

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR THE PREPARATION OF DEMOLITION
PLANS & SPECIFICATIONS AND
CONSTRUCTION MANAGEMENT SERVICES
FOR THE ABATEMENT AND DEMOLITION OF BUILDING NOS. 666,
671 AND 672; HANGAR 674 IMPROVEMENTS INCLUDING
HANGAR ROOF, DOORS, ELECTRICAL, OFFICE AND FIRE
SUPPRESSION IMPROVEMENTS; AND OFFICE PARKING
INFRASTRUCTURE AND BUILDING IMPROVEMENTS FOR THE
EAST AND WEST OFFICE ANNEX OF HANGAR 763 AND
BUILDING NO. 747
LOCATED AT THE
SAN BERNARDINO INTERNATIONAL AIRPORT
EDA GRANT NO. 07-49-05922**

APRIL 24, 2007

PROJECT BACKGROUND & DESCRIPTION

The San Bernardino International Airport Authority (SBIAA) is a Commission overseeing the Development and Operation of the San Bernardino International Airport. The SBIAA has received an EDA Grant from the U.S. Department of Commerce Economic Development Administration For The Preparation Of Demolition Plans & Specifications And Construction Management (CM) Services For The Abatement And Demolition Of Building Nos. 666, 671 And 672 and portions of Hangar 674. The selected consultant must also prepare plans, specifications, estimate and Construction Management services for improvements, including Hangar Roof, Doors, Electrical, Office and Fire Suppression Improvements for Hangar No. 674, as well as Office Parking Infrastructure and certain Building Improvements for the East and West Office Annex Of Hangar 763 and Building No. 747. There is an urgency to demolish these buildings in a timely manner to accommodate the development of new tenants. The Grant will be used for Plans, Specifications and Engineers Estimate (PS&E) Consultant Services, environmental remediation of buildings, City of San Bernardino demolition permits, AQMD or other required City, State or Federal permits, capping of utilities that serve existing structures, removal of utilities as necessary and the demolition of portions of buildings and related infrastructure to ultimately leave the property in the required condition ready for development.

SCOPE OF REQUIRED SERVICES

- The SBIAA is advertising for consultant services that will prepare PS&E and perform Construction Management Services for the abatement and demolition of three (3) buildings and related infrastructure.
- The prospective Consultant firm must have an environmental consultant/hygienist on staff or as part of your team to verify any asbestos, lead or other contaminants involved with these buildings prior to demolition.
- It will be the consultant's responsibility to confirm the remediation that needs to take place prior to demolition.
- Consultant must prepare Architectural design drawings for this installation of Hangar roof if a new roof is necessary. Consultant will also prepare PS&E and CM Services for hangar doors, electrical improvements, office and Fire suppression improvements and office parking structure and building improvements for the East and West Annex of Hangar 763 and Building No. 747.
- In order to stretch these Federal dollars, please include in your proposal innovative ways to clear property, i.e., deconstruction, Fire Department Training exercises, salvage and recycle building products, crush building foundations for road base or other uses etc.
- Innovative ways of using welfare to work employees or other labor force alternatives.
- Cost effectiveness and timelines will be weighed heavily in the selection process.

The required consultant scope of services shall include but not be limited to the following:

1. The consultant will prepare demolition plans and specifications that will meet all Federal Department of Defense and Airforce guideline requirements.
2. Public Bidding Process
 - a. As assisted and directed by the SBIAA, the Consultant will provide the following services:
 - I. Prepare Public Bid Documents and Plans with adequate description and notice for Clerk of the Board.

- II. Schedule and conduct Pre-Bid Conference(s).
- III. Answer and prepare written responses to bidders' questions.
- IV. Prepare and issue project demolition addenda.
- V. Review and evaluate construction contract bids with SBIAA staff.
- VI. In coordination with the SBIAA staff, conduct a Pre-Construction Conference for the successful bidder and provide Minutes to all attendees.

3. Construction Contract Administration

- a. The Consultant shall provide all required services to assist the SBIAA in administering the abatement and demolition contracts for portions of three (3) buildings and related infrastructure.
 - i. Provide Project Reports for SBIAA.
 - ii. Provide Expenditure Reports for SBIAA, including review & substantiation for requested change orders.
 - iii. Review Prevailing Wage issues.
 - iv. Draft written notices to Contractor as required.
 - v. Provide project correspondence to SBIAA and other team members.
 - vi. Conduct scheduled project/construction meetings with Agenda and Minutes.

4. Construction Inspection

- a. The Consultant shall be located on-site in a construction trailer or a temporary rental office.
- b. The Consultant shall provide all on-site project management and inspection staff, including specialists, necessary for the safe, on-budget, and on-schedule completion of the demolition, starting with the initiation of the demolition contract and extending through issuance of Notice of Completion and Acceptance.
- c. The Consultant shall ensure demolition compliance with applicable local, state and federal codes, building and environmental permit requirements, and construction and mitigation documents.
- d. All utilities will be capped and identified on the grounds & on a set of as-built utility plans, copy of as-built plans to be submitted to SBIAA.

5. Public Coordination

- a. The Consultant, in conjunction with SBIAA staff, shall coordinate all construction activities, which may affect the public with the appropriate City of San Bernardino departments, the surrounding tenants, and the Contractor.
- b. This involvement may include responding to questions or complaints from the public.

6. Demolition Controls

- a. Demolition Schedule Tracking and Control:

The Consultant shall be responsible for reviewing and managing the Contractor's CPM schedule utilized during the demolition.

- b. Demolition Cost Tracking and Control:

- i. The Consultant shall track all Contractor demolition activity costs.
- ii. The Consultant shall report demolition costs to the SBIAA in a manner consistent with the SBIAA's reporting system.

- c. Change Order Tracking:

- i. The Consultant shall develop and implement a project-specific Change Order Administration Plan.

- 1) The Plan shall define the required Change Order procedures, including requirements for requesting, substantiation, developing and approving.
- 2) The Plan shall define the procedures, by which the Change Order information is distributed to the affected parties, including the Contractor, SBIAA and Consultant.
- 3) The Plan shall include a flow chart with procedures and duration of each step.

- ii. The Consultant shall submit the proposed Change Order Administration Plan to the SBIAA for review.

7. Construction Records Management / Document Control

- a. The Consultant shall implement and maintain an internal record management and document control system.
- b. In addition, the Consultant shall also provide records management and document control information to the SBIAA and appropriate Federal Agencies.

8. Construction Cost Estimating

- a. The Consultant shall provide project cost estimating to support the following cost-estimating functions:
 - i. Evaluation of Contractor progress measurements.
 - ii. Evaluation of Contractor progress payment requests and the accompanying invoice.

9. Claims Management

- a. If necessary, the Consultant shall develop and implement a comprehensive Construction Claims Management Plan in accordance with the approved SBIAA Guidelines.

10. Contract Closeout

- a. The Consultant shall administer and coordinate the project contract closeout process and shall assist, as directed by the SBIAA, in resolving any warranty provision issues.
- b. The Consultant shall report progress of project contract closeout to the SBIAA in a manner consistent with the SBIAA and EDA Federal requirements.

SUBMITTAL FORMAT AND CONTENT

All RFQ respondents shall follow the format specified below. The content of the submittal must be clear, concise, and complete and demonstrate the responder's qualifications and experience applicable to this project. Respondents shall base their submittals on the "Scope of Required Services" included as part of this RFQ. Each section of the submittal shall be bound, divided and tabbed in the following order:

- 1. Submittal Outside Cover Title - Include the RFQ title, submittal due date, and the name, address, fax number, and the telephone number of principal submitting firm or firms, if the submitter is a joint venture or association.
- 2. Table of Contents - Include a complete and clear listing of headings with page numbers for easy reference to key information.
- 3. Cover Letter - Provide a brief (maximum of one page) submittal cover letter.

Alex Estrada, MPA
Director of Redevelopment and Property Management
San Bernardino International Airport Authority (SBIAA)
294 S. Leland Norton Way, Suite # 1
San Bernardino, CA 92408-0131

- a. State any changes to the format or deletions of requested materials, which may be part of the submittal.
- b. Include a summary describing how the submitter proposes to provide the required services to

the SBIAA. If the submitter firm proposes to subconsult with another principal firm, the cover letter shall identify the project team members, i.e. joint partners and subconsultants. Specify the type of services to be provided by each firm and the proposed percentage of work allocated to each phase or function of the provided services.

4. Identification of Respondent

- a. Provide the legal name and address of the submitter.
- b. State the legal form of the submitter, i.e. partnership, corporation, joint venture, and so forth. If the submitter is a joint venture, identify the members of the joint venture team and provide all information required under this section for each member.
- c. If the submitter is a wholly owned subsidiary of a "parent company", identify the parent company.
- d. Provide the addresses of submitter offices located in San Bernardino County.
- e. State the number of years that the submitter has maintained offices in San Bernardino County.
- f. Provide the name, title, address and telephone number of submitter's principal contact person for this RFQ.

5. Methods and Strategic Plan - Describe the plan and methods for executing the Scope of Required Services. This includes innovative cost-cutting strategies, such as recycling and salvaging the concrete foundation or other building materials. Will you use local workers, welfare to work clients or other non-profit organizations for the labor work?

6. Qualifications and Experience - Provide the following:

- a. Provide a description of a minimum of three successfully completed consulting service projects of a similar nature to those related to this RFQ for public and/or private entities.
 - i. Each listed experience description shall include the name(s) and current telephone number(s) of the submitter firm's Project Manager and of the Client's Project Manager.
 - ii. If joint venture partners or subconsultants are part of the submitter's team, separately describe each firm's experience and the exact tasks that each firm is proposed to provide for work related to this RFQ.

7. Resumes of Project Personnel - Identify the contact person with primary responsibility for this project, other project personnel, including those employed by joint venture partners and/or subconsultant personnel. Include their individual areas of responsibility.

8. Organization Chart - Provide an Organization Chart showing the names, title and proposed task assignments of all key personnel, including those of joint venture partners and subconsultant firms.

9. Schedule of Rates - Provide a Schedule of Rates for the principal firm (or firms if there is a joint venture or association). The Schedule of Rates shall consist of a list of project staff by title only (not name) with hourly billing rates. The Schedule shall also indicate the following:
- a. Whether or not support services are billed as direct costs or are included in overhead.
 - b. Whether or not handling charges or profit are added to other direct costs, e.g., subcontractor's costs and reimbursables.

10. Proposed time line schedule

11. Insurance Coverage

Should a contract be awarded to your firm, you must comply with the following insurance provisions:

- a. Insurance coverage must be provided by a company that is admitted to write in California and has a rating of A: VIII by A.M. Best & Company.
- b. An endorsement naming the IVDA as additional insured on the general liability policy. Coverage equal to \$1,000,000 combined single limit for each occurrence and \$2,000,000 aggregate is required.
- c. A minimum of \$1,000,000 aggregate combined single limit in professional liability insurance.
- d. Workers' compensation insurance as required by the Labor Code of the State of California.
- e. Automobile liability insurance not less than \$100,000 combine single limit per accident for bodily injury and property damage covering owned, non-owned and hired vehicles.
- f. Provide a description of insurance coverage for the prime respondent and co-venture partner(s), including but not limited to types of coverage, policy limits, deductibles, exclusions and outstanding claims, if any.

SUBMITTAL REQUIREMENTS

1. Number of Copies

- a. Submit one fully executed original, clearly marked on the cover, and five (5) copies of the RFQ. Facsimile copies will not be accepted.

2. Authorization

- a. The RFQ shall be signed by an individual or individuals authorized to execute legal documents on behalf of the submitter.

3. Delivery

- a. The RFQ must be received no later than 2 p.m. on Tuesday, May 8, 2007 at the office of:

San Bernardino International Airport Authority (SBIAA)
Attention: Kelly Berry, Clerk of the Board
294 S. Leland Norton Way, Suite #1
San Bernardino, CA 92408-0131

- b. RFQ shall be clearly identified by stating "Proposal for Construction Management Services" shown on the outside of the envelope.

4. Compliance

- a. Failure to comply with the requirements of this RFQ may result in disqualification of the submitter's RFQ submittal.

5. Revisions to the Request for Qualifications (RFQ)

- a. The SBIAA reserves the right to revise this RFQ prior to the RFQ due date. Revisions to the RFQ will be posted on the Airport's website www.sbdairport.com. The SBIAA reserves the right to extend the date by which the submittals are due.

CONSULTANT SELECTION PROCESS

1. Following SBIAA's receipt of RFQs the SBIAA will review the submitters' qualifications, based upon the scope of work and the evaluation criteria. A "shortlist" may be developed depending upon the number of firms responding to the RFQ.
2. The SBIAA may or may not interview either all submitters or only those "shortlisted." The interviewed submitters will be ranked according to qualifications, judged by the SBIAA.

EVALUATION CRITERIA

1. Submittals will be evaluated according to the criteria listed below:
 - a. The submitter's knowledge and understanding of the local environment, including but not limited to an established local presence for interfacing with the SBIAA.
 - b. Conformance to the specified RFQ formats.
 - c. The organization, presentation and content of submittal.
 - c. Specialized experience and technical competence of the firm(s), including principal firms, joint venture-partners and subconsultants. The type of service required the complexity of the project, the record of performance and the strength and commitment of personnel assigned to the project all shall be considered.
 - e. The proposed method to accomplish the work in a timely and competent manner. This includes innovative ways of demolishing these buildings as described in Respondent's Strategic Plan.

- f. The past record of performance including such factors as control of costs, quality of work, ability to meet schedules, cooperation, responsiveness, and other managerial considerations.

SUBMITTAL SCHEDULE

The solicitation, receipt and evaluation of submittals and the selection of the provider of Consultant services will conform to the following schedule. NOTE: Dates are subject to change.

<u>EVENT:</u>	<u>DATE:</u>
Distribution/Advertisement	Tuesday, April 24, 2007
	Tuesday, May 1, 2007
Submittal of Proposals Due	Tuesday, May 8, 2007 at 2:00 p.m.
Interviews (optional)	Week of May 14, 2007
SBIAA Commission Approval	Wednesday, May 23, 2007
Notice to Proceed	Thursday, May 24, 2007

TERMS AND CONDITIONS

1. This RFQ does not commit the SBIAA to award a contract or contracts, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.
2. All submitted RFQs become the property of the SBIAA as public records. All RFQs may be subject to public review, on request, unless exempted as discussed elsewhere in this RFQ.
3. The SBIAA reserves the right to reject all submittals. Selection is dependent upon the negotiation of mutually acceptable contracts with the successful respondents.
4. The SBIAA reserves the right to cancel, in part, or in its entirety, this RFQ including but not limited to: selection schedule, submittal date, and submittal requirements. If the SBIAA cancels or revises the RFQ, all responders of record will be notified in writing by the SBIAA.
5. Selection announcements, contract awards, and all data provided by the SBIAA shall be protected from public disclosure. Consultants desiring to release information to the public must receive prior written approval from the SBIAA Project Manager.
6. The SBIAA reserves the right to request additional information and/or clarifications from any or all responders to this RFQ.