



City of San Diego



Capital Improvements Contracting

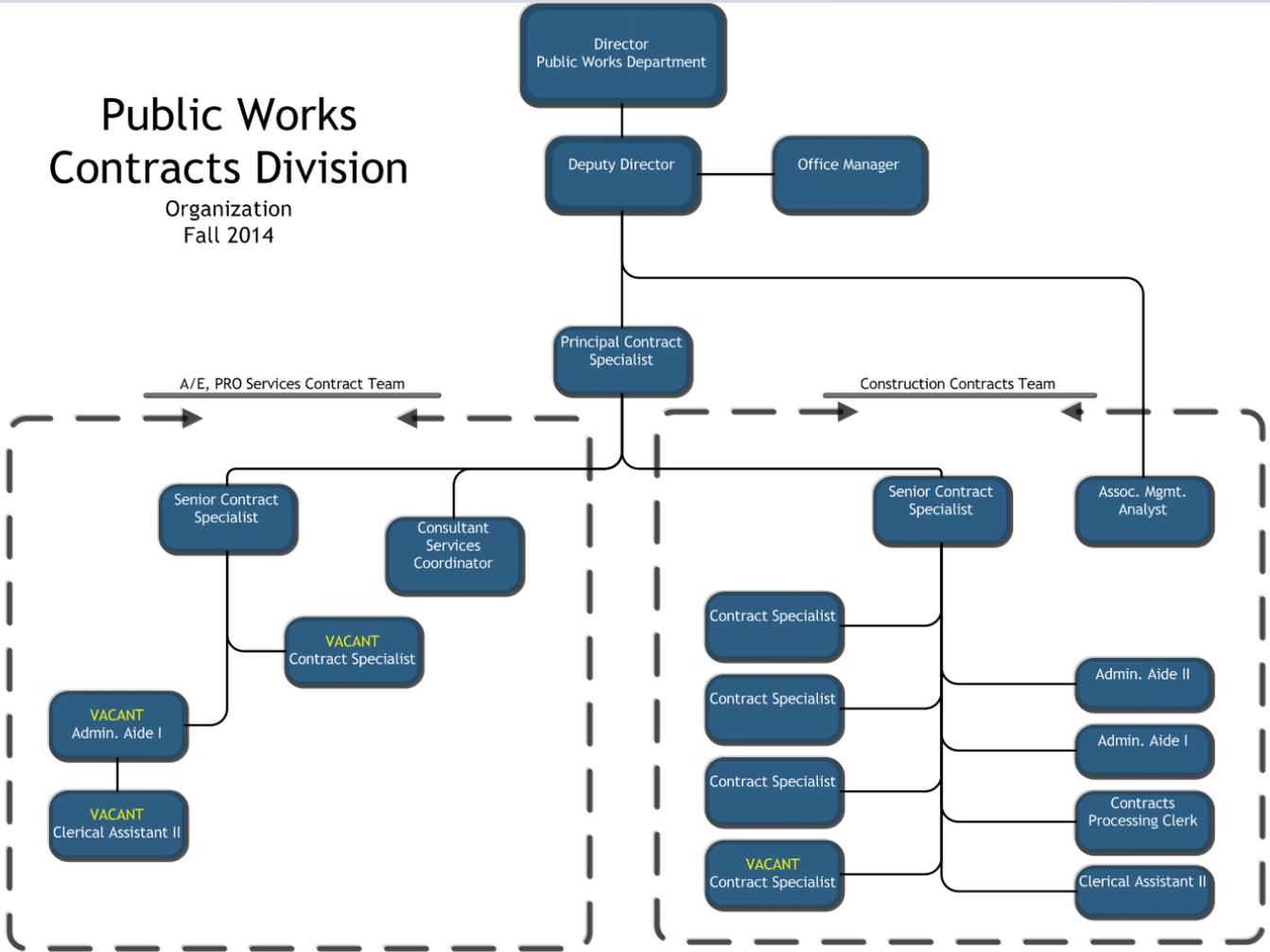




Organizational Chart

Public Works Contracts Division

Organization
Fall 2014

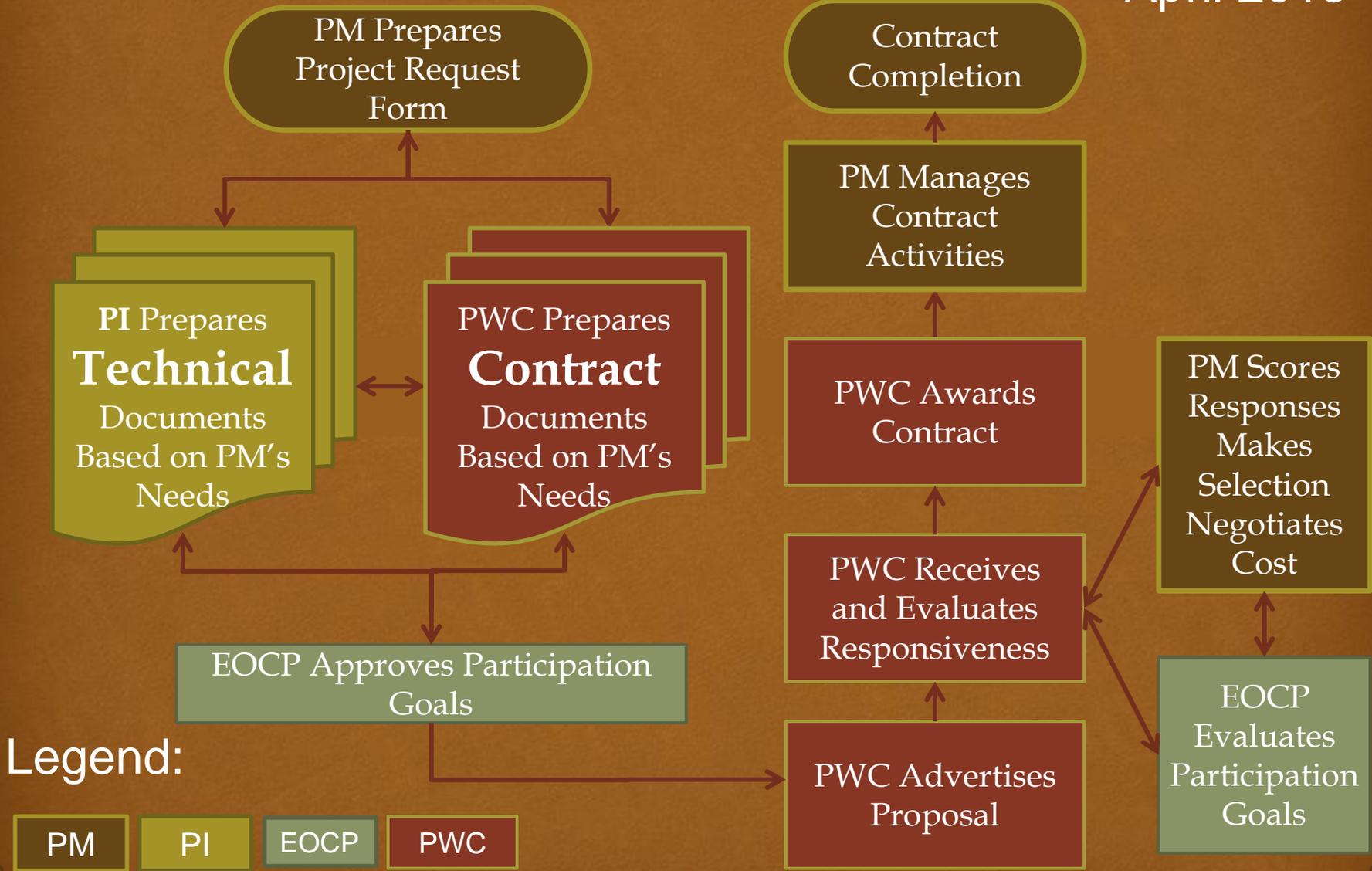


A&E / PRO Services Contract Process

Start

End

April 2013





A&E / PRO SERVICES CONTRACT DELIVERY METHODS

	CONTRACT TYPE	NOTES/CALRIFICATIONS	RESPONSIBILITY	DOCUMENTS NEEDED
1	Design Professional Services	Standard Design Services: Architectural or Engineering Services for design of facilities/infrastructure	PWC	Standard RFQ/RFP for design services
2	Non-Design Consultant Services	Provides services such as: Program Management Project Management Environmental Services Geotechnical Surveying Space Planning	PWC	Standard RFQ/RFP for non-design services



A&E / PRO Services General Processes Outline

- **Pre-Advertise**
 - Define type of contract Design or Non-design
 - One -step (RFP) or Two-step (RFQ/RFP)
 - Preliminary Review and Scheduling of Proposal Dates
- **Pre-Submittal**
 - Pre-proposal Meeting
 - Questions
 - Addenda
 - Proposal Receipt
 - Cancellation
- **Receipt of Proposals**
 - Review of Bid/Proposal
 - Protests/Re-advertising
 - Insurance Review
- **Contract Award**
 - Approval to Award
 - Action Documents
 - Award of Contracts
 - PO creation
- **Post-Award Phase**
 - Subcontractor Substitutions





A&E / PRO Services Contract Award Categories

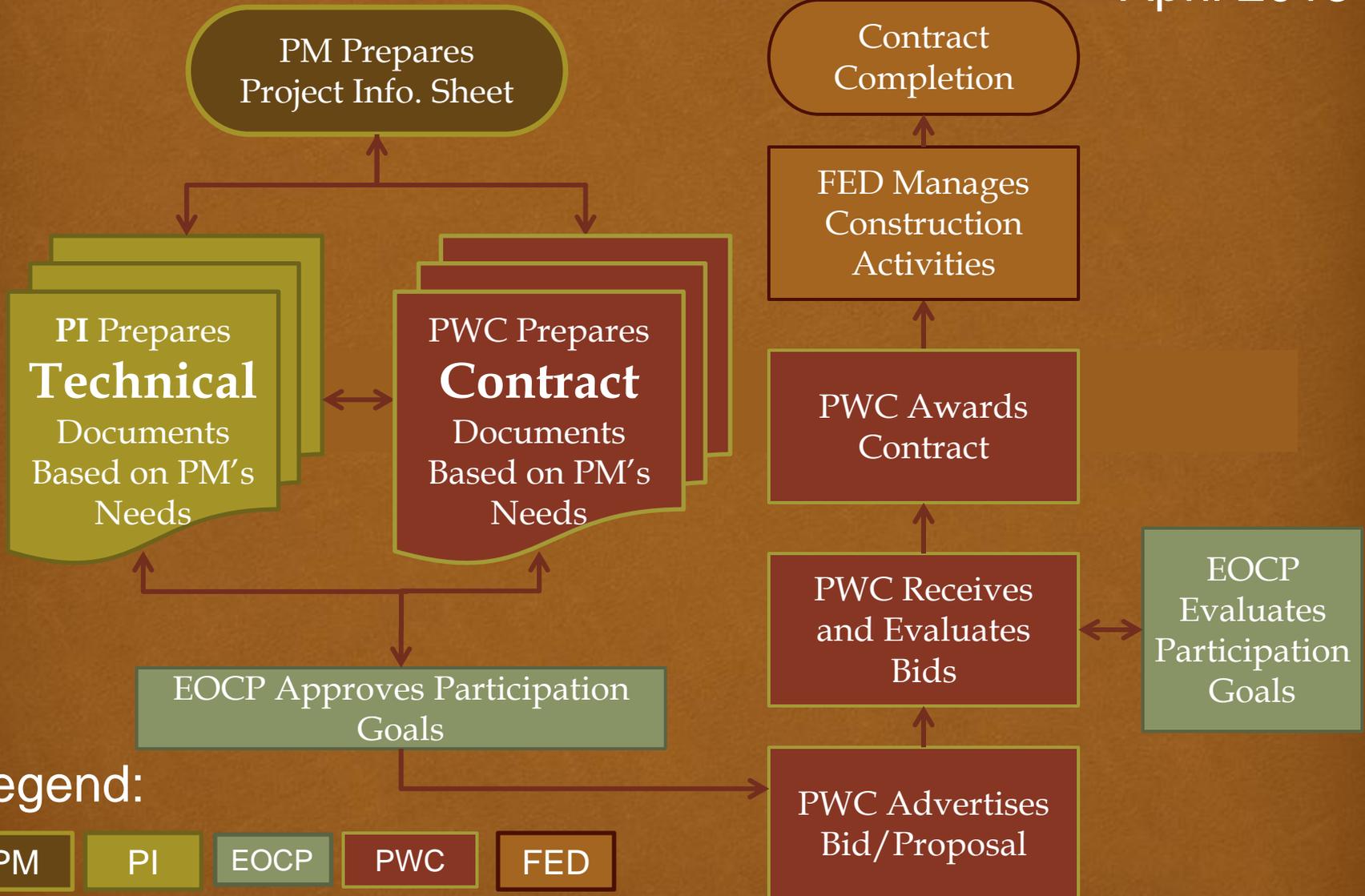
- **Less than \$25,000**
 - Preference given to registered SLBE/ELBE
 - May be authorized by the initiating department without competitive procurement process
- **In excess of \$25,000 but less than \$1,000,000**
 - Must be in approved year's budget
 - Eligible for award to consultants on the Rotation List; or
 - May be solicited via RFQ/RFP processes
- **In excess of \$1,000,000**
 - If not in approved budget City Council must approve via ordinance (1472 process)

Construction Contract Process

Start

End

April 2013





CONSTRUCTION CONTRACT DELIVERY METHODS

	CONTRACT TYPE	NOTES/CALRIFICATIONS	RESPONSIBILITY	DOCUMENTS NEEDED
1	Design-Bid-Build (DBB)	Standard Construction Contract with full Plans and Specs provided	PWC	Std. Boiler, Vol. 1 & 2 Plans Specs
2	Design Build (DB) 2-STEP, STD	Standard 2-step design/construct process.	PWC	RFQ + RFP + Vol. 1 & 2 Concept/Bridging Documents
3	DB 1-STEP	Combines the 2-step into one. Proposers provide a single response.	PWC	RFQ + Vol. 1 & 2 Concept/Bridging Documents
4	Construction Manager At Risk (CMAR)	Contract that allows the Owner, Construction Manager and Architect/Engineer to work as a unified team	PWC	RFQ + AGREEMENT + RFP + CONTRACT (i.e., Vol. 1 & 2) Concept/Bridging Documents
5	Multiple Award Construction Contracts (MACC)	A form of Indefinite Delivery /Indefinite Quantity Contract	PWC	RFQ + RFP + Vol. 1 & 2 Seed or Initial Task
6	Job Order Contracts (JOC)	General requirement contract for unplanned work (PKA General Requirements Contract (GRC))	E&CP	Vol. 1 & 2 + RFP Price-book
7	Emergency, As-needed	Emergency Actions	E&CP	RFQ + RFP + Vol. 1 & 2
8	Emergency, Std	Emergency Actions	PWC	RFQ + RFP + Vol. 1 & 2



Construction General Processes Outline

- **Pre-Advertise**

- Contract Delivery Methods
- Bid or Proposal
- Preliminary Review and Scheduling of Bid/Proposal Dates

- **Pre-Submittal**

- Pre-bid/Proposal Meeting
- Questions
- Addenda
- Bid Opening /Proposal Receipt
- Cancellation

- **Receipt of Bid/Proposals**

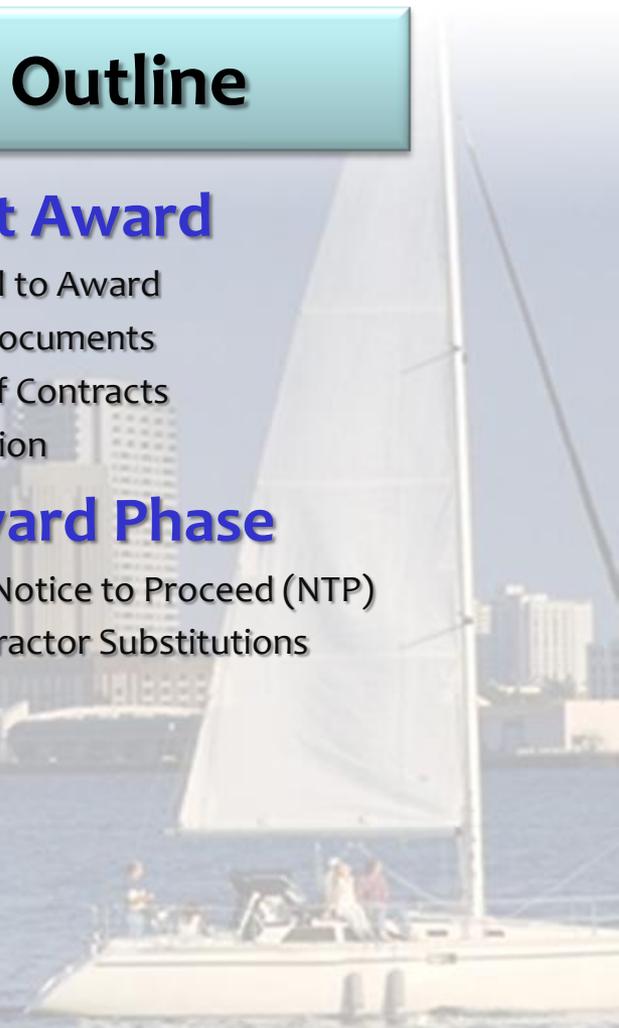
- Review of Bid/Proposal
- Tabulations
- Protests/Re-advertising
- Insurance Review

- **Contract Award**

- Approval to Award
- Action Documents
- Award of Contracts
- PO creation

- **Post-Award Phase**

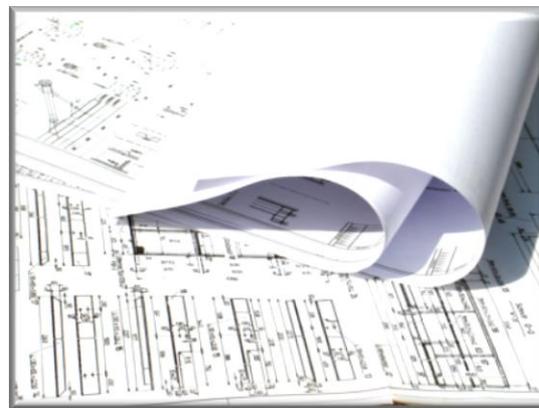
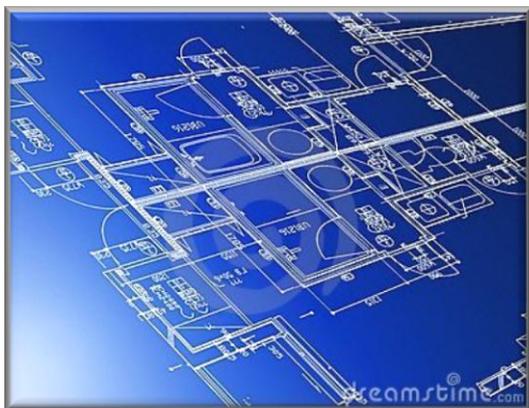
- Limited Notice to Proceed (NTP)
- Subcontractor Substitutions





Construction Contract Award Categories

- **Less than \$250,000**
 - Minor Contracts
 - Reserved for and awarded through a competitive bid process open only to ELBE
 - May be awarded to non ELBEs if there are no approved ELBE registrants.
- **Between \$250,000 but less than \$500,000**
 - Minor Contracts
 - Reserved for and awarded through a competitive bid process open only to SLBEs and ELBEs
 - May be awarded to non ELBEs if there are no approved S/ELBE registrants.
- **In excess of \$500,000**
 - Major Contracts
 - Includes mandatory subcontractor participation requirement for SLBEs and/or ELBEs
 - **Between \$500,000 but less than \$1,000,000**
 - May include one or both of the following
 - Five percent Bid Discount for registered S/ELBEs
 - Mandatory subcontractor participation requirement for SLBEs and/or ELBEs



QUESTIONS ?

