



Internal Request for Proposals

# 2023 ASC Competition

REGION 6 // MIXED - USE CONSTRUCTION PROBLEM



Prepared by Layton Construction  
Company, LLC February 9th, 2023



# Welcome

February 9, 2023

Competition Participants,

Welcome to the 2023 ASC student competition. We thank you for your interest in participating in the Higher Education High-Rise problem at this year's competition. Your experience here will be both challenging and rewarding as you expand your knowledge and understanding of the exciting construction career path that you have chosen.

The problem we selected for this year's competition includes typical elements that our company is faced with when responding to an Internal RFP. These experiences will test your skills, teamwork, and ability to work under pressure in an exciting and challenging way.

Best of luck.

Sincerely,  
Sean Farrell  
Construction Manager  
Layton Construction Company, LLC





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# Notice to Internal Teams

Layton Construction is requesting Internal RFP submissions for the following project:

**Project Name:** Higher Education High-Rise Construction Problem

**Project Description:** 232,931 SF

Layton Construction is pleased to receive completed Internal RFP documents from Internal teams for the above referenced project. This notice and documentation for Internal RFP supersedes all previous information posted on the ASC competition website. Please note that dates and times may have changed from the original "Pre-Problem Statement" and the RFQ Stage process, and it is up to the Internal teams to understand and to submit material as instructed.

Completed Internal RFPs will be accepted from teams at the ASC competition on Thursday, February 9, 2023. Teams will turn in their Internal RFP response to the Layton Construction selection committee in the conference room by 10:00.00 p.m.

As stated in the Pre-Problem Statement, Layton Construction selection committee will evaluate all teams based on the following three criteria:

- 1. Response to RFQ .....15 points**
- 2. Response to RFP.....40 points**
- 3. Interview.....45 points**

This document constitutes the Internal RFP requirement as well as the outline for the Interview stage. Teams will be graded on overall completeness, quality of information, and professionalism.

Responses to the Internal RFP shall be delivered to the Layton Construction conference room at or before the appointed time. Late responses will be marked down as follows:

- 1 to 5 minutes late .....deduct 5%**
- 6 to 10 minutes late.....deduct 10%**
- 11 to 15 minutes late.....deduct 15%**
- Over 15 minutes late .....Proposal will not be evaluated**



# Competition Schedule

The Internal RFP and Interview schedule will be as follows. Changes to the schedule will only be made through addenda.

## **Thursday February 9, 2023**

- 6:30 a.m. Internal RFQ due (South Pacific CD Conference Room)
- 6:45 a.m. Pre-proposal Conference(Mandatory for all team members)
- 7:00 a.m. Layton to introduce Problem Statement and Internal RFP to teams
- 8:00 a.m.–10:00 a.m. Possible visits by the judges to the team rooms
- 10:30 a.m. Internal RFIs due to Layton (South Pacific CD Conference Room)
- 11:00 a.m. Group meeting to discuss RFIs (All team Members)
- 11:30 a.m. Team Competition (All team Members)
- 1:30 p.m.–5:30 p.m. Possible visits by the judges to the team rooms
- 10:00.00 p.m. Internal RFP due (South Pacific CD Conference Room)
- 10:00 p.m. Teams draw presentation times (first come first draw)

## **Friday February 10, 2023**

- 6:00 a.m. Turn in presentation materials
- TBD Presentations begin
- 5:30 p.m. Layton Construction to provide debriefing and review of project
- 7:00 p.m. Hospitality Suite (South Pacific CD Conference Room)

## **Saturday February 11, 2023**

- 8:00 a.m.–Noon Career fair
- 10:00 a.m. Region 6 Awards Ceremony



# Description of The Project

## General Description

The problem for this year's competition for Higher-Education construction comes from the Salt Lake City Office of Layton Construction.

The project is located in Nashville, TN and includes the following key elements:

**The building is five stories, with 365 student beds. The building also includes a 20-story tower component that consists of faculty apartments and conference rooms.**

- As stated in the RFQ, masonry exterior will be a driving factor in this project. A large majority of the intricate limestone panels are located at the very top of the tower – also known as the “crown” of the tower.
- Due to the tower's narrow design, no material hoist or tower crane can be tied back to the building's structure.
- Material laydown area is obsolete, as seen on the building site map provided in your reference documents.
- Work will be taking place on an active college campus. The owner has high expectations for working alongside students and faculty with little to no disruptions. During student semester months, working hours will be limited to Monday-Friday between the hours of 7am-6pm and Saturday-Sunday between the hours of 9am-6pm.

Please keep in mind that the description above identifies the project in general. The Bid Set of plans and specifications are included with this package for your review and use. **All plans, specifications, and bid material are to be returned to Layton Construction at the conclusion of the competition.**



# Items Supplied for This RFP Competition

As a student team (Project Team), make sure you receive the following items for use during this competition:

## **Construction Documents**

- Drawings
- Specifications
- Geotechnical report
- Contract (From RFQ)

## **Team Resumes for selection**

## **Bid Form**

## **Subcontractor Bids**

## **General Conditions Template**

## **General Requirements Template**

## **Building Site Map x2**

## **Procurement Log Template**

## **Cash Flow Projection Template**

## **General Questions**

## **RFI Form**

It is each team's responsibility to make sure that you have the above-listed items. Please notify us immediately if there are any items missing. Layton will outline and discuss all the included project documents when the Internal RFP is issued to finalize the list of documents.



# Internal RFP Specifics

## Submittal Due Dates and Times

All required submittals must be delivered to, and be received by, Layton Construction selection committee prior to the time indicated in the Project Schedule. Submittals received after the specified time will be marked down as noted above. Please allow adequate time for delivery. The Project teams are responsible for ensuring that delivery will be made directly to the required location. **It is your responsibility to allow for the time needed to ensure that your submission is received on time.**

## RFIs and Addenda

All responses to questions and to requests for clarification will be in writing and issued as addenda to all teams. Responses will be distributed as noted in the schedule.

## Selection Committee

The selection committee for the competition will include the following Layton Construction employees:

**Sean Farrell** – Construction Manager

**Cory Rhodes** – Construction Manager

**Josh Stuart** – Senior Superintendent

**Darren Johnson** – Scheduling Manager

**Jacob Zufelt** – Estimator

**Olivia Blair** – Assistant Project Manager

**Hope Stauffer** – Assistant Project Manager



# Submittal Requirements

Teams are requested to turn in the following information by the indicated due date. RFP responses shall be in the following format. Teams are limited to page restrictions provided in each tab description. Please only include information about the areas listed below. Extra points will NOT be allocated for information that has not been requested.

**One hard copy and one electronic copy of the proposal shall be provided by the time and date indicated on the project schedule.**

## Submittal Format

Teams are requested to submit their response to the RFP in USB drive, and one three ring binder or other appropriate binding medium. Proposals that are stapled, loose, or paper clipped will not be accepted. Provide your response with TABs in the format below.

## Cover Page

The cover page should include the project title, school name/logo, pictures as appropriate, date of submission, and any other information deemed necessary.

## Cover Letter

The cover letter should be addressed to the 'Selection Committee' and should highlight your response to the Internal RFP. Please limit the cover letter to one page. The cover letter is a place where teams should try to highlight a couple of key areas of your Internal RFP response.

## Table of Contents

The table of contents will outline your response.

## TAB 1 – Team Information and Staffing Projections

This section should include a one-page project organizational chart which will illustrate and communicate the project team for this project. Your organizational chart should include, but is not limited to, your ACS competition team members. Please provide a role and brief description of each person's role, staying within the one-page limit. The staffing should be created for the entire duration of the project. We have provided each team with multiple resume options specific to the Project Manager and Superintendent roles. Please select your lead Project Manager and lead Superintendent out of these provided resumes.

## TAB 2 – Bid Form

Teams are required to complete the bid form provided after careful evaluation and review. This is your official budget associated with this Internal RFP.

As part of this tab the following items should be included for review of the selection committee:

## General Conditions

- The general conditions for the project will need to be all inclusive, in other words, the total duration of the schedule.
- The general conditions form is provided for your review and use. The general conditions template is not necessarily all inclusive but meant to provide guidance in your estimate. Be creative. Include the details from your RFP response.

## General Requirements

- The general requirements for the project need to be all inclusive, or in other words, the total duration of your project schedule.
- The general requirements form is provided for your review and use. The general requirements template is not necessarily all inclusive but meant to be a starting point

## Estimate

- Each internal team is required to do their own take-offs and prepare an estimate for the roofing material of the project. Include all flat roofs and sloped roofs. Only include the shingles and the TPO. Remember, sloped areas are not the same area as flat areas. Your take-offs must be included as back-up to your bid form. Use your best judgment on pricing. Roof material should be a square foot quantity.

## Bids from Trade Partners

- Each Internal team is required to submit a complete bid form. Trade partner bids are provided only for the scopes you will choose the trade partner. You will notice that the bid form is blank in those scopes. Your task is to evaluate the bids and put the number and trade partners name that you would use on the bid form. Please fill out all cells including fee and general conditions. You can provide trade partner evaluation notes as backup if desired.

## TAB 3 – Site Logistics Plan

### Site Logistics Plan

This should include a graphic depiction in the form of an 11x17 PDF that illustrates at a minimum the following items:

- Site access
- Site office location
- Dumpster locations
- Fencing
- Crane location(s)

### Management Plan

This tab should include a short write-up (no more than one paragraph per bullet point) of how your firm plans to manage the project site, should include how you plan to handle the following:

- Emergencies
- Noise mitigation for occupied student housing
- Material deliveries and loading
- Trash removal for all project areas
- Steel erection sequencing and staging
- Approach to elevated work
- Overall construction sequencing

## TAB 4 – Schedule

Each team is required to include a proposal schedule as part of their Internal RFP which should include activities for:

- Executive Summary (Key Milestones)
- Preconstruction (Submittals/Permitting/Procurement – Long Lead Items ONLY, etc.)
- Construction – WBS elements should include the following: Foundations, Structure, Exterior Finishes, Interior Finishes, Closeout, etc.
- Closeout (Final Closeout Documentation, Substantial Completion, Final Punch list, etc.)

The schedule should be in a Gantt chart format with detailed

activity description, durations, start/finish dates, total float, and various key milestones as defined below. Schedules should be submitted in a PDF file type. The entire proposal schedule should not be less than three pages, and no more than six total pages. The following are required for your project schedule:

### General requirements:

- CPM (Critical Path Method) with critical path activities shown in red.
- Activities arranged according to phase (Preconstruction, Construction & Closeout)
- Within the Construction phase, further organization by WBS will be required.

Ensure the Executive Summary is at the very top of the first page as the first WBS in the schedule. This summary will indicate all the critical milestone dates and durations requested below and any others you deem important to the project.

### Predetermined critical dates:

- Mobilization/Start Construction: September 4, 2023.
- Project Substantial Completion: July 1, 2026 with an early finish (if possible) preferred.

### Key Milestone Activities:

- Excavation Complete
- Concrete Structure Top Out
- Steel Structure Top Out
- Masonry Start
- Interior Finishes Start
- Masonry Complete
- Interior Finishes Complete
- Health Department Inspection of Kitchen
- AHJ Final Approval



## TAB 5- Procurement Log

In this section, complete the provided template for a project procurement log for long lead and major items and materials. Please be thorough and descriptive in your proposal responses.

## TAB 6 – Safety

Teams are requested to identify and discuss their response to safety concerns as it relates to the construction of this project. It is your responsibility to maintain a safe jobsite. Please provide responses to each of the questions below. Answers should be provided via a 1–2-page deliverable.

- Explain overall approach to safety administration. Highlight safety philosophy, disciplinary measures, and positive reinforcement programs.
- What is your team’s site-specific accident response plan?
- What measures are being implemented to protect the craft workers during the construction process?
- How will you maintain a good relationship with your existing neighbors?
- Which activities are most at risk, and how will they specifically be handled?

## TAB 7– Financing

The project owner is funding the cost of the construction privately. To forecast the quantity of monthly pay applications throughout the project, the owner is requesting a monthly cash flow projection. The cash flow projection should be based on and substantiated with your proposed construction schedule (see TAB 4). Please complete the Monthly Cash Flow Projection Spreadsheet, including a graph, this spreadsheet can be found in the project documents provided.

## TAB 8 – General Questions

Teams are required to answer the general questions about the project and include their answers under this tab. General questions can be found included in the project documents provided.

This concludes the formal requirements of the Internal RFP. Please enjoy the challenge of this problem. If you have questions, ask through an official RFI. All questions from all teams will be issued to all teams through a formal addenda process. Remember, we are all here first and foremost to learn from this experience. If something does not make sense, ask. The Layton team has been assembled to offer expertise in many areas of both construction and the RFP submission process. Our goal, at the end of the competition, is for each and every one of you to leave with a greater desire to pursue your career in commercial construction.



# The Layton Team

## The Interview

As part of the selection process, teams are required to present their qualifications and response to the Internal RFP to the selection committee. To keep the competition as fair as possible, we have implemented the following rules and procedures:

- Teams will draw for interview times in the order they turn in their Internal RFP on Thursday night. Times will be announced on Friday morning at 6:00am (As shown on Schedule).
- All teams will submit all interview/presentation material in the morning when interview times are announced (as shown on schedule). Any items that are not turned in during this time will not be allowed during the interview. Teams should plan on turning in any memory sticks, posters, handouts, charts, etc.
- Layton will provide a laptop and a projector for use during the interview with the below-mentioned programs on it.

### Microsoft Word

### Microsoft Excel

### Microsoft PowerPoint

### PDF

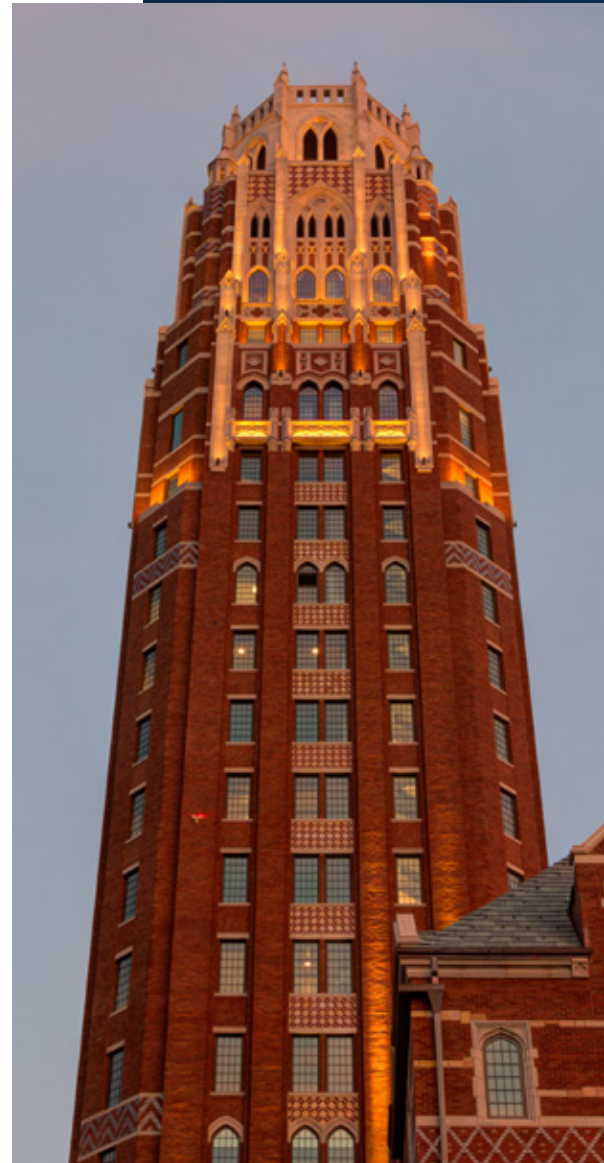
- Other items that will display without the aid of a specific program.
- Teams will be given 20 minutes for their interview. Interview times will break down as follows:

### 10 minutes set up/break down

### 20 minutes presentation

### 15 minutes question & answer

- Time will be strictly enforced. Teams will be given a "one minute left" warning during the presentation.





## Team Interview Preparation

Layton (the Selection Committee) does not require a specific format for your presentation. You may use the 20 minutes as your team sees fit. Remember, it is your time to clarify and present what you have submitted in your Internal RFP and RFQ proposals. **Don't spend too much time selling us on your team. Remember, in this specific situation you are already a member of the Layton construction and are selling the executive committee that you have a strong knowledge of the project, not as much on your team's individual qualifications. We want to be sure that your team can execute the work.**

The selection committee will want to see your team illustrate your knowledge of the project in all aspects. It is advised to show the committee an understanding of the following concepts:

- How you are going to keep the project and personnel safe.
- How you are going to protect the owner.
- The schedule and project budget.
- The logistics and management plan of your project site.
- The project staffing and responsibilities.
- How you will maintain and monitor quality.
- How you will manage the relationship and expectations with the owner.
- How you will manage risk.
- How you will deliver predictable outcomes.
- The owner's priorities.

**Tell us why we should select your internal team. Remember, you already work for Layton Construction. You are telling the committee why your team is best suited for this project.**

Above all, be yourselves. The interview is usually the only place that the Selection Committee can get a sense of how well you will work together as a team.

# Good Luck