MiraCosta College Oceanside Campus - Student Services Building

OCEANSIDE, CA

REQUEST FOR PROPOSALS

INTRODUCTION:

MiraCosta Community College District, the administrative governing body of MiraCosta College, is pursuing Design-Build services in relation to a ground-up project to enhance the student experience at their flagship Oceanside, California campus. MiraCosta College has been a cornerstone of the Oceanside community for nearly a century, offering various degrees and certifications to the wide range of demographics that make up their student body. This project involves the construction of a new, roughly 50,000 SF, Student Services Building at their Oceanside campus that will include new focus and study spaces, student support services, student work space, and administrative offices. By opening this facility, the college aims to offer a convenient, consolidated space for necessary student services, while creating an environment that is conducive to both social interaction and academic engagement among the student body.

OBJECTIVE:

Your firm is invited to submit a proposal for providing Design-Build services for this new construction 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:

MiraCosta College has served the North San Diego region for nine decades, gaining national recognition on multiple occasions during its history for various innovations and achievements in the higher education space. These efforts have been critical to the achievement of the college's mission to foster "the academic and holistic success of its diverse learners within a caring and equitable environment to strengthen the educational, economic, cultural, and social well-being of the communities it serves." Whether it is the continued pioneering opportunities presented to women, veterans, adults, or Hispanic populations, MiraCosta has and continues to demonstrate its commitment to strengthening and empowering these various groups that make up critical segments of the local community. The college's desire to construct a modern student services facility will only help to enhance this effort and allow continued achievement of the aforementioned objective.

MiraCosta College's commitment to its students can be seen throughout the various facilities on its storied Oceanside campus. The 1970s and 80s saw an expansion of programs and constructions focused on student success, including the campus's first student center. The 90s saw the construction of a new 33,000 SF science complex that would act as a technology hub to compliment the growing use of technology in everyday life. The 2000s saw the opening of the acclaimed state-of-the-art Biotech facility, while the 2010s saw the introduction of a high-tech science laboratory run completely on photovoltaic power—the first of its kind on a California community college campus. These facilities have continued to serve as a manifestation of the college's commitment to its students' success and the enrichment of local communities, and the proposed Student Services Building will mark a similar stride in that direction.

The San Diego region is home to a great deal of cultural and geographic vibrancy, much of which has been implemented into the architecture on MiraCosta's Oceanside campus in the past. Ocean views, sunshine, and green hilly topography are all staple features of the area, and the campus's location has provided unique opportunities to implement these features into their existing facilities. Landmark structures are also

present on the campus, with the Blayney Clocktower built in 1973 becoming an iconic campus landmark for many students and visitors alike.

Due to its position along Barnard Drive (a main access point to the university), the new Student Services Building will serve as a gateway structure to the rest of campus, giving it a unique opportunity to serve as the "new age" architectural landmark for the campus.

PROJECT LOCATION:

MiraCosta College has four campuses located across San Diego County. The proposed Student Services Building will be constructed on the 121-acre, hilltop Oceanside campus. State Route 78 is the closest freeway to MiraCosta College with an exit less than 1 mile away off College Boulevard. The campus can be accessed through Barnard Drive, which is off College Boulevard.

Located 6 miles west of campus is Oceanside City Beach. This area is considered the city's hub with beachfront restaurants, shops, and entertainment. The area directly around the campus is highly suburban and primarily surrounded by single family residences. Centrally located, MiraCosta College acts as an important gathering space for the community.

Within the campus itself, the new Student Services Building is located right off the main entrance, accessed through Barnard Drive, and is west of a main parking lot. As students and visitors enter campus, this will be one of the first buildings they see. The Student Services Building sits at a lower elevation, with the rest of campus being located atop a hill. Nearby, there is a library, administrative building, tennis courts, theater, and more. These facilities are intended to be used for student gathering, and the Student Services Building should fulfill this same goal.

On average, the City of Oceanside expects 266 sunny days a year, and about 38 days of rain. The location should be highly influential in the design of the Student Services Building, taking advantage of the sunny, surfer lifestyle.

PROGRAMMING REQUIREMENTS / SCOPE OF WORK INCLUSIONS:

General:

Requirements of the Design-Builder:

- The Design-Builder shall prepare contract design drawings and specifications, as well as obtain all licenses and permits to satisfy the authorities having jurisdiction (AHJs).
- The Design-Builder shall coordinate, execute, and guarantee all design and construction work.
- The Design-Builder must include one (1) full time Quality Manager and one (1) full time Safety Manager for the full duration of Component #2 and Component #3 as outlined below.

Project Components:

- *Component #1 – Programming & Design:*
    - The Design-Builder shall provide a summary of their programming efforts within their conceptual design narrative to ensure alignment with Owner expectations.
    - Three (3) levels of drawings are to be accounted for in the Design-Builder's proposal: 100% Schematic Design (SD), 100% Design Developments (DD), and 100% Issued for Construction (IFC). The Design-Builder shall provide conceptual design documents and a narrative per

the requirements of Electronic File 002 as a part of the project proposal, as well as include budget, schedule activities, and milestones for each of the three (3) aforementioned design phases.

- *Component #2 – Site Preparation:*
  - The existing project site features a large change in grade between opposite sides of the project site, see "Appendix A – Site Plan and Grading Plan" for reference.
  - Include provisions to stabilize the site and prepare for construction of the new Student Services Building.
- *Component #3 – New Construction:*
  - Construction of the new Student Services Building.

Site Conditions:

- MiraCosta College will remain active during the duration of construction. As such, safety is of primary importance. All equipment and material stockpiled on the site must be contained within designated staging areas. A proposed site logistics plan reflecting staging areas is to be submitted by the Design-Builder in the proposal documents. Barricades, temporary fencing, and other suitable methods will be employed by and borne entirely by the Design-Builder.
- All streets surrounding the project site must remain open. With approval from MiraCosta Community College District and a traffic control plan reviewed and approved by the City of Oceanside, CA, streets may be reduced to one (1) lane for short periods of time, if required.
- Sidewalk access must be maintained at all times. Existing bus stops are to be unaffected by construction.
- Contractor parking may be available in limited capacity in campus parking lots near the project site. Design-Builder to coordinate parking needs with MiraCosta College and include proposed construction parking areas on the site logistics plan.
- The existing grade at the project site varies significantly and is not suitable for new construction in its current state; reference the Civil section below and "Appendix A – Site Plan and Grading Plan".

Architectural:

The Design-Builder shall propose a schematic design for the Student Services Building illustrated in plan, section, and elevation view at a minimum. All drawings and renders should aim to highlight how the design considers the following objectives and project requirements.

- Objectives:
  - Create an entry point to the campus that feels welcoming to students and visitors, which serves as a means of both orientation and wayfinding.
  - Design a building that contributes to the identity and character of the school, making the Student Services Building an integral and recognizable aspect of the MiraCosta College brand.
  - Provide a space where students are comfortable to congregate and collaborate, fostering an environment that prioritizes mental health and community.
  - Engage with the surrounding community members to foster strong ties within the greater context.
  - Utilize the existing elevation change between building site and surrounding campus to highlight key objectives and maximize design impact.
  - Incorporate the arts and humanities program by integrating art into the design, with emphasis on collaborative design opportunities and community outreach.

- Reference the dedication of the school to "hands-on" learning in either the design, implementation, or end-user experience.
- Emphasize the natural environment, recognizing biophilia as a crucial aspect of mental health and well-being.
- Integrate sustainable building practices into the design and/or implementation of the project through materials, systems, and other innovative ideas.
- Consider the environmental impacts of the design throughout the lifecycle of the building.

- Program Criteria (Approximately 50,000 SF):
  - Welcome Center **(1200 – 1500 SF)**
  - (12) Study Lounges **(500 – 600 SF)**
  - Café Area **(2,000 – 2,500 SF)**
  - Student Support Services **(600 – 700 SF)**
  - Community Resource Center **(1,200 SF)**
  - (20-25) Focus Rooms **(200 – 300 SF)**
  - (10) Mental Health Counseling Rooms **(300 – 400 SF)**
  - Admissions Office **(900 – 1000 SF)**
  - Financial Aid Office **(900 -1000 SF)**
  - Career Resource Center **(700 – 800 SF)**
  - (10-15) Administrative Offices **(200 – 400 SF)**
  - (6) Conference Rooms **(300 – 400 SF)**
  - Circulation **(SF as needed for proper pedestrian flow)**
  - (2) Veterans Lounges **(150 SF)**
  - (2) Exercise Rooms **(250 SF)**
  - (5) Break Rooms **(400 - 500 SF)**
  - (2-4) Restrooms **(750 SF**)
  - (5) Food Storage Rooms **(300 SF)**
  - (6) Testing/Exam Rooms **(200 – 300 SF)**
  - (7) Mechanical/Electrical/IDF **(150 SF)**

  Please note:
  1) Square footage requirements per space are provided as a guideline. Programs can be combined or reconfigured, as long as the design is justifiable, and end-users are considered.
  2) Square footage requirements listed for multiple spaces corresponds to each space, not the total square footage allotted for that program requirement.
  3) Maximum allowable height 75'-0". However, there is no requirement for stories and careful consideration should be given to the proper scale for the Design-Builder's proposed design intent.

Structural:

- Select any structural system and material that meets applicable structural and fire codes.
- Structural systems must be coordinated and in accordance with California building codes. (Reference California Building Code, Title 24).
- Foundation Design Criteria: In accordance with findings and recommendations of "Appendix H – Geotech Report".
- Considerations should be made for large equipment, seismic loads, and architectural intent.
- Design-Builder should be able to defend and explain the structural system that is selected.

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 where existing utilities are present. Develop a plan to utilize all existing conditions to the greatest extent possible.
- Site utilities include water, sewer, storm, gas, communication, and electrical.
- Develop construction plans to accommodate all demolition and construction with consideration to minimize any disruption of existing site utilities and sidewalks.
- Include an erosion control/SWPPP plan that is coordinated and in accordance with state and local laws and codes.
- Considerations for site preparation should be made to account for the unique site location and conditions.

Demolition:

There is an existing park at the future site of the Student Services Building, where there are currently a myriad of existing trees and plantings. The existing park is approximately 1.84 acres. The Design-Builder will be responsible for conducting a survey and site assessment of the existing vegetation in the park. Refer to goals listed within the Architectural and Civil scope descriptions.

The location of any existing underground utilities shall be confirmed and selectively demolished as needed. Existing utilities shall be prepared for tie-in to the new building as needed.

Based upon any proposed grading of the site, the net import/export of soil should be considered within the project budget. There shall also be an allowance included for dewatering as site work progresses.

FF&E:

Regarding Owner Furnished Owner Installed (OFOI) furniture, fixtures, and equipment (FF&E), there shall be no less than thirty-five (35) working days allotted for the delivery and installation of all OFOI furniture and equipment. OFOI furniture and equipment includes desks, tables, televisions, projectors, monitors, instructor stations, lockers, privacy screens, chairs, lounge seating, and workstations. An allowance shall be provided for miscellaneous interior touch-ups for areas damaged by OFOI activities.

Exterior FF&E will be Contractor Furnished Contractor Installed (CFCI). There shall be ample permanent seating areas outside the building to foster an inviting and collaborative outdoor space. The Design-Builder shall furnish and install all appliances at the food storage rooms, signage as required by code, as well as general interior/exterior building signage. An allowance of $50,000.00 shall be carried for miscellaneous modifications/additions to the Design-Builder FF&E scope.

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. The Design-Builder shall include the cost to prepare MEPF contract design drawings and specifications, as well as obtain licenses and permits as applicable. All systems are to be fully compliant with applicable building codes. Keeping sustainability at the forefront, MEPF systems are to be designed to meet the LEED Gold certification as outlined in the Sustainability section below. Three-pipe systems are not acceptable.

The Design-Builder to include:

- Mechanical Systems (including but not limited to):
  - Heating, Ventilation, and Cooling (HVAC) infrastructure.
  - Mechanical control systems and zoning. System should be fully automated and allow for easy maintenance by building service personnel.
- Plumbing Systems (including but not limited to):
  - Domestic hot and cold water.
  - Sanitary sewer, waste, and vent systems.
  - Drinking fountains with bottle fillers, potable water at drinking fountains to be filtered.
- Fire Suppression Systems (including but not limited to):
  - Fire suppression systems complete utilizing wet and dry systems as required.
- Electrical Systems (including but not limited to):
  - Building power and distribution.
  - Emergency power and generator system.
  - Interior and exterior lighting and lighting controls.
  - Data and telecommunications.
- Low Voltage & Electronic Security Systems (including but not limited to):
  - Data and telecommunications.
  - Sound masking.
  - Electronic security and access controls including camera locations to cover the entire building interior and exterior, and motion detectors in all occupiable rooms.
  - Monitoring systems at testing rooms to mitigate cheating, including but not limited to microphones, security cameras, etc.
  - Fire alarm and life safety systems.
- Training and commissioning in the use, operation, and maintenance of all systems provided.

SUMMARY OF WORK:

Design-Builder shall design and construct the Student Services Building 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:

- Permanent parking space(s) at the building shall be omitted from the design.
- Procurement and installation of OFOI furniture and equipment as referenced in the FF&E section.
- Costs associated with on-campus but off-site location for material storage (reference the Opportunities & Challenges section below).
- Third-party inspections.
- Material price escalations.

OPPORTUNITIES & CHALLENGES:

- The Design-Builder shall minimize any interference with day-to-day activities of the campus and surrounding area. This is including but not limited to noise, field personnel behavior, and physical obstructions. MiraCosta College is to remain open during the school year and for summer sessions.

Pedestrian flow must not be disrupted, and no sidewalks or bus routes can be closed. Vehicle lanes must always be open in at least one direction.

- Provide a plan on which streets, lanes, or areas will need to be blocked off, if any. Include on site logistics plan.
- Provide a plan of how signage, flagmen, security, or other support can be utilized to direct pedestrian and vehicle flow.
- Note that the pedestrian bridge located north of the project site must remain open during the duration of the project.

- The site's smaller footprint will pose several logistical challenges throughout construction. The school is considering allowing the Design-Builder to use an off-site location for material storage that is located elsewhere on campus. MiraCosta College will not be charging the Design-Builder for using this storage location.
  - Propose a location on campus of where this shall be, and a transportation plan for receiving deliveries and getting them to site.
  - Detail how the Design-Builder plans to utilize this space.
- MiraCosta College Oceanside Campus is hosting a city fair for 3 days from 6/11/26 to 6/13/26. The fair will be open all day and entails vendor booths, stages with live entertainment, and amusement rides. Expect delays in material delivery and limited parking.
  - Propose strategies that will result in minimal impact to construction timeline and activities.
  - Reflect impacts on construction schedule and estimate.
- San Diego County has a very distinct lifestyle and history including the sunny weather, the location near the beach, and the proximity to Mexico. MiraCosta College values its local lifestyle and is requiring the cultural landscape to be incorporated into the design.
  - Create a mood board that provides ideas on how the history and lifestyle of San Diego can be incorporated into the design.
- The Student Services Building is being built on a hillside. The top of the hill is where the rest of campus is located.
  - Address the change in topography in your construction plan.
  - Outline if the Design-Builder foresees any challenges and how those can be addressed or utilized as an opportunity in design.

SUSTAINABILITY:

The MiraCosta College Student Services Building will achieve LEED Gold status. LEED requirements include a description of how the building is designed to be energy efficient. Design-Builder shall propose a strategy for achieving LEED Gold which incorporates the following credits:

- *Site Assessment* - Provide a potential pre-construction option in the narrative to maximize Sustainable Sites.
- *Innovation* - Propose an option in the narrative to achieve the innovation credit.
- *Access to Quality Transit* - Provide an assessment or solution in the narrative to maximize Location and Transportation.
- *Sourcing of Raw Materials* - Provide a design or construction option in the narrative that maximizes Materials and Resources.

- *Construction and Demolition Waste Management* - Provide a Waste Management Plan in the narrative that addresses Materials and Resources.

The LEED v4 scorecard is to be filled out with the above listed credits and all additional proposed credits that will allow the MiraCosta College Student Services Building to achieve LEED Gold status (reference "Appendix B – LEED_v4_Checklist").

The Design-Builder shall provide a narrative which addresses the synergy of individual design strategies, and how all proposed solutions will integrate to a holistic approach toward sustainability. Future LEED versions are anticipated to include an Equitable Development Credit, which is also to be considered and incorporated in the narrative.

BUILDING INFORMATION MODELING:

- The Design-Builder shall prepare, modify, and utilize BIM for the entire project life cycle including 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 $55,000,000 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 and permitting separately for each component, as required.
- Schedules are to include a one-page narrative including at a minimum:
    - A plan/description on how to mitigate material delays/long lead times.
    - 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:
    - Design Milestones
    - Building Dry-In

  - Owner FF&E Installation
  - Commissioning (Cx)
  - Substantial Completion
  - Closeout
  - Final Completion
- Provide a separate Work Breakdown Structure (WBS) within the schedule to demonstrate when the MiraCosta Central Utility Plant (CUP) will need to be shut-off for construction tie-in activities to existing campus utilities. This will be crucial to coordinate, as ongoing campus activities will be impacted directly by any CUP shutdowns.
- Provide a detailed construction schedule with interconnecting logic. Provide a minimum of 150 construction activities.
  - Include key activity information and a Gantt Chart showing logic. Include a printout of all activities and a printout of critical path.
  - No construction activity (excluding milestones and material procurement) shall have a duration of more than 25 working days. Any duration over 25 working days shall be broken down into sub-activities.
  - Include the total number of weather days to be included in the schedule. Within the one-page schedule summary, explain the reasoning behind the determined number of weather days. Weather days will not be granted after building has been fully dried-in.

PROJECT TIMELINE:

- Contract Award — February 23, 2025
- Notice to Proceed — March 14, 2025
- Substantial Completion — July 19, 2027 (858 Calendar Days from NTP)
- Final Completion — September 30, 2027 (931 Calendar Days from NTP)

Substantial Completion is defined as obtaining Temporary Certificate of Occupancy (TCO) from the Authority Having Jurisdiction (AHJ). Final Completion will include the following: all commissioning complete, all punch list items resolved and accepted by the MiraCosta Community College District, and all closeout documents submitted.

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, cost, and availability of assigned personnel. We may elect to visit some of the projects that you have completed.

MiraCosta College Oceanside Campus - Student Services Building
OCEANSIDE, CA

COMPETITION SCHEDULE OF EVENTS

Thursday, February 6th, 2025:

- 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.
  - At least one representative from each team is required to attend a Conceptual Design Review.

- 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 below.
    - There will be a total of 5 files in the Microsoft Teams folders from your school: 001, 002, 003, 003A, and 004.

Friday, February 7th, 2025:

- 6:30 AM - PROPOSAL PRESENTATION MATERIALS DUE
  - Presentation materials to be uploaded to folder "9. Presentation" on Teams.
  - Any physical presentation materials must be delivered to the Swinerton team.
- 8:00 AM - PRESENTATIONS BEGIN
- 6:15 PM - SWINERTON BUILDERS PRESENTATION OF PROBLEM SOLUTION AND Q&A.
- 7:00 PM - SWINERTON SOCIAL HOUR

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 file uploaded to the Teams folder will be required for each of the "Electronic File" sections outlined below.

Example File Names (School Prefix-Electronic File #): SWIN-001, SWIN-002, SWIN-003, SWIN-003A, SWIN-004

Please note that maximum page limits will be enforced for each deliverable of the RFP response sections. There will be score deductions for exceeding the below maximum page counts per deliverable file:

Electronic File 001 – Introduction & Construction Management Plan: 55 Pages
Electronic File 002 – Design: 20 Pages
Electronic File 003/003A – Estimating: 7 Pages (+ PDF Estimate Sheets & Excel File)
Electronic File 004 – Schedule: 6 Pages (+ PDF Schedule Sheets)

Each section of the proposal must be saved as a separate file in the Teams folder as follows:

- 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 Narrative
  - ☐ Addenda Acknowledgements
  - ☐ Addenda Narrative / Deliverables (As Applicable)

- Electronic File 002 – *Design*
  - ☐ Proposed Conceptual Design
  - ☐ Conceptual Design Narrative
  - ☐ Artwork Mood Board
  - ☐ Addenda Narrative / Deliverables (As Applicable)

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

- Electronic File 003A
  - ☐ Excel Estimate File

- Electronic File 004 – *Schedule*
  - ☐ Schedule Narrative
  - ☐ Proposed Schedule (Summary Schedule printed to PDF, single 11x17 page)
  - ☐ Working Schedule File (Detailed Schedule printed to PDF, 11x17 page width)
  - ☐ Addenda Narrative / Deliverables (As Applicable)

There will be a total of 5 files in the 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 and introduce the prime Design-Builder and Design-Build team, summarize the overall approach and outcome of the team efforts, and note any outstanding characteristics of the 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, etc.) 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 the 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 pre-construction, construction, and post-construction. This plan should do the following:

- Identify the necessary quality management tasks.
- Assign responsibility for each task to the appropriate personnel.
- Manage their successful execution.

SUSTAINABILITY NARRATIVE & CHECKLIST:

1. Calculate the number of credits achieved using the LEED Scorecard ("Appendix B – LEED_v4_Checklist").
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 Gold Certification.
    - Provide a potential pre-construction option to maximize Sustainable Sites.
    - Propose an option in the narrative to achieve the Innovation credit.
    - Provide an assessment or solution to maximize Location and Transportation.
    - Provide a design or construction option that maximizes Materials and Resources through the 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 maximizes Materials and Resources.
    - Include a solution for achieving the future Equitable Development Credit.

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 and recycled. The Construction Waste Management Form must align with the LEED narrative and checklists.

OPPORTUNITIES AND CHALLENGES NARRATIVE:

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 campus.
- Propose an off-site location for material storage that is elsewhere on campus.
- Reflect the city fair in the schedule and estimate.
- Consider the topography of the site when creating the design and logistics plans.

ADDENDA ACKNOWLEDGEMENTS & NARRATIVE / DELIVERABLES:

Include the signed addendum form for each addendum issued during the RFP phase. Additionally, include a narrative and all deliverables as required per the addenda impacting this section.

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 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 Design-Build 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 at a minimum:
    - Structural system concept
    - Exterior building finish materials and textures
    - MEP systems
    - Special consideration for fire protection
    - Utility service provisions
    - Interior design and space planning
    - Hardscape and landscape materials

ARTWORK MOOD BOARD:

Create a mood board with a collage of images that provides ideas on how the history and lifestyle of San Diego can be incorporated into the design. Images can include but are not limited to:

- Activities
- Climate
- Geography
- History
- Neighborhoods
- Art styles
- Colors
- Textures
- Lifestyle

ADDENDA NARRATIVE / DELIVERABLES:

Include a narrative and all deliverables as required per the addenda impacting this section.

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 are 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 GC/GR 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, and construction systems and 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
- 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 costs. 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.**

ADDENDA NARRATIVE / DELIVERABLES:

Include a narrative and all deliverables as required per the addenda impacting this section.

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 Design-Builder'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 allocated for inclement weather in the schedule. The Design-Build 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 and a minimum of 150 activities. Schedules need to include design reviews, long-lead procurement 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 (1) single 11x17 PDF page 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	Critical Submittals	Permits Issued
100% DD Complete	BIM Coordination	Long Lead Procurement
100% CD Complete	Utility Tie-ins	Quality Management Plan/Activities
Notice to Proceed (NTP)	Mobilize/Start Work	Building Dried-in
Substructure Complete	Obtain Permanent Power	Commissioning (Cx)
Owner FF&E Installation	Temp. Certificate of Occupancy	Punch List
Closeout	Substantial Completion	Final Completion

ADDENDA NARRATIVE / DELIVERABLES:

Include a narrative and all deliverables as required per the addenda impacting this section.

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. 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 and Grading Plan
- Appendix B – LEED v4 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 – Geotech Report