

NEW HAVEN UNIFIED SCHOOL DISTRICT

REQUEST FOR BID

*For*

**DSA PROJECT INSPECTOR (CLASS 1)**

**District-Wide Solar Project - Phase #2**

**RFP # 774**

**NEW HAVEN UNIFIED SCHOOL DISTRICT  
REQUEST FOR BIDS #774**

**DSA PROJECT INSPECTOR (CLASS 1)  
District-wide Solar Project - Phase #2**

**NOTICE TO BIDDERS**

1. NOTICE IS HEREBY GIVEN that the New Haven Unified School District is seeking Bids for a Project Inspector for its **District-wide Solar Project – Phase #2 (James Logan High School, Barnard White Middle School, and Hillview Crest Elementary School.**
2. Bids should be submitted in the manner prescribed herein and for the services requested herein. All required forms and submissions requirements are provided herein or attached hereto. Each person or entity that submits a BID to the District in response to this RFP shall be designated as a “Vendor”.
3. Questions regarding this RFP should be directed to [facilitiesprojects@nhusd.k12.ca.us](mailto:facilitiesprojects@nhusd.k12.ca.us).  
Deadline for questions is 2:00 p.m. on Friday, April 7, 2017.
4. Sealed Bids should be delivered to New Haven Unified School District. Bids must be received by New Haven Unified no later than **2:00 P.M. on Friday, April 14, 2017.**

**New Haven Unified School District  
34200 Alvarado-Niles Rd  
Union City, CA  
Phone: (510) 471-1100  
Attention: Akur Varadarajan  
Co-Superintendent**

5. New Haven Unified reserves the right to reject any and all Bids and to waive any informality, technical defect or clerical error in any Bid Package, as the interest of the New Haven Unified School District may require. Any proposer may withdraw his/her bid, either personally or by written request, at any time prior to the scheduled closing time for receipt of Bids.

*Equal Opportunity Employer*

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District-wide Solar Project – Phase #2**

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**District-wide Solar Project – Phase #2**

**REQUEST FOR BID**

The New Haven Unified School District is looking for a Project Inspector for the following project:

**DISTRICT WIDE SOLAR PHASE #2**  
**JAMES LOGAN HIGH SCHOOL, BARNARD WHITE MIDDLE SCHOOL, AND**  
**HILLVIEW CREST ELEMENTARY SCHOOL**

Please refer to the following Scope of Work attached and the link below:

<https://www.dropbox.com/sh/b2zo2zccybkjkr/AAAgDhNBa3FfVWrtJQ-YTaRaa?dl=0>

There you will find the following documents:

- JLHS - Plans.pdf
- JLHS - Calcs.pdf
- JLHS -Geotech Report.pdf
- DSA\_103 - LOGAN Draft.pdf
- Barnard White MS - Plans 1of2.pdf
- Barnard White MS - Plans 2of2.pdf
- DSA\_103 - Barnard Draft.pdf
- Hillview Crest ES - Plans.pdf
- Hillview Crest ES - Calcs.pdf
- Hillview Crest ES - Geotech Report.pdf
- DSA\_103 - HILLVIEW CREST Draft.pdf

The District will require a **Not To Exceed** pricing with a breakdown for the follow (3) three phases:

- Pre-Construction Services (i.e. DSA Box & Pre-construction Meeting)
- Construction Services\*
- Close Out
- Also provide your hourly rate for all services provided.

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\*In accordance to item 1.2 & 6.3 of Scope of Services, contractor is required to attend all project meetings.

Invoices shall be submitted no later than the **25<sup>th</sup> of each month**. Monthly progress reports shall be submitted with the following backups attached. Refer to item 6.2 of Scope of Services:

- Exhibit A – Daily Reports
- Inspection Request (if applicable)
- IOR Daily Report (only in addition to Exhibit A)

\***Exhibit A - Daily Reports** shall be submitted to the owner within 48 hours of inspection tasks or observations to the following email address: [facilitiesprojects@nhusd.k12.ca.us](mailto:facilitiesprojects@nhusd.k12.ca.us)

\*Item 6.4 of Scope of Services “The school inspector must make semi-monthly reports on the 1<sup>st</sup> and the 15<sup>th</sup> of every month reporting on the progress of construction, per Title 24, Part 1, Section 4-337.” Refer to item 6.4 for a full description of Semi-Monthly Reports.

END OF DOCUMENT

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District-wide Solar Project – Phase #2**

**SCOPE OF SERVICES**

**NEW HAVEN UNIFIED SCHOOL DISTRICT  
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## **DSA INSPECTION SERVICES**

### **SCOPE OF SERVICES**

School Inspector's Services are inclusive, but not limited to California Department of General Services Division of State Architect Interpretation of Regulations Document A-8 ("IR A-8"), Project Inspector & Assistant Inspector Duties and Performance Rating by DSA, dated January 25, 2002, and shall include, but are not limited to providing the following construction phase inspection services to District:

1. **School Inspector Services Generally.** The School Inspector shall perform specific Services in accordance with Title 24, Part I, Sections 4-333 and 4-332 of the California Code of Regulations ("CCR"). The School Inspector acts under the direction of the responsible design professional ("A/E") and is subject to supervision by the Division of the State Architect ("DSA").
  - 1.1 Purpose of Services. Services under this Agreement are to provide assurance that the Project is built according to the approved construction documents.
  - 1.2 School Inspector shall attend all Project Meetings.
  - 1.3 School Inspector's Services shall also conform to the California Department of General Services Division of State Architect Interpretation of Regulations Document A-8 ("IR A-8"), Project Inspector & Assistant Inspector Duties and Performance Rating by DSA, dated January 25, 2002
  
2. **School Inspector's Job File and Library.** The School Inspector must maintain approved, DSA-stamped, construction documents at the job-site in an organized, readily accessible manner. The School Inspector must also maintain any other construction documents or directives received from the A/E. The following documents and codes must be maintained at the job-site during construction:
  - 2.1 Approved plans and specifications.
  - 2.2 Construction Contract
  - 2.3 Test and Inspection List, per Form DSA-103-1.
  - 2.4 Building Codes. The code edition must be as referenced on the approved plans and specifications:

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- 2.4.1 Title 24, Part 1 (Administrative Code);
  - 2.4.2 Title 24, Part 2, Volumes 1, 2, and 3 (Building Code);
  - 2.4.3 Title 24, Part 3 (Electrical Code);
  - 2.4.4 Title 24, Part 4 (Mechanical Code); and
  - 2.4.5 Title 24, Part 5 (Plumbing Code, and Title 24, Part 6 (Energy Code).
  - 2.5 Approved addenda.
  - 2.6 Approved deferred approval documents.
  - 2.7 Approved preliminary change orders.
  - 2.8 A copy of shop drawings, samples, submittals, and records.
  - 2.9 Supplements
  - 2.10 Field orders
  - 2.11 Structural and utility records
  - 2.12 Correspondence
  - 2.13 All reports
  - 2.14 Any other documents or directives received from the A/E.
3. **School Inspector Review of the Construction Documents.** School Inspector shall study the requirements of the construction documents in order to provide competent inspection of the work. Inspector shall raise issues and questions with the A/E as necessary to thoroughly understand the Construction Documents. The School Inspector must:
- 3.1 Notify District immediately of any inconsistencies or errors.
  - 3.2 Consult the A/E to resolve any uncertainties in the School Inspector's comprehension of the plans and specifications prior to construction of that portion of the work.
  - 3.3 Identify non-compliant work as the construction progresses, to expeditiously facilitate prompt corrective action.
  - 3.4 Verify code-compliant implementation of the materials testing and special inspection programs.



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4. **Continuous Inspection of the Work.** Continuous inspection means complete and timely inspection of every part of the work. School Inspector shall:
- 4.1 Promptly inspect the work as it progresses, and promptly verbally notify the contractor of any deviation, so that the deviation can be immediately corrected.
  - 4.2 Be constantly present at work that can be inspected only as it is placed, such as concrete work or masonry work. Certain types of work which can be completely inspected after the work is installed may be carried out while the School Inspector is not present, provided that the School Inspector promptly identifies and reports all deviations.
  - 4.3 Obtain personal knowledge of the construction through School Inspector's own physical inspection of the work in all stages of progress. When special inspectors or approved assistant inspectors are required on a project, the School Inspector's personal knowledge may include that knowledge obtained from these individuals.
  - 4.4 Verify that the General Contractor maintains a set of prints of the Construction Documents that are annotated daily by the General Contractor to become the "As Built" Drawings. Verify that the General Contractor reviews these annotated Construction Documents weekly. Verify that the General Contractor does a final review of these annotated Construction Documents, and approves and signs them as the "As Built" Drawings prior to forwarding them to District for archival storage at the end of the job.
  - 4.5 Verify that the General Contractor maintains a current set of Plans and Specifications, which incorporate all changes, revisions, and clarifications received from the District and **[District's Architect]**. Verify that the General Contractor prepares a set of reproducible record prints of the Plans and Specifications, showing "As Built" conditions, significant changes in the work made during construction, and the locations of utilities, based on marked up prints, plans and other data furnished by the General Contractor to District.
  - 4.6 **[Optional]** Verify that the General Contractor prepares electronic record sets and sets of reproducible record prints of the Plans and Specifications showing those changes made during the construction process, based on the marked-up prints, marked-up Technical Specifications, Plans and other data furnished by the General Contractor to District. Electronic data shall be generated and supplied in the same format (e.g., Auto CAD and Softdesk) as were the original construction documents.
  - 4.7 Verify that the General Contractor provides a Punchlist of items to be adjusted, corrected or completed at Substantial Completion. Verify that the General Contractor confirms that the electrical grounding tests, mechanical air balance

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tests, fire alarm tests, security system tests and communication system tests have been successfully completed. Verify that the General Contractor provides District with all training, manuals, guarantees, and extra stock items pursuant to the Agreement. Verify that the General Contractor resolves all items on the Punchlist before recommending that District release funds held in retention.

4.8 Complete all other related inspection tasks specified in the Agreement and as directed by District.

5. **Records of Inspections.** Maintain a detailed record of all inspections. School Inspector records must provide a comprehensive and timely documentation of the inspected work, promptly identifying all compliant and non-complaint construction. The records of inspections must be readily accessible and maintained in an organized manner. The following inspection records must be maintained at the job site:

5.1 Records of Inspections systematically maintained, including inspections of all work required by the construction documents. The School Inspector must also record the resolution of reported deviations.

5.2 Construction Procedure Records per Title 24, Part 1, Section 4-342(6), including, but not limited to concrete placement operations, welding operations, pile penetration blow counts, and other procedural records specified on the approved construction documents.

5.3 Photographic Record Log of activities and conditions at the Project Site. The log should record the date, time, and location where each photograph was taken, along with a brief description of what each photograph shows.

5.4 Time Logs of School Inspector's and Assistant Inspector's time spent at the job-site during all phases of the work.

5.5 Record Set of Documents, which the Contractor shall update and review with the A/E prior to submittal of Payment Requests.

5.6 All other related records specified in the Agreement and as directed by District.

6. **Communications Required of the School Inspector.** The School Inspector must, during the course of construction, provide specific code-prescribed notices and reports to the A/E, DSA, District, and contractor. The School Inspector must maintain records of all communications. These records must be readily accessible and maintained in an organized manner. The date and recipients of all communications must be clearly indicated. The

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School Inspector is required to provide the following communications during the course of a construction project:

- 6.1 **Notifications to DSA.** Per Title 24, Part 1, Section 342(b)5, notifications to DSA must be made at the following times:
  - 6.1.1 The start of work;
  - 6.1.2 A minimum of 48 hours prior to completion of foundation trenches;
  - 6.1.3 A minimum of 48 hours prior to first concrete placement; and
  - 6.1.4 When work is suspended for more than two weeks.
  
- 6.2 **Daily Reports.** The School Inspector shall keep daily reports of all activities that take place on the site subject to the School Inspector's own personal observation. These reports shall be kept on site and are for the School Inspector's personal use in preparing the required Semi-Monthly Reports. A copy of these daily reports shall be filed at the School Inspector's office and kept as a permanent record. Please refer to Exhibit A for a copy of the *Daily Report*.
  
- 6.3 **[Weekly Project] Meetings.** [Project] Meetings shall be held [weekly]. The School Inspector shall attend all [Project] Meetings. The School Inspector shall meet with the District, A/E, and Contractor, and shall keep a running log of Corrective items for review. Upon written notice from the Contractor that work is substantially complete, the School Inspector shall compile a written Punch List of all construction items that are not in conformance with the construction documents. School Inspector shall review corrective measures with the Contractor made pursuant to the Punch List and report findings to the District.
  
- 6.4 **Semi-Monthly Reports.** The School Inspector must make Semi-Monthly Reports on the 1<sup>st</sup> and 15<sup>th</sup> of every month reporting on the progress of construction, per Title 24, Part 1, Section 4-337. Semi-Monthly Reports must be submitted to the A/E in general responsible charge and structural engineer, and a copy must be submitted to the DSA and District. Semi-Monthly Reports must be prepared in accordance with DSA's *Guideline for Inspector's Semi-Monthly Report*. (The guideline is available on-line at <http://www.dgs.ca.gov/dsa> – click on “Forms” – or at DSA regional office.).
  - 6.4.1 **Single-Story Relocatable Building Projects.** At the discretion of the A/E the School Inspector may submit the DSA standard form *Checklist for Site Inspection of Relocatable Buildings* in lieu of Semi-Monthly Reports. (The *Checklist for Site Inspection of Relocatable Buildings* is available on-

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line at <http://www.dgs.ca.gov/dsa>, click on “Forms” or at the DSA regional offices.)

- 6.5 **Unit-Cost or Cost-Plus Type Work.** Draft report for submittal to District detailing labor performed, and equipment and materials used in any unit-cost or cost-plus type of work.
- 6.6 **Deviation / Correction Notices.** Per Title 24, Part 1, Section 4-342(b)7, when the School Inspector identifies deviations from the approved plans and specifications, the School Inspector must verbally notify the contractor. If the deviation is not immediately corrected, the School Inspector is required to promptly issue a written Notice of Correction to the contractor with a copy sent to the A/E and DSA. The resolution of reported deviations must be documented by the School Inspector.
- 6.7 **Record of Communications to the A/E.** All uncertainties in the School Inspector’s or contractor’s comprehension of the documents must be reported in writing to the A/E.
- 6.8 **Verified Reports.** Verified reports (Form DSA-6) (refer to Title 24, Part 1, Section 4-336) shall clearly describe all non-compliant work including work done in accordance with change orders that are pending DSA approval. The report shall state that the School Inspector knows of his or her own personal knowledge that the construction has, in every material respect, been performed in compliance with the DSA approved documents. The School Inspector shall declare under penalty of perjury that all information presented on the report is true. The School Inspector shall submit verified reports directly to DSA within seven days of any of the following:
- 6.8.1 Suspension of work on a project for a period of more than one month.
  - 6.8.2 Termination of services of the School Inspector for any reason.
  - 6.8.3 DSA request of a verified report.
  - 6.8.4 Occupancy of any building or project.
  - 6.8.5 Completion of the entire project.
- 6.9 Compare General Contractor's monthly Requests for Payment with the Schedule of Values originally prepared by General Contractor and approved by District to determine whether the Requests for Payment are consistent with the work

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completed. Certify that the Requests for Payment are accurate in conjunction with the Construction Manager.

- 6.10 School Inspector shall provide all other related communication specified in the Agreement and as directed by District.

**7. School Inspector’s Monitoring of the Materials Testing & Special Inspection Program.**

The School Inspector is responsible, under the direction of the A/E, for monitoring the work of any special inspectors and materials testing laboratories to ensure that the Materials Testing & Special Inspection Program for the project is satisfactorily completed. The School Inspector must monitor the following aspects of the Materials Testing & Special Inspection Program:

- 7.1 Inspect all materials upon delivery and verify Special Inspections when applicable. Verify that materials are stored in such a manner that they will neither interfere with other work nor incur damage from the weather or other causes. Reject materials not in conformance with the terms of the contract immediately.
- 7.2 Notify District if School Inspector does not feel qualified in making a judgment about questionable materials or workmanship. After School Inspector has notified District, District will take necessary action to provide additional information and/or inspection.
- 7.3 Coordinate, keep on file, and distribute copies as required of all special inspections, and materials lab testing reports. The cost of any actual special inspections and / or lab testing is paid directly to the Test Lab by the District.
- 7.4 **[Supervise]** the testing of materials or systems.
- 7.5 Identify and report any special inspectors on the job-site that are not DSA approved, when DSA approval for special inspectors is required.
- 7.6 Verify that the testing / engineering laboratory individuals are qualified to do the specific tests that they are hired to perform.
- 7.7 Verify that the materials testing lab has received sufficient advance notification to perform the required material sampling or special inspection.
- 7.8 Verify that all required material sampling and special inspections have been performed. Observe any special inspector’s on-site presence and performance of duties, the special inspector’s documentation of complying and non-complying work, and issuance of Correction Notices.

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- 7.9 Review all materials test and special inspection reports. Review successful test results reported by any materials testing lab or special inspector and report any deviations from the requirements to District and A/E before installation. Once the A/E initiates a course of action for the resolution of deviations, School Inspector must verify that the course of action was followed and the deviations resolved.
- 7.10 **[Assure]** that where materials are required to be tested and that when shop drawings are required, that all necessary tests and approvals are in place before installation.
8. **Monitoring of Assistant Inspector(s).** The School Inspector must provide technical guidance to assistant inspector(s) and must verify the assistant inspector's comprehension of the construction documents. The School Inspector must also monitor the assistant inspector's performance, verifying that the assistant inspector is properly checking the construction, recording inspections, and performing other assigned duties. The School Inspector must ensure that any assistant inspector is performing the duties included on the assistant inspector's approval Form DSA-5A.
9. **Personnel and Subconsultants.** School Inspector shall perform the Services using the personnel and subconsultants listed in the attached schedules. Such personnel and subconsultants shall not be replaced except upon District's written consent, which shall not be unreasonably withheld if School Inspector (i.) shows good cause, and (ii.) proposes comparable substitute personnel and/or subconsultants.

END OF DOCUMENT

Today's Date: \_\_\_\_\_  
 Inspection Request #: \_\_\_\_\_

# DAILY WORK REPORT

New Haven Unified School District  
**ALL Daily Reports to be submitted to: [facilitiesprojects@nhusd.k12.ca.us](mailto:facilitiesprojects@nhusd.k12.ca.us)**

IOR:	IOR Representative:
Site:	Project Name:
Contractor:	Subcontractor:
Special Inspector Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Special Inspector:
Testing Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Testing Agency:
Day: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
Time of Arrival: _____	Time of Departure: _____
Hours: <input type="checkbox"/> RT ____ hrs <input type="checkbox"/> OT ____ hrs <input type="checkbox"/> DT ____ hrs	
For Cancelled IR ONLY:	Time ____ RT/OT/DT (Circle One) Reason for Cancellation: _____

**REPORT**

**Weather Condition:**       Clear     Wind     Cool    Temp: \_\_\_\_\_  
     Overcast    Fog     Warm  
     Rain       Mud     Hot

**Description of Work:**

**Inspection Results: (attach additional page if necessary)**

Subcontractor	Active	Subcontractor	Active
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

<b>Need Re-Inspection</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reason: _____		

**REQUIRED:**  
 Contractor Representative:  
 Name \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_  
  
 IOR Representative:  
 Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR DISTRICT USE ONLY**  
 Date: \_\_\_\_\_  
 Approved:  Yes  No    Reason: \_\_\_\_\_  
  
 Approver Name: \_\_\_\_\_ Initials \_\_\_\_\_

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**VENDOR REPRESENTATION AND CERTIFICATION**

The undersigned hereby affirms that:

1. He/she is a duly authorized agent of the Vendor with the authority to submit a BID on behalf of the Vendor (corporate or other authorization confirmation may be requested prior to final contract execution).
2. He/she has read the complete RFP and all amendments issued pursuant thereto.
3. The offer complies with State conflict of interest laws. The Vendor certifies that no employee of its firm has discussed, or compared the BID with any other Vendor or District employee, and has not colluded with any other Vendor or District employee.
4. If the Vendor's BID is accepted by the District on or before May 2, 2017, the Vendor will enter into a contract with the District to provide the DSA Inspection Services described by the RFP on terms mutually acceptable to the District and the Vendor.

I hereby certify that I am submitting the attached BID on behalf of \_\_\_\_\_  
\_\_\_\_\_ [Specify Entity Submitting BID]. I understand that by virtue of executing  
and returning with the BID this required response form, I further certify that the Vendor  
understands and does not dispute any of the contents of this Request for Bids (except as may  
be noted in the BID).

Submitted: \_\_\_\_\_  
Date

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: FAX: E-Mail: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Manual Signature of Agent(s)

Name and Title of Authorized Agent: \_\_\_\_\_

NOTE: If joint venture, each separate party must provide a completed certification form.

END OF DOCUMENT



# REQUEST FOR PROPOSAL

## RFP #774

### DSA PROJECT INSPECTOR

### BID PROPOSAL FORM

JAMES LOGAN HIGH SCHOOL						BARNARD WHITE MIDDLE SCHOOL						HILLVIEW CREST ELEMENTARY SCHOOL					
PreConstruction Services			Construction Services			PreConstruction Services			Construction Services			PreConstruction Services			Construction Services		
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)
Project Days (Calendar Days)	Project Hours (based on 8hrs/day)	Bid Hours (75% of Project Hours)	Project Days (Calendar Days)	Project Hours (based on 8hrs/day)	Bid Hours (75% of Project Hours)	Project Days (Calendar Days)	Project Hours (based on 8hrs/day)	Bid Hours (75% of Project Hours)	Project Days (Calendar Days)	Project Hours (based on 8hrs/day)	Bid Hours (75% of Project Hours)	Project Days (Calendar Days)	Project Hours (based on 8hrs/day)	Bid Hours (75% of Project Hours)	Project Days (Calendar Days)	Project Hours (based on 8hrs/day)	Bid Hours (75% of Project Hours)
10	80	60	50	400	300	10	80	60	50	400	300	10	80	60	50	400	300

BID PROPOSAL																	
JAMES LOGAN HIGH SCHOOL						BARNARD WHITE MIDDLE SCHOOL						HILLVIEW CREST ELEMENTARY SCHOOL					
PreConstruction Services			Construction Services			PreConstruction Services			Construction Services			PreConstruction Services			Construction Services		
Hourly Rate			Hourly Rate			Hourly Rate			Hourly Rate			Hourly Rate			Hourly Rate		
Total (Hourly Rate x [C])		-	Total (Hourly Rate x [F])		-	Total (Hourly Rate x [I])		-	Total (Hourly Rate x [L])		-	Total (Hourly Rate x [O])		-	Total (Hourly Rate x [R])		-
<b>TOTAL NOT TO EXCEED AMOUNT FOR JAMES LOGAN HIGH SCHOOL</b>			-			<b>TOTAL NOT TO EXCEED AMOUNT FOR BARNARD WHITE MIDDLE:</b>			-			<b>TOTAL NOT TO EXCEED AMOUNT FOR HILLVIEW CREST ELEMENTARY:</b>			-		

PROJECT CLOSEOUT FEE:

GRAND TOTAL FOR RFP #774:

**NOTE: Project Bid Hours are estimates and for evaluation purposes only. Payment will be made on ACTUAL HOURS worked, as submitted on the Inspector's Time Sheet.**

VENDOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_