

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT NOTICE INVITING PROPOSALS

NOTICE IS HEREBY GIVEN THAT ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT, 3041 WEST AVENUE K, LANCASTER, LOS ANGELES COUNTY, CALIFORNIA 93536-5426, ACTING BY AND THROUGH ITS GOVERNING BOARD, HEREINAFTER REFERRED TO AS THE DISTRICT, WILL RECEIVE UP TO, BUT NO LATER THAN 2:00 P.M. PST, THURSDAY, MARCH 27, 2014, SEALED PROPOSALS FOR THE AWARD OF A CONTRACT FOR: CONSTRUCTION MANAGEMENT SERVICES # AVC2013/2014-4. ALL PROPOSALS SHALL BE SUBMITTED PER THE INSTRUCTIONS WHICH MAY BE OBTAINED FROM:

[HTTP://WWW.AVC.EDU/ADMINISTRATION/BUSSERV/RFPBIDDOCS.HTML](http://www.avc.edu/administration/busserv/rfpbiddocs.html). PROPOSALS SHALL BE RECEIVED IN THE FACILITIES SERVICES BLDG., ROOM FS104, ATTN: DOUG JENSEN, 3041 WEST AVENUE K, LANCASTER, CA 93536-5426 AND SHALL BE OPENED AND PUBLICLY READ ALOUD AT 2:00 P.M. PST, THURSDAY, MARCH 27, 2014 IN ROOM FS102 AT THE ADDRESS ABOVE STATED. THE DISTRICT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS OR TO WAIVE IRREGULARITIES TO ANY PROPOSAL. QUESTIONS ON PROPOSAL MAY BE DIRECTED TO DOUG JENSEN (661) 722-6300 EXT. 6470. STEVE BUFFALO, CLERK, BOARD OF TRUSTEES, ANTELOPE VALLEY COMMUNITY COLLEGE, BID # AVC 2013/2014-4, PUBLISH: 3/1/14 & 3/8/14.

Request for Qualifications/Proposals
Construction Management Services

The Antelope Valley Community College District (“District”), Office of the Director of Facilities & Campus Development, on behalf of the Board of Trustees is requesting qualified firms, partnerships, corporations, associations, or professional organizations to provide comprehensive Construction Management Services for to the District for some or all of the following projects (“Project(s)”):

Gym Boiler Scheduled Maintenance Project
Campus EMS Controls Upgrade Scheduled Maintenance Project
2013-14 Campus Maintenance Projects
Other Instructional and Student Support Area Renovations
Other projects and work not specifically identified herein as directed by District

Respondents to this Request for Qualifications/Request for Proposal (“RFQ/RFP”) should submit one (1) original and five (5) copies of the requested materials and all supporting documentation in a sealed envelope labeled “Request for Qualifications and Proposal for Construction Management Services for Antelope Valley Community College District Projects” to:

AVC Facilities Projects
c/o Mr. Doug Jensen, Executive Director, Facilities Services
Facilities Services Building
Antelope Valley Community College District
3041 West Avenue K
Lancaster, CA. 93536-5426

All responses must be received before 2:00 p.m., March 27, 2014. The precise time will be established by the clock located in the area of the designated Facilities Services conference room. It is the respondent’s responsibility to ensure timely delivery to the specified location.

Should you have any questions concerning the information contained in this RFQ/RFP document, please submit them with the title “Antelope Valley Community College District Projects, Construction Management Services” via e-mail or fax no later than **1:00 p.m., March 24, 2014**, to:

djensen@avc.edu or via FAX: 661-722-6532

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
3041 West Avenue K, Lancaster, CA. 93536-5426

BACKGROUND

The Antelope Valley Community College District ("District") is seeking Request for Qualifications/Request for Proposal ("RFQ/RFP") submissions from experienced entities to provide comprehensive construction management services to the District for the Projects.

The District reserves the right to conduct interviews either in person or by telephone of firms selected to respond to this RFQ/RFP. If interviews are to be conducted in person the District will inform the firm to be interviewed at least three (3) days prior to the interview. The key proposed Projects staff will be expected to attend the interview.

LIMITATIONS

The District reserves the right to select and contract with (1) any entity responding to this RFQ/RFP; (2) a pool of entities responding to this RFQ/RFP to whom the District may assign different portions of the Projects; or (3) a pool of entities responding to this RFQ/RFP from which the District may ask that individuals be assigned to different portions of the Projects to augment District staff (collectively referred to herein as, "Construction Manager"). The District makes no representation that participation in the RFQ/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 RFQ/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 RFQ/RFP and ending on the date of the award of the contract(s), no person, or entity submitting in response to this RFQ/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 RFQ/RFP, the evaluation or selection process, or the award of the contract(s) with any member of the District, Board of Trustees, selection members, 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 Projects are identified by the following description:

- Gym Boiler Scheduled Maintenance Project, Est. Budget \$500,000
- Campus EMS Controls Upgrade Scheduled Maintenance Project, Est. Budget \$500,000
- 2013-14 Campus Maintenance Projects, Est. Budget \$325,000
- Other Instructional Area Renovations

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
3041 West Avenue K, Lancaster, CA. 93536-5426

- Other projects and work not specifically identified herein as directed by District

PROJECTS SCHEDULE

To be determined.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

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 RFQ/RFP. The District may 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, experience and cost and fee proposal as described herein and the overall responsiveness of the proposal. Each respondent to this RFQ/RFP must submit a cost fee proposal for specific Projects as well as an overall cost if the firm is given the construction management services of all the remaining Projects.

The Construction Manager(s) selected as a result of this process shall be responsible for all, but not limited to, the following general categories of work:

Construction Management:

1. Maintain communications with the District;
2. Provide constructability review and design-phase services in conjunction with all architecture firms awarded work by the District;
3. Develop and maintain a Master Construction Budget and individual Project(s) Construction Budget(s);
4. Develop and maintain a Master Construction Schedule and individual Project(s) Construction Schedule(s);
5. Coordinate bidding documents and assist with bidding;
6. Assist with development and manage the construction contracts;
7. Manage the process of construction on the Projects;
8. Administer and coordinate the work of the contractors on a daily basis;
9. Enforce performance, scheduling, noticing, and other construction and contractual requirements;
10. Work cooperatively with District, architect(s), program manager(s), and contractor(s) to ensure Projects are delivered on time and within budget;
11. Attend job site and construction meetings and prepare and circulate minutes;
12. Evaluate, manage, negotiate, and/or mediate any requests for information, construction changes, change order requests, and/or conflict;

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
3041 West Avenue K, Lancaster, CA. 93536-5426

13. Evaluate and process payment applications and verify progress;
14. Maintain records of direct personnel and reimbursable expenses and other matters;
15. Coordinate transmission of necessary reports to state authorities, including Division of the State Architect (“DSA”);
16. Develop lists and punchlists of incomplete or unsatisfactory work and ensure completion of punchlist work;
17. Close out the Projects and coordinate as-builts and other close-out requirements.

These services shall be performed consistent with the standard care for professionals performing similar scope of services.

The District may utilize various construction delivery methods within these Projects.

The phasing and scoping of each Project will be determined in the pre-bid planning process. The selected construction management firm(s) will be expected to assist with this process as requested by the District.

REQUIRED INFORMATION AND FORMAT

In order to be considered for selection as Construction Manager, the responding individuals or firm shall submit an RFQ/RFP response using as a minimum the following criteria. The individual or firm should state why it believes it is qualified to provide the services requested in the RFQ/RFP. The individual or official of the firm who has the power to bind the firm contractually must sign the RFQ/RFP response. All materials submitted to the District in response to this RFQ/RFP shall remain property of the District. The District is not liable or responsible for the disclosure of RFQ/RFP responses, or portion thereof, deemed to be public records, including those exempt from disclosure if disclosure is by law, by an order Court, or which occurs through inadvertence, mistake or negligence on the part of the District or its agents or representatives.

Extensive experience with the California Community Colleges Chancellor’s Office (“CCCCO”), DSA, and Title 24 of the California Code of Regulations is **mandatory**.

Please note that incomplete answers will be cause for submittal rejection. Please provide the RFQ/RFP response with the following items in the specified order:

1. Cover Letter

Provide a cover letter signed by your firm's principal that includes the firm's understanding of the work to be accomplished, and a brief general statement confirming your ability to perform the requested services and complete the listed projects.

2. Qualifications

The Construction Manager firm shall have a minimum of five (5) years professional experience in the field of public school construction and demonstrated expertise in successful projects of similar or larger size and scope. Please provide the following information:

- a. FIRM INFORMATION – Provide the following information related to your firm:
 - i. Firm name, telephone number, mailing address, and name of person to contact about this RFQ/RFP.
 - ii. Brief history of your firm, including the number of years the firm has been in the construction management business, any other types of business conducted by the firm, the year the firm was established, the location of the main office, and the location of any branch offices.
 - iii. Identify your firm's legal form (corporation, partnership, joint venture, or sole proprietor), ownership, and senior officials of the firm.
 - iv. Identify the proportion of public school projects for the firm's overall business and the proportion of community college district versus K-12 district work for public school projects.
 - v. Firm Profile, describing how and why your firm is especially qualified to perform the services outlined for these Projects.
 - vi. Statement of the firm's experience for managing various methods of construction (general contractor projects, multi-prime projects, design-build projects, lease/leaseback projects, etc.).
- b. PROPOSED PROJECTS TEAM – The selected firm(s) shall employ at its expense professionals properly licensed and skilled in the execution of the functions required for the construction management of the Projects. Provide the following information related to your proposed Projects team:
 - i. Include resumes of all key personnel who would be assigned to the District's Projects, including their roles, qualifications, years and description of experience, license numbers, and dates of licensing. Identify the primary construction manager, to perform at least 70% of project assignments, for all District projects.

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
3041 West Avenue K, Lancaster, CA. 93536-5426

- ii. Describe the experience of each of the key personnel with public school construction projects, including any experience managing various methods of construction (general contractor projects, multi-prime projects, design-build projects, lease/leaseback projects, etc.).
- iii. Identify which public school projects each of the key personnel worked on for the last five (5) years.
- c. **PUBLIC CONSTRUCTION EXPERIENCE** – Identify each public school project for which your firm served as construction manager in the past eight (8) years, along with the following information for each project:
 - i. Name and type of project and name of public entity;
 - ii. Describe the services performed by your firm;
 - iii. Location of public entity and facility;
 - iv. The original and final construction budgets;
 - v. Start and completion dates for construction, both projected and actual;
 - vi. Contact name and phone numbers for public entity on each project.
- d. **LITIGATION** – List all litigation arising from any school project on which your firm 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. Cost and Fee Summary

Provide a preliminary cost and fee summary proposal for construction management services for the specific Projects described in this RFQ/RFP as well an overall cost if the firm is given the construction management services of all the remaining Projects. The fee proposal must include a detailed breakdown of all charges and costs proposed to be charged to the District, including rates for extra work. Please be thorough and specific. Fee may vary between general contracting, multiple-prime contracting, trade contracting, hard-bid, and lease-leaseback and, if so, District will seek a separate fee proposal should the District so request. If firm charges for general conditions for certain delivery methods, describe the types of costs to be covered and a proposed cost structure to the District.

BASIS OF AWARD

The District will evaluate all RFQ/RFP responses based on each firm’s qualifications and relevant experience with similar work, references from firm’s other projects, ability to perform the services, cost and fee summary proposal, and overall responsiveness of the proposal.

FINAL DETERMINATION AND AWARD

The District reserves the right to contract with any entity responding to this RFQ/RFP for all or portions of the Projects, to reject any and all RFQ/RFP responses, to amend the

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
3041 West Avenue K, Lancaster, CA. 93536-5426

RFQ/RFP and the RFQ/RFP process, and to discontinue or re-open the process at any time. This RFQ/RFP does not commit the District to award a contract to any respondent. The District reserves the right to accept all or part of any submittal or to cancel in part or in its entirety the RFQ/RFP. The District further reserves the right to select the professional consultant that it considers to be in the best interest of the District. 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 any costs associated with preparing any proposal in response to this RFQ/RFP.

The awarding of a contract is at the sole discretion of the District. The District anticipates it will award contract(s) for construction management services for the Projects identified in this RFQ/RFP on April 15, 2014. The District reserves the right to award the contracts(s) at a later date.

The District's standard Agreement for Construction Management Services form will be used and is available for review by respondents. Any comments or objections to the form of contract shall be provided in writing before the earlier of an interview, if any, or the awarding of the contract. Comments or objections may be a subject of inquiry at an interview, if any. If contract discussions with any firm(s) deemed most qualified for the Project(s), based on the firm(s) RFQ/RFP response, are not successful, the District will seek to execute a contract with the next qualified firm(s).

SUBMITTAL REQUIREMENTS

Respondents to this RFQ/RFP should mail or deliver in a sealed envelope one (1) original and two (2) copies of the RFQ/RFP response to the Antelope Valley Community College District to:

AVC Facilities Projects
c/o Mr. Doug Jensen, Executive Director, Facilities Services
Facilities Services Building
Antelope Valley Community College District
3041 West Avenue K
Lancaster, CA. 93536-5426

All responses must be received before 2:00 p.m., March 27, 2014. The precise time will be established by the clock located in the area of the designated Facilities Services conference room. It is the respondent's responsibility to ensure timely delivery to the specified location.

FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.

Proposal submittals must be clearly labeled on the outside of the sealed envelope as follows:

“Request for Qualifications and Proposal for Construction Management Services for

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
3041 West Avenue K, Lancaster, CA. 93536-5426

Antelope Valley Community College District Projects”

Each submittal must conform and be responsive to the requirements set forth in this RFQ/RFP. Responses submitted after the due date or failing to address the listed requirements will be deemed non-responsive.

Should you have any questions concerning the information contained in this RFQ/RFP please submit them with the title “Antelope Valley Community College District Projects, Construction Management Services” via e-mail or fax no later than **1:00 p.m., March 24, 2014**, to:

djensen@avc.edu or via FAX: 661-722-6532

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 Projects.

The District hereby notifies all respondents that it will affirmatively insure that, in any contract entered into pursuant to this RFQ/RFP, minority business enterprises will be afforded full opportunity to submit its response to this RFQ/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 stated in this RFQ/RFP without prior notice.