

## **APPENDIX A**

### **PROJECT DESCRIPTION AND SCOPE OF SERVICES**

**PROJECT:** 2118 Milvia Street Project – Berkeley City College

#### **PROJECT DESIGN AND CONSTRUCTION COST ESTIMATE:**

**Design and Construction (DBE Not to Exceed “NTE” Budget):** \$65,400,000  
(including FF&E, DBE’s design/estimating contingency, DBE’s construction contingency, and project Escalation)

The DBE NTE Budget is the maximum amount that the District can expend on the collaboration, design, and construction of the Project. The design-build entity (“DBE”) shall be responsible for working with the District, and the District’s staff and consultants to design and build this Project within the NTE Budget.

**Total Project Cost as Defined in the Bond Spending Plan:** \$83,851,707 (this includes the DBE’s NTE Budget, District Soft Costs, and District Contingencies).

#### **PROJECT DESIGN, REVIEW, AND CONSTRUCTION SCHEDULE:**

The 2118 Milvia Street Project milestone schedule:

- 1) Award to the successful Design-Builder: Q1 2021
- 2) Collaboration and Design Phase Services: Q2 2021 – Q1 2022
  - a. Collaboration Phase: 84 Calendar Days from NTP or approval to proceed
  - b. Schematic Design: 56 Calendar Days from NTP or approval to proceed
  - c. Design Development: 56 Calendar Days from NTP or approval to proceed
  - d. Construction Documents: 112 Calendar Days from NTP or approval to proceed
- 3) CEQA Clearance: Q4 2021
- 4) DSA Review and Approval: Q1 2022 – Q4 2022
- 5) Hazmat, Demolition, and Construction: Q4 2022 – Q4 2024
  - a. 480 Calendar Days from NTP or approval to proceed
- 6) Closeout to Final Completion: Q4 2024
  - a. 84 Calendar Days from Substantial Completion

#### **PROJECT DESCRIPTION:**

Founded in 1964, the Peralta Community College District (“PCCD” or “District”) is a collaborative community of colleges comprised of Berkeley City College, College of Alameda, Laney College, and Merritt College in Oakland, California. The Peralta Colleges provide a dynamic multicultural learning environment offering accessible, high-quality educational programs and services, including two-year degrees, certificates, and university transfer programs, to more than 30,000 students. The District currently has an active program at all four sites. This capital construction project is funded by a combination of sources, including local bond Measures A and G. Approved by the voters in 2006, Measure A allows the District to issue and sell bonds of up to \$390,000,000. Measure G was approved by the voters in November 2018 and allows the District to issue and sell bonds up to \$800,000,000.

The project involves demolition of the existing three story building (roughly 25,000 sq. ft.) and its replacement with a new six story 60,000 sq. ft. building. This project will expand

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classroom space, provide offices for faculty and administrators, include art studios, outdoor roof space, and provide for student activities services; including a Health Center, Veterans, Multi-Cultural Center, Bookstore, Student Lounge, and Learning Resource Center. It is planned that this project will obtain LEED Silver at a minimum. The DBE shall design and manage all components necessary in order to achieve this minimum goal, including any fees as required per USGBC for registration and final certification.

## **SCOPE OF SERVICES:**

### **A. GENERAL SERVICES**

1. The District is looking for an experienced design-build entity or team ("DBE") to be a proactive team-member in delivering this project within the Anticipated Project Time Frame, Project Design and Construction Cost Estimate, and with a high level of Design-Excellence. The scope of work includes, but is not limited to, providing collaboration phase services to complete the criteria documents, design phase services, preconstruction services, project management services, labor, geotechnical surveys, survey services, hazardous materials surveys and abatement, demolition, coordination, materials, tools, and equipment to complete construction of the above-mentioned Project in Berkeley, CA.
2. The work described herein outlines the minimum services that the District shall require of the DBE upon selection and award of a Design-Build Agreement ("Agreement"). However, services not described below that are related and considered to be part of the expected standard of care and workmanship shall also be included as responsibilities of the DBE and part of the Work. Furthermore, the DBE shall review the final form of the Design Build Agreement included hereto as Appendix C to ensure all required services are fully understood by the Design-Builder.
3. The DBE is expected to support the District's design review process, attend design review meetings and resolve review comments to the satisfaction of the District.
4. The DBE will be responsible for all collaboration, design and engineering services (including, without limitation, hazmat testing, geotechnical and survey services), permitting, agency approval, construction and agency closeout of the Project, and any other permitting, approval, or other requirements by any agency's having jurisdiction.
  - a. Including, without limitation, Division of the State Architect ("DSA") review and approval, and closeout certification.
  - b. The District will pay all agency fees.
5. Design shall be in accordance with the design criteria and District's Design Standards.
  - a. If the design criteria or Design Standards conflict with requirement of any agency's having justification, the DBE shall notify the District and the Construction Manager.

- b. Design services may also require evaluation of the existing site and review of other project related information.
- 6. DBE shall certify that all Design Submissions, construction documents, or other related project documents are coordinated with all contributing subcontractors and consultants, whether they are contracted directly with the DBE or not, and must insure preconstruction and construction quality assurance.
- 7. Necessary accommodations must be made to ensure normal educational activities are minimally impacted during the design process.
- 8. Develop, maintain a detailed Critical Path Method ("CPM") Schedule.
  - a. The CPM Schedule shall be updated and submitted to the District monthly.
  - b. Each schedule shall be submitted in diagram and listed form. The computer-generated schedules shall permit the DBE to obtain several print sorts that aid in identifying various activities and requirements.
  - c. The DBE shall utilize Primavera Project Planner for Windows software (P6) by Primavera Systems, Inc., or equivalent as outlined in the Form of Agreement and Scheduling Specifications.
  - d. The detailed CPM Schedule shall include all relevant design activities including design submissions, design reviews, agency approvals, preconstruction services such as bidding, and District Milestones, including CEQA activities.
  - e. Report proactively on potential schedule impacts and recommend potential solutions to schedule problems.
- 9. Meetings
  - a. Each month the DBE shall attend a payment meeting with the District's Representative to agree on the percentage of the work completed during the current month to establish an amount to be requested in the Application for Payment.
  - b. DBE shall attend meetings, at a minimum of weekly, in each Phase of Work as required below.
  - c. DBE shall keep and submit to the District meeting minutes for all DBE lead meetings, in a format acceptable to the District.
- 10. Reports
  - a. The DBE shall prepare and submit to the District monthly reports on the Work accomplished during the prior monthly period. Such reports shall be prepared in a manner and in a format approved by the District.
  - b. The DBE will cooperate with the District, and as may be requested, assist in preparing periodic Project reports required by the District's Board, the District's Citizens' Bond Oversight Committee, or other District committees or boards.

#### 11. Project Design and Construction Cost Estimating

- a. Develop and maintain an accurate and detailed Project Design and Construction Cost Estimate that will be updated timely throughout the collaboration and design phases in order to demonstrate that the project can be completed within the DBE NTE Budget and are in alignment with District Budgets.

#### 12. DBE shall perform work as necessary to prepare and submit an acceptable Guaranteed Maximum Price ("GMP") proposal.

### **B. COLLABORATION PHASE SERVICES**

1. Prior to commencement of the Work, the DBE shall attend a Project Kick-off meeting, at a time and a place selected by the District's Representative, to discuss procedures to be followed during the course of the work. DBE shall follow the procedures as set forth by the District's Representative and as provided in the DBE's procedure manual to be supplied at the Kick-off conference. The purpose of the meeting will be to introduce the District's key personnel and to review the contract provisions and any other items pertaining to the Project.
2. Consult with District staff in relation to the existing site.
  - a. DBE should make site visits, as needed to review the current site conditions. During this evaluation, DBE shall complete work relating to:
    - i. Geotechnical surveys
    - ii. Soils investigations
    - iii. Topographical surveying
    - iv. Hazardous materials surveying
    - v. Utility locating, utility assessments, and utility capacity verifications
    - vi. Other services and verifications as necessary in order to minimize unforeseen conditions.
3. DBE shall participate in Collaboration Phase Services to clarify and "refine" the Programming and Project Criteria to best achieve the District's needs, function, quality, performance, and to confirm the NTE Budget and schedule.
  - a. It is anticipated that these clarifications and refinements could include both adding scope to the project or value engineering scope, etc.
  - b. DBE shall evaluate the site and the design criteria documents and other Project-related information. Any clarifications or conflicts shall be identified and submitted to the District in writing.
  - c. Develop a final space program and prepare conceptual plan layouts to reflect the requirements of all tenant departments.
  - d. DBE shall separately identify in writing at the time of each of its formal submissions of Design Documents, any portions thereof that by reason of information contained or omitted constitute deviations from the requirements of the RFP Documents, Design-Build Contract, General

Conditions, Programming and Project Criteria, Design Intent or Approved Deviations previously approved by District.

4. DBE shall schedule and lead meetings on a weekly basis, at a minimum, with the District and District designated representatives to further develop and resolve any issues related to the Project, including programming, criteria, design, budget and schedule.
  - a. If more meetings are required, the DBE shall hold meetings as necessary within the time provided for the Collaboration Phase.
  - b. Depending on the content and goal of each meeting, the District may designate different representatives.
  - c. Within seven days of award, DBE shall submit a Collaboration Phase Plan, which shall include the following:
    - i. Schedule of meetings anticipated to be held.
    - ii. An Agenda for each proposed meeting with a brief description of the goal and agenda for each proposed meeting.
5. Conduct value engineering analysis on building components to determine best value based on initial cost, life expectancy, cost of operation and maintenance. The value engineering analysis shall be performed concurrent with the Collaboration Phase effort.
  - a. Prepare reports with recommendations to the District to maintain the established Project budget and specifications.
  - b. Provide a detailed analysis of all major project systems and project means & methods, with an emphasis on value engineering possibilities.
6. Provide a detailed Construction CPM Schedule: Produce a detailed construction CPM schedule to be incorporated into the Project documents including identification of the Project critical path, agency approvals, and CEQA activities.
7. DBE shall submit a Construction Plan to the District for review and acceptance.
  - a. The Construction Plan shall identify and describe the phases and staging of construction, staging areas, temporary fencing, office trailer placement, access, trade parking location, and any other activity that may impact the District in the execution of the Work.
8. DBE shall identify deductive alternates' worth no less than 7.5% of the EDCC (Estimated Direct Cost of Construction) submitted by the DBE in response to the RFP.
  - a. Each deductive alternate shall be developed and designed as a design package that can be reviewed by agency's having jurisdiction separate from the primary design packaged developed for agency review.
  - b. Each deductive alternate shall be submitted to the District for approval.

- i. The District may reject or accept each proposed deductive alternate at its sole decision.
- 9. DBE shall submit a certified cost estimate.
  - a. Cost estimate shall certify that the Project can be completed within the NTE Budget.
    - i. This cost estimate shall be certified by the DBE's Chief Estimator, or principal of the firm, that the Project can be completed within the NTE Budget.
  - b. Cost estimate shall identify subcontractor scopes of work and any self-performed work being proposed by the prime DBE entity.
  - c. Cost estimate must be within specified DBE NTE Budget in order for the Project to be released into the next phase.
  - d. Any re-work to materials developed during the collaboration phase, or extension of the collaboration phase duration, required by the DBE in order to stay within the NTE Budget Amount shall be completed at no additional cost to the District.
- 10. Any other services that are reasonable and necessary to control the budget and schedule.
- 11. DBE shall complete the "Project Design Milestone Acceptance" Form prior to moving into the Schematic Design Phase.

**C. DESIGN PHASE SERVICES**

- 1. The Design Services includes the preparation of the Design and Construction Documents for the Project including, but not limited, to all necessary architectural design, specialty consultant services, civil engineering, structural engineering, mechanical engineering, plumbing and HVAC design, fire protection system engineering, landscape architecture, electrical engineering, security system design, telecommunications, data and low-voltage signaling design, geotechnical engineering, topographic and boundary surveying, interior design, modular furniture systems and fixtures, furniture and equipment design, coordination and space planning, and acoustical engineering. The Design Phase shall also include all plan check and permitting activities required for the construction activities. The Design Documents shall include all information required by the building trades to complete the construction of the Project, including information that would customarily be included as deferred submittals after DSA approval.
- 2. DBE shall meet at least weekly with District and Construction Manager and provide such information as necessary to inform District of the Project design status, and obtain District input and approval regarding design issues.
  - a. The DBE shall be responsible for scheduling and coordinating the participation in these meetings.
  - b. DBE's documents shall depict the materials, equipment, design, layout and general coordination of each major building system (i.e.: structural,

exterior closure, mechanical, plumbing, electrical, etc.) in sufficient detail to confirm compliance with the Criteria Documents.

3. Provide design and engineering services necessary to complete the design and construction of the Project, and secure approval of all agencies having jurisdiction in accordance with the District's Design Standards.

4. Design Documents

- a. DBE shall separately identify in writing at the time of each of its formal submissions of Design Documents, any portions thereof that by reason of information contained or omitted constitute deviations from the requirements of the RFP Documents, Design-Build Contract, General Conditions, Programming and Project Criteria, Design Intent or Approved Deviations previously approved by District.
- b. All such formal submittals of Design Documents to the District, including electronic submittals, shall further include a certification by DBE as follows:
  - i. "WITH THE EXCEPTION OF DEVIATIONS EXPRESSLY IDENTIFIED IN THIS SUBMISSION IN THE MANNER REQUIRED BY THE AGREEMENT, THE SUBMITTED DESIGN DOCUMENTS DO NOT CONTAIN ANY DEVIATIONS FROM THE DESIGN-BUILD CONTRACT, GENERAL CONDITIONS, PROGRAMMING AND PROJECT CRITERIA, DESIGN INTENT OR APPROVED DEVIATIONS PREVIOUSLY IDENTIFIED BY DBE IN WRITING AND APPROVED BY THE DISTRICT".
- c. Specifications shall not contain restrictions that will limit competitive bids. Where articles, materials, and equipment are identified by brand names, at least two brand names shall be specified, and shall be followed by the words "or equal". Exceptions shall only be as permitted by California Public Contract Code section 3400.
- d. DBE shall prepare all Design and Construction Documents and all other Contract Documents in a manner that includes and enables additive and deductive alternates and allowances for the Project Work as requested by the District. DBE shall develop and propose to District bid alternates and shall incorporate in the Construction Documents the District approved additive and deductive bid alternates and allowances.
- e. As part of the preparation of the Design and Construction Documents, and if so directed by the District, the Design and Construction Documents shall be prepared so that portions of the work may be deferred and performed at a later date under subsequent contracts. If phasing strategies are to be indicated on the Design and Construction Documents, such shall be consistent with the District's ability to fund the work. For the purposes of this Contract, the DBE may be required to furnish Design and Construction Documents that enable the District to bid and construct all of the work at a particular Project site in separate phases. The Design and Construction Documents must be prepared in a manner that upon completion of each phase, the Project site is operable and can be

approved by all authorities having jurisdiction over the Project and occupied by the District. DBE shall review with the District and District's Representative and determine if the requirements and approach for phasing of the Work, if any, should be done. DBE shall incorporate and prepare, as part of the Design and Construction Documents, all design and documents necessary to enable construction phasing and logistics in order to facilitate efficient construction and to enable the construction of the Project within the duration prescribed by the Contract. All bid documents will be made available for the District and Construction Manager in a format and locations agreed upon by the DBE and District;

- f. Design Submissions shall be required to be submitted to the District at the stage of development described below. Construction Documents must be in full compliance with all applicable laws, building codes, ordinances, and other requirements by regulatory authorities.
  - i. Schematic Design: Prepare Schematic Design Documents from the "refined" Criteria Documents (as established in the Collaboration Phase Services), including related architectural, structural, mechanical, electrical, plumbing, civil, conceptual building floor plans, roof plan, building sections, building elevations, details, narratives, design criteria, code analysis, outline specifications, and energy report.
    - 1. Complete the "Project Design Milestone Acceptance" Form prior to moving into the next phase.
    - 2. The Schematic Design milestone will also require the DBE to prepare, participate, and obtain approval by the board of trustees prior to moving into the Design Development Phase.
  - ii. Design Development: Prepare Design Development Documents from the Schematic Design Documents, including related architectural, structural, mechanical, electrical, plumbing, civil, and landscape services.
    - 1. Complete the "Project Design Milestone Acceptance" Form prior to moving into the next phase.
  - iii. 50% Construction Documents: Upon the District's acceptance of the Design Development Documents, prepare 50% construction documents. The Construction Documents shall include all information required by the building trades to complete the construction of the Project, including information that would customarily be included as deferred submittals after DSA approval.
    - 1. Complete the "Project Design Milestone Acceptance" Form prior to moving into the next phase.
  - iv. 100% Construction Documents: Upon the District's acceptance of 50% Construction Documents, prepare 100% construction documents. Meet with the District for approval to submit to DSA.

Perform back-check as needed at no additional cost to the District.  
Obtain DSA stamp-out and approval letter.

2. After DSA approval the DBE will be required to prepare, participate, and obtain approval by the board of trustees prior to moving into the Construction Phase.
- g. Design Documents shall be submitted to the District and Construction Manager as follows unless otherwise agreed the Kickoff Meeting:
- i. Provide two (2) printed copies of all approved construction document drawings. Provide one copy of all approved construction document drawings on a USB flash drive using Computer-Aided Design (CAD) software, using AutoCAD 2010.
  - ii. Provide two (2) printed copies of approved specifications, bound and organized. Provide approved specifications in electronic format on a USB flash drive for all sections for all work applicable to the Project, using a format that complies with the current edition of the Construction Specifications Institute's "Master Format" as directed by the District and in accordance with the following:
    1. Electronic computer software in Microsoft Word, latest version for Windows; and
    2. All USB flash drives provided shall be indexed and clearly labeled to indicate files contained thereon and the date that the CD was produced. All electronic files shall use fonts and formats used by the District and the discs shall be formatted for easy printing.
- h. All submissions of Design Documents shall be subject to Design Review by the District and/or District Representatives.
- i. Document review sessions shall be established electronically via Bluebeam studio session or equivalent software as approved by the District.
  - ii. Review meetings between the DBE and the District to review the Design Submissions shall be scheduled and held so as not to delay the Work. Such review shall not relieve the DBE from its responsibilities under the Agreement. Such review shall not be deemed an approval or waiver by the District of any deviation from, or of the DBE's failure to comply with, any provision or requirement of the Contract Documents, unless such deviation or failure has been identified as such in writing in the document submitted by the DBE and approved in writing by the District.
  - iii. DBE must incorporate, clarify, or reconcile all design review comments provided by the District to the DBE.
- i. The DBE shall submit completed packages of the Construction Documents, in the quantities required by the District to all applicable authorities having jurisdiction (including but not limited to DSA), and at the times

indicated on the DBE's Baseline Schedule. DBE is responsible for completing the designs and submitting them to DSA in a timely fashion in order to obtain DSA approval and complete all Work according to the Project Milestone Schedule. All Work is to be performed in accordance with the requirements of the DSA and the Design-Builder shall be solely responsible for obtaining all approvals from DSA at no additional cost to District.

- i. Perform back-check as needed at no additional cost to the District.
  - ii. Obtain DSA stamp-out and approval letter.
5. At each design submittal, conduct value engineering analysis on building components to determine best value based on initial cost, life expectancy, cost of operation and maintenance. The value engineering analysis shall be performed concurrent with the Design Confirmation effort.
  - a. Prepare reports with recommendations to the District to maintain the established Project budget and specifications.
  - b. Provide a detailed analysis of all major project systems and project means & methods, with an emphasis on value engineering possibilities.
6. Prepare and update at each design submittal, an updated detailed Construction CPM Schedule: Produce a detailed construction CPM schedule to be incorporated into the Project documents including identification of the Project critical path and agency approvals.
7. Prepare and update at each design submittal, an updated Construction Plan to the District for review and acceptance.
  - a. The Construction Plan shall identify and describe the phases and staging of construction, staging areas, temporary fencing, office trailer placement, access, parking, and any other activity that may impact the District in the execution of the Work.
8. Prepare and update at each design submittal, deductive alternates' worth no less than 7.5% of the EDCC (Estimated Direct Cost of Construction) submitted by the DBE in response to the RFP.
  - a. Each deductive alternate shall be developed and designed as a design package that can be reviewed by agency's having jurisdiction separate from the primary design packaged developed for agency review.
  - b. Each deductive alternate shall be submitted to the District for approval.
    - i. The District may reject or accept each proposed deductive alternate at its sole decision.
9. Prepare and update at each design submittal a milestone detailed estimates of the cost of construction to substantiate that the Project will not exceed the NTE Budget amount.

- a. Cost estimate shall certify that the Project can be completed within the NTE Budget.
    - i. This cost estimate shall be certified by the DBE's Chief Estimator, or principal of the firm, that the Project can be completed within the NTE Budget.
  - b. Cost estimate shall identify subcontractor scopes of work and any self-performed work being proposed by the prime DBE entity.
  - c. Cost estimate must be within specified DBE NTE Budget in order for the Project to be released into the next phase.
  - d. Any re-work to materials developed during the collaboration phase, or extension of the collaboration phase duration, required by the DBE in order to stay within the NTE Budget Amount shall be completed at no additional cost to the District.
10. Any other services that are reasonable and necessary to control the budget and schedule.

#### **D. GMP PROPOSAL**

- 1. Prior to the completion of the Collaboration Phase, DBE and Construction Manager shall meet and agree on a Buyout Plan, which shall include the following:
  - b. The agreed upon format of the bidding documents before they are issued and the location of received bids that allows free access for the Construction Manager;
  - c. The DBE's approach to packaging trades for bidding;
  - d. How the DBE and Construction Manager will select subcontractors based on best value, if applicable, and how the DBE and Construction Manager will coordinate the Districts approval of such subcontractors; and
  - e. The format the DBE will use to summarize all accepted bids for the GMP Proposal.
- 2. Within sixty (60) calendar days after approval of the Design Development Documents, the DBE shall develop the Guaranteed Maximum Price ("GMP") Proposal for the Project as set forth in the RFP and Design-Build Agreement, which shall include the following:
  - a. An updated CMP schedule in the format defined above in this Appendix A;
  - b. All design documents that establish the Work to be completed during Construction, including but not limited to Basis of Design Documents, Construction Documents, and Specifications;
  - c. A list of all assumptions and clarifications;
  - d. A summary list of all subcontractors and the accepted bid price, in the format agreed to by the DBE and Construction Manager. The summary list

and backup will include the following, unless otherwise agreed by the DBE and Construction Manager:

- i. DBE shall demonstrate that a minimum of three bids, or "Best Value" proposals, was received for each trade;
  - ii. DBE shall submit sufficient information to establish that its price is competitive and reasonable for all Work to be performed by a prequalified subcontractor listed in the Proposal;
  - iii. DBE shall submit sufficient information to establish that its price is competitive and reasonable for all Work being self-performed;
  - iv. A list of Allowance Items, Allowance Values, and a detailed description of the Work that is included in each allowance, if applicable;
  - v. If the portions of the work have not been bid, then the DBE shall provide a stipulated sum for the work;
  - vi. Any Contingency to be used at the discretion of the DBE for unanticipated costs that are not the bases of a change;
  - vii. A schedule of alternate prices, if applicable;
  - e. A statement of Additional Services, which may be performed if directed by the District, but which are not included in the GMP;
  - f. An updated SOV that includes all Work required to complete the Project; and
  - g. A statement that the GMP Proposal is valid for no less than 90 days following receipt of the GMP Proposal by the District.
3. The District may request additional information if needed to understand and evaluate the GMP Proposal.

#### **E. CONSTRUCTION PHASE SERVICES**

- 1. Provide all labor, materials, equipment, temporary utility services and facilities necessary to construct the entire Project all construction work necessary to complete the Project and coordinate the work with the different subcontractors in an efficient manner.
- 2. Participate in Project meetings as required by the District.
  - a. Lead a weekly OAC meeting with meeting minutes in a format accepted by the District.
- 3. The DBE shall be required to take daily job site photos with a high-quality camera. The DBE shall provide a fixed webcam mounted appropriately for good visibility throughout the duration of the construction.
  - a. Except as otherwise specifically approved by the District, DBE will prepare and submit the photographs monthly from groundbreaking through Project completion, within three (3) calendar days of the date of the DBE's

application for progress payment. To the maximum extent practicable, DBE will make photographs at approximately the same time of day throughout the progress of the work. When inclement weather is anticipated, DBE will consult with the District to determine acceptable alternative arrangements.

- b. DBE will identify each location by word description, by marked drawing, or by such other means as acceptable to the District, to enable future photographs to be taken from the same position.
4. Prepare an existing conditions survey of all surrounding and adjacent properties, including streets and observable and recorded utilities, prior to the start of construction. DBE will endeavor to gain access to non-District owned properties as necessary.
5. DBE shall verify the location and depth (elevation) of all existing utilities and services before performing any excavation work and provide a drawing that documents these verified conditions as part of their Construction Documents.
6. The DBE shall locate and protect control points prior to starting Work on the Project site and preserve permanent reference points during construction, and shall require the engineer or surveyor to replace control points which become lost or destroyed.
7. Provide on-site support and logistics, including but not limited to temporary construction office trailers and equipment.
8. Manage the construction costs and ensure that costs allocated to construction contingency have entitlement and meet the contract requirements prior to submission to the District Representative.
9. DBE shall coordinate all submittals and review them for accuracy, completeness, and compliance with the requirements of the Contract Documents and the DBE's Construction Documents, and shall indicate its approval thereon as evidence of such coordination and review.
  - a. Prior to placement of material orders or start of component fabrication, the DBE shall submit to the District all shop drawings approved by the Architect of Record and samples of submittals that relate to finish materials and products.
    - i. The DBE is to issue a submittal schedule to the District for comment and the District shall designate the submittals that the DBE is to submit to the District to review for contract compliance.
  - b. All substitution requests must be submitted to the District and Program Manager and approved by the District.
10. The District and Program Manager shall be copied on all Requests for Information ("RFI") related to compliance with the Criteria Documents, District guidelines or standards, or other Contract Documents.
  - a. The DBE and District shall agree on and acceptable duration for review and comment on all RFIs.

11. The DBE shall procure a furniture vendor/installer and coordinate with staff and stakeholders to confirm dimensions, details, materials and other pertinent information, and coordinate the design and development process with the District's staff and stakeholders for furniture fixtures, and equipment provided by the DBE.
  - a. The DBE shall prepare space plans and design all free-standing furniture, fixtures, equipment and modular systems furniture ("MSF") workstations for the Project. DBE shall conduct furniture inventories of existing furniture and, in consultation with the District, shall indicate the re-use and placement of such existing furniture in the space plans.
  - b. The DBE will prepare fully dimensioned floor plans including clear dimension requirements, furniture, fixture, and equipment requirements including work surfaces, storage units, computer related components and other accessories.
  - c. The DBE's furniture vendor will utilize the DBE's drawings to prepare installation drawings, which will be reviewed and approved by District for conformance to the space plan drawings. The DBE will make available loading dock and elevator operators as needed to support the DBE's furniture vendor/installer delivering, distributing, and installing the furniture, fixture, and equipment components. Upon installation of the furniture, fixture, and equipment, DBE shall install and connect the necessary telecommunications cable within the MSF workstations, and connect the electrical power to the MSF workstations as required.
  - d. The DBE will assist the District in planning and implementing a coordinated Move-In and Occupancy Plan. DBE shall provide all labor necessary to manage the process for scope and schedule for FF&E relocation, including elevator operators, electricians, plumbers, furniture installer/vendors, temporary protection of finishes, etc.
12. Coordinate equipment start-up and acceptance testing, and training.
13. Prepare and provide the District record construction documents.
  - a. DBE shall ensure the coordination of record drawings and specifications.
14. Administer and coordinate, on a daily basis, the work of all trade contractors the DBE hires to work on the Project.
15. Enforce strict performance, scheduling, and notice requirements.
16. Document the progress and costs of the Project through industry standard reporting procedures, i.e. monthly reports, weekly OAC meeting minutes, weekly change order, contingency, allowance logs, etc.

## **F. CLOSEOUT**

1. Thirty (30) days prior to the estimated Completion, the DBE shall hold a meeting to review maintenance manuals, guarantees, warranties, close-out submittals, bonds, and service contracts for materials and equipment. DBE shall also implement repair and replacement of defective items, and extend service and maintenance contracts as desired by the District.
2. DBE shall compile operations and maintenance manuals, warranties/guarantees, and certificates.
3. DBE shall obtain all required occupancy permits, coordinating testing, documentation, and governmental inspections and approvals.
4. Preparation of accounting and closeout reports and occupancy plan reports.

## **LIQUIDATED DAMAGES:**

Liquidated damages apply for failure to complete the work within the time specified in the Contract Documents and are as follows: \$3,000 per calendar day.

## **BONDS REQUIRED:**

As part of the RFQ Response, each firm is required to provide evidence of available bonding capacity of \$65,400,000 + 10% for this Project.

## **GENERAL CONTRACTOR'S LICENSE:**

Responding DBE's must have a valid California Contractor's A or B License to submit qualifications for this project.

## **PUBLIC WORKS CONTRACTOR REGISTRATION:**

Responding DBE's are required that all contractors participating in this RFQ must register as public works contractor with the Department of Industrial Relations, State of California, in accordance with Labor Code section 1771.1

## **PREVAILING WAGES:**

Respondent's attention is called to the requirements for payment of prevailing wages for work not covered by higher rates under the PLA.

## **PROJECT LABOR AGREEMENT (PLA):**

This project is subject to the District's PLA. The successful proposer and its trade subcontractors shall agree to be bound by: (i) a PLA entered into by the District that will bind all contractors and subcontractors performing work on the project to use a skilled and trained workforce; (ii) the extension or renewal of a PLA that was entered into by the District prior to January 1, 2017; or (iii) a PLA entered into by the DBE that will bind the DBE and all its subcontractors at every tier performing work on the project to use a skilled and trained workforce.

Information about the Districts PLA can be found at this location:  
<https://build.peralta.edu/doing-business>

DBE shall comply with reporting requirements and other activities as required per the PLA.

**SPECIFICATION SECTIONS 00 AND 01**

The requirements of Specification Sections 00 and 01 shall apply to this scope of services.

**FACILITIES DESIGN AND CONSTRUCTION STANDARDS**

The requirements of The Facilities Design and Construction Standards shall apply to this scope of services.