

# **California State Association of Counties (CSAC)**

**1100 K Street, Ste. 101  
Sacramento, CA 95814**

**June 23, 2025**



**Request for Proposal (RFP #25-100)**  
**Design-Assist Construction Services**  
**For**  
**CSAC Building Renovation & Expansion**

**Request for Proposals**  
**Design-Assist Services**  
**California State Association of Counties**

## **Exhibits**

**Exhibit A: N/A**

**Exhibit B1: HGA – Programming Report**

**Exhibit B2: HGA – Schematic Design Document**

**Exhibit C: General Conditions Costs and other Project Costs**

**Exhibit D: Fee Proposal Form**

**Exhibit E: Design Assist Agreement**

## **Background**

The California State Association of Counties (“CSAC”) is a nonprofit mutual benefit corporation, created by all 58 Counties of California, with an employee and tenant occupancy of approximately 70 people. The building is located at 1100 K Street, one block north of the California State Capitol and is vital to serving the Vision and Mission of CSAC, representing California’s 58 counties before the California Legislature, Administration, and various State agencies.

1100 K Street is an architecturally and **culturally significant building within the City of Sacramento’s historic Cathedral District**. The Cathedral of the Blessed Sacrament and the CSAC Building form both the Northeast and Southeast corners of 11th & K Streets, respectively. As such, any exterior modifications to the building must adhere to historic preservation requirements. The Design Assist Contractor will be required to respect and comply with the City of Sacramento’s historic preservation requirements and guidelines.

The purpose of this Request for Proposals (“RFP”) is to solicit meaningful responses so CSAC may select from among a range of Qualifications that best meet its needs and requirements. CSAC urges all interested parties to carefully review the requirements of this RFP. Written qualification submittals containing the requested information will serve as the primary basis to enter into the interview phase of the selection process. All responses will be reviewed by a Selection Committee. CSAC reserves the right to select a Proposer based on its response to this RFP and/or to conduct interviews at its discretion. CSAC reserves the right to select the responder that presents a response that is suited to the best interests of CSAC.

CSAC is seeking qualified providers of Design-Assist construction services (“DA Contractor”) to provide preconstruction and construction related services in two increments, for the renovation, expansion and associated site work for the CSAC building located at 1100 K Street in Sacramento, CA 95814. A single entity will be selected for the Design-Assist Construction Services delivery for the Project.

### **I. Critical Dates**

#### **Proposal Due Date:**

Five (5) hard copies and Two (2) separate electronic pdf flash drives of the proposal **without the fee proposal** in a three-ring binder, and a separate sealed envelope with one (1) hard copy and one (1) electronic copy of the Fee Proposal (**Exhibit D**) shall be delivered **no later than 2 PM, July 29, 2025** to:

California State Association of Counties  
1100 K Street, Ste. 101  
Sacramento, CA 95814  
Attn: Chastity Benson, Chief Operating Officer

### **RFP Milestone Dates:**

The following are the anticipated dates in connection with the award of the Project, but are subject to change:

- June 23 2025 – RFP Uploaded to CSAC’s website <https://www.counties.org/rfp-renovation/>
- July 8 2025, 4 PM – Mandatory Preproposal conference at CSAC Building (1100 K St, Sacramento). Only one person per company. We will meet in the conference room on the first floor.
- July 14 2025, 2PM – Deadline to submit questions via email
- July 18 2025, 5 PM – If applicable, an addendum will be uploaded in the CSAC’s website <https://www.counties.org/rfp-renovation/>
- **July 29 2025, 2 PM – Proposals due**
- August 4 2025 – CSAC Notification to Selected Interview Firms
- August 13 2025 – Interviews in the afternoon
- August 15 2025 - CSAC selection of successful Design- Assist Team
- August 25 2025 – Anticipated Start

## **II. Project**

### **Scope Description CSAC Building Renovation and Expansion (Refer to HGA - Schematic Design Documents attached hereto as Exhibit B).**

The renovation of the California State Association of Counties Headquarters building at 1100 K Street seeks to preserve and celebrate the building's rich history while adapting it to meet the modern demands of a professional corporate office environment. The project will blend the traditional elements of the existing building with contemporary design concepts to create a functional, dynamic, and efficient workspace that fosters collaboration, productivity, and creativity.

The Design Assist Contractor will provide preconstruction services, demolition and abatement, and perform the complete renovation and expansion of the building. Preconstruction services will include design review, estimating, the procurement of long-lead items, and a constructability review (Refer to Exhibit H of the Agreement (listed as Exhibit E of this RFP).

The construction of the Project is anticipated to consist of two construction Increments, as described below. CSAC approval of the initial or revised Guaranteed Maximum Price (“GMP”; see Preconstruction Services below) and issuance of a Notice to Proceed with the construction work in the Increment is an express condition precedent before the construction work of that Increment may commence.

The total estimated price of the Project is **\$24.85M** including allowances and contingencies (Contractor and Owner) to be divided among the Construction Increments as set forth below.

### **Description & Anticipated Schedule**

Increment 1 includes the demolition and abatement of the building. The building interior will undergo a near complete demolition, preserving the building shell and historical stairway. Information and conditions uncovered during the demolition that impacts the building’s design shall be brought to the attention of the Architect and incorporated into the design wherever possible before the completion of the City’s planning review process. This Increment will also include the procurement of long lead items identified by the selected DA Contractor. The DA Contractor shall provide a final estimate and budget for Increment 2 prior to approval of the GMP for Increment 1. The estimate for this work is \$2M, excluding long lead items for Inc 2. Construction duration for this increment is 3 months. Anticipated construction start is late November / Early December 2025

Increment 2 includes the building renovation (approximately 21,954 GSF) and expansion (approximately 3,172 GSF). Due to the building's age a seismic retrofit and accessibility upgrades will be required. The renovation will entail a complete reconfiguration of the basement and floors one through five. The building expansion includes an additional floor that will serve as a conference and event space. The construction estimate for this work is \$22.8M, excluding long lead items that will be part of Inc 1. Construction duration for Inc 2 is 15 months. Anticipated construction start date will be April 2026. Plans will be submitted to the City of Sacramento around mid December.

**The building will NOT be occupied during the construction Increments.**

The following table is a tentative schedule of major Project activities. The design schedule is reflective of the need to submit the Project for City Review before the end of 2025 to ensure the Project will not be impacted by 2026 Building Code changes.

Activity	Anticipated Start	Anticipated End
<b>Increment 1 – Demolition &amp; Abatement</b>	<b>April 2025</b>	<b>February 2026</b>
Design for Demolition & Abatement	April 2025	July 2025
City Review of Demolition and Abatement Package	August 2025	September 2025
GMP Negotiations for Demolition & Abatement Package	October 2025	November 2025
Construction Phase for Demolition & Abatement	December 2025	February 2026
<b>Increment 2 – Building Renovation &amp; Expansion</b>	<b>April 2025</b>	<b>July 2027</b>
Design for Building Renovation & Expansion	April 2025	December 2025
City Review of Building Renovation & Expansion Package	December 2025	April 2026
GMP Negotiations for Building Renovation & Expansion	March 2026	April 2025
Construction Phase for Building Renovations & Expansion	April 2026	July 2027

**Preconstruction Services**

Preconstruction services, will include the services generally described below in Section IV(1), Scope of Work, Preconstruction Phase Services including but not limited to a design, constructability and coordination review, value engineering, detailed cost estimating, including variables and options in order to meet the CSAC's budget, development of the different trades' scope of work, and bidding and preparation of the GMPs. It is anticipated that the GMP will be developed separately for each construction Increment. The GMP initially will be for Increment 1 of the construction and will be revised to include Increment 2 of the construction.

The GMP shall be developed through a competitive sub-bid selection process for any scope of work of \$5000 or greater in value. For work that has a value of \$5000 or more but less than one-half of one percent of the construction price for the Increment that is subcontracted, a minimum of three bids is required for each trade. Such bids may be solicited through informal bidding and contracts awarded based on low bid or best value. The DA Contractor will provide CSAC with a copy of its bid advertisement and subsequent addenda.

For work that has a value equal to or greater than one-half of one percent of the construction price for the Increment that is subcontracted, the competitive sub-bid selection process (i) will permit selection and award of subcontracts on either a best value basis or to the lowest responsible bidder; and (ii), if a best value basis will be used, establish in the solicitation reasonable qualification criteria and standards. The DA Contractor will provide CSAC with a copy of its bid advertisement and subsequent addenda.

**If the DA Contractor plans to self-perform any work, it must submit a sealed bid directly to the CSAC a minimum of 48 hours in advance of the bid due date for the subcontractors.** DA Contractor will provide CSAC with a copy of its bid advertisement and subsequent addenda. The cumulative amount of self-perform work not required to be blind bid is \$50,000.

DA Contractor will be required to submit a detailed estimate for any work under \$5,000.

Before the GMP may be approved by CSAC, the DA Contractor will be required to provide CSAC with objectively-verifiable information of its costs and a written rationale for the GMP.

Generally speaking, preparation of the GMP will require a minimum of six weeks, broken down as follows:

- Two weeks for bidding of trade contractors by DA Contractor
- One week for preparation of initial GMP Binder by D-A Team
- One week for review of GMP by CSAC Team
- One week for CSAC Team and D-A Team to further clarify issues with Design Team and review proposed VE ideas
- One week for DA Team to make revisions and submit final GMP and associated supporting documents for CSAC approval

**Increment 1 estimated cost is** \$2M (Excluding Long Lead Items from Inc 2).

**Increment 2 estimated cost is** \$22.8M (Excluding long lead items that will be in the GMP for Inc 1).

### **Additional Project Information**

The DA Contractor shall work under the direction of CSAC and its agents. CSAC agents shall be the Construction Manager ("CM"), **6D PMCM Inc**, and the Architect. For this Project, CSAC has retained **HGA** as its Architect (Designer of Record) to prepare the design and engineered plans and specification for the Project. The DA Contractor shall work with CSAC, the CM and the Architect, as necessary to conduct its services, and incorporate modifications to the plans into the Guaranteed Maximum Price ("GMP") for the Project, at the direction of CSAC and its agents.

The Architect Contact is:

**Tiffany Coyne, Principal**  
HGA  
1200 R Street, Ste 100  
Sacramento, CA 95811  
Phone: (916) 787-5185  
E-mail: tcoyne@hga.com

The Construction Manager Contact is:

**Jordi Rodriguez, Vice President**  
6D PMCM  
3900 Lennane Drive, Ste 135  
Sacramento, CA 95835  
Phone: (916) 871-3939  
E-mail: Jordi.rodriguez@6dpmcm.com

The Architect will use Revit 2025 for all project scope, including modernization and new construction. Building Information Modeling ("BIM") shall be developed for the new buildings at a level 300. BIM will include all architectural, structural, mechanical, plumbing, electrical conduits over 2" in diameter and fire sprinkler piping. This model will be turned over to the DA Contractor, free of charge, with a signed release of liability and used to begin subcontractor coordination at the start of construction.

### **III. Contract Parameters**

#### **Construction Budgets & Costs**

CSAC requires an open book policy with the DA Contractor and its construction team. CSAC, through itself or its authorized agents and consultants, expects to have access to all Project information, including without limitation subcontractor and supplier bids, contracts, and change orders; value engineering back-up; contingency breakdown and tracking; general conditions breakdown and tracking; actual costs for bonds and insurance; and DA Contractor fees.

Refer to the Design-Assist Agreement (**Exhibit E of this RFP**) for what constitutes a Change Order.

#### **Development of Initial and Revised Guaranteed Maximum Price ("GMP")**

Guaranteed Maximum Price for each construction Increment will be determined after taking bids and/or proposals for all subcontracting trades for that Increment. Refer to Exhibits C, D and E of this RFP for what will be allowed as a direct cost of the work, general conditions and Contractor's Contingency. Items included in the General Conditions cannot be included in the direct cost of the work by the subcontractors. The following components will be included in GMP:

1. General conditions (refer to **Exhibit C of this RFP** for allowable costs).
2. Work self-performed by the DA Contractor, if applicable.
3. Cost of all subcontract scopes of work.
4. DA Contractor fee (includes overhead and profit and all other costs not specifically allowable in general conditions). **CSAC will not accept proposals with a Fee higher than 7.5% of the sum of the Direct Cost of the Work plus General Conditions (excluding the cost of Bonds and Insurance, Allowances and Contingencies).**
5. Payment and performance bonds for the DA Contractor to cover the final GMP (inclusive of Owner's contingency and allowances).
6. All insurance costs (General Liability, Auto, Worker's Compensation, Builder's Risk, etc. – Refer to Exhibit E for additional information).
7. A Construction Contingency and a CSAC Contingency for CSAC's sole use (excluding Contractor's contingency and allowances).
8. Miscellaneous allowances, if applicable, in an amount agreed upon by CSAC and the DA Contractor.

The DA Contractor shall provide CSAC with written rationale for the price, and CSAC must approve the GMP before the DA Contractor may proceed with any construction work of that Increment. The DA Contractor must provide documentation sufficient to support each element of the final price.

Subject to CSAC approval of the GMP for each Construction Increment, CSAC and the selected DA Contractor will amend the Agreement to incorporate the agreed-upon GMP. If CSAC does not approve the GMP, then CSAC may, in its sole discretion, decline to proceed with that Construction Increment, or, in the alternative, may negotiate with the DA Contractor for a revised proposed GMP.

#### **IV. Scope of Work**

The Scope of Work is divided into Preconstruction Phase Services and two Construction Increments. Commencement or completion of the Preconstruction Services does not obligate CSAC to proceed with any Construction Increment with the selected DA Contractor. Commencement or completion of Construction Increment 1 does not obligate CSAC to proceed with Construction Increment 2 with the selected DA Contractor. CSAC shall have sole and exclusive discretion as to whether to proceed with the DA Contractor, or terminate the relationship, at any stage or increment of the Project. The Scope of Work is anticipated to include the following:

##### **1. Preconstruction Phase Services for the Project – Exhibit H to the Agreement (attached as a portion of Exhibit E to the RFP):**

- a. Input to and review of design and construction documents, constructability review (not code level plan checks) for clarity, consistency, coordination, schedule, phasing, and budget. A Constructability report shall be provided after City of Sacramento submission. Backchecks shall be performed once the Architect has addressed review comments and prior to City of Sacramento approval for each project. The DA Contractor will work in a collaborative manner during the design process with the CSAC staff, the Architect and the CM, as applicable. The DA Contractor should provide input on construction methodology and detailing based on the goals and objectives of the design to incorporate the strengths of their team. The DA Contractor may need to perform site investigation to confirm utilities, seismic conditions and needs, and other infrastructure impacted or incorporated into the design to confirm location and or condition at CSAC's discretion. **DA Contractor is to include an allowance amount of \$40,000 for the Project to be used**

on a time and material basis at CSAC's discretion. Include the equipment rates and labor rates for the possible positions necessary to perform this work. Any unused allowance amount will be returned to CSAC via a deductive amendment to the Agreement or moved to Owner's Contingency at CSAC's sole discretion.

- b. Undertake value engineering analysis and prepare report with recommendations to CSAC to maintain established construction budget.
- c. Perform detailed estimates at each design phase milestone. The Design is expected to be at the Design Development (DD) level by the time the Design-Assist Contractors starts.
- d. Attend regular biweekly meetings with the Design Team, and CSAC Representatives.
- e. Provide a detailed Construction CPM schedule that identifies the critical path within the Construction Increments. A minimum of one week of float for Owner's use needs to be identified.
- f. Develop Scopes of Work for the different trade contractors and advertise for bids to obtain a minimum of 3 bids for each trade package. The solicitations for bids must establish reasonable qualification and selection criteria and standards, including any required prequalification, and the subcontracts shall be awarded in accordance with the stated qualification and selection criteria and standards.
- g. CSAC expects the DA Contractor to engage with different subcontractors during the Preconstruction Phase to seek input. **Please identify what trades you plan to include for this phase and discuss it in the approach section.** Any costs associated with subcontractor input will be included in the DA Contractor's Preconstruction Phase cost. CSAC expects the DA Contractor to seek competitive bids and will not be obligated to use any of the subcontractors engaged during the Preconstruction Phase during the Construction Increments, with the exception of fire sprinkler, which subcontractor(s) must be identified in the Proposal and used during any Construction Increment.
- h. Develop the proposed Guaranteed Maximum Price (GMP). GMP proposal shall include the written rationale for the price and objectively-verifiable documentation of the costs to perform the services under the Agreement, including documentation of the costs to perform any subcontract work reserved to a designated subcontractor in the proposal.

## **2. Construction and Post-Construction Services:**

- a. Construction, renovations, new building additions, off and on-site work as necessary to support the buildings and associated improvements. Services generally required are execution of subcontracts, provide on-site support and logistics including but not limited to temporary construction office trailers and equipment, supervise and direct the work, ensure a safe project and site, participate in project meetings, manage the construction costs (ensure costs allocated to construction contingency have entitlement and meet the contract requirements prior to submission to the Client Representative), coordinate the work with the different subcontractors in an efficient manner, update the monthly construction schedule, coordinate equipment start-up and acceptance testing, training, provide a QSP and manage SWPPP, prepare record construction documents and close-out of the project. See also Exhibits C, D and E.
- b. The DA Contractor shall not proceed with the construction work of any Increment unless and until the GMP is approved by CSAC and a Notice to Proceed with construction of the Increment is issued by CSAC.

- c. While it is the intent of CSAC that the DA Contractor selected to perform the Preconstruction Services will continue on to perform the Construction Services under terms of the Agreement, CSAC reserves the absolute and exclusive right not to proceed with the construction of the Project or any Increment of the Project.

## **V. Proposal Format and Content**

The Respondent's Proposal should be clear, concise, complete, well organized and demonstrate both Respondent's qualifications and their ability to follow instructions.

Provide five (5) hard copies and a separate electronic pdf file of the Proposal **without the fee proposal** in a three-ring binder, not to exceed **thirty-five (35)** single-sided pages total length (Binder cover pages, Table of Contents, Tabs, OSHA forms, and financial information forms in Section 12 below, are excluded from page count). **QR codes and links to websites and videos are not permitted and will not be considered.** In the event of any discrepancy between the hard copy and the pdf copy of the Proposal, the hard copy will control. In a separate, sealed envelope provide one (1) hard copy of the fee proposal. The entire proposal package (binders and fee proposal) shall be separately sealed in a box or envelope labeled with a copy of the "Submittal Cover" specified below.

All Respondents shall follow the order and format specified below. Please tab each section of the submittal to correspond to the numbers shown below. Failure to follow the format required may result in CSAC not identifying or scoring information which is not in the required location.

### **Submittal Cover**

Include the RFP's title and submittal due date, the name, address, fax number, and the telephone number of responding firm (or firms if there is a joint venture or association). Include Respondent's point of contact for this RFP with contact information including email address.

### **Table of Contents**

Include complete and clear listings of heading and pages to allow easy reference to key information.

### **Body of Submittal**

The following sections should be included in the order listed:

1.	A cover letter signed by an officer of the firm submitting the Proposal, or signed by another person with authority to act on behalf of and bind the firm. Indicate contact person(s) for the project. If Respondent is a joint venture, a principal or officer of each member of the joint venture must sign the cover letter.  The cover letter shall include a certification in substantially the following form:  "[Respondent] certifies under penalty of perjury, under the laws of the State of California, that all information provided in its Proposal, including without limitation in exhibits and Attachments thereto and its Fee Proposal, is true and correct."	<b>Pass/Fail</b>
2.	Intentionally Omitted.	<b>N/A</b>
3.	Respondents must hold a California Contractors License, Class B, which is current, valid and in good standing with the California Contractor's State License Board. Provide the following information for the license:	<b>Pass/Fail</b>



<ul style="list-style-type: none"> <li>a. Name of license holder exactly as on file</li> <li>b. License Classification</li> <li>c. License Number</li> <li>d. Date Issued</li> <li>e. Expiration Date</li> </ul>	
<p>4. General information about your firm, including number of employees, type of business structure, years in business, website, name(s) of owner(s), home office location, local office location (if different), DIR registration number, federal tax I.D. number, whether you are a small business or disabled veteran business enterprise (DVBE), and market areas. Also include any signatory requirements to Union participation.</p>	<p><b>5 Points</b></p>
<p>5. Describe the history of any disputes and performance problems. At a minimum, discuss whether or not any of the following have occurred and, if they have occurred, please explain. If any of the following <b>have not</b> occurred, state "N/A" or similar in response to the item. A response to each of the following sub-issues is required:</p>	

<ul style="list-style-type: none"> <li>a. Suspension or revocation of any license of the Respondent, or of any parent, subsidiary, predecessor company, or affiliated company, within the last ten years. An affiliated company is one with at least 10% common ownership, or with the same qualifying individual, or that has two or more board members or officers in common. (Less 2-10 points per incident, depending on the reason, the company, and when the incident occurred)</li> <li>b. Any EPA, Air Quality Management District, or Regional Water Quality Control Board finding against the Respondent or the owner of a project on which the Respondent was the prime contractor in the past five years. (Less one point per incident)</li> <li>c. In the past five years, any violation by the Respondent of any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works, or the laws requiring use of a "skilled and trained workforce" on certain public works projects. (Less one point per incident)</li> <li>d. Payment by the Respondent of liquidated damages of \$50,000 or more on any contract in the last five years. (Less 2 points per incident)</li> <li>e. Termination of the Respondent for cause and/or default within the last ten years. (Less 10 points if in the last 5 years; less 5 points if over 5 years ago)</li> <li>f. In the past five years, cancellation of any insurance policy or refusal of any insurance company to renew an insurance policy due to non-payment of premiums or losses claimed. (Less 3 points per incident)</li> <li>g. N/A</li> <li>h. Any finding by a court or arbitrator in the past ten years that the Respondent was liable for making any false or fraudulent claim or material misrepresentation to a public agency or entity. (Less 10 points if in the last 5 years; less 5 points if over 5 years ago)</li> <li>i. Withdrawal of a bid for mistake. (Less one point per incident)</li> <li>j. Withdrawal after a contract award to the Respondent. (Less 3 points per incident)</li> <li>k. Any judgments <b>against</b> the Respondent in the past five years in actions in court or arbitration involving disputes with the owner of a construction project. This includes matters in which the Respondent was either plaintiff or defendant, and includes matters settled after judgment was announced. (Less 5 points per incident)</li> <li>l. Any claims in excess of \$100,000 made in the past five years which were either a) asserted by the Respondent against a project owner in arbitration or litigation and compromised for 45% or less than the amount asserted or b) asserted against the Respondent by a project owner in arbitration or litigation and compromised for 55% or more than the amount asserted. (Less 3 points per incident)</li> </ul>	<p><b>25 Points</b></p> <p>Loss of points from the total possible is specified for each issue</p>
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<p>6. Describe the Respondent's safety record and safety program, including at least</p> <ul style="list-style-type: none"> <li>a. The Respondent's worker safety program and how construction safety would be managed for the project. (4 points)</li> <li>b. Any CAL OSHA or Federal OSHA finding against the Respondent for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years. (none = 3 points; 1-2 = 2 points; 3-4 = 1 point; &gt; 4 = 0 points)</li> <li>c. For each of the last three complete years - Provide the Average Lost Workday Incident Rate (LWIR), the Average Recordable Incident Rate (RIR) and the Experience Modification Rate (EMR) provided by your worker's compensation insurance carrier. (3 points)</li> </ul>	<p><b>10 points</b></p>
<p>7. Identify the key personnel proposed to work on the Project, providing the names and levels of responsibility of the day-to-day project manager and superintendent and other key personnel. Emphasize specific experience as it relates to this project. Attach résumés for all identified key staff. Projects referenced on résumés should include contract value, start and finish dates, and delivery method (e.g., design-build, design-assist and/or construction manager at risk, or design-bid-build). No substitution of personnel identified will be allowed without CSAC's approval.</p>	<p><b>30 Points</b></p>
<p>8. Specific Respondent and/or proposed team experience with construction or renovation of similar projects within the last 10 years.</p> <p>Include brief project description, procurement methodology, constructed values, dates (start and completion), names of owners and their contact information, and names of architects/engineers and their contact information. Clearly identify whether or not on any project(s) you exceeded the originally established Guaranteed Maximum Price in the past 10 years (identify the initial contract value, the amount and the reasons for exceeding the price).</p> <p>CSAC may contact selected project contacts to assess similarity of work and quality of performance. Greater points will be awarded for demonstrated experience with the proposed project team, or for experience with City of Sacramento projects, or for demonstrated experience on projects of \$20,000,000 or more.</p> <p>(The following are factors that will be considered similar project characteristics: projects subject to City of Sacramento review/approval, projects conducted under design-assist, CM@Risk or design-build procurement methodologies; project requiring a seismic retrofit; historical projects.)</p>	<p><b>35 Points</b></p>

<p>9. Describe in detail your experience, approach and methods for carrying out Preconstruction Services, providing examples where possible, for the following:</p> <ul style="list-style-type: none"> <li>a. Constructability review of design and construction drawings.</li> <li>b. Identify which trades you plan to include for this phase, and discuss how you will involve those trades.</li> <li>c. How will you work collaboratively with the Architect, CM, and other CSAC personnel and consultants?</li> <li>d. Cost estimating.</li> <li>e. Value engineering, including providing examples.</li> <li>f. Developing the GMP, including developing subcontractor scopes of work and bidding.</li> <li>g. City and local governing agencies submittals and approvals.</li> </ul>	<p><b>30 Points</b></p>
<p>10. Describe in detail your approach and methods for carrying out the Construction Services, including without limitation:</p> <ul style="list-style-type: none"> <li>a. Any creative methodology or technology that your firm uses or unique resources that your firm can offer.</li> <li>b. Discuss past experience with innovative project delivery techniques likely to promote the goals of CSAC as stated in the RFP.</li> <li>c. Describe how Respondent will manage the Project during construction.</li> <li>d. Describe how Respondent will approach site logistics, deliveries, traffic control, and related factors given the physical constraints of the Project site.</li> <li>e. Address how the Respondent's team will work in a collaborative manner as part of our team, and specifically how this will change the individuals' roles from those typically required in construction.</li> <li>f. Describe capabilities for project scheduling, including typical software programs utilized and experience of personnel in these programs. Discuss briefly the plan for scheduling of this Project, including tracking and schedule updates. If your firm has utilized pull planning scheduling method, please describe the advantages/disadvantages to the overall construction schedule.</li> <li>g. Provide a preliminary project schedule. The schedule should include each phase of work, including preconstruction, Increment 1 and Increment 2.</li> </ul>	<p><b>30 Points</b></p>
<p>11. Financial Information – Provide the following financial information:</p> <ul style="list-style-type: none"> <li>a. A current “Comprehensive Insight Plus Report” from a commercial credit rating service, such as Dunn and Bradstreet.</li> <li>b. A letter from a financial institution stating a current line of credit.</li> <li>c. A letter from a California admitted surety or insurance company stating bonding limit that can be applied to this Project(s).</li> <li>d. A letter from an insurance company indicating ability to provide insurance.</li> <li>e. Indicate current value of all work the Respondent has under contract.</li> </ul>	<p><b>5 Points</b></p>

**Maximum Technical Points: 175 Points**

**Fee Proposal**

Submit the completed Fee Proposal (**Exhibit D**) in separate, sealed envelope, clearly labeled as the Fee Proposal.

The Fee Proposal will be scored as follows:

Scored Services	Basis for Evaluation	Points
Total of Preconstruction Services and Construction Increments Fees and Costs	More than 10% below average: 55 points 7.6% to 10% below average: 48 points 5.1% to 7.5% below average: 46 points 2.1 to 5% below average: 43 points Between 2% below and 2% above average: 40 points 2.1 to 5% above average: 37 points 5.1% to 7.5% above average: 33 points 7.6 to 10% above average: 28 points 10.1% to 15% above average: 22 points 15.1 to 20% above average: 15 points More than 25% higher than average 0 points	<b>55 Points</b>

**Maximum Price Proposal Points: 55 Points**

**VI. Selection Process**

1. The purpose of this Request for Proposals is to enable CSAC to select the firm offering the best value to CSAC.
2. CSAC will use the qualifications-based, best value selection process outlined below as a guideline to its determination of the award of the Project. However, CSAC shall retain sole and exclusive discretion to select any Proposal that is in its best interest regardless of the selection process.
3. A review and selection committee composed of key CSAC officials and consultants will review and evaluate all Proposals based on the technical scoring criteria identified in Section V above and will conduct interviews as appropriate. The evaluation team first will evaluate the qualifications and technical portion of the submitted Proposals to determine whether they meet the format and content requirements and the standards specified in the RFP.
4. Proposals will be scored using the technical criteria identified above.
5. After the evaluation team scores all Proposals, each Proposal shall be assigned a technical score for each factor that is the average of the individual evaluators' scores for the factor, and a sum of the total average factor scores.
6. The technical scores will be used to create a short list of Respondents to be interviewed by the evaluation team, at the sole discretion of CSAC.

7. Prior to the interviews (if conducted), CSAC will develop standard questions to ask of each presenter, which CSAC may or may not share with the firms prior to the interviews. The interview will be worth up to 50 points, based on the average of the individual evaluators' scores, for a total potential score of 225 points (Max tech pts of 175 plus 50 pts for the interview) . Final average technical scores then will be recalculated.
8. After final calculation of the technical scores, the fee proposal portion will be opened and scored in accordance with the Fee Proposal standards identified above (total of 55 points).
9. CSAC reserves the right to request additional information at any time, which, in its sole opinion, is necessary to assure that a Respondent's competence, number of qualified employees, business organization and financial resources are adequate to perform the required services for CSAC.
10. CSAC reserves the right to award the project to the responder that presents a response that is in CSAC's best interests.

## VII. General Information

1. Amendments. CSAC reserves the right to cancel or revise in part or in its entirety this RFP. If CSAC cancels or revises this RFP, then it will do so by addenda posted to CSAC's website and provided to Respondents. CSAC also reserves the right to extend the date responses are due.
2. Inquires. Any questions regarding this RFP or selection process shall be directed in writing to all of the following:

Jordi Rodriguez  
6D PMCM  
Jordi.rodriquez@6dpmcm.com

**AND**

Mike Mallery  
Coact24  
mmallery@coact24.com

Applicants are requested not to contact CSAC staff in connection with this selection process.

CSAC will reply regarding substantive issues by addenda which will be uploaded to the CSAC's website. It is the responsibility of the Respondent to check CSAC's website for updated information prior to the Proposal due date. Questions received after the deadline noted in the RFP may not be answered. Only questions answered by formal written addenda will be binding.

Respondents shall submit questions regarding any ambiguity, uncertainty, or other perceived flaw in this RFP, or any proposed changes to the Agreement, as soon as the issue is identified, but no later than the deadline to submit questions on this RFP. Any such issue which is not raised with CSAC's designated representative prior to the deadline to submit questions shall be waived, and CSAC will not consider any challenge based on the contents, structure, or terms of this RFP after the Proposal deadline. **Specifically, CSAC does not intend to consider any requested changes to the Agreement after the Proposal deadline, other than to insert information about the selected DA Contractor and its pricing information, unless such changes were proposed prior to the question submittal deadline and disclosed to other Respondents as potentially acceptable changes in an addendum.**

CSAC shall not be obligated to respond to any question unless it is submitted in writing to the CSAC designated representatives identified above. CSAC shall be bound only by written responses to questions contained in an addendum to the RFP. Oral responses, or email responses, shall not be binding on CSAC. **If CSAC approves any change to the language of the Agreement, that change will be shared with all Respondents by addendum identifying the optional alternate language.**

#### **VIII. Special Conditions**

1. Non-Discrimination. CSAC does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability or gender in consideration for an award of contract.
2. Drug-Free Policy and Fingerprinting. The selected DA Contractor shall be required to complete any and all fingerprinting requirements and criminal background checks required by State law and shall also be required to complete a Drug-Free workplace certificate.
3. Costs. Costs of preparing a Proposal in response to this RFP are solely the responsibility of the Respondent.
4. Prevailing Wages. Respondents are advised that this Project is NOT a Public Works Project for purposes of the California Labor Code, which requires payment of prevailing wages. The Design-Assist Contractor may have the discretion to use subcontractors who do not pay Prevailing Wages.
5. Bonding; Builder's Risk Insurance. The successful DA Contractor will be required to furnish Performance and Payment (Material and Labor) Bonds in the amount of one hundred percent of the GMP after being directed to commence construction work. Prior to commencing Construction Increment 2 work, the successful DA Contractor may be required to submit supplemental or additional bonds if the GMP for all Increments of work is not approved at the same time and to update its Builder's Risk insurance to cover the work of Increment 2.
6. Limitations. This RFP does not commit CSAC to award a contract, to defray any costs incurred in the preparation of a Proposal pursuant to this RFP, or to procure or contract for work.

END OF RFP #25-100