ANNOUNCEMENT
REQUEST FOR PROPOSAL/QUALIFICATION NOTICE
2008 CLEAN AND SAFE NEIGHBORHOOD PARK BOND PROGRAM
CONSTRUCTION MANAGEMENT SERVICES

The San Francisco Recreation and Park Department (RPD) seek proposals from qualified consultants to provide As-Needed multi-discipline Construction Management Services for its $185 million voter approved 2008 Clean and Safe Neighborhood Park Bond Program. It is the intent of the RPD under the administration of its Capital Improvement Program Division to establish a pool of Construction Management Consultants from which to select and assign specific projects from the 2008 Bond Program. Proposals for Construction Management Services are to be submitted to RPD Contracts Administration and Purchasing Department at 501 Stanyan Street (Lodge) San Francisco, on _________________ 2008 no later than ___PM.

Services to be provided as an as-needed CM firm are as follows:

Pre-construction services, cost estimating, construction administration, document control, training of RPD employees, CPM scheduling and schedule analysis, field inspection and constructability review. A total of three (3) master as-needed agreements will be issues through the RPD’s Purchasing and Contracts Administration Division for a five (5) year term. Work shall be issued on an as-needed basis with each master agreement not to exceed $1,000,000. Award of this contract does not guarantee that the awarded consultant will actually receive any work.

The Bond Program consists of 12 major projects which will provide repair and renovation to various recreations centers, pools, clubhouses, and playgrounds for $117.4M. In addition, there are special programs that will provide the renovation/replacement and/or improvements to public restrooms throughout numerous parks in the city and a Community Opportunity Grant Program that is provide small park improvements as the oversight committee identifies and approves each project. Improvements will be made to Park fields, trails and open space areas which will account of an addition $25.4M in project cost.

Construction Management firms shall be experienced and able to demonstrate history of successful completion of construction and repair and renovation projects. This program has rigid schedule requirements driven by both fiscal and public oversight so firms will be expected to demonstrate the ability to provide services within time frames that meet schedule requirements. San Francisco Recreation and Parks Department encourages joint ventures, teaming, partnering, or sub-consultant relationships with local small businesses in an effort to assist in meeting staffing requirements and to achieve staff diversity. All participating Construction Management Firms must have an existing working business location within a 30 mile radius of the city limits of San Francisco, CA.

Request for Qualifications packages will be available for pick-up at the RPD Capital Improvement Office Fifth Floor, 30 Van Ness Avenue, San Francisco, CA. RFQ packages may also be obtained via email and the internet at www. ___________.

A pre-proposal conference will be held on _________ 2008 at 30 Van Ness Ave, in Main Conference Room, fifth floor This is not a mandatory meeting.
SAN FRANCISCO RECREATION AND PARK DEPARTMENT
2008 CLEAN AND SAFE NEIGHBORHOOD BOND PROGRAM

REQUEST FOR PROPOSAL with QUALIFICATION (RFP/RFQ)
FOR CONSTRUCTION MANAGEMENT CONSULTANT SERVICES

_______ 2008
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I. INTRODUCTION TO RFP/RFQ SUBMITTAL PROCESS

The San Francisco Recreation and Park Department (RPD) is seeking RFQs from qualified Construction Management Consultants to develop a pool of consultants to provide Construction Management services for the SFRPD 2008 Clean and Safe Neighborhood park Bond Program. Selected Construction Management firms shall be an advocate for RPD and represent the best interests of the owner in the performance of services. The 2008 Bond Program consists of 12 major repair and renovation projects of varying sizes and restroom renovation throughout the city. See Exhibit B for a complete list of the 2008 Bond projects.

Architects are currently working on the first thirty (4) projects. Construction is anticipated to start in fall 2009 with all construction of Bond projects completed by summer 2013. Construction Management firms must be able to start work immediately upon selection, in order to provide preconstruction management services to support the current procurement and construction schedules.

RFPs submitted shall be limited to 25 pages (resumes may be included as appendix) Five (5) bound copies of the Statement of Qualifications should be submitted in 8-1/2" x 11" format with any supporting materials or documentation in a sealed envelope and delivered or mailed to:

Sean McFadden  
RPD Purchasing & Contracts Administration  
501 Stanyan Street (Lodge)  
San Francisco, California  
94____

A pre-proposal conference will be held on _______ 2008@ ____ AM PST at SFRPD, 30 Van Ness Ave, in room____. This is not a mandatory meeting.

All participating Construction Management Firms must have an existing working business location within a 30 mile radius of the city limits of San Francisco, CA.

Applicants shall submit Qualifications by 2:00 PM, ______________ , 2008.

Late submittals will not be considered.
1. Methodology of Contracting for Construction Management Services

The RPD will determine project assignments for the selected pool of consultants firms. Contracts will be awarded to selected firms based on accepted project assignments and agreed to cost proposals. Being selected to the pool does not commit the Department to contracting with any given consultant or guarantee work will be assigned.

Fees shall be negotiated based on the firm’s project assignments and current standard billing rate as submitted in the proposal.

2. Insurance

   a. Without in any way limiting Contractor's liability pursuant to section 15, “Indemnification and General Liability,” of this Agreement, Contractor will maintain in force, during the full term of the Agreement, insurance in the following amounts and coverage:

      1. Workers’ compensation, in statutory amounts, with Employers’ Liability limits not less than $1,000,000 each accident; and
      2. Commercial General Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and
      3. Business Automobile Liability Insurance with not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
      4. Professional liability insurance with limits not less than $1,000,000 each claim and in the aggregate with respect to negligent acts, errors or omissions, and any deductible not to exceed $50,000 each claim.

   b. Commercial General Liability and Business Automobile Liability Insurance policies shall be endorsed to provide the following:

      1. Name as Additional Insured the City and county of San Francisco, its Officers, Agents, and Employees.
      2. That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this contract, and that insurance applies separately to each insured against whom claim is made or suit is brought.

   c. All policies shall be endorsed to provide:

      Thirty (30) days' advance written notice to City of cancellation or non-renewal, mailed to the following address:

      Recreation and Park Department
      Sean McFadden
      Purchasing / Contract Administration
      501 Stanyan Street
      San Francisco, CA 94117
3. **Description of Projects and Scope of Work**

A list of the 2008 Neighborhood Park Bond Program sites is included in Exhibit B of this package. The scope of each contract will be specific for each project. Most of the projects include accessibility improvements such as ramps, walkways, etc. Some projects may include seismic retrofit.

The scope of Construction Management services for each phase of the project is included in Exhibit A.

**II. RPD PROCESS FOR CONSULTANT SELECTION**

The RPD will create a pool of Construction Management firms from which it can assign specific projects. All Statement of Qualifications will be scored through a preliminary screening process that will include scoring outlined in Part III below, along with reference checks. Those firms who qualify for the short list through the preliminary screening process may be invited to participate in the final screening process, which will include an interview.

All questions and comments must be in written format and addressed to the RPD contact no later than 4 working days prior to the deadline date for submission of the RFQs.

**III. RFQS AND EVALUATION CRITERIA**

Please provide the following information in the order given below. RFQs will be carefully evaluated for completeness and ability to perform the work indicated based on the information provided in the following categories:

1. **Introductory/Cover Letter (maximum length: 2 pages, 5 points max.)**
   - Please provide information regarding the size of your firm, and include any joint venture, partnering, sub-consultants or subcontractors that you intend to include in your project team.

2. **Professional Qualifications and Experience, Project Approach (40 points max.)**
   
   **a) Firm information:**
   1. The full name and address of the firm or project team. Confirm that the office is within 30 miles of the RPD Capital located at 30 Van Ness Avenue in San Francisco.
   2. Name, email address and phone number of a designated contact person.
   3. A brief description of your firm or team including a description of your typical services.
   4. Describe the firm or project team’s professional qualifications and experience. Clearly demonstrate your ability to successfully furnish the services described in Exhibit A of this Request for Qualifications.

   **b) Staffing Approach:**
   1. Provide the names and brief resumes of the principal-in-charge, the assigned project manager and/or other key staff members who will comprise the core of your firm’s project team. Identify the number of licensed/certified members on your staff. Also, provide brief resumes for any key sub-consultants.
   2. Provide a narrative discussing your approach to staffing, sub-consultant management and delivering timely and quality service on multiple assignments running concurrently. Discuss your firm’s understanding of the services required for these projects (primarily renovation.
and modernization scope) and provide an outline, organizational chart and description that clearly demonstrates:

a. Staffing/organizational chart – Explain your project team’s ability to deliver the necessary staffing required to successfully deliver construction management services for at least five (5) projects running concurrently.

b. References - List of representative projects (minimum of 10 projects) undertaken in the last five years demonstrating your team’s public work experience. Include project title, description of services provided, project duration, owner contacts and telephone numbers. The RPD may or may not contact those listed on this reference list.

c) Experience with State and Local Agencies:
1. Bureau of Building Inspection (DBI)
2. Public Utilities (PG&E, SFPUC, SFDPW, SFPD.)

d) Quality Control - Your team’s approach to quality assurance and your process for quality control.

3. Billing Rates and Fees (5 points max.)

Provide fee schedule with the hourly billing rates for each type of employee anticipated to be assigned to the project. Make sure that the employee types (billing line entries) clearly correlates with the project-specific titles, resumes and listings provided as Section III. 2.

4. Insurance (5 points max.)

Provide copy of current insurance coverage issued by Consultant’s Insurance carrier that meets minimum RFQ requirements (see page 5, section I.2).

5. Prior Claims (10 points max. and max. deduct 10)

Provide a complete listing of the formal (written) claims presented to the firm, joint venture partners, outside consultants, and/or subcontractors in the past three years. Include:

a. The name of the claimant.

b. A brief description of the claim.

c. The dollar value of the claim.

d. Whether the claim was accepted, rejected, or if settlement of any type was made in full or part without admission of guilt or negligence. If handling of the claim is still in process, clearly indicate “resolution pending”.

e. End the list with statement “Under penalty of disbarment I certify this list to be complete and accurate.” Have the statement dated and signed by a company principal or senior representative. In the case that the firm, joint venture partners, outside consultants, and/or subcontractors as a group do not have any errors or liability claims presented in the past three years submit the statement “Under penalty of disbarment I certify that firms, joint venture partners, outside consultants, and/or subcontractors represented by this Qualifications do not have any claims associated with errors or liability in the past three years.”. Have this statement signed and dated by a company principal or senior representative.

IV. RFQ SCHEDULE and INFORMATION

1. Schedule
a. RFQs available for pickup ________________2008
c. RFQs must be submitted no later than_____ P.M., ___________, 2008

2. Information
   a. The RFQ reserves the right, at its sole discretion, to modify RFQ requirements, and/or cancel interviews if selection can be made based upon written RFQ received, cancel the selection process, amend the schedule, or select two or more “pools” of firms.
   b. RFQ applicants will be notified of any changes to this schedule.
   c. Firms responding to this RFQ shall not be reimbursed for any costs associated with the preparation of RFQ in response to this RFQ.
EXHIBIT A
Construction Manager Services

Preconstruction Services: Construction Manager shall provide services that relate to the organization and development of the project prior to the start of construction including:

1. **Constructability Reviews**: Conduct a thorough review of the permit ready documents (drawings and specifications) for constructability of the project, coordination of trades, completion of documents. Provide a written report to Park & Recreation Department (RPD) Project Manager of all findings within 4 weeks of receiving documents.

2. **Coordination of Public Utilities**: When necessary, coordinate and manage all new utility service and applications with appropriate public utilities to meet project schedules.

3. **Scheduling Services**: Assist Project Manager in developing project phasing schedules for Construction as necessary to meet project needs.

4. **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.

5. **HazMat Coordination**: Coordinate the work of the Industrial Hygiene Consultants required by the contract documents.

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 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.

4. **Bid Marketing**: Provide services for bid marketing and bidder solicitation. Set up outreach meetings to ensure Contractor's local sub contractors' 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 pre-construction 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.

Construction Phase Services: Provide comprehensive Construction Management services for Capital Improvement Project. CM should assume full project responsibility including management and coordination of all construction activities including but not limited to:

1. **Schedule Maintenance**: Evaluate and monitor through construction: Contractor baseline CPM schedule, all monthly updates and two week look-ahead schedules. *Note that progress payments can be withheld to contractor until schedules are submitted & accepted to the RPD.*

2. **Cost Evaluation of Construction Change Orders**: Provide Cost Estimating Services required to review, reconcile and validate Contractor Change Orders for each project.

3. **Storm Water Pollution Prevention Plan**: Ensure that Storm Water Pollution Prevention Plan is initiated and maintained.

4. **Agency and Public Utility Interface**: Point of contact for all public agency and utility coordination during construction.
5. **Conduct Pre-Construction Conference:** Schedule, coordinate and conduct pre-construction 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.

6. **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 the 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.*

7. **Document Control:** Establish and implement procedures with the General Contractor for submittals, change orders, and requests for information. Maintain logs, files, and other necessary documentation.

8. **Shop Drawings & Submittals:** Review for completeness and monitor the status of all submittals, shop drawings and related correspondence.

9. **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.

**Administration of the Construction Contracts:** Manage, supervise and coordinate all construction activities in accordance with the Construction Documents and project schedule. Provide on site management of the project including:

1. **Daily Log:** Maintain on a daily basis an on site project log indicating at a minimum, weather, contractor staffing of the construction work, construction progress, deliveries and any potential project delays.

2. **Project Monthly Report:** Submit a monthly project report (due on the seventh day of the following month) that includes a summary of: construction activities, identify any critical issues, possible delays and suggested mitigation, monthly project budget reports updated with the latest construction cost, including proposed change orders.

3. **Change Order Review:** Analyze and review all change order proposals to verify validity, purpose, scope and cost. Forward written recommendations to RPD PM.

4. **Contractor Claims:** Evaluate all claims and make written recommendations to the RPD PM on the most effective way to mitigate and/or resolve.

5. **Project Meetings:** Coordinate the weekly job-site progress meetings with RPD PM, Architect, and Contractors. Issue project meeting notes to document these meetings.

6. **Payment Applications:** Compile payment requests, verify correctness and forward to Architect and RPD PM for approval. Construction Manager to sign cover sheet stating the application has been reviewed and is recommended for payment.

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

1. **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.

2. **User Training:** Schedule, coordinate and document all training sessions with Facility, maintenance and operations staff. Arrange for supplementary information as needed.

3. **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.

4. **As-Built Documents:** Review contractual requirements for record documents. Coordinate with General Contractor and Architect to ensure that contract requirements are met.
5. **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.

    **Close Out**: Provide all closeout documents to RPD PM and Accounting.
EXHIBIT B

San Francisco Recreation ands Park Department
2008 CLEAN AND SAFE BOND PROGRAM

Project List

Neighborhood Parks

1. Chinese Recreation Center
2. Mission Playground
3. Palega Playground
4. Cayuga Playground
5. Mc Coppin Square
6. Sunset Playground
7. Fulton Playground
8. Mission Dolores Park
9. Cabrillo Playground
10. Glen Canyon Park
11. Lafayette Park
12. Kimbell Playground

Restrooms Repair & Replacement
Repair or replace every free standing park restroom in San Francisco and add new restrooms where needed.

Athletic Fields
Match private funds to renovate city athletic fields with artificial turf and lights to increase capacity and get more use out of existing fields.

Trail Restoration
Restore walking trails and improve access in open space parks.

Community Opportunity Grants
Provide grant funding program to do improvements to parks nominated by community groups with financial or sweat-equity match.

Trees
Plant trees and restore the aging park tree canopy.