



Rfq-16-009

INDEFINITE DELIVERIES CONTRACT - PROGRAM MANAGEMENT SERVICES

May 19, 2016

I. GENERAL

The Ascension Parish School Board has an in house Construction Management Department. The Department consists of a Director, two Construction Coordinators, a Planning Generalist and an Administrative Assistant. The staff is currently preoccupied with 6 Projects under Construction and one in Design. The Maintenance Department also has qualified staff members who act as Project Managers when necessary. Currently, the Maintenance Staff is managing some of the Security Plan work as well as a Facelift Project at Lowery Middle. The projects being managed by both Departments represent approximately 37 Million in Construction Cost and the last of the Board's previous funding sources. In order to implement the \$120 million dollar list of projects that recently passed in the 2016 Bond, the Department will need to be augmented by contract Program Management Assistance. A detailed work plan will need to be developed to ensure proper supervision and timely schedules for all projects.

The work plan for the comprehensive list of projects will include use of in house staff as project managers as well as use of one or more contract project managers. The conceptual work plan also includes assigning various administrative tasks to one or more firms such that the in house employees will be able to focus on Design, Construction and ensure an uninterrupted Education process at active School/work sites.

Through one or more Indefinite Deliveries Contracts, the APSB intends to fill voids in the work plan with contracted PM assistance. The Selection Board will assign specific tasks to firms whose abilities match the items needed.

After the initial assignments, work orders will be issued as needed to those firms holding indefinite deliveries contracts. Work load, performance and staff capabilities will play a factor in future work order assignments to the IDC.

II. PROPOSED SERVICES: Respondents will be assessed with respect to the task list below. Some of these items are required and will be assigned immediately. Others are Optional (as necessary) and may be issued as work orders later in the bond implementation effort. Optional items are marked with an asterisk.

1. Building Programming Tasks:

- a. Update the owner's existing K-5 Primary School Program (Prototype)
- b. Develop a new building Program for a 6-8 Middle School
- c. Develop a new building Program for a 9-12 High School
- d. Develop a building Program for APPLe (Alternative School)

- e. Develop other building programs as necessary *
2. Update or Develop Owner's Standard Documents.
 - a. Update existing APSB Design Procedures
 - b. Update existing APSB Design Standards
 - c. Update existing APSB Topographical Survey Specifications
 - d. Develop a CMAR Contract for APSB *
 - e. Assist with update of APSB Design Contract (if necessary) *
 - f. Assist with update APSB Construction Contract (if necessary) *
 - g. Other Documents as necessary *
 3. Document Preparation, Execution and Enforcement of Contract requirements
 - a. Contract Preparation and execution – Assist the owner in preparation and execution of Design Contracts, Construction Contracts and work orders for 2016 Bond Projects.
 - b. Enforcement and collection of post bid documents. This includes items such as Bonds, Insurance Certificates, Attestation, Employee Verification, Filed Contracts, As-Built Drawings, Shop Drawings, Substantial Completion Documents filed at the courthouse.
 - c. Prepare Scope Packages for surveys, requests for quotes, tree removal and other miscellaneous tasks. These items will not require a professional of record. Program Management firms will not be asked to prepare stamped plans or specifications. *
 - d. Coordination of Owner Training – Develop list of Training requirements, establish list of attendees, coordinate training schedule, invite attendees and collect sign in sheets. *
 4. Project Management – The owner's intention is to establish one or more individuals (employees of contract Program Management firms) that can be assigned as a Project Manager for specific projects and work under the direction of the Director of Planning and Construction. In order to be successful, the contract Project Managers will need to become familiar with APSB Design Procedures, APSB Design Standards, APSB Design and Construction Contracts and APSB Policies.
 5. Coordinate generation of studies/reports/surveys and owner's vendors. Deliver same to Architect of record for use in Design.
 - a. Traffic Impact Studies
 - b. Geotechnical Reports
 - c. Topographical Surveys

- d. Coordinate Owner's Testing lab assignments with A/E's and G.C.'s
- 6. Constructability Reviews – Review Construction Documents and provide feedback to the Architect of record. The focus of the review is on coordination of drawing references, sheet references and trades in the documents. The Goal is to minimize errors, omissions, conflicts and change orders.
- 7. Right of way Acquisition – In the event that traffic improvements are required at locations where right of way acquisition becomes necessary, this task will be issued to a firm with experience in same. The possibility exists at 5 New School Sites and may become necessary elsewhere in the Parish. *
- 8. Assist with Cost Tracking – Each Project Manager (In house or contract) is expected to track their budget and actual expenditures. A firm may be assigned the responsibility to prepare reports on the overall Bond Budget and expenditures. The firm may also be asked to assist with cash flow projections for Bond projects on an annual basis. *
- 9. Filed Observation and Field Reports – Contract Site Inspectors may be used to assist Project managers. The goal would be to prepare detailed reports of work on site to enable Project Managers to manage a larger list of projects. *

III. PROJECT TIMELINE

Many of the Program Management tasks must be done immediately such as updating the owner's Design Procedures and Design Standards. The Indefinite Deliveries contracts will be written for 1 year terms with options to renew for 3 consecutive one year terms. The maximum term is 4 years which would begin in August 2016 and end in July 2020. Each work order issued on an IDC may also include a specific timeline for that scope of work.

IV. APPLICATION FORM– Applicants shall use FORM APSB AE (Dated May 2016)

V. DESIGN CONTRACT - After notice of award, the APSB Staff will review detailed the scope of work and related matters with the selected firm. The selected firm will be asked to develop a fee proposal and schedule for the Program Management Tasks awarded. Once the scope of work and fees are agreed upon, a contract will be drafted and modified as necessary until both parties are satisfied. If a contractual agreement cannot be reached, the owner reserves the right to withdraw the proposed award and assign the work to another applicant.

VI. DESIGN FEES - Fees for this project will be negotiated with the firm that is selected. The selected firm will assist the owner in finalizing a scope of work document for use in developing the fee structure.

VII. SPECIAL CONSIDERATIONS

Due to potential conflict of interest concerns, firms serving as Professional of Record on other APSB projects may not be considered for Program Management work.

Personnel Considerations – To be considered for Project Management or Field Observation the employees of the firm must be able to have regular availability at the assigned

construction sites and/or the APSB Construction office in Sorrento, La. Applicants interested in providing a contract PM or Field Inspector shall attach a separate narrative explaining proximity and availability of specific staff members who may be assigned the Project Manager or Field Observation roles. Submit information on the qualifications and experiences that would make these employees suitable for integration with APSB Staff. Although office space is limited at APSB, the option of these employees being based at the APSB site in Sorrento may be proposed. The applicant should clarify their intentions with respect to the location where these employees may be based. State the amount of hours per week that the employee may be available to APSB.