



London N. Breed, Mayor
Philip A. Ginsburg, General Manager

ADDENDUM NO. 2

April 18, 2019

As-Needed Pre-Construction and Construction Phase Services

Acknowledge receipt of this Addendum in the space provided on this notice below and submit with Declaration and Certification Forms by bid due date. Failure to do so may subject bidder to disqualification.

DATE CHANGES:

Given the change in the scope of services noted below, we have added a second round of questions and extended the proposal deadline again.

Deadline for Written Questions: April 25, 2019 4:00 pm

PROPOSALS DUE: MAY 6, 2019, 4:00 PM

PROPOSAL REQUIREMENTS

All references to CMD Attachment 8 shall be replaced with CMD Attachment 2. Please note that Form 8 is not required for this contract.

POTENTIAL SCOPE OF SERVICES:

The following task shall be included as a potential scope of service under this contract, listed as Task V. Please note that these services will only be contracted when the San Francisco Public Works team does not have staff available.

Task V – Resident Engineer, Construction Manager and Construction Inspector

A. Preconstruction Services: Provide services that relate to the organization and development of the project prior to the start of construction including:

1. **Coordination of Public Utilities:** When necessary, coordinate and manage all new utility service and applications with appropriate public utilities to meet project schedules.
2. **Construction Phasing/Logistics Plans:** When necessary, coordinate with the Architect to develop construction phasing plans that accomplish construction in an occupied facility, including location of interim housing, construction trailer, material storage and lay down area, site access and safety routes.
3. **Hazardous Material Coordination:** Coordinate the work of the Industrial Hygiene Consultants required by the contract documents.

B. Bid/Award Phase Services: Provide comprehensive Bid and Award Phase Services including the following:

1. **Bid Strategy:** Assist RPD PM in developing bidding strategies with an emphasis upon timing, development of alternates, and bid package scoping.
2. **Review of Div. 0 & Div. 1:** Review Architect and/or Engineer prepared specifications for each project in particular, Div 00 and 01 specifications to confirm compatibility with project delivery.
3. **Bid Documents:** Assist RPD PM in the distribution of all plan sets, bid packages, and addenda.



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4. Bid Marketing: Provide services for bid marketing and bidder solicitation. Set up outreach meetings to ensure Contractor's local subcontractors' participation.
5. Job-Walk: Assist RPD PM in scheduling and coordinate pre-bid Job Walk(s).
6. Bids: Assist RPD PM in reviewing bids for responsiveness. Coordinate all preconstruction tasks, etc.
7. Document Phase: Assist in procuring executed contracts, purchase orders, affidavits of assurance, insurance certificates, performance and payment bonds, and distribute copies to owner.

C. Administration of the Construction Contracts: Coordinate with RPD Project Manager (PM) and Design team to maintain frequent and accurate communication regarding construction status, and coordinate with the General Contractor and Project Design Teams to ensure work is performed in conformance with the contract drawings, specifications, and applicable City regulations. CM should assume full project responsibility including management and coordination of all construction activities including but not limited to:

1. Conduct Pre-Construction Conference: Schedule, coordinate and conduct preconstruction conference with General Contractor and all team members. Provide information with regard to reporting procedures and site rules/regulations prior to the start of construction.
2. Review and comment on the Contractor's schedule of values.
3. Review and comment on the Contractor's staging and traffic control plans. Ensure the plans are followed throughout the duration of construction.
4. Enforce contract document requirements and monitor construction progress. Resolve construction issues (always inform RPD PM).
5. Perform field and off-site inspections, coordinate material testing services and special inspections.
6. Daily Log: Maintain daily onsite project log indicating at a minimum, weather, photos, contractor staffing of the construction work, construction progress, deliveries and any potential project delays.
7. Schedule Maintenance: Evaluate and monitor through construction: Contractor baseline CPM schedule, all monthly updates and two week look-ahead schedules. In addition, the review of Recovery and Impact schedules shall be anticipated during the course of construction. Note that progress payments can be withheld to contractor until schedules are submitted & accepted by RPD.
8. Project Monthly Report: Submit a monthly project report (due on the seventh day of the following month) that includes a summary of construction activities; identifies any critical issues including possible delays and suggested mitigation; and records monthly project budget reports updated with the latest construction cost, including proposed change orders.
9. Shop Drawings & Submittals: Review for completeness and monitor the status of all submittals, shop drawings and related correspondence.
10. Change Order Review: Analyze and review all change order proposals to verify validity, purpose, scope and cost. Negotiate with Contractor. Forward written recommendations to RPD PM. Provide to RPD PM an updated COR log for review on a monthly basis.
11. Contractor Claims: Evaluate all claims and make written recommendations to RPD PM on the most effective way to mitigate and/or resolve.
12. Project Record Documents: Coordinate and expedite all activities in connection with the Contractors' obligation to provide "as-built" documents. Ensure that all revisions are incorporated into a single set of Project Record Documents on an ongoing basis. Contractor shall furnish to RPD on a monthly basis updated record drawings for review. RPD reserves the right to withhold 25% of progress payments to contractor if contractor fails to adhere to this provision.



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13. Document Control: Establish and implement procedures with the General Contractor and the design team to utilize RPD's Project Management software to organize submittals, change orders, and requests for information. Maintain logs, files, and other necessary documentation. Prepare supplemental instructions, clarifications, and sketches as required.
14. Construction Photographs: Photograph construction on a weekly basis to document construction progress, unforeseen conditions, non-compliant work, etc. Provide progress photos to RPD PM on a bi-monthly basis.
15. Project Meetings: Coordinate and lead the weekly job-site progress meetings with RPD PM, Architect, and Contractors. Issue project meeting notes to document these meetings.
16. Payment Applications: Compile payment requests, verify correctness and forward to Architect and RPD PM for approval. CM to sign cover sheet stating the application has been reviewed and is recommended for payment.
17. Storm Water Pollution Prevention Plan: Ensure the SWPPP is initiated and maintained.
18. Agency and Public Utility Interface: Point of contact for all public agency and utility coordination during construction. This includes but not limited to PG&E, Hetch Hetchy, SF Water, Bureau of Streets and Highways, Department of Parking & Traffic, Department of Building Inspection.
19. Establish and track substantial & final completion dates per the contract
20. Perform tasks as mentioned in the Project Specifications for City Representative.

D. Post Construction and Project Close-Out Services: Manage and coordinate all postconstruction and close out activities in accordance with the Construction Documents. Verify that all requirements of Construction Documents are met including:

1. Punch lists: Coordinate with Architect the development of the punchlist of incomplete or defective work. Monitor the schedule and completion of the punchlist work. Verify completion of punchlist items.
2. Conduct closeout walk with RPD Operations, compile additional punch list comments.
3. Relocation and move in: Assist RPD PM in the coordination and installation of RPD furnished materials and FF&E. Provide coordination schedules for all user relocation required for the completion of construction.
4. User Training: Schedule, coordinate and document all training sessions with Facility, maintenance and operations staff. Arrange for supplementary information as needed.
5. Schedule maintenance period site visits as required within warranty period.
6. As-Built Documents: Review contractual requirements for record documents. Coordinate with General Contractor and Architect to ensure that contract requirements are met.
7. Project Closeout and Warranties: Coordinate all required Contract close-out documents and transmit to RPD. This includes resolution of all project documents; RFIs, ASIs submittals, PCOs and COs. Secure affidavit of release of liens/stop notices, affidavit of payment, consent of surety from contractor.
8. Close Out: Provide all closeout documents to RPD PM and Accounting.

PROPOSAL QUESTIONS & ANSWERS:

The following questions have been answered to provide additional clarification to proposers.

1. **Q: Will there be any inspection work during the construction phases?**



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A: With the additional scope of services listed above, Construction Inspector services is included within this contract. Materials testing and special inspections during the construction phase is not anticipated at this time.

2. **Q: Can the same firm be on multiple teams? A prime on a contract and a sub for others?**

A: Yes.

3. **Q: How much of the previous contracts were utilized? How much of the contract amount did the consultants actually receive?**

A: The individual contract utilizations varied by consultant team, up to full utilization.

4. **Q: Can you release a list of prior as-needed consultants and incumbents?**

A: The previous contract included ABA Global, CM Pros, CPM ECS, and Swinerton MCK.

5. **Q: The RFP identifies 4 potential scopes of work (Constructability, Estimating, Scheduling, and Testing). The first 3 categories can be performed by professional service firms or general contractors, while the last category (destructive and non-destructive testing) requires a contractor's license from Contractors State License Board (CSLB). While destructive testing services would require a license to be performed by General Contractor (A), (B) or (C21-demolition), for non-destructive testing, should proposers assume this could include Special Inspections, Material Testing and other testing that does not require contractor's license? Will responsive proposals need to include resources/subconsultants/contractors to cover all 4 scopes of work? Is it SFRPD's intent to combine all 4 scopes under the same as-needed contract?**

A: Special inspections and material testing services during the construction phase is not anticipated. Testing services listed within this contract is meant to cover analysis of existing conditions and not as verification of newly constructed work.

Responsive proposals should include all scopes of work within the proposing team. It is SFRPD's intent to combine all scopes under the same as-needed contract, with each team being able to perform all scopes of work.

Recommended:

A handwritten signature in black ink that reads "Cara Ruppert".

Cara Ruppert, Project Manager
Recreation and Park Department

Acknowledgement of Receipt:

Signature of Authorized Representative

Print Name and Title