



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
Los Angeles River Center & Gardens
570 West Avenue Twenty-Six, Suite 100
Los Angeles, California 90065
Phone (323) 221-9944 Fax (323) 441-8691

MRCA
Attachment
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December 13, 2013
REQUEST FOR PROPOSALS
FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES
FOR THE MOUNTAINS RECREATION AND CONSERVATION AUTHORITY

The Mountains Recreation and Conservation Authority (MRCA) is inviting proposals for construction management services from our short list for the Franklin/Ivar Park project, 6351 West Franklin Avenue, Los Angeles, CA 90028.

Contact: Liz Jennings, liz.jennings@mrca.ca.gov (323) 221-9944, x185, Fax: 323-441-8691.

Services shall consist of assistance to the MRCA during pre-construction, bidding/procurement, construction, and close-out phases of the project. The following services are initially needed: review of 90% construction plans and specifications for constructability, review and update existing cost estimate based on 90% plans, assist with value engineering options, review plan check comments from the City of LA, preparation of draft schedule, assistance with bid package preparation, determination of bid alternates, review of existing front-end specifications and general conditions, preparation of contractor qualification requirements, preparation of Agency Official Estimate for use in evaluating bids, bid process assistance and bid review and evaluation.

MRCA's intent is to authorize services for only the pre-construction and bidding/procurement phases only at this time. Subsequent to a bid award, a separate proposal for services for construction and close-out phases will be evaluated and modified if necessary, and fees will be authorized. The following services are assumed to be required during the construction and close-out phases: general construction management, on-site inspection, special inspections, project scheduling, claims analysis and negotiation, monitor compliance with CEQA mitigation measures and SWPPP, and administration of construction contracts.

The CM firm will provide all necessary equipment including computer, software, facsimile, printer, photocopier, digital camera, and cell phone as part of their overhead and without separate reimbursement.

Attachments: This RFP consist of this memo and the following attachments:

- 1) Description of Project
- 2) Conceptual Design
- 3) Scope of Work

Site Location: 6351 West Franklin Avenue, Los Angeles, CA 90028. Project meetings may be held at the offices of the MRCA Project Manager, at the Los Angeles River Center and Gardens, 570 West Avenue 26, Suite 100, Los Angeles CA 90065.

Questions: Direct all questions to the contact information listed above before 2:00 p.m. on December 27, 2013. All clarifications will be made by email and provided by January 3, 2014. It is the respondent's responsibility to obtain the clarifications.

MRCA will make every effort to adhere to the stated schedule but reserves the right to modify it as needed.

Submittals: Please provide a fee proposal summary, proposed timeline, and a general schedule of fees. **Proposals are due by 4:00 p.m. on January 8, 2014** and should be emailed to the address listed above. Late submissions will not be accepted. There is no limit to the number of pages a submittal can be, however, please keep it to a minimum and include only the necessary information. Please only provide a qualifications package if your firm did not do so in May 2011. If a resume for the specific personnel who will be assigned to the project was not submitted previously, that must be included.

Attachment 1 – Description of Project

The Franklin-Ivar Natural Park project will convert a vacant and blighted ¾-acre lot owned by the Santa Monica Mountains Conservancy into a public park in the heart of urban Hollywood. The site is down slope from the 101Hollywood freeway ramp. Franklin Avenue runs along the south side of the site and Ivar Avenue runs along the west side of the site. See Thomas Guide page 593, grid F3. The site is State Owned Land, TOJ 1074-01-01.

The planned improvements to the property include the following: Site demolition (vegetative and misc.); rough and fine grading; retaining walls; an amphitheatre with seat walls, stairs and an ADA-accessible ramp; a pre-fabricated shade structure with solar panels; a wooden stage; decomposed granite pedestrian and vehicular paths; concrete paving areas; adventure play area including slide, floating log walk, step logs, wood platforms, logs and boulders; Mee Fog emitters; bio-swales and a trench drain; perimeter fence and decorative gate installations; irrigation and native plant landscaping including a demonstration garden area; site furnishings including benches, trash receptacles, picnic tables and bike racks; Wi-Fi infrastructure and cameras; lighting fixtures; storage shed; park signs.

Additional the tree planting may be concentrated on the upper third of the site, closest to the adjacent freeway to mitigate pollution. The establishment of a continuous tree canopy will greatly increase the carbon sequestration capacity of the project. Because of this critical need to create a micro-climate of cleaner air in the park, MRCA has elected to plant the site more densely than standard horticultural practices would dictate.

Permitting requirements for the project include City of LA B-Permit, Revocable Permit, and Grading and Building Permit. The landscape architect is responsible for submitting plans for plan check and making necessary revisions.

MRCA’s Project Manager is anticipating the following milestones:

- 90% Construction Documents January 24, 2014
- Plan Check Comments from
City of LA Received April 2014
- 100% Construction Documents September 2014
- Advertise Bid September/October 2014
- Begin Construction December 2014

Attachment 2 – Conceptual Design



Attachment 3 – Scope of Services

The exact scope of services may be modified.

Pre-construction Phase

- Participate in the design phase on an as-needed basis.
- Review design documents, drawings and specifications for constructability, scheduling, consistency, and coordination.
- Review and revise existing cost estimate.
- Review comments from outside plan checkers.
- Assist in determining value engineering options.
- Review front-end specifications and general conditions.
- Facilitate the preparation of supplemental conditions for the specifications.
- Prepare a schedule for the project to use for bidding purposes.
- Prepare Agency Official Estimate for the project to use for bid analysis purposes.
- Recommend and prepare bidder qualification requirements.
- Recommend bid alternates and strategies.

Bidding/Procurement Phase

- Assist in advertisement of project
- Facilitate pre-bid conference, including job walks.
- Review addenda for constructability.
- Facilitate public bid opening and evaluation.
- Assist MRCA with responses to bid protests.
- Prepare cost analysis of bids against available budget.
- Review and analyze bidder qualifications.
- Determine responsiveness of bids and make recommendations on entering into contract(s).

Construction Phase

To be determined after bid award but tasks may include all or some of the bullets listed below.

All construction work performed on MRCA parkland shall be undertaken with the utmost care to ensure the respect and preservation of natural and cultural resources. All work shall proceed in a manner that will minimize disruption of on-going MRCA operations and facility maintenance activities. MRCA will provide all necessary written notification and/or direction to the contractor. The Construction Manager (CM) will have no authority to authorize changes to the Terms and Conditions of the contract, or obligate MRCA to time or money.

- Act as MRCA's Owner Authorized Representative.
- Monitor overall budget and schedule and advise MRCA of any trends that affect the timely procedures and cost effective completion of the project.
- Assess and evaluate disputes, taking the lead in dispute resolutions.
- CM shall maintain thorough knowledge of the plans and specifications. Personally observe, check, and measure items placed in the construction for compliance to the contract documents, supplemental instructions from the Project Architect/Engineer, and supporting the quality assurance efforts of the Inspector(s).
- Coordinate construction logistics between the General Contractor (GC), MRCA, and other project partners as required. Assist in resolving disputes that may arise due to interaction between the GC and park staff.
- Establish and maintain communication protocol between MRCA staff, trade contractors, architects, inspectors and other related parties.
- Review, comment and process Division I submittals.
- Review GC's Schedule of Values/Cost Breakdown and construction schedule and recommend approval/changes or disapproval.
- Arrange and conduct a variety of meetings, as requested by MRCA at the park and project site. The CM shall chair all meetings between MRCA and the GC except for the pre-construction conference which will be chaired by MRCA. The CM shall prepare written meeting minutes for all such meetings.
- Draft Requests for Cost Proposals, including an Agency Cost Estimate with breakdown of labor, materials and equipment costs. RCPs shall define work to be performed and cite relevant specification sections including appropriate sketches illustrating work to be performed.
- Review Request for Cost Proposal responses, conduct fact finding and clarifications with the contractor and draft memo explaining cost differences between the Agency Estimate and the GC's proposed cost.
- Confirm certified payrolls have been submitted for all workers and forward to MRCA; perform labor interviews as required.
- Perform quality surveys, review and verify the contractor's monthly progress payments and make recommendations to MRCA.
- Review and analyze proposed change orders and make recommendations to MRCA. Assess and evaluate accuracy of pricing on all change order requests taking the lead in negotiating fair and equitable resolutions and managing schedule impacts.
- Receive, log, and review submittals for completeness and accuracy. Distribute for evaluation and track submittal as required through completion of the process.
- Accept or reject Informational Submittals.
- Assist in resolution, draft response, track, and follow up on requests for information (RFIs).
- Maintain daily diary describing general events, noting problems and unusual events.

- Review Contractor Quality control (QC) daily reports for accuracy and completeness.
- Take appropriate photographs that document construction progress and problems, such as capturing items that will not be seen later, etc.
- Verify GC's implementation of the SWPPP.
- Verify GC's implementation of CEQA Mitigation Measures.
- Review and verify contractor's project record drawings are updated to reflect all changes and work completed before each monthly progress payment.
- Provide inspections of the construction:
 - Inspect the work of the construction contractor for progress, workmanship, and conformance with the approved contract documents and applicable codes and regulations.
 - Meet with MRCA, GC, and permitting agencies as required to coordinate inspection services.
 - Coordinate and track all required special inspections and material testing. Review special inspection and material testing reports to verify conformance with the approved project drawings and specifications.
 - When work is found to be in non-conformance, document the deficiencies and promptly provide notification of the deficiencies to MRCA and the GC
 - Verify that deficiencies have been corrected and/or approved by applicable party.
 - Issue inspection deficiency list to the contractor. Conduct inspections and draft related deficiency letters for MRCA's review and subsequent concurrence and signature. Prepare price for each punch item on the deficiency list.
 - Coordinate special inspections with the Contractor and Special Inspector.

Close-Out Phase

- Coordinate preparation of the punch-list and implement corrective work.
- Coordinate close-out procedures, including transfer of complete project record drawings to MRCA.
- Coordinate critical point, special, beneficial, and final inspections by design staff or other inspectors so work can be approved in a timely and efficient manner.
- Verify all required O&M manuals, warranties, guarantees, and close out requirements are complete and in compliance with the contract documents.