: September 22, 2009

4.1.8 Final Selection Announced: September 23, 2009

4.1.9 Contract Negotiations with Finalist: September 24-25, 2009

4.1.10 Award of Contract: October 6, 2009

4.1.11 Start of Contract: November 2, 2009

* - Charlie Yen from SMC Facilities will be responsible for the initial screening and the notification of the finalists. He can be reached by email at: yen_charlie@smc.edu. Greg Brown will be the contact for all the other steps in the process, at brown_gregory@smc.edu.

4.2 SELECTION OF FINALISTS

An evaluation committee will screen proposals and 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;
and technical capabilities and track record of their use.

4.2.1 Ranking System:

- Up to 50 points will be allotted for experience and performance history of the firm with similar programs and projects at California community colleges.
- Up to 35 points will be allotted for the overall experience and track record of the individual team members proposed for the project team and their ability to work cooperatively with college staff, architects and contractors.
- Up to 15 points will be allotted for technical capabilities of the firm including use of technology in project management and any proposed project/construction management software.

4.3 INTERVIEWS

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 projects and the issues identified in this Request for Proposals. The committee may ask for an on-line demonstration for the proposed software system.

The District may perform investigations of proposing firms that extends beyond contacting the districts identified in the proposals. Following the interviews, the selection committee will make recommendations to District senior administration 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 Request for Proposals for all or portions of the above-described phases, 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 Qualification 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.

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 Request for Proposals at the Board meeting of October 6, 2009. The District may, at its option, determine to award contract(s) for only phases of the work or for only portions of the scopes of work identified herein. In such case, the successful proposing firm 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 for the reduced scope of work the District will retain the right to enter into negotiations with any other firm responding to this Request for Proposals.

4.5 SUPPLIMENTAL INFORMATION

The Facilities Master Planning process has not been completed, so we are unable to provide exact square footage, building site plans or construction budgets at this time.

We cannot provide guided tours of existing facilities. All facilities are open to the public during normal business hours. Please do not disturb classes in session or staff working in offices. A Malibu site location has not been finalized.

All key project personnel are expected to work on site at a Santa Monica College facility. The college will provide office space, telephones and data network access. The vendor shall provide office equipment, computers, software, and office supplies. Permanent vendor staff located at Santa Monica College will be expect to pay the staff parking permit fee (currently \$100 year) to park on campus. Vendors are limited to parking in certain areas even with a permit.

4.6 EQUAL OPPORTUNITY

SMC affirmatively assures that Small, Women Owned and disadvantaged Business Enterprises will be afforded full opportunities to participate on this effort and will not be discriminated against on the grounds of age, race, color, disability, religion, sex, sexual orientation, or national origin.

All responses are due by 2:00 pm on August 20, 2009.

- END OF SPECIFICATIONS -

APPENDIX A – FEE PROPOSAL

This is a qualifications based process, so the finalists will be ranked by qualifications before fees are examined. Attach one copy of the fee proposal on the unbound set of proposals. The initial evaluation committee will not view this information. In order to compare costs fairly between consultants' proposals, the District is asking for both the number of staff positions that are being proposed to work under this contract and the cost of the contract.

FEE CALCULATION

In comparing fees, the District will look at hourly rates and other charges from your fee schedule, plus an overall "not to exceed" limit for the year. The maximum amount your firm can charge under the contract per year will be the do not exceed amount that you specify.

Please use the following assumptions about this bond program in calculating your fees:

- The current bond program has approximately \$395,000,000 in outstanding funds. In addition there is a potential \$70,000,000 in federal, state and local funding giving us a potential capital outlay program of approximately \$465,000,000. Please note that some of these funds will be used for property acquisition and equipment purchases and the consultant selected will have minimal involvement with these activities.
- There is expected to be from 2 to 5 projects in construction each year during the bond program. The approximate value of construction per year will be \$48,000,000. Projects range in size from 10,000 GSF to 110,000 GSF.
- Please base your staffing plan and fee proposal for an average year during the bond program, considering that during an average year we will have several projects in various planning and design phases and several projects in full construction.
- All key project personnel are expected to work on site at a Santa Monica College facility. The college will provide office space, telephones and data network access. The vendor shall provide office equipment, computers, software, and office supplies.

HOW TO SUBMIT FEES FOR THIS PROPOSAL:

1. Submit a your own fee schedule plus the "FEE PROPOSAL AND STAFFING PLAN" that is attached to this document. Only one copy should be attached to the unbound proposal set. The bound proposal sets should not have this information.
2. The fee schedule should list all fees and costs to be billed under this contract for all services proposed. Costs shall be all-inclusive, including all overhead, materials, equipment, hourly labor rate and all other miscellaneous direct and indirect costs. The scope of work provided in this RFP shall be used as a guideline; however, it will be the selected consultant's responsibility to identify all necessary tasks and related costs.

3. Costs for the purchase, licensing or usage of the project/construction management software system must be included in your proposal.
4. All fees and costs will be calculated and billed monthly subject to a maximum yearly contract amount.
5. The maximum amount that can be charged per year on this contract will be limited to either a percentage of the yearly bond expenditures (less real estate acquisitions) OR a fixed dollar amount, as supplied by the consultant as part of this proposal. It is the consultants' responsibility to calculate this amount so all the necessary fees per year will not exceed this limit.
6. The consultant has the option of calculating the maximum yearly contract limit in *either* a percentage of total yearly bond expenditures (less real estate acquisitions) or a fixed dollar amount.

Example: How to Calculate Percentage of Bond Expenditures

Yearly bond expenditures (less real estate): \$50,000,000

times consultants maximum fee percentage: 5%

equals consultants maximum fee per year: \$2,500,000

(both \$50,000,000 and 5% are used for example only)

STAFFING PROJECTIONS

Please use the following assumptions about this bond program in calculating your staffing:

1. The District is looking for a consistent number of permanent staff that will be dedicated to the college throughout the program. From time to time it may be necessary for the consulting firm to augment the base staff, but for this proposal list only your base staff that is expected to be available throughout the program.
2. The staffing section should list only permanent staff dedicated to the Santa Monica College account. It is acceptable to have part time staff but please indicate the Full Time Equivalent (FTE) number for each position based upon a 40-hour workweek.

**FEE PROPOSAL AND STAFFING PLAN
PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES
SANTA MONICA COLLEGE
BOND CONSTRUCTION PROGRAM
(RFQ NO.001-2009)**

Return this form signed by an officer of the firm with your proposal. Attach one copy to the unbound proposal set along with your fee schedule. Submittals are due Thursday August 20, 2009 by 2 pm.

STAFFING

Position Title	Number of People (FTE)
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Number of Permanent On-Site Staff _____

Contract will not exceed this percentage of yearly bond expenditures: _____%

OR, this fixed maximum dollar amount per year: \$ _____

Firm Name _____

Signature _____ Date _____

Print Name _____

Title _____