



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT



Districtwide Design-Build
Utility Measurement & Verification Project
Mandatory Pre-Proposal Conference

July 2 & 9, 2014





Agenda

- Welcome and Introductions
- Pre-Proposal Conference Administration
- Proposal & Contract Award Schedule
- Anticipated Project Schedule
- Owner Controlled Insurance Program
- Project Labor Stabilization Agreement
- Project Overview
- Occupied Campus Coordination Requirements
- Project Documents
- Question & Answer





Introductions

DISTRICT REPRESENTATIVES

- **José Nuñez**, Vice Chancellor, Facilities Planning, Maintenance & Operations
- **Karen Powell**, Director, Facilities, Maintenance & Operations
- **Joe Fullerton**, Energy Management Coordinator

CAMPUS REPRESENTATIVES

- **John Hashizume**, Facilities Manager, Cañada College
- **Michele Rudovsky**, Facilities Manager, College of San Mateo
- **John Doctor**, Facilities Manager, Skyline College

CONSTRUCTION MANAGEMENT AND CONSULTANTS

- **Peter Hempel**, Swinerton Management & Consulting, District Construction Manager
- **Gustav Deuss**, GRD Energy, Inc.
- **James Paulino**, Engineer, AlfaTech



Team Members



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Pre-Proposal Conference Administration

- Mandatory Conference - attendance is required of prime Design-Build Entity
- Please Sign Attendance Sheet - Copy will be posted on District Project Website





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Proposal & Contract Award Schedule

- RFP Invitation Issued: **June 27, 2014**
- Mandatory Pre-Proposal Conference: **July 2 and 9, 2014**
- Last Day for Written RFI's: **July 16, 2014**
- Last Day to Issue Addenda: **July 18, 2014**
- Proposals Due @ District Office: **July 23 @ 2:00 p.m.**
- Publish Short List: **August 7, 2014**
- Interviews Held: **August 14, 2014**
- Issue Notice of Intent to Award: **September 8, 2014**
- SMCCCD Board of Trustees Meeting (anticipated Contract approval):
September 23, 2014





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Anticipated Project Schedule

- Issue Notice of Award: **September 25, 2014**
- DBE turns in all Contract paperwork: **October 7, 2014**
- District issues Notice To Proceed letter: **October 14, 2014**
- Project Kick-Off Meeting: **October 23, 2014**
- Contractual Project Start Date: **October 27, 2014**
- Design Completion: **TBD**
- Construction period: **TBD**
- Substantial Completion: **TBD**
- Final Completion: **TBD**





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Owner Controlled Insurance Program - OCIP

Rick McHale, Sharon McBrian, Keenan & Associates:

- Definition of OCIP – Covers on-site construction work
- Bidding requirements: Insurance qualification form and evidence of IIPP
- Contractor safety and how to qualify for OCIP
 - Serious and Willful violations
 - IIPP
 - EMR
- Off-site insurance and auto liability coverage
- Base Proposal amounts **SHALL NOT** include costs for insurance coverage provided under OCIP



Coverages provided by OCIP

<u>Builder's risk</u> Limits based on project value	<u>General Liability</u> \$5M per occ./\$10M Gen Aggregate /\$5M Comp Ops Project specific limits	<u>Workers' Compensation</u> Statutory limits / \$1M employers liability	<u>Contractors Pollution Liability</u> \$25M per occurrence /\$25M aggregate
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Coverages Not Provided By OCIP

Automobile Liability	Contractor's Personal Property & Tools
Professional Liability	Aircraft / Watercraft Liability

Bid Requirement

Provide completed Insurance Qualification Form with Proposal

Bidder's Qualification

- No more than one (1) Serious and Willful violation finding in the past five (5) years.
- Must provide a copy of the Table of Contents for its Injury and Illness Prevention Program (IIPP)
- Current published Workers' Compensation Experience Modification Factor (EMR) at bid opening shall not be greater than 1.25 averaged over the last three published years.

Subcontractors' Qualification

- All Subcontractors must establish compliance with such minimum standards within thirty (30) days of the District's Notice of Award, or before working on site, whichever comes first:

The number of combined allowable Serious and Willful violation findings against the Bidder and Bidder's Subcontractors in the past five (5) years shall not exceed:

- 1 to 3 Contractor/Subcontractors – a maximum of 1 Serious and Willful Violation
- 4 to 6 Contractor/Subcontractors – a maximum of 2 Serious and Willful Violations
- 7 or more Contractor/Subcontractors – a maximum of 3 Serious and Willful Violations
- 100% of the Subcontractor firms must submit a copy of the Table of Contents for their Injury and Illness Prevention Program (IIPP) within 30 days of Notice Of Award, or before working on site, whichever is first.
- 75% of the listed Subcontractors must have an EMR of 1.25 or less averaged over the last three published years.





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Project Labor Stabilization Agreement

Contract Section 01 35 27 – Project Labor Agreement

- Awarded Design Build Contractor and all their Subcontractors must adhere to the PLA
- Signed PLA Letter Of Assent required with Contract
- Copies of the Agreement are available at the District website

http://www.smccd.edu/accounts/smccd/departments/facilities/PLASMCCCD_01.pdf





Project Overview

- This project includes:
 - Upgrading Facility Management System
 - Metering power, gas, water and BTU's for each main building
 - Multifunction Energy Information System
- Basic intent
 - Provide improved control and monitoring of building systems
 - Standardize Graphics and nomenclature
 - Measure and Analyze resource use and system functionality
 - Provide actionable data for prioritizing improvements and repairs
 - Communicate in real time to various audiences





Occupied Campus Logistics

- *Cañada College, The College of San Mateo and Skyline College are all Occupied Campuses*
 - *College Educational Mission is Paramount*
 - *Construction logistics must accommodate the College's schedule, events and priorities*
- Communication with Construction Manager
 - Weekly Owner/Architect/Contractor Meeting
 - Project Coordination
 - Protect existing utilities
 - Study As-Builts
 - Field Review with Chief Engineer
 - **Advance Notice – Utility Shutdowns/Access Interruptions**
 - Signage – Traffic Control/Pedestrian Re-direct
 - Contractor Parking – In designated parking lots
 - Staging and Laydown Areas --- Very limited, mostly in mechanical rooms, or contractor connex
 - Safety –
 - Separation/ Barriers to public Required
 - Site Safety Signage
 - D-B Point of Contact On Site – at all times



Project Documents

- Project documents are available at the District project website at:
<http://www.smccd.edu/accounts/smccd/departments/facilities/DWBusOps.shtml>
- Click on Project Documents link to get to SharePoint site.
 - [https://sharepoint.smccd.edu/SiteDirectory/CPD/CPD%20Downloads/Forms/AllItems.aspx?RootFolder=/SiteDirectory/CPD/CPD Downloads/Districtwide/DW Utility M and V Project&View={6FB13571-A71B-415B-9358-079D559BE0B5}](https://sharepoint.smccd.edu/SiteDirectory/CPD/CPD%20Downloads/Forms/AllItems.aspx?RootFolder=/SiteDirectory/CPD/CPD%20Downloads/Districtwide/DW%20Utility%20M%20and%20V%20Project&View={6FB13571-A71B-415B-9358-079D559BE0B5})



Reference Documents

- Project Documents on the SharePoint site include:
 - Bid Documents – The RFP Project Manual, including live Excel files
 - Reference BMS Shop Drawings
 - Reference As-Builts of Buildings (more are available upon request)





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Questions & Answers

Thank You

for Your Interest in our Project!

Check District Wide Updates at our Facilities Homepage:

<http://www.smccd.edu/accounts/smccd/departments/facilities/>

