

**BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM**

**REQUEST FOR PROPOSALS**

**FOR**

**DSA PROJECT INSPECTION SERVICES**

**FOR**

**BON VIEW CAMPUS EXPANSION AND NEW  
LOGISTICS CENTER**

**RFP No. 17/18-003**

**Submissions Due by 2:00pm on 5/3/18**

**To**

**Michael Moore, Administrative Services Coordinator**

**[michael\\_moore@bvrop.org](mailto:michael_moore@bvrop.org)**

**REQUEST FOR PROPOSALS  
DSA PROJECT INSPECTION SERVICES  
FOR  
BON VIEW CAMPUS EXPANSION AND NEW LOGISTICS CENTER**

**1. INTRODUCTION**

Baldy View Regional Occupational Program (ROP) (“Owner”) is requesting Proposals for DSA Project Inspection Services for the BON VIEW CAMPUS EXPANSION AND NEW LOGISTICS CENTER. Construction shall consist of site improvements, installation of 2 new modular buildings, modernization of 3 existing buildings, a new logistics structure and site infrastructure upgrades to support the construction.

DSA approved construction documents can be downloaded here: <https://goo.gl/ZoqsGR>

Baldy View ROP is planning to begin design work in August 2018 and complete the construction by July 2019.

The Architect for the project is Ruhnau Clarke Architects.

The Construction Manager for the Project is Tilden-Coil Constructors, Inc.

District has obtained from the Director of the Department of Industrial Relations, State of California, the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which the work is to be performed for each craft, classification, or the type of worker needed to execute the contract. Copies of said rates can be found on the Department of Industrial Relations website at <http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>. In accordance with section 1773.2 of the California Labor Code, the contractor shall post a copy of the determination of prevailing rate of wages at each job site. The schedule of per diem wages is based upon a working day of eight (8) hours. The rate for holiday and overtime work shall be at time and one-half. Contractor and any subcontractor(s) shall pay not less than the specified prevailing rates of wages to all workers employed by them in the execution of the contract.

**2. OVERVIEW OF SCOPE**

The final scope of work shall be established in the Agreement between the Owner and the successful Proposer (the “Consultant”). Proposers shall provide the special expertise and design support to include, but no limited to the following:

1. All inspectors must have at least a DSA Certification of Class I.
2. Must perform specific duties in accordance with Title 24, Part 1 (Sections 4-333, and 4-342)
3. The Inspector works under the direction of the Architect of Record (AOR). The inspector is supervised by the Construction Manager and the Owner.
4. The project inspector must keep a log of time spent on site and provide that information to the Owner appointed onsite Construction Manager.
5. The Inspector must coordinate work with the Owner, Construction Manager, Geotechnical Firm, Testing lab, GC Superintendent, Architect and any other consultant as needed.
6. The Inspector does not have the authority to direct the work or to stop the work of construction. The Inspector needs to alert the onsite Construction Manager of any issue that may impede (only under extreme circumstances and emergencies can the Inspector stop work).

7. Must have a thorough understanding of all requirements of the construction documents.
8. Inspect all portions of the work including but not limited to compliance with the requirements of the approved construction documents.
9. Inspect work for quality and identify, document, and report all construction deviations from the requirements of the DSA approved construction documents.
10. Inspect work and immediately report any Health and Life safety related items (ie mold, etc)
11. Submittal of DSA forms throughout the construction schedule, uploading DSA documents to DSA Box. At the conclusion of the project any outstanding deviations must be finalized and signed off prior to final upload of DSA Documents to DSA Box.
12. Maintain the most current DSA-stamped and initialed construction documents at the job-site in an organized and include all addenda's, RFI's, ASI's and approved CCD's. Must be posted to both the drawings and the specifications and note that a change has been made to that page. These documents need to be readily accessible for the DSA field inspectors, Owner and Construction Manager for review.
13. The inspector must also maintain current code books which are readily accessible for the DSA representatives, Owner consultants during construction: they include, but not limited to, Building Codes: Title 24, Part 1 (Administrative Code); Title 24, Part 2, Volumes 1, 2, and 3 (Building Code); Title 24, Part 3 (Electrical Code); Title 24, Part 4 (Mechanical Code); Title 24, Part 5 (Plumbing Code) and Title 24, Part 6 (Energy Code). The code edition must be as referenced on the DSA approved plans and specifications.
14. Provide written documentation confirming compliance with DSA.
15. Maintain copies of DSA approved deferred approval documents.
16. Maintain copies of DSA approved Field Change Documents.
17. Maintain copies of DSA approved change orders.
18. A copy of AOR approved shop drawings, samples and submittals.
19. Test and Inspection List (Form DSA-103) provide a hard copy to the Construction Manager.
20. Testing and special inspection requests documentation to kept on file.
21. Test and special inspection reports provide a hard copy to the Construction Manager.
22. Provide copies of all issues deviation reports and logs provide a hard copy to the Construction Manager.
23. Provide daily inspection reports.
24. Provide semi-monthly reports.
25. Schedule and coordinate with all special testing and laboratory inspections and assist in validating invoices.
26. Attend weekly onsite construction meetings, preconstruction meetings and any other special meetings as required by the Owner.

### **3. SCHEDULE**

Proposals due:	5/3/18 at 2:00pm
Recommendation to Board of Education	6/13/18

### **4. PROPOSAL REQUIREMENTS**

**Delivery Requirements.** One (1) electronic copy of your proposal must be received via email to [michael.moore@bvrop.org](mailto:michael.moore@bvrop.org) by the date and time noted above in Section 3.

**Questions.** All communication and questions must be submitted in writing to [michael.moore@bvrop.org](mailto:michael.moore@bvrop.org).

**Submissions to be prepared at firm's expense.** Costs for preparing responses and any other related material is the responsibility of the proposer and shall not be chargeable in any manner to the Owner. The Owner will not be held liable for any cost incurred by proposers in response to this RFP.

## 5. **SUBMISSION CONTENT**

**5.1. Cover Letter.** Provide a brief introduction of your firm including address of the office submitting the proposal, telephone and fax number, e-mail address, and the name of the team member who will serve as the Owner's primary contact throughout the Program. The letter must be signed by the person responsible for the submission and include a statement that said person has the authority to bind the company with the contents included in the proposal.

**5.2. Company Qualifications.** Provide a brief history of your firm including:

**a. Legal Entity.** Describe the legal entity under which your organization operates.

- If your firm is a corporation provide the date of incorporation, state(s) of incorporation filed, president's name, vice president's name(s), secretary's name, and treasurer's name.
- If your firm is a partnership or joint venture provide the date of organization, type of partnership or venture, names of general partners and limited partners. Joint ventures are to provide an explanation why they are associating.
- If your firm is a sole proprietor provide the date of organization and the name of the owner.
- Indicate the year your organization was founded under the present name.
- List any other former names under which the organization has operated.
- If your organization operates from more than one location, indicate the office from which the proposed project will be served.
- Indicate total years' experience the firm has performing the services requested.
- Indicate location of office in which work will be performed.

**b. Litigation/Arbitration/Termination in the last 7 years.** If you have been a party in any litigation, mediation, arbitration with an owner, or if you have been terminated for cause, describe each event in detail and indicate the final results.

**5.3. Project Experience and References.** Provide a list of contracts from the past five (5) years for services similar in scope to this RFP. Include a minimum of three (3) educational client references with whom you have contracted within the last three (3) years. The list must include the following information for each contract:

- Client name and contact information
- Dates of service
- Description of service

### **5.4. Project Team**

**a. Resumes.** Provide resumes for each key team member who will provide the requested services. Resumes shall include at a minimum, the following information:

- Number of years employed by firm
- Education
- Licenses

- Relevant technical experience
- A list of projects worked on, at what capacity they were involved and the dates personnel were assigned to the project

b. **Consultants.** Provide a list of any proposed sub-consultants and the work that they will perform. List the names, California Registration/License Numbers, business address, phone numbers, fax numbers, e-mail address, date established, and time associated with the firm.

**5.5. Approach.** Include a brief synopsis of the proposers understanding of the Owner's needs and how the proposer plans to meet them.

**5.6. Fee Proposal.** Include a detailed fee proposal to provide all services listed in this RFP and the proposed compensation method (e.g. lump sum fee, or hourly rates not to exceed the proposed amount). Identify any additional services recommended, if any and the costs associated with the recommended additional services. Proposers are also to provide a list of hourly rates to be used for additional services.

## **6. SELECTION PROCESS**

All submissions received by the due date and meet the requirements above will be reviewed by the Owner and its designated review panel. The Owner reserves the right to select a firm which, in its sole judgment, best meet the needs of the Owner. The Owner reserves the right to accept or reject any and all submissions, or any portion or combination thereof, to contract services with whomever and in whatever manner the Owner decides, to abandon the services entirely, to award on the basis of the total submission, and to waive any informality or non-substantive irregularity, as the interests of the Owner may require.

## **7. INSURANCE REQUIREMENTS**

Consultant shall maintain in force, during the full term of the contract, insurance described below.

- Workers Compensation, with Employer's liability limits not less than \$1,000,000.00 each accident;
- Comprehensive General Liability Insurance with limits not less than \$1,000,000.00 each occurrence combined single limit for bodily injury and property damage, including contractual liability, personal injury, independent contractors, broadloom property damage, products and complete operations coverage;
- Comprehensive or business automobile liability insurance with limits not less than \$1,000,000.00 each occurrence combines single limit for bodily injury and property damage, including owned, non-owns and hired auto coverage's, as applicable;
- Professional liability insurance with limits to \$2,000,000.00 each occurrence for errors or omissions arising out of all professional services performed under the contract.

Comprehensive general liability, comprehensive and business automobile liability insurance policies shall be endorsed to provide the following:

Name additional insured the Baldy View Regional Occupational Program, its officers, agents, employees, and members of commissions.

Policies shall be primary insurance to any other insurance available to the additional insured, with respect to any claims arising out of this contract, and insurance applies separately to each insured against whom claim is made of suit is brought.

Certificates of insurance, in form and with insurers satisfactory to Owner, evidencing all coverage's above shall be furnished to the Owner prior to the award of contract and before commencing any operations under this contract, with complete copies of policies promptly delivered to construction manager upon request.

## **8. OWNER RIGHTS**

The Owner may investigate the qualifications of any individual or firm under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. The Owner also reserves certain rights, including, but not limited to, the following:

- Reject any or all of the responses to the RFP.
- Revise and/or cancel the RFP.
- Determine the number of consultants in the pre-approved list.
- Approve or disapprove the use of particular consultants.
- Negotiate with any, all, or none of the Proposers.
- Question outside entities regarding Proposer's past performance.
- Create evaluation panels and seek the assistance of outside technical experts and consultants or any other source to review, rank, and evaluate responses to this RFP.
- Hold meetings and conduct discussions and correspondence with Proposers responding the RFP to gain an improved understanding and evaluation of responses.