

WE ARE USC

ARCHITECTS, ENGINEERS,
CONTRACTORS **FORUM**

MAY 2023

ALLYSON GIPSON, ESQ., EXEC. DIR.



WE ARE USC



LOCATIONS

UPC, HSC, the Village, Wrigley, off-site locations
415 Buildings
Primarily Los Angeles City (LADBS) and
OSHDP/HCAI authorities



IDENTITY

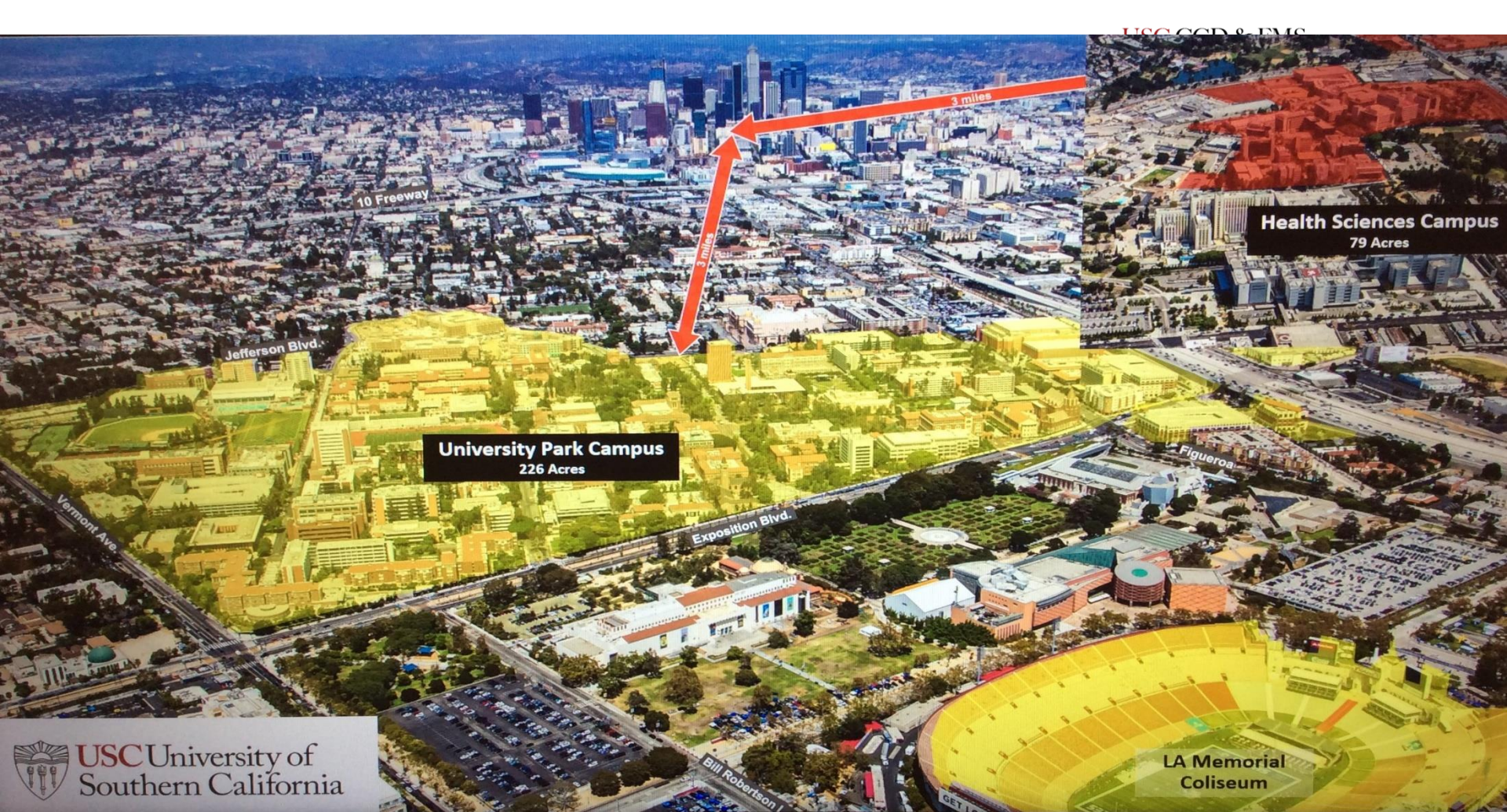
Private Institution
Best Value philosophy



INFRASTRUCTURE

Own Utility Distribution at main sites





USC CCD & EMS

10 Freeway

3 miles

3 miles

Jefferson Blvd.

University Park Campus
226 Acres

Health Sciences Campus
79 Acres

Vermont Ave

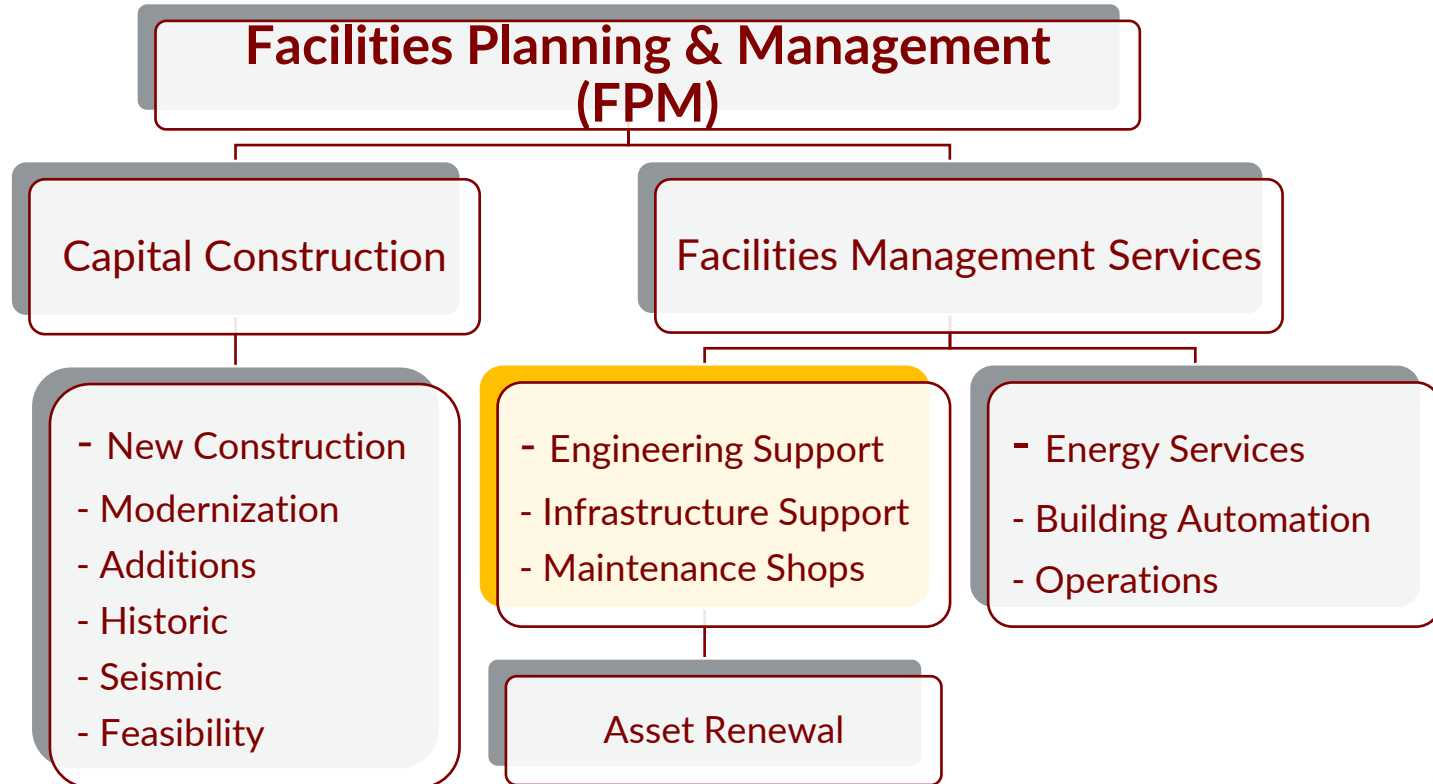
Exposition Blvd.

Figueroa

LA Memorial
Coliseum

Bill Robertson

WHAT WE DO





Project Development **Process**



No Capital Improvement Program (CIP)

Funding based primarily on needs of the schools, auxiliaries, athletics or university overall

Funding from revenue, donors

Facilities funded projects (asset renewal)

Timing based on needs as they develop and availability of funding



Number of Project by Type and Fiscal Year



EXPECTATIONS/SUCCESS FACTORS - DESIGN

DESIGN STANDARDS

USC Design Standards

Key Sections

- Restroom Components
- Access Control Systems
- HVAC (Equipment, filters)
- Doors/Hardware

Architects & Engineers bound by standards

Rules for deviations

Access site to ensure capture of all updates

Sustainability

Commissioning

PERFORMANCE ESSENTIALS

Proposal Components

Consultant knowledge of and compliance with BOD

Design to budget/control of scope creep

Site visits of sufficient frequency

E-Builder PMIS System

Add service notifications

Completed documents in bid

sets
Knowledge of scope requiring special attention (Title 24, ADA, OSHPD, etc.)

MANAGING THE PROJECT

Clarity of design scope

Collaboration with CCD PM, FMS, LADBS, OSHPD, Client, Contractor

Exterior changes – approval of University Architect

Prompt responses to bid RFIs

Prompt review and response to construction RFIs, CORs, change orders

Payment application review

Punchlist/Substantial Completion & impact

LESSONS LEARNED

Proposal of non-approved subconsultants

Subconsultants can make or break the delivery of a successful project. Failure to follow the BOD has resulted in buildings that fail to perform to intended standards. As with the Architects, the subconsultants must also be approved in advance in order for USC to award a contract.

Use of outdated as-built information; lack of sufficient field surveys

USC has many very old structures. As-built records only provide a portion of the story. Our expectation is that Architects will conduct thorough site visits to verify conditions prior to design.

Utility installation impact on campus landscaping

Infrastructure that supports our buildings is primarily served by closed loop systems. When upgrades are needed, design scope must ensure that existing landscaping is not damaged or destroyed by the construction process.

Modifying scope via RFIs and/or submittal approval process

The expectation is that the design as bid will keep the project within budget. Modifying scope via RFI responses and/or submittals results in change orders that cost the customers more money, potential delays, and complications.

EXPECTATIONS/SUCCESS FACTORS - CONSTRUCTION

BID PHASE

Raise questions during bidding when there are conflicts; bid worst case
Communicate if, when invited to bid, you plan to pass on the opportunity & specify any reasons why

USC bids are open to union and non-union companies; USC is a non-prevailing wage institution

Stipulated Sum bids are full and final; no post-bid modifications

Include allowances for parking and other expenses in your bid

Selection of GMP with and without preconstruction is qualifications-based

CONTRACT & AWARD

Detailed Schedule of Values required

Hourly Labor Rates must be verified and approved by USC estimating

Bonds are required on subcontractors with contracts over \$100K

Negotiation of terms and conditions for GMP projects

Provide Submittal Schedule

Provide insurance documentation

Provide full baseline schedule

SCHEDULE

Full baseline schedule within 10 days on GMP projects, including long lead items, shut downs, inspection

Updated schedules to be submitted with impact of change orders

Schedule should identify commissioning

Allow time for closeout process

Updated Schedules to be submitted with Payment application

Completing after contract completion date does not automatically result in extended general conditions

EXPECTATIONS/SUCCESS FACTORS - CONSTRUCTION

CONSTRUCTION PHASE

Field coordination before subs arrive

Track RFIs, CORs, Submittals in logs
Control of Scope Creep

E-Builder PMIS System (electronic file cabinet)

No “bait and switch” of key personnel

BIM usage on select projects

Account for parking and site access in planning

Commissioning/Controls vendors

Only approved labor rates in change orders

CONSTRUCTION PHASE

Communication

- Submit potential solutions with RFIs
- If RFI response results in changed cost, communicate immediately

State schedule impact of CORs

Submittals to meet specifications and code; be specific about items being submitted

Contractors must review proposals from subs before submitting

Coordination of job site shutdowns with appropriate notice to PM and allow for coordination

Conditional and Unconditional lien releases submitted w/pay applications

CLOSE OUT

Completion of punch list work

Final inspections completed

Red-lined as-built drawings to Architect (updated throughout construction)

Warranties, and Operation & Maintenance Manuals

Training

Final Lien releases

LESSONS LEARNED

Job site activity on an active campus

1. Lay down areas, site access and trench work with campus safety paramount.
2. Crane work during off hours
3. Accommodate deliveries, use of back-up alarms, flag persons.
4. HSC campus has patients that require access to buildings

Coordination with Owner's separate vendors

1. Audio/Visual
2. Voice/Data.
3. Furniture.
4. Medical equipment.
5. Lab equipment.
6. Owner furnished / Contractor installed (OFCl).
7. Commissioning Agent.

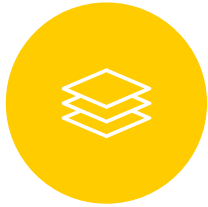
Particular care with hot work

1. Coordination of hot work with project manager.
2. Safety precautions to protect from flying or dropping embers
3. Damages are the responsibility of the contractor and can be substantial.
4. Do NOT set off the fire sprinkler system!

History of Project Success = Repeat Business

1. Do not send inexperienced people to the sites.
2. Start strong, end strong
3. Do not price gouge on changes
4. The work on campus is to serve the campus; work schedules are as can be accommodated.

ARCHITECT/ENGINEER APPROVAL PROCESS



SUBMITTAL OF RFQ TO
PREQUALIFY



PANEL REVIEW



IF 1ST LEVEL APPROVAL,
INTERVIEW



IF SELECTED, REFERRED
TO APPROVED LIST

ARCHITECT/ENGINEER SELECTION



PM SELECTION OF
POTENTIAL VENDORS



SOLICITATION OF
ARCHITECT PROPOSALS



REVIEW OF PROPOSALS;
PERHAPS INTERVIEWS



SELECTION AND
CONTRACT AWARD

MASTER ARCHITECT SERVICE ORDER AGREEMENT

Master Agreement replaces the stand-alone Agreement between Owner and Architect.

Master Agreement Components:

- Agreement
- Exhibits

Master Agreement is issued once and then Architect is awarded work through project-specific **Service Orders**.

For Master Agreement:

- Legal Company Name
- Federal Tax ID
- CA License Number(s)
- Address and phone number
- Names, titles and email addresses of signatories

For Project-Specific Service Order

- Proposal
- Hourly rates for Architect and all Subconsultants
- Names and titles of Architect's and Subconsultant's Key Personnel
- Certificate of Insurance

ARCHITECT PROPOSAL TIPS

Architect's performance is driven by Master Agreement - Confirm proposal does not conflict with Master Agreement requirements

Subconsultants on USC approved list prior to submittal

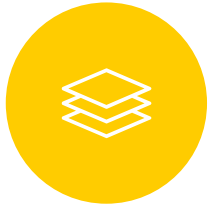
Architect should highlight where proposal scope differs from Master Agreement

Deviations in the proposal from the Master Agreement must be approved by Project Manager

Break out fee by design phase

Separate Plan Check Fees from Reimbursables

CONTRACTOR **APPROVAL** PROCESS



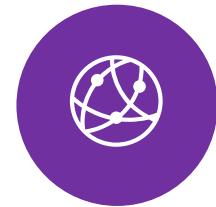
SUBMITTAL OF RFQ TO
PREQUALIFY



PANEL REVIEW



IF 1ST LEVEL APPROVAL,
POSSIBLE INTERVIEW



IF SELECTED, REFERRED
TO APPROVED LIST

CONTRACTOR SELECTION – STIPULATED SUM PROJECTS



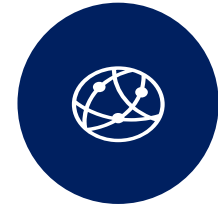
PM SELECTION OF
POTENTIAL BIDDERS



SOLICITATION OF
CONTRACTOR BIDS



REVIEW OF BIDS



SELECTION AND
CONTRACT AWARD

CONTRACTOR SELECTION – GMP & DESIGN-BUILD PROJECTS



PM SELECTION OF
POTENTIAL BIDDERS



SOLICITATION OF
PROPOSALS



REVIEW OF PROPOSALS;
INTERVIEWS



SELECTION (BEST VALUE)
CONTRACT AWARD

CONTRACTOR FORMS OF AGREEMENT

Master Stipulated Sum Agreement
with Task Orders.

Short Form Contract with Rider (less
common)

GMP with Preconstruction Services

GMP without Preconstruction
Services (less common)

Design-Build (much less common)

Master Agreement:

- Legal Company Name
- Address and Phone Number
- CA License Number(s)
- Federal Tax ID
- Names, emails and titles of signatories
- Subcontract agreement template

Stipulated Sum Checklist:

- Schedule of Values – **Use Cost Breakdown Form**
- **Construction Schedule (Critical Path Method Schedule)**
- **Certificate of Insurance**
- Proposal Exclusions / Clarifications, if applicable
- Alternate pricing, if applicable
- Approved Hourly Labor Rates

CONTRACT PROPOSAL TIPS

Contractor's performance is driven by Master Agreement

MEPF Subcontractors must be a USC approved vendor

Contractor should indicate any exclusions and/or clarifications in the proposal.

Construction schedule should be submitted with proposal (Critical Path Method Schedule)

Submit Schedule of Values using the Cost Breakdown form issued with the bid

Submit Certificate of Insurance

USC Business Services



- PURCHASES
- CORPORATE CARDS
- PAYMENTS
- TRAVEL & EXPENSE
- MAILING & MATERIAL
- TRAINING
- SUPPLIERS

Suppliers

USC values the quality of its suppliers and the strength of its collaborative partnerships. The departments of Business Services work in tandem with university suppliers to provide professional, responsive, and quality goods and services in support of the University of Southern California's (USC) academic, research, social and economic goals. Additionally, Procurement Services collaborates with the Small Business Diversity Office (SBDO) to reach the university's goal to procure, regardless of source of funds, 15% of all purchases with diverse suppliers, including woman, minority, and veteran-owned businesses.

- > For Suppliers
 - > USC Small Business Diversity Office
- > Becoming a Supplier
 - > Bidding Process
 - > Filling out the Supplier Registration
 - > Current Bidding Opportunities
 - > Updating the Supplier Registration
 - > USC Policies for Suppliers
 - > Tax Assessment
- > Status of...
- > Getting Paid
 - > Forms and Documents for USC Suppliers
- > Stopping a Payment
 - > Contacts for Suppliers
- > Detecting and Reporting Fraud
 - > Working with Suppliers



Announcements

New Open Bidding Opportunities

Three new university projects are available for open bidding Please go to the Current Bidding Opportunities page for more information.

[READ MORE](#)

Events

Oct 7 2pm

October Expense Reimbursement (Zoom) Open Lab

Expense Reimbursement Open Labs provide an opportunity for hands-on training with processing reimbursements in the Travel & Expense Portal (SAP)

Becoming a Supplier

USC suppliers must meet certain minimum criteria and will only be invited to apply at the request of a USC department. The university does not accept unsolicited supplier applications.

Suppliers who engage with USC on a limited basis (such as guest speakers, artists or lecturers; tenure or academic manuscript referees; or nonrecurring seminar/workshop leaders) will complete a short application. All other types of suppliers will complete a longer application. Based on the type of goods and/or services provided, invited suppliers will receive access information via email from USC Supplier Data Management Services to the appropriate online application.

Minimum criteria

All suppliers must:

- Maintain a physical street address for business purposes (however, a post office box is acceptable for remittances)
- Have a Federal Employer Identification or Social Security number (foreign suppliers may be exempt)
- Pass the screening process, including Taxpayer Identification Number verification and validation against the Office of Foreign Assets Control (OFAC) and Restricted Party Screening databases

Most suppliers must also:

- Have been in business for at least two years (independent contractors may be exempt)
- Carry general liability insurance of at least \$1 million per occurrence (independent contractors may be exempt), automobile liability coverage of at least \$1 million per occurrence (if supplier drives on campus property/may be waived in certain instances) and Workers' Compensation coverage (if required by law).

In addition to the minimum criteria, suppliers must also agree to abide by university policies and procedures as well as all applicable state and federal laws.

Caterers, construction suppliers, photographers, printers and all suppliers working with a healthcare unit at USC must meet **additional criteria** relevant to your business.

FOR SUPPLIERS

- > For Suppliers
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 - Updating the Supplier Registration
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RESOURCES



RESOURCE LIST



BASIS OF DESIGN AND STANDARDS

<http://facilities.usc.edu/standards>



PURCHASING CONTACT

Peniel Park – PenielPa@usc.edu



SUPPLIERS PORTAL

<http://BusinessServices.usc.edu/for-suppliers/>

THANK YOU

USC CCD & FMS
Capital Construction & Facilities Management Services

