MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

Addendum No. 1

August 3, 2015

Construction Management Services

RFQ No. 3028

To All Bidders:

All bidders shall acknowledge receipt of this Addendum via email to Teresa Patterson at the following email address: tpatterson@mtsac.edu.

CHANGES/REVISIONS

Item No. 1: Replace Exhibit A – Scope of Services, issued with the original RFQ, with the attached “Revised” Exhibit A – Scope of Services.

Attachment
Exhibit A – Scope of Services (Revised)

END OF ADDENDUM
1. **Preconstruction Services.** Construction Manager shall provide services that relate to the organization and development of the project prior to the start of construction including the following:

   a. **Site Evaluation.** Consult with District staff in relation to the site selected or to be selected.

   b. **Plan Review: Value Engineering and Constructability.** Value Engineering and Contractibility: Provide plan review and constructability services with an emphasis on ensuring that the project can be completed within the established schedule and within the available budget. Provide a detailed analysis of all major project systems with an emphasis on possible value engineering items.

   c. **Master Budgeting and Scheduling.** Provide master budgeting and scheduling services including the preparation of a report identifying anticipated expenditures based upon traditional project milestones.

   d. **Detailed Construction CPM Schedule.** Produce detailed construction CPM schedule to be incorporated into the project documents including identification of the project critical path.

   e. **Preliminary and Detailed Estimates.** In concert with item c. above, provide a preliminary construction estimate using like kind construction costs. Upon receipt of plans and specifications, provide a detailed construction estimate showing the values of all major components of the project.

   f. **Bidding Strategies.** Consult with District staff regarding bidding strategies with an emphasis upon timing, development of alternates, and bid package scoping.

   g. **Project Accounting and Management Systems.** In concert with District staff, develop and maintain the project accounting and budget management systems.

   h. **General Conditions Document Preparation.** The Construction Manager shall ensure that the General Conditions are suitable for the Construction Management delivery system. The Construction Manager and the District shall coordinate this effort with District’s legal counsel and obtain the District mandated approvals prior to publication.
i. **Project Scoping.** Multiple Prime requires that the project be divided into logical categories of work.

j. **Construction Cost Accounting.** Establish and maintain the pre-qualified contractors list/database. Work with the District to qualify informal projects, review Design Documents, Review/Develop Construction Budget estimates.

2. **Bid/Award Phase Services:**

a. **Bidder Interest.** Assist District staff to encourage bidder interest in the project and provide assistance with such issues as bonding, insurance, and DVBE compliance.

b. **Advertisements.** Assist District staff with the placement of both the project legal advertisements and any other pre-bid advertisements.

c. **Pre-Bid Conferences.** In cooperation with District personnel, conduct pre-bid and site visit meetings with potential bidders.

d. **Responses to Bidder inquiries.** Provide coordination of and, when possible, responses to bidder inquiries.

e. **Plan and Addenda Distribution.** Assist District staff in the distribution of all plan sets, bid packages, and addenda.

f. **Bid Evaluation and Review.** Review and evaluate all bids for responsiveness and certify the construction bid results.

g. **Construction Cost Accounting.** Assist District staff in the review and assembly of bid documents, development of scope statements, pre-qualification process, hold pre-bid conferences and make recommendation for award.

3. **Construction Phase Services:**

a. **CPM Schedule Maintenance.** Maintain a detailed and date specific CPM schedule. Continue to update the CPM construction schedule and distribute to the appropriate parties.

b. **Budget Control and Maintenance.** Prepare cumulative project budget reports updated regularly with the latest construction cost and soft cost data.

c. **Storm Water Pollution Plan.** Ensure that Storm Water Pollution Prevention Plan is initiated and maintained.

d. **Agency Interface.** Provide agency interface during construction process.

e. **Schedule of Values.** Review and reconcile each contractor’s schedule of values for each of the activities included in the construction schedule.
Incorporate this report into the project standard billing package and use as the basis for all future progress payments during the construction phase.

f. **Monthly Billing Procedures.** Generate a standard billing process and confirm billing information from the contractors. Forward monthly contractor billing packages to the District.

g. **Conduct Pre-Construction Conference.** Conduct pre-construction conference for the benefit of the successful contractors. Provide information with regard to reporting procedures and site rules and regulations prior to the start of construction.

h. **Project Record Documents.** Coordinate and expedite all activities in connection with the contractors’ obligation to provide “as-built” documents. Ensure that all as-built are incorporated into a single set of Project Record Documents.

i. **Document Control.** Establish and implement procedures for submittals, change orders, and requests for information. Maintain logs, files, and other necessary documentation.

j. **Shop Drawings & Submittals.** Review and monitor the status of shop drawings and related correspondence.

k. **Administration of the Construction Contracts. Management and Supervision:** Manage, supervise and coordinate all construction activities in accordance with the Construction Documents and project schedule. Provide onsite management of the project as necessary. Ensure that District requirements regarding certified payrolls and subcontractor and material supplier releases are carried out.

l. **Change Order Review.** Establish and implement a change order processing system that provides review of scope, price, and added contract time.

m. **Contractor Claims.** Evaluate and mitigate all claims for additional cost or time due to any alleged cause.

n. **Verified Reports.** Process and forward all verified reports to the Architect for submission to DSA.

o. **Project Meetings.** Coordinate and attend weekly job-site progress meetings with the District, Architect, Inspector of Record, and Prime Contractors if and when needed.

p. **Insurance Certificates.** Monitor Prime Contractor insurance certificates for coverages, endorsements, limits, and expiration dates.
q. **Construction Cost Accounting.** Administration and coordination of construction contract(s) and construction. All standard Construction services outlined above apply to Construction Cost Accounting projects.

4. **Post Construction and Project Close-Out Services:**

a. **Relocation.** Coordinate the arrival and installation of District furnished materials and F&E.

b. **User Training.** Schedule and document all District training sessions. Arrange for supplementary information where needed. Arrange for Manufacturers to conduct training for maintenance and operations staff.

c. **Punch Lists.** Develop punch list of defective work. Create a punch list schedule for completion. Verify completion of punch list items.

d. **Submit As-Builts.** Review contractual requirements for As-Built Documents and create procedures.

e. **Project Closeout and Warranties.** Create Operation and Maintenance Manuals. Compile all contractor turn-over items and deliver to the District. Assist District staff to process and coordinate all post construction project warranty and guarantee claims.

f. **Final Lien Releases.** Verify requirements in the Construction Documents.

g. **Chancellor's Office/DSA Close Out.** Provide a checklist of items that must be submitted for close out.