



**Business Services
Contracts Office**

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*Janea Marking, Chief Business Officer
Robert Aldama, Purchasing Manager II*

**Lease/Leaseback
Mandatory Pre-Proposal Conference Agenda**

PROJECT: RFP #479
Bowling Green Elementary School Campus Renewal
MEETING DATE: October 24, 2024
TIME: 2:00 PM
LOCATION: 4211 Turnbridge Dr, Sacramento, CA 95823

1. Introductions

- a. Sacramento City Unified School District – Tina Alvarez-Bevens & Robert Aldama
- b. HMC Architects - Vipul Safi and Benjamin White
- c. Kitchell CEM – Ryan Wade and Eric McMullen
- d. LLB Representatives

2. Review RFP Milestone Dates / Requirements (Sections I and III of RFP)

a. RFP SCHEDULE

- i. **10/24/2024 at 2:00pm – Mandatory** Preproposal conference at **Bowling Green Elementary School - 4211 Turnbridge Dr, Sacramento, CA 95823**. We will meet by the flagpole.
 - ii. **10/31/2024 by 10:00am** – Deadline to submit questions via email in accordance with RFP section VII. General Information.
 - iii. **10/25/2024** – Deadline to submit pre-qualification applications. Link to Quality Bidders can be found at <https://www.scusd.edu/contractor-prequalification>.
 - iv. **11/5/2024 by 10:00am** – If applicable, an addendum will be uploaded to the RFP Document link <https://gateway.app.e-builder.net/app/bidders/landing?accountid=aaf85f30-eade-4a97-af1d-5076c07d8a32&projectid=259f6c35-090c-4a7b-a201-ea5f36c4fe9e&bidpackageid=edfa6305-bda3-4f2b-8b03-e63c6ae78846>.
 - v. **11/8/2024 by 10:00am – Proposals due.**
 - vi. **11/12/2024** – District Notification to Selected Interview Firms.
 - vii. **11/19/2024** – Interviews.
 - viii. **12/2/2024** – District selection of successful LLB Entity.
 - ix. **12/19/2024** – Anticipated board award of LLB.
 - x. **12/20/2024** – Pre-construction NTP issued for pre-construction services..
- b. Pre-qualification Requirement – due 10 business days prior to RFQ due date – online application at <https://www.scusd.edu/contractor-prequalification> (Ed Code Section 20111.6)
 - c. Registration to the DIR by RFP due date (Labor Code Section 1725.5)
 - d. SK&T / Apprenticeship Program Compliance (Ed Code Section 17407.5)
 - e. Financing Required (12-month post construction phase)

3. Scope of the Project – (A/E) (Section IV of the RFP)

The project consists of one (1) construction increment:

Construction includes but not limited to: campus wide exterior and interior painting, classroom floor replacement, replace whiteboards and tackboards in classrooms, toilet room accessibility improvements, addition of new security cameras, site accessibility improvements, kindergarten/TK classroom relocation, modernization of existing building, redesign of main parking lot including repaving and restriping, removal of six (6) existing apparatus and replace with new, new PC shade structures, reroofing, HVAC upgrades, new landscape throughout site including replacement of existing irrigation systems, new PC shade structure with photovoltaics in parking lot, modernization of existing kitchen facilities, interior remodel of administration area, new fencing throughout site, replacement of the existing storm drain, sanitary sewer, and domestic water line to edge of buildings, relocation of modular buildings.

4. Review Anticipated Project Timelines (Section I of the RFP)

- Preconstruction services is scheduled to go from 1/6/2025 – 4/18/2025.
- DSA submittal target is by 9/11/2024 with DSA approval by 12/31/2024.
- The LLB entity will be required to provide a 95% CD estimate in late January 2025.
- The Entity will be asked to begin and complete the TBR Development for final District approval not later than 3/7/2025 for board approval on 4/10/2025.
- The District anticipates issuing the Notice to Proceed for construction services on 4/14/2025.
- The construction duration is anticipated to be from 4/21/2025 – 10/31/2025, with punch list and final project acceptance anticipated by 10/31/2025.
- The post-construction duration is anticipated from 11/3/2025 – 10/30/2026.

5. Development of the TBR Phase may include:

- a. Design / Constructability review with BIM Coordination Review and Backcheck
- b. Value Engineering Analysis
- c. Detailed Cost Estimating with options to meet the District's budget
- d. Development of trades' scope of work, bidding, lowest bid or best-value and preparation of the TBR
- e. Preliminary and Final TBR – Discuss (within District Boundaries) Sub/Supplier Participation

6. Determination of Project Cost (Section III of RFP) Highlights below:

- a. Estimate of the TBR: \$15,000,000 (including all contingencies, fees, general conditions, bonds, insurance, and financing).
- b. If Entity plans to self-perform any work, their bid must be submitted directly to the District a minimum of 48 hrs. prior to the subcontractors bid due date. A minimum of 3 bids per trade is required.
- c. LLB Entity Fee – Cannot exceed 5.5 % of the sum of the Direct Cost of the Construction Work + General Conditions (excludes costs of bonds and insurance, allowances, and contingencies)
- d. Construction Contingency – Percentage will be finalized during TBR development. % is of the total cost
- e. Owner's Contingency – Percentage will be finalized during TBR development. % is of the total cost (excluding Construction Contingency & Allowances)

7. Evaluation Criteria – (Section V & VI of the RFP)

- a. Proposals submitted in seven (7) hard copies & one (1) electronic copy – Point Score to develop short list of technical criteria.

- b. Interview of firms – Review / Adjust Point Score
- c. Open Fee Proposals and calculate the best value score highest to lowest.

8. Exhibit D – Fee Proposal (Submit one (1) hard copy and one (1) electronic copy in a separate sealed envelope).

- a. Fixed price for Pre-construction services including \$15,000 Site investigation allowance.
- b. Fixed price for monthly General Conditions cost – Refer to Exhibit C
- c. Fixed % Construction Phase Fee (Profit & Overhead)
- d. Fixed % for Bonds
- e. Fixed % for Insurance – Refer to Exhibit E
- f. Fixed % for financing

9. Inquires. Any questions regarding this RFP or selection process shall be directed in writing to all of the following:

Sacramento City USD Contracts Office
Robert Aldama: robert-aldama@scusd.edu
& Tina Alvarez-Bevens: tina-alvarez-bevens@scusd.edu
and

Ryan Wade, PM
Kitchell CEM
Rwade@kitchell.com

10. Please refer to the RFP Exhibit M for the SCUSD Project Labor Agreement.

11. Adjourn & Walk the Site



Sacramento City Unified School District

MANDATORY Pre-Proposal Walk Sign-In-sheet
 479 Bowling Green Elementary School Campus Renewal
 10/24/2024 2PM

REPRESENTATIVE PRINT NAME	COMPANY	TELEPHONE	EMAIL PRINT CLEARLY
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Riley Jones	F&H Construction	209-931-3738	estimating@f-hconst.com
Burt Witzelberger	SB James	916 826-6575	burtwitzelberger@sbjames.com
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Aaron Houck	Broward Builders	530-666-5635	estimating@browardbuilders.com
sub Danny Mergel	Universal Proving Inc	(530) 682-7987	danny@UPI.com

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