

June 7, 2016

RFP– CM/GC New Wilkes Replacement Elementary School

Addendum #3

From: Robert Collins
Senior Project Manager
Day CPM Services

REQUEST FOR PROPOSALS

CM/GC for the Wilkes Replacement Elementary School

Reynolds School District

The RFP for the above referenced project and the work covered are modified as follows, and except as set forth herein, otherwise remain unchanged and in full effect. This addendum is part of the RFP solicitation Documents for the above named project and modifies the original RFP Documents dated May 11, 2016. Acknowledgement of receipt of this addendum is required as part of the Proposal.

Item #1 1.6 Mandatory Pre-Proposal briefing and Site Tour: (Questions & Responses)

- Question: When is the date of substantial completion, what will timing be like for move-in and final inspections, and will it be dependent on a temporary Certificate of Occupancy?
- **Response: The District would like to be able to move furniture and equipment in June or July of 2018, or the beginning of summer of that year. Substantial completion will require at least a temporary Certificate of Occupancy by the AHJ per the terms of the CM/GC agreement. The date of substantial completion on the draft schedule is just prior to the start of school in the fall of 2018, and this would be for the entire project. However, it is anticipated that the CM/GC will improve on this, and is understood that the construction schedule is a part of his mean and methods. The building itself, (with potentially 18 months duration without EWA), should be ready for a partial substantial completion and occupancy at the beginning of the summer 2018 with the demolition of the existing Wilkes Elementary school and the installation of play fields at that location. The District awaits the expertise of the CM/GC to meet its schedule goals.**
- Question: Will the scoring of the interview be separate and the final decision for the selection, or will the scoring be inclusive of both the proposal and interview scoring?

- **Response: The process will to score the Proposals, (100 points possible), with the top two or three scoring proposer to be interviewed. The interview points, (50 points possible), will then be added to the Proposal scores for a total score, (150 possible points).**

Item #2 Attachments:

- Mandatory pre-proposal agenda held on June 1, 2016
- Signup Sheet for the Mandatory pre-proposal meeting held on June 1, 2016
- Revised – Reynolds School District Background & Security Verification Process Flow Chart

End of Addendum #3



Construction Management/General Contractor Pre-Proposal Meeting Information presented for the
Reynolds School District – New Wilkes Replacement Elementary School

June 1st, 2016 @ 10:00 a.m.

I. Introduction

- A. Project Description, (CM/GC Services for the New Wilkes Replacement Elementary School)
- B. Sign-in Sheet must be signed, (This was a mandatory pre-proposal meeting)
- C. Reynolds School District: Rachel Hopper
Day CPM Services: Bob Collins/Bond Program Manager
Frank Berg/Tech Support
Dave Wang/Construction Manager
BLRB Architects: Kourtney Strong, Richard Higgins, & Doug Ducharme

II. Request for Proposals

- A. Proposal are due 2:00 PM PDST, on June 10, 2016, (1 Original, 7 Copies, & PDF on USB flash drive required)
 - Scope of Work – Section 1 of the RFP
 - Proposal Process – Section 2 of the RFP
 - Proposal Requirements – Section 3 of the RFP
 - Proposal Form – Section 4 of the RFP
 - Evaluation of Proposals – Section 5 of the RFP
- B. Project overview
 - New Wilkes Replacement Elementary School (School, Appendix A – Addendum 1 has been issued, 756 pages in all)
 - Present Budget of \$23.8 M for all costs associated with Construction plus contingency
 - Present Draft Schedule for Reynolds 2015 Bond Project is provided in Appendix D, and the Wilkes Replacement Elementary School is on sheets 4 & 5.
- C. Selection Process
 - § 2.5 Reynolds SD decided due to the complexity of sequencing, budget constraints, and the tight schedule to use CM/GC approach. Findings of Fact were developed, and a Public Hearing conducted resulting in a School Board Resolution. (Findings of Fact are a part of the Appendix A of Addendum 1)
 - RFP approach is to be used based on the proposed CM/GC qualifications, prior experience, project approach, fees, and other relevant factors.
- D. Schedule for Selection
 - Schedule provides the approximate schedule for the selection & beyond, which, (at this point), we intend to hold to.

- The Draft Project Master Schedule of Attachment D is subject to change but will be the basis for Phase I & Phase II Services

E. Section 2.7 Scope of CM/GC Services to be provided

1. Phase I – (Pre-construction Services)
 - This Stage is clearly spelled out in § 2.7.1 of the RFP
 - GMP will be developed during Phase I Services, (potential Early Work Amendments, (EWA)
2. Phase II – (Post GMP Construction Services) §2.7.2 of the RFP
 - Demo /Abatement & Site & Building Packages
 - The bid and buy out
 - Construction
3. §2.7.3 Special Requirements
 - K. ARC Document Solutions – Hyperlinking Services
 - L. Security Verification “Security & Background Check requirements”
 - Work with Owner Security Contractor “Sonitrol Pacific”

F. Proposal Requirements

- Questions for Addendum no later than End of Day Friday, June 3, 2016
- Final Addendum issuance June 7, 2016
- Proposals for CM/GC Services due 2:00 PM June 10, 2016
- Proposal Form – Section 4, (Must be included in Proposals)

G. Required Submissions - §3.2.2

- Management of the Work – 3.2.2.1
 - Items a. through e.
- Proposed Personnel & Organization – 3.2.2.2
 - Items a. through d.
- Cost Management – 3.2.2.3
 - Items a. though e.
- Schedule, Quality Control, and Safety and Community Engagement Program
 - Items a. through e.
- Local Conditions/MWESBE Utilization – 3.2.2.5 (Ron White)
 - Items a. through c.
- Fees Proposal - §3.2.3
 - Preconstruction Services, Fee is actual cost not-to-exceed basis (We understand that free preconstruction services can have the same or similar value for these services)
 - Fee, as a percentage of GMP, review sample contracts Appendix B & C
 - General Conditions Costs per Exhibit C of Appendix B, Sample CM/GC Contract
- References
 - May be contacted prior to or after Interviews

H. Interview Information

- Notification to finalists on **June 17, 2016**
- Interview on Tuesday **June 21, 2016**
- CM/GC, Project Manager & Superintendent to attend at a minimum
- Purpose of Interview – List of Questions for Proposers to address

I. Proposal Evaluation Criteria

- 15 Points - Management of the Work
- 20 Points - Proposed personnel & project organization
- 15 Points - Cost management
- 15 Points - Schedule, quality control & safety plans
- 15 Points - Local knowledge & MWESB utilization & Community Partnership
- 20 Points - Fee Proposal
- 50 Points - Interview

J. Final Selection

- Anticipated notice of Tentative Award **June 22, 2016**
- Agency Contract Approval of Phase One Services **July 14, 2016**, or sooner

III. Design Summary & Update – (BLRB Architects)

- Update & presentation of design information issued in Addendum 1

IV. Form Contract & General Conditions

- Stage One – Preconstruction Services
- Stage Two – CM/GC Contract refer to Attachment B and C, State of Oregon Public Works Contract & General Conditions
- Negotiations and suggested changes entertained only if general scope remains the same and the field of competition does not change as a result of material changes to the requirement in RFP

V. Handouts

- Security Background Check Applications
- Others

VI. Tours of Project sites

- Schedule of site tour after this mandatory pre-proposal meeting.



Date | Time 6/1/2016 10:00 AM

Wilkes CM/GC Pre-Proposal Meeting - Fairview City Hall

| Company Name | Attendee Name | E-Mail | Office Phone | Cell Phone |
|--------------------|------------------|---------------------------------------|--------------|--------------|
| SKANSKA | Tim Magnus | Tim.Magnus@skanska.com | | 503-709-5563 |
| Skanska | Philip Carter | philip.carter@skanska.com | | 503-329-8638 |
| Probity Builders | Sydney Schilling | csr@probity.net | | |
| Foris Construction | James Johnstone | james.johnstone@forisconstruction.com | | 971-317-1560 |
| Skanska | Kristen Tallin | Kristen.Tallin@skanska.com | 971-244-2554 | |
| Skanska | Steve Jones | Steve.Jones@skanska.com | 503-969-1976 | same |
| Todd Construction | Brent Schaefer | bschaefer@toddconstruction.com | 503-620-7652 | |
| Foris Construction | Melissa Munford | Melissa.Munford@forisconstruction.com | 503-459-4477 | |



Date | Time 6/1/2016 10:00 AM

Wilkes CM/GC Pre-Proposal Meeting - Fairview City Hall

| Company Name | Attendee Name | E-Mail | Office Phone | Cell Phone |
|-----------------------|----------------|---------------------------|--------------|--------------|
| DL Construction | DAVE VAN VLECK | DVANVLECK@BUILDYPAYDC.COM | 503-665-0165 | 503-969-8240 |
| TRIPLITT WELLMAN, INC | NICK WELLMAN | NICK@TRIPLITTWELLMAN.COM | 503 982 4188 | 503 442 5355 |
| Probit Builders | Ron Uhlir | Ron@ProbitBuilders.com | 503-880-8809 | |
| Kirby Nagehant Con. | Shant Freeman | Shant@KirbyNagehant.com | 503-530-8420 | 503-522-1346 |
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District Security Badging Process

1

Pick up RSD Security Badge Packet from General Contractor.

2

Employee completes Fingerprint Card with certified agency.

3

Employee completes Background Check form with Notary at certified agency and additional CIS background check form.

4

Return completed packet with additional background check form to RSD Facilities or DAY CPM with valid photo ID and \$65.50 for processing fee; a photo will be taken at this time.

5

After 24-48 hour initial background check comes back approved, a photo ID badge can be created.

- ◆ **\$250 fine for lost badge**
 - ◆ **\$25 fee for reprinting badge if left at home - original badge MUST be returned the next day**
 - ◆ **Badge must be in possession of employee at all times while on RSD property - All fines and enforcement of security badges are responsibility of the CM/GC**
 - ◆ **The badging packet must be presented in person with valid form of picture ID to RSD Facilities or DAY CPM representative**
- Security Badging Packet will be distributed by the General Contractor.
 - General Contractor can set up a group badging meeting to complete steps 1-4 as a group to expedite the process, a DAY CPM or RSD representative must attend to receive and process background check paperwork.
 - Completed packets will not be accepted without the employee appearing in person with valid photo ID.
 - The processing fee is \$65.50 per packet, checks can be made out to Reynolds School District #7.
 - If employee has had an ODE approved background check within the past 3 years, a letter is required from the previous school district to be sent to RSD to waive ODE background check.