



---

## **HISTORY**

Woodbury University was founded as Woodbury Business College (its original name), in 1884 by educator and entrepreneur F.C. Woodbury. For the first 103 years, the University was located in central Los Angeles, CA. The University was located on Wilshire Blvd from 1937-1987 until it moved to its present location, a 22.4-acre campus in Burbank, CA. In 1994 Woodbury formally organized its programs into the School of Architecture and Design, the School of Arts and Sciences, and the School of Business and Management.

Woodbury offers degrees in Business, Architecture, Computer Information Systems, Psychology, Politics & History and Liberal Arts & Business. Additional undergraduate degree programs have been added in the areas of Marketing, Animation Arts, E-Commerce, Communication, and Organizational Leadership.

Woodbury also has a satellite campus in San Diego, CA where it offers the B. Arch. and M. Arch degrees. Additional off-campus sites are located in Hollywood, CA and at Woodbury of the Canyons in Santa Clarita, CA.

## **PROJECT DESCRIPTION**

Woodbury will be engaged in multiple capital projects over the next three years using proceeds from a recent bond issue. These projects will be located within Woodbury's main Burbank campus. The projects will consist of the following:

1. Parking lot construction on a portion of an existing sports field (north part of campus).
2. Business Building/ Auditorium – approx. 22,000 sf
3. Studio Building – approx. 15,000 sf
4. Residence Hall – approx. 16,000 sf

The approximate desired building area therefore is 53,000 sf. The three buildings are to be constructed under separate permits.

## **PROJECT STRUCTURE**

Woodbury desires to enter into a Design Build agreement with a General Contractor to provide design, cost estimating/control preconstruction services throughout the design process, value engineering, and construction services for the various projects. Under this arrangement, the General Contractor shall have the architect and engineers under contract and will deliver the project on a “turnkey” basis.

We will seek qualifications, information, fees, and a proposal from a selected number of general contractors to enter into a contract with the architect(s) selected by Woodbury University to bring these projects to completion.





## **PROJECT PROCESS**

Given that the funds Woodbury receives from its Bond Issue is a fixed amount, we envision the process to be as follows:

1. Establish/ finalize Soft Costs.
2. Confirm the Hard Cost Scope that can be achieved by the bond funding proceeds. We presently project the amount available for Hard Costs to be \$9 million dollars. We also believe an additional \$3 million is achievable via fundraising, which would bring the total available Hard Costs to \$12 million. The \$3 million target amount to be raised will be confirmed prior to your commencement on step number 3 in the work process.
3. The achievable Hard Cost Scope would be developed by the General Contractor, with input from it's consultants, by preparing conceptual budget alternatives, which would set forth options indicating:
  - a. which elements could be built completely;
  - b. which ones would have several components constructed at a later date;
  - c. which ones could have the interior portion's construction deferred until a later date; and so forth.
4. Woodbury would then select the set of options that best suits the objectives of the university.
5. The General Contractor would then get finalized Architectural and Engineering contract amounts established, with Woodbury's approval.
6. The General Contractor would then finalize its Design Build contract with the university to construct the scope as selected by the university for a Guaranteed Maximum Price.

## **PROJECT BUDGET**

Maximum funding available is \$12,000,000. The contractor must design and build the facilities described above, including all change orders, within this budget.

The contract award will be given to the General Contractor whose proposal contains the greatest combination of technical excellence and price -- offering the best overall value.

The General Contractor's Proposal should include the following:

- Design/Engineering Fees
- Site Work/Improvements
- Construction
- Construction inspections, including quality control and quality assurance testing
- Administration and general conditions as required
- Contingencies
- Professional fees
- Design Surveys and investigation
- Building Information Modeling





---

## **PROJECT TIME LINE**

- **Contract Award**                   **3/01/09**
- **Notice to Proceed**           **4/01/09**

Woodbury's goal is to achieve beneficial occupancy of the three construction projects by November 1, 2010. While the bond covenant calls for all proceeds of the bond to be expended within a 3-year period to meet Woodbury's program goals, it is necessary to complete the projects by this earlier date. Allowing Woodbury to offer additional classes for the 2010-2011 academic year.

Establish a schedule including at a minimum the following milestones:

- Schematic Design review date & submission of estimate
- Detail Design review date & updated estimate
- Construction documents completion date and final estimate
- Start of Construction
- TCO
- Beneficial Occupancy
- Final Completion

The Design-Build team shall specify how much allowance, if any has been made for inclement weather in the schedule. The D/B team shall also specify the days of the week and the hours of the construction operations during each phase of the work.

## **PROGRAM**

The design-builder will be responsible for the entire design of all three construction projects, beginning with the conceptual design. Refer to Project Description above for the approximate square footage of each building.

### **LEED Certification:**

- Building to be at a minimum LEED Silver per version 2.2 New Construction.

### **Building Information Modeling:**

- Use of BIM in the design, coordination, and scheduling of the project is highly encouraged and will be a determining factor in the award of the project. The extent to which BIM is used is to be determined by the design builder.

## **DOCUMENTATION REQUIREMENTS**

Upon substantial completion the successful design builder will be required to submit floor plans on a Computer Aided Design (CAD) program that is compatible with MicroStation V7, unless otherwise negotiated and approved. The required file extension is .DGN. Clean and purged files shall be submitted on CD-ROM or electronically to Woodbury University. All submission shall be accompanied with written matrix indicating the layering standard to ensure that all information is recoverable. All architectural features of the space shall be accurately shown. Plans must be





---

submitted after construction completion and prior to beneficial occupancy. Failure to provide accurate floor plans may result in payment being withheld.

## **SELECTION PROCESS AND SCHEDULE**

The General Contractor firms will be evaluated based on experience with similar projects in an academic setting, recent experience with projects of similar size and scope, credentials and availability of assigned personnel, and costs. We may elect to visit some of the campus centers or similar projects that you have completed.

## **RFP RESPONSE REQUIREMENTS**

### **OUTLINE FOR PROPOSALS**

D/B Teams shall use the following outline in the presentation of their solutions to this RFP. The proposal shall be concise and fully self-contained, and shall display clearly and accurately the information requested in the order and format indicated below. All copies of the proposal are to be in 8- ½" x 11" format. Any sheets larger (i.e. 11" x 17" or 8- ½" x 14") must be folded in a manner to fit within the 8- ½" x 11" format. All copies are to be three hole punched and bound together by binder clip or rubber band. **Do not put the proposals in 3-ring binders.**

---

**Thursday, February 12, 2009**

---

- 7:00 am – Pre-Bid Meeting – Pre-Qualifications
  - Submittal of Statement of Qualifications due, six (6) copies (3 hole punched)
  - All Team Members are required to attend.
- 9:30 am – One copy of Conceptual Design Due
  - Include at least 3 quality sketches/diagrams that best illustrate your design at this phase, also include brief written description.
- 11:00 am – Deadline for all RFI's.
  - Use RFI format provided only.
- 12:00 pm – RFI responses returned to D/B teams.
- 10:00 pm – One (1) copy of Response for Proposals including:
  - Transmittal Letter
  - Table of Contents
  - Project Management Narratives
  - Itemized Cost Proposal
  - Project Scheduling and Phasing
  - Concept Design Solution
  - Statement of Construction System and Materials
  - Exceptions and Clarifications





- 
- 12:00 am – Remaining five (5) copies of Responses for Proposal and Presentation Materials due.

**Friday, February 13, 2009**

---

- 9:00 am – Presentations begin.
- 7:30 pm - Swinerton Builders presentation of problem solution and answer questions.

**Conceptual Design Submittal:**

Provide at least three sketches, plans, or diagrams, which best explain your design at this phase. The way in which the design is presented (sketches, diagrams, plans, etc.) is of your choosing. Include a brief summary of your approach to the design portion, and the team intention with the design. Turn in one copy.

**Transmittal Letter:**

Provide a transmittal letter identifying the prime Proposer and Design Build Team. Introduce and summarize the overall approach and outcome of the D/B team efforts and note any outstanding characteristics of the D/B proposal presented. Confirm that all requested requirements have been met in the proposal, or briefly summarize those elements that could not be provided.

**Table of Contents:**

The Table of Contents shall list all Proposal sections as outlined herein.

**Project Management:**

Provide a detailed Organization Chart for your proposed team, and correlate in with a detailed Project Management Plan. The proposal should include **each team member's real resume**. The Project Management Plan should clearly communicate your specific plans for controlling the design and construction efforts. Identify all the major risks included in the project and how will the contractor solve or avoid them.

The D/B team shall clarify in a narrative site plan on a site utilization plan that will include materials staging, temporary field office, employee parking and other activities shown in the design solution material.

Elaborate on the design phase – How will you interact with the Owner and users? New estimates, schedules, and design drawings will be presented to the owner for review at each of the design phases. How will the two be integrated?





---

### **Itemized Cost Proposal:**

**Provide an itemized cost breakdown (budget) that corresponds with the turnkey provisions of the concept design, program, schedule, construction systems & materials.**

Proposal may include the following:

- Design/Engineering
- Site Work/Improvements
- Construction
- Construction Inspections, including quality control and quality assurance testing
- Administration and General Conditions as required
- Professional Fees
- Design Surveys and Investigations

Use proposed estimate summary sheet provided for the overall summary of your estimate. Enter numbers in excel format and place the estimate summary in front of the detailed estimate. The detailed itemized cost breakdown shall be categorized by CSI Divisions. Provide both construction and design cost. A schedule of values is also required. Also include a separate breakdown of General Conditions, show fee.

**\*All the backup sheets need to be attached to the proposal in order to receive scores.**

### **Schedule:**

Provide a detailed Bar Chart AND a logic diagram in PERT or PDM with minimal 75 activities. Include design reviews in the schedule. Think about what takes place at each of these phases.

The schedule should clearly identify all project phases, major activities and duration, major milestones, owner activities, and major disruptions. The schedule should at least indicate the following categories, activity description and ID, early start, late start, early finish, late finish, total float, and duration. Copies of the schedule should be provided in the Proposal. Foldout 11" x 17" pages are acceptable if desired. Manpower loaded schedules are not required but welcomed.

Also provide a brief narrative of the project phasing/scheduling approach to be utilized. Identify assumptions, risks and benefits. Describe the Owner's and Designer's responsibilities in assuring the schedule success with this approach.

Identify Pre-Construction Activities: such as procurement items, permitting, design review, etc.

### **Concept Design Solution:**

Provide a concept design presentation that effectively proposes solutions to the design challenges presented by this project. Presentation materials submitted with the Proposal shall be the same 8 ½ " x 11" proposal package, for the selection committee review prior to D/B team presentations and interviews.





The A/E written narrative should include but is not limited to:

- A description of the proposed architectural concept, façade, interior space development, and utility routing design. How will this building suit the needs of the owner? How will it suit the needs of the users?
- A narrative of how the D/B team shall manage the design phase. The following categories are an example of additional areas in which the design team may need to manage additional consultants in: Civil Engineering, Landscape Design, Structural Engineering, Fire Protection, MEP, Security, etc.
- The written narrative should describe how the proposed concept design responds to the requirements of the problem. Following the submittal of Design Build proposals, which include the concept design presentation materials described above. Each proposing Design Build team will be scheduled for a presentation/interview, where the D/B team may present the full sized presentation materials prepared. It is anticipated that the presentations will be limited to 35 minutes.

#### **Statement of Construction Systems and Materials:**

Provide a written narrative to briefly describe the nature and quality of the building systems and materials proposed for the project. Include why the systems and materials were chosen. Describe the design philosophy of where available funds would be allocated to assure long-term project success.

The narrative should include general information regarding proposed materials and systems in the following areas:

- Structural System Concept
- Hardscape & Landscape Materials
- Exterior Building Finish Materials & Textures
- MEP Systems
- Special Consideration for Fire Protection
- Utility Service Provisions
- Interior Design & Space Planning

#### **Exceptions and Clarifications:**

Several assumptions will need to be made throughout the Design Build process. Include all the design, estimate, scheduling assumptions and value engineering proposals and ideas in this section.





---

### **Judging Criteria:**

The following is a percentage breakdown for the Design Build Competition:

- |   |  |            |
|---|--|------------|
| ➤ | <b>Pre-qualification Submittal</b>       | <b>5%</b>  |
| ➤ | <b>RFP Response</b>                      | <b>70%</b> |
|   | ▪ Design/Construction Management Plan    | 15%        |
|   | ▪ Design/Approach                        | 20%        |
|   | ▪ Schedule                               | 15%        |
|   | ▪ Estimating/Pricing                     | 20%        |
| ➤ | <b>Presentation Materials</b>            | <b>5%</b>  |
| ➤ | <b>Oral Presentation &amp; Interview</b> | <b>20%</b> |

Thank you and Good luck!

