



PORTALES MUNICIPAL SCHOOLS 2018 JOB ORDER CONTRACTS

RFP 17-18-0005 for General Construction

RFP 17-18-0006 for Mechanical, Electrical, and
Plumbing

March 19, 2018



Pre-Bid Meeting Agenda

- JOC Overview
- The Contract Documents
- Contract Specifics
- Understanding the Construction Task Catalog® (CTC)
- Considerations
- Calculating the Adjustment Factors
- Completing the Proposal Form
- Review of Key Points
- Proposal Submission

JOC Overview

Definition

- Indefinite delivery/indefinite quantity process (IDIQ)
- Enable contractors to complete a substantial number of individual projects with a **single bid**
- Tasks based on competitively-bid, **preset prices**

Value

- Saves time and money
- Provides transparency and auditability

JOC Overview: Umbrella Contract

Part 1 Bidding the Umbrella Job Order Contract

Owner
Advertises
Job Order
Contract



Contractors
Submit
Bids



Owner
Awards
Umbrella
Job Order
Contract

Part 2 Procuring Individual Projects From Owner

Owner
Project A

Subcontracting
Opportunities

Owner
Project B

Subcontracting
Opportunities

Owner
Project C

Subcontracting
Opportunities

JOC Overview: Why JOC Works For Facility Owners

- A Fixed Priced, Fast Track Procurement Process
- Auditable and highly detailed proposals
- The Ability to Accomplish a Substantial Number of Individual Projects with a Single Competitively Bid Contract
- Contractor Has A Continuing Financial Incentive To Provide
 - Responsive Services
 - Accurate Proposals
 - Quality Work on Time
 - Timely Close Out
- Future Purchase Orders Tied to Contractor Performance
 - No Obligation To Award Specific Projects
 - PMSD still have access to All Other Procurement Methods For Accomplishing Projects

JOC Overview: Why JOC Works For Facility Owners

- **Increases use of local businesses**
 - Responsiveness requires the prime contractor to use multiple local subcontractors
 - PMSD can review and approve all Subcontractors prior to issuing Job Orders
- **Increases Transparency**
 - PMSD will review each price proposal
 - Audit worthy proposals
- **Schedule Flexibility**
 - Long Shelf Life for Prices or Job Orders
 - Fast procurement cycle is good for end of fiscal year projects

JOC Overview: Why JOC Works For Contractors

- Good work is rewarded with more work
 - Profit is a function of volume
 - Volume is driven by performance
 - JOC provides a steady flow of work
 - Win a higher percentage of proposed projects
 - Easier process for project proposals, eGordian
- Long-term relationship with PMSD
 - Good work is rewarded with more work
 - Develop partnership with PMSD
- Ability to sell value, not just compete to be the lowest price



JOC Overview: Why JOC Works For Contractors

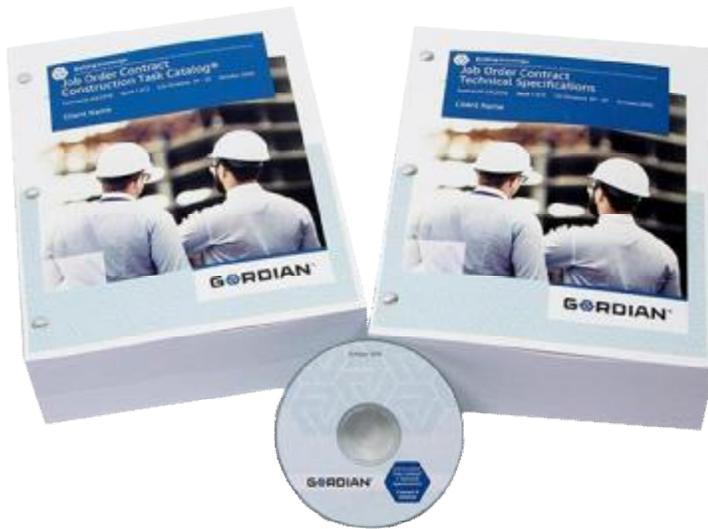
- Reduced Risk
 - Fixed prices
 - No negotiations
 - Payment for every element of work performed
 - Ability to provide input during scope development
 - All proposals are reviewed for accuracy
 - Gordian Account Manager with you every step of the way
- Build bond capacity
- Build past performance history



JOC Overview: The JOC Process



The Contract Documents



- Request for Proposal
- The Construction Task Catalog®
- The Technical Specifications

GORDIAN®

The Contract Documents

The Request for Proposal

- Notice To Proposers
 - General Proposal Conditions
 - RFP 17-18-0005
 - Submittal Sheet
 - Proposal Form
 - Personnel Qualifications Form
 - Past Projects and Performance Form
 - Campaign Contribution Disclosure Form
 - Non-Collusion Statement
 - Proposal Security Form
 - Price Proposal Form
 - General Conditions
 - Form of Agreement
 - Form of Performance Bond
 - Form of Payment Bond
 - Form of Insurance
 - Wage Determinations
-



The Contract Documents

The Construction Task Catalog®

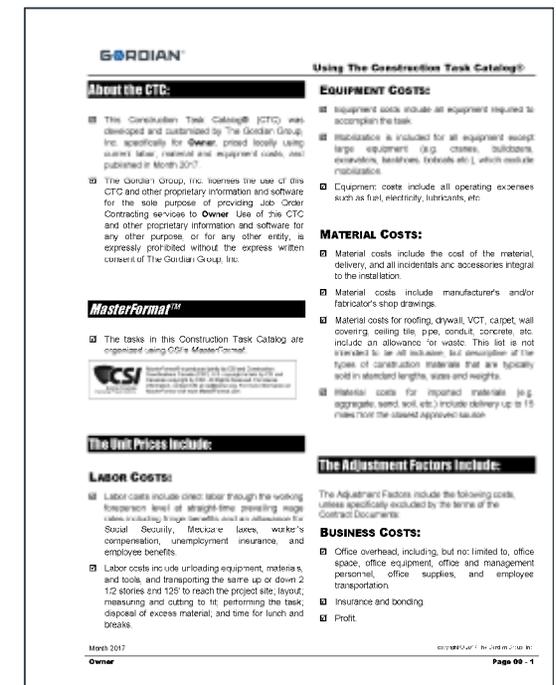
- Catalog of Pre-Priced Construction Tasks
- Organized by Construction Specifications Institute (CSI)
- Based on Local Labor, Material & Equipment Costs
- The tasks represent the “Scope of Work” for the contract



The Contract Documents

The Construction Task Catalog®

- Contractor must review and understand “Using the Construction Task Catalog®”
- Rules of the game
- Make sure you get paid for all appropriate tasks
- Pages 00 – 1 to 00-6 of the CTC



The Contract Documents: Construction Task Catalog®

		Exterior Improvements	32	
		Bases, Ballasts, And Paving	32 10	32
		Unit Paving	32 14	
MINOR	CSI UOM DESCRIPTION	TOTAL DIRECT	DEMOLITION	
		UNIT COST	UNIT COST	
	32 16 Curbs, Gutters, Sidewalks, And Driveways (32 16)			
	32 16 13 Curbs And Gutters (32 16)			
	Note: Includes transitions. Demolition includes two saw cuts (each end) of curbs and gutters for lengths up to 100'. See CSI section 02 41 19 13-00-3 for additional saw cuts within the 100'.			
	32 16 13 13 Cast-In-Place Concrete Curbs And Gutters (32 16 13)			
	Note: Includes concrete, forms, rebar, chairs (where necessary), expansion joints.			
	32 16 13 13-0001 Concrete Curb, Cast In Place (32 16 13 13)			
	Note: Includes delivered concrete, forms, rebar, chairs (where necessary), expansion joints, finish and curing.			
	32 16 13 13-0002 LF 6" X 12" Cast In Place Concrete Curb	7.18	3.23	
	For Up To 20, Add	-4.03		
	For >20 To 50, Add	2.27		
	For >50 To 100, Add	0.88		
	For >500 To 1,000, Deduct	-0.88		
	For >1,000, Deduct	-1.50		
	32 16 13 13-0003 LF 6" X 12" Cast In Place Concrete Curb - Radius	8.18	3.72	
	For Up To 20, Add	-4.63		
	For >20 To 50, Add	2.61		
	For >50 To 100, Add	1.01		
	For >500 To 1,000, Deduct	-1.01		
	For >1,000, Deduct	-1.72		

CSI MasterFormat

Full description of task

Price includes labor, material + equipment for your location

Demolition price

Section + task notes

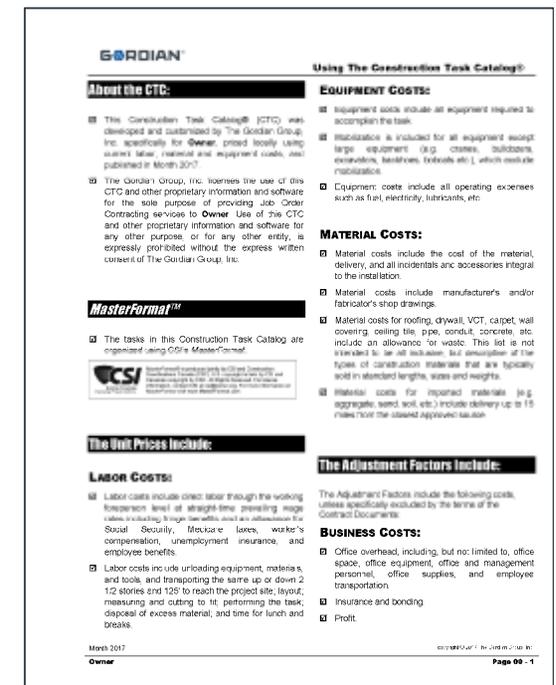
Modifiers for variations or quantity discounts



The Contract Documents: Construction Task Catalog®

Understanding the General Rules of the Construction Task Catalog®:

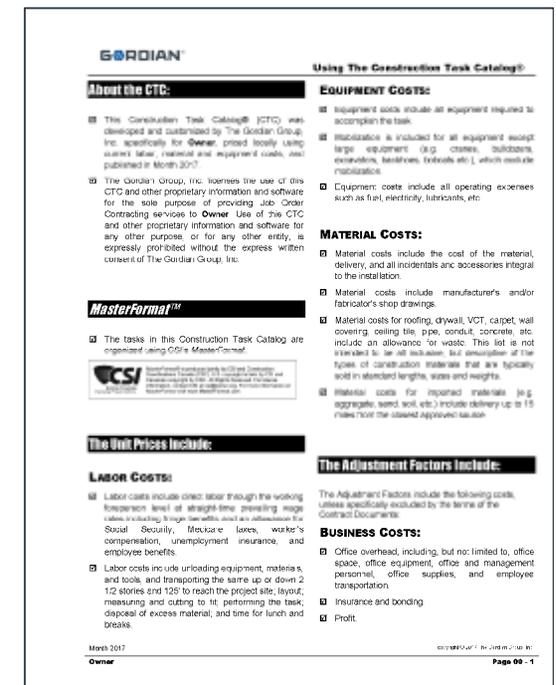
- Unit Prices are for Complete and In-Place Construction
- Unit Prices Include Labor, Material and Equipment. Do Not Add Labor to Repointing Task.
- Unit Prices Include the Cost of Delivery to Project Site, Unloading, Storage and Handling. Delivery Height is up to 2 ½ Stories
- Unit Prices Include Testing, Calibration, Balancing Etc. for New Work
- Unit Prices Include all Fasteners, Bolts, Anchors, Adhesives Etc. For New Work
- Unit Prices for Tasks Such as Windows, Doors, Frames, Countertops Etc. Include Sealant and Caulk



The Contract Documents: Construction Task Catalog®

Understanding the General Rules of the Construction Task Catalog®:

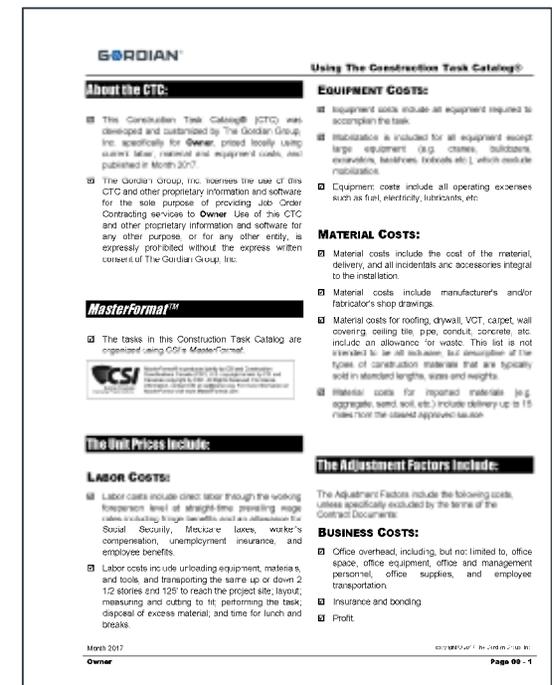
- Demo Price Includes Loading into Truck or Dumpster.
- If Item Demolished as Part of Different Task, It will Not be Paid for Separately
- Contractor Paid for Installed Quantities Only. Waste is Included in Unit Price
- Assembly Prices take Precedence over Component Pricing
- 14' Working Height for All Work Except Masonry
- 4' Working Height for Masonry
- Dumpsters are a Separate Task



The Contract Documents: Construction Task Catalog®

Understanding the General Rules of the Construction Task Catalog®: Contractors Never Get Paid Separately For the Following

- Moving and Returning Furniture Occupying Less than 55% of Floor Area. For Example, Moving Classroom Furniture to Paint
- Labor for Protecting Work in Place. For Example, a Laborer to Stay After a Concrete Pour
- Minor Barricades and Signage
- Portable Toilet, Field Office, Field Office Equipment for Contractor's Use
- Layout, Site Engineering for the Work Itself



The Contract Documents: Unspecified Service Tasks

- Contractor must have permission from PMSD to use Unspecified Service Task prior to submission
- Three (3) Quotes on vendors' or subcontractors' letterhead
- Justification for less than three (3) Quotes
- Contractor is paid the amount in the following formula:

For Non Pre-Priced Tasks Performed with Contractor's Own Forces:

A = The hourly rate for each trade classification not in the Construction Task Catalog® multiplied by the quantity;

B = The rate for each piece of Equipment not in the Construction Task Catalog® multiplied by the quantity;

C = Lowest of three independent quotes for all materials.

Total for a Non Pre-Priced Tasks performed with Contractor's Own Forces = $(A+B+C) \times$ Non Pre-Priced Task Adjustment Factor

For Non Pre-Priced Tasks Performed by Subcontractors:

If the Non Pre-Priced Task is to be subcontracted, the Contractor must submit three independent quotes for the work.

D = Lowest of three Subcontractor Quotes

Total Cost for Non Pre-Priced Tasks performed by Subcontractors = $D \times$ Non Pre-Priced Task Adjustment Factor

The Contract Documents

The Technical Specifications

- Specifies Quality of Materials and Workmanship
- Corresponds with Tasks in Volume III Construction Task Catalog®



Contract Specifics

Contract Award Based on Best Value:

- Qualifications of Personnel (25 Points)
- Past Projects and Performance (25 Points)
- Award Criteria Figure / Price Proposal (50 Points)

TOTAL = 100 POINTS

Contract Specifics

Award Criteria Figure (Price) Based on (7) Adjustment Factors:

1. Small Projects, (< \$60,000), Normal Working Hours
2. Small Projects, (< \$60,000), Other than Normal Working Hours
3. Large Projects, (> \$60,000), Normal Working Hours
4. Large Projects, (> \$60,000), Other than Normal Working Hours
5. Federally-Funded Projects, Normal Working Hours
6. Federally-Funded, Other than Normal Working Hours
7. Non Pre-priced

Contract Specifics

- **Prior to Bidding, PMSD Cannot**
 - Identify or Commit to any Specific Project or Location
 - Identify or Commit to any Specific CTC Tasks or Quantities
 - **PMSD Issued a Separate Request for Proposal for the Following:**
 - General Construction (Must Have an GB98 License)
 - Mechanical, Electrical, Plumbing (Must Have an EE98 or MM98 License)
 - **RFP Details**
 - One (1) Year Term
 - Two (2) Option Terms of One (1) Year Each
 - No Guaranteed Minimum Contract
 - Not-To-Exceed Maximum Contract Amount Equal to \$10,000,000
-



Contract Specifics

- Differing Site Conditions or Changes in Scope
 - Priced from Construction Task Catalog[®]
 - Supplemental Job Order
 - No Negotiated Change Orders
- Performance and Payment Bond
 - Not Required with the Proposal
 - 100% of the Job Order Price if Job Order Price Greater than \$25,000
- Filings and Permits
 - Fees paid for all Permits reimbursed 100% - No Markup
- Liquidated Damages applied on a Job Order by Order basis



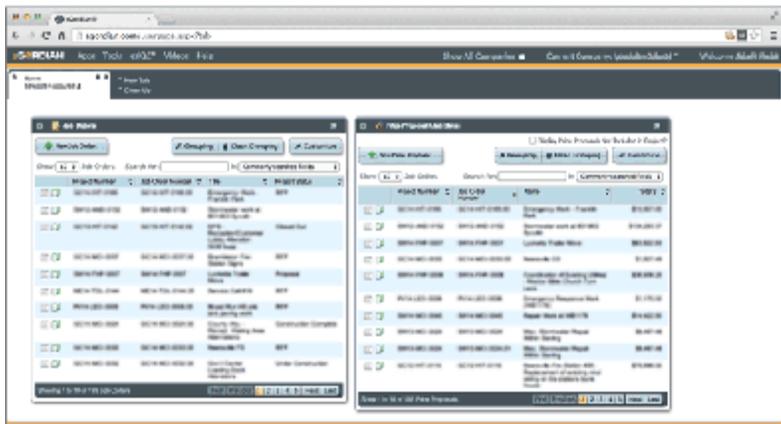
Contract Specifics

1% Contractor License Fee on All Projects

- Access to eGordian[®], Construction Task Catalog[®], other proprietary materials
 - Most advanced technology and data in the marketplace.
 - Paperless
 - Efficient
 - Tasks and prices input directly... no fishing through old files and estimating books for costs
- JOC process training
- eGordian[®] software training
- 24-hour support software support.
- Included in the Contractor's Adjustment Factor
 - Consider with the Bid as an Overhead cost
 - 1% of Job Order Price



Contract Specifics



Internet Based Software Provided with Contract

- eGordian[®] Software Expedites the Job Order Process
 - Price Proposals
 - Subcontractor Lists
 - Tracking Dates
 - Required Job Order Forms
- Training provided



Considerations

- Annual Price Adjustment

- Applied annually on the anniversary of the Award Date
- Based on CCI (Average of Twenty Cities) published by Engineering News Record
- Calculation (Based on Month of Solicitation Bid Due Date)

$$\frac{\text{Average CCI for Current Year}}{\text{Average CCI for Base Year}} = \frac{\text{The \% Increase or Decrease in Construction Costs}}{\text{Construction Costs}}$$

- Percentage x Original Adjustment Factors = New Adjustment Factors for Next Year
- Applies to the Normal Working Hours Adjustment Factors
- Applies to the Other than Normal Working Hours Adjustment Factors
- Non Pre-Priced Adjustment Factor Fixed for Duration of the Contract

Considerations

- Contractors Should Expect To
 - Prepare Incidental Drawings or Sketches for Some Projects
 - Justify Quantity Calculations
 - Explain Detail of Work
 - Prepare Proposals for Some Projects That Might be Canceled
 - Margins on CTC Tasks Vary
 - Some Projects are More Profitable than Others
 - Maintain a Fully Functioning Local Office
 - Hold Required Licenses
 - Every proposal will be reviewed for accuracy

Considerations

Importance of Contractor's Adjustment Factors

- Helps to Determine Best Value AND
- Used to Price Individual Work Orders
- Price Proposal Total Becomes the Lump Sum Job Order Price

$$\begin{array}{r} \text{Unit Price} \quad \times \quad \text{Quantity} \quad \times \quad \text{Adjustment Factor} \quad = \quad \text{Total for Task} \\ + \\ \text{Unit Price} \quad \times \quad \text{Quantity} \quad \times \quad \text{Adjustment Factor} \quad = \quad \text{Total for Task} \\ + \\ \text{Unit Price} \quad \times \quad \text{Quantity} \quad \times \quad \text{Adjustment Factor} \quad = \quad \text{Total for Task} \\ \hline \text{Total Job Order Price} \end{array}$$

Calculating the Adjustment Factors: Example State Funded less than 60k – Small Projects

Calculate the Factor:	State Funded	Calculate the Factor:	State Funded
Normal Working Hours	Less than 60k	OTN Working Hours	less than 60k
Value of the CTC:	1.0000	Value of the CTC:	1.0000
Overhead: 8%	0.0800	Overhead: 8%	0.0800
Profit: 5%	0.0500	Profit: 5%	0.0500
Bonds: 2%	0.0200	Bonds: 2%	0.0200
Insurance: 1%	0.0100	Insurance: 1%	0.0100
Supervision: 2%	0.0200	Supervision: 2%	0.0200
Company Vehicles: 2%	0.0200	Company Vehicles: 2%	0.0200
Gas and Oil: 1%	0.0100	Gas and Oil: 1%	0.0100
Cell Phones: .5%	0.0050	Cell Phones: .5%	0.0050
Chemical Toilets: . 5%	0.0050	Chemical Toilets: . 5%	0.0050
Gordian License Fee: 1%	0.0100	Gordian License Fee: 1%	0.0100
		Overtime: 3%	0.0300
Total:	1.2300	Total:	1.2600



Calculating the Adjustment Factors: Example State Funded greater than 60k – Large Projects

Calculate the Factor:	State Funded	Calculate the Factor:	State Funded
Normal Working Hours	Greater than 60k	OTN Working Hours	Greater than 60k
Value of the CTC:	1.0000	Value of the CTC:	1.0000
Overhead: 8%	0.0800	Overhead: 8%	0.0800
Profit: 5%	0.0500	Profit: 5%	0.0500
Bonds: 2%	0.0200	Bonds: 2%	0.0200
Insurance: 1%	0.0100	Insurance: 1%	0.0100
Supervision: 2%	0.0200	Supervision: 2%	0.0200
Company Vehicles: 2%	0.0200	Company Vehicles: 2%	0.0200
Gas and Oil: 1%	0.0100	Gas and Oil: 1%	0.0100
Cell Phones: .5%	0.0050	Cell Phones: .5%	0.0050
Chemical Toilets: .5%	0.0050	Chemical Toilets: .5%	0.0050
Gordian License Fee: 1%	0.0100	Gordian License Fee: 1%	0.0100
State Wages:	0.0300	State Wages: 3%	0.0300
		Overtime: 3%	0.0300
Total:	1.2600	Total:	1.2900



Calculating the Adjustment Factors: Example Federally Funded Small & Large Projects

Calculate the Factor: Normal Working Hours	Federally Funded	Calculate the Factor: OTN Working Hours	Federally Funded
Value of the CTC:	1.0000	Value of the CTC:	1.0000
Overhead: 8%	0.0800	Overhead: 8%	0.0800
Profit: 5%	0.0500	Profit: 5%	0.0500
Bonds: 2%	0.0200	Bonds: 2%	0.0200
Insurance: 1%	0.0100	Insurance: 1%	0.0100
Supervision: 2%	0.0200	Supervision: 2%	0.0200
Company Vehicles: 2%	0.0200	Company Vehicles: 2%	0.0200
Gas and Oil: 1%	0.0100	Gas and Oil: 1%	0.0100
Cell Phones: .5%	0.0050	Cell Phones: .5%	0.0050
Chemical Toilets: . 5%	0.0050	Chemical Toilets: . 5%	0.0050
Gordian License Fee: 1%	0.0100	Gordian License Fee: 1%	0.0100
Davis/Bacon Wages: 5%	0.0500	Davis/Bacon Wages: 5%	0.0500
		Overtime: 3%	0.0300
Total:	1.2800	Total:	1.3100



Calculating the Adjustment Factors: Example State & Federally Funded Non Pre-Priced Items

Calculate the Factor: Non Pre-Priced	State and Federally Funded
Value of the Item:	1.0000
Overhead: 8%	0.0800
Profit: 5%	0.0500
Bonds: 2%	0.0200
Insurance: 1%	0.0100
Supervision: 2%	0.0200
Company Vehicles: 1%	0.0100
Gas and Oil: 1%	0.0100
Cell Phones: .5%	0.0050
Chemical Toilets: .5%	0.0050
Gordian License Fee: 1%	0.0100
Total:	1.2200



Example of Low Adjustment Factor

Calculate the Factor: Normal Working Hours Less than 60k	State Funded	Calculate the Factor: OTN Working Hours less than 60k	State Funded
Value of the CTC:	0.7500	Value of the CTC:	0.7500
Overhead: 8%	0.0800	Overhead: 8%	0.0800
Profit: 5%	0.0500	Profit: 5%	0.0500
Bonds: 2%	0.0200	Bonds: 2%	0.0200
Insurance: 1%	0.0100	Insurance: 1%	0.0100
Supervision: 2%	0.0200	Supervision: 2%	0.0200
Company Vehicles: 2%	0.0200	Company Vehicles: 2%	0.0200
Gas and Oil: 1%	0.0100	Gas and Oil: 1%	0.0100
Cell Phones: .5%	0.0050	Cell Phones: .5%	0.0050
Chemical Toilets: .5%	0.0050	Chemical Toilets: .5%	0.0050
Gordian License Fee: 1%	0.0100	Gordian License Fee: 1%	0.0100
		Overtime: 3%	0.0300
Total:	0.9800	Total:	1.0100



Considerations

Risks of Low Adjustment Factors

- Can Lessen the chance of Winning an Award
 - Exaggerated Quantities
 - Reduced Volume of Work
 - Will Shorten Contract
 - Lost Profitability

Completing the Proposal Form

* Sample only

	Adjustment Factor Name	Adjustment Factor Bid	X Multiplier	= Total
1.	Small Projects (< \$60,000.00), Normal Working Hours	<u>1.</u> <u>2</u> <u>1</u> <u>5</u> <u>0</u>	X 0.40	= <u>0.</u> <u>4</u> <u>8</u> <u>6</u> <u>0</u>
2.	Small Projects (< \$60,000.00), Other Than Normal Working	<u>1.</u> <u>2</u> <u>3</u> <u>7</u> <u>5</u>	X 0.05	= <u>0.</u> <u>0</u> <u>6</u> <u>1</u> <u>9</u>
3.	Large Projects (> \$60,000.00), Normal Working Hours	<u>1.</u> <u>1</u> <u>8</u> <u>5</u> <u>5</u>	X 0.35	= <u>0.</u> <u>4</u> <u>1</u> <u>4</u> <u>9</u>
4.	Large Projects (>\$60,000.00), Other Than Normal Working Hours	<u>1.</u> <u>2</u> <u>1</u> <u>2</u> <u>5</u>	X 0.05	= <u>0.</u> <u>0</u> <u>6</u> <u>0</u> <u>6</u>
5.	Federally-Funded Projects, Normal Working Hours	<u>1.</u> <u>1</u> <u>9</u> <u>2</u> <u>5</u>	X 0.05	= <u>0.</u> <u>0</u> <u>5</u> <u>9</u> <u>6</u>
6.	Federally-Funded Projects, Other Than Normal Working Hours	<u>1.</u> <u>2</u> <u>1</u> <u>7</u> <u>5</u>	X 0.05	= <u>0.</u> <u>0</u> <u>6</u> <u>0</u> <u>9</u>
7.	Non Pre-Priced	<u>1.</u> <u>1</u> <u>6</u> <u>0</u> <u>0</u>	X 0.05	= <u>0.</u> <u>0</u> <u>5</u> <u>8</u> <u>0</u>
8.	Add all the Total amounts in the right column. The Sum of these Total amounts is the Award Criteria Figure.			= <u>1.</u> <u>2</u> <u>0</u> <u>1</u> <u>9</u>

The Other Than Normal Working Hours Adjustment Factors MUST be EQUAL to or GREATER THAN the corresponding Normal Working Hours Adjustment Factors.



Review of Key Points

- Focus on Total Potential Value of Contract
- Evaluate Construction Task Catalog®
 - Analyze Unit Prices – Determine the Value you Need
 - Know the General Guidelines for Using the CTC
- Contractor Performance Drives Volume
 - Ability to Provide Service
 - Submit Accurate Proposals
 - Keep project sites clean and safe
 - High Quality Construction
 - On-Time Completion
 - On Time Close Out
 - Be easy to work with

Proposal Submission

- Complete and submit the following:
 - One (1) Original + Five (5) Electronic Copies (CDs)
 - Envelope 1:
 - (Attach completed Submittal Sheet)
 - (Attach completed & signed Proposal Form)
 - (Attach completed & signed Personnel Qualifications Form)
 - (Attach completed & signed Past Projects and Performance Form)
 - (Attach completed & signed Campaign Contribution Disclosure Form)
 - (Attach completed & signed Non-Collusion Statement)
 - (Attach Proposal Security)
 - Envelope 2:
 - (Attach completed & signed Price Proposal Form - fee schedule)
-

Bid Submission

- Make Sure you Signed the Pre-bid Sign-In Sheet.
- All questions concerning this solicitation must be received via email no later than:
 - Tuesday, March 27, 2018 by 4:00 p.m. MST
- Submit questions to:
 - Sarah Stubbs
 - sstubbs@portaleschools.com
- Proposals due :
 - Tuesday, April 3, 2018 by 4:00 p.m. MST