

**SBCUSD FACILITIES  
INFORMATION BULLETIN**

**FOR**

**REQUEST FOR PROPOSALS #55  
CONSTRUCTION MANAGEMENT SERVICES**

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
FACILITIES MANAGEMENT DEPARTMENT**

**AUGUST 4, 2009**

**The following are the questions received by end of business on July 31, 2009, by the San Bernardino City USD(District) in relation to the CM Services RFP issued July 23, 2009, and the answered provided by the District.**

**As stated in the RFP the questions and answers are tabulated in one document and posted on the District's Facilities Department Website and the District's main Website.**

- 1) Can we be given a copy of the professional services agreement for both the architect and the IOR to review and confirm their respective scopes of work and responsibilities?  
**DISTRICT RESPONSE:** A copy of the requested agreements is available at the District's Facilities Department for review. Please feel free to Contact Susan McKee to arrange for document review at the District's Facilities Department office.
  
- 2) Page 6, Item #8 - Will the CM be expected to cash flow Fees/Permits typically borne by the District and then seek reimbursement through the General Conditions?  
**DISTRICT RESPONSE:** The CM is expected to do its due diligence, plan ahead, and coordinate payment applications by any and all public agencies having jurisdiction for fees, permits, approvals, etc through the District. The CM shall submit the payment applications and follow up with the District to ensure all required payments are processed and made. Nonetheless; there may be instances when the work progress faces a very tight schedule, and due to the County processing system for all payment applications, there may not be enough time for the District to process a payment application in time. In such instances the CM will be asked to cash flow fees and then seek direct reimbursement as an attachment to the CM's monthly payment application.
  
- 3) Page 6, Item #10 - With regards to developing and implementing an information management system, does the District intend to abandon their use of Expedition?  
**DISTRICT RESPONSE:** The District currently uses and intend to use in the future the Contract Manager Software (formally called Expedition). The information management system is based on Primavera P6 Schedule which is part of the software used by the District.
  
- 4) Page 6, Item #11 - Is the architectural agreement cross-coordinated with the conditions of this paragraph in terms of mutual cooperation and collaboration?  
**DISTRICT RESPONSE:** The design schedule is one component of the master schedule which the CM is responsible for. The dates and durations for the design schedule should be provided by the Architect, discussed, incorporated within the master schedule and updated by the CM. All District architects and consultants are required to cooperate and collaborate with District staff and other consultants.

- 5) Page 8, Item #8 - With regard to reviewing Certified Payrolls and verifying compliance with state requirements, does the District intend to continue their Labor Compliance Program or shift that responsibility to the CM.

**DISTRICT RESPONSE:** The District is using its own staff to perform the labor compliance program and it will continue to do so. The CM is required to facilitate the site visits for the District staff and help the District staff in obtaining the required information such as the missing documents from the contractor(s).

- 6) Page 8, Item 13 - This paragraph, as written, could be interpreted quite broadly. Is the word "claim" to include formal claims that are presented by the claimants' attorney and/or filed in court?

**DISTRICT RESPONSE:** The prerequisites set forth in item 13 on Page 8 from the RFP are regarding all claims that the contractor submits to the CM and/or the District. Once a claim is turned into a lawsuit, the CM is required to cooperate with the District and District's attorneys in providing documents, charts, analysis, depositions, attending courts, etc., as may be required.

- 7) What is the duration for the Design/Bidding phase for each dollar range in Attachment E?

**DISTRICT RESPONSE:** The duration of the design phase varies for each dollar range. The responding firms should use a typical duration for the respective size and type of a project. The bidding phase is normally about 2 months from the first advertisement until the award of contract.

- 8) What is the duration for the Construction phase for each dollar range in Attachment E?

**DISTRICT RESPONSE:** The duration of the construction phase varies for each dollar range. The responding firms should use a typical duration for the respective size and type of a project.

- 9) Do you want the fees presented as ranges to match the dollar ranges in Attachment E?

**DISTRICT RESPONSE:** The decision is the responding firm's as to submit a fixed number or a range.

- 10) Do you want a separate Attachment E for CM multiple-prime and one for CM over a GC?

**DISTRICT RESPONSE:** The responding firm may submit different number if the firm's proposed fees are different for multi-prime vs. GC CM services.

- 11) What is the duration for the design/bidding phase for the hypothetical construction project?

**DISTRICT RESPONSE:** The scope of work for the hypothetical construction project starts from the Construction Phase. Item # 1.ii.a, in Section 6 of the RFP clearly states "CM services to begin with the issuance of the Notice(s) to Proceed for the construction phase."

- 12) In reference to Item# 10.4.6 – Professional fees, would it be acceptable to reference our fees as “less than the OPSC State Guidelines for CM Service Fees” within each box on Attachment E instead of a hypothetical dollar amount?  
**DISTRICT RESPONSE:** The District is requesting specific fees for each type and size of project listed in the RFP.
- 13) Item# 7.C.5 states: “Implement and coordinate the District’s construction standards.” Is this an activity that could be more effectively addressed in “A. Design Phase” rather than “C. Construction Phase”?  
**DISTRICT RESPONSE:** This section refers to construction standards. As it is clearly delineated in the RFP the construction Standards are different than design standards. If there are inconsistencies between design standards and construction standards it is expected that the CM identifies such discrepancies and notifies the District promptly.
- 14) Item # 7.C.8 & 9 - Item 9 states: “Utilize the Contractor’s approved baseline schedule and schedule of values to establish, update, maintain, and distribute the project schedule.” Item 8 states: “Receive and review the Contractor’s detailed cost-loaded baseline construction schedule for conformance...”Is the “Project Schedule” separate from the “Contractor’s Schedule” and if so, is it a “milestone” type schedule?  
**DISTRICT RESPONSE:** The Contractor’s schedule is a step in the process of reaching the final approved cost loaded master schedule. The other steps in that process as indicated above will be for example but not limited to the Contractor’s schedule of values, Contractors resources allocated schedule, initial milestone schedule, etc. The project schedule is the final approved cost loaded construction schedule.
- 15) Item # 7.C.10 states: “Review certified payroll and verify compliance...” Does the District have an LCP provider, and if so, is this a duplication of efforts/costs?  
**DISTRICT RESPONSE:** Please refer to the provided answer for Question # 5 above.
- 16) Item 7. C.11 states: “Provide project cost estimating, as requested by District;” Is this intended for checking of Contractor’s change order proposals rather than a complete, separate project estimate?  
**DISTRICT RESPONSE:** CM is responsible for both.
- 17) Item# 9.8 states: ”Prior to, and as a condition precedent for final payment under any contract for Services, Consultant shall provide documentation satisfactory to the District, identifying the amount of compensation paid to...” If a Consultant is unable to obtain suitable services from a DVBE, will “proof of advertising” provide documentation suitable to the district? If not, what documentation will be required?  
**DISTRICT RESPONSE:** The consultant will need to demonstrate Good Faith Effort. Proof of good faith effort may include items such as proper advertising, receipt of faxes and certified mail sent to prospective DVBE, etc.

- 18) Item# 10.4.6(ii) - Can the District please provide the name of the Architect, Structural Engineer, and Mechanical/ Electrical Engineers for the \$60 Million dollar project.

**DISTRICT RESPONSE:** This is a hypothetical project.

- 19) Item #10.4.6 states: "CM services to begin with the issuance of the Notice(s) to Proceed for the construction phase." Can the District please confirm that all pre-construction activities including constructability review and initial construction schedule will have been completed prior to start of CM services?

**DISTRICT RESPONSE:** It should be assumed that the pre-design, design, and bidding phases for the hypothetical project are completed. Construction schedule is part of the construction phase Therefore it will be the responsibility of the CM as part of this RFP.

- 20) Item# 10.4.6.(ii) - To avoid duplication of efforts and resultant costs to the District, can the District please confirm that District Agreements with the Architect and Project Inspector are in accordance with Title 24?

**DISTRICT RESPONSE:** As stated in the answer provided for Question # 1 above, a copy of the requested agreements is available at the District's Facilities Department for review..

- 21) The Notice Inviting Proposals states the Proposals are to be addressed to Susan McKee, Business Outreach. Item #3 on Page 3 of the Requests for Proposals, "Name and Address for Submission of Proposals" states proposals are to be addressed to Mr. Samer Alzubaidi, Facilities Planning & Development Director. Please clarify.

**DISTRICT RESPONSE:** Proposals are to be addressed to Mr. Samer Alzubaidi, Facilities Planning & Development Director.

- 22) Is there a limit on the amount of pages for the proposals?

**DISTRICT RESPONSE:** There is no limit for the number of pages for the proposals. However, the respondents are encouraged to be precise and avoid unnecessarily lengthy responses to the information requested..

- 23) Item #8.1.2 refers to the District's CIP. What is this and is there any way I can have a copy of the CIP?

**DISTRICT RESPONSE:** As clearly stated in Section 8, Page 4 of the RFP, the CIP is the District's Facilities Capital Improvements Program which consists of new construction and modernization projects of various sizes and scopes of work for K-12 school facilities. Detailed information about the CIP, its components and its progress may be found on the District's Facilities Department Website.

- 24) Is this RFP for CM Services for augmentation of staff or full company hire to manage projects?

**DISTRICT RESPONSE:** It is for full company hire to manage the required construction management services.

- 25) Can the District provide working copies of attachments “D”, “E”, “F”?  
**DISTRICT RESPONSE:** These working documents are posted on the SBCUSD Facilities website for use. Please go to:  
<http://www.sbcusdfacilities.com/procurement/rfp.cfm>
- 26) What is the RFP construction value?  
**DISTRICT RESPONSE:** As stated in the RFP, the construction value varies, depending on the size, and phases of the individual projects for which CM services will be required.
- 27) How many Construction Management Contracts will be awarded?  
**DISTRICT RESPONSE:** The District reserves the right to award one or multiple contracts to one or more CM firms.
- 28) Our firm is very interested in receiving more information on your qualification process for the RFP for construction management Services. Is there information you can send me, please?  
**DISTRICT RESPONSE:** There is no prequalification process for this RFP other than submittal of a proposal in response to the RFP. All required information is contained in the RFP.
- 29) Can you please let me know which one is correct? Advertisement RFP: In order to be considered, one (1) unbound original, three (3) bound copies, and one electronic copy of the proposal must be received at the address indicated Or as stated in the RFP document: 2. PROPOSAL DUE DATE AND TIME - In order for proposals to be considered by the District, one bound(1) original, two (2) bound copies, one (1) unbound copy and one electronic copy of the proposal must be received by the District at the address stated in Paragraph 3 herein.  
**DISTRICT RESPONSE:** In order for proposals to be considered by the District, one bound (1) original, two (2) Bound copies, one (1) unbound copy and one electronic copy of the proposal must be received by the District at the address stated in the RFP.
- 30) We are interested in the District's CM work. However, our biggest issue is prior CM experience. We are very limited in this aspect, but we have a lot of experience on modernization and have worked with many CM's. Providing a CM proposal for a large project at this point would be out of our league. What should we do?  
**DISTRICT RESPONSE:** To increase the chances of being considered for a large project requiring CM services for which a firm may not qualify on its own, one option would be to team-up with another (potentially larger) firm and submit a proposal to the District. Any CM firm wishing to pursue this option, may contact Susan McKee to obtain a list of CM firms with contact information who have registered in the District's vendor database as those firms are also interested in doing business with SBCUSD.