

REQUEST FOR QUALIFICATIONS

CONSTRUCTION PROJECT INSPECTION SERVICES

FOR

McFarland Unified School District

Issue Date: August 28, 2020

Response Due Date/Time: September 10, 2020, 10:00 a.m. [PST]

Contact:

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I. GENERAL

The McFarland Unified School District (“Owner”) issues this Request For Qualifications (“RFQ”) and seeks proposals from individuals certified by the Department of General Services, Division of the State Architect (“DSA”), to provide construction inspection services on school construction projects (or firms employing such individuals). Owner anticipates commencing one or more construction projects and is required by law to utilize the services of a construction project inspector certified by the DSA to serve as Project Inspector of Record. Owner reserves the right to request the selected individual/firm to provide services for projects not specifically identified in this document, so long as the need for such services arises within the life of the anticipated contracts.

Owner anticipates the need for construction project inspection services for the following project(s) (“Project”): McFarland High School 2-Story Classroom Building and Shade Structure, McFarland High School Multi-use Building and Parking Lot and Phase 2 McFarland High School 2-Story Classroom Building. Plans are currently available for the first project, with the 2nd and 3rd project currently in the planning stages.

Through this RFQ, Owner will assess the qualifications and ability of the individuals/firms submitting proposals to meet Owner’s needs for the Project, as well as the cost for the services. Owner intends to select one or more individuals/firms best meeting its needs for the Project.

No Respondent or subcontractor may be awarded a contract for public work on a public works project unless registered with the DIR. DIR’s web registration portal is: www.dir.ca.gov/dlse/dlsePublicWorks.html.

Respondents and all subcontractors must furnish electronic certified payroll records (eCPR) to the Labor Commissioner monthly in PDF format. Registration at <https://apps.dir.ca.gov/eCPR/DAS/altlogin> is required to use the eCPR system.

II. PROJECT DESCRIPTIONS

A. Owner's Project consists of:

- i. 2-Story Classroom Wing (Building A) and Shade Structure at MHS: This project consists of (1) two-story metal frame classroom and science lab building, total floor area of approximately 11,000 sf with new PC modular elevator, the on-site relocation of (2) existing 24’x40’ relocatable buildings with new PC relocatable ramps, (1) new custom shade structure with a total area of approximately 9,500 sf, new onsite electrical service for the campus, and related other on-site and off-site development.
- ii. Cafeteria/Multi-Use Facility at MHS: The project consists of (1) single-story/two-story metal framed Multi-Use/ Cafeteria Building with Serving Kitchen, Stage, Music and Band Classrooms, Bleacher seating on the first floor, balcony theater style seating on the second floor, total floor area approximately 34,000 sf. On-site development includes a new parking lot,

- bus loading area, amphitheater, exterior stage area, new stadium entrance, and other related on-site and off-site development.
- iii. 2-Story Classroom Wing (Building B) at MHS: This project consists of (1) two-story metal frame classroom and science lab building, total floor area of approximately 11,000 sf, the relocation of (7) existing 24'x40' relocatable buildings and related on-site development.
 - iv. The site development includes but is not limited to site preparation, underground utilities, landscape, hardscape, vehicular drives, surface parking, security barriers, fencing, and gates.

B. The Project will be designed and constructed according to all applicable codes and plans and specifications approved by the DSA, as applicable.

C. Construction Type: This Project consists of: use of a Construction Manager at Risk with multiple prime subcontractors.

D. Site Work:

The Project x **does**/____ **does not** include off-site work related to construction of the Project. **[Describe.]**

E. The proposed budget for the Project is:

- 1. 2-Story Classroom Wing (Building A) & Shade Structure at MHS, Budget: \$10,000,000.00
- 2. Cafeteria/Multi-Use Facility at MHS, Budget: \$20,000,000
- 3. 2-Story Classroom Wing (Building B) at MHS, Budget \$10,000,000

III. CONSTRUCTION SCHEDULE

A. The following is a tentative schedule for the Project:

ISSUANCE OF NOTICE TO PROCEED	ESTIMATED TIME OF CONSTRUCTION	ESTIMATED DATE OF COMPLETION
1.2-Story Classroom Wing (Building A) & Shade Structure at MHS	12 Months	July 2021
2.Cafeteria/Multi-Use Facility at MHS (Based on funding availability)	12 Months	January 2024
3.2-Story Classroom Wing at MHS (Building B) (Based on funding availability)	10 Months	January 2024

B. It is anticipated that the services required under this RFQ shall extend from the time of award of a contract to the Construction Project Inspector through Project completion and final acceptance by the Owner, and any warranty period after that.

IV. SCOPE OF SERVICES

A. The selected Construction Project Inspector ("Inspector") shall provide required project inspection services for the Project. The Inspector shall provide those services with special emphasis on construction efficiency, cost, schedule, and document control, contractor compliance, and management of information. The services required include, without limitation, the following general categories:

1. Communicating with Owner and Owner's architect;
2. Working under the supervision of Owner's architect;
3. Observing the Project and construction operations of the contractor and all subcontractors to ensure the work is constructed and completed in strict conformity with plans, drawings, and specifications adopted by Owner and in accordance with the requirements of Title 21 and/or Title 24 of the California Code of Regulations;
4. Monitoring the progress of construction and reporting to Owner's architect and Owner any deviations from the progress projections provided by the contractor(s) or construction manager.
5. Physical presence at the construction site at all times during operations which require such presence, and at any additional times as deemed necessary by Owner or Owner's architect.
6. Preparing and promptly submitting to Owner's architect daily inspection reports detailing the progress of the work and the persons present on site,

- and any other report required by the inspection contract or required by law or the DSA.
7. Promptly informing the general contractor (and construction manager, if applicable) of any work or materials which do not comply with the requirements of the plans, drawings, and specifications.

B. The scope of services requested will be more fully defined in a written Construction Project Inspection Contract. The individual/firm selected will be required to execute an agreement in the form attached as Exhibit A.

V. PROPOSAL CONTENT REQUIREMENTS

In order to evaluate the qualifications of prospective individuals/firms, it is requested that proposals be prepared in an outline format. Brevity and clarity in all presentations are requested. The following, at a minimum, must be submitted:

A. Cover Letter—Provide a cover letter signed by the individual or the firm's principal that expresses an understanding of the work to be accomplished and a brief general statement confirming the ability to perform the requested services and complete the Project.

B. Qualifications—The Inspector shall have professional experience in the field of public school construction and demonstrated expertise in successful projects of similar or larger size and scope. If required by Owner, the Inspector shall submit full and complete responses to the Qualifications Questionnaire attached as Exhibit B. If no such questionnaire is used in this process, the Inspector shall provide the following information:

1. Identify the individual/firm's most recent DSA project of similar complexity and scope.
2. Background—Provide the following information related to the individual/firm:
 - a. Name, telephone number, and mailing address;
 - b. Name of person who should be contacted about this proposal;
 - c. A brief history of the firm, the number of years the firm has been in the construction inspection business, and the year the firm was established, along with the location of the main office and any branch offices;
 - d. Type of organization (corporation, partnership, joint venture, or sole proprietorship);
 - e. Firm profile, describing how and why the firm is especially qualified to perform the services outlined for this Project;

- f. Specify the person who shall act as Inspector for the Project, furnish details concerning the Inspector's DSA certification (initial date, certification number, etc.) along with a copy of current certification.
 - g. Provide a résumé for the person who will act as Inspector, and indicate the percentage of time the Inspector will devote to the Project.
3. Provide a list of similar projects the individual/firm has completed within the last five years, along with the following information for each project:
 - a. Type of project;
 - b. Description of the services performed;
 - c. Location of client and facility;
 - d. Original and final construction budgets;
 - e. Start and completion dates for construction, both projected and actual;
 - f. Contact name and telephone numbers for client on each project.
4. The Inspector shall clearly demonstrate understanding of the scope of the Project by submitting a synopsis of projected duties during the construction phase of the Project, along with a brief description of the individual/firm's approach to the provision of services.
5. Provide copies of DSA certification information.

C. Fee Proposal—Provide a fee proposal to perform all tasks described in this RFQ. Provide an hourly, daily, and monthly rate for these services.

[Optional, Recommended] D. Insurance Requirements—Prior to commencement of work, the selected Inspector shall furnish to Owner an underwriter's certificate of insurance reflecting not less than the following limits:

1. Workers' compensation as required by law;
2. \$1 million per occurrence for comprehensive general liability;
3. \$1,000,000 per occurrence for automobile liability;
4. \$500,000 per occurrence for errors and omissions insurance.

VI. SUBMISSION OF PROPOSALS

A. Proposals shall be received by Owner, at the address stated below, on or before the date and time stated on the face sheet of this RFQ.

B. The submission of a proposal shall be an indication that the responding individual/firm has investigated and is satisfied as to the conditions to be encountered,

the character, quality, and scope of work to be performed, and the requirements of Owner.

C. Proposals shall be enclosed in a sealed envelope upon which shall be written the title of the proposal and the name and address of the responding individual/firm.

D. All proposals received by Owner will be considered public records as defined in Section 6252 of the California Government Code and shall be open to public inspection, except to the extent the responding individual/firm designates trade secrets or other proprietary material to be confidential. Any documentation which the responding individual/firm believes to contain trade secrets must be provided to Owner in a separate envelope or binder and must be clearly marked as a trade secret. Owner will endeavor to restrict distribution of material and analysis of the proposals. Responding individuals/firms are cautioned that materials designated as trade secrets may nevertheless be subject to disclosure and Owner shall in no way be liable or responsible for any such disclosure. Responding individuals/firms are advised that Owner does not wish to receive material designated as trade secrets and requests that responding individuals/firms not supply trade secrets unless absolutely necessary. The qualification package of the responding individual/firm, and any other supporting materials submitted to Owner in response to this RFQ, will not be returned and will become the property of Owner unless portions of the materials submitted are designated as proprietary at the time of submittal and are specifically requested to be returned.

E. Interested individuals/firms shall submit 3 copies of the requested information in a sealed envelope to the address listed below:

VII. SELECTION PROCESS AND CRITERIA

A. All proposals will be subjectively evaluated on the following criteria:

1. Qualifications and availability of the individual/firm to perform the anticipated services described;
2. Previous references and relevant experience with projects of similar size and function;
3. Understanding of the current project scope and requirements;
4. Price;
5. All material submitted;
6. Any other information desired by or received by Owner.

B. At the election of Owner, a short list of the top individuals/firms may be generated, and Owner may invite the short-listed responding individuals/firms to make oral presentations to Owner's board of trustees, or other governing body, or evaluation committee before reaching a final selection. After review of the proposals and any

requested presentations, if elected by Owner, the individuals/firms deemed to best meet the needs of Owner will be contacted.

C. Upon final selection, the Construction Project Inspection Contract will be processed by Owner for award of contract.

VIII. CONDITIONS TO AWARD

A. Owner reserves the right to delay the selection process, withdraw the RFQ, and/or cancel the Project.

B. This solicitation does not commit Owner to pay any costs in the preparation or presentation of a submittal.

IX. PROHIBITED ACTIVITY

A. Personal Contacts—Responding individuals/firms or their agents shall not make any personal contacts with any member of Owner's board of trustees, or other governing body, or evaluation committee prior to selection and award of a contract for this work.

B. Conflict of Interest—Responding individuals/firms shall have read and be aware of the provisions of Sections 1090 et seq. and 87100 et seq. of the California Government Code relating to conflict of interest of public officers and employees. No officer or employee of Owner or member of its governing body shall have any pecuniary interest, direct or indirect, in the resulting agreement or the proceeds thereof.

X. QUESTIONS

Any questions or clarifications concerning this RFQ, or requests to review plans and specifications for the Project, should be submitted to: Kristin Jimenez, krjimenez@mcfarland.k12.ca.us, cellular telephone: 661-667-1191