

**REQUEST FOR PROPOSAL
FOR CONSTRUCTION MANAGEMENT SERVICES**

Part I: Proposal Information

A. General Information

The Woodland Hills School District is soliciting **proposals** for construction management services for the renovation to the Academy school. A general description of the project is included in Part I, Section B, and a specific scope of services is included in Part II.

Construction management firms responding to this Request for Proposal must submit their responses as specified in Part I, Section C and in Part III. Firms will be selected for interviews based upon the quality of their proposals and the results of reference checks.

Proposals are due by: September 30, 2013 11:00 AM

Proposals and questions concerning this Request for Proposal
should be addressed to:

**Alan Johnson, Superintendent
Woodland Hills School District
2430 Greensburg Pike
Pittsburgh, PA 15221
Phone: 412-731-1300**

Respondents are instructed not to contact School Board members.
Failure to comply with this instruction may result in disqualification.

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- B. Project Description: Seeking proposals for construction management services in support of renovations to the Woodland Hills Academy

Project Name: Woodland Hills Academy Renovations

Project Type: Renovations

Estimated Size: Academy is approximately 118,000 Square Feet

Const. Budget: \$15,000,000

CM Schedule: CM Selection:

Pre-Construction/Design Phase:

Bidding:

Construction:

Close-Out:

- C. Submittal Requirements

The proposal should be submitted in a bound format with section dividers corresponding to the sections that follow. Respondents are instructed to adhere to this format and to provide one (1) original proposal and ten (10) copies.

1. Provide the following information about your firm:
 - Name of firm
 - Address of main office and any branch office
 - Telephone number and fax number for each office
 - Name and title of contact person
 - Names of officers in firm and an organizational chart
2. Provide the following information:
 - An overview of your firm's financial status including bond rating
 - Certificates of Professional Liability Insurance

If your firm is selected for an interview, you will be required to provide a financial statement from your CPA, attesting to your financial solvency.

3. Please provide a brief overview of your firm including the number of years the firm has provided construction management services. Specifically identify the number of years in which your firm has provided services on multi-prime public school construction in Pennsylvania.
4. Provide a description of the methodology your firm will use to substantiate and document any savings achieved by your participation.

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5. Provide a listing of **public school** construction management projects that your firm has completed within the past ten (10) years with a construction value of at least ten (\$10) million. Provide the following information for each project:
 - Name of project
 - Name and location of school district
 - Name, title, and telephone number of school district contact
 - Name, address, telephone number of project architect
 - Project description including size in square feet
 - Number of prime contractors
 - Project schedule including start and completion dates
 - Whether the Project finished on time
 - Construction document estimate and actual bid total
 - Final construction costs including change orders
 - Whether claims presented and if so, how many, of what kind/type and how they resolved

6. Provide a listing of **public school** projects with a value of at least twenty-five (\$25) million for which your firm is currently providing construction management services. Provide the following for each project:
 - Name of project
 - Name and address of school district
 - Name, title, and telephone number of school district contact
 - Name, address, telephone number of project architect
 - Project description including size in square feet
 - Number of prime contractors
 - Project schedule including start and completion dates
 - Whether the Project is on schedule
 - Construction document estimate and actual bid total
 - Anticipated construction costs including change orders
 - Percentage complete at the time of this proposal submission

7. Provide a listing of **public school** projects with a value of at least ten (\$10) million for which your firm performed as the General Trades Contractor. Provide the following for each project:
 - Name of project
 - Name and address of school district
 - Name, title, and telephone number of school district contact
 - Name, address, telephone number of project architect
 - Project description including size in square feet
 - Actual bid amount for your portion of the work
 - Final payment amount including change orders

8. Provide an organizational chart of your proposed construction management team for this project. Proposals shall be based upon full-time on-site supervision of all construction activity. Provide a resume for each member of the proposed team including education, years of construction management experience, years of public school construction management experience, and their proposed role in the project.

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9. Provide a description of your firm's Quality Assurance Program and submit exhibits related to the program.
10. Provide exhibits of the following items that have been used by your firm on a current or previous public school construction management project.
 - A detailed cost estimate developed during a project design phase.
 - A value engineering study performed during a project design phase.
 - A work schedule from a construction bid package.
 - A typical construction manager's monthly project report.

-End of Part I-

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Part II: Scope of Services

A. Pre-construction Phase

1. Evaluate Project Options

The Construction Manager will evaluate various project options and provide cost analyses during the Pre-Construction Phase. The evaluation shall identify advantages and/or disadvantages of each option with regard to cost, schedule, logistics, land acquisition, and site development.

2. Develop a Project Budget

The Construction Manager, in consultation with the Owner and the Architect, will develop a detailed Project Budget that identifies all costs including construction costs, land acquisition costs, consulting fees, permit fees, testing and inspection fees, furnishings, equipment, inflation and contingencies.

3. Develop a Project Delivery Strategy

The Construction Manager, in consultation with the Owner and the Architect, will analyze project requirements and develop a preconstruction and construction strategy that addresses requirements for function, cost, quality, time and logistics.

4. Develop a Project Master Schedule

The Construction Manager, in consultation with the Owner and the Architect, will develop a Project Master Schedule that establishes duration and responsibility for all major activities during all phases of the project.

5. Monitor the Project Master Schedule

The Construction Manager will monitor and report on progress during the pre-construction phase. The Construction Manager will update the Project Master Schedule monthly, will notify the Owner and the Architect of any delays or problems, and will recommend any corrective action necessary to meet the schedule.

6. Perform Value Engineering Studies

The Construction Manager will perform a minimum of two (2) Value Engineering Studies: one (1) at the beginning of schematic design to evaluate systems, and one (1) at the completion of the design phase to evaluate details and finishes. A report will be generated for each study including recommendations on the selection of systems, details and finishes. The final selections shall be made in consultation with the Owner and the Architect, prior to the preparation of final construction documents.

7. Perform Cost Estimating

The Construction Manager will prepare a minimum of three (3) detailed cost estimates for all building construction and site development work. One (1) estimate will be provided at the completion of schematic design, one (1) at the completion of the design phase, and one (1) at the completion of construction documents. The final estimate shall conform to the final bid package configuration.

8. Perform Constructability Reviews

The Construction Manager will review design documents, as they are developed in order to avoid potential problems and to minimize potential change orders. The Construction Manager will provide recommendations on contract provisions that establish contractor performance requirements to promote quality cost effectiveness and schedule compliance.

9. Provide Monthly Reports

The Construction Manger will prepare and distribute monthly reports to the Owner and the Architect on the project budget, the status of the project schedule, and on general project information.

10. Conduct Design Coordination Meetings

The Construction Manager will conduct design coordination meetings on a regular basis (minimum of two per month) with the Owner, the Architect, and other consultants to discuss and review all items pertinent to the design phase. The Construction Manager will prepare and distribute minutes of the meetings in a timely manner.

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B. Bidding Phase

1. Develop Bid Packages

The Construction Manager will develop bid packages to establish the categories of work into separate contracts that promote competition and provide well-defined and manageable divisions of work.

2. Develop Construction Schedule

The Construction Manager will develop a construction schedule that meets the needs of the Owner for inclusion in the contract documents.

3. Develop Contractor and Supplier Interest

The Construction Manager will identify potential contractors and suppliers and develop their interest in bidding the project to insure a competitive bidding environment. The Construction Manager will investigate potential bidders and suppliers to determine their ability to meet project requirements.

4. Establish Bidding Procedures

The Construction Manager will establish and implement procedures for the bidding process including the distribution of bid documents, the issuance of addenda, the holding of pre-bid conferences, the receipt of bids, and the bidding schedule.

5. Distribute Bid Documents

The Construction Manager will distribute all bid documents to contractors and maintain accurate records of distribution activities.

6. Conduct Pre-Bid Conferences

The Construction Manager, in consultation with the Owner and the Architect, will schedule, organize, and conduct pre-bid conferences in a manner consistent with the bid schedule.

7. Receive and Evaluate Bids

The Construction Manager, in consultation with the Owner, Solicitor and the Architect, will receive and evaluate the bids and recommend the award of contracts.

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8. Prepare Construction Contracts

The Construction Manager, in consultation with the Owner, the Owner's solicitor, and the Architect, will prepare and coordinate the processing of all construction documents.

C. Construction Phase

1. Conduct Pre-Construction Conferences

The Construction Manager, in consultation with the Architect, will organize and conduct pre-construction meetings with contractors, consultants, and the Owner. The meetings shall include a review of project management, project schedule, and project procedures.

2. Maintain On-Site Staff

The Construction Manager will provide and maintain a qualified, on-site field staff sufficient to manage the project, conform to the scope of services, and insure that the work is performed in compliance with the contract documents.

3. Process Shop Drawings

The Construction Manager, in consultation with the Architect, will establish and implement procedures for processing and approving shop drawings, product data, samples, and other submittals from the contractors and will coordinate the processing and approval of all submittals with the Architect. The Construction Manager will establish and maintain a submittal log to insure contractor compliance with the contract documents.

4. Project Coordination

The Construction Manager will provide administration, management, and related services necessary to coordinate the construction activities of the contractors with each other and with those of the Construction Manager, the Architect, and the Owner.

5. Develop Detailed Construction Schedule

The Construction Manager will develop and maintain a detailed Critical Path Method or CPM construction schedule based upon the construction schedule in the contract documents. The schedule will include start and finish dates for procurement and construction activities and major milestones for each segment of the work. The schedule will be updated monthly, or more frequently as necessary based upon the progress of the work.

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6. Monitor Construction Progress

The Construction Manager will review contractor's construction schedules, observe construction progress, and report deviations from the schedule that might delay project completion. The Construction Manager will consult with contractors to develop and implement recovery corrective actions necessary to meet the project schedule.

7. Control Construction Quality

The Construction Manager will monitor and inspect all work in progress to insure the quality of the work and compliance with the contract documents. The Construction Manager will document and report all deficiencies and make recommendations for corrective actions.

8. Maintains Construction Records

The Construction Manager will maintain current and orderly records of all construction documents including contracts, drawings, specifications, submittals, samples, schedules, correspondence, meeting minutes, catalog data, directives, change orders, etc.

9. Process Applications for Payment

The Construction Manager, in accordance with the Architect, will develop and implement a procedure for the review and processing of contractor payment applications. The Construction Manager will evaluate the contractor's schedule of values to insure accurate and appropriate payments in contractors.

10. Maintain Construction Accounting System

The Construction Manager will establish and maintain an accurate and up-to-date construction cost accounting system.

11. Conduct Project Meetings

The Construction Manager, in consultation with the Owner and the Architect, will conduct bi-monthly meetings at the job site to discuss job progress, resolve problems, and make decisions. The frequency of meetings may increase to weekly as the progress of the work dictates. The Construction Manager will prepare and distribute accurate meeting minutes in a timely manner.

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12. Conduct Construction Superintendent Meetings

The Construction Manager will conduct bi-monthly meetings at the job site with the construction superintendents to coordinate construction activities and discuss project progress. The frequency of meetings may increase to weekly as the progress of the work dictates. The Construction Manager will prepare and distribute accurate meeting minutes in a timely manner.

13. Prepare and Maintain Field Reports

The Construction Manager will prepare and maintain daily job site reports including weather conditions, number of workers, equipment in use, contractor activities, general activities, and special occurrences claims or delays.

14. Process Change Orders

The Construction Manager, in consultation with the Owner and the Architect, will develop and implement a system for review and processing of change orders. The Construction Manager will estimate the cost of all change orders, insure the validity of change orders, and negotiate the cost of change orders with the contractors on behalf of the Owner.

15. Coordinate Inspections and Testing

The Construction Manager will determine the requirements and make recommendations for inspections and testing. The Construction Manager, in consultation with the Owner and the Architect, will coordinate the selection of independent inspection and testing agencies, review inspection and testing reports, and make recommendations regarding the results of inspections and testing activities.

16. Recommend Construction Changes

The Construction Manager will evaluate work in progress and make recommendations for changes in the work on the basis of field conditions, improved quality, cost savings, or timesavings.

17. Maintain Photographic Records

The Construction Manager will coordinate and maintain photographic and/or videotape records of construction activities and project progress on a regular basis.

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18. Provide Monthly Reports

The Construction Manager will prepare and distribute a monthly report to the Owner and the Architect including information on schedule, recovery, budget, quality, safety, logistics, claims and general project information.

19. Monitor Contractors' Safety Programs

The Construction Manager will review and monitor the safety program developed by each contractor, record any safety violations, and make recommendations for improving safety conditions.

D. Close-Out Phase

1. Develop Close-Out Program

The Construction Manager, in consultation with the Owner and the Architect, will develop a detailed program of close-out activities in compliance with the contract documents. The program will include a close-out schedule, inspections, testing, start-up procedures, warranty processing, and occupancy.

2. Coordinate Systems and Equipment Testing

The Construction Manager will coordinate, monitor, and document for testing, calibration, and start-up of all equipment and building systems.

3. Process Operation Manuals and Warranties

The Construction Manager will collect and catalog all operating and instruction manuals for equipment and building systems. The Construction Manager will collect, log, review, and submit to Owner all warranty documentation.

4. Coordinate Training

The Construction Manager, in consultation with the Owner, will coordinate and assist in the training of Owner's personnel on the operation and maintenance of building systems and equipment.

5. Coordinate Substantial and Final Inspections

The Construction Manager, in consultation with the Architect, will schedule and coordinate substantial completion and final inspections. The Construction Manager will assist the Architect in the preparation of a list of deficiencies (punch list) and will coordinate all correction action by contractors.

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6. Coordinate Construction Close-Out

The Construction Manager will coordinate close-out activities including the completion of deficiencies, submittal of close-out documents, resolution of change orders, and recommendations for payment of retainage.

7. Submit Project Documentation

The Construction Manager will submit all project documentation including files, records, drawings, submittals, samples, and other information to the Owner in an organized and usable form.

8. Coordinate Warranty Work

The Construction Manager will coordinate the warranty work by contractors to insure that their obligations are fulfilled in a timely manner.

9. Certificates

The Construction Manager, upon completion of the project, will be responsible for certifying that, to the best of his professional knowledge, the building conforms to the approved plans, specifications, and shop drawings.

-End of Part II -

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2. Bidding Phase:

<u>Tasks</u>	<u>Hours</u>	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotals:	_____	_____

3. Construction Phase:

<u>Tasks</u>	<u>Hours</u>	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotals:	_____	_____

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4. Close-Out Phase:

<u>Tasks</u>	<u>Hours</u>	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotals:	_____	_____

5. Fee proposal Summary:

<u>Tasks</u>	<u>Hours</u>	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotals:	_____	_____

C. Provide a Fee Schedule of hourly rates for additional Services and identify and briefly describe each additional service that may be required on the project.

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D. Reimbursable Expenses

The Fee Proposal should not include any reimbursable expenses. The Construction Manager will not be reimbursed for the following:

- Accounting
- Telecommunications
- Postage
- Transportation
- Parking
- Photocopying
- Office Supplies
- Miscellaneous Supplies

The Owner will provide the Construction Manager with the following:

- Office trailer or office space
- Utilities
- Telecommunications
- Parking
- Waste removal
- Office furniture

End of Part III —End of RFP -