

**DSA - Inspector of Record Services
San Mateo County Community College District
REQUEST FOR QUALIFICATIONS
SMCCCD ANNUAL ROSTER CALL**

NOTICE IS HEREBY GIVEN that the San Mateo County Community College District of San Mateo, CA., acting through its Governing Board, hereinafter the District, is seeking qualifications from Division of State Architect Class 1, 2, & 3 Inspectors of Record who wish to be included in an on-call roster for Inspection services to the District's three campuses: Cañada College, the College of San Mateo, and Skyline College, over the course of the \$260 million, five year Capital Improvement Project program now underway.

If you are interested and qualified, please submit three, (3) copies of your statement of qualifications by close of business on April 26, 2004 to:

**Attn DSA - Inspector of Record Services
Swinerton Management & Consulting
College of San Mateo, Building #6
1700 W. Hillsdale Boulevard
San Mateo CA, 94402**

Qualifications will be prioritized based upon experience with comparable projects in environments similar to the San Mateo County Community College District Capital Improvement Program (CIP). The District's standard consultant contract agreement is available for review on the District's website: www.smccd.net.

Statements of Qualification must be marked clearly on the envelope "DSA , and contact information, and filed with Swinerton Management & Consulting, College of San Mateo, Building 6, 1700 West Hillsdale Blvd., San Mateo, CA 94402, no later than **4:00 pm May 3, 2004**.

The San Mateo County Community College District is an equal opportunity employer.

**Board of Trustees
San Mateo County Community College District
Patricia Miljanich, Vice President-Clerk**

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 April 5, 2004**

**REQUEST FOR PROPOSALS
DSA INSPECTOR OF RECORD SERVICES
For
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

INTRODUCTION

The San Mateo County Community College District is soliciting from interested and qualified Consultants to provide DSA Inspector of Record Services (IOR) during the construction of several new facilities and various building modernizations, as well as civil and site improvements, specialized athletic facilities and other specialty projects at the three District campuses.

The present Capital Improvement Project (CIP) program is scheduled to require five years to complete and includes approximately sixty projects. The program is budgeted currently at \$260 million. Additional information may be obtained about the specific projects and the District's capital improvement program at the District's web site, <http://smccd.net/accounts/smccd/>. The breadth of the CIP will require the selection of several IOR's over the program's duration.

The DSA Inspector(s) of Record will act as the agent of the Division of State Architects at the project site and report to both the Division of the State Architect and the District's Program Management/Construction Management consultants. The IOR will act as the agent of the District at the project site to insure that the project is constructed according to the approved plans and specifications. The Program Manager/Construction consultant is Swinerton Management and Consulting, Inc. (SMC) of San Francisco. SMC maintains job site offices at each of the District's campuses.

SCOPE OF CONSULTANT SERVICES

Refer to Attached Exhibit A, which will become an exhibit to the Contract

TIME SCHEDULE FOR CONSULTANT SERVICES

The intent of this Request for Qualifications is to establish of a list of qualified professionals eligible to provide necessary services for specific projects as determined by the District. The District proposes to negotiate Consultant Service Agreements for Inspector of Record Services as necessary to meet the ongoing needs of the program. The District anticipates letting multiple contracts in order to meet the overall needs of the CIP and based upon the professional capabilities of the Proposers, geographic and workload considerations.

TECHNICAL QUESTIONS

Please direct all technical questions to the Assistant Program Manager:

Karen Freeman
San Mateo District Community College District
1500 West Hillsdale Drive, Building 6
San Mateo, CA 94402

Telephone: (650) 378-7334
Fax: (650) 378-7333
Email: freemank@smccd.net

QUALIFICATION REQUIREMENTS

QUALIFICATION SUBMITTAL AND SELECTION PROCEDURE

A. SUBMITTAL REQUIREMENTS

Applicants must follow the attached Proposal Format. List all proposed deliverable items, required meetings and/or critical milestones in to: project schedule.

B. SELECTION PROCESS

The District shall review the qualifications for the Inspectors of Record proposed for this project to determine his/her competency to perform the required inspection. The qualification review shall include an appraisal of the candidate's education, similar project experience, project successes and an interview.

C. SELECTION SCHEDULE

May 3, 2004	Qualification Submittals due
May 10, 2004	Selection Committee Convenes
May 17, 2004	Notification to Proposers
June 1, 2004	Establish Consultant Agreements

PROPOSAL FORMAT

The purpose of this proposal is to demonstrate your firm's ability to provide the required DSA- Inspector of Record Services. A major consideration will be expertise in Public Works Inspection. Consultants are urged to submit concise proposals, appropriate to the scale of the project and only include items that are relevant to this specific project. Also, for the selection committee's ease in reviewing proposals, please index and number all pages.

A qualifying proposal must address all of the following points:

1. Project Title
2. Applicant of Firm Name
3. Firm Qualifications
 - A. Type of organization, size, professional registration, certifications, and affiliations.
 - B. Outline of recent projects completed that are directly related to this project. Consultant is required to demonstrate specific project expertise relating to the requirements of the Project Description and Scope of Services described in Exhibit A. Include examples of successes in assisting the project team in meeting construction budgets and schedules.
 - C. Names, experience and qualifications each individual proposed for assignment.
 - D. Qualifications of any proposed sub-consultants or joint venture firms, if appropriate.
 - E. Client references from recent related projects, including the name, address and phone number of the individual to contact for referral.
 - F. Qualifications and classifications of each individual to conduct DSA IOR services.
 - G. Qualifications and classifications of the proposer to conduct "Special Inspections" as defined in the California Building Code.
 - H. Any additional applicable certifications (PE, ACI, ICBO, etc.)
 - I. Current workload and availability.

4. Philosophy and Approach to Inspections

- A. Summary of philosophy and approach.
- B. Provide a description of the organizational structure and staffing to be used for the Project.
- C. Identify the specific individual (s) who will interface with the District.

5. Fees, Insurance and Indemnification

A. Fees:

- 1. Propose hourly rates and a monthly rate to perform inspection and related services, as specified under: Scope of Consultant Services, Exhibit A.
- 2. Provide a listing of costs for other expenses such as mileage, per diem, weekend and holiday work.
- 3. Submit an itemized fee schedule as the basis for extra services
- 4. The Consultant shall comply with Labor Code Section 1720, as amended in 1999, which requires employees engaged in certain specific work classifications be paid the prevailing wage rate found by the State of California Director of Industrial Relations.
- 5. District will provide a field office, desk and chair, photocopier, telephone and fax at the jobsite. Consultant will be responsible for providing his/her own vehicle, and special equipment, personal computer and related equipment, printer and any clerical support and other goods or supplies necessary to perform services as required by this contract.

B. Insurance & Indemnification:

- 1. Selected individuals or firms will be required to execute the District's Standard Form of Agreement. Copies of the agreement may be found on the District's website at www.smccd.net/accounts/facilities.

EXHIBIT A - SCOPE OF CONSULTANT SERVICES

The scope of Consultant Services is included in this document to assist individuals and firms in developing their qualification submittals. All submittals shall be based on, but not limited to, the services listed below. Upon successful completion of contract negotiations and issuance of a contract Notice to Proceed, the Consultant will be responsible for the following:

- A. General.** The IOR shall act as an agent for the Owner at the project site. Ensure compliance with code, plans, specifications and quality control required of a public works facility. Issue correction and stop work notices and notify the Construction Manager in writing if work does not conform to contract documents.
- B. Relations with the Project Team.** All inconsistencies or suspected / apparent errors in the plans and specifications shall be reported promptly to the Construction Manager for interpretation and instructions by the Architect. In no case shall the final instructions be construed to cause work to be done that is not in conformity with the approved plans, codes and regulations, specifications unless accompanying documents authorize such changes. Cooperate with the Architect, Construction Manager, Testing Lab, regulatory agencies and appropriate governing bodies during the observation of the work of construction to insure compliance with the approved drawings and specifications.

Request interpretations and clarifications of the approved contract drawings and specifications when necessary from the Architect via the Construction Manager.

Refer any received code interpretations that cause deviations from the approved drawings and specifications to the Architect and the Construction Manager for preparation of response. Provide required reports to the Division of State Architect.

C. Facilities and Equipment.

District will provide a field office, desk and chair, photocopier, telephone and fax at the jobsite. Consultant will be responsible for providing his/her own vehicle, and special equipment, personal computer and related equipment, printer and any clerical support and other goods and supplies necessary to perform services as required by this contract.

D. Inspection Duties

1. General

The IOR must possess actual knowledge obtained by his or her personal inspection of the work of construction in all stages of its progress to ensure that the requirements of the approved plans and specifications are being executed.

2. Special Inspection

- a. Special Inspection by Inspectors specially approved by the District may be required on all of the following, as applicable:
1. Masonry construction
 2. Ready-mixed concrete batching
 3. Geotechnical / soil compaction
 4. Important steel fabrication
 5. High-strength steel bolt installations
 6. Welding
 7. Electrical and Mechanical work
 8. Others

- b. Special Inspections may be performed by the IOR if he/she has been specially approved for such purposes. Where other Special Inspectors are required to comply with DSA and/or CBC requirements, the IOR shall manage coordination, scheduling, and timely reporting of results to the Construction Manager.
 - c. The District may also require Special Inspection for any other shop fabrication procedures that preclude the complete inspection of the work after assembly. It may require special inspection at the site in addition to those listed above if found necessary because of the special use of a material or methods of construction.
3. **Job File.** The IOR shall keep a file of approved plans and specifications (including all approved documents authorizing changes) on the job at all times, and shall immediately return any unapproved documents to the Construction Manager for proper action.
4. **Construction Procedure Records.** The IOR shall keep a record of certain phases of construction procedures including, but not limited to the following:
- a. Concrete pouring operations. The records shall indicate time, date and location of placing concrete and the time, date and location of removal of forms in each portion of the structure.
 - b. Welding operations. Thy record shall include identification masks of welders, lists of defective welds, manner of correction of defects, etc.
 - c. All such record of construction procedures shall be kept on the job until the completion of the work. These records shall be made a part of the permanent records of the Owner.
5. **Deviations** The IOR shall notify the Contractor, in writing of any deviations from the approved plans and specifications that are not immediately corrected by the Contractor when brought to his or her attention. Copies of such notice shall be forwarded immediately to the Construction Manager and to the District.

Failure on the part of the IOR to notify the Contractor of deviations from the approved plans and specifications shall in no way relieve the Contractor of any responsibilities complete the work covered by his or her contract in accordance with the approved plans and specifications and all laws and regulations.

6. Inspect and verify that Contractor's As-Built record documents are updated monthly prior to processing the Contractor's monthly payment request.
7. Submit, **on a daily basis**, an activity report to the Construction Manager, including the following information as it pertains to work inspected:
- 1. Activities performed by the Contractors, and areas where work are performed.
 - 2. Manpower assigned to each Contractor and Subcontractor
 - 3. Equipment and materials delivered to the site.
 - 4. Weather conditions.
 - 5. Construction equipment and vehicles utilized
 - 6. Nature and location of the work being performed
 - 7. Verbal instruction and clarifications of the work given to the Contractor
 - 8. Inspection by representative of regulatory agencies
 - 9. Note occurrences or conditions that might affect Contract Sum or Contract Time
 - 10. List of telephone calls made of a substantial nature, including statements or commitments made during the call
 - 11. 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 activation the pad of the Contractor. Note corrective actions taken.
8. Review and monitor Contractor's construction methods and procedures during all construction activities,

including earthwork, concrete placement, steel erection, all finishes, electrical, mechanical, fire alarm, etc.

9. Attend all meetings as requested in contract documents and requested by the District, such as billing meetings, specification review, coordination, progress, and pre-subcontract.
10. Assist the Construction Manager and District in scheduling all required tests and testing lab visitations required by the Contract Documents. Observe and record dates and times of all test procedures.
11. 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 to the job site.
12. Submit to the 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 specification as originally issued.
13. Assist in review the Contractor's Payment Requests at billing meetings.
14. When the Contractor's work or a designated portion thereof is substantially complete, prepare a list of incomplete or unsatisfactory items via a punch list and submit to the Construction Manager.
15. Assist in the review of Contractor's Submittals.
16. At completion of the project, deliver all inspection records and project correspondence to the Construction Manager.
17. Prior to commencement of work, IOR will cooperate with the Construction Manager and the Architect to develop an Inspection Plan for the project.

End of Document

CONTRACT FOR CONSULTANT SERVICES

**Please reference the SMCCCD Standard Form of Agreement, available on the District's website:
www.smccd.net/accounts/facilities**