



APPENDIX A

PROJECT DESCRIPTION AND SCOPE OF SERVICES

PROJECT: Engineering Technology Building Renovation Project – Diablo Valley College

ESTABLISHED PROJECT DESIGN AND CONSTRUCTION BUDGET:

\$41,800,000

The established project design and construction budget includes DBE’s Design and Preconstruction Fees, DBE’s indirect costs during construction, direct cost of construction (including hazardous materials abatement and selective demolition), DBE’s design contingency, DBE’s construction contingency, and Escalation)

The established project design and construction budget is the maximum amount that the District can expend on the design and construction of the Project. The design-build entity (“DBE”) will be responsible for working with the College, District, the District’s staff, and consultants to design and build this project within the established budget.

PROJECT DESIGN, REVIEW, AND CONSTRUCTION SCHEDULE:

Project Criteria Phase (In Progress)	March 2023 – July 2023
Design-Build Entity (DBE) RFP Phase	August 2023 – December 2023
DBE Design Phase	January 2024 – January 2025
DSA Approval	February 2025 – January 2026
Hazmat & Selective Demolition	Start - September 2025
Construction/Renovation	February 2026 – August 2027
Move-in/Project Closeout	September 2027 – November 2027

THE DISTRICT:

The Contra Costa Community College District was established in 1949 and serves the residents of Contra Costa County. It is one of the ten largest multi-college community college districts in California. The District office is located in historic downtown Martinez. The District operates through three colleges: Diablo Valley College, Los Medanos College, and Contra Costa College. The District also has two education centers: San Ramon Campus and Brentwood Center. The District’s Governing Board has five members elected by the community and one Student Trustee elected by students District wide. Since 2002, there have been three major facilities bonds approving close to \$900M in capital improvement funds. The 2002 Measure A bond (\$120M) and 2006 Measure A+ bond (\$286.5M) are both now fully implemented and closed out. In 2014, the District successfully passed Measure E, \$450M facilities bond to continue to improve facilities on all three college campuses and two centers.



PROJECT DESCRIPTION:

The project will consist of a newly renovated and expanded Engineering Technology (ET) building which will provide a state-of-the-art facility that will support student-centered, equity-infused learning and teaching environments for the next 30 to 40 years. It will house existing Architecture, Engineering, Construction, Mechanical Technology, Electronics and Electronic Technology, Industrial Design, Energy Systems programs, future ET programs, and a Math & Engineering Student Success Center. The general scope for this project includes the selective demolition of the existing early 1970's era ET building to preserve its current structural systems, bringing those structural systems up to current code, rebuilding within the existing footprint to completely modernize the overall facility and its systems for current and future programs, provide for expansion or reconfiguration of existing spaces to house a supportive and collaborative learning center for math students, and students in the ET programs by including a new Math and Engineering Student Success Center.

The renovated Engineering Technology building is envisioned to include approximately 33,000SFT of existing building SFT that will be completely updated and modernized space for existing and future ET programs, plus the addition of up to 7,000SFTof new Math & Engineering Student Success Center space. The building area when completed is anticipated to be approximately 40,000 SF, which includes renovation of the north side (11,000 SF), renovation of the south side (22,000 SF), and the addition of a new Math & Engineering Student Center of up to 7,000 SFT. The project seeks to also reimagine the building's architectural presence so that it will serve as both a focal point and an inspiring invitation to the DVC campus from south access points.

PROJECT OBJECTIVES:

The main objectives of the Engineering Technology Building Renovation Project are to create a newly renovated facility which adheres to the Project Criteria Documents, DVC's ET Building Renovation Planning Principles established during summer 2022 project academic programming efforts, and to embrace the Districts sustainability goals. The planning principles delineated here are important matters to be considered in planning and design decisions made for the Engineering Technology Renovation Project:

- 1) Equity:
 - a. Warm, welcoming, attractive spaces (indoor/outdoor) that foster a sense of belonging and social connection
 - b. Spaces that reflect and help foster understanding of social justice, ecology, environmental justice, and sustainability
 - c. Spaces that reflect consideration for how diverse student populations (e.g., women, people of color) experience space (e.g., safety, lighting, egress)
 - d. Universal design for equitable access



- 2) Centralized, Student-Centered Support and Engagement
 - a. Need for counseling/student services nearby, integrated, or co-located
 - b. Adjacency to support tutoring & other instructional support activities (e.g., Math "outpost")
 - c. Centralized local library
 - d. Healthy food availability, "kitchenette," café (enhance belonging, places to meet, socialize, rest)
 - e. Lending library and/or "store" for supplies
 - f. Additional computer space - "open lab"
- 3) Collaboration
 - a. Students and faculty
 - b. Cross-disciplinary
 - c. Shared makerspace student projects and collaboration; a "destination"
- 4) Adaptability, Flexibility and Visibility
 - a. Some programs need very specific spaces (e.g., construction)
 - b. Shared spaces - efficient, flexible, optimized use of space to enhance collaboration and connection
 - c. Space to create prototypes, drawings, and similar projects
 - d. Accessible, secured storage for a range of different projects, tools, supplies, and equipment
 - e. Range of office and room types/configurations ("loud," collaborative spaces, and quiet spaces)
 - f. "Outward facing," visually accessible spaces
 - g. Reliable, ubiquitous, flexible technology (e.g., hyflex classrooms, power outlets, charging stations, instructional technology)

District Sustainability Goals:

- 1) The District has adopted nine (9) Districtwide sustainability goals that directly support the District's Strategic Plan, Goal #5 which calls for us to "Responsibly, effectively, and sustainably steward District resources.". The District's Governing Board adopted a resolution which forms a basis for future planning of needed infrastructure upgrades as well as future building retrofits and serves as a guidepost for fine tuning campus operations. The resolution calls for all new major construction projects to be designed and constructed to be Zero Net Energy (ZNE) with all electric heating/cooling and all electric domestic hot water systems.



- 2) The Engineering Technology Renovation Project shall be a model of energy, water, and materials efficiency; while providing healthy, comfortable, and productive indoor environmental and long-term benefits to students, faculty, and staff. Design features that will support a sustainable building objective need to be provided in a cost-effective manner, while considering externalities; identify economic and environmental performance measures; determine cost savings; use extended life-cycle costing; and adopt an integrated systems approach. Such an approach needs to treat the whole building as a system, recognizing that the individual building features, such as lighting, windows, heating and cooling systems, or control systems are not stand-alone systems.

ANTICIPATED SCOPE OF SERVICES:

1. GENERAL SERVICES

- a. The District is looking for an experienced design-build entity or team (“DBE”) to be a proactive team-member in delivering this project within the Anticipated Project Time Frame, within the established Design and Construction budget, and with a high level of Design-Excellence. The scope of work includes, but is not limited to, providing design phase services, preconstruction services, project management services, labor, topographic and boundary surveying, abatement, selective demolition, coordination, materials, tools, and equipment to complete construction of the above-mentioned Project in Pleasant Hill, CA.
- b. The work described herein outlines the minimum services that the District shall require of the DBE upon selection and award of a Design-Build Agreement (“Agreement”). However, services not described below that are related and considered to be part of the expected standard of care and workmanship shall also be included as responsibilities of the DBE and part of the Work. Furthermore, the DBE shall review the Design Build Agreement, which will be provided during the RFP Phase, in order to ensure all required services are fully understood by the Design-Builder.
- c. The DBE is expected to support the District’s design review process, attend design review meetings, and resolve review comments to the satisfaction of the District.
- d. The DBE will be responsible for all design and engineering services, topographic and boundary surveying, permitting, agency approval, construction, and agency closeout of the Project, and any other permitting, approval, or other requirements by any agency’s having jurisdiction.
 - i. Including, without limitation, Division of the State Architect (“DSA”) review and approval, and closeout certification.
 - ii. The District will pay all agency fees.



- e. Design shall be in accordance with the requirements of the RFP, Project Criteria Documents, 4CD Sustainability Goals and Policy, DVC_ET Building Design Curated Portfolio Findings Sept 2022 (Academic Programming Document), and the District's Design Standards.
 - i. If the Project Criteria Documents, 4CD Sustainability Goals and Policy, DVC_ET Building Design Curated Portfolio Findings Sept 2022 (Academic Programming Document), or District's Design Standards conflict with requirement of any agency's having justification, the DBE shall notify the District and the Project Manager.
 - ii. Design services will also require evaluation of the existing site and review of other project related information.
- f. DBE shall certify that all Design Submissions, construction documents, or other related project documents are coordinated with all contributing subcontractors and consultants, whether they are contracted directly with the DBE or not and must ensure preconstruction and construction quality assurance.
- g. Necessary accommodations must be made to ensure normal educational activities are minimally impacted during the design process.
- h. Project Design and Construction Cost Estimating
 - i. DBE will develop and maintain an accurate and detailed Project Design and Construction Cost Estimate that will be updated timely during each design milestone in order to demonstrate that the project can be completed within the established design and construction budget.
 - ii. DBE will provide an estimated cost of the Project Criteria Documents during the RFP phase, which will be reconciled with the District to ensure compliance with the established design and construction budget. This estimate will serve as the baseline project estimate and the DBE's Not to Exceed (NTE) Target Budget for the basis of contract award.
 - iii. DBE shall perform work in an open book and transparent manner as necessary to prepare and submit an acceptable Guaranteed Maximum Price ("GMP") proposal during the design phase.
- i. DBE will develop and maintain a detailed Critical Path Method ("CPM") Schedule.
 - i. The CPM Schedule shall be updated and submitted to the District monthly.



- ii. Each schedule shall be submitted in diagram and listed form. The computer-generated schedules shall permit the DBE to obtain several print sorts that aid in identifying various activities and requirements.
 - iii. The DBE shall utilize Primavera Project Planner for Windows software (P6) by Primavera Systems, Inc., or equivalent as outlined in the Form of Agreement and Scheduling Specifications.
 - iv. The detailed CPM Schedule shall include all relevant design activities including design submissions, design reviews, agency approvals, preconstruction services such as bidding, and District Milestones, including CEQA activities.
 - v. Report proactively on potential schedule impacts and recommend potential solutions to schedule problems.
- j. Meetings
- i. Each month the DBE shall attend a payment meeting with the District's Representative to agree on the percentage of the work completed during the current month to establish an amount to be requested in the Application for Payment.
 - ii. DBE shall attend meetings, at a minimum of weekly, in each Phase of Work as required below.
 - iii. DBE shall keep and submit to the District meeting minutes for all DBE lead meetings, in a format acceptable to the District.
- k. Reports
- i. The DBE shall prepare and submit to the District monthly reports on the Work accomplished during the prior monthly period. Such reports shall be prepared in a manner and in a format approved by the District.
 - ii. The DBE will cooperate with the District, and as may be requested, assist in preparing periodic Project reports required by the District's Board, the District's Citizens' Bond Oversight Committee, or other District committees or boards.



2. DESIGN PHASE SERVICES

- a. Prior to commencement of the Work, the DBE shall attend a Project Kick-off meeting, at a time and a place selected by the District's Representative, to discuss procedures to be followed during the course of the work. DBE shall follow the procedures as set forth by the District's Representative and as provided in the DBE's procedure manual to be supplied at the Kick-off conference. The purpose of the meeting will be to introduce the District's key personnel and to review the contract provisions and any other items pertaining to the Project.
- b. DBE should make site visits, as needed to review the current site conditions. In addition, DBE should review all existing information related to:
 - i. Geotechnical Surveys
 - ii. Soils Investigations
 - iii. Hazardous Materials Surveying
 - iv. Utility Locating, Utility Assessments, and Utility Capacity Verifications
 - v. Other services and verifications as necessary in order to minimize unforeseen conditions.
- c. If DBE determines that the information or documents the District provides is insufficient for purposes of design, or if DBE requires other information that the District has not provided, then, at the soonest possible time after DBE has become aware that this additional information is needed, the DBE shall request that the District acquire that information. If the Parties mutually agree in writing, this additional information and service shall be procured through the DBE, who may invoice the District for those services as Extra Services.
- d. The Design Services includes the preparation of the Design and Construction Documents for the Project including, but not limited, to all necessary architectural design, specialty consultant services, civil engineering, structural engineering, mechanical engineering, plumbing and HVAC design, fire protection system engineering, landscape architecture, electrical engineering, security system design, telecommunications, data and low-voltage signaling design, topographic and boundary surveying, interior design, modular furniture systems and fixtures, furniture and equipment design, coordination and space planning, and acoustical engineering. The Design Phase shall also include all plan check and permitting activities required for the construction activities. The Design Documents shall include all information required by the building trades to complete the construction of the Project, including information that would customarily be included as deferred submittals after DSA approval.



- e. DBE shall meet at least weekly with District and Project Manager and provide such information as necessary to inform District of the Project design status and obtain District input and approval regarding design issues.
 - i. The DBE shall be responsible for scheduling and coordinating the participation required in these meetings.
 - ii. DBE's documents shall depict the materials, equipment, design, layout, and general coordination of each major building system (i.e.: structural, exterior closure, mechanical, plumbing, electrical, etc.) in sufficient detail to confirm compliance with the Project Criteria Documents.
- f. Provide design and engineering services necessary to complete the design and construction of the Project, and secure approval of all agencies having jurisdiction in accordance with the District's Project Criteria Documents and District's Design Standards.
- g. Design Documents
 - i. DBE shall separately identify in writing at the time of each of its formal submissions of Design Documents, any portions thereof that by reason of information contained or omitted constitute deviations from the requirements of the RFP Documents, Design-Build Agreement, General Conditions, Project Criteria Documents, Design Intent or Approved Deviations previously approved by District.
 - ii. All such formal submittals of Design Documents to the District, including electronic submittals, shall further include a certification by DBE as follows:
 - 1. "WITH THE EXCEPTION OF DEVIATIONS EXPRESSLY IDENTIFIED IN THIS SUBMISSION IN THE MANNER REQUIRED BY THE AGREEMENT, THE SUBMITTED DESIGN DOCUMENTS DO NOT CONTAIN ANY DEVIATIONS FROM THE DESIGN-BUILD AGREEMENT, GENERAL CONDITIONS, PROJECT CRITERIA DOCUMENTS, DESIGN INTENT OR APPROVED DEVIATIONS PREVIOUSLY IDENTIFIED BY DBE IN WRITING AND APPROVED BY THE DISTRICT."
 - iii. Specifications shall not contain restrictions that will limit competitive bids. Where articles, materials, and equipment are identified by brand names, at least two brand names shall be specified, and shall be followed by the words "or equal." Exceptions shall only be as permitted by California Public Contract Code section 3400.



- iv. DBE shall prepare all Design and Construction Documents and all other Contract Documents in a manner that includes and enables additive and deductive alternates and allowances for the Project Work as requested by the District. DBE shall develop and propose to District bid alternates and shall incorporate in the Construction Documents the District approved additive and deductive bid alternates and allowances.
- v. As part of the preparation of the Design and Construction Documents, and if so, directed by the District, the Design and Construction Documents shall be prepared so that portions of the work may be deferred and performed at a later date under subsequent contracts. If phasing strategies are to be indicated on the Design and Construction Documents, such shall be consistent with the District's ability to fund the work. For the purposes of this Contract, the DBE may be required to furnish Design and Construction Documents that enable the District to bid and construct all of the work at a particular Project site in separate phases. The Design and Construction Documents must be prepared in a manner that upon completion of each phase, the Project site is operable and can be approved by all authorities having jurisdiction over the Project and occupied by the District. DBE shall review with the District and District's Representative and determine if the requirements and approach for phasing of the Work, if any, should be done. DBE shall incorporate and prepare, as part of the Design and Construction Documents, all design, and documents necessary to enable construction phasing and logistics in order to facilitate efficient construction and to enable the construction of the Project within the duration prescribed by the Contract. All bid documents will be made available for the District and Project Manager in a format and locations agreed upon by the DBE and District;
- vi. Design Submissions shall be required to be submitted to the District at the stage of development described below. Construction Documents must be in full compliance with all applicable laws, building codes, ordinances, and other requirements by regulatory authorities.
 - 1. Schematic Design: Prepare Schematic Design Documents from the Project Criteria Documents, including related architectural, structural, mechanical, electrical, plumbing, civil, conceptual building floor plans, roof plan, building sections, building elevations, details, narratives, design criteria, code analysis, outline specifications, and energy report.
 - a. Complete and obtain written sign-off of the "Project Design Milestone Acceptance Form" prior to moving into the next phase.



2. Design Development: Prepare Design Development Documents from the Schematic Design Documents, including related architectural, structural, mechanical, electrical, plumbing, civil, and landscape services.
 - a. Complete and obtain written sign-off the "Project Design Milestone Acceptance Form" prior to moving into the next phase.
 3. 50% Construction Documents: prepare 50% construction documents. The Construction Documents shall include all information required by the building trades to complete the construction of the Project, including information that would customarily be included as deferred submittals after DSA approval.
 - a. Complete and obtain written sign-off of the "Project Design Milestone Acceptance Form" prior to moving into the next phase.
 4. 100% Construction Documents: Prepare 100% construction documents.
 - a. Meet with the District for approval to submit to DSA and complete and obtain written sign-off of the "Project Design Milestone Acceptance Form."
 - b. Perform back-check as needed at no additional cost to the District.
 - c. Obtain DSA stamp-out and approval letter.
- h. Design Documents shall be submitted to the District and Project Manager as follows unless otherwise agreed the Kickoff Meeting:
- i. Provide one (1) printed copies of all approved construction document drawings. Provide one copy of all approved construction document drawings on a USB flash drive using Computer-Aided Design (CAD) software, using AutoCAD 2010.
 - ii. Provide one (1) printed copies of approved specifications, bound, and organized. Provide approved specifications in electronic format on a USB flash drive for all sections for all work applicable to the Project, using a format that complies with the current edition of the Construction Specifications Institute's "Master Format" as directed by the District and in accordance with the following:
 - iii. Electronic computer software in Microsoft Word, latest version for Windows; and



- iv. All USB flash drives provided shall be indexed and clearly labeled to indicate files contained thereon and the date that the CD was produced. All electronic files shall use fonts and formats used by the District and the discs shall be formatted for easy printing.
- i. All submissions of Design Documents shall be subject to Design Review by the District and/or District Representatives.
 - i. Document review sessions shall be established electronically via Bluebeam studio Session or equivalent software as approved by the District.
 - ii. Review meetings between the DBE and the District to review the Design Submissions shall be scheduled and held so as not to delay the Work. Such review shall not relieve the DBE from its responsibilities under the Agreement. Such review shall not be deemed an approval or waiver by the District of any deviation from, or of the DBE's failure to comply with, any provision or requirement of the Contract Documents, unless such deviation or failure has been identified as such in writing in the document submitted by the DBE and approved in writing by the District.
 - iii. DBE must incorporate, clarify, or reconcile all design review comments provided by the District to the DBE.
- j. The DBE shall submit completed packages of the Construction Documents, in the quantities required by the District to all applicable authorities having jurisdiction (including but not limited to DSA), and at the times indicated on the DBE's Baseline Schedule. DBE is responsible for completing the designs and submitting them to DSA in a timely fashion in order to obtain DSA approval and complete all Work according to the Project Milestone Schedule. All Work is to be performed in accordance with the requirements of the DSA and the Design-Builder shall be solely responsible for obtaining all approvals from DSA at no additional cost to District.
 - i. Perform back-check as needed at no additional cost to the District.
 - ii. Obtain DSA stamp-out and approval letter.
- k. At each design submittal, conduct value engineering analysis on building components to determine best value based on initial cost, life expectancy, cost of operation and maintenance. The value engineering analysis shall be performed concurrent with the Design Confirmation effort.
 - i. Prepare reports with recommendations to the District to maintain the established Project budget and specifications.



- ii. Provide a detailed analysis of all major project systems and project means & methods, with an emphasis on value engineering possibilities.
- l. Prepare and update monthly during each design phase, an updated detailed Construction CPM Schedule: Produce a detailed construction CPM schedule to be incorporated into the Project documents including identification of the Project critical path and agency approvals.
- m. Prepare and update at each design submittal, an updated Construction Logistics Plan to the District for review and acceptance.
 - i. The Construction Logistics Plan shall identify and describe the phases and staging of construction, staging areas, temporary fencing, office trailer placement, access, parking, and any other activity that may impact the District in the execution of the Work.
- n. Prepare and update at each design submittal, deductive alternates' worth no less than 5% of the EDCC (Estimated Direct Cost of Construction) submitted by the DBE in response to the RFP.
 - i. Each deductive alternate shall be developed and designed as a design package that can be reviewed by agency's having jurisdiction separate from the primary design packaged developed for agency review.
 - ii. Each deductive alternate shall be submitted to the District for approval.
 - 1. The District may reject or accept each proposed deductive alternate at its sole decision.
- o. Prepare and update at each design submittal milestone a detailed estimate of the cost of construction to substantiate that the Project will not exceed the established project design and construction budget.
 - i. Cost estimate shall certify that the Project can be completed within the established project design and construction budget.
 - 1. This cost estimate shall be certified by the DBE's Chief Estimator, or principal of the firm, that the Project can be completed within the established project design and construction budget.
 - ii. Cost estimate shall identify subcontractor scopes of work and any self-performed work being proposed by the prime DBE entity. Any scopes of work that the DBE intends to self-perform will be bid in similar fashion as all other subcontractor scopes of work.



- iii. Cost estimates must be within the established design and construction budget in order for the Project to be released into the next phase.
- iv. Cost Estimates provided by the DBE for the Project must at no point exceed the District's established design and construction budget for the Project. The accuracy of the Cost Estimates provided by the DBE shall be the responsibility of the DBE. All costs for redesign and extension of the design phase schedule, necessary to maintain the established design and construction budget, is the DBE's responsibility.
- p. Any other services that are reasonable and necessary to control the budget and schedule.

3. GUARANTEED MAXIMUM PRICE (GMP) PROPOSAL

- a. Within the first sixty (60) calendar days of the project, DBE and Project Manager shall meet and agree on an "Open Book" Subcontractor Procurement and GMP Plan, which shall include the following:
 - a. The agreed upon format of the bidding documents before they are issued and the location of received bids that allows free access for the Project Manager;
 - b. The DBE's approach to packaging trades for bidding;
 - c. The DBE's schedule for bidding the trade packages and timelines for the District's Project Manager to review the trade packages prior to bidding.
 - d. How the DBE and Project Manager will select subcontractors based on lump sum or best value (if approved by the District), and how the DBE and Project Manager will coordinate the District's approval of such subcontractors; and
 - e. The format the DBE will use to summarize all accepted bids for the GMP Proposal.
- b. DBE shall develop the Guaranteed Maximum Price ("GMP") Proposal for the Project as set forth in the RFP and Design-Build Agreement, which shall include the following:
 - i. An updated CPM schedule in the format defined above in this Appendix A;
 - ii. All design documents that establish the Work to be completed during Construction, including but not limited to Basis of Design Documents, Construction Documents, and Specifications;



- iii. A list of all assumptions and clarifications used to develop the GMP. Listing of extraneous assumptions, clarifications, or modifications to the Terms and Conditions of the Design-Build Agreement will not be allowed.
- iv. A summary list of all subcontractors and the accepted bid price, in the format agreed to by the DBE and Project Manager. The summary list and backup will include the following, unless otherwise agreed by the DBE and Project Manager:
 1. DBE shall demonstrate that a minimum of four (4) bids, or "Best Value" proposals (if approved in writing by the District), was received for each trade;
 2. Subcontractor trade pricing the DBE receives from the Mechanical, Electrical, and Plumbing Subcontractors, engaged early, shall be included in the DBE's proposed GMP for construction services, along with the backup to support such subcontractor trade package pricing, for submission to and review by the District. In the event the GMP is accepted, the Subcontractors engaged early, will be contracted for their respective trade packages based on their pricing and backup without being competitively bid against other subcontractors. In the event that the Subcontractor trade pricing is not accepted, the District reserves the right to request that the Design-Builder follow the requirements of the "Open Book" subcontractor bidding process as described herein and obtain competitively bid prices for the trades scope of work.
 3. DBE shall submit sufficient information to establish that its price is competitive and reasonable for all Work to be performed by a prequalified subcontractor listed in the Proposal;
 4. DBE shall submit sufficient information to establish that its price is competitive and reasonable for all Work being self-performed (if approved in writing by the District and bid in accordance with public contract code);
 5. A list of Allowance Items, Allowance Values, and a detailed description of the Work that is included in each allowance (if applicable). Allowances are not allowed to be carried within the subcontractor trade package scopes of work;
 6. Any Contingency to be used for unanticipated costs that are not the bases of a change;
 7. A schedule of alternate prices (if applicable);



- v. A statement of Additional Services, which may be performed if directed by the District, but which are not included in the GMP;
 - vi. An updated SOV that includes all Work required to complete the Project; and
 - vii. A statement that the GMP Proposal is valid for no less than 90 days following receipt of the GMP Proposal by the District.
- c. The District may request additional information if needed to understand and evaluate the GMP Proposal.

4. CONSTRUCTION PHASE SERVICES

- a. Provide all labor, materials, equipment, temporary utility services and facilities necessary to construct the entire Project and provide all construction work necessary to complete the Project and coordinate the work with the different subcontractors in an efficient manner.
- b. Participate in Project meetings as required by the District.
 - a. Lead a weekly OAC meeting with meeting minutes in a format accepted by the District.
- c. The DBE shall be required to take daily job site photos with a high-quality camera.
 - a. Except as otherwise specifically approved by the District, DBE will prepare and submit the photographs monthly from groundbreaking through Project completion, within three (3) calendar days of the date of the DBE's application for progress payment. To the maximum extent practicable, DBE will make photographs at approximately the same time of day throughout the progress of the work. When inclement weather is anticipated, DBE will consult with the District to determine acceptable alternative arrangements.
 - b. DBE will identify each location by word description, by marked drawing, or by such other means as acceptable to the District, to enable future photographs to be taken from the same position.
- d. Prepare an existing conditions survey of all surrounding and adjacent properties, including streets and observable and recorded utilities, prior to the start of construction. DBE will endeavor to gain access to non-District owned properties, as necessary.
- e. DBE shall verify the location and depth (elevation) of all existing utilities and services before performing any excavation work and provide a drawing that documents these verified conditions as part of their Construction Documents.



- f. The DBE shall locate and protect control points prior to starting Work on the Project site and preserve permanent reference points during construction and shall require the engineer or surveyor to replace control points which become lost or destroyed.
- g. Provide on-site support and logistics, including but not limited to temporary construction office trailers and equipment.
- h. Manage the construction costs and ensure that costs allocated to construction contingency have entitlement and meet the contract requirements prior to submission to the District Representative.
- i. DBE shall coordinate all submittals and review them for accuracy, completeness, and compliance with the requirements of the Contract Documents, the DBE's Construction Documents, and shall indicate its approval thereon as evidence of such coordination and review.
 - a. Prior to placement of material orders or start of component fabrication, the DBE shall submit to the District all shop drawings approved by the Architect of Record and samples of submittals that relate to finish materials and products.
 - 1. The DBE is to issue a submittal schedule to the District for comment and the District shall designate the submittals that the DBE is to submit to the District to review for contract compliance.
 - b. All substitution requests must be submitted to the District and Project Manager and approved by the District.
- j. The District and Project Manager shall be copied on all Requests for Information ("RFI") related to compliance with the Project Criteria Documents, District guidelines or standards, or other Contract Documents.
 - a. The DBE and District shall agree on an acceptable duration for review and comment on all RFIs.
- k. The DBE shall procure a furniture vendor/installer and coordinate with staff and stakeholders to confirm dimensions, details, materials, and other pertinent information, and coordinate the design and development process with the District's staff and stakeholders for furniture fixtures, and equipment provided by the DBE.
 - a. The DBE shall prepare space plans and design all free-standing furniture, fixtures, equipment, and modular systems furniture ("MSF") workstations for the Project. DBE shall conduct furniture inventories of existing furniture and, in consultation with the District, shall indicate the re-use and placement of such existing furniture in the space plans.



- b. The DBE will prepare fully dimensioned floor plans including clear dimension requirements, furniture, fixture, and equipment requirements including work surfaces, storage units, computer related components and other accessories.
 - c. The DBE's furniture vendor will utilize the DBE's drawings to prepare installation drawings, which will be reviewed and approved by District for conformance to the space plan drawings. The DBE will support the furniture vendor/installer delivering, distributing, and installing the furniture, fixture, and equipment components. Upon installation of the furniture, fixture, and equipment, DBE shall install and connect the necessary telecommunications cable within the MSF workstations and connect the electrical power to the MSF workstations as required.
 - d. The DBE will assist the District in planning and implementing a coordinated Move-In and Occupancy Plan. DBE shall provide all labor necessary to manage the process for scope and schedule for FF&E relocation, including electricians, plumbers, furniture installer/vendors, temporary protection of finishes, etc.
- l. Coordinate equipment start-up and acceptance testing, and training.
- m. Prepare and provide the District record construction documents.
- a. DBE shall ensure the coordination of record drawings and specifications.
- n. Administer and coordinate, on a daily basis, the work of all trade contractors the DBE hires to work on the Project.
- o. Enforce strict performance, scheduling, and notice requirements.
- p. Document the progress and costs of the Project through industry standard reporting procedures, i.e., monthly reports, weekly OAC meeting minutes, weekly change order, contingency, allowance logs, etc.

5. CLOSEOUT

- a. Ninety (90) days prior to the estimated Completion, the DBE shall hold a meeting to review maintenance manuals, guarantees, warranties, close-out submittals, bonds, and service contracts for materials and equipment. DBE shall also implement repair and replacement of defective items and extend service and maintenance contracts as desired by the District.
- b. DBE shall compile operations and maintenance manuals, warranties/guarantees, and certificates.
- c. DBE shall obtain all required occupancy permits, coordinating testing, documentation, and governmental inspections and approvals.



d. Preparation of accounting and closeout reports and occupancy plan reports.

BONDS REQUIRED:

As part of the RFQ Response, each firm is required to provide evidence of available bonding capacity of \$41,800,000 + 10% for this Project.

GENERAL CONTRACTOR'S LICENSE:

Responding DBE's must have a valid California Contractor's A or B License to submit qualifications for this project.

PUBLIC WORKS CONTRACTOR REGISTRATION:

Responding DBE's are required that all contractors participating in this RFQ must register as public works contractor with the Department of Industrial Relations, State of California, in accordance with Labor Code section 1771.1

PREVAILING WAGES:

Respondent's attention is called to the requirements for payment of prevailing wages for work not covered by higher rates under the PLA.

PROJECT STABILIZATION AGREEMENT (PSA):

This project is subject to the District's PSA. The successful proposer and its trade subcontractors shall agree to be bound by a PSA entered into by the District that will bind all contractors and subcontractors performing work on the project to use a skilled and trained workforce.