JOB ORDER CONTRACT –
JOC 16-037, JOC 16-038 AND JOC 16-039

FOR FACILITIES – MINOR CAPITAL OUTLAY PROJECTS

MANDATORY PRE-BID CONFERENCE

10:30 a.m., Wednesday, February 3, 2016

California Polytechnic State University
San Luis Obispo
THIS IS THE START OF THE MANDATORY FIRST PRE-BID CONFERENCE. MAKE SURE YOU SIGN THE ATTENDANCE SHEET OR YOU WILL NOT BE ELIGIBLE TO BID.
INTRODUCTIONS

Cal Poly Assoc. Director of Minor Projects:
  • Michael Brennan  mgbrenna@calpoly.edu

JOC Bid Coordinator:
  • Tina Flack  cflack@calpoly.edu

Cal Poly Strategic Business Support Services/Contracts & Procurement:
  • Michele Winterfeldt  mwinterf@calpoly.edu

Gordian Group:
  • Tyler Benson  t.benson@thegordiangroup.com

Contractors

Other Attendees
Information for Contractors Bidding (handout)

- JOC 16-037 (max $3 million)
- JOC 16-038 (max $3 million)
- JOC 16-039 (max $1 million)

Prequalification Requirements

- Must be prequalified with the Trustees; register and log in to “PlanetBids”
- [http://www.calstate.edu/cpdc/cm/contractor_prequal_bidders.shtml](http://www.calstate.edu/cpdc/cm/contractor_prequal_bidders.shtml)
- Online application must be submitted and received at least 10 business days prior to the date for opening bids and be approved not less than one business day prior (CGC Article 2.02).
- Available prequalification rating 100% of maximum amount of the Job Order Contract
- Refer to CSU website for more information
Supplementary Prequalification Requirements (Form 703.11-JOC)

- JOC 16-037 and JOC 16-038 (max $3mill)
  - Five (5) public works projects in California performed concurrently and completed in past five (5) years, each minimum $200,000
  - Completed one (1) public works JOC in California in past five (5) years, actual amount of at least 80% of the max possible contract value and not less than $2 million
- JOC 16-039 (max $1mill)
  - Five (5) projects in California performed concurrently and completed in past five (5) years, each minimum $200,000, at least one (1) for public agency
  - May not have a current Job Order Contract or intent to award a Job Order Contract with Cal Poly, San Luis Obispo
- Request form 703.11-JOC from Bid Coordinator (cflack@calpoly.edu)
- Submit form at least 10 business days prior to the date for opening bids to the Prequalification Coordinator at the CSU Chancellor’s Office
- Project specific Prequalification Letter
Information regarding Certified Payroll and requirements for Prevailing Wage Rates

- Refer to Contract General Conditions Article 4.01 Laws to be Observed--Generally, Article 4.02 Laws to be Observed--Regarding Labor, Supplementary General Conditions & Special Conditions.
- This is a public works project, subject to prevailing wage rate laws.
- Public Works Contractor Registration
  - All contractors and all tiers of subcontractors bidding on this project shall register to bid public works projects with the DIR, and maintain current this registration pursuant to Labor Code Section 1725.5
  - [http://www.dir.ca.gov/Public-Works/PublicWorks.html](http://www.dir.ca.gov/Public-Works/PublicWorks.html)
- Contracting parties subject to examination and audit at any time during construction and for a period of 3 years after final payment, includes access to Contractor and subcontractor accounting records.
Information regarding Certified Payroll and requirements for Prevailing Wage Rates (continued)

- Contractor shall monitor its subcontractors’ compliance with the prevailing wage law.
- Contractor and subcontractors shall keep accurate payroll record in accordance with Division of Labor Standards Enforcement – upon written notice, Contractor file with requesting entity a certified copy of payroll records within 10 days; subject to penalties.
- Submit minimum 1st week’s CPR for contractor and all subcontractors for each job order.
- Supplementary General Conditions, Item 29 – Department of Industrial Relations determinations
  - http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm
Insurance and Bond Requirements

• Bid Security – $25,000 (CGC Article 2.05.C)
• Payment & Performance Bonds – Equal to 100% of awarded contract price (CGC Article 3.03)
• Insurance – due 10 days after agreement is delivered to Contractor, including Haz Mat sub-contractor (CGC and SGC Article 4.06)

SB/DVBE Brief Overview

• CA Certified Small Business Advantage – 5% up to $50,000 max (CGC and SGC Article 2.10)
• Preference for Non-Small Businesses – For a non-small business to receive preference must commit to subcontracting at least 25% of the total aggregate dollar value of all Job Orders under the Contract to California Certified Small Business or Microbusiness.
SB/DVBE Brief Overview (continued)

- DVBE – Mandatory 3% participation for Disabled Veteran Business Enterprises (SGC Article 2.12 and CGC Article 5.05-E)
  - Required documentation: DVBE Compliance Form (DVBE-C), DVBE Transmittal Form, Summary of DVBE Participation (Attachment 1), Bidder’s Certification (Attachment 2), DVBE Declaration STD 843

- DVBE Bid Incentive
  - SGC Article 2.12
  - Exceed 3% DVBE participation requirement

<table>
<thead>
<tr>
<th>DVBE Participation</th>
<th>Incentive</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.00% to 3.99%</td>
<td>None</td>
</tr>
<tr>
<td>4.00% to 4.99%</td>
<td>1%</td>
</tr>
<tr>
<td>5.00% to 5.99%</td>
<td>2%</td>
</tr>
<tr>
<td>6% or more</td>
<td>3%</td>
</tr>
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</table>

- [http://www.bidsync.com/DPXBisCASB](http://www.bidsync.com/DPXBisCASB)
- [http://www.dgs.ca.gov/pd/Programs/OSDS/GetCertified.aspx](http://www.dgs.ca.gov/pd/Programs/OSDS/GetCertified.aspx)
Hazardous Materials: Mold
• Gordian Task Book, CSI Division 02 80 Facility Remediation, 02 85 Mold Remediation

Hazardous Materials: Asbestos/Lead
• Effective January 1, 2015, CSLB Classification C-22 – Asbestos Abatement Contractor

Emergency Changes
• Contract General Conditions 6.11 and 7.02

Professional Services
• Architecture and Engineering

Division One

Environmental Requirements
• Contract General Conditions 4.03

Construction Waste and Recycling
• Division One, Section 01505, Construction Waste Management
• Diversion Goals, Reporting, Sample Forms
SOME SPECIAL CONDITIONS

JOC 16-037 and JOC 16-038
- Minimum Value of the Contract - $50,000
- Maximum Value of the Contract - $3,000,000

JOC 16-039
- Minimum Value of the Contract - $25,000
- Maximum Value of the Contract - $1,000,000

Minimum Value of individual Job Orders - No minimum

Maximum Value of individual Job Orders – currently at $634,000
- SUAM definition of Minor Capital Outlay or less

Maximum Duration of the contract – 365 Calendar Days

Liquidated Damages – Contract General Conditions 8.02
SOME SPECIAL CONDITIONS

Adjustment Factors

CAMPUS WORK (excluding Marine Science Education and Research Center (Pier))

• 1. Daytime 7:00 am to 5:30 pm Monday through Saturday **
• 2. Nighttime 5:31 pm to 6:59 am Monday through Saturday
• 3. Premium time Sunday and legal holidays

PIER WORK

• 4. Daytime 7:00 am to 5:30 pm Monday through Saturday
• 5. Nighttime 5:31 pm to 6:59 am Monday through Saturday
• 6. Premium time Sunday and legal holidays

** The CAMPUS WORK Daytime factor SHALL be equal to or lower than all other adjustment factors.
Adjustment Factors – IMPORTANT

✓ Review the CTC (Construction Task Catalog)
✓ Understand the CTC
✓ Know what to expect from your adjustment factor
EXAMPLE
HANG TWO METAL FRAMES, HINGES & METAL DOOR

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<tr>
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<th>Contractor Price</th>
<th>1.00*</th>
<th>0.85*</th>
<th>0.70*</th>
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<td>$296.70</td>
<td>$373.60</td>
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<td>Door</td>
<td>08 13 13 13 0021</td>
<td>$320.35</td>
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<td>Hinges</td>
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<td>$62.57</td>
<td>$64.71</td>
<td>$55.00</td>
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<td>Subtotal</td>
<td>$679.62</td>
<td>$994.55</td>
<td>$845.36</td>
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<td>Labor 2.5 hrs</td>
<td>$126.85</td>
<td>incl.</td>
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<td>incl.</td>
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<td>10% Overhead</td>
<td>$80.65</td>
<td>incl.</td>
<td>incl.</td>
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<td>Total</td>
<td>$887.12</td>
<td>$994.55</td>
<td>$845.36</td>
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</table>

*Generally included in CTC prices:
- Labor – prevailing wage
- Equipment
- Materials
- Delivery
- Unloading
- Moving materials
- Home office (overhead)
- Insurance
- Bonds
- Project meetings
- Management
- Supervision
- Mobilization
- Project close out
- Project office, staff & equipment
- Tax
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<th>Sect.</th>
<th>Item</th>
<th>Mod.</th>
<th>UOM</th>
<th>Description</th>
<th>Labor</th>
<th>Equipment</th>
<th>Material</th>
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<td>Site Work</td>
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<td></td>
<td></td>
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<tr>
<td>02 41 16</td>
<td>0041</td>
<td>SF</td>
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<td>Demo 6&quot; Thick Reinforced Concrete Interior Partition/Wall</td>
<td>$3,444.24</td>
<td>$311.37</td>
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<td>$4,656.61</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Demo concrete at curb, bush, hammer, ugl waste line</td>
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<td>02 41 16</td>
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<td>Demo Wood Or Metal Framed Interior Partition/Wall With Drywall, 2 Sides</td>
<td>$0.00</td>
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<td>Installation</td>
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<td>For Heights &gt; 14 To 20', Add</td>
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<td>Installation</td>
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<td>Demo Wood Or Metal Framed Interior Partition/Wall With Plaster And Lath 1 Side</td>
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<td></td>
<td></td>
<td>interior wall demo including selective wall demo</td>
<td></td>
<td></td>
<td></td>
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<td>02 82 50 60</td>
<td>0018</td>
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<td>Hole Bag For First 3 LF Pipe Insulation, Asbestos Abatement And Disposal</td>
<td>$442.51</td>
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<td>02 83 10 13</td>
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<td>SF</td>
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<td>Metal Siding, Demolition Of Contaminated Material</td>
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<td>02 83 10 13</td>
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<td>Windows, Demolition Of Lead Contaminated Material</td>
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<td>Installation</td>
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<td>$11.08</td>
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<td>02 83 10 13</td>
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<td>SF</td>
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<td>Ceramic Tile, Wall Or Floor, Demolition Of Lead</td>
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<td>Subtotal for 02 - Site Work:</td>
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<td>03</td>
<td>Concrete</td>
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<td>03 11 12 00</td>
<td>0007</td>
<td>LF</td>
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<td>3/8&quot; Wide Chaffner Strips for Concrete Formwork, All Materials</td>
<td>$39.13</td>
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<tr>
<td>03 21 11 00</td>
<td>0002</td>
<td>TON</td>
<td></td>
<td>Grade 40 Reinforcing Steel, Feelings And Slabs, #3-#6</td>
<td>$1,094.76</td>
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<td>$2.24</td>
<td>0.7946</td>
<td>= $1,741.76</td>
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</table>
TYPES OF PROJECTS THAT HAVE BEEN DONE IN THE PAST

Seal cracks in parking structure
Painting projects
Removal of walls
Install new door in existing walls
Roof repairs
Electrical work
Concrete work
Lead and asbestos work in almost everything
HVAC work
Complete renovation of classrooms and lab spaces
BUILDING INSPECTION

Minimum (24) hours notice

University Inspectors for Facilities

- **Mike Hogan**
  - 805.756.7227 Office
  - 805.471.3732 Cell
  - 805.756.7566 Fax
  - mhogan@calpoly.edu

- **Andy Barker**
  - 805.756.6529 Office
  - 805.458.7953 Cell
  - 805.756.7566 Fax
  - abarker@calpoly.edu
THE GORDIAN GROUP PRESENTATION

Tyler Benson, Account Manager
The Gordian Group
JOB ORDER CONTRACTING

BID NO. JOC 16-037
BID NO. JOC 16-038
BID NO. JOC 16-039

FOR FACILITIES - MINOR CAPITAL OUTLAY PROJECTS

Pre-Bid Meeting: February 3, 2016 @ 10:30AM
Facilities Bldg. 70, Room 110, Cal Poly, San Luis Obispo
PRE-BID MEETING AGENDA

- JOC Overview
- JOC Contract Documents
- JOC Process
- Solicitation Details
- Understanding the Construction Task Catalog® (CTC)
- Calculating the Bid
- Contractor Adjustment Factors
- Bid Considerations & Review
- Risk of Low Adjustment Factors
- Review/Keypoints
A Job Order Contract Is a Firm, Fixed Priced, Competitively Bid, Indefinite Quantity Contract

- JOC Is Designed to Accomplish Small-medium Size, Multi-trade, Minor Construction, Repair and Remodel Projects
- JOC Is a Series of Individual Projects Issued As Job Orders Under the Base Contract
- A Fundamentally Different Construction Procurement Relationship
  - Performance-Based Contract
  - Non-adversarial relationship between Owner & Contractor

JOC Introduced in the United States in 1985

- Dept. of Defense, USPS, NASA, etc.

Implemented by states, counties, cities, universities, housing authorities, etc. since 1990

Hundreds of contracts currently in use

Over $1.4 Billion in construction placed annually through Gordian JOC systems
JOC IS AN UMBRELLA CONTRACT

PART 1
BIDDING THE UMBRELLA JOC CONTRACT

OWNER ADVERTISES JOC CONTRACT
CONTRACTORS SUBMIT BIDS
OWNER AWARDS UMBRELLA JOC CONTRACT

PART 2
PROCURING INDIVIDUAL PROJECTS FROM OWNER POST AWARD

OWNER PROJECT A
SUBCONTRACTING OPPORTUNITIES
OWNER PROJECT B
SUBCONTRACTING OPPORTUNITIES
OWNER PROJECT C
SUBCONTRACTING OPPORTUNITIES
Why JOC Works for Contractors
- Good work is rewarded with more work
  - Profit is a function of volume
  - Volume is driven by performance
  - JOC provides a steady flow of work
  - Do not have to chase the next project
- Long-term relationship with the CSU Cal Poly
  - Develop partnership with the CSU Cal Poly
- Reduced Risk
  - Payment for every element of work performed
  - Ability to provide input during scope development
• Why JOC Works for CSU Cal Poly
  • A Fixed Priced, Fast Track Procurement Process
    – Job Orders are Lump Sum
    – The Ability to Accomplish a Substantial Number of Individual Projects with a Single Competitively Bid Contract
    – On-Call Contractors Ready to Perform a Series of Projects at Different Locations for Competitively Bid Prices
    – Contractor Has A Continuing Financial Incentive To Provide
      • Responsive Services
      • Accurate Proposals
      • Quality Work on Time
      • Timely Close Out
    – Future Purchase Orders Tied to Contractor Performance
      • No Obligation To Award Specific Projects
      • CSU Cal Poly Can Use All Other Methods For Accomplishing Projects
• Front End Documents
• Construction Task Catalog®
• Technical Specifications
JOC PROCESS – HOW IS JOC BID?

- Award Based on Competitive Bid
  - **Must Bid 6 Adjustment Factors (AF)**
    - **Campus Work (3 Adjustment Factors)**
      - Daytime Working Hours: 7:00 am to 5:30 pm Monday to Saturday**
      - Nighttime Working Hours: 5:31 pm to 6:59 am Monday to Saturday
      - Premium Working Hours: Midnight to 11:59 pm Sundays and legal holidays
    - **Pier Work (3 Adjustment Factors)**
      - Daytime Working Hours: 7:00 am to 5:30 pm Monday to Saturday
      - Nighttime Working Hours: 5:31 pm to 6:59 am Monday to Saturday
      - Premium Working Hours: Midnight to 11:59 pm Sundays and legal holidays
  - Adjustment Factors Apply to All Tasks in the CTC
  - Each Adjustment Factor is Weighted to Create an Award Criteria Figure
  - Lowest Award Criteria Figure From a Responsive, Responsible Bidder Wins!
  - **NOTE:** Campus Daytime Working Hours AF shall be equal to or lower than all other adjustment factors
PROCESS - HOW IS WORK DONE?

- Joint Scope Meeting With the CSU Cal Poly, Contractor, and Others to define the Detailed Scope of Work
- The CSU Cal Poly Issues Request for Proposal for the Agreed Upon Detailed Scope of Work
- Proposal Development
  - Typical Proposal Due Date will be 2 weeks from RFP
- Proposal Review
- Issuance of Job Order
- Total Time Goal: Average 3-5 weeks
SOLICITATION DETAILS

- Prior to Bidding the CSU Cal Poly Cannot
  - Identify or Commit to any Specific Project or Location
  - Identify or Commit to any Specific CTC Tasks or Quantities

<table>
<thead>
<tr>
<th>Contract</th>
<th>Contract Type</th>
<th>Maximum Contract Duration (Years)</th>
<th>Minimum Contract Value</th>
<th>Maximum Not-to-Exceed Contract Value</th>
<th>Payment &amp; Performance Bonding (Each)</th>
<th>Bid Security</th>
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<tbody>
<tr>
<td>JOC 16-037</td>
<td>General Construction, B</td>
<td>1</td>
<td>$50,000</td>
<td>$3,000,000</td>
<td>$3,000,000</td>
<td>$25,000</td>
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<td>JOC 16-038</td>
<td>General Construction, B</td>
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<td>$50,000</td>
<td>$3,000,000</td>
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<tr>
<td>JOC 16-039</td>
<td>General Construction, B</td>
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<td>$25,000</td>
<td>$1,000,000</td>
<td>$1,000,000</td>
<td>$25,000</td>
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</table>
SOLICITATION DETAILS

- Differing Site Conditions or Changes in Scope
  - Priced from Construction Task Catalog®
  - Supplemental Job Order
  - No Negotiated Change Orders

- Filings and Permits
  - Fees paid for all Permits reimbursed 100% - **No Markup**

- Liquidated Damages
  - On a Job Order - by - Job Order basis
  - Sliding Scale Based on Job Order Value
EGORDIAN® SOFTWARE ACCESS

- Access to eGordian®, Construction Task Catalog®, other proprietary materials
  - Most advanced technology and data in the marketplace.
  - Paperless
  - Efficient
  - Tasks and prices input directly... no fishing through old files and estimating books for costs
- JOC process training
- eGordian software training
- 24-hour support software support.
• Contractor must review and understand “Using the Construction Task Catalog®”
• Rules of the game
• Make sure you get paid for all appropriate tasks
• Pages 00 – 1 to 00-8 of the CTC
• The Unit Prices Include
  – Complete and In-place Construction
NON PRE-PRI CED TASKS

• Contractor must have permission from the CSU Cal Poly to use a Non Pre-priced Task prior to submission
• Three (3) Quotes on vendors’ or subcontractors’ letterhead
• Justification for less than three (3) Quotes
• The final price submitted for non pre-priced tasks shall be according to the following formula:
• Contractor Performed Duties
  – A = Direct labor cost and fringe benefits per prevailing wage rates
  – B = Direct material costs (supported by quotes)
  – C = Direct equipment costs (supported by equipment amortization data)
  – D = Allowable overhead costs = A x 55% (this includes Worker’s Compensation insurance)
  – E = Allowable profit = (A + B + C) x 10%

(Continued on the next slide)
• Subcontractor Performed Duties
  – G = Contractor’s allowance for subcontractor cost = F x 5%
  – H = Contractor’s overhead for subcontractor cost in accordance with
    the following schedule:
    • F x 0% for NPP tasks < 10% of total Work Order Value
    • F x 7% for NPP tasks 10-20% of total Work Order Value
    • F x 10% for NPP tasks > 20% of total Work Order Value
• Total Cost of Non Pre-Priced Task = A + B + C + D + E + F + G + H
Recommended Method

• Use Historical Project Data
  – Select a Completed Project
    • You Know Scope and Direct Costs
  – Price Project From CTC
  – Add on Overhead and Profit
  – Calculate the Adjustment Factor

Alternative Method

• Create a Representative Project
  – Create a Scope of Work
  – Get Sub Quotes or Estimate Cost
  – Price Project From CTC
  – Add on Overhead and Profit
  – Calculate the Adjustment Factor
SAMPLE PROJECT - DETAILED SCOPE OF WORK

• Dormitory Renovation
  – Doors and Hardware
    • Replace 12 interior doors, hinges and hardware
    • Doors shall be 3x7, solid core wood doors
    • Grade 2 locksets with knobs
    • Replace 2 push bar exist devices and door closers on exit doors
  – Interior Lighting
    • Replace all lay-in troffer fixtures on first and second floors. 48 in total
    • Replace 4 exit fixtures
    • Replace 12 industrial fixtures in shop area
  – Plumbing Fixtures
    • Replace 8 bathroom sinks, 8 faucets, and 8 toilets in men’s and women’s bathroom in admin building and shop area
    • Replace 4 water fountains
  – Replace Boiler
    • Demo existing boiler and as much piping and venting to accommodate new boiler. Install a new 1028 mbh oil fired cast iron boiler. Weil-McLain Model 88. No access for packaged boiler. Must field assemble sections. Provide new piping as required.

– Normal Working Hours Apply
# SAMPLE PROJECT – CTC PRICE VS. QUOTES

## Direct Cost of Work from CTC

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace Boiler</td>
<td>$48,911.43</td>
</tr>
<tr>
<td>Doors and Hardware</td>
<td>$9,748.46</td>
</tr>
<tr>
<td>Lighting</td>
<td>$15,845.00</td>
</tr>
<tr>
<td>Plumbing</td>
<td>$14,986.76</td>
</tr>
</tbody>
</table>

**TOTAL =** $89,491.65

## Direct Cost of Work from Quotes or Estimates

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace Boiler</td>
<td>$47,500.00</td>
</tr>
<tr>
<td>Doors and Hardware</td>
<td>$9,250.00</td>
</tr>
<tr>
<td>Lighting</td>
<td>$16,750.00</td>
</tr>
<tr>
<td>Plumbing</td>
<td>$12,500.00</td>
</tr>
</tbody>
</table>

**TOTAL =** $89,000.00
## SAMPLE PROJECT – PUTTING IT ALL TOGETHER

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Direct Cost of Work from Quotes</td>
<td>$89,000.00</td>
</tr>
<tr>
<td>B. Overhead 10%*</td>
<td>$8,900.00</td>
</tr>
<tr>
<td>C. Subtotal (Cost &amp; O/H)</td>
<td>$97,900.00</td>
</tr>
<tr>
<td>D. Profit 10%*</td>
<td>$9,790.00</td>
</tr>
<tr>
<td>E. Subtotal (Cost &amp; O/H &amp; Profit)</td>
<td>$107,690.00</td>
</tr>
<tr>
<td>F. Price From CTC</td>
<td>$89,491.65</td>
</tr>
</tbody>
</table>

Adjustment Factor \(= \frac{E}{F}\) = 1.2034

*Sample Only. Contractor to determine O/H & Profit. Prepare this calculation for more than one sample project.*
Bid Forms

Schedule of Prices: The undersigned agrees to perform all work required, necessary, proper for, or incidental to completing the work called for in each individual Delivery order issued under this Delivery Order Contract using the Construction Task Catalog (CTC) and Technical Specifications incorporated herein with the following adjustment factors:

Daytime Working Hours Undersigned shall perform any or all functions called for during normal working hours in the quantities specified in individual delivery orders against this contract for the unit price sum specified in the construction Task Catalog (CTC) multiplied by the adjustment factor of:

1.2034

(Specify to four (4) decimal places)

Nighttime Working Hours Undersigned shall perform any or all functions called for during other than normal working hours in the quantities specified in individual delivery orders against this contract for the unit price sum specified in the Construction Task Catalog (CTC) multiplied by the adjustment factor of:

1.2500

(Specify to four (4) decimal places)

Premium Working Hours Undersigned shall perform any or all functions called for during premium working hours in the quantities specified in individual delivery orders against this contract for the unit price sum specified in the construction Task Catalog (CTC) multiplied by the adjustment factor of:

1.2900

(Specify to four (4) decimal places)
AWARD FORMULA

Line 1.  Daytime Campus Working Hours Adjustment Factor
Line 2.  Multiply Line 1 by (90) %
Line 3.  Night Time Campus Working Hours Adjustment Factor
Line 4.  Multiply Line 3 by (5) %
Line 5.  Premium Campus Working Hours Adjustment Factor
Line 6.  Multiply Line 5 by (3) %
Line 7.  Daytime Pier Working Hours Adjustment Factor
Line 8.  Multiply Line 7 by (1) %
Line 9.  Night Time Pier Working Hours Adjustment Factor
Line 10. Multiply Line 9 by (.5) %
Line 11. Premium Pier Working Hours Adjustment Factor
Line 12. Multiply Line 11 by (.5) %
Line 13. Add Lines 2, 4, 6, 8, 10, 12 (weighted, composite bid)

* Sample only
BID CONSIDERATIONS

• Contractors Should Expect To
  – Prepare incidental drawings or sketches for some projects
    • Justify Quantity Calculations
    • Explain Detail of Work
  – Prepare proposals for some projects that may be canceled
  – Margins on CTC tasks vary
  – Some projects are more profitable than others
  – Maintain a fully functioning office
  – Maintain a fully functioning staff
  – Hold required licenses
  – Meet participation goals
CONTRACTOR ADJUSTMENT FACTOR

• Importance of Adjustment Factors
  – Determines winning bidder AND
  – Used to price individual Job Orders
  – Price proposal total becomes the lump sum Job Order amount

\[
\text{UNIT PRICE} \times \text{QUANTITY} \times \text{ADJUSTMENT FACTOR} = \text{TOTAL FOR TASK}
\]

\[
\text{UNIT PRICE} \times \text{QUANTITY} \times \text{ADJUSTMENT FACTOR} = \text{TOTAL FOR TASK}
\]

\[
\text{UNIT PRICE} \times \text{QUANTITY} \times \text{ADJUSTMENT FACTOR} = \text{TOTAL FOR TASK}
\]

TOTAL JOB ORDER PRICE
RISKS OF LOW ADJUSTMENT FACTOR

• Leads to Arguments in Proposal Review
  – Unsupportable Tasks
  – Exaggerated Quantities
• Leads to Delays in Job Order Development
  – Takes Longer to Review Proposals
• Creates an Adversarial Relationship
  – Reduced Volume of Work
  – Will Shorten Contract
  – Lost Profitability
• No Second Chance to Improve Margin
• Focus on Total Potential Value of Contract
  – Maximum Contract Value
  – Evaluate Construction Task Catalog®
  – Analyze Unit Prices
  – Know the General Guidelines for Using the CTC
• Contractor Performance Drives Volume
  – Responsive Service
  – Accurate Proposals
  – Safe and Clean Project Sites
  – High Quality Construction
  – On-Time Completion
  – On-Time Close Out
**IMPORTANT REMINDERS**

(TINA)

**Prequalification**
- Deadline to submit online application on “PlanetBids” and submit forms to CSU Chancellor’s Office:
  - Tuesday, February 9, 2016 (JOC 16-037 and JOC 16-038)
  - Wednesday, March 9, 2016 (JOC 16-039)

**Obtaining Bid Proposal Packages**
- Must submit **written** request specifying project number via fax or email along with copy of prequalification letter from the Chancellor’s Office

**Asking Questions**
- Deadline to ask questions **5:00 pm**
  - Friday, February 12, 2016 (JOC 16-037 and JOC 16-038)
  - Friday, March 11, 2016 (JOC 16-039)
IMPORTANT REMINDERS

Submitting a Bid Proposal Package

- Bid Deadline BEFORE 2:00 pm
  - Wednesday, February 24, 2016 (JOC 16-037 and JOC 16-038)
  - Wednesday, March 23, 2016 (JOC 16-039)

Bid Opening Location

- Bid proposals will be publicly opened and read starting at 2:00 pm on the Bid Deadline in Facilities, Building 70, Room 114

Updates posted on website

- [http://www.afd.calpoly.edu/facilities/](http://www.afd.calpoly.edu/facilities/)

Questions?
END OF MANDATORY PRE-BID CONFERENCE
JOB ORDER CONTRACT –
JOC 16-037, JOC 16-038 AND JOC 16-039
FOR FACILITIES – MINOR CAPITAL OUTLAY PROJECTS

NON-MANDATORY
PRE-BID CONFERENCE