**EXHIBIT F**

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**PROPOSAL PACKET**

## FOR DESIGN-BUILD SERVICES FOR FOR THE

**FRESNO COUNTY RURAL TRANSIT AGENCY**

**SELMA MAINTENANCE FACILITY PROJECT**

### PROPOSAL PACKET

Each Proposal shall be in 8½”x11” or 11”x17” format, consisting of the specified materials requested below.

The proposal shall be submitted in two (2) parts: Part One

Submit six (6) bound copies of Part One - Technical Proposal (each in a bound document with a soft cover, comb binder, loose-leaf three-ring, hard cover binder, or equivalent). Utilize dividers to identify and separate the TABS described below.

Part Two

Submit one (1) original with wet signature and five (5) copies of Part Two - Cost Proposal in one sealed envelope.

In addition to the hard copies, submit one (1) electronic copy of the Proposal Packet, including Part One and Part Two, in PDF format on CD, flash drive, or external hard drive.

All information necessary for FCRTA to evaluate your qualifications shall be contained within the Proposal. Proposals not organized according to this format may be rejected.

### To be responsive, each Proposal Packet must include the following material specified. For scoring information, see Exhibit B.

1. PART ONE – TECHNICAL PROPOSAL

Submit six (6) bound copies of the following:

### TAB 1) Cover Letter

The cover letter shall be signed by an officer or officers of the firm or team submitting the Proposal. In case of a joint venture, an officer of each joint venture partner shall sign the cover letter. The letter should identify the individual to whom correspondence and other contacts should be directed during the Design-Build Entity (DBE) selection process.

### TAB 2) Table of Contents

Provide Table of Contents.

### TAB 3) Statement of Compliance with FCRTA Requirements/Criteria

Provide a narrative regarding your Team’s compliance with FCRTA’s business and technical requirements/criteria, including any deviations from the terms of the attached Design-Build Agreement and Design-Build General Conditions. Include an affirmative statement that the DBE commits to deliver the project as described by the RFP within the stipulated schedule for the stipulated sum amount.

Any deviation(s) will be evaluated as to its effect on the RFP solicitation and may be determined to negatively affect the DBEs evaluation score. Contractual deviations

requested by the DBE are subject to negotiation and concurrence with FCRTA, upon determination of the Best Value Proposal. Any changes to the attached Design-Build Agreement or Design-Build General Conditions which the DBE desires, must be specified in the Proposal or the requested change will be deemed to have been waived.

### TAB 4) Technical Design and Construction Expertise

This section provides the Proposer the opportunity to demonstrate its experience, expertise, and success in the design and construction of projects of similar size, scope, type, complexity, and delivery method.

* 1. Provide a description of related Project experience, including up to four (4) projects for the General Contractor member, up to four (4) projects for the Architect member of similar size, scope, type, complexity, and delivery method, with construction completed during the past 8 years. Use the **Exhibit F-1: Project Summary** sheet included in this Exhibit for requested information and submission of the key projects for each firm. Photos and additional project information can be included.

Include projects that show the following experience: successful management of design- build projects for public entities in California within the last eight years, which incorporate similar aspects (community spaces, recreation facilities, parks, and/or other public facilities) to those required for this project, and delivery of the projects on time or ahead of schedule and within budget. Include information that demonstrates Proposer’s experience with Federal, and State funding.

* 1. Please indicate projects wherein Primary Team Firms have worked together. Points will be awarded to DBEs that show previous experience in which the designer and contractor have successfully worked together.

### TAB 5) Design-Build Team Organization and Personnel

1. **Primary Team Members (firms) and Organizational Chart**:
	1. Provide name, address, and telephone number of the General Contractor and Architect firm comprising the Team.
	2. Additional disciplines that must be included as part of the DBE include:
		* Structural Engineer of Record
		* Electrical Engineer of Record
		* Mechanical Engineer of Record
		* Civil Engineer of Record

Optional Key Staff:

* + - Mechanical Subcontractor
		- Plumbing Subcontractor
		- Electrical Subcontractor

These disciplines may be provided by a single firm or by several firms. Provide license numbers for all contractors and subcontractor entities.

* 1. Provide an organizational chart of Proposer’s team members (firms) and key personnel indicating clear lines of contractual authority of all team members (firms) including, but not limited to, the firms listed above in Tab 5.A.1 & 2. Provide a narrative describing the division of responsibility.

Through the organization chart and project approach, Proposer shall identify which Primary Team Member will be leading the project. FCRTA desires to have the General Contractor lead the team.

* 1. Provide a copy of the confirmed registration from the State of California Department of Industrial Relations (DIR) for the General Contractor firm, all listed subcontractors, and any other firms required to register with DIR based on their services for this project.

### Key Staff (individuals):

* 1. Provide name of individuals who will hold designated key staff positions for design and construction, and include the license number of each Architect/Engineer of Record.

Key Staff that must be included on the DBE at time of RFP submittal include:

* + - DBE Project Manager
		- Architect Principal-in-Charge of Project
		- Design Manager
		- Architect of Record
		- Structural Engineer of Record
		- Civil Engineer of Record
		- Mechanical Engineer of Record
		- Electrical Engineer of Record
		- Construction Project Manager (if same as above, so note)
		- Construction Superintendent

Optional Key Staff:

* + - Lead Mechanical Subcontractor
		- Lead Plumbing Subcontractor
		- Lead Electrical Subcontractor

The key staff listed in the proposal must be committed to the roles indicated for the project and may not be subject to substitution without prior written approval by FCRTA. Any persons so substituted must possess qualifications equal to or better than the individuals presented in the proposal.

* 1. FCRTA anticipates the DBE Project Manager to have authority and responsibility for the overall daily management of the Project, and the Design Manager to have overall responsibility for the design of the Project. Proposer shall include a narrative to show the DBE Project Manager’s experience with managing Design-Build projects, leadership skills, and understanding of the collaborative process and working as a team. Proposer shall include narrative to show the Design Manager’s experience with the design process, various aspects of design excellence, and managing/coordinating multiple disciplines.
	2. Provide a narrative or matrix that designates which of the projects, submitted by the Primary Team Member firms above in Tab 4, each Key Staff has worked on and their role on each specific project listed.
	3. Provide resume information for all key personnel including experience; professional license, registration, certification; and education. Include any previous experience on design-build projects and experience on projects of similar size, scope, type, and complexity.

### TAB 6) Work Plan Approach

Provide a Project Work Plan to deliver the Project in accordance with FCRTA’s Project Criteria and Scope of Services. Include approach to deliver the Project within the project schedule and project budget, approach to the Design-Build delivery method, and your experience and approach with phased design, collaborative teaming, and scheduling. The Proposer’s Work Plan should address the following items:

### Overall Management Plan

1. **Quality Assurance and Quality Control Plan for Design and Construction**
2. **Integration and Collaboration of Design and Construction**
3. **Owner Reviews and Jurisdictional Approvals**

Provide a narrative demonstrating your team’s plan to manage owner reviews and jurisdictional approvals, including potential phased design reviews and permits/approvals from multiple agencies. Include approach for managing the review of multiple departments within FCRTA. Provide relevant “lessons learned” from prior projects, preferably involving design-build.

### Schedule Administration and Management

1. **Cost Control**
2. **Safety Plan**
3. **Management of the Grant Funding Requirements**

Proposer to discuss their approach to complying with the various grant funding requirements including tracking costs, procuring subcontractors, and complying with State and Federal requirements during construction including 49 CFR Part 26.

### Approach to Achieving Design Excellence

Proposer to discuss their approach to design excellence as it relates to FCRTA’s goals and guiding principles. Provide a narrative to explain your approach in which the built environment inspires and enhances the functional use of the space and brings best value to the public.

### TAB 7) Design Process/Architectural Style

1. Proposer to provide a narrative describing your design process for conceptual and schematic design.

### TAB 8) Life Cycle Costs over 25 Years

1. FCRTA recognizes that the Design Build proposals will not include a full design within the proposal. However, Proposer shall identify a potential Heating, Ventilation, and Air Conditioning (HVAC) system based on the project description and criteria provided in the RFP. Proposer shall provide a Life Cycle Cost (LCC) analysis for the HVAC system using the LCC Template provided in **Exhibit F-2: Life Cycle Cost Template**. The LCC analysis study period shall span 25 years.

The analysis shall include, but not be limited to, the initial investment cost, rebates, equipment replacement cost, equipment residual value (if any), electric energy cost, gas cost, water cost (for water cooled systems only), and maintenance and repair costs. The maintenance and repair costs shall be computed based on prevailing wage standards in effect for this project.

1. FCRTA has a focused interest in the total cost of ownership of the building over its expected life and desires a lower cost over the life of the building. FCRTA wants this project to be energy-efficient and sustainable. The Design-Build team shall consider the mechanical and electrical systems, and the overall energy consumption of the building holistically.

The Proposer shall provide the following in the proposal:

* 1. Based on an existing project of similar scope, demonstrate how the team creatively reduced the energy consumption of the project. Provide specific examples.

### TAB 9) Skilled and Trained Workforce Commitment

Proposer shall provide a work plan defining how the Proposer and its subcontractors at every tier will comply with the requirements for the use of a skilled and trained workforce to perform all work on the project that falls within an apprenticeable occupation in the building and construction trades as required per Public Contract Code 22164(c) and in compliance with Department of Labor Public Law 113-128. Proposer shall demonstrate how it will document to FCRTA its commitment to comply with the above referenced requirement. This work plan builds on the requirement in the Request for Qualifications that the DBE provide an enforceable commitment.

### TAB 10) DBE Good Faith Effort Documentation

Submit documentation of Proposer’s good faith efforts for DBE participation in the Project.

* 1. PART TWO – COST PROPOSAL

In a separate sealed envelope, submit one (1) original with wet signature and five (5) copies of the following:

* + 1. Cost Proposal Form as provided in **Exhibit F-3**. The markup for overhead and profit and insurance line items included in Exhibit F-3.
		2. List of Subcontractors as provided in **Exhibit F-4**. Provide listing of all subcontractors known at time of RFP submittal. All subcontracts that are not listed by the DBE shall be awarded by the DBE in accordance with state and federal code. Specifically, DBE shall procure all subcontracts that are not listed by the DBE in accordance with California Public Contract Code 22166.
		3. Non-Collusion Affidavit as provided in **Exhibit F-5**. One of the five sets must include a Signed Original.
		4. Additionally, if DBE is a Joint Venture, Proposer shall provide a copy of the joint venture agreement. (No page limit) *Note: Agreement must provide that All responsibilities of the joint venture shall become the individual responsibilities of each member of the joint venture in the event of the termination of the joint venture for any reason.*

# EXHIBIT F-1

### PROJECT SUMMARY

#### Use one form for each project – additional information should be attached to this sheet. Names and references must be current and verifiable.

Name of Contractor:

Project Name:

Location: Completion date:

Owner:

Owner Contact Name, Phone, email:

Architect:

Architect Contact Name, Phone, email:

Type of Procurement (D-B-B, D-B, CM@R, GMP, Low Bid, JOC, Other.)

Source of Funding of Project:

Value of Original Contract:

Final value of Contract including change orders:

Original Scheduled Substantial Completion Date:

Actual Date of Substantial Completion:

Description of Project, Scope of Work Performed:

Schedule A Glossary of Abbreviations:

* D-B-B Design-Bid-Build
* D-B Design-Build
* CMAR Construction Management at Risk

# EXHIBIT F-2

**LIFE CYCLE COST TEMPLATE OVER 25 YEARS**

|  |  |
| --- | --- |
| Item | HVAC System |
| HVAC System Description |  |
| Initial Investment Cost |  |
| Rebate (if any) |  |
| Equipment Replacement Cost |  |
| Equipment Residual Value (if any) |  |
| Maintenance and Repair Cost |  |
| Electric Energy Cost |  |
| Gas Cost |  |
| Water Cost (for water cooled systems only) |  |
| Total Cost |  |

**EXHIBIT F-3**

**COST PROPOSAL**

|  |
| --- |
| **1** **PRECONSTRUCTION PHASE** |
|  |  |
| **A** **Preconstruction Services Fees** |  |
|  |  |
| **Task** | **Cost** |
| Cost Estimating & Value Engineering |  |
| Scheduling |  |
| Site Investigation ( incl. exploratory potholing, survey, etc. as necessary) |  |
| Reproduction Costs |  |
| Delivery |  |
| All Other Costs for Performing Work |  |
|  |  |
| **Subtotal Preconstruction Services Fees** |  |
|  |  |
| **B** **Design Fees** |  |
|  |  |
| **Discipline** | **Cost** |
| Architectural |  |
| Interior Design |  |
| Civil (including survey as necessary) |  |
| Landscape & Irrigation |  |
| Structural |  |
| Mechanical |  |
| Plumbing |  |
| Fire Protection |  |
| Electrical |  |
| Telcom/Data |  |
| Fire Alarm |  |
| Security |  |
| Signage |  |
| Permits and Fees |  |
| Specialty/Other (Please List) |  |
|  |  |

**EXHIBIT F-3**

**COST PROPOSAL**

|  |  |
| --- | --- |
| **1** **PRECONSTRUCTION PHASE cont’d** |  |
| **Additional Design Services** |  |
| Site Evaluation |  |
| Specialized Shop Equipment |  |
| Fuel Dispensing and Storage |  |
|  |  |
| **Subtotal Design Fees** |  |
|  |  |
| **TOTAL PRECONSTRUCTION PHASE** |  |
|  |  |
| **2** **CONSTRUCTION PHASE** |
|  |  |
| **Design Team** | **Cost** |
| Design Team Construction Administration (CA) |  |
|  |  |
| **Staffing and General Conditions\*** | **Cost** |
| Project Staff |  |
| Temporary Facilities |  |
| Temporary Utilities, Services, & Supplies |  |
| Miscellaneous Project Costs |  |
| All Other General Conditions Costs |  |
|  |  |
| **Subtotal Staff and General Conditions** |  |
|  |
| **Overhead & Profit, Bonds, & Insurance** | **Markup %** |
| Overhead & Profit |  |
| Insurance |  |
| Bonds |  |
|  |  |
|  |  |

\* General Conditions shall include, but not be limited to, items in attached breakdown.

### Extended Overhead Daily Rate

The daily rate for extended overhead for the DBE applicable to this project during construction will be:

$ per day

# EXHIBIT F-3

### COST PROPOSAL

**CONSTRUCTION PHASE**

**General Conditions Items to Include Temporary Facilities**

Jobsite Trailer (including Construction Manager's office) Storage Trailer & Tool Shed

Jobsite Office Furniture, Equipment, Computers, Supplies Temporary Toilets

Barricades

Temporary Enclosures Project Sign

**Temporary Utilities, Services, & Supplies** Telephone & Data Installation and Monthly Charges Temporary Water Installation and Usage Charges Periodic Cleaning

Final Cleaning

Jobsite Dumpsters/Waste Removal/Hauling/Construction and Demolition Waste

Reduction and Recycling Guide

SWPPP Maintenance & Inspections (including Qualified SWPPP Practioner) Safety Inspections

Drinking Water Safety Equipment First Aid Supplies

Small Tool Rentals & Purchases Reproduction

Postage

Project Photographs Courier Service

### Miscellaneous Project Costs

Site Survey Jobsite Security

Fees - Water Meter Fees - Gas Service

### All Other General Conditions Costs

**EXHIBIT F-4**

**LIST OF SUBCONTRACTORS**

In compliance with section 4101 of the government code regarding designation of subcontractors, the Proposer submits the following list of each subcontractor, known at the time of the Proposal submittal, who will perform work or labor or render services to the Proposer in or about the construction of the work in an amount in excess of ½ of 1% of said total bid.

Note: Repeat this page for additional subcontractors:

WORK SUBCONTRACTOR LICENSE NUMBER ADDRESS

# EXHIBIT F-5

### NON-COLLUSION AFFIDAVIT

**TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH THE PROPOSAL**

The undersigned declares:

I am the of , the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on [date], at [city], [state].”

*(Amended by Stats. 2011, Ch. 432, Sec. 37. Effective January 1, 2012.)*

Subscribed and sworn to before me this day of 2021.

Signature of officer administering oath

#### NOTE: Execution of this affidavit must be acknowledged before a Notary Public and Notary’s certificate of acknowledgement must be attached.