**WOODLAND JOINT UNIFIED**

**SCHOOL DISTRICT**

REQUEST FOR QUALIFICATIONS (RFQ)

**FOR**

DSA INSPECTION SERVICES FOR DISTRICT NEW CONSTRUCTION AND/OR MODERNIZATION PROJECTS

**Dated: 3/8/2023**

**Due: 3/22/23, 12:00 PM at**

**WOODLAND JOINT UNIFIED SCHOOL DISTRICT**

**910 College St.**

**Woodland, CA 95695**

**Attn: Vicki Pulsifer**

**REQUEST FOR QUALIFICATIONS**

# INTRODUCTION

The intent of this RFQ is to obtain statements of qualifications (“Proposals”) that will enable the Woodland Joint Unified School District (“District”) to select an Inspector or Inspectors who will provide the DSA Project Inspection Services that the District will require in connection with the construction of District New Construction and/or Modernization Projects (“Projects”). The Projects are expected to have a performance period of 36 months beginning in summer of 2023, subject to the approval of the District’s governing board.

In connection with the above Projects, the District is soliciting written Proposals from individuals and firms desiring to provide DSA Inspection Services as requested by the District. Interested individuals or firms are requested to submit written Statements of Qualifications and their proposed pricing structure to the District in response to this RFQ. All services requested will be under the supervision of the District’s Facilities Maintenance and Operations Director and Project Manager.

Included in this package is a proposed Master Inspector Services Agreement. Should you be selected to perform any inspection services for the District, you will be required to execute the attached DSA Inspector Services Agreement. The District reserves the right to select more than one firm to be placed in a pool of qualified Inspectors to work on District projects on an as‑needed basis.

# PROPOSED SUBMISSION AND SCHEDULE OF EVENTS

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| --- | --- |
| **EVENT** | **DATE** |
| Distribution/Advertisement of RFQ | 3/8/23 & 3/15/23 |
| Proposal Due Date  | 3/23/23 @ 12PM |
| Assessment of submission packet | 3/24/23 |
| Interviews  | To be determined |
| Board Meeting to Award Agreement\* | To be determined |
| ***Note: \*****Dates are preliminary and subject to revision by the District.* |

Each Firm or individual is requested to submit one original and (3) three copies of the Proposal to the District on or before the Proposal Due Date. Each packet must be clearly identified by firm name, and clearly identified as a Proposal in response to the District’s “**REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR DSA INSPECTOR SERVICES**”.

Direct Proposals to:

Woodland Joint Unified School District

Facilities, Maintenance & Operations

Attention: Vicki Pulsifer, Facilities Project Manager

910 College St., Woodland, CA 95695

The RFQ submittal shall be submitted on 8 ½” x 11” papers, single sided, with a font no less than 11 pitch. Maximum pages allowed will be twenty (20) excluding the Fee Schedule. Submittals are to be submitted in sealed packages.

An individual or individuals authorized to execute legal documents on behalf of the consultant shall sign the Proposal on the last page of the document. Failure to provide the information requested in this RFQ, or the inclusion of any conditional limitations, or misrepresentations, may adversely affect the evaluation of your submittal, or be cause for consideration as non-responsive to the RFQ.

Once the District receives the responses to the RFQ, the submittals will remain valid and may not be withdrawn for a period of ninety (90) days.

The District may modify this RFQ, its scope, any of its key action dates, or any of its attachments or exhibits, prior to the date for submission of proposals. Any such addenda will be published on the District’s website.

# QUESTIONS/CLARIFICATIONS

Questions or clarifications during the RFQ preparation period should be directed to Vicki Pulsifer, email: vicki.pulsifer@wjusd.org.

# SCOPE OF WORK

The purpose of this RFQ is to provide the District with a source to provide all required DSA Inspection Services for the District’s Projects identified herein.

Principal items of work shall include, but are not limited to, the following:

### Perform all functions and responsibilities of a Division of the State Architect (“DSA”) Inspector of Record;

### The responding individual or firm shall provide inspection services in strict accordance with applicable Sections of Title 24 of California Code of Regulations and including, but not limited to, Sections 4-333 and 4-342; DSA IR A-8; Education Code section 17309 and 17311; and strictly adhering to current and developing DSA Guidelines, formatting and forms. The District will seek the highest qualified DSA Project Inspector;

### Respond promptly to requests by the District or its designated representative to provide input on estimates of completion for line items relative to Contractor pay invoices;

### Participate in pre-construction meetings and site visits; participate in regular job site construction progress meetings with the District, Project Architect, Construction Manager, Contractor, consultants, and key subcontractors;

### Monitor daily construction progress in relation to the Contractor’s adherence to schedules and assure that construction is performed properly, and provide continual quality assurance according to District standards;

### Provide personal and continuous inspection of the Work of construction in all stages of its progress in order to verify that the requirements of the DSA approved plans and specifications are being completely and properly executed;

### Review and monitor the 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.;

### Provide to the District a weekly report itemizing deficiencies in the Work, provide a synopsis of the Work schedule including itemizing changes in the Work;

### Conduct daily site inspections during construction and inform the Contractor, Project Architect and District of all non-conforming Work and the steps required to correct the same by the Contractor; and/or

### Create and issue construction deficiency lists and participate in the development of the project punch list.

# REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

In order to be considered for selection as the Project Inspector, the respondent entities and individuals shall submit the following items in the District’s specified format.

## Cover Letter (Exhibit “A”)

The Proposal must contain a cover letter and introduction, as Exhibit A, including the Responding Firm or Inspector’s name, address, and the name, telephone numbers, and e-mail address of the person or persons authorized to represent the firm regarding all matters related to the proposal and who will be available, knowledgeable, and regularly attentive to the District and who will be the primary point of contact. The proposal shall identify the Inspector(s) that will be assigned to the District’s project along with their credentials and experience. The Responding Firm will not be allowed to change any designated Inspectors without prior written approval from the District. The Cover Letter shall include the following information:

### Describe in detail Responding Firm or Inspector’s understanding of the requested services and how the Responding Firm or Inspector proposes to service the District.

### What differentiates the Responding Firm or Inspector from other providers?

### The Responding Firm’s or Inspector’s letter must also contain the following statement:

*“I/We have read the District’s Request for Qualifications and Proposal (RFQ) for DSA Inspector and fully understand its intent. I/We certify that I/we have adequate personnel, equipment, and facilities to provide the District’s requested services that I/we have indicated I/we can provide. I/We understand that our ability to meet the criteria outlined in the RFQ shall be judged solely by the District. In addition, I/we certify that I/we have thoroughly examined the RFQ requirements and our proposed fees cover all the services that I/we have indicated I/we can meet, and I/we acknowledge and accept all terms and conditions in this RFQ”.*

A person authorized to bind the Responding Firm to all commitments made in the Proposal shall sign the letter, which should be no longer than three single-sided pages.

## New DSA Project Inspection Card Process (Exhibit “B”)

The Proposal shall contain a detailed explanation of how the Responding Firm or Inspector will implement and address the new DSA Project Inspection Card Process and the DSA 152 Form. Such discussion shall include, without limitation, the following:

### Overall understanding of the Inspection Card Process and how the Responding Firm or Inspector intends to implement the new requirements.

### How the Responding Firm or Inspector intends to implement the construction oversight process procedures set forth in DSA PR-13-01.

### How the Responding Firm or Inspector intends to timely respond to inspection requests from contractors.

### What process and procedures the Responding Firm will have in place to minimize delays if one Section of the DSA 152 Form is not completed for inspection and will impact work on subsequent Sections of the DSA 152 Form.

### How the Responding Firm or Inspector will handle deviations by contractors to minimize delays.

### What action the Responding Firm or Inspector will take if a Stop Work Order is issued.

### How the Responding Firm or Inspector will coordinate its services with the contractors, architect, project/construction manager (if applicable), special inspectors, and testing laboratories.

## Consultant Company History (Exhibit “C”)

Each Responding Firm or Inspector submitting a Proposal in response to this RFQ shall detail the following information in Exhibit C:

### Number of Years in business;

### Number of Dedicated Inspectors with their DSA Classification Numbers for the company (company-wide); and

### Number of Dedicated Inspectors located in Yolo County.

## Provide Resumes of Project Inspectors (Exhibit “D”)

### Provide resumes (limited to two (2) single sided pages), DSA Form 5 PI’s and 6 PI’s of comparable projects, and written evidence of DSA classification certification for each proposed DSA Inspector. These resumes must represent projects over the last five (5) years. Please also indicate number of years with the firm either as a contractor or employee and which of the projects have been with the Responding Firm.

### Please provide reference letters, as available, for each proposed Inspector. The reference letters shall be from the project architects and the school district representatives for the past projects listed by the Responding Firm or Inspector in the Proposal. These letters will not count as part of the two (2) page resume submission, but should be attached to the relative resume.

## Project Information & References (Responding Firm or Inspector) (Exhibit “E”)

Please provide information about the projects detailed in Exhibit D above, in the following format, for school districts where the Responding Firm or Inspector provided DSA Project Inspection Services within the past five (5) years.

**Years** **School District** **District Contact, Title** **Project Value** **Inspector**

2013-14 XYZ District Smith, James Dir. of Facilities $XX Million Doe, John

## Litigation History (Exhibit “F”)

Provide specific information on any termination for default, termination for convenience, claims filed by or against the Responding Firm or Inspector in connection with any public school district project, litigation settled or judgments entered within the last five (5) years related to your firm, joint venture partners, or sub-consultants. Also, provide information relative to any convictions for filing false claims within the past five (5) years.

## Insurance Certification Requirements (Exhibit “G”)

The District requires the following insurance limits:

### General Liability – $1,000,000

### Automobile Insurance-Policy limits $1,000,000 with the District as an additional insured

### Workers Compensation - California State Minimum Requirements

### Professional Liability - Policy Limits $1,000,000.00 per incident, $2,000,000 Aggregate

Please detail the insurance limits maintained by the Responding Firm or Inspector.

In addition, include any other information and comments that you feel is pertinent but not specifically asked for herein. Provide a signature page executed by an authorized person of the firm or individual which states that the information provided will be valid for a period of at least six (6) months.

# FEE SCHEDULE PROPOSAL

The District’s selection will be based on the Responding Firm or Inspector’s qualifications and competitiveness. To facilitate the District’s selection process, each Responding Firm or Inspector shall submit the proposed Fee Schedule that would be applicable to the District on the above-referenced Projects. The Fee Schedule in both hourly and flat monthly rate basis must be provided for all proposed Project Inspectors fees, and must include a description and definition of the billing rates as it applies to all working times.

**THE PRICING SCHEDULE MUST BE SUBMITTED IN A SEPARATE SEALED PACKET.**

# EVALUATION OF SUBMITTALS

The District will develop a short list of firms that are most qualified and responsive to this RFQ and from that listing request firm service. The District will identify the most qualified firms or individuals based on the following criteria:

### Overall responsiveness of the RFQ

### Evaluation of Approach to Performing Services – Including Oral Interview if requested by the District

### Past performance of the Inspector on relevant similar work for other school districts, and satisfaction regarding prior projects

### Litigation History

### Proposed Fees

Proposals should be complete and be prepared to provide an insightful, straightforward, and concise overview of the capabilities of your company. Any proposal received after the deadline of Proposal Due Date specified herein, will not be considered or reviewed.

The emphasis of your proposal should be on completeness and clarity of content. Proposals may be rejected if not prepared in the format described above, or if submitted without all required information and signatures. Additional facts and information may be included if it will help to highlight your firm’s qualifications and experience. The District will not be responsible for any errors or omissions on the part of the Responding Firm or Inspector in the preparation of the submittal.

The District reserves the right to select the most responsive Proposer(s) without further discussion, negotiation, or prior notice. By issuing this RFQ, District assumes no obligation, explicit or implied, to make an award to any Proposer.

# DISCLOSURE OF PROPOSAL

Upon submission to District, proposals and other documents responding to this Request for Proposals become the exclusive property of District, are deemed matters of public record and shall be thereupon considered public records, except for information contained in such proposals or other documents submitted with the proposals deemed to be “Trade Secrets” (as defined in California Civil Code §3426.1), “Confidential” or “Proprietary.” A proposer who indiscriminately marks all or most of its proposal or other documents submitted with its proposal as exempt from disclosure as a public record, whether by the notations of “Trade Secret”, “Confidential”, “Proprietary” or otherwise, may render the proposal non-responsive and it may be rejected. At such time as proposals and other documents are deemed matters of public record, pursuant to the above, any party shall be afforded access thereto for inspection and/or copying, by request made to District in conformity with the California Public Records Act, California Government Code §§6250, *et. seq*.

If District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a proposal or documents submitted with a proposal deemed exempt from disclosure hereunder, the proposer submitting the materials sought by such action or proceeding agrees to defend, indemnify and hold harmless the District and its Board of Education, employees, officers and agents, in any action or proceeding from and against any liability, including without limitation attorneys’ fees and costs arising therefrom. The party submitting materials sought by any other party shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials. The District’s sole involvement in any such action shall be that of a stakeholder, retaining the requested records/documents/materials until otherwise ordered by a court of competent jurisdiction to disclose or to keep such records/documents/materials confidential. Failure of any proposer to indemnify and defend the District upon request shall be deemed the proposer’s consent to the disclosure of the requested records/documents/materials and the District shall thereafter immediately release and disclose the requested records/documents/materials to the requesting party.

# FINGERPRINTING REQUIREMENT

The Responding Firm or Inspector shall obtain a criminal history clearance in conformance with California Education Code Section 45122.1 through the California Department of Justice fingerprint program. The firm shall not permit any employee or any subcontractor’s employee to perform services at a school campus until the California Department of Justice has determined that the employee has not been convicted nor has criminal charges pending of a felony offence as defined in the Education Code section 45122.1

# HOURS OF WORK

The work at school sites shall be coordinated with the District. The District shall establish actual start dates and completion dates. The District must authorize any “premium” (overtime) work. Evening and week end work may be necessary.

# INSURANCE REQUIREMENT

Requirements outlined in the DSA Inspector Services Agreement and as set forth in this package.

# DISTRICT RIGHT TO REJECT

The District reserves the right to accept or reject any and all submittals, or any portion or combination thereof, to contract with whomever and in whatever manner the District decides, to abandon the RFQ entirely, to make a selection on the basis of the total submittal, and to waive any informality or non-substantive irregularity, as the interests of the District may require.

The Responding Firm or Inspector’s information package, and any other supporting materials submitted to the District in response to this Request for Proposals will not be returned and will become the property of the District. This document does not commit the District to select any Responding Firm or Inspector.

The District shall not be liable for any costs incurred in preparing and submitting responses to this RFQ and makes no representation that a firm or inspector will be selected. Furthermore, District reserves the right to add additional firms for consideration after receipt of this RFQ if it is found to be in the best interest of the District.

# PROPOSAL EXCEPTIONS

All exceptions, which are taken in response to this Proposal, must be stated clearly in each Proposal. All exceptions to the Form of Agreement contained in this RFQ must be specified in the Proposal. The taking of Proposal exceptions or providing false, incomplete or unresponsive statements may result in the disqualification of the bid. Allowance of exceptions will be determined by the Superintendent whose decisions shall be final. Any Proposal exceptions or additional conditions requested after Proposal closure, which are not detailed within the Proposal response, may result in disqualification of the bid. No oral or telegraphic modification of any Proposal submitted will be considered and a confirmation of the telegram duly signed by the Proposer was placed in the mail prior to the opening of the Proposals.

# ATTACHMENTS TO THIS PROPOSAL

Attachment “A” – FORM OF AGREEMENT, DSA INSPECTOR SERVICES AGREEMENT

**ATTACHMENT “A”**

**REQUEST FOR STATEMENT OF QUALIFICATIONS FOR**

***DSA Inspection Services*** for District new construction and/or

Modernization projects for the

**WOODLAND JOINT UNIFIED SCHOOL DISTRICT**

The Woodland Joint Unified School District is seeking responses to its “Request for Qualifications” to select a qualified firm(s) to provide DSA Inspection services. The full text of the RFQ is available on the district website at [https://www.wjusd.org/Departments/Business /Maintenance-Operations-and-Facilities/Projects/index.html](https://www.wjusd.org/Departments/Business%20/Maintenance-Operations-and-Facilities/Projects/index.html)

Firms are responsible for checking the website periodically for any updates or revisions to the RFQ. Responses to the RFQ must be received at WJUSD, Attn: Vicki Pulsifer, 910 College Street, Woodland, CA 95695, no later than 12:00PM on March 22, 2023. The WJUSD is an Equal Opportunity Employer.

**ATTACHMENT “B”**

***FORM OF AGREEMENT***

***DSA INSPECTOR SERVICES AGREEMENT***

***(ATTACHED)***