

COMPTON COMMUNITY COLLEGE DISTRICT
ALLIED HEALTH BUILDING PROJECT

REQUEST FOR PROPOSALS

For

DSA INSPECTION SERVICES

SEALED QUALIFICATION DOCUMENTS MUST BE RECEIVED AT

COMPTON COMMUNITY COLLEGE DISTRICT

ROY PATTERSON

AND

1111 East Artesia Boulevard, Compton, CA 90221

Room C-34

BY 12:00PM Friday January 24, 2014

INTRODUCTION

The *Compton Community College District* is requesting proposals from interested, qualified and certified Inspectors to provide services for *Allied Health Building Project*. The purpose of this project is to demolish the existing building and construct a new building. The construction period for these projects is expected to be 548 calendar days.

The Inspector shall be subject to DSA approval after acceptance by the Architect and District. The DSA field engineer will review the qualifications of the applicant and arrange for a personal interview if necessary. Approval of the Inspector's appointment must be obtained from The Division of the State Architect and a copy of the DSA/SSSs letter of approval should be in the Inspector's possession before work is started on the project. **Proposed Inspector shall include inspection services that have been certified by DSA.**

The minimum recommended qualifications for a project resident Inspector are provided in the State Building code Part 1, Title 24, Section 4-333 of the California code of Regulations. These include but are not limited to the following:

1. Passed testing for class 1 or better.
2. The Inspector should have had at least ten years of experience in construction work of a type similar to that for which they are being proposed.
3. The Inspector should have a thorough current knowledge of building materials state codes and construction procedure as a qualified Construction Inspector.
4. The Inspector should have special ability in reading and understanding plans and specifications for all disciplines.
5. The Inspector should have the mental and physical ability to communicate with all parties in a professional manner and to carry out the duties of inspection.

The observation and testing program for this construction period will be coordinated with the Project Manager in accordance with the requirements of title 24 of the California Administration Code.

Applicants should base their proposals in accordance with the format requirements established in this Request for Proposal. Please address only these specific requirements in preparing your proposals for this project.

PROJECT SCOPE

A. GENERAL

The Inspector shall provide services in compliance with all the requirements of title 24 of the California Administration Code.

B. BUILDING

The scope of the construction consists of the following:

1. Drop and replacement of an approximately 20,000 square foot Allied Health Building.

The scope of this project is to demolish the existing abated 20,000 square foot Allied Health Building and replace in kind to support the Allied Health Program.

C. FACILITY LOCATION

The District is located at 1111 E. Artesia Blvd, Compton, CA 90221. Building site is located in the northwest end of the campus.

D. TIME SCHEDULE

Begin inspection services within one week of receiving a "Notice to Proceed" from the District.

SCOPE OF INSPECTOR'S SERVICES

A. The Inspector's services shall include but not be limited to the following tasks:

1. Provide resident inspection services to insure compliance with code, plans, specifications and quality control required of an educational facility. Issue correction and stop work notices and notify the District and Construction Manager in writing if work does not conform to contract document.
2. Inspect and verify that Contractor's As-Built record documents are updated monthly prior to processing of Contractor's monthly payment request.
3. Maintain liaison with the A/E, Project/Construction Manager, Testing Lab, District and other regulatory agencies and governing bodies as necessary to maintain project continuity.
4. Submit, **on a daily basis**, an activity report to the Project/Construction Manager, including the following information:
 - A. Activities performed by the Contractors, and areas where work is performed.
 - B. Manpower assigned to each Contractor and Subcontractor.
 - C. Weather conditions.

- D. Equipment and materials delivered to the site.
 - E. Construction equipment and vehicles utilized.
 - F. Nature and location of the work being performed (starting and completion dates for various portions of the work).
 - G. Verbal instruction and clarifications of the work given to the Contractor.
 - H. Inspection by representatives of regulatory agencies.
 - I. Note occurrences or conditions that might affect Contract Sum or Contract Time.
 - J. List visitors to the site, titles, and reasons for visit.
 - K. List telephone calls made or received, and a substantial outline of the nature of such calls, including statements or commitments made during the call. Identify the parties calling.
 - L. Record any work or material in place that does not correspond with the 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.
5. Inspector shall comply with all federal, state, county and local governmental requirements.
 6. Review and monitor Contractor's construction methods and procedures during all construction activities, including earthwork, concrete placement, masonry erection, welding procedures, all finishes, electrical, mechanical, fire alarm, etc.
 7. Attend all meetings as requested in contract documents and requested by District, i.e., billing meetings, specification review meetings, coordination meetings, weekly progress meetings, pre-roofing meetings, etc.
 8. Assist the Project/Construction Manager and District in scheduling all required tests, and testing laboratory visitations required by the Contract documents. Observe and record dates and times of all test procedures.
 9. Inspect, verify, and document Contractor's delivered equipment and materials to insure that they meet submittal and specification requirements. Such inspection **must** occur within 48 hours of Contractor's delivery of equipment to the job site.
 10. Submit to the Project/Construction Manager, in a timely manner, a detailed report or request for a clarification whenever any corrective change is necessary in field construction that will result in a variance from the drawings or specifications as originally issued.
 11. Review the Contractor's Payment Requests at billing meetings.

12. When the Contractor's work or a designated portion thereof is substantially complete, prepare for the District a list of incomplete or unsatisfactory items via a "punch list" and submit to the Project/Construction Manager.
13. Assist the District in the review of Contractor's Submittals.
14. At completion of project, deliver all inspection records and project correspondence to the District.
15. Prior to commencement of work, Inspector will cooperate with the District and Project/Construction Manager to develop an **inspection plan** for the construction of the building.

OTHER REQUIREMENTS

A. **Facilities and Equipment:** The District will provide desk, chair, telephone, minor office supplies and copier access for contract-related work at the project trailer for the duration of the project. The Resident Inspector must provide his/her own vehicle, any special equipment, personal computer and any clerical support and other goods, supplies necessary to perform services as required by this Contract.

B. **Inspector Qualification Records:**

Inspector to submit as part of his/her proposal:

1. A copy of DSA certificates for school inspection and/or specialty inspections.
2. A list of similar projects the Inspector performed work on
3. A list of references for the above project

C. **Fees:**

The fee data should cover the following:

1. Base fee (hourly rate). Total base fee based on **548 calendar days** duration time from notice to proceed date to complete this project.
2. Mileage charges
3. Per diem charges
4. Weekend daily fee
5. Other expenses - identify (if none, please state none)

D. **Insurance:**

1. The selected Inspector will be required to provide insurance coverage in the amount of **\$1,000,000** of Comprehensive General Liability Insurance with coverage of owned and non-owned vehicles included, **\$500,000** of Professional Liability Insurance to cover all services provided and Workers' Compensation

coverage. This amount of insurance coverage shall be reflected in your estimated professional fee.

2. The Inspector shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the Compton Community College District and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the District. Insurance coverage shall name the District as additionally insured for all services provided.

E. Proposed Submittal and Selection:

1. All proposals, consisting of three (3) copies must be received by mail, recognized carrier, or hand delivery not later than **12:00PM on Friday, January 24, 2014.**

2. All correspondence should be directed to:

Compton Community College District
c/o Felipe Lopez, Chief Business Officer

1111 E. Artesia Blvd, Compton, CA 90221

310-900-1600 x2111

3. Costs of preparation of proposals will be borne by the proposer.
4. This request does not constitute an offer of employment or to contract for services.
5. The District reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.
6. The District reserves the option to retain all proposals, whether selected or rejected.
7. All proposals shall remain firm for ninety (90) days following the closing date for receipt of proposals.
8. The District reserves the right to award the contract to the Inspector who presents the proposal which in the judgment of the District, best accomplishes the desired results.
9. Selection will be made on the basis of the proposals as submitted. The Selection Committee may deem it necessary to interview applicants. The District retains the right to interview applicants as part of the selection process.
10. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers. All communication between proposer and the District shall be through the District's Chief Business Officer, Felipe Lopez.