

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM

REQUEST FOR PROPOSALS

FOR

**MATERIAL TESTING AND SPECIAL INSPECTION
CONSULTING SERVICES**

FOR

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

RFP No. 17/18-002

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

To

Michael Moore, Administrative Services Coordinator

michael_moore@bvrop.org

**REQUEST FOR PROPOSALS
MATERIAL TESTING AND SPECIAL INSPECTION CONSULTING SERVICES
FOR
BON VIEW CAMPUS NEW LOGISTICS CENTER**

1. INTRODUCTION

Baldy View Regional Occupational Program (ROP) (“Owner”) is requesting Proposals for Material Testing and Special Inspection Consulting 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. Perform the services for Material Testing and Special Inspectors in accordance with Title 24, California Code of Regulations and Instructions on Division of The State Architecture, Structural Tests and Inspections form SSS 103-1 and the conditions included in this scope of work.
2. Special Inspections. The services shall include the following, as may be required by the individual project’s DSA SSS form 103-1 and as required/requested by the Owner.
 - a. Earth work/soils inspection
 - b. Asphaltic concrete plan inspection
 - c. Asphaltic concrete placement inspection
 - d. Concrete batch plant inspection

- e. Concrete placement inspection and sampling
 - f. Structural masonry inspection
 - g. Structural steel shop fabrication inspection
 - h. Structural steel assembly inspection
 - i. Structural steel ultrasonic testing
 - j. Fireproofing material application inspection
 - k. Roofing Inspection
3. Material Testing and Sampling. Perform the following tests, including but not limited to those required by DSA, ST&I Lists, and as required by the Owner. The Testing shall be performed in accordance with ASTM test methods and California test methods as appropriate. All laboratory testing shall be accomplished in a DSA approved laboratory:
- a. Soil, Aggregate and Asphalt
 - i. Maximum Dry Density
 - ii. Expansion Index
 - iii. R-Value
 - iv. Sand Equivalent
 - v. Sieve Analysis
 - vi. Hveem Stability
 - vii. Asphalt Extraction
 - viii. Hardness and Abrasion
 - ix. Sampling
 - b. Concrete
 - i. Cylinder Compression Strength
 - ii. Anchor Pull-Out
 - iii. Core Extraction
 - iv. Slump
 - v. Air Testing
 - vi. Concrete Cylinder Sampling/Fabrication
 - c. Reinforcing Steel
 - i. Tensile Strength
 - ii. Bend Test
 - iii. Sample and tag Specimens
 - d. Masonry
 - i. Grouted Prism
 - ii. Mortar Compression
 - iii. Grout Compression
 - iv. Anchor Pull-Out
 - e. Masonry Block Conformance Testing
 - i. Block Compression
 - ii. Block Measurement
 - iii. Block Moisture/Absorption
 - iv. Shrinkage
 - v. Effloresce
 - f. Structural Steel
 - i. Bolt and Washer Hardness
 - ii. Fireproofing Density
 - iii. Bolt Bend/Tensil
4. Respond to the Project Material and Special Inspectors scheduling and coordination for Special Inspections and Sampling Testing Services. Provide sufficient copies to the Project Inspector. Distribution shall include the Construction Contractor, Construction Contract Manager, Project Architect, Owner and DSA.

5. Provide reports of all testing services performed to the Owner, Construction Manager, Construction Contractor, and Material Testing and Special Inspectors in hard copy.
6. Prepare for issuance to the Construction Contractor, as required, written Notices of Non-Compliance using appropriate forms. The forms shall be completed and provided to the Project Inspector. The Notices of Non-Compliance or Deviations shall be completed and provided to the Project Inspector. Provide electronic records when requested by the Owner. Entries will be made by Project Inspector staff into the Owner Form/Format or into other input system logs.
7. Special Inspector and testing staff will provide all the required "tools of the trade." (Note: The Owner will provide access to office space on-site with utilities, office furniture and furnishings, telephone services, and access to fax and copying equipment as may be required on an intermittent basis.)
8. Special Inspectors and testing staff shall be prepared to attend Project progress meetings and other specially called meetings as determined by the Project Inspector or Construction Manager.

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 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.

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.

- (a) Workers Compensation, with Employer's liability limits not less than \$1,000,000.00 each accident;
- (b) 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;
- (c) 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;
- (d) 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.