



## Member's Area Locker Rooms Request for Proposal

BRE Hotel & Resorts ("Client") is seeking bids for the below detailed project.

**Date:** October 6, 2021  
**Project:** Member's Area Locker Rooms @ Hotel Del Coronado  
**Location:** Hotel Del Coronado, 1500 Orange Ave, Coronado, CA 92118  
**Contact:** Carlos Torrico (858) 776-1777 | [ctorrico@brehotels.com](mailto:ctorrico@brehotels.com)

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This RFP is intended to select a General Contractor (GC) to perform the renovation of the Member's Locker Rooms at the Hotel del Coronado. This document provides general project information and identifies the content required to be included in the proposals. Upon receipt and review of the proposals, the Owner may elect to interview selected General Contractors. Interview dates and times are to be determined. The Owner reserves the right to accept or reject any proposal at its sole discretion and is under no obligation to interview all candidates.

Proposals shall be submitted in .pdf format via email by **end of day on Monday 11/1/2021** to Mike Haslett ([mhaslett@brehotels.com](mailto:mhaslett@brehotels.com)) and Carlos Torrico ([ctorrico@brehotels.com](mailto:ctorrico@brehotels.com)).

## **General Project Information**

### **1. General Project Description**

- 1.1. The project scope entails the renovation of the Hotel Del Fitness Center- Member's Locker Rooms and adjacent Spin Bike Storage Room. The work being done will include but is not limited to; the reconfiguration of Women's Locker Room and Locker Room entrance to create a space that will be used for spin bike storage, updating restroom toilet compartments and showers for accessibility compliance, Replacement of all floor finishes and wall finishes as indicated in drawings, and the removal and replacement of all furniture, fixtures, and equipment throughout the area of scope.

### **2. Project Team**

- Owner: BSK Del Partners, LLC
- Owner’s Representative: BRE Hotels and Resorts, Mike Haslett
- Owner’s Project Manager: Carlos Torrico
- Architect of Record: Gonzalez Architects
- Mech Engineer: tk1sc
- Electrical Engineer: tk1sc
- Plumbing: tk1sc
- AV Systems: AAV-Integration
- Low Voltage Cabling: Command Communication

### **3. Project Procurement**

- 3.1. The response to this RFP will include a “Guaranteed Maximum Price” proposal. The GMP shall be based on all documents provided in the RFP and questions answered during the RFP process. The contract is to include a reasonable, mutually agreed upon contingency with split savings of the remaining contingency and any buyout savings at the end of the project as follows: owner 80%, contractor 20%. Contractor to furnish all labor, material, equipment, supervision, applicable design/build services, and any other requirements to complete work listed on the permit set of construction documents.
- 3.2. Contractor is to get a minimum of (3) bids for all trades with an estimated scope value greater than \$5,000. Any exception to this must be approved by ownership.

### **4. Construction Services**

- 4.1. Immediately upon execution of the GMP, Contractor shall commence all work as required to start targeting mid-November. This shall include, but is not limited to, the following preconstruction services:
- a. Prepare a comprehensive procurement schedule. Identify all long lead items and ensure submittals, shop drawings, and procurement activities proceed as required by the construction schedule.

- b. Prepare submittal log. Prepare and submit all required shop drawings and submittals.
  - c. Provide a log of all owner furnished item quantities (lighting, wallcoverings, carpet, millwork, locker doors, etc.) required for contractor installation.
  - d. Attend an on-site preconstruction meeting.
- 4.2. After construction begins, contractor shall perform, but is not limited to, the following services:
- a. Organize and lead Owner/Architect/Contractor meetings. Meetings shall take place weekly on-site. Prepare and distribute weekly meeting minutes.
  - b. Monitor, update, and distribute updated project schedules. 1) Contractor to distribute an updated 3 week look ahead schedule weekly at each OAC meeting and 2) submit a complete variance schedule comparing the current schedule to the baseline schedule by the 7th calendar day of each month.
  - c. Maintain and distribute RFI, submittal, and change order logs.
  - d. Coordinate with Owner procured installations / Owner Vendors.
  - e. Coordinate with Owner managed Contractors.
  - f. Coordinate with other projects in the area. Contractors are required to attend weekly field coordination meeting with hotel operations.
  - g. Complete daily reports and maintain copies on site.
  - h. Maintain accurate and detailed as-built plans.
  - i. Implement project safety program.
  - j. Implement project quality control program.
  - k. Start-up all new building systems.
  - l. Coordinate with operations for path of travel, noise impacts, and working hours.
- 4.3. 3 After substantial completion, contractor shall perform, but is not limited to, the following services:
- a. Provide all operation and maintenance manuals in 3 ring binders and by .pdf with electronic bookmarks.
  - b. Provide all guarantee & warranty information in 3 ring binders and by .pdf with electronic bookmarks.
  - c. Provide all as-built documents by .pdf with electronic bookmarks.
  - d. Provide a minimum of 2 hard copies of turnover information/closeout documents, unless additional copies are required by the project specifications. Provide (2) flash drives with all turnover information/closeout documents included electronically. Flash drives shall include all RFI’s and approved submittals.
  - e. Provide any required owner training.
  - f. Provide all keys, tools, and attic stock materials.
  - g. 11 months after substantial completion, organize and attend a project walk through with the Owner and Architect to confirm successful operation of building systems. Assist with resolving any issues or warranty related items.

5. **General Conditions.** General conditions will be considered a Lump Sum cost within the GMP.

5.1. CM General Conditions shall provide the services set forth in in the Contract Documents, CM General Conditions shall include providing the services set forth in section 4 of this RFP.

5.2. General Conditions shall include, but are not limited to:

- a. All On-site staff/jobsite supervision (IE – project manager, superintendent, nonworking foreman (if applicable), project accountant, etc.)
- b. All Off-site staff/office staff that may work on this project including accounting, IT, scheduling, etc.
- c. All safety personnel costs whether located on-site, located in the office, or provided by a 3rd party.
- d. All burden, fringe benefits, etc. associated with the staff/labor included in the General Conditions.
- e. All off hour/premium time for staff/labor included in the General Conditions
- f. All CM staff vehicle costs including gas, insurance, maintenance, etc.
- g. All IT costs including computers, tablets, printers, fax machines, plotters, scanners, IT staff, software costs, licenses, etc.
- h. All mobile phone costs including cost of phones and service.
- i. All jobsite trailer or construction office costs including trailer rental, communication services, telephones, office equipment, office furniture, office supplies, radios, utility costs, janitorial costs, etc.
- j. All City licenses.
- k. All legal costs.
- l. All items listed in Exhibit 2 that are not considered General Conditions costs shall not be included.

5.3. Contractor shall obtain the Owner’s approval prior to committing or spending any allowances included in the contract.

6. **Schedule**

6.1. Key milestone dates are as follows:

- a. Issue RFP: 10/6/2021
- b. Last day to submit RFI’s: 10/18/2021
- c. RFI Responses Due: 10/22/2021
- d. RFP Due: 11/1/2021
- e. City Building Permit Received: Targeted for pick-up November 15, 2021
- f. Mobilize: Target 11/15/2021

- 6.2. GC shall include a detailed critical path schedule with the proposal response and identify turnover dates. The schedule and turnover dates will be taken into consideration during the award process.
- 6.3. The GC will be responsible for developing and regularly updating a detailed critical path project schedule, which shall include the following:
  - a. Subcontractor bid process.
  - b. Procurement activities/incorporate submittal schedule.
  - c. Any required early procurement items.
  - d. Detailed construction activities.
  - e. Punch list/punch list correction activities.
  - f. Project phasing and coordination with hotel operations.
  - g. Project phasing and coordination with other construction projects.
  - h. TCO/Beneficial occupancy.
  - i. Any relevant Owner procurement activities.
  - j. Identify key dates for owner decisions.
  - k. The critical path shall be clearly identified.
  - l. Weather allowance
- 6.4. The contract will include liquidated damages in the amount of \$1,500 / calendar day. The contract will include a grace period of 14 calendar days before liquidated damages are implemented.
- 6.5. Contractor shall include all costs to complete the work per the project schedule. This includes preparation of submittals, generating shop drawings, material procurement, manufacturing, fabrication, any required expediting costs, and field installation of the work. Contractor shall include all overtime and shift work as required to comply with the project schedule. The contractor shall provide appropriate crew sizes as required to comply with the project schedule.
- 6.6. Contractor shall include all move-ons/mobilizations as required to comply with the project schedule.

## 7. **Logistics**

- 7.1. There is no room for a laydown area outside of the project site. Contractor should arrange for just-in-time deliveries.
- 7.2. Contractor shall provide porta-potties for all construction workers. Location of porta-potties shall be approved by the Hotel Del.
- 7.3. An ADA compliant pathway must be kept between the site fencing and any adjacent walls. This pathway must remain free and clear of trash and debris to allow for guests and hotel operations to be able to safely use this passage.
- 7.4. Contractor should coordinate with the Swinerton Entry Drive and Shore House Building Project on accessibility of site for deliveries. Contractor should plan for early morning deliveries and hand carry items from the truck to the project site.

- 7.5. Contractor should coordinate with HDC daily operations at the North arrival as well as the Fitness/Spa and Taco Shack facilities near the Member’s Lockers area.
  - 7.6. Contractor is responsible for properly securing and protecting all materials, equipment, etc. from theft, vandalism, damage, etc
  - 7.7. Contractor is not allowed to access or utilize any other buildings/areas of the property outside of the Scope of Work without prior authorization by the Project Manager. Any construction worker that utilizes the hotel employee cafeteria will be immediately removed from the project.
  - 7.8. Exterior Construction fencing provided by Contractor shall be chain link fence.
  - 7.9. Contractor shall not erect any sign on the project site without the prior consent of the Owner which may be withheld at the sole discretion of the Owner.
  - 7.10. No contractor onsite parking
  - 7.11. Any system shutdown that impacts the operating portion of the property, must be complete during off hours (i.e. 11:00pm – 5:00am) and coordinated with Hotel Del Facilities a minimum of one week in advance. There are to be no change orders for overtime associated with the off-hours work.
  - 7.12. Provide traffic control (vehicle and pedestrian) as required for each portion of this scope of work.
  - 7.13. Contractor shall keep the project clear and clean of debris on a daily basis. Contractor shall include all costs to remove and properly dispose of debris generated by the execution of the work. All hazardous materials disposed of by the Contractor shall be disposed of in accordance with governing laws and authorities.
  - 7.14. Include proper off-haul and disposal of all debris, demolished items, etc. generated by the work.
  - 7.15. Construction work hours shall be 8:00am – 7:00pm Monday through Friday and 8:00am – 6:00pm on Saturdays. Staging and other activities with minimal noise impacts may begin at 7:00am. Work performed outside these hours shall be approved in advance by the project manager.
8. **Construction Contingency:** The GMP shall include a mutually agreed upon amount for Contractor’s contingency based on a % of the Cost of Work.
9. **Contract:** The Standard Form Agreement Between Owner and Contractor that will be utilized for this Project is AIA A102 – 2017. GC shall review the Contract form and all exhibits in detail and identify any terms and conditions it takes exception to in the RFP response. These exceptions will be taken into account during the award process.
10. **Minimum Insurance Requirements:** Refer to minimum insurance requirements set forth in Exhibit 2.
- 10.1. Owner will be providing insurance similar to Builder’s Risk for the project via their enhanced property coverage. The deductible is \$25,000. Additional details are

available upon request. Contractor shall not include the cost of Builder’s Risk in the bid. If the Builder’s Risk policy is utilized, the deductible shall be paid for by Contractor as a Cost of Work and shall not increase the overall Contract value. Contractor’s Contingency may be utilized to pay for a Builder’s Risk deductible payment.

11. Site walk is mandatory for all contractors and can be scheduled through Carlos Torrico (ctorrico@brehotels.com). It is encouraged to bring key subcontractors to this site walk.

**12. Exclusions:**

- 12.1. Low Voltage System (GC to include boxes and conduits)
- 12.2. Audio/Video System (GC to include boxes and conduits)
- 12.3. Camera/Security Systems (GC to include boxes and conduits)
- 12.4. Exterior Work

**13. General Contractor Request for Proposal Requirements:**

Proposal will include the below items at a minimum:

1. **Project Team:** Provide resumes for your proposed project team members. Resumes should include titles, relevant background and experience of each team member, and references for each team member. Proposed project team shall be comprised of (at a minimum) a Principal, Project Manager, Superintendent, and Estimator.
  - 1.1. Identify the project staff included in the GMP. Provide participations of each staff member (IE – full time, ½ time, etc).
  - 1.2. Provide project team organizational chart.
2. **Construction Schedule:** Provide construction schedule for this scope of work that includes all items listed in section 6 of this document.
3. **Logistics Plan:** Provide a logistics plan showing how material is proposed to be brought to/from the site, laydown area, and public access corridors.
4. **Project Costs/Fees:**
  - 4.1. Complete Bid Form
  - 4.2. Provide detailed trade breakdown of the GMP by trade.
  - 4.3. Provide additional General Conditions rate that would be utilized should the project schedule extend due to no fault of the contractor. (See Owner bid form.)
  - 4.4. Provide your company’s Bond Rate that shall be applied as a percentage to the cost of work. Identify if there is a sliding scale for your bond rate. (Note: The Owner may or may not elect to request a bond for this project.) (See Owner bid form.)
  - 4.5. Provide standard company rate sheet with hourly rates for all standard positions.
  - 4.6. Identify if your firm self-performs work and which trades you propose to self-perform on this project.
    - 4.6.1. Provide self-perform labor rates
    - 4.6.2. Identify fee applied to self-perform work. Identify if GC’s overall overhead and profit mark-up would be applied to self-performed work. (See Owner bid form.)

- 4.6.3. Discuss how the self-performed Cost of Work is established and mutually agreed upon.
- 4.7. Submit sample insurance certificate identifying your firm’s policies with limits that meet or exceed those specified in the RFP.
- 4.8. Provide a copy of your company’s OSHA Form 300 for the last 3 years.
- 4.9. Provide your company’s EMR for the last 3 years.
- 4.10 Contractors selected to be interviewed may be requested to provide current financial information (IE – Income statement, cash flow statement, and balance sheet). Confirm your firm is willing to provide this information. (See Owner bid form).
- 4.11 Identify any union trades your firm is signatory to.