



Request for Statement of Qualifications
Project Inspection Consulting Services
Colusa Unified School District Measure A Projects

February 11, 2016

SECTION 1 – INTRODUCTION AND OVERVIEW

A. General

The Colusa Unified School District (“District”) is seeking Statements of Qualifications (SOQ) from Firms experienced in providing Project Inspector Consulting Services (“Inspector”) for the District’s Measure A Bond Program for modernization projects. Qualified professionals will provide to the District services necessary to assure projects plans and construction activities comply with California Building Code (“CBC”) and Division of the State Architect (“DSA”) requirements.

District voters passed a bond measure in November 2014 authorizing a \$6M General Obligation bond to repair, modernize, replace, renovate, expand, construct, acquire, equip, furnish and otherwise improve the classrooms and school facilities of the District’s existing schools and other district-owned properties to provide equity among campuses, improved facilities, and upgraded 21st century technology. Additionally, there are developer fee revenues and Prop 39 California Clean Energy Jobs Act funds to be included in the program.

At this time, the District is requesting only qualification from Firms interested in being considered for the Projects. A pool of qualified Firms will be selected for future consideration, to provide inspection services for specific projects.

B. Description of Projects

The types of projects anticipated by this RFQ may include, but are not limited to:

<u>2016 Projects:</u>	<u>Estimated Project Budget</u>
• District Wide Fire Alarm Project	\$798,000
• Burchfield PS ADA Restroom Upgrades and Paving Replacement	\$843,000
• Egling MS Relocatable Classrooms and Hardcourt Paving Project	\$925,000
• Colusa HS ADA Restroom Upgrades and GYM HVAC Project	\$626,000

Other facility improvement projects may be included in the consultant’s scope of work, as needed and defined by the District.

Interested Firms are invited to submit their written SOQ, in accordance with this RFQ, by 4:00 p.m. on Friday, March 4, 2016.

The proposing Firm shall be responsible to inform the District, by email, of their intent to submit an SOQ prior to the deadline for questions. (See Anticipated Schedule on page 3).

C. Scope of Services

Each response shall contain sufficient detail to show that the individual or firm has the ability, experience, and in the case of a firm, staff to accomplish the necessary inspection, including at a minimum the following:

- Specific project inspector duties as detailed in the most current version of the California Building Code and the Division of the State Architect Interpretation of Regulations Document IR A-8.
- Provide all necessary DSA reporting, inspector approval forms (DSA 5), interim and final verified reports (DSA 6-PI), project inspector notifications (DSA 151), project inspection card approvals (DSA 152), and all additional required project and close-out documentation for each DSA application number in accordance with DSA Procedure for Construction Oversight Process (PR 13-01).
- Pre-construction plan reviews.
- Attend the Pre-Construction Meeting(s) with the contractor, architect, all contractors and subcontractors and explain the inspection requirements, coordination procedures, and notification requirements in the meeting.
- Coordinate with the DSA field representative, Owner's representative, contractor, architects & engineers of record, and special inspection testing staff.
- Review submittals and shop drawings to ensure materials delivered to site are correct prior to installation.
- Provide continuous inspections to ensure that layout and installation is being performed in accordance to approved submittals, shop drawings, plans, and specifications as work is being performed.
- Develop procedures to ensure timely inspections to not impede contractor's progress.
- Provide all reports in a timely manner.
- Provide daily reports for all inspection and construction related activities.
- Attend weekly job site construction meetings and additional meetings as requested when specific needs may arise.
- Assist in reviewing monthly progress payments and contractor as-builts.
- Provide corrective work notices and perform punch listing activities.

SECTION 2 – QUALIFICATIONS

The written application should address the Firm's qualifications in each of the areas outlined in the next paragraph. It should also clearly identify the business relationship between various firms involved in the application (e.g., consultant, joint venture, association), and the entity that will enter into an Agreement with the District. Key personnel who will be working on District projects should be identified, and resumes should be limited to these personnel.

The following areas of applicant qualification should be demonstrated for the Firm and key consultants.

- DSA Project Inspector Certification.

- Department of Justice (DOJ) clearance.
- General range and level of experience in renovation, expansion, and new construction projects.
- Specific experience with K-12 public school projects in DSA Sacramento office jurisdiction.
- Familiarity and expertise with relevant CBC and DSA requirements pertaining to the construction oversight relevant to the development of schools or other District facilities needs in California.
- Ability to complete documents and to respond to field conditions during construction within aggressive time frames.
- Team orientated individual(s) or firm that proactively works with District's team for a successful quality project.

A panel of District staff members and consultants will conduct paper screening and interviews. Applicants selected for interviews will be advised regarding interview format at the time of notification.

SECTION 3 – SUBMISSION REQUIREMENT AND SCHEDULE

3.1 Format

The response to this Request for Qualifications (RFQ) is to be a written Statement of Qualifications describing the qualifications of the Firm, as outlined below.

3.2 Anticipated Schedule

<i>EVENT</i>	<i>DATE</i>
Release Inspector RFQ Document	02/11/16
Deadline for Questions	02/26/16 by 2:00 p.m.
Receive Statement of Qualifications	03/04/16 by 4:00 p.m.
Evaluate Statement of Qualifications	Week of 03/07/16
Interviews (if necessary)	Week of 03/14/16
Final Selections and Notifications	Week of 03/21/16
Board of Trustees Approves Firm(s)	04/12/16

3.3 Requirements

Submittal shall be a maximum length of **twenty (20) pages** on 8 ½ x 11 sheets, single-sided, with no less than 10 pt font. The 20-page limit includes cover letter. Sample documents, including resumes, may be included in an appendix.

Written SOQ must be addressed and labeled as follows:

SOQ – Inspector Consulting Services
Name of Company

Submit **two (2) copies along with one (1) digital copy in PDF format** of the Firms' Statement of Qualifications to:

Mr. Dwayne Newman, Superintendent
Colusa Unified School District
745 10th Street
Colusa, CA 95687
Telephone: 530-458-7791

3.4 Submittal of Proposal

Submittals should be verified before submission. Adjustments will not be permitted after submission to the District. The District will not be held responsible for errors or omissions on the part of the Firm in the preparation of the submittal.

3.5 Signatures

Submittals' cover letters must be signed by a representative of the Firm with authorization to bind the Firm by Agreement. Authorized signature acknowledges the information contained within the proposal to be true and accurate.

3.6 Disqualified Statements

Any submittal received by the District after the stated date/time will be refused and returned.

3.7 Withdrawal of Submittal

Firms may withdraw their submittal, either personally or by written request, at any time prior to the closing time for the receipt of submittals.

3.8 Contact

Firms interested in making a submittal are directed not to make personal contact with District's Board members. Any contact will constitute grounds for disqualification. Questions regarding the RFQ should be directed to:

Mr. Wallace E. Browe
Measure A Bond Program Manager
C/O: Capital Program Management, Inc.
1851 Heritage Lane, Suite 210
Sacramento, CA 95815
Telephone: 916-553-4400
wally@capitalpm.com

3.9 Rights of the District

The District reserves the right to complete the selection process without proceeding to an interview process and may choose to select based on the information provided in the submittal.

This RFQ does not commit the District to award a contract or pay any costs incurred in the preparation of a response to this RFQ. The District reserves the right to accept all or part of any submittal or to cancel in part or in its entirety the RFQ. The District further reserves the right to select the Firm that it considers to be in the best interest of the

District. The District reserves the right to reject all submittals, or to waive any irregularities or informalities in the submittal process.

3.10 Insurance Requirements

The District expects any Firm submitting a Statement of Qualifications to be able to meet the following minimum insurance requirements:

Workers' Compensation:	\$1M/minimum limit
Commercial General Liability:	\$1M/ each occurrence, \$2M/aggregate
Professional Liability:	\$1M/per claim, \$2M/aggregate

SECTION 4 – MANDATORY ELEMENTS AND SEQUENCE OF STATEMENT OF QUALIFICATIONS

The selection criteria will be based on the total score for Section 4 with consideration given to company background, office location, experience and references.

4.1 Cover letter and Introduction

- 4.1.1 Company Name
- 4.1.2 Address
- 4.1.3 Contact Name
- 4.1.4 Confirm if Firm is an individual, partnership, corporation, or joint venture

4.2 Company Background

- 4.2.1 General Information
- 4.2.2 Number of Employees
- 4.2.3 Years in Business
- 4.2.4 Years' Experience with K-12 Public Schools
- 4.2.5 Name(s) of Owners
- 4.2.6 Home Office Location
- 4.2.7 Local Office Location
- 4.2.8 Federal Tax I.D. Number
- 4.2.9 Department of Industrial Relation (DIR) Registration Numbers(s)
- 4.2.10 Number of employees and number of DSA inspectors in each classification.
- 4.2.11 Primary Business Types
- 4.2.12 Market Areas
- 4.2.13 Website Address
- 4.2.14 Identify Contact Person Including Phone and Email

4.3 Experience and References

- 4.3.1 Provide a reference and specific Firm experience with K-12 public school projects in the Northern California area. Include general range and level of experience in renovation, expansion, new construction and stadium projects.
- 4.3.2 Include a list of the last five (5) public school projects done by your local office. Please include the following information: project type(s), constructed values, dates, names and phone numbers of District contact and names of consultant staff assigned to the projects.

4.4 Experiences with Program Management (PM)

- 4.4.1 Describe experiences with PM firms and Owner's Representatives, and list names and phone numbers of PM contacts on projects referenced.

4.5 Staffing

- 4.5.1 Resumes of Proposed Project Team and key personnel. (Include in Appendix).
- 4.5.2 Staffing approach and Roles/Responsibilities for Project Team.

4.6 Professional Fee

- 4.6.1 Submit an Hourly Rate Schedule for Proposed Project Team. The District reserves the right to negotiate fees, services, terms, and form of agreement with the selected Firm.
- 4.6.2 Identify types of reimbursable costs.

4.7 Litigation

- 4.7.1 Within the last five (5) years, have you ever initiated litigation against a client on a public school project?
- 4.7.2 Within the last five (5) years, has a client ever initiated litigation against your Firm?
- 4.7.3 If the answer to either question is yes, please give details including nature of dispute, ultimate resolution of dispute, and names of references who can verify information provided.

4.8 Termination

- 4.8.1 Have you ever been terminated by a client?
- 4.8.2 If so, please indicate why and provide names and phone numbers of references who can verify the information provided.

4.9 Statement of Non-Conflict of Interest

Complete Attachment "A" – Statement of Non-Conflict of Interest Form, attached hereto. (May be included in an appendix).

**WE THANK YOU FOR YOUR INTEREST IN THE
COLUSA UNIFIED SCHOOL DISTRICT MEASURE A PROGRAM.**

ATTACHMENT A

COLUSA UNIFIED SCHOOL DISTRICT

STATEMENT OF NON-CONFLICT OF INTEREST

The undersigned, on behalf of the consulting Firm set forth below (the "Consultant"), does hereby certify and warrant that, if selected, the Consultant while performing the consulting services required by the Request for Qualifications shall do so as an independent contractor and not as an officer, agent or employee of the District. The undersigned further certifies and warrants that: (1) no officer or agent of the Consultant has been an employee, officer or agent of the District within the past two (2) years; (2) the Consultant has not been a source of income to pay any employee or officer of the District within the past twelve (12) months; (3) no officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Consultant Agreement or shall become directly or indirectly interested financially in the consultant Agreement; and (4) the consultant shall receive no compensation and shall repay the District for any compensation received by the Consultant under the Consultant Agreement should the consultant aid, abet or knowingly participate in violation of this statement.

Signature _____
Printed Name _____
Title _____
Date _____