



California State
University **Chico**

Request for Proposals

TASK ORDER-CONSTRUCTION AGREEMENT FOR MULTIPLE PROJECTS— MASTER ENABLING AGREEMENT

RFP2025-08JT

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Facilities Management and Services

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**REQUEST FOR PROPOSALS FOR TASK ORDER-CONSTRUCTION AGREEMENT FOR
MULTIPLE PROJECTS—MASTER ENABLING AGREEMENT
RFP2025-08JT**

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- 3 Notice to Proceed for TO-CA MEA (Form 702.16.TO-CA MEA)
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- 6 Notice to Proceed for Task Order (Form 702.16.Task Order)
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- 10 Prevailing Wage Rates: <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>
- 11 Division One (RFP Copy)
- 12 Campus Special Conditions (RFP Copy)
- 13 CEQA Mitigation and Monitoring Program: http://www.csuchico.edu/fms/_assets/documents/mmrp.pdf

**REQUEST FOR PROPOSALS
FOR
TASK ORDER-CONSTRUCTION AGREEMENT FOR MULTIPLE PROJECTS —
MASTER ENABLING AGREEMENT
Bid Solicitation No. – RFP2025-08JT
CALIFORNIA STATE UNIVERSITY, CHICO
400 WEST 1ST STREET
CHICO, CA 95929**

1.00 – INTRODUCTION

1.01 Seeking Design-Builder/Construction Manager Proposals

The State of California acting through the Board of Trustees of the California State University, hereinafter called the Trustees, on behalf of California State University, Chico, hereinafter called University, is seeking proposals from previously selected Finalists (RFP 1.02) to provide design, preconstruction and construction services with a lump sum price for the Projects referenced herein, hereinafter called the Projects (RFP 1.03).

1.02 Two-Step Process for Selection

The Trustees' selection of the successful Proposer is a two-step process—the Request for Qualifications (RFQ) and Request for Proposals (RFP). In the first step of the selection process, the Trustees focus on selecting the most qualified firms, and the Trustees have already completed this step by issuing an RFQ, to which Respondents submitted Statements of Qualifications (SOQ) to the Trustees. The Trustees scored and ranked the SOQ, resulting in a list of Finalists, whom the Trustees notified. In the second step of the selection process (the RFP Process), the Trustees focus on selecting the firm with team members that are most suited to the project. The Trustees proceeded to the second step of the selection process by issuing this RFP to the Finalists. The University may award up to three (3) TO-CA MEAs.

1.03 Delivery Method

The delivery method for this Contract is Task Order-Construction Agreement for Multiple Projects—Master Enabling Agreement (TO-CA MEA), and it contains two types of agreements for multiple projects as requested by the University and specified herein:

- a Task Order (services agreement) for the design and preconstruction services, and
- a Construction Agreement for the construction services (with a lump sum price).

During the design and preconstruction phase for each project, the selected Proposer may develop the design, perform constructability, cost, and scheduling services and develop a lump sum proposal to construct the Projects. Upon the Trustees' acceptance of the lump sum price and schedule, the Trustees may award a Construction Agreement to the selected Proposer for the construction phase. If the Trustees and the selected Proposer do not agree upon a lump sum and other conditions for a Project, the Trustees will not award a Construction Agreement for the construction phase for that Project.

The selected Proposer(s) for the TO-CA MEA is intended to perform the functions of the following roles:

- Design-Builder - the selected Proposer contracts directly with the design professional(s), and/or,
- Construction Manager - the Trustees contract directly with the design professional(s).

The University will specify in every Task Order Request which of the above delivery methods will be used for the Project.

2.00 - RFP CONTENTS

2.01 RFP Sections

Refer to RFP Table of Contents

- Sections of the RFP will be referred to within the RFP as “RFP X.XX”.
- Refer to the first Article in the Contract General Conditions, Definitions, for RFP definitions.

- Refer to this RFP, and the design and preconstruction service agreement, Rider B-Scope of Work, for the design and preconstruction phase scope of work descriptions.
- Refer to this RFP, the Construction Agreement, and the Contract General Conditions for the construction phase scope of work descriptions.

2.02 Standard CSU Documents, Forms, and Project Specific Information

The following documents are a part of this RFP. Proposers are advised to ensure that they have the most recent documents. Documents noted in the Table of Contents with “RFP Copy” are Project specific, and the copies provided as part of the RFP must be used. These documents are attached to the RFP as detailed below under Appendices, and/or are available to download at the following websites:

- [TO-CA Model and Guidelines](https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/project-center/academic-project/Construction/Pages/TOCA-Collaborative-Design-Build/forms.aspx)
<https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/project-center/academic-project/Construction/Pages/TOCA-Collaborative-Design-Build/forms.aspx>
- [Sample Forms](https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Pages/cpdc-resource-library.aspx?&FilterField1=GeneralConditions&FilterValue1=TOCA-CDB)
<https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Pages/cpdc-resource-library.aspx?&FilterField1=GeneralConditions&FilterValue1=TOCA-CDB>

Projects included in this RFP with total cost exceeding the value of a minor capital outlay project shall be enrolled into the CSU Builders Risk Insurance Program; see the Insurance Requirements provisions of Contract General Conditions, under Conduct of the Work. Information regarding the Builders Risk Insurance Program may also be found on the following website: <https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/operations-center/Pages/construction-insurance-programs.aspx>

Appendices

1. Bid (Fee) Proposal Form TO-CA (Form 700.05.TO-CA.HR) (RFP Copy)
2. TO-CA MEA Abstract of Fee Proposals (Form 701.01.TO-CA.HR)
3. Notice to Proceed for TO-CA MEA (Form 702.16.TO-CA MEA)
4. TO-CA Task Order Request (Form TO Req.HR)
5. TO-CA Task Order (Form Task Order HR)
6. Notice to Proceed for Task Order (Form 702.16.Task Order)
7. Agreement_Bonds_Certification_Forms_CDB_TO-CA (Form 702.01CDB.TO-CA)
8. Notice to Proceed for DB Construction Agreement (Form 702.16CDB)
9. Procedure Manual for CSU Capital Projects:
https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/Procedure_Manual.pdf
10. Prevailing Wage Rates: <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>
11. Division One (RFP Copy)
12. Campus Special Conditions (RFP Copy)
13. CEQA Mitigation and Monitoring Program:
http://www.csuchico.edu/fms/_assets/documents/mmrp.pdf

3.00 – PROJECT DESCRIPTIONS

3.01 Description

The following Projects are generally described, and are included in this Contract.

No.	Project Description	Delivery		Budget
		DB	CM	
1	Deen House Renovation	x		\$2.5M
2	University Housing Renovation	x		\$3M

3	Orange Street Offices Renovation	x		\$6M
4	New Facilities	x		\$4M
5	Site Infrastructure & Energy	x		\$7M
6	Building System Renewal	x		\$3M
7	Building Interior	x		\$9M
8	Building Exterior	x		\$6M
9	Site/Ground Improvements	x		\$2M
10	Subtotal of the value of all projects listed above			\$42.5M
11	Other projects to be determined (\$ amount NTE 20% of the value in the subtotal above)			\$8.5M
Total for All Projects				\$51M

New Facilities

Projects currently being evaluated or under consideration include Farm Improvements, FMS Storage Facilities, and relocation of the existing Data Center. Interior and exterior renovation of Deen House.

Site Infrastructure and Energy

Projects currently being evaluated or under consideration include relocation of steam lines, chilled water line repairs, renewal of various domestic services to include water, sanitary sewer and storm drains. Various energy projects are under development which include lighting upgrades and solar panel installations.

Building System Renewal

Projects currently being evaluated or under consideration include replacement of stand-alone boilers and the possible installation of electric boilers, repair and replacement of HVAC systems in various building, new emergency generators, renewal of elevators, upgrading security systems including electronic hardware upgrades and IT infrastructure.

Building Interiors

Projects currently being evaluated or under consideration include athletic facilities, various office and classroom refreshes, smart classroom upgrades, area buildout to change use or update facilities.

Building Exteriors

Projects currently being evaluated or under consideration include repair and replacement of building roofs, partial and complete exterior building painting and exterior building skin repair including windows and flashings. Preparation of roofs for solar use.

Site/Grounds Improvements

Projects currently being evaluated or under consideration include athletic facilities, concrete flatwork, earthwork, paving, ADA compliance installs and updates, new and temporary parking lot construction and repair, wayfinding and security lighting.

3.02 Contract Requirements

- The Trustees' TO-CA MEA is a three-year contract.
- The Trustees may award two agreement types under the TO-CA MEA for each Project:
 - Task Order: The Trustees will initiate each Project with a Task Order, through which all design and preconstruction services will be performed.
 - Construction Agreement: After completion of the design of each Project, and upon agreement of the lump sum price or GMP, the Trustees may initiate the construction phase with a Construction Agreement under the MEA.
- The total maximum Budgeted Cost for all Projects shall not exceed \$30,000,000.

- No project shall exceed \$7,000,000 in total cost.
- The Budgeted Construction Cost for all Projects is the total cost of the work for all Projects, including all design, preconstruction and construction costs, and excluding Service Provider Design and Preconstruction fees, and Contractor Site Management Fee, Overhead and Profit, and Contingency.
- Every project in the TO-CA MEA is subject to prevailing wage rate laws as detailed in the Contract General Conditions (see Article 4.02 (CM) or 36.02 (CDB), Prevailing Wage).
- Liquidated damages for each calendar day the Project construction completion is late shall be as agreed between the Contractor and the Trustees in the Project Task Order, and as documented in the Project Construction Agreement.
- The selected Proposer is required to be licensed in the State of California with a B license. The selected Proposer and all subcontractors of all tiers must register to bid public works projects with the Dept. of Industrial Relations, and obtain and maintain current registration numbers. To register go to <http://www.dir.ca.gov/Public-Works/PublicWorks.html>, and look under “Contractor Registration” for more information and to register.
- The Architect shall be licensed to practice architecture in the State of California.
- The Trustees make no representations regarding the total volume of projects, either Task Orders, or Construction Agreements, that shall be awarded under the MEA. The Trustees may discontinue the use of the MEA at any time with no minimum volume of project awards guaranteed.

3.03 Project Conditions
 Conditions for all Projects in this Contract are listed in Division One and Campus Special Conditions.

4.00 – SELECTION PROCESS AND PROJECT SCHEDULE

4.01 Selection Process Schedule / Proposed Project Schedule
 Below is the Selection Process Schedule and Proposed Project Schedule for the RFP phase through the award of the construction agreement for the first Project. The Selection Process Schedule may be changed by addendum to this RFP. The Trustees may change the Proposed Project Schedules at any time through the Preconstruction Phase.

RFP SELECTION PROCESS SCHEDULE AND PROPOSED PROJECT SCHEDULE	
Schedule Activities	Dates
RFP distributed to RFQ Finalists	Monday, April 7, 2025
Site Conference and RFP Review	Monday, April 21, 2025 @ 10:00AM Selvesters Café, Room 104
Last day to submit questions	Monday, April 28, 2025 by 5:00PM
Last day to issue RFP addendum	Wednesday, April 30, 2025
Fee & Technical Proposals due	Tuesday, May 6, 2025 by 3:00PM
Proposing firms interviewed (1/2) 05/19/25 10:00AM – 11:00AM Swinerton/ACM 1:00PM – 2:00PM DPR/LPAS	Monday, May 19, 2025 Student Services Center, Room 122
Proposing firms interviewed (2/2) 05/21/25 10:30AM – 11:30AM Otto/Lionakis 1:00PM – 2:00PM Modern/RGA	Wednesday, May 21 2025 Student Services Center, Room 122

Post Technical scores and open Fee Proposals	Wednesday, May 28, 2025 @ 1:00PM, Location or Zoom TBD
Post Winning Proposer	Friday, May 30, 2025
Award TO-CA MEA	June 2025
TO-CA MEA fully executed	June/July 2025
Issue TO-CA MEA Notice to Proceed (to define start/completion of MEA)	Summer 2025
Issue Task Order Request under the TO-CA MEA for design and preconstruction services for 1 st Project	Summer 2025 or later

Note: Trustees do not intend that Project #1 must be fully completed before Project #2 may start; Projects may run concurrently, and at no time shall the Service Provider’s volume of current construction agreements exceed its prequalification rating. The selected Proposer must track progress for all Projects on the Schedule. Reference Contract General Conditions, Schedule.

5.00 TO-CA MEA SCOPE OF SERVICES

5.01 Contract Scope

The Trustees, through this RFP, summarize and supplement services specified in the Contract Documents. The Contract Documents are cumulative, and the Trustees require the selected Proposer to provide the services specified in the TO-CA MEA (and its Rider A-General Provisions and Rider B-Scope of Work), this RFP, the selected Proposer’s proposal, the Task Orders, the Construction Agreements, and Contract General Conditions.

Each Task Order issued by the University under the TO-CA MEA may include: design responsibility with an Architect and Engineering consultant under contract to the selected Proposer; preconstruction coordination, scheduling, constructability, and cost estimating services. Design responsibility and scope of services may vary for the selected Proposer on an individual project basis, depending on project needs and in-house capabilities of each University.

Each Construction Agreement issued under the TO-CA MEA shall have separate Budgeted Cost and Direct Construction Cost; Lump Sum Price; Contingency; Construction Documents; Contract (including Payment and Performance Bonds); Insurance*; Notice to Proceed; Notice of Completion; and Retention.

*Projects with Budgeted Cost exceeding the value of minor capital outlay projects will be enrolled in the Trustees’ Builders Risk Insurance Program, under which the Trustees provide course of construction insurance.

The Trustees may make changes, additions or deletions to the scope of work described in the RFP, and may add or delete projects from the scope of work by Service Agreement Amendment (for design and preconstruction services) or Contract Change Order (for construction phase services). The total Budgeted Cost and total Budgeted Direct Construction Cost of projects shall remain within the upper limits prescribed in RFP 3.02.

5.02 No Guarantee for Project Award

The Trustees do not guarantee a minimum award volume of Task Orders or Construction Agreements.

The selected Proposer is not entitled to recover any unreimbursed costs, anticipated profit, or monetary awards for proposal preparation.

5.03 Collaboration

The selected Proposer shall work in collaboration and cooperation with the Trustees towards realizing high quality Projects.

5.04 Integrated Project Delivery / LEAN Methods

The selected Proposer shall exercise the highest standards of the industry for Integrated Project Delivery to guide its relationships with the other members of the team, and for incorporating LEAN methods in all processes for all phases of the Project(s).

5.05 TO-CA MEA and Task Order Scope of Work

The selected Proposer shall assemble a Project team including consulting Architect and Engineers (AE) as detailed in this RFP, and a team of subcontractors after award of the TO-CA MEA. In general, the Scope of Services under the TO-CA MEA shall include, but shall not be limited to the following:

1. Create a subcontractor pool prior to bidding Projects specified in the Task Order Requests. Advertise and prequalify subcontractors for inclusion in the Project team and for bidding subsequent Projects;
2. When the University specifies in the Task Order Request that the Project is Design-Build, design services are required in the Task Order Request, and the selected Proposer shall contract for those services with its team AE to provide scope definition and code compliance drawings and specifications;
3. Attend meeting(s) with the Trustees to define the scope of the Project(s);
4. Provide proposals for design and preconstruction services for the Project in response to the Trustees' Task Order Request;
5. Provide plan check, building permit coordination and preconstruction management services;
6. Provide estimating, scheduling, constructability, and coordination with AE, Trustees, and subcontractors as required assuring conformance to Project budget, schedule, and design-build responsibilities;
7. Bid the project to Service Provider-prequalified subcontractors for each trade and award to the lowest bidders (Note Rider B, Section 3.4 Subcontractor Procurement). If Service Provider desires to self-perform any portion(s) of the work it must competitively bid to be included in the trade contractor team, and bid against the selected subcontractor(s) during the project bid phase;
8. Assemble a project Lump Sum or GMP proposal for Trustees' approval. If a GMP is submitted, it shall be converted to lump sum by change order during the Phase 2 Construction Agreement, when trade bidding is complete.
9. Acquire a Campus Building Permit for each phase of each Project.

6.00 – CONSTRUCTION PHASE

6.01 Construction Phase Services

Once Trustees and the selected Proposer have agreed upon a Lump Sum or GMP for a project, the Trustees will award a Construction Agreement to the selected Proposer incorporating the current and applicable Contract General Conditions and Supplementary General Conditions. If a GMP is submitted, it shall be converted to lump sum by change order during the Phase 2 Construction Agreement, when trade bidding is complete.

6.02 Execute Trade Contracts

After the Construction Agreement between the selected Proposer and the Trustees is fully executed, the selected Proposer shall enter into subcontracts for the construction phase with the successful subcontractors in each trade.

6.03 Construct Project

The selected Proposer shall furnish construction administration and management services and use its best efforts to construct the Project in an expeditious and economical manner consistent with the best interests of the Trustees. The Trustees have established the scope of work for the construction phase services in the construction phase agreement which includes the services specified in this RFP.

7.00 - RESPONDING TO THE REQUEST FOR PROPOSALS

7.01 Clarifications and Questions Regarding this RFP

All communications regarding this RFP, including requests for information or clarification of the intent or content of this RFP, must be received by the Trustees' Representative in writing no later than the date set for submitting questions stated in RFP Selection Process Schedule (RFP 4.01). Only the Trustees' Representative is authorized to answer questions relative to this RFP. Information obtained verbally from any source has no authority, may not be relied upon, and shall have no standing in any event that may occur. Written addenda will be distributed on or before the date fixed for issuing addenda as stated in the Selection Process Schedule. Failure of Proposer to receive any addenda shall not relieve the Proposer from any obligation therein. Proposers are advised to inquire about addenda prior to submitting a Proposal.

7.02 Managing Office / Trustees' Representative

Questions related to this RFP shall be directed to the Trustees' Representative at the office named below. The contact information for the Managing Office for the RFP is:

Name: Jennifer Thayer, Contracts Coordinator, Procurement and Contracts Services
Campus: California State University, Chico
Address: 400 West 1st Street, Chico, CA 95929
Telephone: (530) 898-6516
E-mail: jthayer@csuchico.edu

7.03 Proposal Submittals

The Trustees will accept Proposals no later than the time and date indicated in Selection Process Schedule. Proposers shall divide Proposals into two separate submittals, the Technical Proposal and the Fee Proposal. Proposers shall submit each Proposal in a separate envelope or package and clearly mark them, as required in this RFP.

7.04 Technical Proposal Submittal

Proposers must submit five (5) complete sets of the Technical Proposal in a sealed package, with the following clearly marked on the outside:

“Proposer’s Firm Name”

“Technical Proposal – *California State University, Chico – TO-CA MEA RFP2025-08JT*”

In addition, please include:

One (1) copy in electronic format on a flash drive.

(Non-password protected Adobe Acrobat PDF file is preferred.)

7.05 Fee Proposal Submittal

Proposers must submit one (1) complete set of the Fee Proposal in a sealed envelope with the following clearly marked on the outside:

“Proposer’s Firm Name”

“Fee Proposal – California State University, Chico – TO-CA MEA RFP2025-08JT”

7.06 Delivery of Proposals

Proposers must deliver Proposals to the address below at or before the time and date set in the Selection Process Schedule. Proposals delivered to other places even if on the campus, will not be considered.

Name: Jennifer Thayer, Contracts Coordinator, Procurement and Contracts Services
Campus: California State University, Chico
Address: 400 West 1st Street, Chico, CA 95929
Telephone: (530) 898-6516
E-mail: jthayer@csuchico.edu

Note: If delivering in person, Proposals should be delivered to Kendall Hall Room 206.

7.07 Responsibility for Timely Delivery of Proposals

The Proposer is solely responsible for ensuring delivery to the submittal location no later than the date and time specified. Use of the United States Postal Service, campus mail system, express or overnight delivery, or any other service, shall not relieve the Proposer from the requirements of meeting the specified deadline at the specified location. The Trustees shall return unopened, any Proposal received after the due date and time.

7.08 Proposer's Cost

Each Proposer acknowledges and agrees that the preparation of all materials for submittal to the Trustees and all presentations, related costs and travel expenses are at the Proposer's sole expense, and the Trustees are not, under any circumstances, responsible for any cost or expense incurred by the Proposer. In addition, each Proposer acknowledges and agrees that all documentation and materials submitted with their RFP shall remain the property of the Trustees.

8.00 – SELECTION PROCESS

8.01 Selection Policy

It is the Trustees' policy to base the selection of the Proposer for these Projects on the quality of the team, i.e. demonstrated competence and experience, and on the proposed cost, in an attempt to ensure the satisfactory performance of the design and construction management services required.

1. Small Business Preference.

The Small Business Preference, if requested, shall be five percent of the highest technical proposal score. If a Non-Small Business claims the Small Business Preference, and is awarded the agreement, it shall subcontract 25% of its contract to California certified small businesses. Reference Contract General Conditions (and Supplementary General Conditions) for:

- Collaborative Design-Build Major Projects, Article 32.10, Small Business Five Percent Proposal Advantage, and

2. DVBE Participation Requirement and Incentive / Sanction for Failure to Achieve the DVBE Incentive.

a. DVBE Participation Requirement and Incentive

The successful proposer shall achieve three percent (3%) DVBE participation in its Phase 2 agreement. The DVBE incentive, if requested, shall be the proposed DVBE incentive percentage of the highest technical proposal score. If the successful proposer proposes a specific amount of DVBE incentive in its GMP, the incentive amount shall be in addition to the required participation amount (3%). The successful proposer shall be held to that level of DVBE participation in its Phase 2 agreement for the total of the Contract value. For more information, reference Contract General Conditions (and Supplementary General Conditions) for:

- Collaborative Design-Build Major Projects, Article 32.12-g, DVBE Incentive, and

b. Sanction for Failure to Achieve the DVBE Incentive.

Reference the Contract General Conditions (and Supplementary General Conditions) for:

- Collaborative Design-Build Major Projects, Article 32.12-i, Sanction for Design-Builder's Failure to Achieve the DVBE Incentive, and

8.02 Evaluation and Scoring of Proposals

The evaluation team shall evaluate each proposal to determine its responsiveness to the Trustees' requirements. The evaluation team will score each question against an ideal Proposal in the opinion of the Trustees' evaluation team; the ideal Proposal would receive the maximum number of points possible, as indicated. If Proposer does not provide all information, the Trustees may decide not to consider its Proposal. Each question is assigned a maximum score in relation to the Trustees' assessment of the associated contribution toward achieving project goals.

8.03 RFP Compliance Check

If the evaluation team finds that proposals do not meet minimum submittal or content requirements herein, do not meet overall qualification standards, take unacceptable exceptions to the RFP requirements, or violate the prohibitions in Public Contract Code section 10832 (statute dealing with conflict of interest), then Trustees may deem them non-responsive and eliminate them from further consideration.

8.04 Proposal Analysis

An evaluation team comprised of the Trustees' representatives will analyze each technical proposal to ensure that the Trustees' needs will be met. Once evaluations are completed, the team will conduct in-person interviews with each Proposer.

8.05 Interviews

After the evaluation of the technical proposals, and as part of the evaluation process, the evaluation team will interview all Proposers. The interview structure will be as follows:

- Proposers shall be randomly selected for time slots for interviews, which shall be held on the date indicated in the Selection Process Schedule. The interviews will be conducted at:
Campus: California State University Chico, Student Services Center, Room 122
Address: 400 West 1st Street, Chico, CA 95929
Contact: Jennifer Thayer
Telephone/E-mail: (530) 898-6516, jthayer@csuchico.edu
- Proposers shall each be allotted 30 minutes to make their presentations and 30 minutes for questions and answers from the panel.
- Proposers may arrive 10 minutes before their interview time to set up equipment and materials used for presentation purposes.
- Proposers should feel free to use any form of electronic media or otherwise to make their presentations within the allotted time.
- Proposers are requested to present their approach to the design and construction of the Projects.
- Proposers are required to present at the interview those members of their team that will occupy key positions on the Project such as, but not limited to: Architect and key staff and/or consultants, Preconstruction Coordinators, Project Managers, Projective Executives and other essential team members to ensure that the Trustees are interviewing individuals that will work on the Projects as primary contacts and managers.

8.06 Public Opening of Fee Proposals

After interviews the Trustees will announce technical scores, and then the fee proposals will be publicly opened and scored as outlined in this RFP. After checking the accuracy of each fee proposal, the Trustees will then announce the selected firm. This may occur a day or two after the opening of the fee proposals.

8.07 Scoring Calculation

The Trustees will calculate the technical score in whole numbers, and will calculate the fee score to two decimal places and add it to the technical score. The winner will be the Proposer with the highest combined technical and fee scores. In the event of a tie for first place in the total score, the winner will be the tied Proposer with the lowest proposed fees. If both proposed fees are equal the Trustees will select the winner by a coin toss in the presence of both parties and managed by the Trustees. The tied Proposers will be required to agree to the coin toss procedure in writing before the toss.

8.08 Intent of Technical Proposal

It is the Trustees' position that this project delivery method is of a highly collaborative nature and will require the successful Proposer to work closely with the Architect and the Trustees during the Phases 1 and 2 to deliver high quality Projects on time and within the Construction Budgets. In order for the Trustees to evaluate the Proposer's ability to meet the requirements of this Contract, Proposers shall submit their technical proposal for evaluation and scoring. The Trustees' intend to evaluate the technical proposal to determine the Proposer's ability to successfully deliver the Project using the TO-CA Master Enabling Agreement for Multiple Projects project delivery method and score the technical proposal accordingly.

9.00 – TECHNICAL PROPOSAL REQUIREMENTS

9.01 Required Content of Technical Proposals

Proposers shall ensure that the Technical Proposals provide a comprehensive, but concise summary of qualifications and capabilities to satisfy the requirements of the RFP. Proposers shall adhere to the following

organization in the Proposals by providing tabs for sections listed below as noted. Trustees may disqualify any Proposer who fails to provide all of the information described below.

No Tab - Introduction

0 POINTS

- Cover Letter: Proposers shall provide a cover letter that:
 - is signed by an individual authorized to contractually bind the Proposer,
 - references the RFP and confirms that all elements of the RFP have been read and understood,
 - agrees to enter into design/preconstruction and construction contracts if selected, and
 - certifies that all information in the RFP is accurate under penalty of perjury.
- Table of Contents

No Tab - Proposal Interview

70 POINTS

The Proposer's (GC/AE) Project team make-up and its ability to communicate and work effectively with the rest of the team is of critical importance to the Trustees. The interview described is an integral part of the evaluation process. The Proposers presentation should focus on the introduction of the proposed staffing for the Projects. Describe qualities that each proposed staff member bring to the team that will lend to the success of these Projects. Team members proposed to have the most interaction with the University should have larger parts in the interview.

- A. The factors that differentiate the proposing team from the other teams that are proposing. What make your firm uniquely qualified to perform these Projects?
- B. Descriptions by GC /AE staff persons of their previous successes and difficulties with integration into and communications with previous project teams.
- C. Highlight any areas of the teams proposal that warrant the special attention of the evaluation team, especially projects that the team has completed together in the local area that demonstrate their ability to successfully complete these projects.
- D. Project related questions the Proposers team may have for the interview team.

Tab 1 - Project Organization, Personnel Experience

80 POINTS

Provide information for the organization of the Project staff that will be used to successfully deliver these Projects. Define the key personnel of each team, and how the team will be managed, the decision-making process, and the qualifications of the key personnel. At minimum, include the following:

- A. Project Organization – Provide an organization chart that defines the Project management and staffing plan: key personnel for the entire team, both the contractor and the architect, and their consultants, for the preconstruction and construction phases of the Projects and include:
 1. A narrative of how the staff will function during each of the respective phases and any personnel change for the two phases.
 2. Each position within the Project organization and the role and responsibilities of the individuals. Provide a matrix indicating all proposed team members and their joint project experience, if any. Give titles, names and positions.
 3. Provide a listing of all anticipated project staffing. As part of this listing provide a line item breakdown matrix of the anticipated hours each staff member will contribute, based on the identified projects, and the total hours for each category of services as listed on the fee proposal form. The total of all staff hours for each category of services shall equal the assumed hours on the fee proposal form. Highlight the three staff members from each category of services listed on the fee proposal form with the highest number of proposed hours.
- B. Personnel Experience – provide résumés demonstrating the qualifications of the key personnel defined on the organization chart for this Project, and omitting personal information such as home address, phone and e-mail address. Key personnel are defined as, but not limited to the following; GC and AE President/Vice President/Principal In-

Charge, GC and AE Project Manager, Project Planner, Project Engineer, Construction Project Manager, GC and AE Design Phase Project Manager, General Superintendent, Construction Superintendent, Field Superintendent, Field Engineer, Safety Manager, and Quality Manager. Résumés shall include but not be limited to:

1. Experience on Projects of similar size, scope, complexity and budget.
 2. Experience with alternative Project delivery methods where collaboration during the design phase with the Architect is demonstrated.
 3. Professional certifications and technical expertise.
 4. Provide a matrix indicating which key personnel have worked together on previous projects, and list the project information including owner contact information.
- C. In-House Capabilities – Identify those trades and specialty licenses held by the company and describe how they benefit these Projects.
- D. For each individual, indicate the length of employment with the GC and AE firms.

Tab 2 - Project Approach

50 POINTS

Provide your firm's approach and work plan for the design and preconstruction phase and for the construction phase of the Project. Indicate a clear understanding of the objectives of this Contract and include at a minimum:

A. Design and Preconstruction Phase Services

Provide a narrative describing your firm's approach to be used for this phase and include:

1. The approach to review and develop the design and construction documents with the Trustees and the Proposer's design Architect,
2. Your process to confirm the Project budget is sufficient to construct the Project. Describe how design target budgets will be established and monitored.
3. How the Proposer will participate in: scope definition; design; design review; constructability review; estimating; value engineering; scheduling and phasing; construction methods; materials; equipment and systems; recommendation of alternative materials and/or methods to meet the intent of the Trustees and Architect's design, and maximize Project budget.
4. Process for assuring a conservative, code complaint design and submittal to the State Fire Marshal.
5. The process for developing bid packages to define distinct trade packages and provide a competitive bid environment with logical scopes of work.
6. Provide a quality control plan for this phase and include the following at minimum:
 - a. Process to identify constructability issues.
 - b. Process for reviewing the coordination of building system design, and coordination of tolerances in trade contractors work.
7. Describe your process for prequalifying trade contractors based on a point system so that the highest scoring trade contractors will be included in the bidding pool.
8. Describe which trades are candidates for design-assist or design-build on these Projects. Do not propose on specific contractors.

B. Construction Phase Services

Provide a narrative describing your firm's approach to be used for this phase and include the following at minimum:

1. Administration of the schedule to verify that all trade contractors are performing expeditiously, in an economical manner and provide problem resolution.
2. Preconstruction conferences to verify that the trade contractors are familiar with the scope of work and process required for the coordination of inspections, field testing, shop drawing approval, and submittal approval as related to their scope of work.
3. Provide a Quality Control plan for this phase and include the following:
 - a. The process and key personnel that will be tasked with the review and coordination of all submittals/shop drawings prior to submitting to the Trustees for review.

- b. The process and key personnel that will be tasked with assessing the craftsmanship/workmanship by all trades and verify that all materials installed are per the approved submittals and shop drawings.
- c. The process that will link the constructability, value engineering and cost control management processes from the design and preconstruction phase to the construction phase for a seamless flow from design to construction between the trades and as coordinated by the Proposer.

Tab 3- Project Schedule and Plan **40 POINTS**

Provide an outline / summary level schedule illustrating how the Proposer intends to manage a typical Design/Build Project that includes the following at minimum:

- A. A critical path Project schedule that integrates critical design, preconstruction permitting and construction activities.
- B. Illustrate an understanding of this Contract and CSU processes, required Project approvals, and durations for design reviews.

The Project Schedule and Plan shall show the Proposer understands the overall process and sequencing of activities starting at the beginning of design and preconstruction through the end of construction. These activities may include such items as: scope review and determination; design and contract documents; estimating; Seismic Review Board and Mechanical Review Board recommendations; bidding, lump sum submittal; and construction.

Tab 4 – Exceptions/Clarifications **0 POINTS**

Proposer must list any exceptions or clarifications to the RFP on an item-by-item basis and cross-reference them with the RFP document. If there are no exceptions or clarifications, the Proposer must expressly state that no exceptions or clarifications are taken.

No Tab **20 POINTS**

Response to RFP was clear, concise, and responsive (No Tab)

MAXIMUM POSSIBLE POINTS FOR TECHNICAL SCORE 260 POINTS

Separate Submittal- Fee Proposal Form and Breakdown

Proposer shall submit the contents described in RFP 10.01 as part of the Fee Proposal, not the Technical Proposal.

MAXIMUM POSSIBLE POINTS FOR FEE SCORE 65 POINTS

TOTAL MAXIMUM POSSIBLE POINTS	325 POINTS
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10.00 – FEE PROPOSAL REQUIREMENTS

10.01 Requirements for the evaluation of the Fee Proposal

For evaluation purposes, Proposers shall enter the following into the Fee Proposal Form: the averages of the Proposer’s and AE’s preconstruction and construction staff hourly rates with the highest proposed number of hours as described below; construction phase Overhead and Profit percentages for DB and CM projects; and Proposer’s fee for assembly of subcontractor bidding pool, as detailed in Rider A. The Trustees have assigned 65 points to the Fee Proposal Breakdown and Form, the cost component of this RFP.

The Trustees do not intend that the Proposer’s architectural, consultant, preconstruction and construction hours as proposed herein reflect the actual volume of services to be awarded as part of this Contract. The number of hours identified herein is used only for Trustees’ evaluation of Proposer’s rates and fee structure; no minimum volume of preconstruction or construction services are implied or guaranteed.

- 1. Provide a schedule of hourly rates that expands on the information submitted in Tab 1, item A-3, to include the total billable hourly rates for every staff member.
 - Highlight the three staff in each category with the highest proposed number of hours, to be used for the purposes of the fee proposal. *This is for evaluation purposes only, individual rates shall apply for each project.*

- Provide an average of those three hourly rates to be entered into the fee proposal form. The average rates will be multiplied by the assumed hours for each category to give the total evaluation fee in dollars to be entered into the fee proposal form.
 - The proposed hourly rates must indicate a reasonable spread of rates relative to the responsibilities for each position. Failure to provide a schedule of hourly rates that reflects actual costs relative to responsibilities may render a proposer non-responsive.
2. Provide a markup applied to the basic hourly wages actually paid (or equivalent for salaried employees) to arrive at the billable hourly rates entered on the Fee Proposal Form for each category of services. Enter this markup into the Fee Proposal Form.
 - These markups are not a part of the evaluation.
 - The markup multiplier shall include all fringes, taxes, and insurance that go into a fully burdened, billable rate.
 - The markups are subject to verification by audit against actual payroll. It is understood that there may be variations between employers within the consultants category.
 3. Provide a lump sum fee on the Fee Proposal form for the assembly of the prequalified trade contractor bidding pool.
 4. Provide a total percentage of Direct Construction Cost for Construction Phase Overhead and Profit (OH&P) for each delivery type and project size.

10.02 Contents of Fee Proposal Submittal

The Proposer shall provide a fee proposal package as part of the selection process. The fee proposal package submitted shall contain the following documents:

1. Fee Proposal Breakdown (RFP 10.01) including Table of Staffing Hours and Costs
2. Fee Proposal Form (Use form included in RFP)
3. Certification (Form #702.03)
4. Noncollusion Declaration (Form #701.05)
5. Small Business Preference and Certification Request (Form #701.09)
6. Certification of Appropriate License, DIR Public Works Registration, and California Co. (Form #701.08)
7. Bid Proposal Form Signature Page (Form #701.06).

10.03 Fee Proposal Form

The Fee Proposal form includes tables similar to those on the following page. Refer to RFP 13.01, Classification of Project Costs (Table A) and 13.02, Design Fee Allocation Matrix (Table B), for a description of preconstruction and construction phase costs in each category of fees listed herein.

In the event of an inconsistency in the math on the Fee Proposal form, the individual fee percentages shall govern over the fee in dollars, and the fee in dollars shall be recalculated. All math on the Fee Proposal Form will be checked by the University before award.

1. Overhead and Profit (for DB and CM)
 - Overhead and Profit, per RFP 13.01, Table A.
 - a. Includes Proposer's overhead and profit on Direct Construction Cost, and insurance.
 - b. Propose as a percentage of Direct Cost Budget, and calculate a lump sum based on the Total Project Budget.
 - c. Contract Amount shall be a lump sum based on the Budget that is agreed by the Trustees during Phase 1. Overhead and profit will not be reduced due to bid savings, nor increased for over-bids.
 - d. Payment will be based on the percentage of construction work completed.
2. Payment and Performance Bonds for the Proposer
 - a. Include the cost of the Proposer's payment and performance bonds.
 - b. Propose as a percentage of the Direct Construction Cost Budget and calculate a lump sum for scoring purposes. (Bonds rates are usually quoted on the contract bottom line, but Proposer is asked to convert to effective rate applied to Direct Cost of the Work.)
 - c. Contract will be the proposed percentage on the Actual Value of Direct Construction Cost.

- d. Payment will be made when the bonds are presented, and adjusted to actual cost at contract closeout.
3. Subcontractor Performance Insurance or Bonds
- Include the cost of subcontractor payment and performance bonds or insurance.
 - Propose as a percentage, to be converted to a lump sum contractor allowance.
 - Payment will be based on the actual cost of this protection up to the amount proposed.

Fee Evaluation Worksheet				
	Fees	Average of 3 staff rates with highest # of hours¹	Total Evaluation Fee in Dollars²	Markup – Multiplier³
A	Architectural Services Average Fee * 2500 hours	\$0.00	\$0.00	0.00
B	Consultants Services Average Fee * 2500 hours	\$0.00	\$0.00	0.00
C	Preconstruction Services Average Fee * 1000 hours	\$0.00	\$0.00	0.00
D	Construction Phase Site Management Average Fee * 4000 hours	\$0.00	\$0.00	0.00
E	Total of OH&P Fees from OH&P Calculation Worksheet	NA	\$0.00	N/A
F	Fee for Assembly of Initial Subcontractor Bidding Pool	N/A	\$0.00	N/A
Total Fees (A + B + C + D + E + F)			\$0.00	

Notes for Fee Evaluation Worksheet:

- Proposer to enter the average of the three (3) staff billable rates with the highest number of proposed hours from the fee proposal. All rates shall include the Markup-Multiplier, described in Note 3 below.
- The Total Evaluation Fee for each category shall be the average staff rate multiplied by the assumed evaluation hours indicated for each category.
- The Proposer shall enter a number for the Markup-Multiplier which shall be multiplied by the base pay for each staff person to determine the fully burdened / billable rate. The Markup-Multiplier will not be used as part of the evaluation, but is subject to audit as described in the RFP, and will be used to determine the billable rate of any future staff not listed in the RFP.

OH&P Fee Calculation Worksheet				
	Overhead and Profit	Proposed % Fee¹	Direct Construction Cost²	Total Fee in Dollars³
1	CM / OH&P - Project < or = \$1,000K	0.0%	\$	\$
2	CM / OH&P - Project > \$1,000K or = \$3,000K	0.0%	\$	\$
3	CM / OH&P – Project > \$3,000K or = \$7,000K	0.0%	\$	\$
4	DB / OH&P - Project < or = \$1,000K	0.0%	\$	\$
5	DB / OH&P - Project > \$1,000K or = \$3,000K	0.0%	\$	\$
6	DB / OH&P – Project > \$3,000K or = \$7,000K	0.0%	\$	\$
7	GC Payment & Performance Bonds	0.0%	\$	\$
8	Subcontractor Payment & Performance Bonds	0.0%	\$	\$
TOTAL OH&P FEES (Enter total of Lines 1+2+3+4+5+6+7+8 in Fee Evaluation Worksheet, Row E)				\$

Is Proposer claiming the Small Business Preference? (circle one) Yes No
(If Proposer circles ‘Yes’ and submits the Small Business Preference Form No. 701.09, Trustees will grant a bid preference of 5% of the *highest Technical Proposal Score*.)

Notes for OH&P Calculation Worksheet:

1. Proposer to enter proposed fee for each delivery type and project size. Proposed % Fee will be used for each project in the MEA to determine actual OH&P fee.
2. Campus to enter assumed total for direct construction cost for each delivery type and project size. *This is for evaluation purposes only and shall not be assumed to be indicative of actual volume in any category.*
3. Proposer to multiply Proposed % Fee by the assumed Direct Construction Cost and enter the total evaluation fee for each category of delivery type and project size.

Fees will be scored in direct relation to their variance from the lowest fee based on the average fee. The lowest Total Fee will receive the maximum score of 65 points. For example:

Proposed Total Fee in \$	Variation from Lowest Fee= Proposed Fee \$-Lowest Fee \$	% Variation = Variation from Lowest Fee \$/Average Total Fee \$	Points to deduct from 65 points	Fee Score
\$1,500,000	\$1.5M-\$1.1M=\$.4M	\$.4M / \$1.3M=30%	65 x 30%=20	65-20 = 45
\$1,300,000	\$1.3M-\$1.1M=\$.2M	\$.2M / \$1.3M=15%	65 x 15%=7	65-7 = 58
\$1,100,000	\$1.1M-\$1.1M=\$0M	\$0M / \$1.3M=0%	65 x 0%=0	65-0 = 65

Sample calculation: Average total fee = $(\$1.5M + \$1.3M + \$1.1M)/3 = \$1.3M$

11.00 – PROJECT AWARD AND COMMENCEMENT

11.01 Award

The Trustees will award a Task Order-Construction Agreement for Multiple Projects MEA to the *highest scoring Proposer*. This Proposer will be informed in a timely manner and should be prepared to commence work immediately following execution of the MEA and receipt of the Notice to Proceed for the MEA. Failure to execute the agreement within the timeframe identified in the Project Schedule shall be sufficient cause for voiding the award. Failure to comply with other requirements within the set time shall constitute failure to execute the agreement. In the event contract award is unsuccessful with the first selected Proposer, the Trustees may award a contract to the second highest scoring Proposer.

11.02 Design and Preconstruction Services Fee

The Task Order for design and preconstruction services under the MEA shall be the lump sum not-to-exceed maximum amount as detailed herein. It is subject to adjustment for cause as allowed herein and agreed to in advance by the Trustees. It is not subject to adjustment due solely to inflation or costs over or under the Budgeted Direct Construction Costs.

11.03 Construction Agreement

For Collaborative Design-Build projects, the construction agreement Total Contract Amount shall be the Lump Sum or GMP, and is the sum of the Design and Preconstruction Fees, Actual Direct Construction Cost as bid, plus: the Contractor’s contingency, the Contractor’s proposed lump sum for overhead and profit, the Contractor’s proposed lump sum for Phase 2 services — site management fee for each project, subcontractor payment and performance bonds, and Contractor payment and performance bonds. Contractor shall provide 100% payment and performance bonds in the full awarded contract amount for each construction award.

11.04 Contractor Site Management Fee

The Contractor site management fee shall be the lump sum amount as proposed and accepted by the Trustees for each Construction Agreement. It is subject to adjustment for cause as allowed, and agreed to in advance by the Trustees. It is not subject to adjustment due solely to inflation or cost over or under the Budgeted Direct Construction Cost, as amended.

11.05 Contractor Contingency

The Contractor contingency shall be the percentage indicated on the Contingency Schedule (in TO-CA MEA Rider B-Scope of Work, section 3.30) and as negotiated for the Construction Agreement times the Actual Direct Construction Cost shown on the construction agreement.

11.06 Contractor Overhead and Profit

If the Actual Direct Construction Cost portion of the Lump Sum is greater than or equal to the Project Budgeted Direct Construction Cost, as amended, the Contractors OH&P shall be the proposed percentage for OH&P applied to the Project Budgeted Direct Construction Cost, as amended. If the Contractors Actual Direct Construction Cost portion of the Lump Sum is less than the Project Budgeted Direct Construction Cost, The Contractor's overhead and profit shall be the proposed percentage for OH&P applied to the Actual Direct Construction Cost.

12.00 – MISCELLANEOUS

12.01 Non-Binding

This RFP and/or the interview process shall in no way be deemed to create a binding contract or agreement of any kind between the Trustees and the Proposers.

12.02 Irregularities

The Trustees reserve the right to reject any or all proposals, to cancel the Project, to alter the selection process in any way, to postpone the selection process for its own convenience at any time, and to waive any defects in the RFP.

12.03 Rejection of Proposal

The Trustees may reject any or all proposals and may waive any immaterial deviation in a proposal. The Trustees' waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Proposer from full compliance with the specifications if awarded the contract.

12.04 Disposition of the Proposals

Proposals become the property of the Trustees. The information contained in all proposals shall be held confidential to the extent permitted by law, except that the Total Fee Percentage, separately submitted as part of the Fee Proposal Package of each proposal, shall be publicly opened and read after the Total Quality Points have been tabulated and published. Proposals will become public upon execution of the Contract between the Trustees and the successful Proposer. All materials, ideas, and formats submitted in response to this RFP will become the property of the Trustees upon receipt and may be returned only at the Trustees' option.

12.05 Cancellation

While it is the intent of the Trustees to award to the successful Proposer, this solicitation does not obligate the Trustees to enter into an agreement for design and preconstruction services or the construction contract. The Trustees reserve the right to cancel this RFP at any time, in the best interest of the Trustees. No obligation, either expressed or implied, exists on the part of the Trustees to make an award or to pay any costs incurred in the preparation or submission of a proposal in response to this RFP.

Continue on to RFP 13.00.

13.00 – CLASSIFICATION OF PROJECT COSTS AND DESIGN FEE ALLOCATION MATRIX

13.01 – CLASSIFICATION OF PROJECT COSTS (Table A) — Page 1 of 4

In the following, Table A, the Trustees indicate the appropriate category for preconstruction and construction phase costs and fees.

TABLE A					
Project Jobsite Staff		Direct Cost of Work	Preconstruction & Construction Phase Svcs	Overhead & Profit	Paid by Owner
1	Project Manager		X		
2	Project Superintendent		X		
3A	Project Engineer		X		
3B	Architect’s Staff		X		
3C	Architect’s consultants’ staff		X		
4	Scheduling Engineer		X		
5	Field Engineer		X		
6	Drafting & Detailing		X		
7	As-Built drawings and specifications		X		
8	Field Accountant		X		
9	Time Keeper			X	
10	Secretarial			X	
11	Clerk/ Typist			X	
12	Independent Surveyor	X			
13	Job Assigned Safety &. E.E.O. Officer			X	
14	Jobsite Laborer & Runner		X		
15	Fringe Benefits for Staff		X		
16	Vacation Time for Staff		X		
17	Sick Leave for Staff		X		
18	Subsistence for Staff		X		
19	Bonuses for Staff			X	
Cost of the Work					
1	Wages of Construction Labor	X			
2	Labor Fringe Benefits & Burden	X			
3	Subcontract Costs	X			
4	Material	X			
5	Equipment	X			
6	Small Tools – Purchase			X	
7	Small Tools – Rental			X	
8	Warranty Work & Coordination			X	
9	Protection of installed work	X			
10	Corrective Work damaged by Contractor or his subs, unless covered by insurance			X	
11	Corrective Work Non-Conforming with Specs			X	

13.01 – CLASSIFICATION OF PROJECT COSTS (TABLE A) — Page 2 of 4

Job Site Temporary Facilities		Direct Cost of Work	Preconstruction & Construction Phase Svcs	Overhead & Profit	Paid by Owner
1	Contractor Office Trailers	X			
2	Office Trailers - Inspectors / Owners	X			
3	Storage Trailer & Tool Shed	X			
4	Office Furniture & Equipment			X	
5	Copy machine & Printer			X	
6	Postage/UPS/FedEx	X			
7	Project Photographs	X			
8	Temporary Toilets	X			
9	Project Sign	X			
10	Scaffolding	X			
11	Temporary Fencing & Enclosures	X			
12	Covered Walkways	X			
13	Barricades	X			
14	Temporary Stairs	X			
15	Opening Protection	X			
16	Safety Railing & Nets	X			
17	Drinking Water/Cooler/Cup			X	
18	Safety/First Aid Supplies			X	
19	Fire Fighting Equipment			X	
20	Security Guards	X			
21	Watchman Service (Day or Night)	X			
General Requirements Temporary Utilities And Cleaning					
1	Telephone Installation	X			
2	Telephone Monthly Charges			X	
3	Electric Power Installation	X			
4	Electric Power Dist. Wiring	X			
5	Construction Electric Power Monthly Charges / Allowance	X			
6	Construction Water Service – Installation	X			
7	Construction Water Service - Monthly Costs / Allowance	X			
8	Heating & Cooling Costs			X	
9	Light Bulbs & Misc. Supplies	X			
10	Periodic Job Site Clean-Up	X			
11	Final Clean	X			
12	Dump Permits & Fees	X			
13	Trash Removal & Hauling	X			
14	Flagman & Traffic Control	X			
15	Dust Control	X			
16	SWPP Installation & Maintenance	X			
17	SWPP Inspection				X
18	Temporary Road Construction	X			
19	Temporary Road Maintenance	X			
20	Trash Chute & Hopper	X			

13.01 – CLASSIFICATION OF PROJECT COSTS (TABLE A) — Page 3 of 4

Indirect and Miscellaneous Costs		Direct Cost of Work	Preconstruction & Construction Phase Svcs	Overhead & Profit	Paid by Owner
1	Bond premium for Contractor's bonds	See Note below			
2	Insurance premium for Contractor. See Contract General Conditions.			X	
3	Bond premium for trade contractor bonds / Allowance	See Note below			
4	Insurance premium for trade contractors. See Contract General Conditions.	X			
5	Premium for Builders Risk Insurance for major capital outlay projects (Owner provided.)				X
6	Premium for Builders Risk Insurance for minor capital outlay projects (If Contractor provides.)			X	
7	Insurance deductible by Contractor or trade contractor			X	
8	Printing plans and specifications			X	
9	Initial Soils Investigation				X
10	Testing and Inspection				X
11	Maintenance after occupancy				X
12	Facility operator training by Contractor or trade contractor	X			
13	Fees- Plan Check				X
14	Fees- Building Permit				X
15	Fees- Sidewalk Permit				X
16	Fees- Water Connection Permit				X
17	Fees- Water Meter				X
18	Fees- Sanitary Sewer				X
19	Fees- Storm Drain				X
20	Fees- Gas Service				X
21	Fees- Power Service				X
22	Fees- Curb & Gutter permit				X
23	Fees- Sign				X
24	Elevator Inspection and Permits	X			
25	Fees, assessments, licenses, inspections required for Construction	X			
26	Business Licenses and Fees			X	

NOTE: The General Contractor and Subcontractor bond premiums shall be as proposed per RFP 10.03.

13.01 – CLASSIFICATION OF PROJECT COSTS (TABLE A) — Page 4 of 4

	Hoisting	Direct Cost of Work	Preconstruction & Construction Phase Svcs	Overhead & Profit	Paid by Owner
1	Hoist & Tower Rental	X			
2	Hoist Landing & Fronts	X			
3	Hoist Operator	X			
4	Hoist Material Skips/ Hoppers	X			
5	Erect & Dismantle Cranes and Hoists	X			
6	Crane Rental	X			
7	Crane Operators	X			
8	Crane Raising/ Jumping Costs	X			
9	Temporary Elevator Rental	X			
10	Elevator Operation Costs	X			
11	Cage Rider at Elevator	X			
12	Forklift Rental	X			
13	Forklift Operator	X			
14	Safety Inspections			X	
15	Fuel, Repairs, Maintenance, Service	X			
	Main Office				
1	Corporate Executives			X	
2	Principal in Charge			X	
3	Operation Manager			X	
4	Project Executive			X	
5	Estimating			X	
6	Value Engineering			X	
7	Scheduling			X	
8	Drafting and Detailing			X	
9	Purchasing & Writing Contracts			X	
10	Accounting & Bookkeeping			X	
11	Safety & E.E.O Officer			X	
12	Secretarial			X	
13	Clerk/Typist			X	
14	Computer/Data Processing			X	
15	Legal - General and Pertaining to Project			X	
16	Travel & Subsistence			X	
17	Fringe Benefits & Burden			X	
18	Vacation Time/Main Office			X	
19	Bonuses/Main Office			X	

End of RFP 13.01, Table A

Continue onto RFP 13.02, Table B

13.02 – DESIGN FEE ALLOCATION MATRIX (Table B) — Page 1 of 2

In the following Table B, the Trustees indicate the appropriate cost category for certain design fees. Fees not listed are to be included in Contractor’s proposal

Item	Design Element	Include in Proposal	Include in Direct Cost	Owner Allowance	Paid by Owner
1	Architectural	X			
2	Structural	X			
3	Mechanical	X			
4	Electrical	X			
5	Plumbing	X			
6	Data and Tel-com design and coordination	X			
7	Data and Tel-com Equipment Selection				X
8	AV Design (Conference Rooms)	X			
9	Interior Design	X			
10	Not Used				
11	Lighting (for scope not completed per appendix)	X			
12	Code Analysis	X			
13	Not Used				
14	Distributed Antenna System and Two Way Communications design and rough-in coordination.				X
15	Distributed Antenna System and Two Way Communications system design and installation				X
16	Fire Protection	X			
17	Fire Alarm	X			
18	Security - Access Control/CCTV	X			
19	Curtain Wall Systems		X		
20	Pre-Engineered Pipe Systems		X		
21	Seismic Bracing		X		
22	Pre-Engineered Products		X		
23	Manufacturer's Proprietary Eng		X		
24	Modular workstation conceptual design and move coordination – by PhaseSix (see Appendix 9)				X
25	Steelcase modular workstation final Design, installation documents, and specifications.	X			
26	Elevator Design Coordination and engineering (see appendix for elevator design completed)	X			
27	Landscape & Irrigation	X			
28	IT termination at workstations (port assignments by CSU)		X		
29	FFE Design Coordination	X			
30	FFE Selection	X			
31	Energy Modeling (Title 24)	X			

13.02 – DESIGN FEE ALLOCATION MATRIX (Table B) — Page 2 of 2

Item	Design Element	Include in Proposal	Include in Direct Cost	Owner Allowance	Paid by Owner
32	BMS Controls	X			
33	OFOI Equipment				X
34	Commissioning Agent - Enhanced for LEED				X
35	Commissioning Coordination	X			
36	Foundation Structural Design	X			
37	Dewatering System Engineering		X		
38	Not Used				
39	Not Used				
40	Not Used				
41	Not Used				

End of RFP 13.02, Table B

- End of Request for Proposals -