

**TO: All Proposers and Potential Proposers
for Construction Management Services
for the DVC Transit Center**

DATE: 5 June 2009

**FROM: Celinda Dahlgren
Director of Administration**

SUBJECT: Change in Bid due date

DUE TO THE CONFUSION CAUSED BY SKETCHY INFORMATION REGARDING THE ROLE OF THE INSPECTOR OF RECORD REQUIRED BY THE CONTRA COST COMMUNITY COLLEGE DISTRICT, **THE DUE DATE FOR SUBMISSION OF PROPOSALS FOR THE PROVISION OF CONSTRUCTION MANAGEMENT SERVICES FOR THE DIABLO VALLEY COLLEGE TRANSIT CENTER HAS BEEN DELAYED UNTIL 2:00 PM ON JUNE 26, 2009.** THE DEADLINE FOR QUESTIONS AND CLARIFICATIONS HAS ALSO BEEN EXTENDED TO JUNE 15, 2009.

ADDENDUM TO THE RFP CLARIFYING THE SCOPE OF WORK FOR THE CM FIRM, AND ANSWERS TO SOME OF THE QUESTIONS THAT HAVE BEEN ASKED, WILL BE FORTHCOMING EARLY NEXT WEEK.

ADDENDUM WILL BE POSTED ON OUR WEBSITE www.cccta.org, AND I WILL ALSO PROVIDE THEM VIA EMAIL TO ALL POTENTIAL PROPOSERS WHO HAVE RECEIVED A BID NOTICE.

IF YOU HAVE NOT ALREADY DONE SO, PLEASE PROVIDE ME WITH AN EMAIL ADDRESS SO THAT I CAN GET THIS INFORMATION OUT IN THE MOST EXPEDITIOUS MANNER.

Thank you

**QUESTIONS REGARDING CONSTRUCTION MANAGEMENT RFP FOR
DIABLO VALLEY COLLEGE TRANSIT CENTER**

QUESTION

ANSWER

The RFP states that proposals re due prior to 2:00 pm on June 12, 2009 but in another place it says June 12, 2009 at 5:00 pm. Which is it?

Date has been changed to June 26, 2009 at 2:00 pm

Should we include Materials Testing Services?

No – building contractor will do testing and IOR will observe and record tests.

When will construction pre-proposal meeting be held?

June 16, 2009 – 10:00 am – CCCTA Board Room

It is noted that CCCTA will contract separately for an Inspector of record with whom the CM firm will work. Will the IOR be assigned to the project full time? Should the CM firm propose additional inspection resources to supplement the IOR?

The CM firm does not have to provide inspection services. The IOR will be on site as needed, for up to 1,040 hours.

How can the CM obtain CCCTA's general conditions for review prior to submitting our proposal?

We are working on completing the entire package, which will be posted on our website and emailed to all potential proposers. This should be completed by Friday June 12.

The RFP (page 2, paragraph 4, indicates construction contract advertisement on June 18 with a contract award in July. The table on page 4 indicates construction contract and NTP on July 16. Is this enough time for advertising, bid opening, board approval, and execution?

Please see timetable attached. We know this is a very aggressive schedule, and may be difficult to meet, but because the parking lot portion of the project **MUST** be completed prior to August 15, or the whole project will likely be delayed until next spring, we are attempting to meet this compressed schedule

How many working days will the construction contract be?

The contractor will have until February 28, 2010 to complete the project . It includes potential weather impacts and full construction closeout by the CM.

**ATTACHED: Time table for completion of parking lot portion of project
Inspector of Record Scope of Work**

**ADDITIONAL QUESTIONS – CONSTRUCTION MANAGEMENT RFP
DIABLO VALLEY COLLEGE TRANSIT CENTER**

QUESTION

ANSWER

Do you require the Resident Engineer be the on-site representative for the Construction Manager?

No – only that the firm proposing have a resident engineer available if needed

Should the Resident Engineer be a certified Civil Engineer?

Yes

Do you expect the CM review certified payrolls for compliance with prevailing wage requirements or just confirm that the payrolls have been submitted ?

Both

Do you have an expectation of the level of on-site presence of the CM? Full time or part time?

Whatever it takes to meet the workscope. Full time is not anticipated for this small project.

Estimated construction schedule and is the general contractor required to provide office space for the CM?

I have already sent the schedule. The contractor will not be required to provide office space for the CM – no expectation of CM being on site full time.

Does the registered civil engineer have to be part of the prime proposing firm or can that person be part of a subconsultant firm that is part of the team providing the services?

Can be either

Status of the specs & construction documents?

Complete by the end of this week

Are construction documents under the regulating authority of the DSA and have they been approved yet?

Yes and Yes (by the time of construction)

Does the lobbying certificate need to be completed by prime and all subconsultants for this proposal phase?

Yes

EXHIBIT A - SCOPE OF CONSULTANT SERVICES

The scope of Consultant Services is included in this document to assist individuals and firms in developing their qualification submittals. All submittals shall be based on, but not limited to, the services listed below. Upon successful completion of contract negotiations and issuance of a contract Notice to Proceed, the Consultant will be responsible for the following:

- A. General.** The IOR shall act as an agent for the Owner at the project site. Ensure compliance with code, plans, specifications and quality control required of a public works facility. Issue correction and stop work notices and notify the Construction Manager in writing if work does not conform to contract documents.
- B. Relations with the Project Team.** All inconsistencies or suspected / apparent errors in the plans and specifications shall be reported promptly to the Construction Manager for interpretation and instructions by the Architect. In no case shall the final instructions be construed to cause work to be done that is not in conformity with the approved plans, codes and regulations, specifications unless accompanying documents authorize such changes. Cooperate with the Architect, Construction Manager, Testing Lab, regulatory agencies and appropriate governing bodies during the observation of the work of construction to insure compliance with the approved drawings and specifications.

Request interpretations and clarifications of the approved contract drawings and specifications when necessary from the Architect via the Construction Manager.

Refer any received code interpretations that cause deviations from the approved drawings and specifications to the Architect and the Construction Manager for preparation of response. Provide required reports to the Division of State Architect.

C. Facilities and Equipment.

District will provide a field office, desk and chair, photocopier, telephone and fax at the jobsite. Consultant will be responsible for providing his/her own vehicle, and special equipment, personal computer and related equipment, printer and any clerical support and other goods and supplies necessary to perform services as required by this contract.

D. Inspection Duties

1. General

The IOR must possess actual knowledge obtained by his or her personal inspection of the work of construction in all stages of its progress to ensure that the requirements of the approved plans and specifications are being executed.

2. Special Inspection

- a. Special Inspection by Inspectors specially approved by the District may be required on all of the following, as applicable:
1. Masonry construction
 2. Ready-mixed concrete batching
 3. Geotechnical / soil compaction
 4. Important steel fabrication
 5. High-strength steel bolt installations
 6. Welding
 7. Electrical and Mechanical work
 8. Others

- b. Special Inspections may be performed by the IOR if he/she has been specially approved for such purposes. Where other Special Inspectors are required to comply with DSA and/or CBC requirements, the IOR shall manage coordination, scheduling, and timely reporting of results to the Construction Manager.
 - c. The District may also require Special Inspection for any other shop fabrication procedures that preclude the complete inspection of the work after assembly. It may require special inspection at the site in addition to those listed above if found necessary because of the special use of a material or methods of construction.
3. **Job File.** The IOR shall keep a file of approved plans and specifications (including all approved documents authorizing changes) on the job at all times, and shall immediately return any unapproved documents to the Construction Manager for proper action.
4. **Construction Procedure Records.** The IOR shall keep a record of certain phases of construction procedures including, but not limited to the following:
- a. Concrete pouring operations. The records shall indicate time, date and location of placing concrete and the time, date and location of removal of forms in each portion of the structure.
 - b. Welding operations. Thy record shall include identification masks of welders, lists of defective welds, manner of correction of defects, etc.
 - c. All such record of construction procedures shall be kept on the job until the completion of the work. These records shall be made a part of the permanent records of the Owner.
5. **Deviations** The IOR shall notify the Contractor, in writing of any deviations from the approved plans and specifications that are not immediately corrected by the Contractor when brought to his or her attention. Copies of such notice shall be forwarded immediately to the Construction Manager and to the District.

Failure on the part of the IOR to notify the Contractor of deviations from the approved plans and specifications shall in no way relieve the Contractor of any responsibilities complete the work covered by his or her contract in accordance with the approved plans and specifications and all laws and regulations.

6. Inspect and verify that Contractor's As-Built record documents are updated monthly prior to processing the Contractor's monthly payment request.
7. Submit, **on a daily basis**, an activity report to the Construction Manager, including the following information as it pertains to work inspected:
 1. Activities performed by the Contractors, and areas where work are performed.
 2. Manpower assigned to each Contractor and Subcontractor
 3. Equipment and materials delivered to the site.
 4. Weather conditions.
 5. Construction equipment and vehicles utilized
 6. Nature and location of the work being performed
 7. Verbal instruction and clarifications of the work given to the Contractor
 8. Inspection by representative of regulatory agencies
 9. Note occurrences or conditions that might affect Contract Sum or Contract Time
 10. List of telephone calls made of a substantial nature, including statements or commitments made during the call
 11. Record any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activation the pad of the Contractor. Note corrective actions taken.

- 8.** Review and monitor Contractor's construction methods and procedures during all construction activities, including earthwork, concrete placement, steel erection, all finishes, electrical, mechanical, fire alarm, etc.
- 9.** Attend all meetings as requested in contract documents and requested by the District, such as billing meetings, specification review, coordination, progress, and pre-subcontract.
- 10.** Assist the Construction Manager and District in scheduling all required tests and testing lab visitations required by the Contract Documents. Observe and record dates and times of all test procedures.
- 11.** Inspect, verify and document Contractor's delivered equipment and materials to insure that they meet submittal and specification requirements. Such inspection must occur within 48 hours of Contractor's delivery to the job site.
- 12.** Submit to the Construction Manager, in a timely manner, a detailed report or request for a clarification whenever any corrective change is necessary in field construction that will result in a variance from the drawings or specification as originally issued.
- 13.** Assist in review the Contractor's Payment Requests at billing meetings.
- 14.** When the Contractor's work or a designated portion thereof is substantially complete, prepare a list of incomplete or unsatisfactory items via a punch list and submit to the Construction Manager.
- 15.** Assist in the review of Contractor's Submittals.
- 16.** At completion of the project, deliver all inspection records and project correspondence to the Construction Manager.
- 17.** Prior to commencement of work, IOR will cooperate with the Construction Manager and the Architect to develop an Inspection Plan for the project.

Date	Action
6/12/09	Release Bid
6/16/09	Pre bid meeting
6/22/09	Deadline for questions/clarifications
6/24/09	Deadline for request for approved equals
6/30/09	Bids Due
7/1/09	Bid Review *
7/7/09	Recommendation to A&F
7/16/09	Award of bid
7/20/09	Kick Off meeting
7/21/09	NOTICE TO PROCEED
8/14/09	PARKING LOT AREA COMPLETE