

**CALISTOGA JOINT UNIFIED SCHOOL DISTRICT**

**REQUEST FOR QUALIFICATIONS**

**FOR**

**PROJECT INSPECTON SERVICES**

**RFQ Issued: April 16, 2012**  
**Responses Due: April 30, 2012 at 2:00pm**

**CALISTOGA JOINT UNIFIED SCHOOL DISTRICT**

**Dr. Esmeralda Mondragon, Superintendent**

# REQUEST FOR QUALIFICATIONS PROJECT INSPECTON SERVICES

## **SECTION 1 - INTRODUCTION**

The Calistoga Joint Unified School District (District) is issuing this Request for Qualifications (RFQ) requesting Statements of Qualifications (SOQ) from experienced Project Inspection Entities qualified to provide the District with the services described in this RFQ for the construction of various projects (see attached project list). This RFQ describes the projects, preliminary Scope of Work, the selection process and the minimum information that must be included in the SOQ.

The District will compare and evaluate all qualifying SOQs and select a Project Inspection Entity that best meets the needs of the District, based on the following factors:

- Fee competitiveness (Entity's range of fees/profit, not a guaranteed maximum price).
- Ability to meet project schedules established in the RFQ and by the District.
- Ability to provide exemplary service as the District's Project Inspector.
- Ability to work collaboratively and cooperatively with architects, contractors, the Division of the State Architect personnel, and District staff.
- Demonstration of Entity's expertise and experience with School Facilities Program (SFP), Office of Public School Construction (OPSC), State Allocation Board (SAB), Division of the State Architect (DSA) and Department of Toxic Substances Control (DTSC) issues on State-funded projects, and good working relations State personnel to assist the District in assuring a successful Project.
- Demonstration of expertise in construction issues.
- Training and experience.
- Exhibit experience, expertise, and knowledge of the public school construction process.
- Quality of the Entity's prior services.
- Stability, reliability and continuity of the Entity.
- Location of the Entity's office to the Project site and District Office.
- Other considerations deemed relevant by the District.

## **SECTION 2 - SELECTION PROCESS/PROJECT TIMETABLE**

The process will involve the solicitation and formal invitation of Entities capable of performing Project Inspection services, requesting the submission of a SOQ based on the RFQ. Upon receipt, the District's evaluation team will review the SOQs for compliance and select Entities. Project Inspector Entities are not expected to include a guaranteed maximum price with the initial SOQ.

The District may select Entities based only on review of those SOQ responses timely received by the District. However, in the District's discretion, it may conduct interviews, request additional information or rely on previous experience/interviews with the responding Entities.

**The following dates present a general guideline and are subject to change by the District:**

1. RFQ issued: April 16, 2012
2. Statements of Qualifications due: April 30, 2012
3. Review of SOQs: Concluded by: May 1, 2012
4. Conduct Interviews and reference checks of short listed firms by: May 2, 2012
5. Selection of Entity: Anticipated by: May 2, 2012
6. Award contract: May 7, 2012

## **SECTION 3 - PROJECT DESCRIPTION/SCOPE OF WORK**

The Projects consist of the following:

- ◆ Calistoga Elementary School Library Modernization (approximately 8,179 sf). This project is scheduled to begin on June 1, 2012 with substantial completion expected by August 14, 2012. The project consists of the demolition of the interior finishes of the library, installation of all new infrastructure (HVAC, electrical, communications, fire sprinkler), and all new finishes. There will be a limited amount of structural and roofing work. Restroom upgrades are also possible, but still under review by DSA.
- ◆ Calistoga Jr./Sr. High School New Gymnasium (approximately 16,000 sf) and New Cafeteria/Multi-Purpose Building (approximately 6,635 sf). This project has been split into two increments in order to expedite construction. Increment 1 consists of all site demolition, site utility work, and grading and is scheduled to begin on June 1, 2012. Increment 2 consists of the balance of the project and will begin immediately following Increment 1 and substantial completion is expected in mid-August 2013.

The project requirements include, but are not limited to, the following:

**Certification:**

- ◆ Possession and maintenance in good standing a Class 1 Project Inspector's Certificate issued by the Division of the State Architect.

**Construction Phase Services Required:**

- ◆ Performance of project inspection in accordance with Sections 4-211, 4-333 and 4-341, Title 24 Part 1, 2010 California Building Standards Administrative Code.
- ◆ Daily site inspections with reports to inform Contractor, Architect, District and DSA of non-conforming work and corrective steps required.
- ◆ Monitoring of daily construction progress relating to the construction schedule, T & M work required, weather delays and like activities.
- ◆ Verification that all required materials sampling and special inspections are coordinated with construction activities, performed in accordance with project requirements and properly documented.
- ◆ Tracking of Record Drawing updates by the Contractor.
- ◆ Prompt filing of all periodic reports required during the construction process.
- ◆ Attendance at periodic job meetings and visits by DSA and District personnel.
- ◆ Review of Requests for Information generated by the Contractor.
- ◆ Observe and document discovered conditions and inform Contractor, Architect and District of such conditions.
- ◆ Review of periodic pay requests generated by the Contractor.
- ◆ Review of proposed change orders to verify that such work falls outside of the project scope.

**Post-Construction Services Required:**

- ◆ Compilation of operations and maintenance manuals, warranties/guarantees, and certificates.
- ◆ Compilation and completion of all documentation to assure DSA close-out with certification.

The District may select one or more Entities to perform the Scope of Work listed above.

**SECTION 4 - GUARANTEED MAXIMUM PRICE**

A Project Inspection Entity is not expected to include a guaranteed maximum price with its initial SOQ. The successful Project Inspection Entity will be required to provide a finalized negotiated guaranteed maximum price for the Project prior to execution of the construction agreements and Project commencement.

## **SECTION 5 - SOQ FORMAT AND CONTENT**

The SOQ should be concise, well organized and demonstrate the Entity's qualifications. The SOQ may be no longer than 15 pages 8 ½"x 11" paper, inclusive of resumes, forms, and pictures.

All Entities are required to follow the format specified below. The content of the SOQ must be clear and complete.

Four (4) copies of the SOQ plus one disc with a PDF file of the SOQ shall be delivered **no later than 2:00pm on April 30, 2012**, to:

Calistoga Joint Unified School District  
c/o Caldwell Flores Winters, Inc.  
Attn: Jeff Threet  
6425 Christie Avenue, Suite 270,  
Emeryville, California 94608

### **SOQ Cover**

Include the RFQ's title and SOQ due date, the name, address, and the telephone number of principal firm.

### **SOQ**

Include a complete and clear listing of headings and pages to allow easy reference to key information.

- I. **Cover Letter** - The cover letter should be brief (two pages maximum). Describe how the %Scope of Work+and %Evaluation Factors+will be addressed and/or accomplished for the District, including the location of the Entity's offices and the response time to District's requests. Describe those conditions, constraints, or problems that are unique to the Scope of Work that may adversely affect either the cost or work progress. Any changes to the District's requested format or deletions of requested materials should be explained in the cover letter. The signatory shall be a person with official authority to bind the company.
- II. **Mandatory Qualifications** . Project Inspection Entity must hold a Class 1 Project Inspector's Certificate which is current, valid and in good standing with the Division of the State Architect. Provide the following information for each license:
  - ◆ Name of license holder exactly as on file.
  - ◆ Date Issued.
  - ◆ Expiration Date.
  - ◆ Whether license has been suspended or revoked in the past 5 years. If so, explain.
- III. **Qualifications and Experience** - This section shall contain the following: A description of the Entity's experience in providing Project Inspection on public school projects of similar scope. Experiences in the past three years shall be listed consecutively with the awarding and completion dates noted. Each listed experience shall include the name(s) and telephone number(s) of the client's project manager. For similar projects, please list the total cost of each project. Entities should specifically list any projects that are similar in scope and cost to the Projects and list a reference that can be contacted by the District regarding each project.
- IV. **Past Performance Record** - If any of the following has occurred, please describe in detail the circumstances for each occurrence:
  - ◆ Failure to enter into a contract once selected.
  - ◆ Termination or failure to complete a contract.
  - ◆ Debarment by any municipal, county, state, federal or local agency.

- ◆ Involvement in litigation, arbitration or mediation.
- ◆ Conviction of the Entity or its principals for violating a state or federal law.
- ◆ Knowing concealment of any deficiency in the performance of a prior contract.
- ◆ Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
- ◆ Willful disregard for applicable rules, laws or regulations.

Information regarding any of the above may be deemed to indicate an unsatisfactory record of performance.

VI. **Location** . Proximity of local office(s) to the District.

VII. **Financial Information** . Provide the following financial information (as applicable to services you are providing):

- ◆ A letter from insurance company indicating ability to provide insurance. The following is a tentative schedule:
  - **Commercial General Liability Insurance**: Commercial General Liability Insurance shall be at least as broad as Insurance Services Office General Liability Coverage (Occurrence Form CG 0001.) One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage/ Three Million Dollars (\$3,000,000) aggregate.
  - **Automobile Liability Insurance**: Automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). One Million Dollars (\$1,000,000) for bodily injury and property damage each accident limit.
- ◆ Indicate current value of all work the Entity has under contract.

VIII. **Exceptions to this RFQ** - The SOQ shall certify that the Entity takes no exceptions to this RFQ or addenda.

**SECTION 6 - SOQ EVALUATION CRITERIA**

SOQs received by District will be evaluated according to the criteria listed below:

- ◆ Conformance to the specified RFQ format.
- ◆ Organization, presentation, and content of the SOQ.
- ◆ Knowledge and understanding of the local environment and a local presence for interfacing with the District.
- ◆ Ability to meet the insurance requirements unless District, at its sole discretion, decides to modify or waive the insurance requirements or elects to provide Project insurance.
- ◆ Previous experience with the District.

**SECTION 7 - METHOD OF SELECTION**

District will evaluate Entities on their demonstrated competence and on their professional qualifications necessary for the satisfactory performance of the services required, as evidenced in their SOQ and as described in Section 1 of this RFQ. The District may negotiate a contract for the Project with the Entities best qualified for the Project, as determined by the District to be in the best interest of the District, at compensation that the District determines is fair and reasonable. Should the District be unable to negotiate a satisfactory contract with the Entities considered to be the most qualified at a price the District deems reasonable, negotiations with that Entities may be formally terminated. The District may then undertake negotiations with the second most qualified Entities for the Project. In the event negotiations fail with the second most qualified Entities, it may undertake negotiations with the third most qualified Entities for the Project.

The District reserves the right to select one or more Project Inspection Entities to perform the work identified within this RFQ. District reserves the right to reject all Project Inspection Entities.

## **SECTION 8 - GENERAL INFORMATION**

**Compliance.** SOQs must be in strict accordance with the requirements of the RFQ. Any SOQ submitted which is not in accordance with the requirements of this RFQ may, at the District's election, be disregarded.

**Amendments.** The District reserves the right to cancel or revise in part or in its entirety this RFQ. If the District cancels or revises this RFQ, all Entities will be notified by addenda. The District also reserves the right to extend the date responses are due.

**Inquiries.** All questions about the meaning or intent of this RFQ shall be submitted to the following location in writing (electronic mail is an acceptable form of writing) to:

Caldwell Flores Winters, Inc.  
Attn: Jeff Threet  
6425 Christie Avenue, Suite 270,  
Emeryville, CA, 94608  
(510) 596-8170 . Phone  
(510) 450-0208 - Fax  
jeff.threet@gmail.com

Replies will be issued by addenda and mailed or e-mailed to all parties recorded by District as having received the RFQ documents. Questions received less than 5 days prior to the SOQ due date will not be answered. Only questions answered by formal written addenda will be binding.

**Late Proposals.** It is the Entity's responsibility to ensure its SOQ is received by District on or before the time and date specified. SOQs received after the date and time specified may, at the District's election, be disregarded.

### **Special Conditions**

- A. **Public Record.** All SOQs submitted in response to the RFQ become the property of the District and a public record and as such, might be subject to public view.
- B. **Non-Discrimination.** The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability or gender in consideration for an award of contract.
- C. **Drug-Free Policy and Fingerprinting.** The selected Entities shall be required to complete any and all fingerprinting requirements and criminal background checks required by State law and shall also be required to complete a Drug-Free Workplace Certificate.
- D. **Costs.** Costs of preparing a SOQ in response to this RFQ are solely the responsibility of the Entity.
- H. **Limitations.** This RFQ does not commit District to award a contract, to defray any costs incurred in the preparation of a SOQ pursuant to this RFQ, or to procure or contract for work.

**NOTE:** Incomplete submittals, incorrect information, or late submittals may be cause for immediate disqualification. Issuance of this RFQ does not commit District to award a contract, or to pay any costs incurred in the preparation of a response to this request. District reserves the right to request additional information or clarification during the evaluation process. District retains the right to reject any or all submittals. All Entities should note that the execution of any contract pursuant to this RFQ is dependent upon the approval of the Calistoga Joint Unified School District, in its sole discretion.