



## Addendum No. 2

### RFP 22-13 Construction Management Services

Date: 03/30/2023

#### Clarifications:

- Question:** It appears the Regular Board Meetings rotate from various campus locations. Under Article 2.2/2.b of the RFP, it indicates the CM is expected to attend the Board meetings and other meetings as required. For CM estimating services, how many meetings should the CM Consultant assume they will need to attend as meetings can consume a significant amount of the CM budget or could result in lower cost proposals if the CM is only really expected to attend a small number of Board meetings at the District Office. Also, please confirm if attendance would be in-person or by Zoom since some of the meetings could be in Lake County, for example, per the current Board meeting schedule.

**Answer:** The CM is not expected to attend any regularly scheduled Board meetings on this project.

- Question:** Under Article 2.2/2.f of the RFP, it requires the CM to track all preliminary claim notices. Typically, the notices are sent directly to the District Purchasing Department for tracking purposes. If the CM is expected to track submittal of these claim notices, will Purchasing or someone else send them to the CM for tracking purposes?

**Answer:** Yes, the District will share this information.

- Question:** Under Article 2.2/2. Construction Phase of the RFP, we did not see a specific requirement to review the Contractor's Initial CPM Schedule (60 days), Baseline CPM Schedule or CPM monthly updates? It will be extremely important for the CM to review and provide comments regarding the initial CPM Schedule and Baseline Schedule prior to the Contractor submitting monthly CPM updates. The same is true for the monthly CPM schedule updates submitted by the Contractor, especially if they include impacts from Proposed Change Orders. Please confirm the intent of Article 2.2/1.1 is to review and respond to the Contractor's Initial CPM Schedule, Baseline CPM Schedule, along with each of their month updates, as this can be a very time-consuming CM activity during construction, especially if the Contractor happens to fall behind schedule at some point.

**Answer:** Good point. Yes, please include an initial review of the CPM Schedule (60 days), the Baseline CPM Schedule, and the Monthly updated CMP Schedules. Please plan to provide written comments and suggestions regarding these schedules.



4. **Question:** Regarding Article 2.2/2.h of the RFP, please confirm the District only wants PDF copies of the Certified Payroll Reports that the Contractor and their subcontractors submit to the Department of Industrial Relations since providing hard copies would be a significant expense.

**Answer:** Yes, the District only requires PDF format copies of the CPR for the General Contractor and it's subcontractors.

5. **Question:** Regarding Article 2.2/2.j of the RFP, please confirm the intent of the District is only to review and approve the Contractor's monthly progress applications, or is the intent of the District for the CM to review and approve the invoices of the Architect of Record, IOR, and other District consultants? If the intent is to review payment requests other than the Contractor's Pay Applications, please provide a list of these other District Consultants the CM is expected to manage payments for. Also, would the CM be expected to review any change order requests by District consultants other than the Contractor's Pay Application, or is this something that the District PM is managing? Managing and approving invoices and potential change orders of other District consultants would be very time consuming, especially if they are requesting change orders.

**Answer:** The CM needs to review and sign ONLY the General Contractor's Construction monthly progress payments. The District PM will review and approve the consultants progress payments.

6. **Question:** Regarding Article 2.2/2.k of the RFP, we are not sure how the CM could identify possible payment defaults since the CM does not have access to the General Contractor's subcontractor agreements or the amount, they pay each subcontractor or material suppliers each month. The District Purchasing Department would receive Stop Notices from subcontractors and material suppliers, which the General Contractor would have to bond around or rectify, which can be tracked and monitored once the CM receives the Stop Notice documentation from Purchasing. Please clarify the intent of this CM scope of work task.

**Answer:** Please remove this scope request. The District PM will coordinate this activity.

7. **Question:** As for "b" in Article 2.2/5 in the RFP, will the Contract Documents require the Contractor to provide and use a mutually agreeable construction management software program? Please clarify you are not expecting the CM to provide a separate software program for document management. We would use the Contractor's document management software to develop reports/logs used weekly for open RFIs, open submittals, etc., and would share monthly status reports via email or some other suitable format (e.g., Drop Box).

**Answer:** The District would like access for it's consultants (Architect of Record, DSA IOR, CM) and the District project representatives to the General Contractors construction management document management software program for this project. The District is familiar with Procore software. The General Contractor shall provide a 2-hour zoom meeting training session on the use of it's document software program for this project, and will provide access to the CM, Architect of Record, DSA IOR, and the District PM to load, process, and approve all project documents.



8. **Question:** On the cover and page 2 of the RFP it has a due date of April 13, 2023, at 11:00 am but on page 12 it has a due date of April 6, 2023 at 2:00 pm. Can you clarify the due date.

**Answer:** Per Addendum 1: The Proposals are due on April 6<sup>th</sup> at 2:00 PM SHARP, Yuba Community College District, Yuba College, Sutter County Center, District Offices, Second Floor, Attention: David Willis, Room 217, 3301 East Onstott Road, Yuba City, California 95991. There will be a public bid opening on this RFP.

9. **Question:** On page 3 under “Firm Proposal Required Items”: Appendix E, PSA was not attached in the RFP. Is this a signature form agreeing to the PSA?

**Answer:** The Appendix E title was clarified in Addendum 1. The PSA is not required to be submitted with the proposal on April 6. It will be required to be submitted by the successful Firm. The Appendix F Signature Form is required to be submitted with the proposal.

10. **Clarification/Supply Chain Procurement Challenges:** This project has a limited construction scope of work. It is however important that supply chain issues be identified early in the project, submittals be received and processed completely and in a timely fashion, and that the General Contractor place orders for materials and equipment as soon as possible. The procurement schedule/tracking will be required to be reviewed as part of the OAC meetings agenda and must be a detailed part of the CPM project schedule. **Example:** The District has had recent supply chain issues with Edwards EST4 Fire Alarm System annunciation devices and control panels. It is possible that other electrical devices and controls will also be a supply chain constraint that will need to be overcome to meet the project schedule requirements. It is imperative that the General Contractor/Sub-Contractors process submittals and orders at the soonest possible dates early in the project.
11. **Clarification/Monthly CM Reports:** Monthly CM reports that track key performance indicators for the project shall be generated by the CM and submitted to the District PM by the 15<sup>th</sup> of each month. Examples of Key Performance Indicators include, original awarded amount, change orders, total costs, percentage completed by date and by awarded amount, RFI’s, ASI’s, number of submittals submitted and processed/pending, schedule, float time, pending proposed change orders in review “exposure”, with pictures and description of the work process and impacts to the project. The CM can use any format that they normally use for construction projects.

**The End.**