

ST+HOPE

PUBLIC SCHOOLS

Request for Proposals 23-003

Project Inspection Consulting Services

St. HOPE Public Schools PS7 Elementary School

April 28, 2023

The St. HOPE Public Schools (“SHPS”) is seeking Proposals from Project Inspector Consulting firms experienced in providing Project Inspector Consulting Services (“Inspector”). Qualified professionals will provide inspection services necessary to assure construction activities comply with California Building Code (“CBC”) and Division of the State Architect (“DSA”) requirements. If your firm is interested, please notify the SHPS of your interest and submit your Proposal, in accordance with this RFP to:

Windy Buller
St. HOPE Public Schools
c/o: Capital Program Management, Inc.
1851 Heritage Lane, #210
Sacramento, CA 95815
Phone: (916) 779-5911
Email: windyb@capitalpm.com

Questions regarding this RFP are to be directed to Windy Buller at the above address. Questions related to this RFP will not be accepted unless they are submitted in writing by e-mail, and are received by **4:00 PM on May 10, 2023**. Answers to all questions will be distributed via email to all firms emailing the above contact to express interest.

All proposals must be received by **4:00 PM on May 15, 2023** and shall be completed per the instructions stated below. Respondents to this RFP should email their electronic proposal to the above email address. No paper submissions are required. **All proposals must include in the subject line: “Proposal in response to RFP 23-003; do not open until May 15.”**

The SHPS will evaluate each Firm’s proposal based on the information set forth in the response submitted, together with other information available to the SHPS from any other sources. The Firm’s ability to develop a rapport and working relationship with the SHPS personnel and team (other consultants) will be considered. The SHPS will, at its own discretion, select one Firm after receipt of the proposals; the SHPS also reserves the right to not select any Firm in response to this RFP.

This RFP is solely a solicitation for proposals. Neither this RFP, nor any proposal in response to this RFP shall be deemed or construed to: (i) create any contractual relationship between the SHPS and any Firm; (ii) create any obligation for the SHPS to enter into a contract with any Firm or other party; or (iii) serve as the basis for a claim of reimbursement for costs associated with the submittal of any Response.

1. GENERAL INFORMATION

The SHPS intends to select a Firm that best meets the needs to perform the full Project Inspector consulting services as described in this RFP. The criteria on which the SHPS makes its determination will be based on the following: a) demonstrated competence in providing the necessary services, b) qualifications for the types of services to be performed, c) demonstrated ability to work cooperatively and effectively with the SHPS and its consultants, and d) documentation of fair and reasonable prices.

The selected Inspector will work under the direction of the SHPS's representative Capital Program Management (CPM).

DOJ Certification Required.

A specific list of anticipated duties is contained in Exhibit A.

2. REQUIRED INFORMATION IN PROPOSAL

Include the following information in the proposal, in the order listed.

1.	A cover letter signed by an officer of Respondent, or signed by another person with authority to act on behalf of and bind Respondent. Include general information about Respondent, including number of employees, type of business structure, years in business, website, address, and whether you are a small business or disabled veteran business enterprise (DVBE). Indicate contact person(s) for the Project.	Pass/Fail
2.	Identify the DSA Classification held by the proposed inspector(s). DSA Classification 1 or 2 required. Provide the following information: a. Name of license holder exactly as on file b. License Classification c. Date Issued d. Expiration Date	Pass/Fail
3.	Identify the key personnel proposed to work on the Project, providing the name(s) and scope of responsibility (if more than one person is proposed). Identify specific experience as it relates to this Project, including experience with DSA projects and modular buildings. Attach résumé(s). No substitution of personnel identified will be allowed without the SHPS's approval.	15 Points
4.	Identify the Respondent's experience as an inspector in the last 10 years. Highlight experience on DSA projects. Please include brief project description, constructed values, and dates (start and completion). For at least three projects, identify names of district/school contacts and architect/engineer contacts. The SHPS may contact selected project contacts.	15 Points
5.	Describe your approach to inspection services and working with schools, contractors, construction managers, DSA, consultants, and others to support successful project completion.	10 Points
6.	Fee Proposal: Include a detailed breakdown of the fee proposal. Provide an hourly rate sheet for extra services and list of all reimbursable expenses.	10 Points

3. EVALUATION PROCESS

3.1 RFP SCHEDULE

- | | |
|---------------------------------------|------------------------|
| 1. Issue RFP | April 28, 2023 |
| 2. Cutoff date for written questions: | May 10, 2023 by 4:00pm |
| 3. Proposals due: | May 15, 2023 by 4:00pm |
| 4. Interviews: | May 18-19, 2023 |
| 5. Notice of proposed award: | May 23, 2023 |
| 6. Board action to award: | June 22, 2023 |

3.2 SELECTION CRITERIA AND PROCEDURE

The SHPS will not open proposals until the due date and time. Upon being opened, each proposal will be checked for “pass/fail” items and scored at SHPS’s discretion for the scored factors above. Any proposal including a fee deemed not to be fair and reasonable may be rejected. Any proposal failing to document that the Respondent and proposed key personnel have the necessary DSA certification, competence, and professional qualifications necessary for the satisfactory performance of the services will be rejected. The top three scoring Respondents will be invited to interview, anticipated to be approximately 30 minutes each, at which the proposed key personnel must be present. The SHPS will select the Inspector from the three finalists based on the interview.

3.3 FINAL DETERMINATION AND AWARD

The SHPS reserves the right to contract with the Firm(s) responding to this Request for Proposals for all portions of the described scope of work, to reject any proposal as non-responsive, and not to contract with any Firm for the services described herein. The SHPS makes no representation that participation in the Request for Proposal process will lead to an award of contract or any consideration whatsoever. The SHPS shall in no event be responsible for the cost of preparing any proposal in response to this RFP.

The awarding of a contract is at the sole discretion of the SHPS. The SHPS expects to award a contract(s) for the services identified in this Request for Proposals at the Board meeting of June 22, 2023.

EXHIBIT A

Proposed Scope of Work

Project:

1. PS7 Elementary School, Phase 1 and 2, New Construction and Renovation Project

5201 Strawberry Lane, Sacramento

DSA Application Number – 02-118480 and 02-118975

MODULAR CONTRACTOR

The Project consists of Installation of 31 new modular classrooms in two phases. Phase 1 will be the construction of the foundations, installation, and connection of 19 modular classrooms, identified as classroom buildings E through K. Upon completion of Phase 1, staff and students will be relocated into the 19 new classrooms. Following work by a separate contractor to demolish the old classroom buildings and prepare the building pads, Phase 2 will be the construction of the foundations, installation, and connection of the remaining 12 modular classrooms, identified as classroom buildings A through D.

GENERAL CONTRACTOR – School Rehabilitation and New Construction Project, Sitework

The Project consists of site work in connection with installation of 31 new modular classrooms, associated new construction, and rehabilitation work on existing structures, in two phases. Phase 1 includes utility work; construction of a storm water retention basin; basketball courts; landscape improvements; parking; and other related site improvements. Among other work, Phase 1 work includes all work necessary to complete and have certified building pads for modular buildings identified as Buildings E, F, G, H, I, J, and K on the Site Plan. Upon completion of Phase 1, staff and students will be relocated into the 19 new classrooms to be installed by a separate modular building contractor. Phase 2 includes all work necessary to demolish existing classroom buildings and complete and have certified building pads for modular buildings identified as Buildings A, B, C, and D on the Site Plan. Modular Buildings to be installed by a separate modular building contractor. Phase 2 also includes renovation of an existing multipurpose building and addition of new kitchen; demolition of older classrooms and portable classroom buildings; a new administration building; and other related site improvements.

Proposed Construction Project Schedule

Estimated Notice to Proceed – June 23, 2023

2023					
July	August	September	October	November	December
CONSTRUCTION					

2024											
Jan	Feb	March	April	May	June	July	August	September	October	November	December
CONSTRUCTION											

2025							
Jan	Feb	March	April	May	June	July	August
CONSTRUCTION					CLOSEOUT		

Project Inspector Consulting Services Scope of Work:

Inspector shall have the ability, experience, and (in the case of a firm) staff to accomplish the necessary inspection, including at a minimum the following:

- A. Provide resident inspection services to ensure construction compliance with code, plans, specifications and quality control required of public schools in the State of California. Perform all services required of the Division of the State Architect (DSA) Project Inspector. Issue appropriate notices and notify the SHPS and its representative(s) in writing if work deviates from the contract, codes, plans, and specifications. If the Contractor fails to immediately correct the deviation, Inspector shall notify the SHPS and its representative(s) in writing of the continued deviation and send copies of such notice(s) to the Architect and the DSA.
- B. Conduct a monthly review of the record documents to verify that they have been updated.
- C. Maintain liaison with the SHPS, the Architect, the SHPS's designated Representative(s) for the Project, all other consultants hired by the SHPS, the Testing Lab, and appropriate regulatory agencies and any governing bodies as necessary to maintain Project continuity.
- D. Initiate and file on DSA's Drop Box, in accordance with DSA PR 13-01, all project-related required inspection forms, verified reports, and semi-monthly reports with the DSA prior to their due date, with copies to the SHPS, its representative(s), and the Architect.
- E. Submit, on a weekly basis, the Daily Report (Exhibit G) to the SHPS, or its representative(s), including the following information:
 - 1. Activities performed by the Contractors and sub-contractors, and areas where work is performed with relation to the plans and specifications.
 - 2. Estimated manpower assigned to the Contractor and subcontractor(s), including the number of individuals in each trade and the type of work being performed.
 - 3. Weather conditions.
 - 4. Equipment and materials delivered to the site.
 - 5. Estimated construction equipment and vehicles utilized and duration of such equipment and vehicles on Project site.
 - 6. Nature and location of the work being performed (starting and completion dates for various portions of the work).
 - 7. Full description of all oral communication and clarifications of the work given by Consultant to the Contractor.
 - 8. Inspection by representatives of regulatory agencies and the result of such inspection(s).
 - 9. Occurrences or conditions that might affect Contract Sum or Contract Time.
 - 10. Visitors to the site, titles, and employers of visitors, and reasons for visit.
 - 11. Record journal to include "Pertinent Calls" relating to conflicting issues regarding changes to documents, i.e., plans, specifications, change orders, and job conditions affecting the interests of the SHPS.

12. Any work or material in place that does not correspond with the codes, drawings or specifications, as well as resulting action taken. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor. Note corrective actions taken.

13. Days and times of day Inspector was present on site, including identifying individuals on site if Inspector is a firm.

F. Notwithstanding anything expressed or implied to the contrary, the Inspector shall comply with all federal, state, county, and local governmental requirements bearing on the performance of its work.

G. Review and monitor Contractor's construction methods and procedures during all construction activities including progress photos.

H. Attend all meetings as required by the Project and as requested by SHPS, or its representative(s), e.g. pre-construction meetings, payment review meetings, specification review meetings, coordination meetings, weekly progress meetings, pre-installation meetings, schedule review meetings, etc.

I. Assist the SHPS or its representative in scheduling all required site tests and testing laboratory visitations required by the Project. Observe and record dates and times of all test procedures and results.

J. Inspect, verify, and document Contractor's delivered equipment and materials to ensure that they meet submittal and specification requirements. Such inspection must occur within twenty-four (24) hours of delivery to the job site.

K. Assist the SHPS's Representative with the review of the Contractor's Monthly Progress Payment Requests at payment review meetings and sign payment requests.

L. Assist the SHPS's Representative(s) in the review of Contractor's submittals.

M. When the Contractor's work or a designated portion thereof is substantially complete, including following completion of Phase I work and final Project completion, prepare for the SHPS a list of incomplete or unsatisfactory items via a "punch list" and submit to the SHPS's Representative.

N. At completion of Project, deliver a copy of all inspection records and Project correspondence to the SHPS.

O. Prior to commencement of work, Inspector will cooperate with the SHPS and its representative(s) to develop an inspection plan for all inspection required for the construction of the Project.

P. Submit, on a semi-monthly basis, an activity report to the SHPS, or its representative(s), including the following information:

1. Inspection by representatives of regulatory agencies and the results of such inspections.
2. Occurrences or conditions that might affect Contract Sum or Contract Time.
3. Visitors to the site, titles, and employers of visitors, and reasons for visit.
4. Any work or material in place that does not correspond with the codes, drawings or specifications, as well as resulting action taken. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor. Note corrective actions taken.

- Q. Monitor and sign Contractor's extra work forms for tracking time and material change order work.
- R. Attend regular Project Inspector meetings conducted by SHPS or its representative(s) for purposes of coordination and training.
- S. Maintain a set of Contract Documents with addenda, change orders, requests for information responses, and field directives clearly incorporated or posted into the plan set.
- T. Maintain a copy of applicable codes on job site.

Complete the Project Inspection Card (DSA Form 152) that establishes specific construction milestones that must be approved by the Project Inspector before subsequent work can be started. Sign off applicable blocks and sections of the DSA Form 152 within twenty-four (24) hours to avoid delay of progress of work. Compliance with this process is required for the Project for which Inspector is providing Services. Inspector shall perform any services or work required to comply with the process in accordance with DSA PR 13-01.