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CALIFORNIA DIVISION OF STATE ARCHITECT



DSA INSPECTORS

OWNER REPRESENTATIVE

PROJECT MANAGEMENT

GENERAL CONTRACTORS

SPECIAL INSPECTORS

KNOWLAND CONSTRUCTION SERVICES.COM

(626) 786-4331

**Newport - Mesa Unified School District
Request for Qualifications #119-21
Construction Management Services
February 22, 2021**

**Newport-Mesa Unified School District
Request for Qualifications #119-21
Construction Management Services**

Knowland Construction Services Inc.

February 22, 2021

Corporate Address:
33 Narcissa Drive,
Palos Verdes Drive, CA 90275

Field Office:
2221 Highland Ave.,
Manhattan Beach, CA 90266

Contact(s):
Christopher Knowland - President
(626) 786-4331
chrisk@knowlandinc.com

Jeff Kellogg - Executive Vice President
(562) 500-5333
jkellogg@knowlandinc.com

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February 22, 2021

Newport-Mesa Unified School District
2985 Bear St., Bldg A
Costa Mesa, CA 92626
ATT: Jonathan Geiszler

Subject: Request for Qualifications #119-21 - Construction Management Services

Dear Mr. Geiszler,

Knowland Construction Services (KCS) is pleased to provide Newport Mesa Unified School District our Statement of Qualifications for Construction Management Services for various new construction and modernization projects. We have read the RFP and addendum, and have a strong understanding of all project requirements. We do not have any exceptions to the contract requirements or terms of conditions listed in the RFQ. KCS has successfully provided project/construction management, inspection, and quality control services on more than \$2 billion of high-profile projects in various school districts and college campuses.

KCS is a Women Owned / Minority / Small Business Enterprise with more than 30 years of service in the construction industry and a corporate office located in Manhattan Beach, CA. KCS currently has more than 70 project managers and inspectors working full-time on multiple projects in various school districts all over Southern California.

The projects at Newport-Mesa Unified School District will be managed by Chris Knowland, Rick Guaderrama and Jeff Kellogg. Chris Knowland has a background in architecture, engineering, construction management, inspection, and has worked on projects up to \$1 billion in size. Rick Guaderrama has 25 years experience as a project manager and director of facilities managing more than \$700 million of bond construction programs at Placentia Yorba Linda Unified School District. Jeff Kellogg has more than 15 years experience as an educational and facilities master planner and was a former Board of Trustee President for Long Beach Community College District, serving on the Board for 16 years. KCS has proposed a team of highly qualified construction personnel capable of managing all aspects of a bond program.

It is our philosophy to work with the entire project team to be forward-thinking and understand the entire construction process to prepare all contractors to meet the project requirements and standards of quality, schedule, budget, and close -out as determined by the District. We have also been instrumental in assisting many districts in minimizing litigation and improper contractor claims. KCS has never had a significant dispute with a client for whom we provided services.

KCS has a fully staffed office and cloud-based management system for all documentation to be reviewed and accessed by the entire project team. You may also review additional information about our company at KnowlandConstructionServices.com.

We look forward to working with Newport-Mesa Unified School District.

Sincerely

Chris Knowland
President

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3.1 BUSINESS PROFILE



3.1.1 BUSINESS PROFILE

Company:	Knowland Construction Services / Knowland Inc. *Corporation, Minority Owned Business, *Woman Owned Business, Small Business Enterprise
Organization Structure: (Key Personnel)	CFO: Diane Lujan Knowland - Legal, Finance and Insurance. President: Christopher Knowland - Oversee all daily operations including management of all projects, personnel, training, scheduling, contract negotiation, conflict resolution, client relations, project close-out. Executive VP: Jeff Kellogg - Operations, Marketing, & Business Development
Corporate Address:	33 Narcissa Drive. Rancho Palos Verdes, CA 90275
Website:	www.KnowlandConstructionServices.com / www.KnowlandInc.com
Field Offices:	2221 Highland Ave., Manhattan Beach, CA 90266
Main Contact:	Full Name: Chris Knowland Email: Chrisknowland@msn.com Office: (626) 786-4331 Fax: (424) 206-2516
Certifications:	KCS has on staff qualified architects, engineers, with several advanced degrees, all applicable licenses and certifications necessary to engage in a professional relationship with Newport-Mesa Unified School District. Chris Knowland is former President of the American Construction Inspectors Association - Los Angeles Chapter, is a member of CMAA, Lean Construction Institute, a member of the College of the Canyons Advisory Board, and is a licensed general building contractor. DIR# 1000013370 DSA Certificate I Class I #4339 Contractors License #B611190 EID# 20-4112757 State of California Business Number
Years in Business:	30 plus
Number of Employees / Inspectors:	70 plus

I declare under penalty of perjury that reasonable diligence has been used in preparation of this Request for Proposal and that information regarding the company structure, years in business, location of principal office and that the certification of individuals represented in this Request for Proposal are in good standard. I further certify that I am authorized to commit to the proposal submitted and KCS is legally licensed to conduct business in the state of California for the services described herein. We have read and fully understand the requirements of the RFP and certify that all information in this proposal is accurate and shall be valid for a period of at least 12 months.

Chris Knowland – President

Date

3.1.3 SENIOR STAFF EXPERIENCE

Christopher Knowland – Project Executive

BA- Liberal Arts - Whittier College - 1983

General Contractor B61110

DSA #4331

Chris has more than 30 years-experience in the construction industry and has worked as a hands-on carpenter through college. After college, Chris worked for Craddock Engineering as a project engineer on large civil projects located in Africa and the United Kingdom. After returning to the U.S. in 1988, Chris worked for several large developers and obtained his contractor's license, and pursued building restaurants, commercial buildings and other residential projects. In 1995 Chris started working as a construction manager, performing pre-construction services and running multi-prime delivery of K-12 projects for Osborn Architects, which includes numerous projects for San Marino Unified School District and La Canada Unified School District. Chris still provides consulting services for Osborn Architects more than 20 years later. Chris obtained his credentials from the California Division of State Architect to assist him in working with problematic inspectors on his projects. After receiving his DSA certificate, Chris formed Knowland Construction Services to provide quality consulting, construction management, and DSA inspector services for numerous clients. Chris has extensive knowledge of construction methodology including scheduling, constructability, estimating, contract negotiations, and mediation of disputes. Chris has participated in various construction programs for more than 50 school Districts, and more than 1,000 DSA applications. Chris is the former President of the Los Angeles Chapter of the American Construction Inspectors Association. KCS has never been removed from a project and KCS have never lost a contract where we have worked previously. KCS manages a payroll in excess of \$600,000.00 each month.

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Chris Knowland

President

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Rick Guaderrama – Project Manager

MS – Architecture – Cal Poly Pomona 1996

BS – Liberal Arts – Cal Poly Pomona 1991

Rick worked as a mason's tender during college, gaining hands-on construction experience in the construction trades. Rick worked as a Project Manager and Assistant Director of Facilities until he was named Director of Construction for Placentia Yorba Linda USD, being promoted to Executive Director of Facilities in 2007. Rick managed more than \$700 million of projects, utilizing numerous delivery methods, and running one of the most efficient building programs in Southern California. Rick retired from PYLUSD in 2018. Rick and Chris worked extremely well together, and Rick joined Knowland Construction Services, after working together for more than 15 years as a KCS client. Rick is one of the hardest working, most knowledgeable individuals in the construction industry with a hands-on, owner's perspective. Rick brings a wealth of knowledge of Program Management, Construction Management, and Facilities Management and Planning. Rick will be a Project Manager for Newport Mesa USD if Knowland Construction Services is awarded a contract.

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Rick Guaderrama

Project Manager

www.KnowlandInc.com

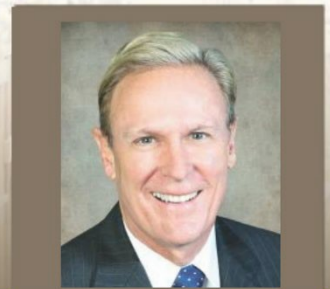
Jeff Kellogg – Vice President Operations

BS- Political Science – University of Oregon

Real Estate Broker License

Jeff started out working for his family company, Kellogg Drilling Contractors, in 1977 working as a rough neck, tool pusher, and eventually Vice President of Operations. In the early 80's, Jeff installed one of the oil derricks we recently removed from Beverly Hills High School in preparation for their current construction program. Jeff soon earned his Real Estate Brokers license because Drilling Contractors are required to have one in order to negotiate mineral rights. Jeff joined MAAS Companies in 2006, performing comprehensive services for higher education including developing facilities master plans, program management and project management at the community college level. Jeff was elected to the Board of Trustees for Long Beach City College in 2002, serving until 2018, and serving as President of the Board for five terms, and managing the procurement of bond programs in excess of \$1 billion dollars. Jeff was elected to the Long Beach City Council in 1988 and served until 2000. He also served as Vice Mayor for two terms. Jeff was also the Chairman of the Governing Board for the Alameda Corridor Transportation Authority, overseeing a \$2.1 billion public works project. Jeff brings extensive knowledge in Program Management, managing bond programs, and construction management. Knowland Construction Services has been working with Jeff at Long Beach Community College District for nearly 10 years, and Jeff joined Knowland Construction Services in 2019.

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Jeff Kellogg

Vice President

www.KnowlandInc.com

Rich Knowland - Director

MS- Public Policy and Administration – Cal State Long Beach 1985

BA- Political Science – Whittier College 1983

Former Board Member of the Seniors Housing Council.

Past President of the Board, Irvine Children's Fund.

Past Board Member-Home Aid Orange County.

Citizen Oversight Committee – Irvine Unified School District.

Rich is a Project Executive with more than twenty-five years of experience in operations, acquisitions, forward planning, entitlements, land development, construction, sales and marketing with extensive management and leadership roles in leading California real estate development. Rich is a Principal of Brooks Street, Newport Beach, CA. Rich was instrumental in the development of the original "Platinum Triangle" development project in Orange County and was recently awarded the development contract for Angel Stadium's "A Town" development. Rich has worked with several K-12 school districts for land acquisitions, and manages efforts on a portfolio valued in excess of \$1B.

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Rich Knowland

Director

www.KnowlandInc.com

3.2 EXPERIENCE



3.2.1 FIRM'S EXPERIENCE:

Knowland Construction Services has provided project management, construction management, staff augmentation and DSA inspection services on more than 1,000 DSA school projects. Additionally, KCS provides general contracting and development for private projects. KCS staff include construction managers, project managers, DSA inspectors, architects and numerous individuals with advanced degrees. Our success is due to our passion for construction and our unique ability to seek and retain qualified construction professionals in the industry. KCS is familiar with all relevant government agencies, public works regulations, OPSC, DSA, DGS, DTSC, public utilities, fire marshalls, and Division of State Architect Field Engineers and San Diego Management Staff.

3.2.2 PROJECT EXPERIENCE:

Anaheim Union High School District

2007- Present

REFERENCES:

Tim Holcombe – Deputy Superintendent.
(Now with Newport Mesa)

Patty Neely – Director of Facilities
neely_p@auhsd.us

Dale Junior High School

Project Cost: \$39 million

Project Description:

This specific project included a new library, gymnasium, classroom buildings, and modernization of classroom buildings.

Knowland Construction Services has provided project management, DSA inspection, survey, constructability, project close-out and staff augmentation for more than \$300 million of projects, including new construction, modernization, infrastructure, ADA upgrades and maintenance projects.



South Orange County Community College District

2018- Present

Saddleback College Stadium Project

REFERENCES:

Mary Opel – District Representative (949)433-5045 | mopel@socccd.edu

Geoff Doorn – Architect (310)947-2904 | gdoorn@steinberghart.com

Saddleback College Stadium Project

Project Cost: \$55 million

Project Description:

Project consists of construction of Saddleback College's complex for football, soccer and track & field with over 8,000 seats, a (9) lane running track, (2) football practice fields, a turf soccer field, thrower park, concession stand, private event rooms, storage facilities, modern press box, athletic team meeting rooms, state-of-the-art score board and sound system with integrate Wi-Fi technology and full ADA compliance.



Capistrano Unified School District

2009 - 2018

REFERENCES:

John Forney – Executive Director of Construction 949 289-3902

Estancia K-8 – New School

Project Cost: \$29 million

Project Description:

This specific project included a ground up new elementary school on a 14 acre site, as well as a new \$8 million new joint use park and gymnasium for Rancho Mission Viejo.

Knowland Construction Services and CJK Construction Management have provided full service construction management, project management, DSA inspection, constructability, project close-out and staff augmentation for more than \$150 million of projects, including new construction, modernization, infrastructure, ADA upgrades and maintenance projects.



San Bernardino Community College District

2012 – 2019

REFERENCES:

Hussain Agah – Director of Facilities (951) 505-4405

Valley College Athletic Complex

Project Cost: \$78 million

Project Description:

Project consists of construction of a new state of the art Athletic Complex. KCS was awarded a construction management contract as well as DSA inspection contract for the \$441 million bond program which included the athletic complex.



Beverly Hills Unified School District

2012 – Present

REFERENCES:

Don Blake – Bond Manager 760 445-9864
Robert Uribe – WLC Architects 909 938-6535

El Rodeo Elementary School

Project Cost: \$92 million

Project Description:

Project consists of construction of a new state of the art Athletic Complex. KCS was awarded a construction management contract as well as DSA inspection contract for the \$441 million bond program which included the athletic complex.



Antelope Valley Community College District

2012 – 2018

REFERENCES:

Ron Benedetti – Director of Facilities
(661) 429-4102

Student Services Complex

Project Cost: \$ 54 million

Project Description:

Project consists of construction of a new 2 story structural steel building utilizing multiple prime delivery. KCS was awarded a contracts for multiple projects on the main campus in excess of \$200 million. KCS provided DSA inspection and project close-out for various projects in the District.



Arcadia Unified School District

2004 – 2018

REFERENCES:

Jim Leahy - Director of Facilities
(626) 808-7777

Arcadia High School

Project Cost: \$140 million

Project Description:

Project consists of construction of a new Performing Arts Building, Student Services Building, Science Building, Media Center, new Stadium and classroom modernizations. KCS provided Project Management and DSA inspection for various projects throughout the District.



Los Alamitos Unified School District

2003 – Present

REFERENCES:

CJ Knowland - Director of Facilities
(714) 794-7006

Los Alamitos High School

Project Cost: \$48 million

Project Description:

Project consists of construction of a new 3 story STEM building. KCS has provided DSA inspection and project management services for multiple projects around the District for 15 years.



San Marino Unified School District***1996 – Present*****REFERENCES:**

Jim Leahy – District Bond Manager
(626) 808-7777

Huntington Middle School

Project Cost: \$14 million

Project Description:

Project consists of construction of a new gymnasium and multi-purpose building. Chris Knowland performed construction management and DSA inspection for various projects. Projects were primarily multi-prime delivery.

***Saugus School District******2018 – Present*****REFERENCES:**

Lori Rubenstein – District Project Manager
(661) 343-2509

Skyblue Mesa Elementary School

Project Cost: \$12 million

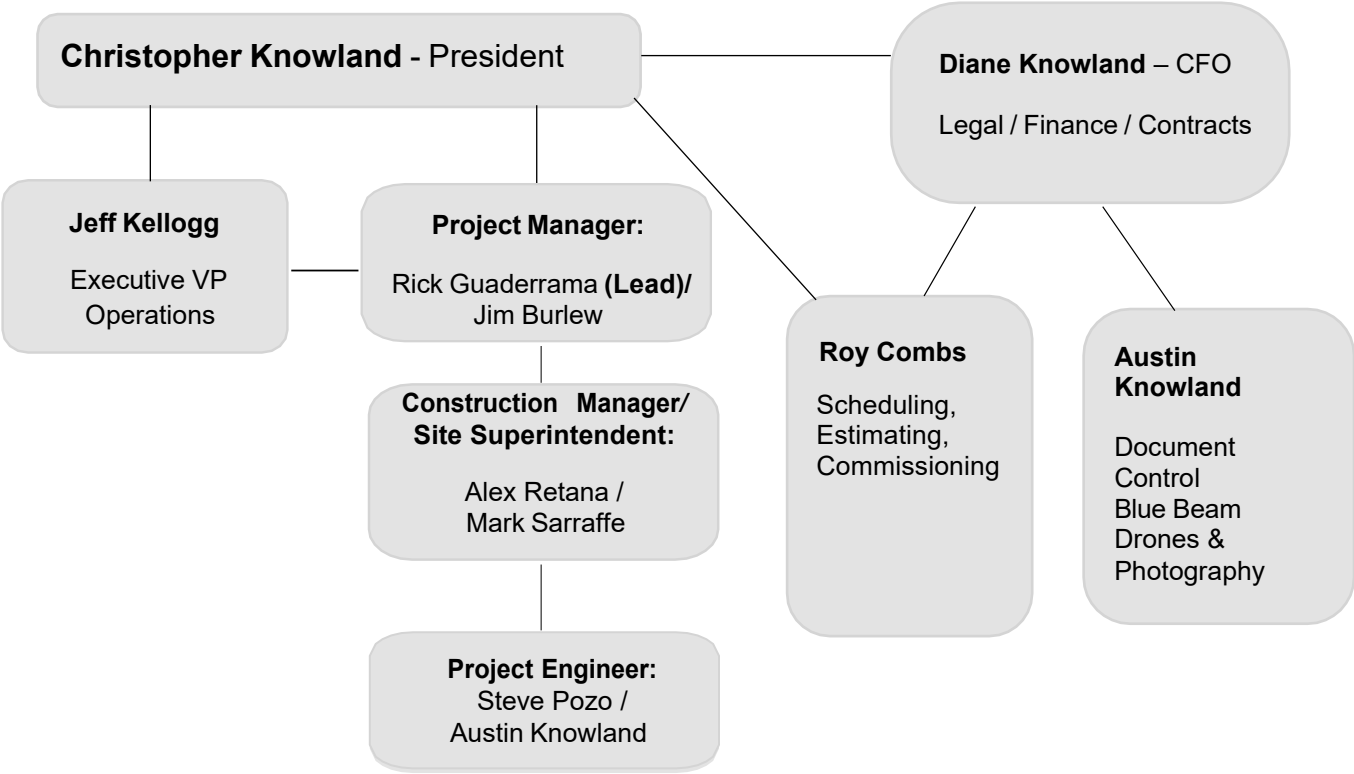
Project Description:

Project consists of construction of a new library building, as well site infrastructure. KCS is providing project management and DSA inspection for numerous projects throughout the District.



3.2.3 PROJECT TEAM

Newport-Mesa Unified School District:



3.2.3 PROJECT TEAM

Christopher Knowland- President

Certificates: DSA Class 1 #4339 / ICC structural steel/ welding/ DSA Masonry/ LCI / CMAA / B611190 General Contractor. Chris has more than 25 years in Construction Management, Engineering, Architecture, Development and Inspection. Chris will focus on quality control, client relations, overseeing all project schedules, change order negotiations, quality control issues, and close-out.

Jeff Kellogg – Vice President of Operations / Sr. Project Manager

Jeff will provide continuous periodic over-site of all projects and be available for board meetings, outreach, planning functions, and assistance as required. Jeff has worked on projects with KCS for more than 8 years.

Rick Guaderrama - Lead Project Manager

Rick has a masters degree in architecture and is one of the most knowledgeable project managers in the industry. Rick will be in charge of all preconstruction services and day to day accountability for all projects. Rick understands all aspects of program management, and how to run an efficient construction program. Rick's trade background is masonry. Rick has worked on projects with KCS for more than 14 years.

Jim Burlew - Project Manager

Jim Burlew – Project Manager. MS degree in Business Administration. Jim has experience working as a director of facilities for school districts, hospitals and institutional projects. Jim is also a DSA Class I Project Inspector and a background in program and construction management. Jim has worked with KCS since 2016.

Roy Combs – Schedules / Constructability / MEP

Roy has worked with KCS off and on for more than 20 years. Roy Combs is one of the most knowledgeable hands-on individuals in the industry when it comes to scheduling, plumbing, and mechanical systems.

Mark Saraffe - Construction Manager / Site Superintendent

Mark is currently a construction manager for Beverly Hills High School. Mark is excellent at Procore, Bluebeam, and has several inspection certificates for concrete, welding, fire proofing, and has attended UCLA's construction management program. Mark's trade background is plumbing.

Alex Retana - Construction Manager / Site Superintendent

Alex is currently a project engineer for a \$50 million project in Anaheim. Alex has a bachelor's degree from Marymount University and is currently at UCLA pursuing a construction management certificate. Alex is excellent at Procore, Bluebeam, and has experience managing high-profile projects.

Steve Pozo - Project Engineer

Steve has an Masters Degree in Business Administration from Marymount University, and a background as an electrician. Steve is furthering his education by pursuing a Construction Management certificate from UCLA, and is also proficient in Procore, DSA Box and Blue Beam.

Austin Knowland - Project Engineer

Austin has a business degree from Marymount University, and has several years construction experience as a construction laborer and carpenter. Austin is certified in Procore, and is proficient with DSA Box and Blue Beam. Austin has a special inspection certificate in concrete. Austin is currently a construction manager for a \$92 million project at El Rodeo Middle School in Beverly Hills.

**All KCS personnel are available but there is not enough information in the RFQ to provide a specific staffing plan.*

Chris Knowland

President of Knowland Inc.

PROFILE: With more than 25 years' experience in construction, engineering, architecture and inspection. Project experience ranges from large refinery turnarounds, civil projects And DSA projects up to \$100 million. Experienced in running and inspecting multiple prime, Lease-Leaseback, Design Build IPD, CM at Risk and Agency Contracts. Knowledge of Lean Construction, short interval production scheduling and pull planning. Experienced in the development of testing and inspection programs, and 4 phase quality control plans. Knowledge of Title 24, Education Code, DSA regulations

EDUCATION:

Whitter College / Bachelor of Art in Liberal Arts

American Construction Inspectors Association – L.A. Chapter Member –

Lean Construction Institute / CMAA

General Building Contractor / Journeyman Carpenter

SEMINARS / CEERTIFCATIONS / SKILLS:

DSA School Construction - Structural / Life / Safety / DSA Masonry / Welding / Soils Compaction, Grading & Nuclear Density Testing / Structural Concrete / OSHPD / Lean Construction / CETA Methane Gas Vapor Mitigation certified / Precast Concrete Certified / ICF Insulated Concrete Forms / Compaction Grouting / Rock Piles / SWPPP / Cal Green /CHIPS / MS Office / Prologue / Procore / Bluebeam / Submittal Exchange / DSA Legacy Certification

WORK EXPERIENCE:

2014 – Present — Knowland Construction Service, Present BHUSD /CVUSD /Oceanwide

Project Manager. Responsible as an owner representative on a new \$1 billion 49 story tower at Central Figueroa, Los Angeles. Duties include review of work in progress, applications for payment, and development of a monthly summary report for the owner and investors.

2011 – 2013 — Knowland Construction Service, Various Community College & K-12 District \$600 mill.

Project Manager. Responsible for managing 50 inspectors and assisting various Districts in their construction programs by assisting in set-up, constructability, RFQ development, project close-out, litigation mitigation, and trouble-shooting issues during construction programs.

2006 – 2011 — Knowland Construction Service, Yorba Linda USD \$400 million.

Project Manager / DSA Inspector. Perform inspections on a new \$72 million new 64 acre high school project and man- age numerous other inspectors on other projects within the District.

2005 — 2006 Knowland Construction Service, Port of Los Angeles \$7 million Class I

QA/QC – DSA Inspector. Responsible for coordination of all inspection and testing for a 4 story concrete structure. At CM's / Architect request, performed value engineering resulting in a savings of over \$300K for the project.

REFERENCES:

Darcie Gumbayan – LPA Architects (949) 701- 4117

Robert Uribe – WLC Architects (909) 987- 0909

Rick Guaderrama – Director of Facilities PYLUSD (714) 296- 7252

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Chris Knowland

President

www.KnowlandInc.com

Jeff Kellogg

Vice President of Operations

PROFILE:

Mr. Kellogg joins Knowland Inc. and the industry where he began his professional career and continues to be highly respected for his ability to lead in the completion of complex projects in order to achieve established goals. Strong communicator with ability to build trust and maintain transparency among all stakeholders throughout any given process.

EDUCATION:

University of Oregon / Bachelor of Science in Political Science / History
California Real Estate Brokers License

WORK EXPERIENCE:

2019 – Present — Knowland Construction Service

Involved in multiple aspects of business operations including administration, contracts, business development, public relations, communications and project management.

2006 – 2019 — MAAS Companies, Inc

Senior Educational Planner. Provided comprehensive services to higher education institutions focusing on State mandated educational and facility master planning, accreditation compliance, program and construction management, and state regulations and reporting.

1991 – 2005 — Matlow-Kennedy Commercial Real Estate

Corporate Services Director. Ranked among top revenue producers. Completed real estate transactions in 38 states.

1977- 1990 — Kellogg Drilling Contractors

Vice President Operations. Supervised all drilling operations and personnel.
Chairman of the Pacific Region of the International Association of Drilling Contractors

PUBLIC EXPERIENCE:

2002- 2018 — Long Beach City College Board of Trustees

Elected Governing Board Member. President of the Board (five terms)

1988- 2000— Long Beach City Council

Elected City Council Member. Vice Mayor (two terms)

1988- 2000— Alameda Corridor Transportation Authority (ACTA)

Chairman Governing Board Member. \$2.1 billion public works project.

REFERENCES:

Eloy Oakley---Chancellor, California Community Colleges	916 322-4005
Gerry Miller---Long Beach City Manager (retired)	562 505-9017
George Pla---CEO, Cordoba Corporation	213 895-0224
Robert Simons---Partner & President, SVA Architects	949 809-3380

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Jeff Kellogg
Vice President

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Rick Guaderrama

Lead Project Manager

PROFILE: Mr. Guaderrama has over 25 years of detailed and comprehensive construction/facilities management experience in major installation of new facilities modernizations, and maintenance/operations of K-12 facility systems. Rick also has in-depth experience of local, county and state agencies governing school district facilities including Division of State Architect, CEQA compliance and SWRCB regulations. Mr. Guaderrama is capable to creatively guide and motivate fellow team members while successfully providing the necessary leadership and management skills needed to enhance the education environment for students and staff.

EDUCATION:

California Polytechnic University Pomona Master of Architecture (1996)
California Polytechnic University Pomona Bachelor of Science, Social Science (1991)

WORK EXPERIENCE:

September 2012- February 2020 | Director & Executive Director of Maintenance, Facilities, and Construction – Placentia-Yorba Linda Unified School District.

Managed Maintenance, Facilities and Operations Department with an annual budget of \$8 million dollars. Directed change out and implementation of Computerized Maintenance Management System (School Dude). Established and maintained reasonable labor relations with CSEA. Implemented overtime procedures with CSEA. Implemented extra work process with CSEA to ensure equitable distribution of extra work assignments. Implemented reorganization of Maintenance and Facilities department management. Coordinated with energy managers and use of facilities managers with Maintenance department. Overall management responsibility of Prop 39 process to implementation/completion. Developed Unit Price bids and project bids for Facilities Department.

September 2007 – September 2012 | Director of Construction – Placentia-Yorba Linda Unified School District

Director of Construction and Director/Executive Director of Maintenance, Facilities and Construction of K-12 educational organization. Managed the complete construction process for (2) GO Bonds valued at \$640 million that included (2) new elementary schools, (1) new middle school and (1) new comprehensive high school. Duties also included management of consultants and professionals in the design/planning development for multiple projects and in the construction phase from inception to completion and close out with emphasis on inter-departmental input and stakeholder involvement. Other managed projects including (2) stadiums (one new, one modernized), with new bleachers, lighting and track/field facilities, (1) new high school pool, (28) site modernizations and remodels of elementary, middle and high school campuses, (1) new middle school media library and (2) performing arts facilities (one new and the second a restoration/modernization of 1936 auditorium). In addition, Mr. Guaderrama also worked with a local city agency in the development and construction of a 6.6 acre joint use park/field facility.

February 1997 – September 2007 | Construction Project Manager & Assistant Director Facilities Planning – Placentia-Yorba Linda Unified School District.

Assistant Director Facilities Planning and Construction Project Manager of K-12 educational organization. Managed complete construction process for multiple projects including (28) modernizations, construction of (2) new elementary schools, restroom modifications, (9) new parking lots, and (19) new playground installations. Managed installation of (125) relocatables for interim housing for modernization and new construction projects. Provided direct on site management of several modernizations and multiple permanent relocatable installations.

REFERENCES:

Mr. David Giordano, Assistant Superintendent of Business, Placentia Yorba Linda Unified School District, (714) 985-8419.
Ms. Jayne Christakos, Associate Superintendent Business, Facilities Operations, San Bernardino City Unified School District (909) 725-1051.
Mr. Doug Domene, Superintendent (retired), Placentia Yorba Linda Unified School District, (714) 732-9393.

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Rick Guaderrama

Project Manager

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Jim Burlew

Project Manager

PROFILE:

Mr. Burlew brings more than 30-years of professional experience in facilities, construction, and inspection with the focus of work on OSHPD and DSA institutional projects. Jim holds extensive experience as an IOR/ project inspector, director of facilities, and lead roles in construction management and program management. Jim possesses excellent hands-on knowledge of construction, as well management of projects in excess of several hundred million dollars.

EDUCATION:

Bachelor of Science (BS) Healthcare Management (UOP)
Masters of Business Administration (MBA) Healthcare Management (WGU)
United States Marine

CERTIFICATIONS:

California Commercial Building Inspector
California Commercial Mechanical Inspector
Certified Fire Code Official
Combination Inspector
Commercial Combination Inspector
Commercial Energy Inspector
Commercial Mechanical Inspector
Electrical Inspector
Fire Inspector II
ICC/AACE Zoning Inspector
Mechanical Inspector UMC
Plumbing Inspector
Plumbing Plans Examiner
Reinforced Concrete Special Inspector
Structural Masonry Special Inspector
Structural Steel and Bolting Special Inspector
ASNT Level III Penetrant Testing

California Commercial
Electrical Inspector
California Commercial Plumbing Inspector
Certified Fire Marshal
Commercial Building Inspector
Commercial Electrical Inspector
Commercial Energy Plans Examiner
Commercial Plumbing Inspector
Fire Inspector I
Fire Plans Examiner
Master Code Professional
Mechanical Plans Examiner
Plumbing Inspector UPC
Pre-stressed Concrete Special Inspector
Spray-applied Fireproofing Special Inspector
Structural Steel & Welding Special Inspector AWS / CWI

WORK EXPERIENCE:

2018 – Present Knowland Construction Services

DSA Inspector / Project Manager. Responsible for performing CM services, managing inspectors, and assisting on projects when issues arise, and communicating with school districts and construction teams to coordinate inspection procedures with the management of projects.

2015 – 2017 Medxcel Facilities Management / North Carolina / Michigan.

Director of Facilities. Operations, Construction, Maintenance of multiple OSHPD facilities.

2014 – 2015 Escondido Unified School District

Director of Facilities. Operations / Construction / Maintenance / Master Plan for Capital Projects.

1998 – 2015 DSA Inspector / OSHPD Inspector / Project Manager

Palomar Health, Scripps Health, Sharp Healthcare, Promise Hospital, Fallbrook Hospital, TriCity Medical Center, San Diego State University, San Diego Airport Authority, Southern California School Districts. Projects include hospital towers in excess of \$900 million and numerous smaller projects. Experienced with DSA Box, DSA close-out procedures, and working along with contractors, owners and licensed professionals.

United States Marines – Two 4 year tours during Operation Desert Storm.

REFERENCES:

Robert Todd, Director of Construction, Carlsbad Unified School District 760-331-5006
Chuck Aaker, Director of Maintenance, Facilities and Operations, Carlsbad USD. 760-331-6923
Karl Bradley, Director of Construction Sweetwater Union High School District 619-585-6060

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Jim Burlew

Project Manager

www.KnowlandInc.com

Mark Sarraffe

Construction Manager

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Mr. Sarraffe has vast experience in the construction industry ranging from groundbreaking to substantial completion in new construction, seismic retrofits, and modernizations of public schools. Experienced in plan reading, DSA documents, Bluebeam, Submittal Exchange, and Procore. Competent in California Building Code, fire life safety, and access compliance.

EDUCATION:

UCLA Construction Management Extension Program
OSHA 10 # 36-006108991
ICC Structural Steel and Welding Special Inspector S2 #8935281
ACI Concrete Field Grade Technician 1: # 01636175
ICC Structural Steel and Bolting Special Inspector S1 #8935281
Construction Technology Certificate, Fullerton College 2018



WORK EXPERIENCE:

January 2019 - Present - Knowland Construction Services

Project Engineer.

DSA # 03-120378 Beverly High School Package 8 Site \$510,000 DLR Architects, ProWest Constructors new ramps, stairs, underground utilities

DSA # 03-119770 Beverly Hills High School B2/B3 Tower HVAC Relocation \$175,000 DLR Architects, ProWest Constructors new HVAC units and associated utilities

DSA # 03-118503 Beverly Hills High School Package 7 Mini Site \$2.4 million DLR Architects, ProWest Constructors alterations to partial site accessibility upgrades

DSA # 03-118472 Beverly Hills High School B4 Modernization \$16.9 million DLR Architects, ProWest Constructors mandatory seismic retrofit to Salters Theater Building

DSA # 03-118303 Beverly Hills High School B3 Modernization \$14.7 million DLR Architects, ProWest Constructors mandatory seismic retrofit to Peters Auditorium Building

DSA # 03-116437 Beverly Hills High School Building B1/B2 Modernization \$50 million DLR Architects, ProWest Constructors mandatory seismic retrofit to 3 buildings library, admin, and classrooms

DSA # 04-116538 S A Moffett Modernization \$6 million BCA Architects, ConstructOne voluntary seismic retrofit to administration/classrooms building, 2 parking lots

DSA # 04-117419 Valencia Gym A/C Installation \$744,000 Studio Plus Architects, New Dynasty HVAC upgrade to gymnasium building

DSA # 04-118311 Glenview Relocatable Restroom \$434,000 Studio Plus Architects, New Dimension new construction of a relocatable toilet building

DSA # 04-117533 Glenview Relocatable Classrooms \$692,000 Studio Plus Architects, New Dimension, new construction of 2 relocatable classroom buildings

DSA # 04-115687 Fred Kelly Stadium Modernization \$20 million new construction of 3 toilet buildings, 2 team buildings, 2 concession buildings, 1 elevator building, 1 press box, 7 shade structures, 2 bleachers, 1 scoreboard, 1 field, 6 stadium light poles

May 2017 - January 2019 - AWIndustries

Project Engineer.

DSA # 04-117399 Capistrano Valley High School Solar Power Project \$1.6 million 4 S.t.e.I. Engineering, REC Solar alteration to one administrative/classroom building and new construction of 7 solar panel structures

DSA # 04-117289 San Juan Hills High School Solar Power Project \$1.5 million 4 S.t.e.I Engineering, REC Solar construction of 7 solar panel structures

DSA # 04-115197 Esencia K-8 \$29 million HMC Architects, Straub Construction, new construction of 5 shade structures, 2 parking lots, 2 play structures, multipurpose building, 6 classroom buildings

June 2015 – May 2017 – Santa Fe Plumbing

Plumber.

Commercial plumbing both new construction and remodels primarily for Smart & Final, Sprouts Farmers Market, and 99 Ranch Market. Performed layout, excavation rough-in and setting finish for wet and dry utilities. Operate mini-excavator and skid steer loader.

REFERENCES:

Ryan Carter - ABC Unified School District - Bond Program Manager - (949) 245-8265

Daniel Clem - TELACU Construction Management - Director - (714) 656-7315

Adam Watson – AWIndustries – Vice President – (562) 307-1771

Alexander Retana

Construction Manager

Experienced design-builder specialist with a demonstrated history of working in the construction industry. Demonstrated skills in the close-out process of a project. Skilled in advanced Microsoft office, effective plan reading, Leadership, Marketing, and proven Bluebeam literacy. A strong sales professional with an Economic focused in International/Global Studies background, from Marymount California University.

EDUCATION:

2014' Associates Degree in Speech/ Communications, MCU
2016' Bachelors Degree in Global/ International Studies and Economics, MCU
OSHA 30 # 31-602009614
ACI Concrete Field Grade Technician 1: # 01649396
ICC Special Inspector - General Requirements: # 9244505
California Commercial Building Inspector Certification
FAA Unmanned Pilot – Drone Certified

WORK EXPERIENCE:

June 2019 - Present - Knowland Construction Services, Sunkist Elementary School DSA # 04-117365
Project Engineer.

DSA Project Number # 04-119296 – James Guinn Elementary School – Play Area Installation

DSA Project Number # 03-118304 - Hawthorne High School - Phase 2

DSA Project Number # 03-119811 - Leuzinger High School – Close out

DSA Project Number # 04-117365 - Sunkist Elementary School - Job close out

With many functions regarding close out. Curator and Organizer of RFI, Submittal, Transmittal logs and As-built editor.

2018 - 2019 - Griffith Company, Los Angeles International Airport Joint Venture

Project Engineer.

General Contractor. Myers & sons - Griffith Company Joint Venture L.U.L.E.P (LAWA Utilities & LAMP Enabling Project (LULEP) Project) Project \$330 Million. Closed Out Phase 2 of Lot E and closed out Phase 2 of Lot C CP2

2017 - 2018 - Griffith Company, Los Angeles International Airport Joint Venture

Cost Control Engineer.

General Contractor. Myers & sons - Griffith Company Joint Venture L.U.L.E.P (LAWA Utilities & LAMP Enabling Project (LULEP) Project) Project \$330 Million. Closed Out Phase 2 of Lot E and closed out Phase 2 of Lot C CP2

2017 - 2018 - Griffith Company, Los Angeles International Airport Joint Venture

Interdisciplinary Practicum.

General Contractor. Myers & sons - Griffith Company Joint Venture L.U.L.E.P (LAWA Utilities & LAMP Enabling Project (LULEP) Project) Project \$330 Million. Closed Out Phase 2 of Lot E and closed out Phase 2 of Lot C CP2

2016 - 2017 - Crown Fence Co, Santa Fe Springs

Accounts Receivable, Accounts Payable and Material Sale

Reach out to customer leads through cold calling, email and fax. Present, promote and sell products/services using solid arguments to existing and prospective customers. As well as, perform cost-benefit and needs analysis of existing /potential customers to meet their needs (Establish, develop and maintain positive business and customer relationships).

REFERENCES:

Mike Santiago - Myers & Sons - Project Engineer - (310) 486 - 2465

Christopher Duran - Griffith Company - Superintendent - (626) 758 - 8154

Daniel Espinoza - Myers & Sons - Project Engineer- (310) 499 - 7152

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Alexander Retana

Project Manager

www.KnowlandInc.com

Steve Pozo

Project Engineer

Mr. Pozo is a proactive, Project Engineer with the desire to expand his career in the construction industry. Steve possesses excellent problem-solving, public-speaking, interpersonal, and communications skills needed to perform effectively on every project. Steve's ability to collaborate effectively in a team environment help's maintain the project's schedule and organization throughout the entire construction process.

EDUCATION:

Masters of Business Administration (MBA) 2019-2020

Marymount California University, Rancho Palos Verdes, CA

Bachelor of Arts in Business Management (BA) 2015-2019

Marymount California University, Rancho Palos Verdes, CA

Associate of Arts Degree (AA) 2015-2016

Los Angeles Harbor College, Wilmington, CA

WORK EXPERIENCE:

07/2019 – Present Project Engineer, Knowland Construction Services

Ethel Dwyer Middle School, Agnes Smith Elementary, Huntington Beach, CA

DSA #04-118147, #04-118150, #04-118146, #04-118147

Assist DSA Inspectors of Record and Construction Management Teams for (4) DSA projects within HBCSD ranging from \$500,000 to \$20,000,000. Involving the construction of new classroom buildings, gymnasiums, STEM labs, classroom modernizations, and shade structures. Responsibilities include plan reading, submittal review, Request for Information (RFI's), and DSA documents such as CCD's, Addendums, and Deferred Approvals. Scheduling special inspection labs, coordinate layout of existing utilities, verify materials, and that work is completed to the approved plans, specifications, shop drawings, and submittals. Fluent in construction terminology and document management consisting of Procore and Submittal Exchange, and Newforma. Competent in all aspects of school construction, specifically structural, fire life safety, and access compliant.

07/2018 – 06/2019 Marketing Director, Office of Student Life

Marymount California University, RPV, CA

Plan and organize bi-weekly events to build community and enhance the quality of life of our students. Design posters, flyers, for specific student events to be promoted all around campus. Participate in weekly meetings and collaborate with colleagues to execute tasks and brainstorm new student events. Utilize social media, including Instagram and Twitter, to market events and enhance awareness of student programs and events

08/2013 –06/2019 Electrical Apprentice/Office Management

Horst K. Electric, Harbor City, CA

Verified and identified hours and wages of employees into QuickBooks on a weekly basis.

Utilize Excel spreadsheet to organize and fill in job orders, scheduling jobs and employees, and creating invoices. Charted and arranged electrical materials for specific jobs

Examine and oversee electrical blueprints and take note of what is needed for each specific job

Perform physical tasks such as to pull wire, make correct wire connections, installing light fixtures, outlets, hooking up and installing electrical panel.

REFERENCES:

Kimberly Hernandez - (Head of MCU Student Life) (310) 910-6667

Horst Kelterborn (Owner): (310) 534-4911 Horstk@horstkelectric.com

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Steve Pozo

Project Engineer

www.KnowlandInc.com

Austin Knowland

Project Engineer

PROFILE: Austin is a Project Engineer with experience on DSA projects including the construction of a \$40 million new classroom building, a museum remodel, a planetarium remodel, shade structures / seismic upgrades, solar projects, fire alarm projects and typical modernizations. Austen has hands-on experience working as a general tradesman, and is a certified concrete inspector. Austen has excellent communication, computer and administration skills, and understands DSA Box.

EDUCATION /CERTIFICATIONS:

- BA Business Management @ Marymount California University
- ACI Concrete Technician Level I course / Epoxy Inspection

WORK EXPERIENCE:

2018 – Present | Project Engineer - Huntington Beach Elementary School District / Chaffey College Responsibilities include but not limited to management of all project documentation for HawesElementary School and Kettler Education Center. Site Pavilion construction project, a Planetarium and Museum. Performed man counts, attended safety meetings, wrote daily reports, managed special inspectors, wrote RFIs, Change Orders, updated as-builts and coordinated with contractors.

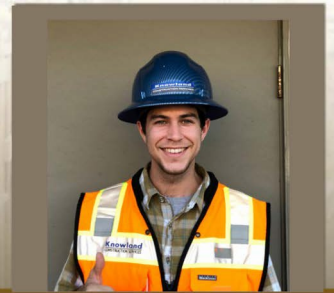
2017 – 2018 | Project Engineer - Santa Monica-Malibu Unified School District Fire Alarm Project. Responsibilities include but not limited to writing daily reports, man counts, DSA Box, posting plans (RFI's, As-builts, CCD's, and Bulletins), document filing, report processing, reviewing submittals. Project includes fire alarm at 2 campuses and complete renovations including windows, mechanical, finishes and ADA.

2013 – 2017 Construction Laborer
Laborer / Carpenter / PM – Responsible for hands on labor for many trades including carpentry, concrete, structural steel, epoxy anchors, demo and misc. construction primarily on residential projects. Managed sub contractors and maintained job sites.

REFERENCES:

Dave Payte:	(805) 404 – 2146	DSA Inspector SM-MUSD
Clifford Wadsworth:	(714) 713 – 1819	Site Superintendent, USS CAL BUILDERS
Riccardo Perea:	(213) 393 – 3632	Construction Manager, SM-MUSD

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CONSTRUCTION SERVICES



Austin Knowland

Project Engineer

www.KnowlandInc.com

3.2.4 PUBLIC WORKS REQUIREMENTS

Brief Summary of Public Works Requirements

Knowland Construction Services is familiar with State of California requirements embodied in the actions and regulations of the State Allocation Board and Office of Public School Construction, California Department of Education, Division of the State Architect, Department of Toxic Substance Control and other State and Local Agencies. Very briefly they include:

State of Allocation and Office of Public School Construction (SAB/OPSC): KCS is very familiar with the requirements and regulations of OPSC. Our staff is familiar with the basis of state funding of facilities including the '3 Lists' associated with tracking submission and approvals of funding applications. Most importantly, KCS understands the Grant Agreement requirements including tracking expenditures (DLOPE), proper procurement of professional services, Department of Industrial Relations contractor registration and prequalification mandates, local matching fund stipulations, routine restricted maintenance account requirements and final independent audit requirements.

California Department of Education: KCS is familiar with the State of California design standards embodied by CDE design and site standards including classroom square footage requirements, service/off site requirements, and architectural space standards for different grade levels. KCS is familiar with CDE standards as a part of the Grant Agreement requirements. KCS has been involved in various Career Technical Education programs that have been implemented at the high school level as well as feeder STEM programs at the middle school level.

Division of the State Architect (DSA): DSA is the primary State Agency granted the police powers of the state to oversee the approval and construction process for structural, fire/life/safety and access compliance. DSA construction oversight is embodied in numerous Interpretive Regulations (IR), Bulletins (BU) and Procedures (PR) that are available for design professionals, inspectors and school districts. PR-13-01 is of particular importance for construction process for its stipulations regarding the various report requirements for the different entities such as Project Inspector (PI), Geotechnical Engineer of Record, Laboratory of Record and Special Inspection requirements. KCS manages close out of DSA projects continuously throughout the project. However, we believe that close out begins at pre-construction (e.g. ensuring submittal and inspection milestones are determined in the scheduling requirements) and matures throughout the construction schedule. KCS has developed PI monthly checklists to ensure continuous tracking of close out documents.

Department of Toxic Substance Control (DTSC): KCS is familiar with DTSC requirements for the import (and sometimes export) and testing of soils for schools. Staff at KCS has been involved with contaminated sites and are familiar with the reporting requirements and even long term monitoring of the remediation plans for sites. We have worked with various consultants including Mission Geoscience and similar firms. Such services should be completed prior to construction in order to ensure work is not impacted.

Other Local Agencies: KCS has worked with other local agencies such as water districts and cities in regards to right of way impacts during grading operations and construction operations. In particular, KCS is familiar with Government Code section 53097 and its impact to SWPPP and interaction with SWRCB regulations and impacts. KCS is familiar with Storm Water regulations for Construction Permits and implementation during construction activities and further the upcoming regulations for school districts in regards to Water Quality Management planning.

In addition, KCS is intimately familiar with the bidding requirements of Public Contract Code, Education Code (LLB Best Value) and RFP requirements for maintenance, deferred maintenance and construction services contracts.

3.3 PROJECT & COST MANAGEMENT



3.3.1 PROCEDURES

Knowland Construction Services is aware that facilities management covers a broad spectrum of both program and project management responsibilities. At the program level KCS ensures program level management duties and procedures are established to ensure adherence with fiscal budgets and that internal controls are identified and followed. Our program procedures will clearly identify and communicate:

- Design and construction cost budgets
- Design and construction schedules and timelines
- Financial reporting and internal controls
- Payment procedures
- Change order and claim procedures
- Best practices for procurement procedures
- Staffing utilization review
- Staffing resources and planning
- Compliance with state laws, guidelines
- Board policy and administrative regulations
- Conflict of interest guidelines and policies.

These program level duties are important for performance audit reviews to assure the community that capital resources are being planned and expended with a clear audit trail.

3.3.1.1 Project Staffing and Rates

Because no projects have been identified it is difficult to determine project staffing at this time. However KCS project management has a long history of managing projects on occupied schools and is determined to find the most efficient management process for each individual project. Our promise to you is to never overstaff your projects if the scope is simple and achievable with less staff. Below is our proposed fee schedule for your program.

Proposed Hourly Rate Fee Schedule	
Position	Hourly Rate
Project Executive	\$ 150.00
Project Manager/Schedule	\$ 130.00
CM / Constructability	\$ 98.00
Project Engineer / Drone	\$ 84.00
Administration	\$ 68.00
Quoted Rates are fully burdened and include all General and Professional Liability, Workers Compensation, Auto Insurance and other required insurances. A 3% escalation may apply after each subsequent year of the program.	

3.3.1.2 Approach

In regards to our approach to project and cost management, Knowland Construction Services has developed a Construction Project Administration Manual for use on our management contracts. The KCS Project Manual is focused on K-12 schools specifically and details procedures and policies for project management that covers the duties and responsibilities of the project team including the AOR, PI, Construction Manager and District Representative. Duties and responsibilities of the team members will be reviewed with district staff to ensure roles, responsibilities, and expectations are clearly defined and understood by all team members.

Our KCS K-12 Project Administration Manual provides a structured approach to each stage of the management process including Pre-bid, Bid and Award, Construction Phase, Contract Change Order/Allowance Procedures, and Close-Out Post Construction. Our K-12 Manual includes numerous checklists regarding risk assessment, schedule and standardized forms for each of the stages. Our approach is to review each stage with the client and determine how each individual project can be customized with appropriate services.

Contract change management is a primary focus area of our manual. Change management is of major concern to Board of Education and administrative staff. We have established procedures that can be modified to fit your particular culture and environment. Allowances can be utilized to offset changes to particular areas such as program and unforeseen conditions. Clear descriptions of a change process can help mitigate concerns at the board approval process. Changes must be managed in a coherent manner. We have developed a process of continuous checks and balances regarding scope identification, scope adherence and clear responsibilities to minimize changes to the project environment. In addition, KCS has developed a set of checklists from the DSA 152 Inspection Manual and the Project Inspector Overview courses for use as a constructability framework for review of the AOR's plans and documents. KCS believes that third party estimators and constructability engineers can provide invaluable resources for a check of the construction documents and can employ this additional check for cost and scope management.

3.3.2 Computer Project Management / Scheduling & Electronic Design

Knowland Construction management understands the responsibility of managing schedule information. Our checklist system for managing contractor schedules includes ensuring baseline and update schedules meet the requirements of the districts Division 1 and General Condition's requirements. Our schedule review includes crew resources, cost loading, district milestone identification, calendar identification, proper Critical Path Method logic, durations and weather constraints. In this time of Covid-19, KCS is aware of the impacts to production by OSHA guidelines regarding distancing and cleaning protocols and will ensure that the bid documents properly reflect the requirements for worker safety.

At KCS we believe in a Problem Identification Process which identifies problems as early as possible so that damages and delays can be determined before a claim is submitted. Claims can be mitigated if caught early in the construction process. We believe in the proper updating of the schedule on a monthly basis to discover problems. In addition KCS believes that daily and weekly production tracking is critical for effecting monitoring of the contractor progress

KCS utilizes Microsoft Project for broad program and project scheduling on smaller projects. Primavera P6 will be utilized for larger projects with more activities. KCS utilizes Procore project management software and Bluebeam for managing project information. We have a cloud-based server which stores all project documentation and is utilized by all staff.

3.4 SUB CONSULTANTS

Knowland Construction Services may utilize subconsultants for schedule updates or areas of specific interest such as fenestration consultants, CASP, special inspection, or areas where KCS employees may not have the expertise. KCS provides healthcare, matching 401K, continuing education, and provides in-house training to our own personnel. KCS maintains a fully staffed office with a library of technical expertise.

Based on information provided in the RFQ, the only potential consultant KCS may require is Roy Combs. Roy Combs has worked with KCS for more than 20 years. Roy is an excellent scheduler, a licensed contractor, and knows plumbing and mechanical as well as anybody in the industry. Chris Knowland and Roy Combs worked for the same construction management firm in the 1990's and work well together.



3.5 REFERENCES



3.5 REFERENCES

Beverly Hills Unified School District ***\$400 million***

2013 – Present

Knowland Construction Services has provided construction management as well as DSA inspection services for various projects at BHUSD since 2013. Current projects at Beverly Hills High School include a historical renovation and seismic upgrade of buildings B1, B2 (\$65 million), and the (\$100 million) Salter's Theater and Peters Auditorium seismic and historical upgrade projects. These projects involve installation of micro piles, spall repair of structural concrete utilizing GRFP reinforcement on columns, walls, and ceilings, and the repair of existing architectural details on the building. Other projects include El Rodeo Elementary School which is going through a \$92 million seismic and historical renovation, Horace Mann Middle School which was a \$90 million new construction project and historical renovation. Project delivery is lease-leaseback and Design Bid Build.



REFERENCES:

Robert Uribe – WLC Architects – 909 938- 6535

robert@wlc-architects.com

Don Blake – District Bond Manager 760 445-9864

dblake@bhusd.org

Dan Polen – Pro-West LLB Contractor 916 747-8133

dpolen@prowestconstructors.com

Placentia Yorba Linda Unified School District ***\$600 million***

2005 – Present

Knowland Construction Services has provided project management as well as DSA inspection services for various projects at PYLUSD since 2005. A representative project includes the El Dorado Performing Arts Center. KCS provided project management, site utility surveys, constructability, change order analysis, and DSA inspection. Other significant projects include \$100 million new Yorba Linda High School, numerous modernizations, stadiums, shade structure, and infrastructure projects. KCS worked with the Director of Facilities for 15 years, and Rick Guaderrama now works for KCS.



REFERENCES:

Robert Uribe – WLC Architects – 909 938- 6535

robert@wlc-architects.com

Rick Guaderrama – Director of Facilities 562 293-6268

rickquad@verizon.net

Dan Polen – Pro-West LLB Contractor 916 747-8133

dpolen@prowestconstructors.com

***Arcadia Unified School District
\$240 million******2005 – 2017***

Knowland Construction Services has provided project management as well as DSA inspection services for various projects at Arcadia Unified School District. KCS provided Project Management Services for the \$20 million Performing Arts Center in Arcadia. The project was a Lease-Leaseback delivery with McCarthy as the general contractor. Project had 750 seats, as well as numerous classrooms, choir rooms, and class rooms. The Performing Arts Center was part of a larger program consisting of a new STEM Classroom, Student Services Building, Stadium, and modernization of the entire campus. Overall budget was in excess of \$100 million,

**REFERENCES:**

Jim Leahy – Director of Facilities – 626 808-7777

james.leahy72@gmail.com

Darcey Gumbayan – LPA Architects 949 701-4117

dgumbayan@lpainc.com

Christine Aragon – CBO – 562 940-6200 (Now at Downey USD)

3.6 LEGAL ISSUES



3.6 LEGAL ISSUES

Knowland Construction Services has never been named in a lawsuit by a Client, District, Architect, Construction Manager, Contractor or its agents. Knowland Construction Services is not aware of any pending litigation. Knowland Construction Services has never been terminated from a project. There has never been a judgement or settlement against Knowland Construction Services from any service provider, employee, subconsultant or other vendor. There has never been an insurance claim made by Knowland Construction Services, or against Knowland Construction Services. KCS has never had a significant dispute with a client and has long term relationships with most of the people we work with; we have been inspectors for several districts for more than 10 years.

- a) KCS or any of it's principles are not aware of any pending litigation or threatened litigation that would affect our performance at Newport-Mesa Unified School District.
- b) KCS or any of it's principles have never had a settlement or a judgment within the last 10 years
- c) KCS of any of it's principles have never has a contract terminated for cause by any public agency

Knowland maintains \$4 million General Liability, \$2 million Professional Liability from Cornerstone Specialty Insurance Services (Acord) and all other insurances as required. KCS maintains a \$1 million workers compensation policy from State Fund, \$2 million sexual molestation insurance, and commercial auto form Mercury Casualty Company.

There has never been a claim made by KCS or against KCS for insurance other than minor auto insurance claims not performed during working hours.

3.7 ATTACHMENT FORMS B-H



ATTACHMENT B

CERTIFICATION – REQUEST FOR QUALIFICATIONS

I certify that I have read and received a complete set of documents regarding the attached **Request for Qualifications (RFO) # 119-21 – CONSTRUCTION MANAGEMENT SERVICES** and the instructions for submitting an RFQ. I further certify that I must submit three (3) proposal copies, plus a complete copy on flash drive, of the firm's Proposal in response to this request and that I am authorized to commit the firm to the proposal submitted.

Signature

President

Title

33 Narcissa Drive, Rancho Palos Verdes CA 90725

Address

626-786-4331

Telephone

February 22, 2021

Date

Chris Knowland

Typed or Printed Name

Knowland Construction Services

Company

33 Narcissa Dr. Rancho Palos Verdes CA 90725

Address

424-206-2516

Fax

If you are bidding as a corporation,
please provide your corporate seal
here:

STATEMENT OF EXPERIENCE AND FINANCIAL CONDITION

Company Name: Knowland Construction Services

(Check One): x Corporation Partnership Sole Proprietorship

Address: 33 Narcissa Dr. Rancho Palos Verdes, CA 90725

Telephone/FAX#: 424-206-2516

Date and State of Formation/Incorporation: _____

Is the company authorized to do business in California? Yes

Basis of Authorization: x California Corporation California Business License
 California Engineering License Other (specify)

Identify the California office to be used for this contract if organization is located/headquartered outside of California:

Address: 2221 Highland Ave. Manhattan Beach CA 90622

FINANCIAL INFORMATION

State the company's California and total revenues for 2017, 2018, 2019:

	<u>2017</u>	<u>2018</u>	<u>2019</u>
California:			
Total:	<u>\$10,800,000.00</u>	<u>\$11,600,000.0</u>	<u>\$12,000,000.00</u>

Identify the largest project, in dollars, which your company has initiated or completed within the past five (5) years:

Jordan High School - LBUSD. \$156 million phased project approximately
70% complete. 5 year project duration.

ANSWER THE FOLLOWING QUESTIONS

1. Is the company or its owners connected with other companies as a subsidiary, parent, affiliate, or holding company? ____ Yes x No If yes, explain on a separate, signed sheet.
2. Does the company have an ongoing relationship or affiliation with an equipment manufacturer? ____ Yes x No If yes, explain on a separate, signed sheet.
3. Has the company (or any owner) ever defaulted on a contract forcing a surety to suffer a loss? ____ Yes x No If yes, explain on a separate, signed sheet.
4. In the past five (5) years, has the company had any project with disputed amounts more than \$50,000 or a project which was terminated by the owner, owner's representative or other contracting party and which required completion by another party? ____ Yes x No
If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, date and reason for termination/dispute.
5. Has the company, an affiliate company, or any owner ever declared bankruptcy or been in receivership? ____ Yes x No If yes, explain on a separate, signed sheet.
6. Has the company ever had an arbitration on contracts in the past five (5) years? ____ Yes
x No If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, a brief description and final resolution.
7. Does the company have any outstanding liens or stop notices for labor and/or materials filed against any contracts which have been done or are being done by the company? ____ Yes
x No If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, amount of dispute, and brief description of the situation.

THE UNDERSIGNED DECLARES UNDER PENALTY OF PERJURY THAT ALL OF THE INFORMATION SUBMITTED WITH THIS PROPOSAL IS TRUE AND CORRECT.

SIGNATURE:

NAME:

Chris Knowland

TITLE:

President

ATTACHMENT E

PROJECT REFERENCE FORM

Provide information for the past five (5) years for contracts that your firm has completed, or has in progress, which most closely represents the services requested in this RFQ. Provide the following information:

1. Project title and location
2. Name, address, and phone number of contact person
3. Nature of firm's responsibility
4. Type of contract (performance, direct cost, etc.)
5. Contract amounts
6. Start Date
7. Current status

For one of the above projects, provide a cost breakdown of the following project components: technical analysis, design and implementation, project management, monitoring, training, educational programs, maintenance (if any), and budgeting.

At Placentia-Yorba Linda USD, the primary construction project was the Performing Arts Center at El Dorado. The Performing Arts Center (PAC) is a 640 seat facility with a fly loft and control booth, entry lobby, ticket booth, changing facilities and backstage area. The state of the art facility contains catwalks, acoustic clouds, sound system and lighting systems to accommodate multiple theatre, orchestra, choral, musical and instrumental uses. The PAC project was a part of a larger program that required relocation of modular buildings, additional tennis courts, and additional parking. The project also included the removal of historic trees.

Project Delivery Type:	Lease Leaseback (competitive)
Overall Program/Project costs:	\$18 million
Performing Arts Center:	\$12 million
Architectural fees:	\$1.5 million (approx.)
Project management fees:	\$1.1 million
Technical analysis:	Part of architectural fees
CEQA analysis:	\$35,000 (The Planning Center)
Maintenance Costs	User Fees Pays for Maintenance Costs
Training Fees:	All training conducted by District Theatre Supervisor
Budgeting:	Fiscal budgeting accomplished in house in Facilities Dept.
Educational Programs:	District school site performing arts programs (K-12)
FF and E:	
Classroom furniture modulares:	\$60,000
Performing Arts:	\$200,000 (control board, microphones, music stands, chairs etc.)
Historic tree removal:	\$6,000

PROJECT REFERENCE FORM

Provide information for the past five (5) years for contracts that your firm has completed, or has in progress, which most closely represents the services requested in this RFQ. Provide the following information:

1. Project title and location
2. Name, address, and phone number of contact person
3. Nature of firm's responsibility
4. Type of contract (performance, direct cost, etc.)
5. Contract amounts
6. Start Date
7. Current status

For one of the above projects, provide a cost breakdown of the following project components: technical analysis, design and implementation, project management, monitoring, training, educational programs, maintenance (if any), and budgeting.

Arcadia Unified School District

Arcadia High School Performing Arts Center. 180 Campus Dr., Arcadia, CA 91006

Director of Facilities - Jim Leahy (626) 808-7777

james.leahy72@gmail.com

Architect - LPA Architects - Darcie Gumbayan (949) 701-4117

dgumbayan@lpainc.com

KCS was originally brought in to replace the original contracted inspection firm which had a dispute with the District. After performing DSA Inspections on more than twenty other projects at different sites, KCS was asked to act as the Project Manager for the District's new \$20 million Performing Arts Center. KCS worked with the District in the development of the RFQ for an LLB contractor, including interviewing and selecting contractors. KCS performed constructibility review of the plans and specifications; managed submittals, monitored the schedule; documented meeting minutes and coordination meetings; evaluated and negotiated contingencies and change orders; approved pay applications; maintained litigation management documentation; scheduled inspections for the IOR and Testing Lab; performed quality control review; performed punchlist; owners manuals and warranties, close-out documentation. Software included Procore, Bluebeam and Bim. KCS fees were billed on hourly rates with the project contracted at approximately \$713,856.00. Primary KCS personnel included Chris Knowland, Dave Koenig (also worked at Anaheim Union), and Dan Alberico. KCS has worked with Dan Alberico for more than 15 years. The project utilized Lean Construction Techniques, pull planning, and off-site panelized construction of various components including mechanical systems. The Performing Arts Center was one of the most successful projects in the District's bond program. Other project deliveries were managed by McCarthy- Gary Attridge (949) 500-2625.

NEWPORT MESA UNIFIED SCHOOL DISTRICT

**REQUEST FOR PROPOSALS AND STATEMENT OF QUALIFICATIONS FOR
CONSTRUCTION MANAGEMENT SERVICES**

STATEMENT OF NON-CONFLICT OF INTEREST

The undersigned, on behalf of the consulting firm set forth below (the “Consultant”), does hereby certify and warrant that, if selected, the Consultant while performing the consulting services required by the Request for Qualification, shall do so as an independent contractor and not as an officer, agent or employee of the Newport Mesa Unified School District (“the District”). The undersigned further certifies and warrants that: (1) no officer or agent of the Consultant has been an employee, officer or agent of the District within the past two (2) years; (2) the Consultant has not been a source of income to pay any employee or officer of the District within the past twelve (12) months; (3) no officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Consultant Agreement or shall become directly or indirectly interested financially in the Consultant Agreement; and (4) the Consultant shall receive no compensation and shall repay the District for any compensation received by the Consultant under the Consultant Agreement should the Consultant aid, abet or knowingly participate in violation of this statement.

Signature	_____
Printed Name	_____ Chris Knowland _____
Title	_____ President _____
Date	_____ February 22, 2021 _____

FIRM PROPOSAL / OFFER FORM

This Proposal/Offer Form must be duly executed and submitted with any proposal/offer to NMUSD.

The Offeror hereby agrees that its proposal/offer is subject to all RFQ # 114-21 provisions, terms and conditions, attachments, exhibits, amendments and other applicable materials which are attached or incorporated by reference. Offeror hereby agrees to promptly enter into an agreement in substantial accordance with such RFQ provisions, terms and conditions, and secure a performance bond within five (5) days of the Districts intent to award the contract.

The Offeror hereby agrees that its attached proposal/offer of which this is part, is a firm and irrevocable offer and valid for acceptance by NMUSD for the period sixty (60) days after closing. The Offeror hereby agrees that if its proposal/offer is accepted by SAUSD that it shall provide all of the services in accordance with the RFQ, as it may be amended.

Name of Person Duly Authorized to Execute this Proposal/Offer: Chris Knowland

Duly Authorized Signature: _____

Title: President

Date of this Proposal/Offer: February 22, 2021

Offeror Name: Knowland Construction Services

Offeror Address: 33 Narcissa Drive, Rancho Palos Verdes CA 90725

Offeror Telephone: 626-786-4331

Offeror Email: chrisk@knowlandinc.com

NEWPORT MESA UNIFIED
SCHOOL DISTRICT
2985 Bear St., Bldg. A
Costa Mesa, California 92626
(714) 424-5063

NONCOLLUSION
DECLARATION
Public Contract Code § 7106

Any person executing this declaration on behalf of a submitter that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the submitter.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on the following date:

Date: February 22, 2021

Proper Name of Submitter: Christopher Knowland

City, State: Los Angeles, CA,

Signature:

Print Name: Chris Knowland

Title: President

3.7.8 HOURLY FEE SCHEDULE

Proposed Hourly Rate Fee Schedule	
Position	Hourly Rate
Project Executive	\$ 150.00
Project Manager/Schedule	\$ 130.00
CM / Constructability	\$ 98.00
Project Engineer / Drone	\$ 84.00
Administration	\$ 68.00
Quoted Rates are fully burdened and include all General and Professional Liability, Workers Compensation, Auto Insurance and other required insurances. A 3% escalation may apply after each subsequent year of the program.	

**NEWPORT MESA UNIFIED SCHOOL DISTRICT
CONSTRUCTION MANAGEMENT SERVICES
RFQ EVALUATION**

Evaluation of Firms: All responses will be scored using this evaluation sheet. A minimum score of 80% is required to qualify for the 2nd round of evaluation which includes review by a panel. Up to 10 additional points may be awarded in the second round based on subjective determination of the Firm's ability to carry out the required work. NMUSD will select the top-rated firms to be awarded the contracts for these services.

Instructions: Fill-in a response for each question in Sections 1-4 below. Each correlates to a required element in the RFQ Response Format.

Firm: Knowland Construction Services

1. Location/Accessibility	Write in:	Max.
a. Firm's location - Write in city and county of headquarters or local office, whichever is closest to the District	Laguna Beach, Orange County	5
2. Past Performance	Write in:	Max. Pts.
a. Identify the Firm's number of years' experience in providing services for K-12	23 Years	5
b. Project listing - Identify the number of K-12 projects the Firm has worked on within last 3 years	Approx. 500	5
c. Industry experience - Circle the type of projects the Project Team has worked on within the last 3 years (circle all that apply)	K-12 Community College Charter/Private School Non-school District Other Project Types	5
d. Identify the Firm's number of employees	Aprox. 12 (PM/CM); Approx. 60 IORs (sub-consultants)	5
3. Claims, Lawsuits, Arbitrations	Write in:	Max. Pts.
a. Identify the number allegations against the firm or any employee for any violations of law	0	5
b. Identify the number of settlements or judgments involving such actions within the last five (5) years	0	5
4. Record of Past Performance	Write in:	Max. Pts.
a. Identify the number of client references from a K-12 school district included in the Response (0-3)	3	5

*I hereby certify that the above information is true and correct to the best of my knowledge.
By signing below, I further acknowledge that should any of the information I provide be found to be false,
the Firm's Response shall be considered nonresponsive and ineligible for consideration.*

Chris Knowland

Printed Name

Signature

February 22, 2021

Date