

2021 ASC Student Competition

Region VI Design-Build

### REQUEST FOR DESIGN-BUILD ENTITY PROPOSALS

*Core and Shell Office Space*

**February 3, 2021**

**ANNOUNCEMENT TO PRE-QUALIFIED DESIGN-BUILD ENTITIES**

**1.0 INTRODUCTION**

1. The Owner’s Representative (OR) has completed Design-Build Entity (DBE) pre-qualification for the subject project. This announcement establishes the requirements for sealed proposals, which will only be accepted from pre-qualified DBEs.
2. The Request for Proposal documents will be made available on **Wednesday, February 3, 2021 at 11:00AM** via virtual meeting, details below:

* Join Zoom Meeting
* <https://zoom.us/j/7358617369?pwd=alZEVTkxVTRFQ0tGRmt3MDJ2RGFxQT09>
  + - Meeting ID: 735 861 7369
    - Passcode: 02468

**1.1 LISTING OF PRE-QUALIFIED DBEs**

Based on review by the OR of the DBE Pre-Qualification Submittals, the following Firms have been selected to continue through the selection process.

Boise State University

Brigham Young University

Brigham Young University, Idaho

Northern Arizona University

South Utah University

U.S. Air Force Academy

University of Arizona

**1.2 PURPOSE**

1. The primary objective of the OR in utilizing the Design-Build approach for this project is to bring the best available design, construction management, construction experience, and expertise together to work as a team to successfully meet the unique challenges presented by this project.
2. The OR will select a DBE to provide a project that meets the established needs of program, budget, design standards, and site interface and development guidelines.
3. The OR is utilizing the DB process to be involved in the final solution. Proceeding with design development without authorization from the OR will not follow the spirit of the process.

**1.3 DBE CONTRACT PROVISION SUMMARY**

1. The OR is looking to retain a DBE through a competitive proposal and interview process for the project, to provide Design and Pre-Construction Services during the project design period, and to act as General Contractor to construct the project as the design is completed.
2. The DBE, after authorization by the OR, will prepare and complete the design and construction documents in accordance with the requirements as set forth by the OR in the Design Narrative in Exhibit 2.
3. The DBE, after authorization by the OR, will competitively bid the various Trade (Subcontractor) Bid Packages representing the Construction Work required to complete the Project.
4. The DBE has the option to provide a performance and payment bond on the project. If the DBE chooses not to provide a Performance and Payment Bond then during the interview session they need to explain why.
5. The provisions herein (this Announcement to Pre-qualified DBEs) are in summary form only. The DBE shall in all cases review the Contract Documents for specific requirements. If there are conflicts between the provisions herein and any other Contract Documents the provisions therein shall govern.

**2.0 GENERAL REQUIREMENTS**

The successful DBE shall be responsible for providing the Pre-Construction Services and Construction Services as indicated below and described in greater detail in the Request for DBE Proposal documents.

The OR will award to the successful DBE a single Design-Build Contract for the project. The Contract Time for the completion of project is up to the DBE to present to the OR. The anticipated NTP (Notice to Proceed) date will be March 15th, 2021.

**2.1 WORK PHASES**

The successful DBE shall be responsible for providing Design and Pre-Construction Services (Phase 1), and Construction Services (Phase 2).

**2.1.1 Design and Pre-Construction Services (Phase 1)**

The selected DBE shall be responsible for the Pre-Construction Services for the project as identified in the DBE Contract.

* + - 1. The Design and Pre-Construction Services – Phase 1 shall include (at a minimum) the following:

1. Development of the design and construction schedule.
2. Development of 100% Schematic Design Documents.
3. Leading and managing all design consultants, sub-consultants, engineers, and others employed to complete the full design.
4. Prequalification of Subcontractors
5. Development of Trade Bid Packages.
6. Trade Bid Package bidding

**2.1.2 Construction Services (Phase 2)**

Upon Notice to Proceed from the OR, the DBE shall be responsible for the construction of the Project.

**2.1.2.1** The Construction Services (Phase 2) shall include (at a minimum) the following:

1. Contract with all Subcontractors.
2. Construction Supervision.
3. Subcontractor Coordination.
4. Project Scheduling
5. Construction Quality Assurance and Inspections.
6. Management of Project Safety.
   1. **MANDATORY PRE-PROPOSAL CONFERENCE**

A mandatory Pre-Proposal Conference will be conducted on **Wednesday, February 3, 2021, beginning promptly at 11:00AM**. Only DBEs who participate in the pre-proposal conference in its entirety will be allowed to propose on the project. Participants can access this meeting virtually at:

* <https://zoom.us/j/7358617369?pwd=alZEVTkxVTRFQ0tGRmt3MDJ2RGFxQT09>
  + Meeting ID: 735 861 7369
  + Passcode: 02468
    1. **Team Contact Info Matrix**

The RFP package includes an excel spreadsheet labeled Team Contact Info Matrix. This must be filled in by the team including photos and returned to the OR via e-mail **no later than Wednesday, February 3, 2021 at 1 PM.**

* 1. **REQUESTS FOR INTERPRETATION**

Requests for interpretation of the Proposal Documents must be submitted via e-mail **on the excel form provided in the RFP documents package** and received by the OR no later than **5:00PM on Wednesday, February 3, 2021**. Questions received after the above-noted deadline may be answered at the discretion of the OR. Revisions, additions, or deletions will be made by written addenda issued by the OR only.

**2.5 CONCEPT DESIGN AUTHORIZATION**

**The concept design package must be submitted via email and must be received by 9:00PM on Wednesday, February 3, 2021.** The following deliverables utilizing the final formatting for the proposal are to be included for review by OR:

* Org Chart
* Safety Plan
* Quality Plan
* Proposed Site Plan
* Conceptual Estimate for DBE Preliminary Design

**Authorization to proceed to final designs, estimates, and proposals will be given during design charette via zoom on Thursday, February 4 morning**. Schedule to be sent via addenda.

* 1. **SUBMITTAL OF DBE PROPOSALS**

|  |  |
| --- | --- |
| Proposals will be received only via email: | McCarthy Building Companies, Inc.  Attn: Mark Greil - [mgreil@mccarthy.com](mailto:mgreil@mccarthy.com)  Jeff Dill – [jdill@mccarthy.com](mailto:jdill@mccarthy.com)  Andrew Gillett – [agillett@mccarthy.com](mailto:agillett@mccarthy.com)  Bobby DeWeese – bdeweese@mccarthy.com |
| Final Proposals will not be accepted after: | **5:00PM on Thursday, February 4, 2021** |

* 1. **DBE INTERVIEW PRESENTATION**

|  |  |
| --- | --- |
| Interview Presentation delivered to : | McCarthy Building Companies, Inc.  Zoom Session  Attn: Mark Greil - [mgreil@mccarthy.com](mailto:mgreil@mccarthy.com)  Jeff Dill – [jdill@mccarthy.com](mailto:jdill@mccarthy.com)  Andrew Gillett – [agillett@mccarthy.com](mailto:agillett@mccarthy.com)  Bobby DeWeese – bdeweese@mccarthy.com |
| Presentations will not be accepted after: | **9:00PM on Thursday, February 4, 2021** |

Please do not present the same information as submitted in RFQ. Thirty-five (35) minutes will be allotted for the Presentation / Interview for the Core and Shell Office Space project, broken down as follows. Each firm will be allotted five (5) minutes for set-up, twenty (20) minutes for formal presentation, fifteen (15) minutes interactive Q&A, and five (5) minutes to exit.

Any portion of the DBE’s Project Approach in the Request for Proposal Submittal package may be covered in the Presentation / Interview. The presentation / interview is intended to show the DBE’s plan for designing and constructing a new flexible core and shell office space.

Interview times will be emailed as a response to your proposal submission.

The successful Bidder will be required to have the following State of California Contractor's License current at the time of submission of the Proposal:

|  |  |
| --- | --- |
| LICENSE CLASSIFICATION / CODE: | B – General Building Contractor |

INSTRUCTIONS FOR DESIGN-BUILD ENTITY PROPOSALS

**TABLE OF CONTENTS**

PAGE

ARTICLE 1 – DEFINITIONS 1

ARTICLE 2 – DESIGN-BUILD ENTITY REPRESENTATIONS 1

ARTICLE 3 - PROPOSAL DOCUMENTS 1

3.1 COPIES

3.2 INTERPRETATION OR CORRECTION OF PROPOSAL DOCUMENTS

3.3 PRODUCT SUBSTITUTIONS

3.4 SUBCONTRACTORS

3.5 ADDENDA

3.6 BUILDER'S RISK PROPERTY INSURANCE

ARTICLE 4 - PRE-PROPOSAL CONFERENCE 2

ARTICLE 5 - PROPOSAL PROCEDURES 2

5.1 FORM AND STYLE OF PROPOSALS

5.2 LEFT BLANK

5.3 SUBMISSION OF PROPOSAL

5.4 MODIFICATION OR WITHDRAWAL OF PROPOSAL

### ARTICLE 6 - CONSIDERATION OF PROPOSAL 3

6.1 OPENING OF PROPOSAL

6.2 REJECTION OF PROPOSAL

6.3 SCORING MATRIX

SUPPLEMENTAL INSTRUCTIONS 5

INFORMATION AVAILABLE TO DESIGN-BUILD ENTITIES 7

ARTICLE 1 - DEFINITIONS

1.1 Except as otherwise specifically provided, definitions set forth in the General Conditions or in other Contract Documents are applicable to all Proposal Documents.

1.2 The term “Addenda” means written or graphic instruments issued by the OR prior to the Proposal Deadline which modify or interpret the Proposal Documents by additions, deletions, clarifications, or corrections.

1.3 The term “Alternate” means a proposed change in the Work, as described in the Proposal Documents which, if accepted, may result in a change to either the Contract Sum or the Contract Time, or both.

1.4 The term “Proposal Deadline” means the date and time designated in the Announcement to Pre-Qualified Design-Build Entities as the last date and time for receipt of Proposal, as may be revised by Addenda.

1.5 The term “Proposing Firm” means a Person or Firm that submits a Proposal.

1.6 The term “Proposal Documents” means the documents prepared and issued for submitting the Proposal including all Addenda thereto.

1.7 The term “Days” means calendar days, unless specifically noted otherwise.

1.8 The term “Unit Price” means an amount stated in the Proposal for which DBE offers to perform the Unit Price Work for a fixed price per unit of measurement.

1.9 Any “time” mentioned in any of the proposal documents for purposes of defining deadlines for submittals, proposals, requests for clarifications, issuance of addenda, etc. shall be the “local standard time”, location to which the proposals will be received.

#### ARTICLE 2 – DESIGN-BUILD ENTITY REPRESENTATIONS

2.1 DBE, by making a Proposal, represents that:

2.1.1 DBE has read, understood, and made the Proposal in accordance with the provisions of the Proposal Documents.

2.1.2 The Proposal is based upon the requirements in the Proposal Documents without exception.

#### ARTICLE 3 - PROPOSAL DOCUMENTS

3.1 COPIES

3.1.1 Design / Build Contractor will be given a link with the proposal documents and e-mailed the Proposal Documents to the email account provided to each pre-qualified entity.

* + 1. The OR makes copies of the Proposal Documents available, on the above terms, for the sole purpose of obtaining Proposals for the Work and does not confer a license or grant permission for any other use of the Proposal Documents.

3.2 INTERPRETATION OR CORRECTION OF PROPOSAL DOCUMENTS

3.2.1 DBE shall, before submitting its Proposal, carefully study and compare the components of the Proposal Documents and compare them with any existing conditions which relates to the Work for which the Proposal is submitted; shall examine the Project site, the conditions under which the Work is to be performed, and the local conditions; and shall at once report to OR errors, inconsistencies, or ambiguities discovered.

3.2.3 Clarifications, interpretations, corrections, and changes to the Proposal Documents will be made by Addenda issued as provided in Paragraph 3.5. Clarifications, interpretations, corrections, and changes to the Proposal Documents made in any other manner shall not be binding and DBE shall not rely upon them.

3.5 ADDENDA

3.5.1 Addenda will be issued only by the OR and only in writing and/or pictorial form. Addenda will be identified as such and will be e-mailed to the DE and a text notification will be issued to the authorized representative of each proposing DBE.

3.5.3 Addenda will be issued no later than **3 FULL HOURS** prior to the Proposal Deadline. Addenda withdrawing the request for Proposals or postponing the Proposal Deadline may be issued any time prior to the Proposal Deadline.

3.6 INSURANCE

3.6.1 The OR will provide builder's risk property insurance.

3.6.2 At a minimum the DBE will be required to include the cost of General liability, Professional Errors and Omissions, Workers Compensation Insurance in their proposal.

#### ARTICLE 4 - PRE-PROPOSAL CONFERENCE

4.1 Pre-qualified DBEs shall attend the Mandatory Pre-Proposal Conference. Any DBE not attending the Pre-Proposal Conference in its entirety will be deemed to have not complied with the requirements of the Proposal Documents and its Proposal will be rejected.

#### ARTICLE 5 - PROPOSAL PROCEDURES

5.1 FORM AND STYLE OF PROPOSALS

5.1.1 The DBE will be given a template for which they are to fill their proposal out and the following items need to be part of the final deliverable to the OR.

1. Completed Proposal Form.
2. Appendix 1 – Insert DBE’s Detailed Schedule.
3. Appendix 2 – Insert the following:
   1. Floor plan(s) clearly illustrating space planning for the building.
   2. Architectural renderings of the lobby.
   3. Architectural site plan showing proposed building location, pedestrian flow and parking.
   4. Architectural rendering of the main building entrance.
4. Appendix 3 – Insert DBE’s General Conditions Breakdown and Cash Flow.

5.1.2 DBE shall make no stipulations on the actual Proposal Form nor qualify the Proposal Form in any manner.

5.2 **LEFT BLANK**

5.3 SUBMISSION OF PROPOSALS

5.3.1 The Proposal Form, Proposal Security, and all other documents required to be submitted with the Proposal shall be separated from the main document.

5.3.2 Proposals and Interview Presentation shall be deposited at the designated location on or before the Proposal Deadline. A Proposal or Presentation received after the Proposal Deadline will be subject to the following:

**Late submittals will lose 10 points 0 to 5 minutes late, 15 points 6 to 10 minutes late, 20 points up to 11 to 20 minutes late, after 21 minutes any items will be rejected.**

DBE shall assume full responsibility for timely delivery at the location designated for receipt of Proposals

5.4 MODIFICATION OR WITHDRAWAL OF PROPOSAL

5.4.1 Prior to the Proposal Deadline, a submitted Proposal may be modified or withdrawn by the DBE.

#### ARTICLE 6 - CONSIDERATION OF PROPOSALS

6.1 OPENING OF PROPOSALS

6.1.1 Proposals which have the required identification as stipulated in 5.3, and are received on or before the Proposal Deadline, will be opened privately by the OR.

6.2 REJECTION OF PROPOSALS

6.2.1 OR will have the right to reject any Proposal which is in any other way materially incomplete or irregular.

6.3 AWARD / SELECTION

6.3.1 OR will have the right, but is not required, to waive nonmaterial irregularities in a Proposal and to accept the Proposal as determined by OR.

* + 1. OR will have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Proposal Documents.
    2. OR will determine the selection of the DBE on the following scoring matrix:

|  |  |  |  |
| --- | --- | --- | --- |
| Component | Subcomponent | Maximum Points Available | Points Awarded |

**DESIGN-BUILD ENTITY PREQUALIFICATION PACKAGE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 |  | Overall Prequalification Presentation | 5 |  |

**DESIGN-BUILD ENTITY - RESPONSE TO PROPOSAL PACKAGE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 |  | Organization and Overview | 5 |  |
| 2 |  | Design Approach | 15 |  |
| 3 |  | Schedule | 6 |  |
| 4 |  | Site Utilization Plan / Site Logistics | 8 |  |
| 5 |  | Estimating / Budget Development | 8 |  |
| 6 |  | Safety | 4 |  |
| 7 |  | Quality Control | 4 |  |

**PRESENTATION / INTERVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Team Presentation | 25 |  |
|  |  | Q&A | 15 |  |

**TOTAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Total Available Points** | **100** |  |

SUPPLEMENTARY INSTRUCTIONS

FOR

DESIGN-BUILD ENTITY PROPOSALS

1. Contract Time:
2. Total Contract Time –  **To Be Determined By DBE**
3. Assume a Notice to Proceed (NTP) of Wednesday, March 15, 2021.
4. Owner’s Anticipated Total Contract Value is **$TBD**
5. To minimize waste, and expedite information flow, the OR has elected to use an email account for the event for the purpose of information exchange, including, but not limited to, RFP document distribution, RFIs, and Addenda. Each team will use their email account registered with the ASC during the competition and the ORs account is [mgreil@mccarthy.com](mailto:mgreil@mccarthy.com)

All deadlines prescribed throughout this document will be assessed based upon document upload completion, so please ensure that you have sufficient time to transfer the data (in lieu of printing).

1. Requests for clarification or interpretation of the Proposal Documents shall be addressed only to:

**McCarthy Building Companies, Inc.**

**Attn:**

Mark Greil - [mgreil@mccarthy.com](mailto:mgreil@mccarthy.com)

Jeff Dill – [jdill@mccarthy.com](mailto:jdill@mccarthy.com)

Andrew Gillett – [agillett@mccarthy.com](mailto:agillett@mccarthy.com)

Bobby DeWeese – bdeweese@mccarthy.com

5. E-mail one (1) electronic copy of Request for Proposal Submittal Package and one (1) electronic copy Proposal Form to [mgreil@mccarthy.com](mailto:mgreil@mccarthy.com) These packages shall be identified with the Project name and DBE Team Name, as well as School Name. (NOTE: These shall be **two separate** **PDF files**; one for the RFP Submittal and one for the Proposal) shall be received no later than **9:00PM on Thursday, February 4, 2021** at:

**McCarthy Building Companies, Inc.**

**Attn:**

Mark Greil - [mgreil@mccarthy.com](mailto:mgreil@mccarthy.com)

Jeff Dill – [jdill@mccarthy.com](mailto:jdill@mccarthy.com)

Andrew Gillett – [agillett@mccarthy.com](mailto:agillett@mccarthy.com)

Bobby DeWeese – bdeweese@mccarthy.com

6. Presentation / Interview of Pre-Qualified DBEs:

The OR will conduct interviews with only those Pre-Qualified DBEs who respond to and submit the Request for Proposal Submittal Package.

The OR will open the entire Request for Proposal Submittal Packages, review, and if necessary, request clarifications.

7. Request for Proposal Submittal Package Detailed Submittal Requirements:

Submit (1) electronic copy of the Request for Proposal Submittal Package as outlined on the cover page. For the Request for Proposal Submittal Package material shall be no larger than 11" x 17" and it shall contain no more than Fifteen (15) pages of information, excluding separator sheets including:

**1. Organization and Overview:**

In Section 1 of the Informational A3 a visual depiction on how the team is structured needs to be provided.

**2. Schedule:**

In Section 2 of the Informational A3 a visual depiction of important design (preconstruction) and construction milestones needs to be provided. The milestones the DBE provides should be relevant to the project and important to the OR.

In Appendix 1 the DBE should provide a detailed schedule the OR can reference highlighting the critical path of the project.

**3.** **Design:**

In Section 3 of the Informational A3 illustrate to the OR what your design concept is and how your design is the best to meet the ORs goals.

In Appendix 2 the following items should be included at a minimum:

1. Detailed floor plan(s) clearly illustrating the space planning for the building.
2. Provide renderings of the exterior skin, lobby and an architectural site plan showing proposed building location, pedestrian flow and parking.
3. Provide architectural rendering of the main building entrance.
4. Site Logistics Plan.

**4. Budget:**

In Section 4 of the Informational A3 fill out the budget template. The costs that are prepopulated are budgets the OR wants the DBE to include in the total project costs. The DBE should assume these are accurate to allow the DBE to spend time focusing on other areas of the budget.

In Appendix 3 the DBE needs to provide the following:

1. A breakdown of the costs included within their general conditions line item.
2. A cash flow projection from March 15th, 2021 through Final Completion.

**5. Safety:**

DBE is advised that construction of the Flexible Core and Shell Office project will be on an active office campus. Provide a narrative explaining the DBE’s approach to maintaining a safe work environment for construction personnel, tenant staff and visitors.

**6. Quality:**

Provide a narrative which outlines the DBE’s plan for providing the County with a high-quality project.

**INFORMATION AVAILABLE TO DESIGN-BUILD ENTITIES**

1. Exhibit 1 – Proposal Form (excel file)
2. Exhibit 2 – Design Narrative & Program Space Requirements (word file)
3. Exhibit 3 – Contact Matrix (excel file)
4. Exhibit 4 – Site Plan (pdf)
5. Exhibit 5 – Design Narrative, Program Space Requirements & Design Guidelines (word file)
6. Exhibit 6 – RFI Form via Smartsheet Link (excel file)
7. Exhibit 7 – Team Contact Information Matrix (excel file)
8. Exhibit 8 – General Conditions Matrix (pdf)
9. Exhibit 9 – LA County Best Practices Design Excellence (word file)
10. Exhibit 10 - Minimum Fixture Calculations Requirements (pdf)
11. Exhibit 11- Detailed Estimate Form

Page Intentionally Left Blank