

SAMPLE WORK PLAN

You have just been awarded a \$500,000 construction contract as a prime bidder. You will perform 60% of the work in-house (including your suppliers) and 40% will be performed by 3 different subcontractors. You have 10 days to submit all of the required forms and documentation before signing the contract agreement. At the preconstruction meeting all of the required construction documents were reviewed: baseline master schedule, monthly schedule updates, recovery schedule, safety plan, QC plan, submittals, submittal schedule, storm water protection plan, RFIs, change orders, look ahead schedules, progress payments, daily reports, etc. along with the due dates and approval process. Other items discussed at the pre-con included: mobilization and area layout, required inspections & documents, delivery of materials, weekly progress meetings, supervision (full-time supervision required), etc. The Notice To Proceed will be issued five (5) working days after the preconstruction meeting. Your mobilization includes: construction trailer & furnishings, temp. power, large storage bin, fencing, storm water materials, portable toilets, required equipment needed at the beginning.

Instructions: Please prepare a simple and effective work plan (plan of action) to meet the requirements listed in work plan scenario, above. Only list your plan to accomplish the work. Do not include details about how or who will perform the work. (Workshop leaders will explain in more detail)

Within First 10 Days:

1. Prepare a comprehensive checklist for all required forms and documentations required in the first 10 days and start completing the forms and documentation
2. Execute subcontractor agreements and gather forms and documentation required from each sub
3. Have attorney review prime contract agreement?
4. Submit all required forms & documentation and execute prime contract agreement

Period between signing contract and preconstruction meeting (10 days):

5. Hire or assign a superintendent
6. Prepare and submit the safety plan, QC plan, SWPP and schedule of values for approval
7. Develop the mobilization plan to include: coordinating and scheduling the delivery of the trailer, temporary power installation, storage bins, fencing, storm water materials, toilets & equipment

Period between pre-con and Notice To Proceed (NTP) date (5 working days):

8. Start mobilizing, if authorized to do so
9. Start preparing the baseline master schedule, submittal booklets and submittal schedule
10. Start productive work on NTP date (follow construction plans & specifications)

NOTE: Depend on your schedule for your work plan during the construction phase. Schedule manpower, material ordering & delivery, mobilizing & demobilizing, change order work, etc.

In the Request For Proposal (RFP), section 6.2.1 states that the contractor must have at least 8 years of experience. You have been in business for 5 years; however, you worked for a large contractor doing the same work for 10 years before going into business for yourself.

Instructions: Please write a RFI based on the information given above to confirm that you qualify to bid the project.

REQUEST FOR INFORMATION

Submit questions using the Planet Bids vendor portal. Must submit before the deadline.

Write your RFI below:

RFP section 6.2.1 states “the contractor must have at least 8 years of experience.” I worked for a large contractor performing the same work for 10 years before opening my own business and I have been in business for 5 years. Does this count as 15 years of experience? Does this qualify my company to bid this project?

You are a few weeks into the job. While reviewing the plans and specs for waterproofing work that will take place about a month from now, you discovered what you believe to be a discrepancy between the plans and specifications. On the plans sheet D 03, detail 1 shows 2 layers of material to be installed but in the specifications section 5500.2.1.5 shows 3 layers of material.

Instructions: Please fill in the RFI form based on the information given above.

MCTC SAMPLE REQUEST FOR INFORMATION (RFI) FORM

DATE: 1/26/16

RFI #: 001

PROJECT: Mid-Coast

LOCATION: Balboa Station PROJ.#: 5555.2361

CONTRACTOR: ABC Construction

AUTHOR: John Doe

PHONE: (619) 555-1500

EMAIL: johndoe@aol.com

Plans sheet #: D 03 Detail #: 1 Spec. section: 5500.2.1.5 Discipline: Waterproofing

Describe The Issue: Detail 1 on sheet D 03 shows 2 layers of material but specifications section 5500.2.1.5 requires 3 layers of material. There seems to be a discrepancy between the plans and specifications. Please advise.

Proposed Solution: Install two (2) layers of material

Engineer's Response: See specification section 1011.6.1.3. It clearly states that "in the event there is a difference between the plans and specifications, the most stringent shall apply." Contractor shall install three(3) layers of material.

Response Date

Engineer's Name

Engineer's Signature

Title

While removing the roofing material on Bldg. A, you discovered that the majority of the roof sheeting has water damage. After your review of the unforeseen conditions, you feel that the sheeting needs to be replaced. The original scope of work does NOT include replacing the roof sheeting.

Instructions: Please fill in the RFI form based on the information given above.

MCTC SAMPLE REQUEST FOR INFORMATION (RFI) FORM

DATE: 1/26/16

RFI #: 23

PROJECT: City College

LOCATION: Bldg. A PROJ.#: CC1562.36

CONTRACTOR: ABC Construction

AUTHOR: Jane Doe

PHONE: (858) 555-3600

EMAIL: janedoe@yahoo.com

Plans sheet #: _____ Detail #: _____ Spec. section: _____ Discipline: Roofing

Describe The Issue: While removing the roofing material on Bldg. A, we discovered that the majority of the roof sheeting has water damage to the point of needing to be replaced. Our original contract does NOT include replacing the roof sheeting. Please advise

Proposed Solution: Replace damaged roof sheeting and issue a change order for the extra work.

Engineer's Response: After inspection, owner would like damaged sheeting removed and replaced.

Owner will issue a Request For Proposal.

Response Date

Engineer's Name

Engineer's Signature

Title



REQUEST FOR INFORMATION

Contract No	5008600	Contract Title	CM/GC 1 Construction Supplement 1		
Spec/Plan Reference		Subsection		Project Code	ADWETS

To:	John Dautel AECOM 5088 Santa Fe St San Diego, CA 92109	From:	Andrew Holmquist Mid-Coast Transit Constructors 5066 Santa Fe St San Diego, CA 92109
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RFI No. 0070 RFI Date 23-Nov-15
 Project Mid-Coast Corridor Transit Project Response Due By 21-Dec-15
 Title Change 16" Gate Valve to
 Butterfly Valve at W37.8

Reference
Document

RFI Request/Clarification

MCTC proposes to Change the 16" Gate Valve to Butterfly Valve at W37.8. Is this acceptable?

QA/QC Verification Complete ☒

Preparer's Signature	Date	QA/QC Manager Initials	Date	Contractor's Project Engineer Signature	Date
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RFI Response

[11/24/2015 6:34 PM AECOM - John Dautel]
 Confirm the requested Butterfly Valve is on the City Approved Material List

Response Signature	16-Dec-15 Response Date	R.E. Approved Signature	Response Approval Date	Date Returned to
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This document is informational purposes only. The above reply is intended as a clarification only and does not constitute a basis for change in contract price or time. If you do not concur, do not proceed and notify the Project Manager immediately.

REQUEST FOR CHANGE ORDER PROPOSAL

RFP Date: 1/26/16

RFP #: 01

Scope of Work

Contractor shall provide all labor, materials and equipment to remove and replace approx. 3,000 sq. ft. of plywood roof sheeting on building A. Material shall be structural grade plywood and $\frac{3}{4}$ " thick. All debris shall be hauled away. **Ref. RFI # 23**

Pricing

Contractor shall submit separate pricing for labor, material, equipment, hauling debris, overhead and profit. Instructions: Please fill in the Change Order Proposal form based on the information given above.

SAMPLE CHANGE ORDER PROPOSAL:

DATE: 1/26/16 RFP#: 01 COP #: 01 Ref. RFI: 23

PROJECT: City College LOCATION: Bldg. A PROJ.#: CC1562.36

CONTRACTOR: ABC Construction CONTACT: Jane Doe

PHONE: (858) 555-3600 EMAIL: janedoe@yahoo.com

No.	Line Item Description	U/M	QTY.	UNIT PRICE	TOTAL PRICE
1	$\frac{3}{4}$ " Plywood material (4' X 8' sheets) price incl. tax & delivery	Sheet	100	\$15.00	\$1,500.00
2	Demolition Labor (3 man crew)	Hour	24	\$50.00	1,200.00
3	Haul away debris	LS	1	\$400.00	400.00
4	Installation Labor (3 man crew)	Hour	24	\$50.00	1,200.00
5	Misc. hardware & equipment	LS	1	\$200.00	200.00
6					
7					
TOTAL DIRECT COST					\$4,500.00
10% OVERHEAD					450.00
10% PROFIT					450.00
GRAND-TOTAL CHANGE ORDER					\$5,400.00

Victorian Home Rennovations

You have been awarded a contract to restore the exterior of a large two story Victorian style historical building (3,000 s. f. each floor). There will be a total of three (3) workers from start to finish. Scope of work includes: 1. Minor repairs (floor of front porch and 1 wooden hand rail) 2. Preparation before painting (scrap off peeling paint, minor patching, etc. OR you have the choice to use a pressure washer) 3. Two coats of exterior paint (fascia, windows & doors trim in different color) 4. refinish 3 exterior doors

Building = 50' X 60' porch = 20' X 10'

[illegible]