

January 5, 2015

Request for Proposal (RFP) for Metal Building Preconstruction Services for the Truckee Tahoe Airport District Office Building for Clear Capital, Inc.

Your firm has been carefully selected to submit a proposal for pre-construction services for the Truckee Tahoe Airport District office building for Clear Capital, Inc. The District is exploring the option of building a 10,000SF 1 story office building to lease to Clear Capital which is a local Truckee business. A description of the project and a list of the requested scope of services are summarized in this RFP.

The project and proposal information is delineated below in the following sections:

- A. Terms of the Proposal Request
- B. Project Description
- C. Preliminary Scheduling and Phasing
- D. Contractor Agreement
- E. Document List
- F. Outline of Proposal

A. TERMS OF PROPOSAL REQUEST

Before submitting a response to this RFP, each prospective firm shall carefully read and examine all of the documents associated with this RFP and visit the project site. Each prospective metal building contractor is expected to fully inform themselves as to all existing conditions and limitations under which work is to be performed prior to responding. The submission of a response to this RFP will be construed as confirmation that the prospective contractor has made such an examination. Please note that proposals that are not responsive to all sections of the RFP requirements will not be taken into consideration. By submitting a proposal, the prospective contractor confirms that:

1. The prospective contractor has reviewed and understands the requirements of the RFP and has confirmed their proposal is in accordance with such requirements.
2. The prospective contractor has visited the site, become familiar with existing site and local conditions, and has correlated site observations with the requirements of the RFP.
3. The response to the RFP is based upon personnel and any systems, materials, and equipment as required by the RFP.
4. The prospective contractor has reviewed the baseline scope of work including, but not limited to, that which can be reasonably inferred from the RFP conceptual design documents, project description, existing site and local conditions, and any other supplemental information provided by the District during the RFP period, etc.
5. The prospective contractor understands that the project scope, budget, and schedule may be modified to add or delete work scope.

The District will not issue documents or respond to inquiries related to the RFP to any other entities other than the one named as a prospective contractor or their metal building supplier. Prospective contractors shall promptly notify the District of any ambiguity, inconsistency, or error which they may discover upon examination of this RFP.

The District has hired a Construction Manager to represent them on this project. Peter Beaupre of Prosser Building & Development, Inc. will handle the everyday management of the project with assistance from District staff.

Requests for clarification or information shall be directed in writing to The District's Construction Manager by email to Peter Beaupre (peter@pbd-inc.com) with a copy to the District's General Manager Kevin Smith (ksmith@truckeetahoeairport.com). Peter will issue a written response by email to all prospective contractors within three business days of receipt of request for clarification or information. Note that requests for information or clarification will not be accepted later than 5 pm on January 26, 2015.

Proposal Due Date: January 29, 2015

Format: The response to the RFP shall include three (3) hard copies and one (1) electronic copy delivered to the following:

Truckee Tahoe Airport District
Kevin Smith, General Manager
10356 Truckee Airport Rd.
Truckee, CA 96161
Email: ksmith@truckeetahoeairport.com, peter@pbd-inc.com

Proposals delivered after the due date will not be considered and will be returned to the sender. Terms of the proposal shall be considered binding for a period of 90 days commencing with the proposal due date.

Consideration of Proposals:

The proposals will be privately reviewed by the District with assistance from the Construction Manager and the Architect. The proposals will be kept confidential from the other prospective contractors. The District reserves the right to accept the proposal which is considered the most favorable to the interests of the District and project. The successful proposal may not necessarily be the one with the lowest cost, although it will be a major factor. In addition, The District may, in their evaluation, subjectively rate past performance, references, project approach, team, company experience, reliability, safety record, financial strength, insurability, bonding capacity, claims history, present workload, and compatibility with the District/Construction Manager/Architect/Tenant project team in determining a final selection. Contractor interviews will be scheduled and conducted the week of February 2, 2014 with specific location, date, and time to be determined.

B. PROJECT DESCRIPTION

The project program and scope currently includes the following key elements:

1. **Pre-engineered Metal Building** approximately 10,000SF; Metal building contractor's scope
 - a. Open office space for 100 computer users
 - b. Space for restrooms, conference rooms, break rooms, individual offices
 - c. Conformance to Nevada County Planning Department guidelines and preferably to the Town of Truckee Planning Department guidelines. The Building is not located within the Town boundaries but is within 100 feet of the boundary.
 - d. Aesthetically pleasing metal wall (textured) and roof panels, preferably using insulated panels or otherwise including insulation as detailed in the performance specifications.
 - e. Ground snow load 186lb/sf
Basic Wind Speed 95MPH
Importance Factor $I_w = 1.0$
Wind Exposure: C
Seismic importance Factor: 1.0
Mapped Spectral Structural Response Acceleration: 1.242
Site Class: C
Seismic Design Category: D
2013 California Building Code
 - f. Wall R-Value: 21 minimum, Roof R-Value: 38 Minimum
2. **Other Building Elements Not in metal building contractor's scope:**
Building earthwork, concrete, windows, doors, flooring, drywall, bathrooms, plumbing, heating and electrical.
3. **Tenant Improvements: Not in metal building contractor's scope:** office partition walls, final electrical and heating distribution.
4. **Parking Lot: Not in metal building contractor's scope:** Parking lot and landscaping.

The attached conceptual plans were developed by Ward-Young Architects. The site is on airport property where the long term parking lot is currently located. This lot will be removed and reconstructed on another part of the airport. The site is in Nevada County and is under its jurisdiction for planning and building permits. The site is within 100 feet of the Town of Truckee boundary and attempts will be made to satisfy the intent of their planning regulations. Because of the close location to the airport runways, any crane work must be coordinated with the airport staff and the appropriate warning flag be flown on the crane. It is not anticipated that this will constrain the project. Project conceptual level design documents are being made available as a part of this RFP.

The conceptual design documents as well as preliminary designs from the chosen metal building contractor will be used to apply for the use permit as soon as possible. The construction manager will apply for the grading and building permits using the detailed design and structural engineering of the metal building contractor and their metal building supplier

along with engineering from a foundation structural engineer as well as mechanical, electrical and civil engineering firms. It is anticipated that construction would begin in August 2015.

C. PRELIMINARY SCHEDULE AND PHASING

Anticipated Schedule Milestones are as follows:

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|---|----------------|
| ▪ Use Permit Application to Nevada County | March 1, 2015 |
| ▪ Engineering and detailed design | Spring 2015 |
| ▪ Completion of Building Construction Documents | June 1, 2015 |
| ▪ Building Permit Application to Nevada County | June 2, 2015 |
| ▪ Bidding of other prime contractors | June 2015 |
| ▪ Target Earthwork Start date | August 1, 2015 |

Initial Design Phase

During this phase you will work with the Architect, Construction Manager and airport to translate the conceptual drawings into a workable design for the metal building. It is anticipated that there will be 3 on-site meetings to facilitate this phase. You will produce exterior elevations and floor plans from the building supplier's software that will be used for application for the Use Permit. Ideally these are AutoCAD compatible for use as backgrounds and engineering for the other firms

Engineering and Construction Documents Phase.

In this phase you will produce detailed plans and engineering for the building permit application and coordinate with the foundation engineer on the transference of loads. Detailed schedules and site staging coordination will be developed.

Fabrication and Erection Phase

Construction will be organized under a construction manager with multiple prime contractors approach. The earthwork, concrete and other contractors will be directly contracted to the District. However, all contractors must coordinate with each other with the assistance from the construction manager. As a result, in addition to fabrication and erection, the metal building contractor will provide a representative to review onsite layouts of earthwork and concrete contractors. The estimate for this phase should include all costs anticipated including sales tax, crane services, general conditions and profit, etc.

The successful contractor will be authorized at each stage to continue with work. It is not guaranteed that the project will continue through all phases.

D. CONTRACTOR AGREEMENT

The District anticipates a two-phase contract with an initial award for preconstruction services only. The agreement format planned for preconstruction services will be an American Institute of Architects (AIA) document or similar. Construction Services may subsequently be awarded at the sole discretion of the District based upon factors including, but not limited to budget alignment, market conditions, contractor performance, team compatibility, etc.

For the construction phase, the plan is to utilize the “AIA Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser (A-132document). Note that AIA Document A132–2009 adopts by reference and is intended for use with AIA Document A232–2009, General Conditions of the Contract for Construction.

E. DOCUMENT LIST

1. Elevations and Floor Plan 29-Dec-14
2. Street Scape Plan 29-Dec-14

The Documents above are included with the electronic issuance of this RFP.

F. OUTLINE OF PROPOSAL

You are asked to submit a comprehensive proposal by responding to the items listed below. Information submitted must be arranged in the same order as requested in this RFP. The proposal shall include the following components in the listed order:

1. Title Page
The title page must show the contractor name, project title, and date of proposal submittal.
2. Proposed Project Team
Provide the following:
 - a. Organization chart for proposed team including the supplying company. Include brief experience statements.
 - b. Three (3) Owner and/or Architect references including current contact information from similar projects within the past five (5) years.Key personnel proposed are asked to attend the interview prior to award of the project.
3. Company Capability
 - a. Similar Experience: Describe your firm’s relevant similar experience with list of Owner, Architect, contract type, schedule overview, size of project in area and cost, scope of services, and references. Identify any industry awards or recognition that your company has received.
 - b. Bonding Capacity: Provide a letter from your surety company ensuring unencumbered bonding capacity for your construction value of the project.
 - c. Litigation History: Provide details of all claims, mediation, arbitration, and litigation involving your company within the last 5 years.
 - d. Prevailing Wage History: Describe your company’s history with respect to prevailing wage construction projects.
 - e. Current Workload
Provide a list and summary paragraph describing the current workload of your firm including a list of project names and associated contract values.

4. Project Approach

1. Please describe familiarity with the local building codes, local nuances such as dealing with local governing authorities, and designing structures with similar snowload requirements.
2. What experience does your firm have building projects in the Truckee area?
3. What experience does your firm have in building in an airport environment?

5. Safety Program

Safety constitutes a critical priority for the District. The contractor must ensure constant focus on safety through all phases of the project. The safety of employees, laborers, visitors, and safe start-up and operation of the facility is essential for the success of the project. The proposal should summarize your firm's safety programs, your recordable incident rate, and lost time incident rate as well as include the number of employees employed by your firm

6. Quality Control

Describe your firm's quality control programs that you would plan on implementing on the project.

7. Project Schedule

Provide a CPM schedule for your design, engineering, fabrication and erection work. The detailed schedule should be based on the preliminary timelines outlined in this RFP. Also include a description of your firm's approach to scheduling and when and what action will be taken should any delays to the project schedule be incurred.

8. Cost Control and Estimating

Provide an initial detailed estimate for the metal building including wall and roof panels, insulation and all other elements that are necessary to provide a complete shell. Describe the estimating and cost control approach that your firm uses. Also describe the level of estimating that you plan to use on the project and provide examples of estimates that your firm has recently prepared for similar projects. With regard to cost control, please provide examples of cost reports which will be used and how your firm controls costs.

9. Fee Proposal

Please delineate the Fee Proposal with the following detail:

1. Initial Design Phase: \$ _____
2. Engineering and Construction Documents Phase: \$ _____
3. Estimate of Fabrication and Erection Phase: \$ _____
4. Fee, insurance and general conditions basis for change orders: %
5. Payment and performance bond: _____%

Thank You,

Kevin Smith