



Chinatown Community
Development Center

華協中心

**REQUEST FOR PROPOSALS
FOR
CONSTRUCTION MANAGEMENT SERVICES**

PING YUEN & PING YUEN NORTH REHABILITATION

On behalf of Ping Yuen, L.P. and North Ping Yuen, L.P. (“Owner”), Chinatown Community Development Center (Chinatown CDC requests submission of qualifications and fee and schedule proposals from applicants interested in providing construction management services for the design and construction phases of Ping Yuen and Ping Yuen North (the “Projects”). These properties are currently owned and operated by the San Francisco Housing Authority (SFHA). The SFHA and the San Francisco Mayor’s Office of Housing and Community Development have decided to transfer rehabilitation, ownership, and management responsibility for this property to Chinatown CDC, beginning in August/September 2016. The Projects involves the occupied rehabilitation of 4 existing buildings:

- Ping Yuen: 1 six-story and 2 seven-story buildings comprised of a total of 234 affordable apartments with indoor and outdoor common areas; and
- Ping Yuen North: 1 twelve-story building comprised of 200 affordable apartments, indoor and outdoor common areas, and an underground parking garage.

The construction cost is estimated at \$35 million each, and the construction period is estimated to last 24 months for Ping Yuen North and at least 24 months for Ping Yuen.

PROJECT DESCRIPTION:

The Projects are located in San Francisco’s Chinatown neighborhood as follows:

- Ping Yuen: 655 Pacific Avenue, between Beckett Street and Columbus Avenue; 711 - 795 Pacific Avenue, between Stockton Street and Grant Avenue; and 895 Pacific Avenue, between Powell and Trenton Streets.
- Ping Yuen North: 840 Pacific Avenue, between Powell and Cordelia Streets.

Ping Yuen is comprised of 1 six-story and 2 seven-story concrete building with a total of 49 one-bedroom, 92 two-bedroom, 75 three-bedroom, and 21 four-bedroom units. Non-residential uses include mechanical and services areas, a property management office and daycare at 795 Pacific, and laundry rooms at all buildings. The property has several large play/garden areas. These three buildings were built circa 1955 and have not been significantly rehabilitated

Ping Yuen North is comprised of a twelve-story concrete building with a total of 45 studios, 33 one-bedroom, 100 two-bedroom, and 22 three-bedroom units. The ground floor contains an entrance, mechanical and services areas, a laundry room, community room, youth room, and residential units, and upper floors contain residential units. The property has terraced outdoor space including a basketball court and playground. It was completed circa 1962 and has not been significantly rehabilitated.

The scope of rehabilitation work proposed for this project is described in detail in Attachment A1 and Attachment A2, Scope of Work Narrative.

Chinatown CDC will take ownership of this building concurrent with the start of construction in August/September 2016. The land will continue to be owned by the San Francisco Housing Authority, ensuring that this land will stay affordable.

Chinatown CDC has selected Cahill Contractors as the general contractor and the partnership of Gelfand Partners and MEI Architects as the project architect.

Chinatown CDC is committed to green/sustainable building practices and to incorporating green elements in the design and construction of the Project. We anticipate seeking GreenPoint Rating for the project.

PROJECT SPONSOR

Chinatown CDC is a nonprofit organization with a 37-year history of serving low-income San Franciscans. We have played a role in the development of over 3,000 units of housing serving a wide variety of residents of all ages and ethnicities. We currently provide management and resident services for 1,100 housing units that are home to approximately 1,400 residents. Chinatown CDC has received numerous awards for its activities, including the Fannie Mae Foundation's Sustained Excellence Award.

SCHEDULE

Chinatown CDC has completed a combined Schematic Design - Design Development phase, and will complete 50% Construction Drawings using internal construction management. A period of value engineering will begin immediately upon the hiring of the Construction Manager. The Construction Manager will take over construction management of the project from that point on. Chinatown CDC intends to apply for Low Income Housing Tax Credit and Tax-Exempt Bond financing for the project in late 2015 and to finalize all funding and begin construction before the end of 2016.

MINIMUM QUALIFICATIONS FOR APPLICANTS:

Applicants must be able to demonstrate the following minimum threshold qualifications:

1. Serving in the capacity of a construction manager on projects of a similar size, scope and/or scale, applicant must have completed a minimum of either: A) two rehabilitations, or B) one rehabilitation plus one new construction project.

Interested parties not meeting this qualification may also apply if, as an architect or general contractor, they have completed at minimum: A) three rehabilitations, or B) one rehabilitation plus two new construction projects.

2. Applicants must be able to demonstrate that they had involvement in all stages of the above project(s), both preconstruction and construction.

Applicants able to demonstrate the following preferred characteristics will receive additional points in the scoring of their proposal, as detailed in Attachment B, Scoring Criteria:

- Experience working with the San Francisco Building Department and San Francisco Mayor's Office on Disability
- Experience with projects utilizing financing from the San Francisco Mayor's Office of Housing and Community Development, and/or Federal Low Income Housing Tax Credits
- Experience working with non-profit project sponsors
- Certified Green Building Professional or LEED Accredited Professional

- Experience working on projects in disadvantaged communities in San Francisco or similar neighborhood strongly desired

SERVICES

The Construction Manager will work with Sponsor's, Architect's, and Contractor's staff to provide the following services. Estimated average hours during each phase are 10 hrs/month during preconstruction; 20 hrs/month during construction.

Preconstruction Phase (estimated 12 months)

- 1) Review and advise on governmental and code requirements.
- 2) Attend design meetings and assist in the development of 100% Construction Documents (plans and specifications), advising Sponsor as issues arise.
- 3) Review and advise on design, constructability, value engineering, and cost/time issues relating to the development.
- 4) Assist in establishing design priorities, including square footages, adjacencies, unit sizes, community space, green building elements, MEP systems, etc.
- 5) Assist in review and selection of any subcontractors and consultants.
- 6) Review and advise on surveys, soil studies, and other site-specific reports.
- 7) Review and advise on the proposed development schedule including schedules for permitting, construction, and land use approvals.
- 8) Review and advise on life cycle cost of proposed materials or methods with regard to initial cost, maintenance cost, durability, and replacement cost.
- 9) Review plans and specifications while they are being developed by Architect and make recommendations, as appropriate, for modifications of plans and specifications.
- 10) Review the 100% Construction Documents and contract documents for accuracy, completeness, consistency, constructability, and compliance with the Project's program.
- 11) Analyze the Contractor's cost estimates for completeness and accuracy, and participate in value engineering.
- 12) Analyze and prepare recommendations regarding subcontractor bids, coverage, pricing, and coordination.
- 13) Assist in finalizing contract with the Contractor.
- 14) Take the lead in securing all necessary permits.
 - a) Act as liaison to San Francisco Department of Building Inspection (DBI), Fire Department (SFFD), Department of Public Works (DPW), Mayor's Office of Disability (MOD), and others as required.
 - b) Track permit applications and approvals.
 - c) Monitor Architect's responses to plan check comments; assure that responses to plan check comments are thorough and timely. Monitor costs associated with responses.
- 15) Review and advise on suggestions from lenders regarding engineering reports and construction documents.
- 16) Assist Sponsor in obtaining all necessary items required prior to issuance of a Notice to Proceed.
- 17) Perform a review of all contract documents including- but not necessarily limited to- drawings, specifications, addenda, and bid documents, to ensure a complete understanding prior to start of construction, and as required to efficiently perform the tasks described in this scope.

Construction Phase (estimated 24 months)

- 1) Review and advise on revisions or upgrades during the course of construction with respect to cost, schedule, and design intent. Make recommendations to the Sponsor whether or not to include proposed revisions or upgrades.
- 2) Monitor the work of other consultants.
- 3) Review and advise on requests for Additional Services submitted by the Architect. At the Sponsor's

request, represent the Sponsor in negotiations with the Architect concerning Additional Services requests.

- 4) Monitor testing and inspections activities:
 - a) Monitor DBI, SFFD, DPW, MOD, and other inspections scheduled by the Contractor and assist in resolution of any issues.
 - b) Monitor special inspections testing by Sponsor-retained firm(s), review inspection reports and test results, and assist in resolution of any issues.
 - c) Review other field/inspection reports and assist in resolution of any issues.
- 5) Assist in coordinating installation and hook-up of utilities as required, including: power, gas, telephone, water, fire sprinkler service, cable television, fire alarm monitoring.
- 6) Monitor Contractor submittals, requests for information (RFIs), and other Contractor-Architect correspondence.
- 7) Perform on-site monitoring of construction work with respect to quality, schedule, and design intent.
- 8) Attend regularly scheduled construction site meetings and other meetings as required by the Sponsor. Monitor action items, and advise Sponsor on items requiring action or response by the Sponsor. Maintain complete and accurate written notes of said meetings, and make these available to the Sponsor upon request.
- 9) Assist Sponsor in reporting and documentation requirements including, but not necessarily limited to, the following:
 - a) Contractor's monthly Applications for Payment
 - b) Preliminary lien notices, conditional and unconditional lien releases
 - c) Updated construction schedules
 - d) DBI inspection notices
 - e) MOH and/or CMD reporting forms
 - f) Official site meeting minutes/records
 - g) Contract Documents
 - h) Change Orders
 - i) Shop Drawings
 - j) Product Data and Submittals
 - k) Supplementary drawings and color schedules
 - l) Requests for payment
- 10) Record any work that, in the Construction Manager's opinion:
 - a) Is not in conformance with the Contract Documents
 - b) Might result in a claim for a change in Contract Sum or Contract Time
- 11) Review all Change Order requests by the Contractor, advise Sponsor on the validity of proposed changes and their impact on schedule and/or cost, and at the Sponsor's request, represent Sponsor in negotiations with the Contractor concerning Change Orders. Maintain a log of pending and approved Change Orders including cost and time impact.
- 12) Review all Payment Applications and submit a recommendation for disbursement to Sponsor.
- 13) Track lien releases.
- 14) Assist in coordination of punch list inspection and completion.
- 15) Serve as Sponsor's designated representative to the San Francisco Department of Building Inspection and other governmental agencies having jurisdiction over the Project, including- but not limited to- the Mayor's Office of Disability.
- 16) Prepare 20-year Capital Needs Assessment and replacement reserve/life cycle analysis prior to construction completion based on template provided by Sponsor.

Construction Closeout

- 1) Review and advise on items to be completed or corrected with the issuance of a Certificate of Substantial Completion.
- 2) Assist, review, and advise on completion and issuance of As-Builts and Warranties.

- 3) Assist in training Property Management in the operations and maintenance of the Project.
- 4) Assist in post-construction/post-occupancy testing for compliance with design, specification, and/or certification (including Green Point and/or LEED certification).
- 5) Participate in 9-month and 12-month warranty walk-throughs with Sponsor, Architect, and Contractor.

REQUIREMENTS FOR RFP RESPONSES:

Applicants responding to this RFP must submit the following:

- 1) **Introductory Letter**
 - Please include at least one example of a design, schedule, and/or cost issue you have encountered in a past project and the role you played in resolving the issue(s).
 - Indicate your capacity to successfully render required services by including a summary of your current workload.
 - Where applicable, provide evidence of your experience with:
 - Phased Rehabilitation Projects
 - Mid- to high-rise concrete buildings
 - San Francisco Building Department and San Francisco Mayor's Office on Disability
 - Projects utilizing financing from the San Francisco Mayor's Office of Housing and Community Development, and/or the Federal Low Income Housing Tax Credit
 - Non-profit project sponsors
 - Green building practices; including evidence of LEED or Certified Green Building Professional certification, if you hold such credential(s)
- 2) **Resume**
 - Please list previous projects you have participated in, and describe your role.
- 3) **Work Sample**
 - Include at least one work sample such as a change order log, schedule, or plan review comments.
- 4) **References**
 - Provide at least three professional references with name, and current phone number and email address.
 - At least one reference must be a developer, owner, or project sponsor.
 - **Note that references will only be used as a tiebreaker.**
- 5) **Fee**
 - Provide a proposed fee for the services described in this RFP.
 - Applicants **must include an hourly rate, as well as the total proposed fee.**
 - Include a multiplier for reimbursables (if any).

SELECTION PROCESS:

The selected Construction Manager will be the highest scoring applicant based on qualifications submitted and reference checks.

Sponsor will evaluate all applicants using the Scoring Criteria provided (see Attachment B). In addition to these criteria, the Sponsor and CMD desire a high level of participation by Local Business Enterprises (LBEs). As such, LBEs are strongly encouraged to participate.

Sponsor reserves the right to interview a short-list of respondents and to use references only as a tiebreaker.

Applicants' qualifications will be evaluated by the Sponsor. **It is the responsibility of applicants to provide evidence of qualifications and experience.**

TERMS AND CONDITIONS

In submitting a response to this RFP, applicants acknowledge that:

- 1) Applicant has read and understands all terms and conditions set forth in this RFP, including attachments to the RFP.
- 2) The selected applicant will be required to enter into Sponsor's form of contract. The selected applicant will be provided with an opportunity to comment on the form of contract prior to entering into contract with the Sponsor.
- 3) The Construction Manager shall maintain insurance in accordance with the requirements found in Attachment C.
- 4) The Sponsor reserves the right to revise any terms and/or conditions set forth in this RFP and/or add any terms and/or conditions beyond those set forth in the RFP.

GROUNDS FOR REJECTION:

Sponsor or its representative may reject any and all qualification submittals for the following reasons:

- 1) The submitted proposal does not contain all the information requested in this document.
- 2) The submitted proposal was received after the designated deadline.
- 3) Sponsor decides to withdraw acceptance of proposals.
- 4) Acceptance of proposals that would entail a violation of law or City codes.
- 5) Applicant is suspended or disqualified from projects funded by HUD or MOHCD.

RESERVATION OF RIGHTS:

The Sponsor reserves the right to postpone or withdraw this request at any time and for any reason; postpone the project for convenience; reject any and all submittals; and/or negotiate with any or none of the applicants. Sponsor reserves the right to waive any defects as to form or content of the RFP or any other step in the selection process.

CLAIMS PROCEDURES

Applicants wishing to contest the selection process or results will have five (5) business days from the date of notice of the final selection to submit written complaints to the Contract Monitoring Division, in accordance with its prevailing guidelines.

PROPOSED SELECTION SCHEDULE *[subject to change]*

Request for Proposals available:	Wednesday, August 26, 2015
Proposals Due	Thursday, September 3, by 5:00 pm
Interviews (if necessary)	Wednesday, September 9, between 11:00 am and 3:00 pm
Final Selection/CMD Approval	Monday, September 14, 2015

SUBMISSION DEADLINE:

Two copies of proposals must be received by **THURSDAY, SEPTEMBER 3, 2015 BY 5:00PM.**

Please submit proposals via email and in hard copy (1 copy) to:

Shannon Dodge

Project Manager

Sdodge@chinatowncdc.org

1515 Vallejo Street 4th Floor

San Francisco, CA 94109

QUESTIONS/CLARIFICATIONS

Potential respondents should address any questions regarding this RFP to Shannon Dodge at sdodge@chinatowncdc.org or (415) 929-1026 and/or Kim Piechota at kpiechota@chinatowncdc.org or (415) 929-0712.

ATTACHMENTS:

A1 - Ping Yuen Scope of Work Narrative

A2 - Ping Yuen North Scope of Work Narrative

B - Scoring Criteria

C - City & County of San Francisco Insurance Requirements