

Proposal for Pre-Construction and Construction Management Services to the Mountains Recreation & Conservation Authority Malibu Road Public Beach Access Stairway Project

MRCA
Attachment
June 3, 2015
Agenda Item VI(e)



May 20, 2015

To: Laura Saltzman
Mountains Recreation and Conservation Authority
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Los Angeles, CA 90065

By: TELACU Construction Management
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A. COVER LETTER



May 20, 2015

Laura Saltzman
Mountains Recreation and Conservation Authority
Los Angeles River Center & Gardens
570 West Avenue Twenty-Six, Suite 100
Los Angeles, CA 90065

Dear Ms. Saltzman:

TELACU Construction Management (TCM) is pleased to present our proposal for Construction Management and Inspection Services to the Mountains Recreation Conservation Authority (MRCA) for the Malibu Road Public Beach Access Stairway Project

For the past 20 years, our team of professionals has specialized in the planning and development of California construction projects. Operating as a subsidiary of TELACU, the nation's largest non-profit Community Development Corporation (CDC), TELACU Construction Management carries forward the guiding TELACU principle that business ventures should enhance and positively impact people's lives by providing communities with leadership and innovation in construction and capital improvement projects.

We are confident that the MRCA would benefit from the following TCM strengths:

- Proven success as a construction manager experienced in the development of community assets in Southern California including five recent parks projects in the County of Los Angeles area.
- A qualified and well-seasoned team of TCM staff professionals with specific experience working on California public works projects utilizing design-bid-build delivery with state and local funds.
- The ability to successfully manage all project phases including programming, planning, design, construction, and closeout.
- A strong track record of completing projects on time, on schedule, and with change orders less than industry standard.

We are certain that the quality of our staff and our understanding of the various project elements can help the MRCA successfully complete this project and we are excited about the opportunity to provide comprehensive construction management services for your organization again.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Blaine Yoder', is written over the word 'Sincerely,'.

Blaine Yoder
Project Director I
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TABLE OF CONTENTS



SECTION	PAGE
A. COVER LETTER	i
B. FEE PROPOSAL SUMMARY	1
C. PROPOSED TIMELINE AND APPROACH	2-3
D. GENERAL SCHEDULE OF FEES	4



B. FEE PROPOSAL SUMMARY



TELACU Construction Management utilizes a clear and efficient approach to the costing of our services that allows for transparency and owner control. The fees for our services are typically based on hourly rates for an agreed upon staffing plan for a task, project or program. With this in mind, we have prepared a Staffing Plan and Fee Proposal for the Malibu Road Public Beach Access Stairway Project delineating the total and individual costs for Preconstruction, Construction and Post-Construction Management Services tasks.

As TCM has been fortunate enough to provide similar services to the MRCA, and will be on-site managing construction activities for various projects for the agency, we have generated an aggressive staffing plan and fee proposal that allows for resource sharing between these projects. Our Preconstruction Team will be lead by our Project Director, Blaine Yoder and supported by Project Manager, Scott Lansdown. Both Mr. Yoder and Mr. Lansdown are currently providing similar services to MRCA and collectively bring thirty years of construction management experience including multiple park projects to the team. As the project construction value is relatively small, TCM is proposing to provide part time on-site services which will consist of a Project Manager conducting weekly meetings and performing regular site visits and coordination at critical phases of the project. Furthermore, we are proposing to augment the part time on-site presence by providing a self-contained remote construction camera that will allow both the MRCA and TCM to monitor activities in real time on a daily basis. A detailed breakdown of the proposed staffing and total fee is attached hereto.

PRECONSTRUCTION, PROCUREMENT AND CONSTRUCTION PHASES											
Proposed Staffing And Construction Management Fee		Pre- construction Phase	Procurement Phase		Construction Phase				Close- out	Construction Management Hours	Construction Management Fee
		May -15	Jun -15	Jul -15	Aug - 15	Sep - 15	Oct - 15	Nov - 15	Dec - 15		
POSITION	HR RATE										
Project Executive	No Charge										
Project Director	\$ 180	16	24	16	8	8	8	8		88	\$ 8,640
Project Manager	\$ 140		8	8	32	32	32	32	16	160	\$ 13,440
Project Engineer	\$ 110										
Scheduler	\$ 125										
Estimator	\$ 135										
Project Administrator	\$ 70										
General Conditions					\$ 6,000.00	\$ 350.00	\$ 350.00	\$ 350.00			\$ 7,050.00
Total Construction Management Fee									248	\$ 45,290.00	

**Cost for a remote wireless access construction camera, installation, and monthly web hosting service. Equipment to become property of MRCA at end of project.*

C. PROPOSED TIMELINE AND APPROACH



TELACU Construction Management has generated a Preliminary Project Schedule which is attached hereto as an exhibit to our proposal. The schedule recognizes the anticipated milestones that were provided by MRCA and also updates individual activity durations based on our experiences in completing projects of similar scope and value. TELACU Construction Management is highly experienced in all public contract delivery methods and the proposed schedule may be adjusted to accommodate alternate bid strategies.

In addition to the proposed Pre-Construction and Bidding/Procurement schedule, the number of staff hours and turnaround time for the milestone activities identified in the Scope of Services are summarized below. The staff hours reflect TELACU Construction Management's anticipated resources required to complete the key milestone activities for the project but are not in addition to the Fee Proposal Summary.

Milestone Activity	Anticipated TCM Staff Hours	Duration (Days)
Review of 100% CD's	16	5
Review and Update Project Timeline Based on Design Development	8	3
Perform Constructability Review of 100% CD's	24	20
Review and Respond to CR/City Comments	24	5
Bid Solicitation, Jobwalk, Addendum Issuance, Bid Opening, Evaluation and Recommend Award	16	5
Finalize Contractor Agreement, Issue NTP, and Conduct Preconstruction Meeting	16	5
Generate/Establish Document Control Systems	8	4 mo.
Contract Administration - Daily Reports, Labor Compliance RFI's, Submittals, Schedule Review, Meeting Minutes, etc.	128	4 mo.
Monthly Progress Updates to City	40	5
Labor Compliance Interviews and Management	8/wk	4 mo.
Generate Punchlist, Manage Completion of Corrective Items	8 mo.	4 mo.
Resolve Contract Issues, Consolidate and Compile Close-out Documents, Prepare Close-out Report and Recommend Notice of Completion	4/wk	4 mo.

* Duration (Days) reflects the turnaround time for the milestones to be performed by the CM firm but does not account for review time and/or acceptance required by outside agencies or consultants.

C. PROPOSED TIMELINE AND APPROACH

(continued)



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 existing cost estimate.
- Review comments from LA City 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.
- Coordinate with the Owner's certified inspector all testing required by the Architect or other third parties.
- Upon award of contracts, Construction Manager will assist, in conjunction with the Owner and the Architect, in pre-construction orientation conferences for the benefit of the successful Contractor(s) and will serve to orient the Contractor(s) to the various reporting procedures and site rules prior to the commencement of actual construction.
- Coordinate and manage regular jobsite progress meetings with the Contractor and keep meeting minutes.
- Continuous review and management of the Project Schedule and preparation of recovery schedule if necessary.
- Review the progress of construction with each Contractor, observe work in place and that materials are properly stored on a monthly basis and evaluate the percentage complete of each construction activity as indicated in the Contractor's Construction Schedule.

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 bidders and make recommendation to MRCA for award

Construction /Close-out Phase

- Manage and administer related services as required to coordinate the work of the contractor.
- Administer the Construction Contract(s) as provided in the General Conditions of the Contract(s) for construction.
- Establish and review the procedures for submittals, shop drawings, substitution requests, product samples, change orders, payment requests and other procedures and review logs, files, and other necessary documentation in order to provide an orderly and effective system for such administration.
- Assist in preparing the Project Construction Schedule, providing for the components of the Work, including phasing of construction, times of commencement and completion, phasing, and the occupancy requirements of the Owner.

D. GENERAL SCHEDULE OF FEES



Presented below are the billing rates for TCM professionals. As requested, these rates include all local travel expenses and necessary equipment to support the activities such as personal computers, printer, fax, copier, scanner, phones, etc.

POSITION HOURLY RATE	
Principal in Charge	\$ 220
Project Director	\$ 180
Sr. Project Manager	\$ 155
Project/Finance/Design Manager	\$ 140
Controls Manager	\$ 135
Sr. Construction Manager	\$ 150
Scheduler	\$ 125
Estimator	\$ 135
Construction Manager	\$ 140
Assistant Construction Manager	\$ 120
Project Engineer	\$ 110
Project Administrator	\$ 70

TELACU Construction Management: Leading the Way in Design, Management, and Construction

TELACU Construction Management (TCM) is a wholly owned subsidiary of TELACU Industries, the for-profit arm of TELACU, the nation's largest Community Development Corporation (CDC). Founded in 1968, TELACU was formed on the principle that business ventures should enhance the community and positively impact people's lives.

The founders of TELACU recognized the need for the construction of community assets, such as schools, parks, municipal structures, roads, and infrastructure. TCM is committed to providing its clients and their communities with the leadership and innovation required for the management and successful completion of projects and programs.

TELACU recirculates the dollars earned from TCM and its other for-profit companies to fund social initiatives such as a nationally renowned scholarship program, more than 1,600 units of affordable housing, workforce development programs, and a variety of other initiatives to ensure economic equality and social justice.

While the impact of TELACU's social programs are exceptional, each subsidiary must provide world-class service in the technical areas in which they operate. With this in mind, TCM's team of 65 professionals provide superior service to clients in project management, program management, and construction services. TCM is a leader in the planning, design and construction of private and public projects, bringing management expertise to the completion of schools, public buildings, capital improvement projects, transportation, governmental and medical facilities, water transmission and distribution systems, public housing, and recreational centers. Utilizing tested and proven management techniques, TCM directs all project delivery services, including project development, design oversight, project funding, public outreach, and scheduling.