

**Oakland Unified School District  
Department of Facilities Planning and Management  
955 High Street Oakland CA 94601**

**REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)**

**DSA Certified Project Inspectors  
Urban Promise Academy Portables Relocation Project  
3031 East 18th Street, Oakland, CA 94601**

February 2, 2024 (Issued) Project No. 22151

**Responses must be received February 22, 2024, no later than 2:00 p.m.**

The Oakland Unified School District ("District") is requesting proposals from experienced firms, partnerships, corporations, associations, persons or professional organizations ("Consultants") to provide project inspection services associated with the Portables Relocation Project at Urban Promise Academy ("Project"). Urban Promise Academy was previously known as Whitton Elementary School.

Interested firms are invited to submit a Statement of Qualifications ("SOQ") and a detailed Fee Proposal (collectively "RFQ/P Packet") as described below of the requested materials with a cover letter addressed to:

Oakland Unified School District  
Kenya Chatman, Executive Director of Facilities  
Department of Facilities Planning and Management  
955 High Street, Oakland, CA 94601

Oral, telegraphic, facsimile, or telephone RFQ/P Packets will not be accepted. RFQ/P Packets received after this date and time will not be accepted. The District reserves the right to waive any informalities or irregularities in the RFQ/P Packets. The District also reserves the right to reject any and all RFQ/P Packets and to negotiate contract terms with one or more Respondents.

**The District will only accept electronic Proposals sent via email in lieu of hard copies. Proposals received by the District no later than 2:00 PM (Pacific Time) on February 22, 2024 via email will be accepted (to Juanita Hunter at [juanita.hunter@ousd.org](mailto:juanita.hunter@ousd.org) and the contact persons below).**

If you have any questions regarding this RFQ/P and/or submitting proposal electronically, please email Kenya Chatman at [kenya.chatman@ousd.org](mailto:kenya.chatman@ousd.org) and cc: to Colland Jang at [colland.jang@ousd.org](mailto:colland.jang@ousd.org)

**LOCAL, SMALL LOCAL AND SMALL LOCAL RESIDENT BUSINESS ENTERPRISE PROGRAM**

District Modification: Based on the availability analysis conducted for Project Inspectors, the District had waived the entire 25% SLBE/SLRBE requirement. The minimum local business utilization requirement of 50% is still applicable for this RFQ/P and can be met with a 50% LBE participation.

The Local Business Utilization Policy requires that there is a mandatory fifty percent (50%) LBU participation with a 25% or less Local Business (LBE) participation and a 25% or more

Small Local or Small Local Resident Business (SLBE/SLRBE) participation for all capital program/construction-related contracts and professional services agreements.

On April 28, 2021, the Board of Education amended the Local Business Policy which had named the City of Oakland as the singular agency to certify local businesses to include five additional local business certifications. For businesses located in Oakland, Local Business and Small Local Business certifications may also be accepted from the Port of Oakland, Alameda County Transportation Commission, Alameda County Department of General Services, US Department of Transportation California Unified Certification Program, and the California Public Utilities Commission.

The District will follow the City of Oakland Small Business size standards in recognizing Small Local and Small Local Resident Businesses.

The full version of OUSD's latest Local, Small Local and Small Local Resident Business Enterprise Program can be found by going to the OUSD home page: [ousd.org](http://ousd.org)> Offices and Depts> Facilities> Facilities Planning & Management Department (Visit Website)> Opportunities> Local Business Utilization (LBU) Monitoring (Learn More)> Local Business Utilization (LBU) Policy> 2021 LBU Board Policy Amendment.

Complete the attached Local Business Participation Worksheet.

### **FULL OPPORTUNITY**

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprise ("SLBE"), Small Emerging Local Business Enterprise ("SELBE") and Disabled Veterans Business Enterprise ("DVBE") firms shall be afforded full opportunity to submit qualifications in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, transgender status, political affiliation, or religion in any consideration leading to the award of contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award.

**SCHEDULE OF ACTIVITIES**

Listed below is the “Schedule of Activities” which outlines pertinent dates of which firms responding to this solicitation should make themselves aware.

<b>DATE</b>	<b>ACTIVITY</b>
February 2, 2024	RFQ/P Issued.
February 8, 2024	Written requests for interpretation, corrections or modifications are due by 4:00 p.m. (Pacific Time)
February 15, 2024	District will provide written responses to requests for clarification.
<b>February 22, 2024</b>	<b>Proposals Due by 2:00 p.m. (Pacific Time)</b>
<b>April 10, 2024</b>	<b>Board Meeting – tentative approval of Contract</b>
April 11, 2024	Tentative Notice to Proceed issued to Consultant

**ESTIMATED CONSTRUCTION DURATION:** 120 Calendar Days/Summer 2024

## **REQUEST FOR QUALIFICATIONS AND PROPOSALS**

The purpose of this RFQ/P is to solicit fee proposals from DSA Certified Project Inspectors to provide services associated with the Portables Relocation Project at Urban Promise Academy ("Project"). Urban Promise Academy was previously known as Whitton Elementary School.

### **A. TENTATIVE PROJECT SCHEDULES AND ESTIMATED COSTS:**

#### REGULATORY AGENCY REVIEWS AND APPROVALS:

1. DSA Application #01-121150
2. Estimated Cost: \$600,000
3. DSA Submittal Status: Intake complete for SSS as of September 27, 2023; Intake complete for ACS and FLS as of October 2, 2023
4. DSA Required Review Services: Structural Safety, Access Compliance, and Fire & Life Safety
5. DSA Approved Date: TBD
6. DSA 103-19: Created on September 25, 2023

### **B. PROJECT DESCRIPTION:**

The Project consists of moving three portables (approved under DSA Application #01-107317) from Achieve Academy (previously known as Hawthorne Elementary School) to Urban Promise Academy (previously known as Whitton Elementary School). Portables will be set on new foundations constructed per the original DSA approved drawings. New metal decking, ramp and stairs will be installed using PC System (DSA Application #04-119501 Pre-checked Project or equivalent PC).

Site improvements include but not limited to asphalt paving, fencing enclosure, and connection to UPA utilities and systems. Existing fire alarm devices will be relocated and/or replaced as required to meet current code. The Project will connect to the existing campus accessible path of travel.

Interior improvements are limited to removal of two existing non-conforming partitions, flooring, wall and ceiling finishes, and replacement of restroom accessories.

### **C. REFERENCE DOCUMENTS:**

The Project's DSA 103-19 and drawings submitted to DSA can be found at the following link:

<https://drive.google.com/drive/folders/0ADcjgpk3yx4oUk9PVA>

Access will be granted upon request.

### **D. BASIC SERVICES**

The Consultant agrees to provide the Services described below:

1. The Consultant shall be responsible for the professional quality and technical accuracy of all reports and other services furnished by the Consultant under the Agreement as well as design and existing conditions coordination. The Consultant shall, without additional compensation, correct or revise any errors or omissions in its reports and other services.

2. The Consultant will use all due care and diligence to confirm that its reports and all other information provided by or on behalf of the District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a Contractor's cost of performance. The Consultant shall advise the District of the most effective methods of identifying and securing such information as part of each stage of design and construction. The Consultant shall track for District's benefit all such suggested and disclosed information.
3. **Mandatory Assistance.** If a third party dispute or litigation, or both, arises out of, or relates in any way to the services provided under this Agreement, upon the District's request, the Consultant, its agents, officers, and employees agree to assist in resolving the dispute or litigation. The Consultant's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation ("Mandatory Assistance").

#### **E. STATEMENT OF WORK:**

The District is issuing this RFQ/P to retain the services of a Project Inspector to ensure the installation work is performed in compliance with the Contract Documents.

Specific attention shall be provided by the Project Inspector to nonconforming conditions that may occur and alert the District.

#### **1. REQUIRED DUTIES OF THE PROJECT INSPECTOR (Per DSA IR A-8 (2022 CAC)):**

The Project Inspector must perform specific duties in accordance with CAC Sections 4-211, 4-219, 4-333 and 4-342. The Project Inspector acts under the direction of the design professional in general responsible charge and is subject to supervision by DSA. The Project Inspector does not have the authority to direct the contractor in the execution of the work or to stop the work of construction.

**1.1** The Project Inspector's responsibilities include:

**1.1.1** Maintain a thorough understanding of all requirements of the construction documents.

**1.1.2** Inspection of all portions of the construction for compliance with the requirements of the DSA-approved construction documents.

**1.1.3** Identification, documentation and reporting of construction deviations (using form *DSA 154: Notice of Deviations/Resolutions of Deviations*) from the requirements of the DSA-approved construction documents. (Refer to DSA Procedure (PR) 13-01: *Construction Oversight Process* for additional information.)

**1.1.4** Submittal of interim and final verified reports (forms *DSA 152: Project Inspection Card* and *DSA 6-PI: Project Inspector Verified Report*, respectively; *DSA 152-IPI: In-Plant Inspector Inspection Card/Verified Report* for in-plant inspector) per PR 13-01. At the conclusion of the project any outstanding deviations must be noted on the form *DSA 6-PI* or, for the in-plant inspector, form *DSA 152-IPI*.

Lack of compliance with the duties described above, Section 2 below, or detailed in PR 13-01 may result in a non-compliance recording on the form

*DSA 119: Project Inspector Performance Review.*

- 1.2** The Project Inspector is prohibited from performing functions associated with actual construction work such as the following:
  - 1.2.1** Performing construction work.
  - 1.2.2** Directing, coordinating, or scheduling the work of the contractor, subcontractor(s), volunteer labor, or any entity performing construction work.
  - 1.2.3** Performing "quality control" of construction. Quality control is the responsibility of the contractor. Quality assurance is the responsibility of the inspector.
  - 1.2.4** Ordering or purchasing materials.

The Project Inspector may perform duties for the school district or owner that are not code-prescribed as long as such duties do not interfere with inspection duties. It is the Project Inspector's responsibility to report all ancillary duties to DSA, the design professional in general responsible charge, and the structural engineer. The Project Inspector shall also report unforeseen time demands that are impacting, or will impact, their ability to perform code-prescribed duties.

DSA may approve a Project Inspector when, in the opinion of DSA, these ancillary duties would not create a conflict of interest. DSA may withhold approval of a Project Inspector or withdraw approval at any time if the appearance of a conflict of interest arises.

## **2. SEVEN CATEGORIES OF CODE-PRESCRIBED DUTIES OF THE PROJECT INSPECTOR**

The code-prescribed duties of the Project Inspector have been organized into the following seven categories.

### **2.1 Category 1 – Inspector's Job File**

The Project Inspector must maintain the following records at the jobsite during construction in an organized, readily accessible manner:

- 2.1.1** DSA-approved (stamped and initialed) plans and specifications (printed copy).
- 2.1.2** DSA-approved testing and inspection list (form *DSA 103: List of Required Structural Tests and Special Inspections*). The form DSA 103 may be incorporated into drawings or specifications.
- 2.1.3** DSA-approved deferred submittals as required by DSA-approved plans (printed copy).
- 2.1.4** DSA-approved project addenda and revisions (printed copies) with identification marks made on the original DSA-approved construction documents indicating changes made by these documents.
- 2.1.5** DSA-approved Category A construction change documents (CCD) with a log of all construction changes, with identification marks made on the original DSA-approved construction documents indicating changes made by these documents.
- 2.1.6** Project Inspection Card (form DSA 152) and, when applicable, form DSA 152-IPI.
- 2.1.7** Copies of contractor submittals (construction schedules, shop drawings, certificates, product labels, concrete trip tickets, etc.) accepted by applicable

design professionals.

- 2.1.8** Communication log documenting all significant project construction-related communications, such as contractor's requests for information (RFI), responses to RFIs, DSA communications (field trip notes, etc.), architect's supplemental instructions, information bulletins, and project-related meeting minutes and/or notes.
- 2.1.9** Deviation notices and resolution of deviations (form DSA 154) with a log (summary record) indicating resolution status for each deviation.
- 2.1.10** Records of concrete placing operations.
- 2.1.11** Evidence of continuous inspection, such as daily inspection reports.
- 2.1.12** Structural/materials and fire and life safety testing reports (i.e., completed copies of the National Fire Protection Association [NFPA] 13, 14, 24 and 72 Record of Completion and Testing and Inspection forms as applicable), as well as other pertinent non-structural test reports provided by other testing entities, e.g., water sanitation, backflow preventer testing, gas and potable water line pressure tests, heating, ventilation, and air conditioning (HVAC) air balancing, energy-related/CalGreen certification tests, etc.
- 2.1.13** Special inspection reports, whether performed by the Project Inspector (see Section 2.6 below) or Special Inspector, as well as other pertinent non-structural inspection reports provided by other inspection entities including but not limited to: elevator inspections, city or county health department inspections, etc.
- 2.1.14** Identification of responsible groups/individuals, including the Project Inspector, for both structural/material and fire and life safety-related tests and special inspections.
- 2.1.15** Completed semi-monthly reports (form *DSA 155: Project Inspector Semi-Monthly Report*).
- 2.1.16** Verified reports from all parties required to file verified reports.
- 2.1.17** Form *DSA 135: Field Trip Note* (or comparable) from prior visits and attachments indicating resolution of each field trip note item requiring action.
- 2.1.18** California Building Standards Codes (Title 24) applicable to the project, such as the following: Part 1 CAC; Part 2 California Building Code (CBC), Volumes 1 and 2; Part 3 California Electrical Code (CEC); Part 4 California Mechanical Code (CMC); Part 5 California Plumbing Code (CPC); Part 6 California Energy Code. The code edition must be as referenced on the DSA-approved plans and specifications. The Project Inspector should have access to applicable structural referenced standards as needed for particular project inspection activity.
- 2.1.19** Any other documents required to provide a complete record of construction.  
  
The job file records listed above may be maintained in paper (i.e., hard copy) and/or electronic format, unless otherwise specified above. If any records are maintained electronically, full viewing access shall be given to the school district, DSA personnel and others needing access.  
  
The form DSA 119 provides guidance for required recordkeeping and duties. It may be used by the DSA field engineer, per Section 3.2 below. At the completion of the project, the Project Inspector shall transfer the job file, with the exception of building codes and reference standards, to the school district, which shall maintain the job file as part of the permanent school district

records.

If the Project Inspector is terminated prior to the completion of the project, for any reason, they shall ensure transfer of the job file. This occurrence requires the Project Inspector to personally provide a copy of the entire job file (with the exception of building codes and reference standards) to the assuming Project Inspector and to the school district. A copy of the entire job file shall be made available to DSA upon request (refer to PR 13-01 for additional information).

## **2.2 Category 2 – Inspector’s Comprehension of the Construction Documents**

The Project Inspector must study and fully comprehend the requirements of the construction documents in order to provide personal competent inspection of the work. It is necessary for the inspector to possess a thorough understanding of the requirements of the plans and specifications *before* that portion of the work is performed.

The Project Inspector must:

- 2.2.1** Consult the responsible design professional(s) to resolve any uncertainties in the inspector’s comprehension of, or seeming errors in, the approved construction documents prior to construction of that portion of the work.
- 2.2.2** Review requirements for each phase of the construction with the contractor prior to commencing that phase of the work. Good communications will prevent construction errors from occurring.
- 2.2.3** Readily identify noncompliant work as the construction progresses to facilitate prompt corrective action.
- 2.2.4** Verify code-compliant implementation of both the structural/materials and fire and life safety testing as well as the special inspection program.

CAC Section 4-343 specifies that the contractor must direct inquiries regarding document interpretation (including RFIs) to the design professional in general responsible charge, through the inspector. This code provision requires the contractor to involve the inspector in the interpretation and clarification of the construction documents.

## **2.3 Category 3 – Continuous Inspection of the Work**

Continuous inspection means complete and timely inspection of every part of the work, including any and all work beyond the inspected structural, fire and life safety and accessibility portions of the work, such as mechanical, electrical, plumbing, etc. CAC requires prompt inspection of all the work as it progresses. CAC also requires that prompt verbal notification be made to the contractor of any deviation so that the deviation can be immediately corrected. Deviations relating to structural, fire and life safety or accessibility that do not receive immediate corrective action must be reported using the form DSA 154. Deviations associated with other work (mechanical, electrical, plumbing, etc.) must be reported by the Project Inspector using a documentation method of their choosing (custom form, email, etc.). All deviations must be documented in the specified location on page 2 of form DSA 155.

Work associated with concrete and masonry, which is most effectively inspected only as it is placed, requires the constant presence of the inspector. (**Note:** When masonry special inspection is identified on form DSA 103, only DSA-certified masonry special inspectors may inspect masonry work. Any other special inspections identified on form DSA 103 shall be performed by appropriately qualified Special Inspectors as determined by DSA per CBC Sections 1703A.1, 1704A.2.1 and CAC Section 4-335(f).



Refer to Section 2.6.1 below for those code-prescribed special inspections that may be performed and reported by the Project Inspector.)

Certain types of work which can be adequately inspected after the work is completed may be carried out while the inspector is not present, provided that the inspector promptly identifies and reports all deviations.

The Project Inspector must have personal knowledge of the construction obtained through the Project Inspector's own physical inspection of the work in all stages of its progress. When Special Inspectors or approved Assistant Inspectors are used on a project, the Project Inspector's personal knowledge may include that knowledge obtained from these individuals. The Project Inspector must keep a log of time spent on site and report to the school district, design professional in general responsible charge and DSA any unforeseen time demands that are impacting, or will impact, their ability to perform code-prescribed duties.

#### **2.4 Category 4 – Records of Inspections**

The Project Inspector must maintain detailed records of all inspections. These records must provide comprehensive and timely documentation of the inspected work, promptly identifying all compliant and noncompliant construction. These records must also be readily accessible and maintained in an organized manner as described in Section 2.1 above. The following are the inspection records that must be maintained at the jobsite:

- 2.4.1** A systematic record of all materials and assemblies accepted by the applicable design professional and delivered to the project site.
- 2.4.2** A systematic record of the inspection of all work required by the approved construction documents, including any modifications to the originally approved documents, such as approved addenda, revisions, or CCDs. (For special inspections performed and reported by the Project Inspector, refer to Section 2.6.1 below.) Marking properly completed work on a set of construction documents is a recommended method of verifying that the requirements of the plans and specifications have been met.
- 2.4.3** Construction procedure records per CAC Section 4-342, including but not limited to, concrete placement operations and other records specified on the DSA-approved construction documents.
- 2.4.4** Log of Project Inspector's and Assistant Inspector's time spent on site. DSA may require verification from the Project Inspector of time spent at the jobsite during all phases of the work. The Project Inspector's maximum cumulative total number of hours permitted on one or more simultaneous projects, exempt or not from DSA's jurisdiction, must not exceed approximately 60 hours per week without justification and notification provided to DSA and districts in which all simultaneous projects occur, and subsequent approval by DSA. Refer to IR A-7 for additional information.

#### **2.5 Category 5 – Communications Required of the Inspector**

The Project Inspector must, during the course of construction, provide specific code-prescribed notices and reports to the responsible design professional(s), DSA, the school district and the contractor. The Project Inspector must maintain records of all significant communications. These records must be readily accessible (per Section 2.1 above) and maintained in an organized manner. The date and recipients of all communications must be clearly indicated.

The Project Inspector shall communicate with the DSA field engineer, design

professionals and school district about any substitute inspector performing inspections due to the Project Inspector's absence for vacation, medical leave, etc. prior to such substitution occurrence. Such substitute inspectors shall meet all of the following:

1. Prior to both performing inspections and the substitution period:
  - a. Be DSA-certified with the appropriate classification for the nature of work they will inspect.
  - b. Be approved to inspect the work by DSA. Formal approval using the form *DSA 5-PI: Project Inspector Qualification and Approval*, may be waived depending on the duration of the substitution period at the discretion of the DSA field engineer and their DSA supervisor.
2. During the substitution period:
  - a. Perform all inspector duties during the original Project Inspector's absence.
  - b. Be subject to the same rules, regulations, requirements, duties, disciplinary procedures and supervision as the original Project Inspector. The substitute Project Inspector's verified report covering their inspections may be waived depending on the duration of the substitution period at the discretion of the DSA field engineer and their DSA supervisor.

The Project Inspector is required to provide the following communications during the course of a construction project:

#### **2.5.1 Notifications to DSA**

As required by CAC Section 4-342(b)5 (see form *DSA 151: Project Inspector Notifications*), including start of work, minimum 48 hours prior to completion of foundation trenches, minimum 48 hours prior to first concrete placement, and when work is suspended for more than one month.

**Note:** For the start of work, the Project Inspector shall use the date the contractor mobilizes on the project site to begin construction (or demolition, if demolition work is included in the project scope and in the DSA-approved construction documents).

Notifications shall be made using form DSA 151 and submitted electronically as prescribed in PR 13-01.

#### **2.5.2 Inspector's Semi-Monthly Reports**

(See CAC Section 4-337.) The Project Inspector must prepare and submit detailed semi-monthly reports (on the 1st and 16th of every month) summarizing progress of construction for the previous two-week period. The semi-monthly report must be completed on the form DSA 155 and submitted in accordance with the procedures described in PR 13-01.

#### **2.5.3 Deviation Notices**

(See CAC Section 4-342(b)6.) When the Project Inspector identifies deviations from the DSA-approved plans and specifications, they must verbally notify the contractor. If the deviation is not immediately corrected, the Project Inspector is required to promptly issue a written notice of deviation (form DSA 154) to the contractor and submit electronically as prescribed in PR 13-01. The Project Inspector shall contact DSA field staff by email at least 48 hours prior to scheduled work covering up uncorrected deviations. The status and resolution of all deviations must be documented on semi-monthly reports (form DSA 155).

#### **2.5.4 Record of Communications to the Responsible Design Professional(s)**

All uncertainties in the Project Inspector's or contractor's comprehension of, or identification of, seeming errors in the documents must be reported in writing (email is acceptable) to the responsible design professional(s).

### **2.5.5 Reporting for Projects with Work Stoppage**

This may be required in cases where DSA issues a Stop Work Order, Order to Comply, or a request for district/owner to stop work in accordance with *IR A-13: Stop Work and Order to Comply*. DSA may issue specific instructions to the Project Inspector for additional reporting and/or oversight of construction related to a documented noncompliant condition that is the cause of work stoppage.

### **2.5.6 Verified Reports**

(See CAC Section 4-336.) The Project Inspector shall submit verified reports (forms DSA 152, DSA 6-PI and, when applicable, DSA 152-IPI) directly to DSA, the responsible design professional(s) and the school district as described in PR 13-01.

The Project Inspector must also communicate to applicable parties how they addressed issues noted in communications (e.g., field trip notes, notifications, telephone calls, emails, letters, etc.) from DSA representatives or design professionals.

## **2.6 Category 6 – Inspector's Monitoring of the Testing and Special Inspection Program**

The Project Inspector is responsible for monitoring the work of the Laboratory of Record and any Special Inspectors and other technicians hired directly by the school district, to ensure that all structural/materials testing and special inspections, and other pertinent non-structural tests or inspections required for the project are satisfactorily completed in accordance with the DSA-approved documents. The Project Inspector must be involved in coordination with the Laboratory of Record and Special Inspectors hired directly by the school district to properly complete the testing and special inspection program.

The Project Inspector must monitor the following aspects of the project-related testing and inspections concurrently with construction:

1. When DSA approval for Special Inspectors is required for district-employed Special Inspectors, the Project Inspector must verify their approval, and identify and report any Special Inspectors on the jobsite that are not DSA-approved (i.e., lacking approved form *DSA 5-SI: Special Inspector Qualification and Approval*), on form DSA 155. The Project Inspector must contact the design professional in general responsible charge and the school district to resolve this as soon as possible. Immediately notify DSA if construction work commences or continues without appropriate special inspections.
2. The Project Inspector must verify that the Laboratory of Record is district-approved (refer to form *DSA 102-IC: Construction Start Notice/Inspection Card Request*) and included on the *List of DSA Accepted Testing Laboratories* on DSA's website to perform the project-required tests and special inspections. If there are tests or special inspections the Laboratory of Record is not qualified to perform, the Project Inspector must contact the design professional in general responsible charge and the school district to resolve this as soon as possible. Immediately notify DSA if testing or special inspections by the non-qualified Laboratory of Record or their personnel commence or continue.
3. The Project Inspector must verify that the Laboratory of Record, Special Inspectors and other inspection entities have received sufficient advance

notification to perform the required material sampling, testing, or inspection.

4. The Project Inspector shall communicate expectations and basis of the work to be performed by the Laboratory of Record and other inspection entities for the project.
5. The Project Inspector shall monitor all testing and inspection activities and is responsible for verifying that all required structural, fire and life safety, and other non-structural material sampling, testing and inspections are performed.
  - a. The Project Inspector's monitoring of performance of duties by other inspectors must include:
    - i. Verifying inspectors possess or have ready access to the DSA-approved construction documents pertinent to the work to be inspected.
    - ii. Verifying inspectors possess valid certifications for applicable disciplines.
    - iii. Periodically verifying inspections by others based on regulatory requirements.
  - b. The Project Inspector's monitoring of the testing program must include:
    - i. Verifying test technicians and/or qualified representatives have the required equipment to perform all required tests (structural and non-structural).
    - ii. Verifying required testing equipment is calibrated as required.
  - c. The Project Inspector shall consistently perform detailed reviews of all conforming and non-conforming daily inspection and test reports prepared by others for compliance with IR 17-12, as applicable. Reports prepared on site must be reviewed by the conclusion of the workday following the workday inspections/tests were performed. When inspections/tests are performed off-site by others, the Project Inspector must perform these same meticulous reviews the same day they receive these reports. The Project Inspector must communicate any deficiencies identified in the reports (i.e., required but missing information, conflicts, deviations, etc.) with the respective inspector/test technician immediately upon noticing, and ensure correction and/or clarification is provided promptly.

**2.6.1** The Project Inspector is responsible for reviewing all structural/materials and fire and life safety-related test and inspection reports concurrently with construction. The Project Inspector must report on semi-monthly reports (using form DSA 155) the status and resolution of deviations (using form DSA 154) reported by any Laboratory of Record, Special Inspector or test technician.

Some special inspections prescribed by CBC Chapter 17A may be performed by the Project Inspector. Those special inspections required by form DSA 103 which are performed by the Project Inspector, require detailed daily inspection reports be prepared by the Project Inspector per IR 17-12. In the event a non-conforming condition is identified, the Project Inspector must use form DSA 154 in accordance with PR 13-01 and, when applicable, attach a copy of the detailed daily special inspection report indicating non-complying work.

Those code-prescribed special inspections which may be performed by the Project Inspector or Assistant Inspector include the following:

1. Soils and Foundations:

For projects not having nor requiring a soils/geotechnical report:

- a. Site has been prepared properly prior to placement of controlled fill and/or excavations for foundations.
  - b. Foundation excavations are extended to proper depth and have reached proper material.
  - c. Materials below footings must not contain loose material, mud, organic silt, organic clays, or peat.
2. Structural wood framing:
- a. High-load diaphragms per CBC Section 1705A.5.1.
  - b. Field installed bracing of metal-plate-connected wood trusses per CBC Section 1705A.5.2.
  - c. Structural wood per CBC Section 1705A.12.1 for wind resistance, and Section 1705A.13.2 for seismic resistance.
3. Concrete pre-placement and placement per CBC Sections 1705A.3.5 and 1705A.3.6 for cast-in-place concrete pad or strip footings, stem walls, or non-structural slab-on-grade (e.g., the slab does not transfer lateral loads, miscellaneous site concrete, etc.). Items inspected or verified shall include all applicable compliance items in relevant sections in ACI 318, CBC Section 1705A.3, and Table 1705A.3 not assigned to the batch plant Special Inspectors or the Laboratory of Record in the form DSA 103.
4. Cold-formed steel light-frame construction per CBC Section 1705A.12.2 for wind resistance, and Section 1705A.13.3 for seismic resistance, none of which involves welding of cold-formed steel,
- a. **Exception:** Welding of cold-formed steel requires a Special Inspector unless DSA provides prior written approval for the Project Inspector to perform those special inspections.
5. Architectural components for seismic resistance per CBC Section 1705A.13.5.
- a. **Exceptions:** The following require a Special Inspector unless DSA provides prior written approval for the Project Inspector to perform those special inspections:
    - i. Masonry veneer. (**Note:** The Project Inspector must have a DSA Masonry Special Inspector Certification to perform this special inspection.)
    - ii. Proprietary systems or products, including anchorage systems, having recognized code evaluation reports (see *IR A-5: Acceptance of Products, Materials and Evaluation Reports*) specifying special inspection. (**Note:** Prior written approval by DSA for the Project Inspector to perform special inspections is not required for anchorage of non-structural components identified as exempt in the Appendix of form DSA 103.)
6. Access floors per CBC Section 1705A.13.5.1.
7. Plumbing, mechanical and electrical component installation and anchorage for seismic resistance per CBC Section 1705A.13.6.
- a. **Exception:** The following requires an Special Inspector unless DSA provides prior written approval for the Project Inspector to perform those special inspections:

- i. Proprietary systems or products, including anchorage systems, having recognized code evaluation reports (see IR A-5) specifying special inspection. (**Note:** Prior written approval by DSA for the Project Inspector to perform special inspections is not required for anchorage of non-structural components identified as exempt in the Appendix of form DSA 103.)
8. Exterior insulation and finish systems per CBC Section 1705A.17.
  9. Fire-resistant penetrations and joints per CBC Section 1705A.18.

All special inspections performed by the Project Inspector shall be conducted continuously per CAC Section 4-342(b)1. If the Project Inspector is unable to provide both special inspections and fulfill other required duties due to time constraints, an Assistant Inspector or appropriately certified Special Inspector, as determined by DSA per CBC Sections 1703A.1 and 1704A.2.1, and CAC Section 4-335(f), shall be required. Sampling and testing of materials shall not be performed by the Project Inspector, except for small scopes of work in which DSA written approval occurs prior to conducting such per CAC Section 4-335(c).

## **2.7 Category 7 – Supervision of Assistant Inspectors**

The Project Inspector must provide technical guidance to Assistant Inspectors and must verify Assistant Inspector comprehension of the construction documents. The Project Inspector must also monitor the Assistant Inspector’s performance, verifying that the Assistant Inspector is properly inspecting the construction, recording inspections, and performing other assigned duties.

The Project Inspector must ensure that their Assistant Inspector is performing the duties indicated on the Assistant Inspector’s approved form *DSA 5-AI: Assistant Inspector Qualification and Approval*. (See IR A-7.)

The Project Inspector must provide continuous onsite supervision of all Assistant Inspectors. The Project Inspector shall not assign the Assistant Inspector to inspect work at a project site when the Project Inspector will not be present unless special written DSA approval is obtained in advance.

Only DSA-certified Class 1 or 2 Project Inspectors are permitted to utilize Assistant Inspectors.

Assistant Inspectors are also responsible for ensuring that all code-prescribed inspection and administrative duties they are assigned to perform comply with the requirements established for Project Inspectors in this IR.

Both the Project Inspector and Assistant Inspector must keep a log of time spent on-site.

When an Assistant Inspector is utilized on a project, the Project Inspector and Assistant Inspector must both be identified on the form DSA 155.

## **3. DSA OVERSIGHT**

Each DSA regional office has field engineers who conduct oversight of the project through review of documents and construction site visits. Each site visit typically includes the following:

- 3.1.1** Monitoring of the Project Inspector’s administration and documentation of project activities.
- 3.1.2** Observation of construction.
- 3.1.3** Documentation of site visit findings using DSA field trip notes (form DSA

135).

### **3.2 Project Inspector Performance Review**

The DSA field engineer may evaluate Project Inspector and Assistant Inspector performance of code required duties for, and administration of, the project using the form DSA 119. The purpose of the performance review is as follows:

To verify:

- 3.2.1** Continuous inspection of all work, including any portion performed by Assistant Inspectors.
- 3.2.2** Comprehension of the DSA-approved construction documents.
- 3.2.3** Proper monitoring of the entire testing and inspection program (structural and non-structural).
- 3.2.4** Proper Project Inspector supervision of Assistant Inspectors.
- 3.2.5** Proper communications/notifications to DSA and others as well as response to, or appropriate action taken, based on prior DSA communications.
- 3.2.6** Completeness of Project Inspector records as described in the job file list in Section 2.1 above.

To communicate:

- 3.2.7** With the Project Inspector and responsible design professional regarding the Project Inspector's performance.
- 3.2.8** Any project documentation or other issues during construction, such as Project Inspector's proper noting and communication of deviations and their resolutions, to facilitate timely project certification.

The form DSA 119 is a project record which is maintained in DSA project files as well as posted both in DSA's electronic submittal system (DSAbox) and the Project Inspector Performance Review Box.

### **3.3 Observation of Construction by DSA**

The DSA field engineer conducts a site walk to make observations as necessary to ascertain that inspections have been completed diligently. During the site visit, the DSA field engineer may provide guidance to the Project Inspector, as needed, to ensure enforcement of the DSA-approved construction documents and CAC.

### **3.4 DSA Field Trip Notes**

At the conclusion of the site visit, the DSA field engineer issues a field trip note (form DSA 135) as described in PR 13-01. The field trip note indicates any findings by the field engineer that require action by the Project Inspector and/or the design professional(s) to ensure project compliance with Field Act requirements. The field trip note may include informational comments, including construction status and guidance provided to the Project Inspector. The field trip note becomes a part of DSA's project records.

## **F. STATEMENT OF QUALIFICATIONS AND FEE PROPOSAL**

### **1. General Information / Instructions - Statement of Qualifications**

- 1.1. The District is inviting Statements of Qualifications and Fee Proposals for the "Project" which shall require coordination, administration, consulting and advice, and related services.
- 1.2. The District seeks to identify teams with a record of excellence in efficient planning and project delivery. The firms must have extensive experience related to educational facilities, and DSA policies and procedures.
- 1.1. The abbreviated Statement of Qualifications must contain all requested information about the firm and must be on no larger than 8-1/2" x 11" paper and no more than fifteen (15) printed pages in length. The 15-page limit (as if printed single sided) shall cover Sections 2.1 thru 2.4 below. Statement of Qualifications should be complete and prepared to provide an insightful, straightforward, and concise overview of the capabilities of firm. Additional information about the firm and/or personnel may be placed in an Appendix which would not count against the 15-page limit.

## 2. **Content – Statement of Qualifications**

- 2.1. **Letter of Interest** - A dated Letter of Interest must be submitted, including the legal name of the firm(s), address, telephone, email address(es) and fax numbers, and the name, title, and signature of the person(s) authorized to submit the Statement of Qualifications on behalf of the firm. The Letter of Interest should provide a brief statement of firm's experience indicating the unique background and qualities of the firm, its personnel, and its sub-consultants, and what will make the firm a good fit for work in the District. The letter shall also include the following statements:

"[RESPONDENT'S NAME] received a copy of the District's Agreement attached as **EXHIBIT A** to the RFQ/P. [RESPONDENT'S NAME] has reviewed the indemnity provisions in **EXHIBIT A** and insurance requirements contained in the Agreement. If given the opportunity to contract with the District, [RESPONDENT'S NAME] has no objections to the use of the Agreement."

Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

### 2.2 **Firm Information**

**Narrative** - Provide a comprehensive narrative of the services offered by firm. The narrative should include all of the following:

- 2.2.1 Provide a brief history of firm, team firms, and, if a joint venture, of each participating firm. Identify legal form, ownership, and senior officials of company(ies). Describe number of years in business and types of business conducted.



- 2.2.2** Describe staffing capacity and resources to perform the scope of work. Provide resume(s) of those to be assigned to the Project as the Project Inspector and/or Assistant Inspector(s) in an Appendix.
- 2.2.3** Discuss the firm's/team's ability to meet schedules for comparable projects, firm's schedule management procedures, and how the firm has successfully handled potential agency approval delays.
- 2.2.4** Identify school district and relevant building type projects performed by firm in the past three (3) years. Limit response to no more than the twenty (20) most recent projects. Please include the following information for each project
  - 2.2.4.1** Name of project and client,
  - 2.2.4.2** Scope of projects, description of services provided,
  - 2.2.4.3** Contact person, telephone number and email address,
  - 2.2.4.4** Firm person in charge of each project,
  - 2.2.4.5** Construction dollar value of each project.

**2.3 Litigation.** List all litigation arising from project(s), if any, in the past five (5) years. State the issues in the litigation, the status of litigation, names of parties, and outcome.

**2.4 Professional Fees**

Firms shall provide a detailed fee proposal.

**2.4.1** Include a line item for a 10% contingency to the proposed fee. The proposed fee with the 10% contingency will be considered the not-to-exceed fee for the Project. The contingency will be to cover potential additional services and shall be subject to District approval.

Breakdown of Fee Proposal shall be submitted as follows:

1. Proposed Fee with a detailed hourly breakdown by task
2. Contingency of 10% of Proposed Fee
3. Not-to-Exceed Fee (Proposed Fee plus 10% Contingency)

**2.4.2** Provide a detailed schedule of the Consultant's and Sub-consultant's hourly billing rates and a breakdown of associated costs for all tasks proposed (including contingency costs per task). Also note the time period that the fee schedule would apply and shall include the period covering the project duration.

Fee Schedule shall also be in accordance with the latest Master Agreement between Operating Engineers Local Union No. 3 of the International Union of Operating Engineers, AFL-CIO ("Union"), and Council of Engineers and Laboratory Employers (CELE).

**2.4.3** The District reserves the right to negotiate different rates submitted with the RFP prior to the execution of the agreement.

**3. Insurance** (Mandatory Requirements). Attach a letter from your insurance company or a certificate of liability insurance ("ACORD") indicating your firm's ability to provide insurance as required in the attached agreement, including but not limited to the following:

**3.1** A.M. Best financial strength rating (FSR) of A- or better.

- 3.2 Commercial General Liability Insurance:** Commercial general Liability Insurance shall be at least as broad as Insurance Services office General Liability Coverage (Occurrence Form CG 0001), with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage/ Two Million Dollars (\$2,000,000) aggregate.
- 3.3 Automobile Liability Insurance:** Automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto), with coverage limits of at least One Million Dollars (\$1,000,000) for bodily injury and property damage each accident limit and Two Million Dollars (\$2,000,000) in the aggregate.
- 3.4 Workers' Compensation and Employer's Liability Insurance:** The selected Architect shall insure (or be a qualified self-insured) under the applicable laws relating to workers' compensation insurance, all of their employees working on the Project, in accordance with the "Workers Compensation and Insurance Act," Division IV of the California Labor Code. The selected Architect shall provide employer's liability insurance in the amount of at least One Million Dollars (\$1,000,000) per accident for bodily injury and disease.
- 3.5 Errors and Omissions Insurance:** errors and omissions insurance on an claims made basis with a limit of at least One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate with a deductible in an amount not to exceed the sum of Ten Thousand Dollars (\$10,000.00).
- 3.6** All insurance will be in a form and with insurance companies acceptable to the District.
- 3.7** Insurance carriers shall be qualified to do business in California and maintain an agent for process within the State.

#### **G. DISTRICT'S EVALUATION / SELECTION PROCESS**

1. Submittals will be reviewed for responsiveness and evaluated pursuant to established objective criteria, with particular attention to, without limitation, each respondent's qualifications, demonstrated competence in like construction, and the Firm's ability to integrate its personnel with the District's staff and consultants.
2. After the submittals are evaluated and/or ranked, the District, at its sole discretion, may elect to interview the top Firm(s). The District may elect to interview one or more Firms. Interviews are tentatively scheduled as indicated above. Any firm(s) selected for interviews must make available for interview the key personnel it intends to assign to the District's Project(s). Any comments or objections to the form of Agreement attached hereto as **EXHIBIT A** to this RFQ/P shall be provided in writing before the interview and may be the subject of inquiry at the interview. Any comments or objections to the form of Agreement not provided in writing before the interview will not be entertained by the District. Adequate time will be allowed for presentation of qualifications followed by questions and answers.
3. **District Investigations** - The District may check references, and may perform investigations of firm that extend beyond the information in the proposals. The District may conduct interviews of firms.

#### **H. FINAL DETERMINATION AND AWARD**

1. The District reserves the right to contract with any entity responding to this RFQ/P, to reject any proposal as non-responsive, and not to contract with any firm for the services described herein. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District reserves the right to reject any or all submissions, to request further information, to negotiate with any firm, to extend the submission deadline, or to amend or cancel in part or in its entirety this RFQ/P. This RFQ/P does not commit the District to award a contract or to reimburse any firm for costs incurred in submitting a proposal.
2. The awarding of contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contracts only for portions of the scope of work. In such case, the successful proposing firm will be given the option not to agree to enter into the Agreement and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other Respondent responding to this RFQ/P.
3. The RFQ/P packet, and any other supporting materials submitted to the District in response to this RFQ/P will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. This RFQ/P does not commit the District to negotiate an agreement with any proposing firm or individual.

**END OF RFQ/P**