



# COMPTON COMMUNITY COLLEGE DISTRICT

## RFP-CCC-073 DSA Project Inspection Services

### REQUEST FOR PROPOSALS (RFP) TO BE PLACED ON THE DISTRICT SHORTLIST FOR DSA PROJECT INSPECTOR SERVICES VARIOUS PROJECTS

By way of this Request For Proposals (“RFP”), the Compton Community College District (the “District”) intends to pre-qualify a limited number of Inspectors or Consulting Firms specialized in providing Inspection services to be placed on our shortlist. It is the desire of the District to select a Project Inspector (PI) that can meet or exceed the District’s requirement to provide the highest quality project inspection, coordination, oversight and technical construction expertise at reasonable costs.

If your firm is interested in performing Inspection services for or on behalf of the District, please submit to the District a detailed summary of your firm’s Proposals and detailed resumes of all individuals whom desire to be qualified as an Inspector, including proof of current DSA certification. The deadline for receipt of all materials responsive to this RFP is **2:00 p.m.**, on **Wednesday, December 14, 2022**.

#### RFP ACTIVITY SCHEDULE

The District anticipates that the following activities relating to the RFP will be completed at the times noted below. The foregoing notwithstanding, the District reserves the right to modify RFP activities and/or the time for completion of an RFP activity.

RFP Activity	Anticipated Date
1 <sup>st</sup> Advertisement	Thursday, November 10, 2022
2 <sup>nd</sup> Advertisement	Thursday, November 17, 2022
Latest Date/Time for Respondents to Submit Request for Clarifications of RFP Requirements	Thursday, December 1, 2022 by 5 PM via email to <a href="mailto:lowens@compton.edu">lowens@compton.edu</a>
Latest Date/Time for Submittal of RFP Responses	2:00 PM Wednesday, December 14, 2022
Board Action to Approve Short List of Project Inspector Service Firms	January 2023
Contract Start Date	TBD based on Individual Project Start Dates

#### OBTAINING THE RFP

The RFP may be only obtained from the District web site (see link below) or by request to the District Contact whose contact information is noted herein. Small, women- owned, disabled veterans and

minority-owned firms are encouraged to submit responses to this RFP.

[http://www.compton.edu/district/administration/businessadmin/Bid\\_Proposal\\_Requests.aspx](http://www.compton.edu/district/administration/businessadmin/Bid_Proposal_Requests.aspx)

### **REQUEST FOR CLARIFICATION**

All questions and requests for clarification are due prior to **5:00 PM** on **Thursday, December 1, 2022** and should be directed **via email only** to:

Linda Owens  
Chief Facilities Officer  
Compton Community College District  
1111 East Artesia Boulevard  
Compton, CA 90221  
[lowens@compton.edu](mailto:lowens@compton.edu)

### **PROPOSAL REQUIREMENTS**

The Proposal shall set forth a detailed scope of services, a schedule of professionals that will be used to supervise and staff the projects, and an hourly rate schedule of hourly fees for the services to be performed. All submittals shall be limited to the information outlined below and be organized with a "Table of Contents" and presented in 8 1/2" X 11" size. Submittals should be brief and concise, but provide sufficient clarity to meet the criteria to be used in the evaluation process:

- 1) Cover Letter/Letter of Interest
- 2) Firm Information
  - a. Provide firm experience with California Community College and School Districts and other educational agencies
  - b. Information as to the location of Consultant's headquarters.
- 3) Work History and References
  - a. An appropriately detailed work history and description of projects (particularly school projects) that Consultant has worked on within the last three (3) years which demonstrates Consultant's relevant experience and successes. Each project description should include any significant issue, how the issue was resolved, and a client contact by name, title, and phone number who will be contacted for verification.
- 4) Project Team
  - a. Organizational Chart (key team members will be required to remain on project until completion)
  - b. Team Biographies/Consultant Resumes
- 5) Scope and Methodology
  - a. Scope of Work typically performed by the firm
  - b. Methodology for coordinating and working with other team members on projects
- 6) Fee Schedule
  - a. Proposed Compensation / Fee Schedule including hourly rates, weekend and overtime hourly rates for All DSA Class inspectors for the duration of this agreement. Be thorough and specific as this will form the basis of any Service Agreement that may be presented by the District.
- 7) Insurance Coverage
  - a. General Liability Insurance Coverage \$1 Million limit
  - b. Workmen's Compensation Insurance Coverage \$1 Million limit
  - c. Professional Liability Insurance Coverage \$1 Million limit

### **PROJECT DESCRIPTION**

The full scope of work shall be negotiated in the Professional Services Agreement. The Project Inspector will be expected to be capable of fulfilling, at a minimum the following: The Project Inspector ("Inspector") will act as the agent of the Division of the State Architect ("DSA") at the Project site and report to both the DSA and the District. The Inspector will also act as the agent of the District at the

Project site to ensure that the project is constructed in compliance with current codes, approved plans and specifications, and quality controls required of a public works facility. The Inspector's "Scope of Services" is set forth in further detail according to the DSA requirements in the District's Professional Services Agreement. The scope may be modified at the sole discretion of the District prior to execution by the selected firms or individuals.

### **RESPONSIBILITIES / SERVICES INCLUDE**

The role of the DSA Project Inspector is to include, but is not limited to, providing the following services to the District. All **Prospective Inspectors must be Certified by the Division of the State Architect.**

- A. **Daily Reports:** The PI shall keep daily reports of all activities that take place on the site subject to his own personal observation. These reports shall be kept on site and are for the PI'S personal use in preparing the required *Semi-Monthly Reports*. A copy of these *Daily Reports* shall be filed at your office and kept as a permanent record. Additionally, a copy of these daily reports will be provided to the District through the Construction Manager daily. The report will also include photos of significant activities performed on site, man count for each trade of subcontractor onsite and inspections passed or failed for that day.
- B. **Observation of Reporting Inconsistencies:** The PI shall personally observe all activities that take place on the site and shall provide written notice when those activities are not in conformance with the California Building Code by issuing a *Notice of Corrective Items* (First Occurrence sent only to the Architect of Record (AOR)) or an *Official Notice of Corrective Items* (Final Notice which is sent to the Division of the State Architect (DSA) and the AOR).
- C. **Record Set of Documents:** The PI shall keep a record set of documents which the Contractor shall update and review with the AOR prior to submittal of Payment Requests.
- D. **Semi-Monthly Reports:** The PI shall compose and keep *Semi-Monthly Reports* which will be distributed to DSA, the AOR and the District through the Construction Manager.
- E. **Notifications:** The PI shall notify DSA at the start of construction and at times specified in the California Building Code. These vary with site conditions.
- F. **Construction Records:** The PI shall attend weekly meetings with the District, AOR, CM and the Contractor and shall keep a running Log of corrective items for review. Upon written notice from the Contractor that work is substantially complete, the PI, working with the AOR and CM shall compile a written *Punch List* of all construction items that are not in conformance with the construction documents. PI shall work with the CM to review corrective measures with the Contractor made pursuant to the *Punch List* and report findings to the District.
- G. **Deviations:** The PI shall notify the AOR immediately of any deviations from the construction documents and keep the AOR informed at all times of any changes/modifications that such deviations require.
- H. **Verified Reports:** The PI shall fill out and submit to DSA *Verified Reports* as required by the California Building Code.
- I. **Test Lab/Special Inspection Coordination:** The PI shall 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. District's written prior authorization to proceed with testing lab is required.
- J. **Overtime:** All overtime shall require prior authorization from the District (through the Construction Manager) for PI and any for any special test and inspection services.
- K. **Invoicing:** This consultant's monthly invoicing shall include the District Purchase Order number, original approved PO amount, total amount previously billed and total billed to date. If at any time the original approved PO amount is running out, it is this consultant's responsibility to notify the District **in advance** of exhausting the original PO to obtain a change order to the

PO if applicable. All monthly invoicing shall be submitted to and approved by the Construction Manager. Once approved, the CM will forward to the District for payment processing.

- L. **DSA Forms:** PI to assist the AOR and the District in preparing and filing of DSA-5, DSA-102, and/or any other applicable DSA forms.

The Project Inspector (PI) shall ensure that the PROJECT Contractor's ("Contractor") installation of work is constructed to Title 24 California Code of Regulations, the DISTRICT standards and any other requirements of Public Agencies providing jurisdiction. Verifications shall include, but not be limited to, welding connections, electrical connections and material utilized in conformance with construction documents. The inspection shall be according to the Division of the State Architect ("DSA") inspection rules and regulations.

### **SELECTION CRITERIA**

The selected PI's will be required to enter into a contractual agreement with the District which incorporates various terms and conditions and a scope of work regularly utilized by the District for projects. The proposed contractual agreement will comply with all applicable law and regulations, including without limitation, any policies of the Division of the State Architect. The selected PI's short list is anticipated to be presented to the Board of Trustees during the regular scheduled board meeting in **January, 2023**.

The successful firms(s) will demonstrate, through its Proposal, that it has carefully studied the District's expectations as stated in this RFP. Proposals must show that the firm has the professional capability to be a full-service PI who will facilitate and oversee all levels of the project inspection.

Proposals submitted in response to this Request for Proposals (RFP) will be evaluated on the following criteria.

- Proven experience related to project inspection responsibilities.
- DSA class, Education, Training & Professional Certifications.
- Inspector's knowledge of construction methods, building materials, material testing/special inspection procedures, and building codes applicable to the project.
- Inspector's ability to read and readily comprehend the requirements of the project plans and specifications.
- Inspector's workload and time commitment to the project.
- Utilization of assistant inspector(s).
- Satisfactory DSA performance ratings on previous school construction projects.
- Fee Schedule & Cost of services.
- Firm's professional reputation; timeliness of work, client relationships, accuracy of cost estimates.
- Project PI knowledge of applicable State regulations and California school construction/reconstruction practice.
- Responsiveness to the RFP - breadth and quality of response.
- Compliance with DVBE requirements established by the State of California as defined in Public Contract Code Section 10115.1 (if applicable).
- Satisfactory references from school districts.

### **RESPONDING TO THIS RFP**

It is the desire of the Compton Community College District to receive accurate and easily comparable information on all interested firms.

**The following shall be noted on the front of the response submittal "RFP CCC-073 DSA Project Inspection Services".** Note that Responses delivered after the Response Deadline may not be

considered. A minimum of three (3) hard copies and one (1) electronic copy of your Response should be submitted to:

Compton Community College District  
**Campus Police Building**  
1111 East Artesia Boulevard  
Compton, California 90221  
**Attn: Reuben James**

**Delivery to Campus Police Building. RFP Responses which are not actually received in the District's Campus Police Building at or prior to the latest date/time for submission of RFP Responses will be rejected by the District for non-responsiveness.** Respondents are solely responsible for the timely submission of RFP Responses. Respondents are advised that the District utilizes a centralized mailroom for the receipt of items transmitted by United States Mail and private courier services, including FedEx, California Overnight, DHL, etc. Items received in the District's central mailroom will be distributed to the addressee(s) only as part of the mailroom's daily delivery routine. **A response to this RFP which is received in the District's central mailroom will not be deemed received at the District's Campus Police Building until delivery of such item is effectuated by the central mailroom staff to the District's Campus Police Building. Accordingly, Respondents are encouraged to personally deliver RFP Responses directly to the District's Campus Police Building or to retain a private courier service to personally deliver RFP Responses to the District's Campus Police Building. (Email and Facsimile submissions will "NOT BE ACCEPTED")**

Caution Statements:

- 1) To control information disseminated regarding this RFP, organizations interested in submitting Proposals are not to make personal contact with the members of the Governing Board and District Administration except for the individual listed below:

Linda Owens  
Chief Facilities Officer  
Compton Community College District  
1111 East Artesia Boulevard  
Compton, California 90221  
[lowens@compton.edu](mailto:lowens@compton.edu)

- 2) Responders shall be responsible for any and all expenses that they incur in preparing a submittal.
- 3) The District will not be responsible for errors or omissions on the part of the organization in the preparation of the RFP. The District reserves the right to accept or reject any and all submissions, to negotiate with any or all responsible submitters, or to waive any irregularities or informalities in the RFP.
- 4) 'Requests for Proposals' by the District does not, in any way, commit the District to award any contracts.

END OF DOCUMENT