

**Request for Proposal  
On Call Construction Management Services  
Proposal# 2023OCCMS**

The Eastside Union School District invites construction management firms to submit proposals to perform construction management services on an **ON-CALL** basis. This Request for Proposal (RFP) – Scope of Work, is to provide professional construction management services, and participation in the project design/construction processes as needed for various projects located within the Eastside Union School District. These services include but are not limited to; assuring that all construction elements and systems work individually and together as intended and required. Construction Management shall effectively and efficiently ensure that all work complies with the approved construction documents and applicable codes and regulations. This On-Call Service Contract will be managed by the Eastside Union School District. Projects will be issued in conjunction with this contract. Projects may include new construction, renovations to existing construction, tenant improvements and existing/future site assessments. The target start date and term for the proposed services is subject to negotiation of a final agreement and through to the completion of the project. The Eastside Union School District intends to bring under contract up to three on-call firms to start providing services on an as needed basis as contracts are executed.

The anticipated duration of the agreement will be for 3 years, with the term tentatively to begin July 2023 and end in June 2026.

The Eastside Union School District is a K-8 school district. We have 5 school sites which include three elementary schools and one middle school. The district office is located at 44938 30<sup>th</sup> St. East in Lancaster, California. Our school district was just granted a 23-million-dollar bond.

**RFP Timeline**

| Event   | Date              | Deadline |
|---|-------------------|----------|
| Release of RFP  | July 25, 2023     |          |
| Deadline to submit written questions to the District  | August 1, 2023    | Noon     |
| Responses to questions posted to <a href="http://www.eastsideusd.org">www.eastsideusd.org</a> | August 4, 2023    | Noon     |
| Submittals Due  | August 14, 2023   | 1:59 PM  |
| Release of Short List   | August 18, 2023   | Noon     |
| Recommendations to Governing Board  | September 6, 2023 |          |

Proposals submitted after the due date will not be considered. Contractor/Vendor accepts all risks of late delivery or spam delivery submittals regardless of fault.

Eastside Union School District reserves the right to reject **any or all** submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate Eastside Union School District to pay any costs incurred by respondents in the preparation and submission of their proposals. Furthermore, the RFP does not oblige Eastside Union School District to accept or contract for any expressed or implied services.

**SCOPE OF WORK:**

Firms(s) shall provide professional Construction Management services continually throughout the life of the project(s) they are selected to perform duties on and assure that all construction elements and systems work individually and together as intended and required. Construction Management shall effectively and efficiently ensure that all work complies with the approved construction documents and applicable codes and regulations

The minimum qualifications that will be considered by the Owner as a basis for selection of a construction manager are as follows:

**Required skills and qualifications**

- Three or more years of experience in managing new-construction and remodeling projects
- Knowledge of construction methods and technologies and an ability to interpret technical drawings and contracts
- Knowledge of building-code requirements and scheduling methods
- Ability to manage multiple projects simultaneously with an eye for quality
- Knowledge of construction worksite safety practices

**Preferred skills and qualifications**

- Bachelor's degree (or equivalent experience) in engineering or related field
- Professional certification, such as CCM (certified construction manager), AC (associate constructor), or CPC (certified professional constructor)
- Working knowledge of green building practices

Only firms that meet or exceed the above minimum selection criteria set forth by the OWNER will be seriously considered. The selected CM firm shall not bid or perform any of the trade construction work.

**CM SERVICES OBJECTIVES:**

- Manage worksites for new-construction as well as remodeling projects, coordinating activities and ensuring that all work is in sync with project goals and objectives
- Provide direction to general contractors, subcontractors, and vendors when doing groundwork to ensure that quality standards are being met
- Liaise with engineers, architects, and others working on a project
- Prepare and manage estimates, budgets, timetables, and resources
- Identify, mitigate, and track recurring construction issues
- Adhere to legal regulations, building and safety codes, and other requirements

**CM SERVICES RESPONSIBILITIES:**

- Collaborate with architects, engineers, and other specialists and coordinate their schedules.

- Visit sites regularly during construction — including bid walks, preconstruction walks, in-progress visits, punch walks, and closeouts — and attend status and coordination meetings.
- Conduct and document quality assurance and safety inspections throughout the construction process, ensuring that the work environment is acceptable, and that tools and equipment are in good working condition.
- Maintain and update Statement of Work and preconstruction documents and meet contract obligations by developing relationships with reliable contractors and vendors.
- Respond efficiently and effectively to work delays, emergencies, and other project disruptions.
- Minimize disruptions to school activities
- Coordinate the Districts occupancy requirements
- Coordinate all close out documentation

### **SUBMITTAL REQUIREMENTS:**

#### **Company Profile**

An introduction letter should state the size of the firm, the type of firm, firm background.

#### **Cover Letter**

Showing the submission is for construction management services; the firm's name, name, address and telephone number of a contact person, and the date of the proposal.

#### **Experience**

The submission should include details of experience with projects of similar size and complexity to the project described in this RFP. Please list **only those projects where your firm was the construction manager of record**, in which your firm's role was that of a pure Construction Manager and not a prime contractor, general contractor, architect/engineer, sub consultant, or subcontractor.

- List your firm's experience with new/addition projects. Include Owner's name; contact's name, title and phone number; a brief description; contract amount; and completion date. Please limit experience to last seven years.
- List your firm's experience with renovation projects. Include Owner's name; contact's name, title and phone number; a brief description; contract amount; and completion date. Please limit experience to last seven years.
- List your firm's current CM projects including District names, contract amounts and completion dates.

#### **Proposal Fee and Professional Rates**

- Provide a fee for all costs associated in providing the requested services, if your firm is selected. This fee should be in the form of Time and Materials.
- For all fee structures, include the classification of personnel and the hourly rate for each classification.
- List any additional services that you foresee may be necessary, if any, and list the proposed costs for such services

## Insurance Certificates

| • Insurance Policy           | Minimum Coverage Limit                                   |
|------------------------------|--|
| Workers Compensation         | In accordance with law                                   |
| Employers Liability          | One Million Dollars (\$1,000,000)                        |
| Commercial General Liability | Per Occurrence: One Million Dollars (\$1,000,000)        |
|                              | Aggregate: Two Million Dollars (\$2,000,000)             |
| Automobile Liability         | Combined Single Limit: One Million Dollars (\$1,000,000) |
| Professional Liability       | Per Claim: One Million Dollars (\$1,000,000)             |
|                              | Aggregate: Two Million Dollars (\$2,000,000)             |

## References

A list of references who may be contacted should be included in the submission. This list should include past and present clients where your firm was the Construction Manager of record.

## Specific Project Approach

Please provide details regarding your prerespond, preconstruction and construction phase services and the approach your firm would use to achieve the owner's objectives.

## Proposed Staff

Indicate the proposed team organization and identify key personnel including the project manager and field superintendent. Please include resumes for all key staff, outlining their roles on similar projects.

**Please send FIVE (5) copies of your proposal to:**

**Eddy Benedetti  
Eastside Union School District  
44938 30<sup>th</sup> St. East  
Lancaster, CA. 93535**

## TERMS AND CONDITIONS

1. The project outlined in this submission shall be awarded by Eastside Union School District
2. Eastside Union School District is not liable for costs incurred in the preparation of this submission and any other subsequent submissions or presentations.
3. The contents of the successful firm's proposal may become part of the contractual obligations if deemed appropriate by the Eastside Union School District.
4. The Eastside Union School District reserves the right to accept or reject any submission when it is considered to be in the best interest of the Owner.
5. Fingerprinting and Employee Background Checks: In circumstances that may involve workers having more than limited contact with students, the District may require that all workers on the project (including without limitation, employees of the bidder and its subcontractors) undergo criminal- history background checks requiring submission of the fingerprints to the Department of Justice. The District may impose other requirements designed to protect the students regardless of whether it requires such criminal history background checks. The vendor to which the District awards a contract for the project shall be responsible for compliance with any and all such requirements of its own forces and by its subcontracted forces.

6. Questions for this RFP may be emailed to Eddy Benedetti at [ebenedetti@eastsideusd.org](mailto:ebenedetti@eastsideusd.org) and answers will be posted on the District's website.
7. Addendums, Additional Information will also be posted on the District's website.
8. Selection of Contractors will be posted on the District's website.
9. Insurance as follows:

| <b>• Insurance Policy</b>    | <b>Minimum Coverage Limit</b>                            |
|------------------------------|--|
| Workers Compensation         | In accordance with law                                   |
| Employers Liability          | One Million Dollars (\$1,000,000)                        |
| Commercial General Liability | Per Occurrence: One Million Dollars (\$1,000,000)        |
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|                              | Aggregate: Two Million Dollars (\$2,000,000)             |

10. Incomplete Proposals will be rejected.