Long Beach Airport Terminal Redevelopment

LONG BEACH, CA

REQUEST FOR PROPOSALS

INTRODUCTION:

The City of Long Beach, the owner and operator of the Long Beach Airport (LGB), is embarking on a multi-phase project with multifaceted goals. LGB boasts a unique experience for travelers, as it is one of the few airports that provides travelers with a hybrid indoor-outdoor airport atmosphere. This project encompasses the construction and renovation of various facilities, primarily focusing on improving passenger experience through a range of enhancements to the following components: renovations to the existing historic terminal building, new construction of 10,000-12,000 SF of ticketing facilities, baggage claim area improvements, and pre-security concessions/restrooms and with a meet and greet plaza. Simultaneously, through this project the city aims to address the vital need to enhance passenger flow as the number of passengers that circulate through LGB continues to increase. Through this ambitious endeavor, the city aspires to create a safer, more efficient, passenger-centric airport environment while ensuring compliance with essential sustainability initiatives.

OBJECTIVE:

Your firm is invited to submit a proposal for providing Design-Build services for this facility improvement and revitalization project. This proposal should encompass your firm's Construction Management Plan, Design, Schedule, Estimating/Pricing, and Phasing/Logistics approach to the proposed project. You will need to demonstrate the qualifications of your firm's team and its understanding of the project through a proposal. ***Please note: it is the responsibility of the Design-Builder to identify and obtain all required permits, inspections, and approvals for the project.***

PROJECT BACKGROUND AND HISTORY:

Long Beach Airport (LGB) is an award-winning travel hub featuring modern facilities, convenient parking, local restaurants and vendors, and a stylish and historic terminal building. *Condé Nast Traveler* readers ranked LGB one of the top 10 small airports in the United States. LGB is a smart choice for leisure and business travel, providing commercial service to more than two dozen nonstop destinations, with connections worldwide. While it is the oldest airport in California, celebrating its 100th anniversary in 2023, LGB has undergone a major improvement program to expand and modernize its facilities.

LGB is constantly striving to create the most intriguing and comfortable spaces for its users while maintaining a functional flow for operations. This project is Phase II to the overall Airport Improvement Program. Phase I Improvements were completed and opened for public use in December 2012. Improvements included replacement of temporary boarding lounges located directly behind the terminal by new hold rooms, concessions in a 33,064 square foot passenger concourse ("Concourse"), and an 8,235 square-foot passenger security-screening checkpoint ("SSCP"). The Concourse and SSCP were developed to be certified under the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) program. The Concourse was designed to accommodate a rooftop solar powered electric generation array, anticipated to offset 13 percent of the Concourse power demand. Phase I also included the construction of a new parking structure (Parking Structure B) and an adjacent surface parking lot containing a total of 2,421 spaces.

Phase II of this project will strengthen airport revenue through the design and construction of facilities aimed at improving pedestrian safety and experience, including a variety of circulation improvements. This will improve the quality of user experience at the airport and the generated revenue will be available as airport budget. This allocated budget will allow previously airport allocated funds from the city to be re-routed and used in broader scopes and improvements throughout Long Beach. The Project will help improve passenger

traffic in compliance with the City's Airport Noise Compatibility Ordinance. This will allow the airport to maintain a functional working relationship with the city and an amicable relationship with Long Beach's residents.

PROJECT LOCATION:

The airport is centered between the major business and tourism areas of Orange County and Los Angeles County, just miles from the beach. The airport presently covers 1,166 acres and has three runways, the longest being 10,000 feet. The street address for LGB is 4100 East Donald Douglas Drive, Long Beach, California. Aviation activities are located just North of Interstate 405 (I-405) and bound by Cherry Avenue to the West, the City of Lakewood and Douglas Park to the North, and Lakewood Boulevard to the East. Public access to the terminal area is from Lakewood Boulevard, via Donald Douglas Drive.

The airport and surrounding area are in the City's Airport Land Use District, which the zoning code designates as Planned Development (PD). Allowed uses within the district (PD-12) include areas for commercial storage, general industrial, light industrial, medium industrial, park or planned development.

The project will be implemented in the area surrounding the existing Historical Terminal Building. The improvements would be constructed between the Gulfstream building and the Airport Training site on the airport. Phase II improvements within this area include renovations to the existing historic terminal building, ticketing facilities, baggage claim area improvements, and pre-security concessions/restrooms with a meet and greet plaza.

The city of Long Beach averages 345 days of sunshine each year. Along with this, each year Long Beach hosts the Acura Grand Prix, which takes place in the city streets surrounding the Long Beach Convention Center, seven miles from LGB.

PROGRAMMING REQUIREMENTS / SCOPE OF WORK INCLUSIONS:

General:

- Project Components:
  - Terminal Renovation Improvements
  - Ticketing Facilities
  - Baggage Claim Area Improvements
  - Pre-Security Concessions and Restrooms and Meet & Greet Plaza
- Site Conditions: The existing site is an airport terminal adjacent to the existing and occupied Long Beach Airport on all sides. Public roadways with sidewalks border the east and active runways are to the West of the terminal. Businesses such as rental car centers, restaurants, shops, and cafes are located inside and adjacent to the terminal.
- Parking: Parking on-site is limited, and the Design-Builder must locate suitable areas for adequate workforce parking for the duration of construction. Temporary parking accommodations for the area taken over during construction must be thoroughly coordinated with the airport, TSA, affected airlines, and city of Long Beach. Design-Builders are to produce a parking plan for review.
- Security: Controlled entry and exit points for all on-site personnel, TSA security requirements, and other badging/secured access requirements must be taken into consideration.
- Misc.: The proposed complex shall include features that serve all visitors, passengers, and airport/airline staff. Airport passengers should be kept in mind and ease of use and accessibility

should be well thought-out and included in the design. Spaces shall be efficiently designed to allow for maximum usage and provide the passengers with a highly functional space. It is important to consider the passenger experience as it relates to efficiency, safety, circulation, and sustainability as outlined further in the following sections.

Architectural:
The City desires to engage the services of a Design-Builder to provide a plan for space allocation and usage within the available property. The Contract Documents shall include the following:

- Program Criteria (16,500-20,500 SF):
  Project components include, but are not limited to:
  - Renovation and re-commissioning of the existing historic terminal building including:
    - Window upgrades – open / clear glazing, more visibility with larger windows
      - Approach to increasing natural light reflected in rendering(s)
      - Reference "Appendix I - Existing Historic Terminal Window Repair and Lighting Improvements Quantities" for quantity takeoff. (Note: Appendix I does NOT need to be filled out as a deliverable.)
    - Lighting improvements (modern lighting incorporated into historical building)
      - Reference "Appendix I - Existing Historic Terminal Window Repair and Lighting Improvements Quantities" for quantity takeoff. (Note: Appendix I does NOT need to be filled out as a deliverable.)
    - Restroom upgrades
    - Building envelope enhancements while preserving historic façade
    - Building identification: clear and large
    - Demolition as specified below
    - Project Highlight: an artistic and functional component that is both interactive to airport users and *historically* relevant to the City of Long Beach
  - New Ticketing Facilities (10,000-12,000 SF)
    - Ticket counters (10 @ 50 SF)
      - Common use terminal equipment (CUTE) systems
      - Maximum of 40" between counters and baggage belts
    - Airline ticket offices (ATO) (4 @ 100-150 SF)
    - Outbound baggage belts (2 @ 100 SF)
    - Pre-security restrooms (2 @ 800-1,000 SF)
      - Family Restroom (50-75 SF)
    - Self-Check-In Area (750-1,000 SF)
      - Minimum 10 kiosks
    - Waiting Areas
      - Standing (450-650 SF)
      - Sitting (900-1,000 SF)
    - Egress
    - New emergency generator system to accommodate upgraded and new systems (1,000-1,500 SF)
  - Existing Baggage Claim Area Improvements
    - New baggage service office (250-300 SF)
    - New canopies for passenger protection from inclement weather
    - Haul-off of previously decommissioned Claim Units 1-3 ahead of new units

        - Construction of up to 3 new baggage claim unit(s) within the non-secure public area and 1 inbound baggage belt within the secure area serving all
            - Baggage claim systems are OFCI, system integration by owner.
    - Core and Shell for new Pre-Security Concessions (6,500-8,500 SF)
        - Pre-security concessions (1,000-2,000 SF)
        - Meet and greet plaza (2,500-4,000 SF)
        - Restrooms (2 @ 800-1,000 SF)
            - Family Restroom (50-75 SF)
        - Egress
        - Project Highlight: an artistic and functional component that is both interactive to airport users and *socially* relevant to the City of Long Beach
        - MEPF requirements
            - Mechanical/electrical room(s)
- Tenant Requirements:
    - Clear distinction between secure and non-secure areas
    - Minimize exposed MEPs in public areas.
- Design Goals / Style requirements:
    - Open design concept
    - Natural sunlight
    - 50% of all new design must be able to be classified as “outdoor” space to maintain the indoor/outdoor architecture of the existing airport campus.
    - Clean and minimalistic design
    - State of the art technology
    - Ease of access and maintenance
    - Productive traffic flow and user circulation
    - Cultural relevance to the city and region
    - “Beachy” architecture, ocean motifs, build off existing historic terminal building
- Objectives: The key objectives of the project are as follows:
    - Maximize safety and security of passengers, visitors, and tenants by adhering to TSA, and all applicable State and local standards including the city’s fire, building, and safety codes.
    - Ensure that project sizing and design of the improvements is in keeping with the parameters of the adopted Airport Noise Compatibility Ordinance and Final Environmental Impact Report for the project (FEIR).
    - Maintain and enhance the current character of the Airport Terminal Building as a Long Beach Cultural Heritage Landmark by creating an environment in which the design of the new facilities respects the architectural/aesthetic character of the existing historic terminal building.
    - Provide uncomplicated, operationally, and energy-efficient, value-driven design within a plan that can be developed in incremental stages.
    - Maintain the current architectural vocabulary established in the Phase 1 improvements and the existing terminal complex for a consistent look and feel.
    - Prioritize user experience and develop efficient spaces and egress throughout the buildings and airport.

The Design-Builder is not limited to the criteria listed above but is expected to provide a Terminal Redevelopment that meets or exceeds these expectations. The preferred Design-Builder will expand on what

is required to provide an airport that promotes user ease, traffic and circulation efficiency, and connection and consideration to the city.

Structural:

- Structural systems must be coordinated and in accordance with California building codes to ensure compliance with the renovation process. (Reference California Building Code, Title 24)
- Considerations should be made for large equipment, seismic loads, architectural intent and future improvements to security and amenity spaces.

Civil:

- Perform a comprehensive and detailed evaluation of existing conditions, including sidewalks, landscaping, site utilities, and site drainage. If needed, perform a survey in areas in which existing utilities are present. Develop a plan to utilize all existing conditions to the greatest extent possible. (Reference "Appendix A - Site Plan")
- Site utilities include water, sewer, storm, gas, communication, and electrical.
- Develop full construction plans to accommodate all demolition and construction with consideration to minimize any disruption of any existing site utilities.

Demolition:

- Demolition for all upgraded scopes in the historic terminal is required.
- Site conditions at New Ticket Facility construction areas are ready for start of construction. No demolition is required in these areas.
- Pre-Concession area demolition will include all existing interior finishes and complete removal of all existing plumbing fixtures located in the restrooms.
- Conduct a thorough survey and assessment of the terminal to identify all areas that require renovation. Include these survey and assessment costs in the survey allowance.
- Implement security measures to control access to the demolition site and ensure the safety of airport personnel and visitors. Secured access (i.e. access badges) and temporary barricades are required during the demolition phase to ensure the safety of all Airport passengers.
- Demolition phase shall be clearly shown on the site logistics plan.
- Establish a waste management plan to handle the debris generated during demolition. Consider LEED requirements for recycling and off hauling waste.

FF&E:

- Owner Furnished Owner Installed (OFOI) furniture and equipment installation to begin fifteen (15) working days post Temporary Certificate of Occupancy (TCO).
- Provide owner access for FF&E delivery no less than one week before TCO. FF&E scope shall be all artwork, furniture, seating, check-in kiosks, airline specialties, baggage cart storage, etc. that are not bolted to the floor.
- Contractor should include an allowance for any touch ups required as a result of OFOI vendors' trade damage.
    - Include an allowance line item in budget spreadsheet for $10,000.
- Contractor to track FF&E long lead procurement items within project schedule.

MEPF:

- Requirements of MEPF systems are to provide a safe, comfortable, and healthy environment for occupants, while being energy efficient, reliable, and inexpensive to maintain over the life of the building.
- Design-Builder to select locations for all mechanical, electrical, and plumbing equipment.
- Being that the airport terminal will continue to function during construction, new work must be isolated and coordinated to prevent any potential shutdowns.
- MEPF systems include but are not limited to Domestic Hot and Cold Water; Sanitary Sewer, Waste, and Vent Systems; Fire Suppression System; and Heating, Ventilation and Cooling (HVAC) System.
- Design the Heating, Ventilation and Air Conditioning (HVAC) system to be energy efficient, fully automated and allow for easy maintenance by building service personnel.
- Electrical systems include but are not limited to building power and distribution; lighting; standby power; emergency generator system; telecommunications; fire alarm; local sound system; security; paging, dispatch, radio monitoring systems, common use terminal equipment (CUTE) systems, baggage claim systems.
- As required for the ticketing facility core & shell buildout please include considerations for both a new emergency generator system and the relocation of an existing electrical closet.
- Training and commissioning in the use, operation, and maintenance of all systems used.
- Include a milestone on the project schedule for the start of each component of MEPF commissioning.

SUMMARY OF WORK:

Design-Builder shall design and construct the LGB Terminal Redevelopment including all items indicated in the programming requirements noted above.

Upon execution of the contract, the owner will issue the Notice to Proceed (NTP) to the Design-Builder. When issued, the NTP will begin the design phase of the project. During this phase, the Design-Builder will complete the design for the project and fully develop the construction documents required for submittal and approval by the Authority Having Jurisdiction (AHJ) and acceptance by the owner.

SCOPE OF WORK EXCLUSIONS:

- Fees associated with building permits and plan checks
- All costs attributable to the survey and testing
- Security staff and/or guards
- Final clean (by owner)
- Costs associated with the relocation of tenants from terminal during construction
- Environmental, archaeological & historical studies
- Traffic impact studies
- FAA permitting & logistics
- Airside work

OPPORTUNITIES & CHALLENGES:

- The Design-Builder shall minimize any interference with day-to-day activities for the active portion of the airport and adjacent community members including but not limited to noise, field personnel behavior, and physical obstructions. Ensure that pedestrian flow is maintained while considering construction and emergency service site access. There is existing concern within the community regarding the impact of this development on air travel and transportation.

  - The Design Builder must minimize impact to adjacent and in-terminal businesses during construction as pedestrian flow and public spaces are heavily affected.
  - A plan shall be presented that details communication with the community throughout the construction process as well as actions that will be taken to mitigate pedestrian safety and security. This plan shall be reflected on the site logistics plan.
  - Incorporate how security (TSA) and badging requirements (Background Check) will impact the project schedule/subcontractor pool.
- The site's location and footprint pose several logistical challenges throughout construction.
  - Ensure that material deliveries are coordinated to ensure that fire lanes remain clear, air traffic remains unaffected, and pedestrians have access to surrounding facilities.
  - Coordinate site services (dumpsters and temporary restrooms) to ensure that they are minimizing disturbances to air traffic/airport workflow.
  - Coordinate offsite parking for contractors.
- The airport will be active throughout the course of construction.
  - Due to the nature of working on an active airport campus it is important that the Design-Builder accommodates all air traffic and ancillary activities during construction.
  - Coordinate critical building infrastructure work to minimize impact on adjacent terminals, gates, and spaces.
  - Highlight anticipated construction working hours and standard project working days, include in schedule narrative. Be sure to highlight non-standard working hours, as this work is occurring in an active airport.
- Festival of Flight event at Long Beach Airport:
  - LBG is hosting their annual Festival of Flight (reference "Appendix H - Festival of Flight") where thousands of attendees are expected at the airport to witness aircraft on static display and in the air, live music, activities for kids, food & beer trucks, and helicopter rides.
  - As this is an annual event, this will occur twice during project construction: on October 19th, 2024 and October 18th, 2025.
  - Long Beach airport starts preparing the site for this event one month before the day of the event, meaning all construction work must move to night work beginning thirty (30) calendar days before the event.
  - No work of any kind may take place during the five (5) calendar days leading up to the event.
  - All work to return to its regularly scheduled time beginning the Monday after the event.
  - Identify night and non-workdays on your project schedule and include a narrative of all associated logistics/scheduling modifications in relation to this event.
  - Provide a cost impact analysis of switching to night work and of having non-working days.

SUSTAINABILITY:

LEED Silver:
LGB has received LEED Silver Certification for the passenger concourse completed in 2012, from the U.S. Green Building Council. This noteworthy distinction is great news, as LGB is now among the illustrious list of airports to receive this prestigious honor. The airport is also aiming to achieve LEED Silver Certification for the new ticketing building, part of the second phase of terminal area improvements included in this RFP.

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The Long Beach Airport Redevelopment will conform to the following LEED requirements and the Design-Builder will provide a narrative including example of how the building is designed to be energy efficient, including but not limited to the following:

- Calculate the number of credits achieved using the LEED Scorecard ("Appendix B - LEED Scorecard v4.1")
- Provide a potential pre-construction option in the narrative to maximize Sustainable Sites Credit 1: Site Assessment.
- Provide an assessment or solution in the narrative to maximize Location and Transportation Credit 5: Access to Quality Transit.
- Provide a design or construction option in the narrative that maximizes Materials and Resources credit 4: Sourcing of Raw Materials.
- Provide a Waste Management Plan in the narrative that addresses Materials and Resources credit 6: Construction and Demolition Waste Management.

LGB Green Programs / Design-Builder Sustainability Requirements:

The City of Long Beach identifies "Becoming a Sustainable City" as a primary strategic goal. More specifically the Strategic Plan calls upon the City to "Develop Green Building Development Guidelines to ensure aesthetic and environmental compatibility of new projects." Long Beach Airport has an unwavering LEED Silver design goal. Design-Builder is to provide a written break down of how design and construction will comply with Long Beach Sustainability standards as well as Green Programs outlined on LGB's website including but not limited to:

- Long Beach Sustainability Plan:
    - Ensuring environmental responsibility in all City purchases and contracts
    - Using full-cost accounting in decision making
    - Establishing a sustainable City board
    - Developing baseline data and benchmarks against which program progress will be measured
    - Using financial incentives to motivate participation in sustainability initiatives.
- LGB Green Programs:
    - Emissions Reductions
    - Green Building Practices and Waste Reduction
    - Stormwater Pollution Prevention and Water Quality
    - Energy Efficiency
    - Identification of design features that will qualify and meet sustainability goal as required.
    - Describe sustainability features of design.
    - Describe sustainability features that will enhance passenger experience, meets industry standards for "Best Practices".
    - Identify where/how Design-Builder will comply with the environmental impact report from Phase I specifying that 50% of all new construction must be "outdoors".
    - Ensure sustainable new construction design and construction practices that significantly reduce or eliminate the negative impact of building on the environment and occupants.

BUILDING INFORMATION MODELING:

- The Design-Build team (architect, design consultants, general contractor, and key trade partners) shall prepare, modify, and utilize BIM, for the entire project life cycle: include design, trade coordination, clash detection, construction, and preparation for use by facility management.

- The Design-Builder will designate ongoing consultant and trade coordination reviews of the model(s). Review shall include clash detection to locate conflicting spatial data in the model where two elements are occupying the same physical space.

BUDGET:

- Proposals must be included on a Guaranteed Maximum Price (GMP) basis. All submissions must be made with the understanding that the price quotation remains in effect for a period of ninety (90) days from the proposal submission due date.
- Proposal totals that are exceeding $30,500,000 will be subject to additional screening and value engineering exercises. If the proposal exceeds the value above, provide a value engineering list itemizing suggested savings.
- Cost proposals are to include a narrative of assumptions, inclusions, and exclusions.
- Cost proposals are to be submitted on the Excel sheet provided ("Appendix F - Estimate Template"). Cost proposals submitted in any other format will be considered non-responsive and will receive zero (0) points for this section.
- Cost proposals are to include a completed General Requirements (GR)/General Conditions (GC) man-loader with hours (see tab Z10 and Z20 on cost proposal worksheet).

SCHEDULE:

- The work to be performed under the contract shall be completed within the project timeline listed below.
- Be sure to include the necessary design review time for Pre-Construction, Design, BIM Coordination, Permitting, Submittals, and Procurement.
- Reflect all design & permitting separately for each component.
- Schedules are to include a one-page narrative including at a minimum:
    - A plan/description on how to mitigate material delays/long lead times.
    - Material long lead times and shipping concerns
    - General workflow
- Provide a one-page summary schedule highlighting major phases of work and critical milestones. Include key milestones from other sections of the RFP including:
    - Studies provided by the owner
    - BIM and submittal approvals
    - Quality Management Plan
    - FF&E installation
    - Commissioning
- Proposer shall refer to bullet points for intended project component completions. For the purpose of developing a conceptual schedule assume an initial Notice to Proceed date of March 4th, 2024.
    - Terminal Renovation Improvements
    - Ticketing Facilities
    - Baggage Claim Area Improvements
    - Pre-Security Concessions and Restrooms and Meet & Greet Plaza
- Provide a detailed construction schedule with interconnecting logic. Provide a minimum of 150 activities.
    - Key activity information and Gantt Chart showing logic. Include a printout of all activities and a printout of critical path.
- Include the total number of weather days to be included in the schedule.

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PROJECT TIMELINE:

- Contract Award — February 12, 2024
- Notice to Proceed — March 4, 2024
- Project Completion — August 6, 2027 (1251 Calendar Days)

SELECTION PROCESS:

The Design-Build firms will be evaluated based on compliance with all RFP submittal requirements, proposal completeness, recent experience with projects of comparable size and scope, and availability of assigned personnel and costs. We may elect to visit some of the projects that you have completed.

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COMPETITION SCHEDULE OF EVENTS

Thursday, February 1st, 2024

- 12:00 PM – PLACEMATS DUE
  - To be submitted via email
  - Log into the Microsoft Teams server for uploading and downloading information.

Thursday, February 8th, 2024

- 6:00 AM – PRE-BID MEETING (PRE-QUALIFICATION PACKAGES DUE / PROBLEM DELIVERY / RULES & EXPECTATIONS)
  - Pre-Qualification Package due
    - To be uploaded onto the Microsoft Teams folder "1. Pre-Qualification Package"
  - **All** team members are required to attend the pre-bid meeting.

- 9:00 AM – ONE COPY OF EARLY CONCEPTUAL DESIGN DUE
  - Include at least (1) quality sketch/diagram that best illustrates your design at this phase.
  - At a minimum, include a general schematic diagram showing the building shape and orientation on site, and elevations or details identifying any architectural elements.
  - Conceptual Design to be uploaded to folder "7. Early Conceptual Design" on Teams.

- 11:00 AM – DEADLINE FOR ALL REQUESTS FOR INFORMATION (RFI'S) TO BE SUBMITTED
  - Follow the RFI process as outlined in "Appendix E - RFI Info. & School Prefixes"
  - Use RFI format provided only (see "Appendix D - RFI Form")
  - RFIs to be uploaded to folder "5. RFI's Submitted" on Teams.

- 12:30 PM – RFI RESPONSES RETURNED & PRESENTATION DRAWING
  - RFI responses will be uploaded to folder "6. RFI's Answered" on Teams.
  - At least one representative from each team is required to attend the presentation drawing.

- 9:30 PM – ONE (1) ELECTRONIC COLORED COPY OF DESIGN-BUILD PROPOSAL DUE
  - Proposal to be uploaded to folder "8. Response to RFP" on Teams.
  - Submitted files should follow the structure outlined below in the "RFP Response Requirements" section.
    - There will be a total of 5 files in the Swinerton Microsoft Teams folders from your school: 001, 002, 003, 003A, and 004.

Friday, February 9th, 2024

- 6:00 AM – PROPOSAL PRESENTATION MATERIALS DUE
  - Presentation materials to be uploaded to folder "9. Presentation" on Teams.
- 9:00 AM - PRESENTATIONS BEGIN
- 6:00 PM - SWINERTON BUILDERS PRESENTATION OF PROBLEM SOLUTION AND Q&A.
- 6:45 PM – SWINERTON SOCIAL HOUR

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RFP RESPONSE REQUIREMENTS

OUTLINE FOR PROPOSALS

Design-Build Teams shall use the following outline in the presentation of their solutions to this RFP. The proposal shall be concise, fully self-contained, and shall display clearly and accurately the information requested in the order and format indicated below. Only one (1) electronic PDF formatted proposal uploaded to the Teams folder will be required.

Each section of the electronic copy of the proposal must be saved as a separate PDF file on the Teams folder as follows:

Example File Name: School Prefix-001 (i.e., SWIN-001)

- Electronic File 001 – *Introduction & Construction Management Plan*
  - ☐ Transmittal Letter
  - ☐ Table of Contents
  - ☐ Project Specific Management Plan
  - ☐ Construction Phasing Narrative / Logistic Plans
  - ☐ Quality Management Plan
  - ☐ Sustainability Narrative & LEED Check List
  - ☐ Construction Waste Management Plan
  - ☐ Opportunities and Challenges
  - ☐ Addendum Acknowledgements & Narratives

- Electronic File 002 – *Design*
  - ☐ Proposed Conceptual Design
    - Renderings, elevations, floor plans, etc.
  - ☐ Conceptual Design Narrative
    - Design Approach & Origination

- Electronic File 003 – *Estimating*
  - ☐ Cost Proposal Narrative
  - ☐ General Conditions/General Requirements
  - ☐ Itemized Cost Proposal (Printed to PDF)

- Electronic File 003A
  - ☐ Excel Estimate File

- Electronic File 004 – *Schedule*
  - ☐ Schedule Narrative
  - ☐ Proposed Schedule (Summary Schedule to PDF single 11x17 page)
  - ☐ Working Schedule File (Detailed schedule printed to PDF one page wide)

There will be a total of 5 files in the Swinerton Microsoft Teams folders from your school: 001, 002, 003, 003A, and 004. Each of these items is described in detail in the following pages.

ELECTRONIC FILE 001

TRANSMITTAL LETTER:
Identify the prime Design-Builder 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.

TABLE OF CONTENTS: The Table of Contents shall list all proposal sections as outlined herein.

PROJECT SPECIFIC MANAGEMENT PLAN (PSMP):
Provide a detailed Organization Chart for your proposed team and correlate it with a detailed Project Specific Management Plan narrative. The proposal should include **each team member's real resume and photo.** The PSMP should clearly communicate your specific plans for controlling the design and construction efforts including but not limited to:

- Safety
- Security
- Project Management
- Risk Management
- Procurement

CONSTRUCTION PHASING NARRATIVE / LOGISTICS PLANS:
Clearly identify the number of phases and provide comprehensive plans for each phase of construction. Each phase should consider the safe path of travel for pedestrian and automotive traffic control.

Clearly identify any short-term or long-term hoisting equipment (cranes, material hoists) on a plan showing full extents of use. Staging and laydown for building materials and means and methods for dispersing the building materials should also be considered during the phasing plan to ensure that staging and movement of building materials does not affect adjacent buildings, pedestrians, or automotive traffic.

The following must be indicated at a minimum:

Site Boundaries & Barricades	Temporary Trailer(s)/Office(s)	SWPPP	Delivery/Work Hours
Entrance/Gate Locations	Cranes/Hoisting	Emergency Access	Temporary Toilets
Material Staging/Laydown	Contractor Parking	Pedestrian Path of Travel	Emergency Evac Route
Fire Lane Access	Existing Conditions Protection	Dumpsters	

Please include a narrative explaining your logic of how you developed your plan. If applicable, explain the distinct phases and how they relate to the schedule. Also explain how pedestrians and traffic will be addressed to limit disturbances and maintain a safe project.

QUALITY MANAGEMENT PLAN:
Provide a plan describing your Firm's ideas as to how to track quality throughout the project.

Provide a narrative describing your Firm's commitment to quality and the project specific measures that will be taken to ensure the highest quality finished product. Describe how these measures will affect the project during preconstruction, construction, and post construction. Ideally, this plan would do the following:

- Identify the necessary quality management tasks

- Assign responsibility for each to the appropriate personnel
- Manage their successful execution

Please reference quality management items in the schedule.

SUSTAINABILITY NARRATIVE & CHECKLIST:

1. Calculate the number of credits achieved using the LEED Scorecard ("Appendix B - LEED Scorecard v4.1").
2. Provide a narrative on the LEED points that the Design-Build team plans to achieve on this project. Narratives should meet the requirements defined in the Sustainability section of the RFP including but not limited to:
    - A description of how the team intends to meet LEED v4.1 Silver Certification.
    - Provide a potential pre-construction option to maximize Sustainable Sites Credit 1: Site Assessment.
    - Provide an assessment or solution to maximize Location and Transportation Credit 5: Access to Quality Transit
    - Provide a design or construction option that maximizes Materials and Resources Credit 4: Sourcing of Raw Materials.
        - Include a description of how the team intends to maximize use of efficient, sustainable, and local materials and resources.
    - Provide a Waste Management Plan that addresses Materials and Resources Credit 6: Construction and Demolition Waste Management
3. Provide a sustainability narrative specific to this project. This should include but is not limited to the standards outlined in the Sustainability section of the RFP regarding the Long Beach Sustainability Plan as well as LGB's specific Green Programs.

CONSTRUCTION WASTE MANAGEMENT PLAN:

Complete the Construction Waste Management Form ("Appendix G - Construction Waste Management Form"). In Section 9 of the form, include a minimum of five (5) materials that will be off hauled to be reused & recycled. The Construction Waste Management Form must align with LEED narrative and checklists.

OPPORTUNITIES AND CHALLENGES:

Provide a narrative describing your Firm's plan to address the items in the "Opportunities and Challenges" section of the RFP, including but not limited to:

- Minimized interference with day-to-day activities for the active portion of the airport and adjacent community members.
- Security (TSA) and badging requirements.
- Coordination with the Festival of Flight event at Long Beach Airport ("Appendix H - Festival of Flight").

ADDENDUM ACKNOWLEDGEMENTS & NARRATIVES:

For each addendum issued during the RFP phase, please include a narrative response along with the signed addendum form.

Long Beach Airport Terminal Redevelopment

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ELECTRONIC FILE 002

PROPOSED CONCEPTUAL DESIGN:

Provide renders, sketches, plans, elevations, sections, or diagrams which best explain your design and circulation. The way in which the design is presented (sketches, diagrams, plans, etc.) is of your choosing. Be sure to show general program of spaces, orientation of the structures on site, and the façade.

CONCEPTUAL DESIGN NARRATIVE:

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 the building suit the needs of the owner? How will it suit the needs of the users?
- A description of how the D/B team shall manage the design phase(s). The following categories are an example of additional areas in which the design team may need to manage additional consultants: Civil Engineering, Landscape Design, Structural Engineering, Fire Protection, MEP, Security, etc.
- A description of 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
    - Exterior Building Finish Materials & Textures
    - MEP Systems
    - Special Consideration for Fire Protection
    - Utility Service Provisions
    - Interior Design & Space Planning
    - Hardscape & Landscape Materials

Long Beach Airport Terminal Redevelopment

LONG BEACH, CA

ELECTRONIC FILE 003 AND 003A

COST PROPOSAL NARRATIVE:

Identify the following assumptions:

- Identify how you will staff the project and why.
- Identify and explain any allowances. How much were they?
- Identify any contingency.
- Identify your fee.
- Identify any exclusions from your pricing.
- Identify anything that needs to be qualified.
- Identify any night work, swing shifts, or acceleration that is factored into the proposal.
- Identify any value engineering proposals and alternates with associated costs.

GENERAL CONDITIONS/GENERAL REQUIREMENTS:

Provide a summary breakdown and corresponding narrative to explain how you have arrived at your GR/GC budget. Also include your strategies to maintain this budget throughout the life of the project.

ITEMIZED COST PROPOSAL:

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

Proposal may include the following:

- Permits
- 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
- LEED Certification & Fees
- Approvals

Use the proposed estimate summary sheet (Excel) 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 Uniformat Divisions. Provide both construction and design cost. Please include both PDF and Excel versions of this file as stated above in Electronic File 003A.

***All of the backup sheets need to be attached to the proposal to receive scores.**

Long Beach Airport Terminal Redevelopment

LONG BEACH, CA

ELECTRONIC FILE 004

SCHEDULE NARRATIVE:

Provide a brief narrative of the project phasing/scheduling approach to be utilized. Describe assumptions, risks, and benefits. Describe the Owner's and Designer's responsibilities in assuring the schedule is successful with this approach. Identify Pre-Construction Activities: such as procurement, permitting, design review, meetings with the community and city leaders, etc. Briefly explain the critical path that will be driving the schedule.

The Design-Build team shall specify how much contingency, 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.

PROPOSED SCHEDULE:

Provide two schedules: (1) a Summary Bar Chart schedule rolled up by major phases of work and (2) a Detailed CPM schedule with logic relationship lines with a minimum of 150 activities. Schedules need to include design reviews, long procurement lead items, construction, and Owner required tasks. Consider what takes place at each of these phases.

The Summary Bar Chart needs to be formatted to be no larger than a single 11x17 PDF and must include:

1. Activity Description
2. Start Date and Finish Date for each activity
3. Duration for each scope activity as well as key milestones
4. Bar or milestone for each activity
5. Clarity of graphics to clearly separate major phases of work

The Detailed CPM Schedule with logic relationship lines needs to be formatted to be no wider than a 11x17 page so that bars and columns are on the same page and put into a PDF file. The schedule should clearly separate detailed activities into project phases outlined in the Summary Bar Chart. Format for the Detailed CPM Schedule PDF print out needs to organize the columns in the following order:

1. Activity ID
2. Description
3. Duration
4. Early Start
5. Early Finish
6. Float
7. Bar or milestone for each activity

Make sure the Detailed CPM Schedule includes at a minimum the following milestones or activities:

100% SD Complete	Bid/Construction Packages	Permits Issued
100% DD Complete	Critical Submittals	Long Lead Procurement
100% CD Complete	BIM Coordination Complete	Quality Management Plan
Project GMP Approval	Notice to Proceed (NTP)	Mobilize/Start Work

Foundation Complete	Structure Improvements	MEP Wall Rough-in Complete
Utility Tie-ins	Building Dry-in	Commissioning
Site Development and Civil Work	Component Completion Milestones	Substantial Completion
FF&E Installation	Punch List	Obtain Permanent Power
Temp. Certificate of Occupancy	Test MEP Systems	Final Completion
Festival of Flight		

Long Beach Airport Terminal Redevelopment

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PRESENTATION & JUDGING CRITERIA

PRESENTATION:

Each proposing Design-Build team will be scheduled for a presentation/interview, where the Design Build team may present the full-sized presentation materials prepared. It is anticipated that the presentations will be limited to 20 minutes with an additional 5 minutes for Q&A.

JUDGING CRITERIA:

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

• **Pre-Qualification Submittal**		**5%**
• **RFP Response**		**60%**
○ Project Management / Construction Management Plan	15%	
○ Design	15%	
○ Schedule	15%	
○ Estimating / Pricing	15%	
• **Presentation**		**35%**
○ Presentation Materials	15%	
○ Oral Presentation & Interview	20%	

APPENDICES

- Appendix A: Site Plan
- Appendix B: LEED v4.1 Building Design and Construction Checklist
- Appendix C: Photos of the Surrounding Area
- Appendix D: RFI Form
- Appendix E: RFI Info. & School Prefixes
- Appendix F: Estimate Template
- Appendix G: Construction Waste Management Form
- Appendix H: Festival of Flight
- Appendix I: Existing Historic Terminal Window Repair and Lighting Improvements Quantities