

Tracy Unified School District

1875 W. Lowell Ave
Tracy, California 95376

December 17, 2019

REQUEST FOR STATEMENT OF QUALIFICATIONS

CONSULTING SERVICES:

The Tracy Unified School District is requesting Statements of Qualifications from all interested Professional Construction Inspection Consultants for the following services to meet California Department of Education, Office of Public School Construction and Division of the State Architect requirements for the modernization and new construction projects at various school campuses within the District:

- Project Inspectors (DSA Approved, Class 1)

Section 1 General

1.1 Background Information

In June 2014, the District's voters passed an \$82 Million Measure B School Facilities Improvement District #3 (SFID) Bond to help fund various modernization projects within the District.

1.2 Intent

The District intends to develop a pool of consultants (Project Inspectors) from which to draw from as needed through the course of the Measure B Bond Program modernizations, as well as all other future new construction and modernization construction projects within the District, based on the best-qualified firms for the specific disciplines as required.

Project Sites

To be determined

1.3 Qualifications

Due Date: January 10, 2020, no later than 4 PM

Location: Tracy Unified School District

Attn: Facilities Development Dept.
1875 W. Lowell Ave
Tracy, CA 95376

Facsimile and/or email copies of qualifications will not be accepted.

1.4 Scope of Services

To be determined

1.5 Insurance and Indemnity Requirements

<u>Coverage</u>	<u>Limits</u>
Worker’s Compensation	Statutory
Employer’s Liability	\$1,000,000 – per occurrence
Comprehensive General Liability.....	\$2,000,000 – aggregate
(Bodily Injury and Property Damage)	\$1,000,000 – per occurrence
Professional Liability Insurance	\$1,000,000 – per occurrence

The Comprehensive General Liability Insurance shall include contractual liability coverage, and name the Tracy Unified School District, RGM and Associates and Architects as Additional Insured. The Consultant will be required to hold the District harmless from and against loss or liability arising from the acts or omissions of Consultant or its sub-consultants.

All policies shall be endorsed to provide thirty (30) days advance written notice to the District of cancellation, non-renewal or reduction of limits and mailed to the address specified for notice to the District. Certificates of Insurance, in form and with insurers satisfactory to the District, evidencing all coverage above shall be furnished to the District before the award of contract and before commencing any operations under this contract, with complete copies of policies promptly delivered to project manager upon request.

Section 2 Pricing Format

2.1 Firm Background and Resources

Provide general information about your firm including:

- a. Number of years in business.
- b. Location of office from which work will be performed/dispatched.
- c. Team members.
- d. Professional credentials, licenses, etc.
- e. Necessary technical equipment.
- f. Firm resources.
- g. Relevant experience in the last five (5) years including:
 - 1. Project name/location.
 - 2. Year completed/current status.
 - 3. Client name (District name) and contact.
 - 4. Contractor names and contact information.
- h. Identify any proposed consultants to be used on the project.
- i. Provide a brief overview as to your proposed strategy and approach to inspection services.
- j. Include any client references and/or letters of recommendation.
- k. Department of Industrial Relations (DIR) Registration Number.

Section 3 General Price List

Enclose detailed firm rate sheet. List staffing rates and other anticipated costs and conditions, as deemed applicable.

- 1. Inspector rate
- 2. Travel time
- 3. Vehicle
- 4. Overtime
- 5. Weekend
- 6. Holiday
- 7. Administrative support
- 8. Minimum charge (1, 2, 4 hours, etc.)
- 9. Reimbursables (list with approximate rates and mark-ups)

Section 4 District Evaluation Criteria

- 1. Qualifications – Experience with commensurate project history.
- 2. Fees – Reasonable and competitive fee schedule.

Anticipated Selection Schedule

RFQ Issue Date	December 17, 2019	
Qualifications Due	January 10, 2020	4:00 PM
Interviews (if required) / Selection	TBD	
Board Award	TBD	
Start Work	TBD	

Limitations

The District reserves the right to redefine or adjust its priorities, and modify the process as it deems necessary, and to select one or more firms to perform services. At its discretion, the District may eliminate any firm or waive any informality in the selection process. The District further reserves the right to use the selected firm for other projects based on this RFQ.

This Request for Qualifications does not commit the Tracy Unified School District to award a contract or to reimburse the proposer for costs incurred in submitting this RFQ. The Tracy Unified School District reserves the right to reject any or all proposals received as a result of this request, to negotiate with any proposer, to extend the submission deadline, or to amend or cancel in part or in its entirety this qualification, if it is in the best interest of the District.

Please provide two (2) copies.

Refer all inquiries concerning this RFQ to:

Jaime Quintana
Director of Facilities & Planning
1875 W. Lowell Ave
Tracy, CA 95376

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