REQUEST FOR PROPOSAL

Jacobs Center Business Accelerator Project

SUBMISSION DEADLINE
Friday, November 9, 2018
3:00 p.m. PDT

This activity is funded in whole or in part with Community Development Block Grant Program funds provided by the United States Department of Housing and Urban Development to the City of San Diego.

This project is subject to both State of California and Federal prevailing wage laws and requirements.

Catherine Iste
Chief Operating Officer
The Jacobs Center for Neighborhood Innovation
NOTICE INVITING PROPOSALS

Construction Manager for
Business Accelerator Construction Project

INVITATION FOR PROPOSAL

The Jacobs Center for Neighborhood Innovation (JCNI) is seeking proposals from qualified, professional construction management firms to provide construction management services for a Community Development Block Grant (CDBG) Business Accelerator Project.

Bid documents can be downloaded from http://www.jacobscenter.org/bid-opportunities/

The Owner encourages local, small, minority owned, women owned, disabled, veteran owned, and/or Section 3 Businesses to submit Proposals.

SCOPE OF WORK

JCNI is seeking proposals from qualified, professional construction management firms to provide construction management services for a CDBG Business Accelerator Project.

Duties to include the following:

- **Ensure Improvements to Construction:** Construction Manager (CM) shall cause General Contractor (GC) to construct improvements to the building in accordance with the terms, conditions and covenants of the operating agreement. Obtain Notice to Proceed from the City before commencement of any activities to the project.

- **Ensure Compliance Documentation:** CM shall ensure that City is provided with all environmental and any other required documents required by law or the operating agreement for construction of any and all improvements within fourteen (14) calendar days after notice from the City, unless otherwise specified. CM shall also ensure that written documentation to the satisfaction of the City of JCNI’s legal authority to construct all improvements.

- **Pre-Construction Actions:** CM shall ensure that all required approvals from the City and other Governments with jurisdiction over construction of the improvements on the property have been granted before any work commences.
**Construction Activities:** CM duties during the construction period will include but are not limited to the following:

a. Attend weekly construction meetings on site.

b. Conduct job walks at a minimum of once per week to check construction activity against the established schedule and check the quality of the work. Additional job walks will be conducted during key phases of construction.

c. Review all Architect and GC change order requests for legitimacy, accuracy and competitive price and make recommendations for rejection, revision or approval.

d. Coordinate and monitor all client requested changes.

e. Monitor and control the RFI and Change Order process to ensure information is received by the GC in a timely fashion and that any changes to the Project are monitored and appropriate action taken.

f. Attend a walk-thru to inspect the final construction work and assist the Owner with creation of a punch list.

g. Monitor the completion of the punch list prepared by the Owner or General Contractor and request Project close-out information from the GC.

h. Review all invoices for accuracy and forward them to client for final approval and payment. Track all invoices on a master invoice tracking sheet.

**Construction Schedule:** CM shall ensure that construction of the improvements proceeds to completion within the term. CM is also responsible for ensuring that written reports are completed on a regular basis, that any requests for progress payments are reviewed before payments are made, and that necessary change orders are prepared and submitted to City for approval, prior to implementation.

**Maintenance of Documents:** CM shall ensure the maintenance of all written guarantees and warranties, instruction books, diagrams, charts, and maintenance manuals relating to construction of the Improvements.

**City Prevailing Wage Requirements:** CM shall ensure that JCNI and all subcontractors comply with SDMC section 22.3019 requiring compliance with California Labor Code, sections 1720 through 1861 for any and all construction work performed or funded exceeding $25,000 and for any alteration, demolition, repair and maintenance work performed exceeding $15,000.
- **Labor Code and Compliance:** Ensure that all contractors are complying with labor codes. CM shall also keep an updated list of subcontractors onsite. This list Department of Industrial Relations (DIR) registration requirements in accordance with Labor Code Section 1770-1781.

- **Certified Payroll:** CM shall ensure that all contractors and subcontractors comply with and submit all required paperwork in accordance with Davis Bacon Act General Wage Decision Number: CA180001 7/6/2018.

- **Performance Per Operating Agreement:** CM shall ensure that all construction oversight obligations are met as per Exhibit E to Business Accelerator Operating Agreement *(attached)* in conjunction with JCNI’s Senior Facilities Manager.

- **Schedule:** CM shall ensure that the General Contractor and JCNI are in compliance with Performance schedule as per Exhibit F to Business Accelerator Operating Agreement *(attached)* in conjunction with JCNI’s Senior Facilities Manager.

**RESPONSE REQUIREMENTS**

- **Qualifications and Experience:** Summarize your firm’s qualifications, experience and special expertise in providing the type of services identified in the project description, include resumes of key personnel and Please indicate if you are registered at SAM.gov. Please note that the execution of a contract to the winning bidder requires that the winning party has be registered in SAM.gov and not appear on any suspended, debarred or exclusion lists.

- **Project Approach:** Provide a brief overview of your construction management philosophy, methods and practices and how they would meet the needs identified in the requested services section. Describe how communication and reporting would occur between your firm, the tenants and the City.

- **Under Construction Schedule:** Create a master Project schedule outlining all of the critical tasks that are key to the success of the Project. Align in house tasks with the Exhibit F timelines and make sure that the Project team and client’s vendors stay on schedule.

- **Pricing Methodology:** Provide base construction management fee for construction management services.

- **References:** Include a list of references (including contact names, telephone numbers and email addresses) of at least two (2) most recent or current projects managed by your firm within the last two years of the same size and nature. JCNI reserves the right to contact references without prior notification.
OFFICIAL CONTACT

Upon release of this RFP, all communications concerning the overall RFP should be directed to the Senior Facilities Manager listed below. Any oral communications will be considered unofficial and non-binding on JCNI. Vendors should rely only on written statements issued by the RFP Coordinator.

NAME: Selena Ellis-Vizcarra
ADDRESS: 404 Euclid Avenue
          San Diego, CA 92114
E-MAIL: sellisvizcarra@jacobscenter.org

PROPOSAL SUBMITTAL INSTRUCTIONS

Proposals must be received by no later than 3:00 pm PDT on November 9, 2018. We prefer that proposals be submitted by email. Emailed proposals should include “CDBG #01-18-CONST” in the subject line and be addressed to: sellisvizcarra@jacobscenter.org (Emailed proposals must be in MS Word or PDF format and cannot exceed 20MB).

As an alternate to email, proposals can be mailed or delivered to:

Jacobs Center for Neighborhood Innovation
Attention: Selena Ellis-Vizcarra “CDBG #01-18-CONST”
404 Euclid Avenue
San Diego, CA 92114

If submitting a paper proposal, the original plus two (2) copies of all proposals in printed form must be submitted in a sealed envelope or box with the following words clearly marked on the outside of the envelope, Construction Management Services RFP. The supplier’s name and address must be clearly indicated on the envelope.
REQUIRED INFORMATION

The proposal must include the following:

1. Cover Letter
2. Proposal Summary
3. General Vendor Information
   - Name of parent company
   - DUNS Number
   - Length of time in business
   - Length of time in business of providing proposed services
   - Gross revenue for the prior fiscal year in (U.S. dollars)
   - Percentage of gross revenue generated by proposed services
   - Total number of clients
   - Total number of clients in the proposed service area
   - Number of public sector clients
   - Number of full-time personnel
   - Where your headquarters located, do you have any field offices, if so where
   - Which office would service this account
   - Please provide a list of references that can verify the financial standing of your company
4. Customer References
5. Fee Schedule
EVALUATION PROCEDURES

The Chief Operating Officer and Senior Facilities Manager will evaluate the submitted proposals.

The evaluators will consider how well the vendor’s proposal meets the needs of JCNI as described in the Project description of this RFP. It is important the responses be clear and complete, so the evaluators can adequately understand all aspects of the proposal. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help JCNI select the vendor with the best combination of attributes, including price and demonstrated experience providing comprehensive construction management services. JCNI reserves the right to require a subset of finalist vendors make a presentation to a selection team.

Following selection, JCNI and the selected firm will negotiate the services to be provided. JCNI reserves the right to reject any proposed agreement or contract that does not conform to the specifications in the RFP.

ACCEPTANCE OF TERMS AND CONDITIONS

Use this form to indicate exceptions your firm takes to any terms and conditions listed in this RFP. Proposals which take exception to the specifications, terms or conditions of this RFP or offer substitutions shall explicitly state the exception(s), reason(s) therefore, and language substitute(s) (if any) in this section of the proposal response. Failure to take exception(s) shall mean the proposer accepts the conditions, terms and specifications of the RFP.

If your firm takes no exception to the specifications, terms, and conditions of this RFP, please indicate.

BY: ____________________________________________

TITLE: __________________________________________

DATE: __________________________________________

FOR: __________________________________________
EXHIBIT F
TO
BUSINESS ACCELERATOR OPERATING AGREEMENT
(Jacobs Center for Neighborhood Innovation)

PERFORMANCE SCHEDULE\(^1\)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Date(^2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Submission – Draft Construction Bid Documents. JCNI submits draft construction bid documents to City for review/approval prior to release/advertisement.</td>
<td>Submit to City on or before June 18, 2018.</td>
</tr>
<tr>
<td>2. Review – Draft Construction Bid Documents. City reviews draft construction bid documents.</td>
<td>Within 14 days after receipt, July 2, 2018</td>
</tr>
<tr>
<td>3. Advertise Construction Bid Documents. JCNI releases/advertises construction bid documents, including 5-day publication period and 30 day advertisement period.</td>
<td>On or before July 23, 2018.</td>
</tr>
<tr>
<td>4. Evaluate/Award Construction Contractor. JCNI evaluates bids and awards construction contract.</td>
<td>At the conclusion of the Construction Bid Documents public bid process.</td>
</tr>
<tr>
<td>5. Submittal – Draft Construction Contract. JCNI submits draft construction contract and subcontractor contracts to City for review/approval.</td>
<td>On or before October 29, 2018.</td>
</tr>
<tr>
<td>6. Review – Draft Construction Contract. City reviews draft construction contract with general contractor and related draft subcontractor contracts.</td>
<td>Within 12 days after receipt.</td>
</tr>
<tr>
<td>7. Submittal – Approval Applications. JCNI submits all required Applications to each Government for construction of Improvements on the Property to obtain all Approvals. (Section 5.1)</td>
<td>As necessary to have all Approvals Permit Ready at least 7 days before the Improvements Commencement Date.</td>
</tr>
</tbody>
</table>

\(^1\) Descriptions of performance activities and deadlines in this Performance Schedule are not intended to supersede more complete descriptions in the text of the Agreement and in the event of any conflict between the text of the Agreement and this Performance Schedule, the text of the Agreement shall govern.

\(^2\) All references to days shall be to consecutive calendar days, unless stated otherwise.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Obtain Approvals. JCNI obtains Approvals from each Government required for construction of the Improvements on the Property.</td>
<td>At least 7 days before the Improvements Commencement Date.</td>
</tr>
<tr>
<td>9. Submittal of Surety Bonds. JCNI submits Surety Bonds signed by the authorized representative (s) of the surety or sureties. (Section 5.2)</td>
<td>As necessary to have Surety Bonds approved and in place at least 7 days before the Improvements Commencement Date</td>
</tr>
<tr>
<td>10. Submittal of Documents: JCNI submits to the City: a copy of the Construction Contract; all Insurance Documents; and copies of the Construction Drawings. (Section 5.3)</td>
<td>At least 7 days before the Improvements Commencement Date</td>
</tr>
<tr>
<td>11. Submittal of Environmental Documents: JCNI submits to the City all required Environmental Documents adopted, approved or certified by each required Government. (Section 5.4)</td>
<td>At least 7 days before the Improvements Commencement Date</td>
</tr>
<tr>
<td>12. Submittal of Declaration: City has received the Declaration signed by the authorized representative (s) of JCNI in recordable form. (Section 5.5)</td>
<td>At least 7 days before the Improvements Commencement Date</td>
</tr>
<tr>
<td>13. Recording of Declaration: The Declaration is recorded in the official records of the County against the Property. (Section 5.6)</td>
<td>At least 7 days before the Improvements Commencement Date</td>
</tr>
<tr>
<td>14. Preconstruction Meeting: JCNI shall schedule and hold a preconstruction meeting to include JCNI, City, general contractor, subcontractors and any other appropriate participants.</td>
<td>At least 7 days before the Improvements Commencement Date.</td>
</tr>
<tr>
<td>15. Notice to Proceed: City issues Notice to Proceed.</td>
<td>Following JCNI satisfaction of all requirements to issuance in Section 4 of Exhibit “E.”</td>
</tr>
<tr>
<td>17. Improvements Completion Date</td>
<td>On or before February 18, 2019.</td>
</tr>
<tr>
<td>18. Intensive Business Accelerator Cohort 1 Intake Commencement</td>
<td>60 days prior to the Improvements Completion Date.</td>
</tr>
<tr>
<td>19. Intensive Business Accelerator Cohort Residence 1 Commencement Date</td>
<td>February 22, 2019</td>
</tr>
<tr>
<td>20. Intensive Business Accelerator Cohort Residence 1 Initial Completion of Residences</td>
<td>180 days following Cohort Residence 1 Commencement Date</td>
</tr>
</tbody>
</table>

Exhibit F
<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>21. Intensive Business Accelerator Cohort 2</td>
<td>60 days prior to the Initial Completion of Cohort Residence 1</td>
</tr>
<tr>
<td>Intake Commencement</td>
<td></td>
</tr>
<tr>
<td>22. Intensive Business Accelerator Cohort</td>
<td>July 30, 2019</td>
</tr>
<tr>
<td>Residence 2 Commencement Date</td>
<td></td>
</tr>
<tr>
<td>23. Intensive Business Accelerator Cohort</td>
<td>180 days following Cohort Residence 2 Commencement Date</td>
</tr>
<tr>
<td>Residence 2 Initia. Completion of Residences</td>
<td></td>
</tr>
</tbody>
</table>

Exhibit F