

REQUEST FOR PROPOSALS



CONSTRUCTION MANAGEMENT SERVICES FOR THE URHO SAARI SWIM STADIUM

RFP No. 23-04

Location: 219 W. Mariposa Ave. El Segundo, CA 90245

The estimated construction cost for these proposed improvements: \$12M.

City of El Segundo, Public Works Department

April 12, 2023

Dear Sir/Madam,

The City of El Segundo invites qualified Construction Management firms to submit a sealed proposal to provide construction management services related to the renovation and improvements of the Urho Saari Swim Stadium (The Plunge) located at 219 W. Mariposa Avenue, El Segundo, CA 90245, based on the final design currently in progress.

Five (5) hard copies and one (1) electronic copy of the sealed proposal must be received by the City Clerk by:

11:00 a.m. PST, June 6, 2023

City of El Segundo
City Clerk's Office
350 Main Street
El Segundo, CA 90245

Late proposals will not be accepted.

Interested parties may obtain a copy of this RFP by accessing the City of El Segundo website:

<https://www.elsegundo.org/government/departments/city-clerk/bid-rfp>

Any and all updates, addenda, questions and answers and changes to this RFP will be distributed through the Bid/RFP webpage. The city will not be held responsible or liable if interested bidders or proposals miss any information relevant to this RFP.

Section 1: Introduction and Project Description

The City of El Segundo is seeking the services of Construction Management firm with experience in Aquatic facilities, to provide Construction Management services for the renovation of the Urho Saari Swim Stadium (the Plunge). The estimated construction cost of the proposed improvement is \$12M. Any questions regarding this RFP may be emailed to cebert@elsegundo.org no later than May 23, 2023. Answers to all questions will be posted on the City's website by 5:00 p.m. on May 25, 2023.

The scope of professional services to be provided shall include the completion of the tasks described herein, as well as other elements or modifications which may be agreed upon through the request for proposal process. All services shall be provided in accordance with the City's standard Professional Services Agreement which is provided as Attachment E.

Mandatory Site Visit

All firms must attend a mandatory site visit of the Urho Saari Swim Stadium at 219 W. Mariposa Ave. El Segundo, CA 90245 on **May 18, 2023 at 10:00am**.

Note: Please check Public Works website under Bids/RFP section for up to date information.

Background and History

The Urho Saari Swim Stadium is named after a highly regarded swim coach who came to the area in 1941. Urho Saari coached Olympic water polo and swim teams. He quickly became an athletic aquatic legend in the South Bay region. The Urho Saari Swim Stadium is a beloved jewel to the residents of El Segundo. Originally built in 1940 as a federal government Work Progress Administration (WPA) project, the larger pool has 8 lanes and is 25 yards long. There is also a separate junior pool. Both pools operate on the same filtration system and all pool systems (filtration, chlorination, and mechanical) are in need of an upgrade.

Prior to COVID-19, the pool was programmed year-round, Monday- Friday 7a.m.-9pm, Saturday 6am-3:30pm and Sunday, 8am-12pm. The shallow end of the large pool is 4-feet and the deepest end of the pool is 12-feet. In the past, swim teams and water polo teams used the pool for practices, scrimmages, and meets. The City allows for private water polo teams to rent the space for practice and private contractors to rent the pool for parent and me classes. City programming includes recreation swim, lap swim, fitness classes, and swim lessons. The City has another outdoor year round facility (El Segundo Wiseburn Aquatic Center) and one small outdoor seasonal facility (Hilltop Pool). Although a closure for renovations will impact programming, some displaced programming can be accommodated at the larger aquatic facility. See Attachment A for the Plunge Vicinity Map and Location Map.

For the conceptual phase of the project, in FY 20-21, the City partnered with Mithun Architect consultant, and hosted community surveys, a virtual community meeting, and stakeholder meetings with staff and Recreation and Parks Commission members to assist in guiding the conceptual design based on the results of the needs assessment. The proposed conceptual design identified code compliance issues, ADA requirements, mechanical, electrical, and plumbing upgrades and needed enhancements for CO2 systems and pool system controllers, while incorporating architectural enhancements that assist in approving the overall appearance and feeling of the facility.

Final Design / Construction Document Phase

For the final design of the project, the City engaged IBI Group, an architectural firm now part of Arcadis, to provide a detailed engineering and architectural plan for the proposed renovation of the facility, which will include specifications, special provisions, and construction contract documents based on investigative analysis of the building. IBI Group work is broken into three main phases of work, which include the following:

1. Schematic Design, from May 2022 to September 2022, included further refinement of the conceptual design to determine required ADA improvements, fire protection, information technology (IT), audio video (AV), and security upgrades, and suppression improvements, and overall layout of locker rooms, pool equipment, the lobby area, the proposed terrace, and the office space on the second floor. Data gathering, site visits, and preliminary investigations occurred during this phase and the following information was obtained:
 - a. Phase I Environmental Site Assessment – provided to evaluated for Recognized Environmental Conditions (RECs), Historical RECs (HRECs), or Controlled RECs (CRECs). RECs, HRECs, or CRECs were not encountered during the investigation and preparation of the report.
 - b. Hazardous Building Material Survey (for asbestos and lead) – Asbestos-containing materials and lead-containing surfaces were documented to exist in the facility and will need to be remediated during construction.
 - c. Historical Resources Evaluation Report – provided to evaluate eligibility for listing in the National Register of Historic Places and the California Register of Historical Places. The facility is not registered on either of the Registers, but is designated a Local Cultural Resource by the City of El Segundo in 1994. The facility is being designed to maintain historical eligibility and preserve the facilities character, should the City decide in the future to apply for the National or State Registers.
 - d. Mechanical, Electrical, Plumbing, and Technology Concept Report – provides minimum design criteria for mechanical, electrical, plumbing, and technology for the design of the facility.
 - e. Seismic Design Maps and Seismic Design Evaluation Report – provides an evaluation and recommendations for seismic and structural upgrades to the existing building.
2. Design Development, from January 2023 to March 2023, focused on further refinement of equipment and material selection and layout throughout the facility. Additional investigative analysis of the facility was done, including a leak detection study that found that the main drain needs to be replaced, that additional analysis needs to be done related to the soil below the pool, and that waterproofing the facility below grade may need to be evaluated. The City and IBI are still investigating unforeseen conditions in the facility to be included in the final design of the project.
3. Construction Documents, from April 2023 to July 2023, will focus on refining and finalizing the plans and specifications for constructability, agency approval and for bidding. Toward the end of this phase, the City expects to engage the Construction Management firm for constructability reviews prior to bidding. Fully scope of services for Construction Management firm are herein.

Final Design Architectural Firm:

IBI Group, now part of Arcadis
1001 Wilshire Blvd, Suite 100 #
Los Angeles, CA 90017

SubConsultants

Aquatic Design Consultant – Aquatic Design Group
Civil Engineer – Brandow & Johnston
Structural Engineer – Engelkirk Structural Eng.
MEP + Fire + IT/AV/SEC – Integral
Cost Estimating – OCMI
Hazardous Material – Ninyo & Moore
Geotechnical – Earth Systems
Environmental – Ninyo & Moore
Historic Resources Consultant – Historic Resources Group, LLC
Acoustics – Veneklasen
Lighting – Chromatic

A link for the documents prepared during conceptual design and currently available construction documents (plans and specifications) prepared by IBI Group can be obtained in the Attachment section at the end of this RFP.

Section 2: Scope of Services

The selected firm shall provide professional Construction Management services continually throughout the construction of the project and assure that all construction elements and systems work individually and together as intended and required. Construction Management shall effectively and efficiently ensure that all work complies with the approved construction documents and applicable codes and regulations.

For the Urho Saari Swim Stadium, scope of services may include, but are not limited to the following:

Project Management, Design, and Bidding Services

- Prepare and maintain a practical schedule during this phase that could be distributed to City Council, Executives, and/or the Public. Bi-weekly progress reports, including the work tasks, schedule, and budget shall be submitted to the City Project Manager, or designee.
- Constructability review of the City’s front-end documents, technical specifications, and contract drawings.
- Constructability review of Architectural Design, Civil Design, Building Systems, and Aquatics Design (including pool heater capacity), and all components included in the design.
- Review cost estimates prepared by the Architect.
- Value Engineering.
- Bidding assistance, as needed.
 - It will be requested of the firm to prepare for and conduct the pre-bid meeting with

- prospective contractors.
- The City Clerk's office receives bids for projects. City staff will request bidding assistance from the firm related to qualifications of contractor's, evaluation of bid proposals, and evaluation of bonds, insurance coverage, and financial capability.
- Confirm scope between trades to minimize conflicts and ensure scope is provided.
- Review and approve the schedule of values submitted by the Contractor at the commencement of the Project. The schedule of values should contain sufficient detail to track to work progress and facilitate approvals of the contractor's monthly progress payment applications during construction phase.
- Utility coordination, as needed.
- Develop a critical path schedule for the project to be completed in a fast-paced manner.

Construction Management and Inspection Services

For the Urho Saari Swim Stadium, scope of services may include, but are not limited to the following:

- **General:**
 - Work with Owner, Architect, and Contractor to clearly define roles and responsibilities during construction and develop a construction management plan.
 - Bi-weekly progress reports, including the work tasks, schedule, and budget shall be submitted to the City Project Manager, or designee.
 - Ensure that the Contractor has obtained all permits necessary for the performance of the work and that permit conditions are being met.
 - Monitor the Contractor's safety program.
 - Ensure timely delivery of all construction work.
- **Meetings:** Manage and conduct meetings with the Owner, Architect, and General Contractor and produce meeting minutes from each meeting. Prior to construction, meetings should be bi-weekly meetings. During construction, meetings should be weekly meetings.
- **Electronic Document Control System:** Develop and maintain an electronic document control system to manage and track all project documentation, including at a minimum, contract plans and specifications, correspondence, meeting minutes, progress reports, progress payments, submittals, shop drawings, request for information (RFI), potential change orders, change orders, daily reports, and photographs.
- **Submittals:** Coordinate the submittal / shop drawing review process and route all transmittals to the appropriate reviewer. The firm shall maintain a log to track the status and review action of all submittals and ensure that all submittals required by the contract documents have been submitted by the contractor.
- **RFI's:** Coordinate the RFI review process and route all RFI's to the appropriate reviewer. The firm shall maintain a log to track the status and review action of all RFIs.
- **Schedule:** The firm will be principally responsible for reviewing and approving the contractor's baseline schedule, weekly look-ahead schedules, monthly schedule updates, and recovery schedules.
- **Change Orders:** The firm shall establish and implement a change management procedure, including management of the change order process and reviewing, negotiating, and responding to proposed change orders from the contractor. The firm shall implement a proactive approach to minimize change orders to the extent possible. All negotiated change orders shall be reviewed and approved by the City Project Manager, or designee. The firm shall monitor and verify the authorized change order work.

- **Claims:** The firm shall receive, review, and recommend response on any potential claims. Firm shall evaluate the validity of each potential claim and provide a recommendation to the City regarding entitlement and resolution.
- **Inspections:** The firm shall provide full-time inspection services to verify that the contractor's work is performed in compliance with the contract documents, applicable codes, local regulations, and construction permits. Inspection services shall include, but are not limited to, architectural, civil, structural, mechanical, electrical, aquatics equipment (chlorine feeders, filters, pumps, heaters, etc.), information technology (IT), audio video (AV), security, fire protection, material inspection, quality control and assurance, materials testing coordination, and daily inspection reports. The firm shall document the contractor's daily activities with a daily construction report using an approved template and shall be filed each day. Photographs of construction activities shall be included in the daily reports. The firm's staff performing the inspections shall have relevant experience and technical certifications in the designated field of expertise for which inspection services are being provided. Firm shall also verify that the contractor submits timely requests for inspection and permit signoffs from Los Angeles County Public Health and the Authority Having Jurisdiction (AHJ).
- **Materials testing/specialty testing:** The firm shall provide material testing and specialty inspection services, as needed, to ensure materials are furnished and installed in accordance with the contract documents. The Consultant shall develop and maintain a log of inspection and material testing services to compliance with the contract documents.
- **Progress Payment:** Review any monthly payment request for completeness and accuracy including proper payroll documentation and lien releases are in order and make recommendation for payment to Owner. Firm shall review the Contractor's certified payroll to ensure compliance with prevailing wage requirements.
- **Close Out:**
 - Receive close-out items including as-built drawings, operation and maintenance manuals, and warranties as required.
 - Prepare punchlists, in conjunction with the Architect and Owner.
 - Assist in obtaining occupancy permits.
 - Assist with commissioning the building.
 - Prepare a final close out report with recommendations on final payment, notice of completion, and turnover of closeout documentation.

Section 3: Administration and Management

The selected construction management firm will provide a detailed plan for project management, communication/ coordination, and construction management to ensure successful and timely completion of the project per contract documents. The selected construction management firm must submit progress reports with each monthly invoice. It is important that the selected construction management firm strictly adhere to the schedule for the project and ensure timely completion. The work will commence upon the issuance of a Notice to Proceed (NTP). For project management, design, and bidding services phase, NTP is anticipated in August/September 2023. For construction management services, NTP is anticipated in Spring 2024 when Contractor's work commences.

The selected consultant shall attend designated El Segundo Recreation and Parks Commission (including sub- committees), El Segundo City Council and/or other public meetings through all phases of this project

until final completion. For the purpose of this proposal, please include adequate number of meetings with City staff and with stakeholder's needed to complete the project.

Section 4: Proposal

The proposal, at a minimum, should include the following information:

- A. Cover Letter including the name of the main contact and their contact information including name, title, address, phone number and email address. Construction management firm should also indicate their willingness, ability, and availability to complete the project per the requested scope of work.
- B. Project Proposal including consultant's understanding of the project and a description of how the consultant will approach the project with specific milestones and deliverables as outlined in this RFP. Any issues and challenges that may be encountered must be provided in this section.
- C. Qualifications demonstrating firm's expertise in successfully managing projects of this size and type as described, including work for municipal agencies. References must be included.
- D. Personnel and Project Management including a list of key project staff and their qualifications, including sub-consultants, if any, to be retained by the consultant. Include an organization chart of the proposed project team including hourly rates. Include a statement committing the Project Manager and Lead designer to the entire project from start-up to completion, noting workload and availability.
- E. Scope of Services to be provided with a breakdown of specific tasks.
- F. Fee Proposal for Services including a fee breakdown by task. The fee shall be a not-to-exceed amount, including the estimated "other direct costs" such as mileage and reproduction. The Fee Proposal shall include raw and loaded rates, noting overhead and profit percentages, and must be submitted with the proposal in a separate sealed envelope.
- G. Proposed Schedule to provide the consultant services starting from the date of receipt of a Notice to Proceed from the City. The consultant shall review the submitted schedule by the contractor. In coordination with the contractor, the consultant shall establish a baseline schedule and critical path schedule throughout the project.
- H. Statement of Acceptance that consultant is agreeable to execute the enclosed Professional Services Agreement, to provide proof of insurance as noted in the agreement and to obtain and maintain a City Business License for the duration of the consultant services. See Attachment D for a sample of the City's Professional Services Agreement.

Section 5: Selection Process

City staff will recommend a consultant to be approved by City Council. City staff's recommendation will

be based on content within the submittals with an emphasis on consultant’s qualifications, project understanding, professional experience, and ability to meet all aspects of the scope of work. City staff will also evaluate based on results of reference checks and proposal fee and rate schedule.

The City reserves the right to select any consultant to complete the engineering and architectural detailed design described in this RFP and may elect to hold in-person interviews for final selection.

City staff will make a recommendation to the City Council regarding the award of a contract based upon staff’s evaluation. The City reserves the right to reject any or all proposals, in whole or part, to waive any informality or irregularity in any proposal, and to accept the proposal which, in its discretion, is in the best interest of the City.

All RFPs will be evaluated based on the following criteria:

- Responsiveness and completeness of the RFP (15%).
- Consultant team qualifications and overall relevant experience (35%).
- Issues and challenges (20%).
- Understanding and approach (30%).
- Reference checks – to be conducted once qualified consultant is determined.

Section 6: Insurance Requirements

Type of Insurance	Limits
Commercial general liability	\$2,000,000
Professional liability	\$1,000,000
Business automobile liability	\$1,000,000
Workers Compensation	Statutory requirement

Refer to attached Professional Service Agreement template (Attachment D) for complete details.

Section 7: Title VI

The City of El Segundo seeks to ensure equity in access to its programs, activities, and services so that every citizen has the greatest opportunity to achieve and obtain the foundations necessary for self-sufficiency and success. All departments and agencies are commits to ensuring that no person is subjected to discrimination, excluded from participation in or denied the benefits of its services on the basis of race, color, national origin, sex, age, creed, disability or English language proficiency, as provided by the Title VI of the Civil Rights Act of 1964, 49 CFR part 21 and all related regulations and directives.

Section 8: Additional Information

The successful consultant will be selected by the City Council acting within its sole discretion. The City

Council is under no obligation to contract with any consultant.

Proposals will remain effective for sixty (60) days beyond the submittal deadline. All documents, drawings, and findings that are associated with this project will be the property of the City of El Segundo.

To be considered, proposers must submit:

- One (1) electronic copy of their proposal, in a PDF file, to allcityclerks@elsegundo.org The subject title needs to read **“RFP#23-04 CONSTRUCTION MANAGEMENT SERVICES FOR URHO SAARI SWIM STADIUM IMPROVEMENT PROJECT”**. The person submitting the RFP must include in their email, person’s full name, title, company name and phone number. Once the City Clerk’s office receives the electronic copy of the RFP, staff will reply to the email acknowledging receipt of the electronic RFP. Proposals received after the schedule submittal deadline will not be accepted.

AND

- Five (5) hard copies in a sealed envelope with the name and address of the company submitting the proposal and it should be clearly marked with the words **“Request for Proposal (RFP#23-04)”** and the title **“CONSTRUCTION MANAGEMENT SERVICES FOR URHO SAARI SWIM STADIUM IMPROVEMENT PROJECT”**

NO LATER THAN:

11:00A.M. PST on June 6, 2023 to:

**City of El Segundo
City Clerk’s Office
350 Main Street
El Segundo, CA 90245-3813**

All submittals received after the scheduled submittal deadline will not be accepted and may be returned unopened at Proposer’s expense.

If you need additional information, please contact Cheryl Ebert at 310-524-2321 or cebert@elsegundo.org

Sincerely,

Elias Sassoon
Director Public Works Department

RFP Schedule

The City reserves the right to make changes to the below schedule but plans to adhere to the implementation of this proposal process as follows:

<i>Project Schedule</i>	
April 12, 2023	RFP Release Date
May 18, 2023, 10:00am	Site Walk-Through – <u>Mandatory</u> – at Urho Saari Swim Stadium
May 23, 2023, 5pm	Deadline to Submit Questions
May 25, 2023, 5pm	Answer to Questions
June 6, 2023, 11:00am PST	Proposals Due
June 6, 2023 – June 16, 2023	City Review of Proposals
Week of June 19, 2023	Interviews of Qualified Construction Management Firms
Week of June 26, 2023	Selection of Construction Management Firm
August 15 th , 2023	City Council to Award to Construction Management Firm
August 2023	Commence Project with Constructability Review

Attachments

The following link provides Attachment A through Attachment E as listed below:

<https://cityofelsegundo.sharefile.com/d-s8e0ce008b5f940f192c97b6781f41f68>

Attachment A Vicinity and Location Maps (Urho Saari Swim Stadium, El Segundo Wiseburn Aquatics Center, and Hilltop)

Attachment B Current Urho Saari Swim Stadium Design (100% Design Development Phase), prepared by IBI Group and consultants

Attachment C Data Collected during Conceptual Phase, prepared by IBI Group and consultants

Attachment D Conceptual Design and Needs Assessment Report, June 2021, prepared by Mithun, Inc.

Attachment E City of El Segundo, Professional Services Agreement (PSA)

As-built drawings available electronically upon request.