



CITY OF RANCHO SANTA MARGARITA
ADDENDUM / RFI NO. 1
REQUEST FOR PROPOSAL NO. 012616
CONSTRUCTION MANAGEMENT SERVICES FOR THE
CITY HALL & BTRCC BUILDING IMPROVEMENT

Please note the following changes and/or clarifications to the Request for Proposals (RFP) No. 012616 for the proposal indicated above. The proposer shall execute the certification at the end of this addendum, and shall attach the certification to the submitted Proposal.

The following clarifications and response to questions to RFP No. 012616 are provided:

- 1) In Section 1, Item A, it states that the construction documents are out to bid and are attached to the RFP. The bid documents were not attached to the email.

A) Project bid documents can be obtained/downloaded through an internet link shown on Appendix 5, page 28 of the RFP.
- 2) The RFP construction duration is 137 days but it did not mention the estimated construction value of the work. Please provide. Has the project gone out to bid for construction? If so, has the City received a responsive bid?

A) The engineer's estimate is located in the Notice Inviting Bids of the project specification package, page NB -2 (see No. 1 above). Bid Opening occurred on January 29, 2016 and bid results are posted on the City's website: <http://www.cityofrsm.org/171/Bids-Request-For-Proposals>
- 3) Does the contract duration of 137 calendar days only account for construction days or is this the entire term of the CM contract (pre-con through closeout)?

A) The 137 calendar days account for the time the contractor has to complete construction.
- 4) I) A request has been made for the excel sheet of the "schedule of compensation", bidders list, and addendum of questions and answers of other contractors.
II) Is it mandatory to use the fee schedule template provided in the RFP or can we use our own fee schedule?

A-I) The template excel spreadsheet is attached and available on the City's website for download (<http://www.cityofrsm.org/171/Bids-Request-For-Proposals>). IT IS THE PROPOSER'S RESPONSIBILITY TO VERIFY IT IS PROPERLY CALCULATING.

A-II) It is mandatory to provide a fee scheduled based on the template provided to ensure that a proper comparison can be made between fees. The proposer shall develop tasks as appropriate to properly illustrate hourly distribution among tasks and proposed staff with expected costs based on accompanying titles and rates.

5) On page 13 Section D. Organizational Chart, it states "As noted in Section I of this RFP, the City expects that the development consultant services described in this RFP will be provided by a single project manager." However, in Section IV on page 20, it states "Consultant shall provide each inspector and project manager with a cellular phone. Can you please clarify what the City is anticipating for staffing needs? Do you want solely a Project Manager or do you envision a PM and Inspector? If only a PM is required is the City planning on hiring an outside inspection agency?"

A) The consultant team selected for the Construction Management Services for the City Hall & BTRCC Building Improvement will need to fulfill the scope of services noted in this RFP which includes inspection services (field) as well as project management (administrative) services for the project. It is the responsibility of the Proposer to determine if a single person or multiple persons can provide these services. The selected Proposer can utilize cubicle space while at the City Hall. Computer and office equipment supplies shall be provided by the selected Proposer.

6) What is the anticipated NTP for both the general contractor and the construction manager?

A) The anticipated Notice to Proceed (NTP) for the contractor is middle to late March. It is expected that the successful Proposer will have an approximately similar start date.

7) Page 18 under Scope of Services Number 1 Construction Meeting – "The Consultant is expected to attend and chair all meetings during the preconstruction and construction phases of the project." What preconstruction meetings does the City anticipate the Consultant being involved in?

A) The selected construction manager shall be involved in one pre-construction meeting with the contractor and City staff.

8) What is the budget for this project (Construction Management/Inspection as well as construction improvements)?

A) The anticipated cost for Construction Management and Inspection services is expected to be approximately \$98,000.

9) Do you anticipate full or part time construction management and inspection? If part time, about how many hours per week?

Full time construction management and inspection is not anticipated, however, the Proposals will be evaluated taking into account the Proposer's approach to the level of required Construction Management/Inspection Services necessary for the successful delivery of the Project based on the schedule and scope of work noted in this RFP.

10) Page 4, Section I, C: Instructions to Proposers and Procedures for Submittal:

"One printed original (marked original), three (3) printed copies (marked copy) and one (1) electronic copy on CD or Flash Drive..."

Page 10, Section II, Proposal Response Requirements:

"Proposers shall submit one printed original (marked original), 6 printed copies (marked copy) and one (1) electronic copy on CD or Flash Drive..."

Q: Which one is correct?

A) Please provide: One printed original (marked original), three (3) printed copies (marked copy) and one (1) electronic copy on CD or Flash Drive

11) Page 18, 2nd paragraph: "It is the goal to award...The contract duration is 137 Calendar days".

Q: Does the term "contract" in this phrase refer to the Construction Contract or CM Professional Services Agreement? Please confirm if this duration is in terms of CALENDAR Days, and not Working Days.

A) The 137 Calendar days refers to the total duration of the Construction Contract. The successful proposer shall enter into a standard City three-year Professional Service Agreement similar to the sample in Appendix G.

12) Page 22, Section V, Schedule of Compensation Fees:

Q: If the City requires the CM Staff to work on Saturdays, Sundays or Holidays, will the CM be compensated for time-and-a-half for the hours worked by its Staff?

A) Yes.

13) Please confirm that the City does/not want the proposals bound by a spiral or velum clip but three hole punched and bound only using a binder clip on the original and all copies.

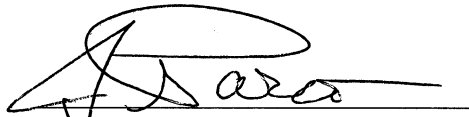
A) Final proposal binding format is up to the Proposer.

14) What format does the City require for the schedule? Is Microsoft Excel ok or would you rather SureTrak or P6?

A) Please replace Section G of the proposal, in its entirety, with the following: Proposer is to describe in this section the techniques and processes to ensure that the contractor remains on schedule. Include specific skills and experience with Contractor scheduling software, resource management, percent complete, and regular (at least weekly) updates to the City Engineer or designee.

15) Can we not use 11x17 pages. Only 8.5x11 pages? Please confirm.

A) Occasional 11X17 sheets for exhibits are acceptable.



Joe Parco, P.E.
Assistant City Engineer

ACKNOWLEDGEMENT OF ADDENDA

PROPOSER'S CERTIFICATION

I acknowledge receipt of the foregoing Addendum No. 1 and accept all conditions contained therein.

Proposer

By

Date

*******Submit this executed form with the proposal.**