INFORMATION SHEET 5/9/2017 TRUSTEES' MEETING

ATTACHMENT: 4.5

TO: Jim Bridges, Superintendent

FOR: Board of Trustees

FROM: Mindy Maxedon, CBO

ISSUE: Proposal for Construction Project Management Services

Attached is the proposal from RGM and Associates to assist the District with our Prop 39 lighting and HVAC projects. We anticipate completing the RFP in early 2018 and the work will be completed over next year's summer break. The RFP will be presented to the board for approval in 2018.

May 2, 2017

CONSTRUCTION
MANAGERS

CONTRACTORS

BUILDERS

Ms. Mindy Maxedon
Chief Business Officer
Jefferson School District
1219 Whispering Wind Drive
Tracy, CA 95377

Re: Proposal for Construction Project Management Services
Jefferson School District Prop 39 Projects
(Revised from May 1, 2017 Proposal)

Dear Mindy,

RGM and Associates is pleased to provide the following proposal to assist the District with the development of two (2) bid packages, bidding and construction oversight for its proposed Prop 39 projects at three (3) school sites: Anthony Traina, Tom Hawkins and Monticello Schools.

Our proposed services for this project include:

Bid Docs:

- Assist the District with the development of a complete set of bid documents using District provided "front end" template, Bright Schools technical specifications and District provided site maps identifying locations of lighting and HVAC replacement work at all three (3) school sites.

Bidding:

- Assist District with bid advertisement language (District to place advertisements with local newspaper at District expense)
- Respond to bid questions
- Schedule and conduct a pre-bid conference
- Assist in bid openings, review bids, and make recommendations to the District
- Assist the District in Contractor Agreements and issuing the Notice to Proceed.

Construction:

- Schedule and conduct a pre-construction conference.
- Coordinate construction activities with the District Staff.
- Conduct weekly project meetings, or as required.
- Monitor the activities of the contractor for compliance with project schedule and other requirements (part time).
- Assist the District in securing compliance with the contract requirements.
- Review change order requests and make recommendations to the District.

RGM and ASSOCIATES
3230 Monument Way
Concord, CA 94518

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CSL# 509513

Close-Out
- Make recommendations to the District regarding the issuance and recording of a Notice of Completion.
- Collect all close-out documents from the Contractor.

Fee Schedule:

Bid Document Development:	$2,800.00
Bidding:	$2,800.00
Contract Administration:	$7,000.00
Project Closeout:	$1,400.00
Total:	$14,000.00

The above scope of services is based on both projects running concurrently from bidding and construction through project closeout. The construction duration for both projects will be 30 consecutive calendar days, with part time construction oversight of 40 man hours, over the course of 30 consecutive calendar days. The procurement periods shall precede construction and the oversight is included in this proposal.

Should project conditions or scope change, such a the need to re-bid due to budget constraints, as an example, additional services shall be billed at a rate of $140.00 per hour as approved, in advance, by the Jefferson School District.

We look forward to working with you on these projects.

Sincerely,

Anthony Continente

Anthony Continente

Cc: Ralph Caputo