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## **East Side Union High School District Districtwide Roof Replacement Project**

**RFP 35-16-17 for Project Inspector (PI) IOR Services**

March 2, 2017

East Side Union High School District is requesting a proposal, for the Districtwide Roof Replacement Project, from the District's pre-qualified Division of State Architect (DSA) Project Inspection firms/Inspectors of Record (IOR) to provide non-DSA-required, professional DSA Project Inspector (PI) IOR services, for the scope of work as listed in this RFP.

Class 2 Inspectors are anticipated for this Project. The Inspector who is selected for this project must be certified and/or must possess the required DSA Inspector Classification.

### **General Project Information:**

- Project Name: Districtwide Roof Replacement Project
- Project Number: Z-XXX-803
- DSA Application #: N/A
- Project Address:
  - Andrew P Hill High School, 3200 Center Road, San Jose, CA 95111
  - Evergreen Valley, 3300 Quimby Rd., San Jose, CA 95148
  - Foothill High School, 230 Pala Ave., San Jose, CA 95127
  - James Lick High School 57 N. White Road, San Jose, CA 95127
  - Mt. Pleasant High School, 1750 S. White Road, San Jose, CA 95127
  - Piedmont Hills High School, 1377 Piedmont Rd., San Jose, CA 95132
  - Santa Teresa High School, 6150 Snell Ave., San Jose, CA 95123
  - W. C. Overfelt High School, 1835 Cunningham Ave., San Jose, CA 95122
  - Yerba Buena High School, 155 Lucretia Ave., San Jose, CA 95122
- Estimated Construction Value for DW Roof Replacement work:
  - Package B: \$2.6 million (Andrew Hill & Piedmont Hills)
  - Package C: \$1.6 million (Mount Pleasant & W.C. Overfelt)
  - Package D: \$2.1 million (Evergreen, Foothill, James Lick, Santa Teresa, & Yerba Buena)
- Delivery Method: Design-Bid-Build
- Respondent should review construction documents for complete scope of work. Generally, the Project consists of the following:
  - The Districtwide Roof Replacement project consists of having a contractor(s) replace 34 roofs at nine school sites under three bid packages (Package B, C, and D).
  - Demolition of Built-up roof (BUR) and Abatement of ACM roofing material
  - Installation of single-ply roof at all sites
  - Installation of standing seam metal roof on sloped sections at Andrew Hill HS
  - Recapping exterior ledge of Building P at Evergreen HS. The ledge is currently flat and creates standing water. Contractor will install a sloped metal cap to create positive drainage.

See attached Volume 1 & 2 Documents for details regarding the roof replacement work at each site.

- The Construction Drawings provided as part of this RFP shows the buildings at each site where roof replacement work will be performed. There are nine (9) school sites and include: Andrew Hill, Evergreen Foothill, James Lick, Mount Pleasant, Piedmont Hills, W.C. Overfelt, Santa Teresa, and Yerba Buena.
- Drawings and Specifications for the project are available on the District's Capital Purchasing web site:
  - <http://www.esuhdsd.org/Community/Purchasing/Capital-Purchasing/Current-RFQ-RFP-BIDS/index.html> under Bid nos. B-21-16-17, B-22-16 17, and B-23-16-17
  - For Electronic Files, contact Robert Kagiya at [rkagiya@swinerton.com](mailto:rkagiya@swinerton.com); copy to Apeksha Gajjar at [agajjar@swinerton.com](mailto:agajjar@swinerton.com)
  - The documents are also available for viewing at the Capital Purchasing Office at the Education Center, 830 N. Capitol Avenue, San Jose, CA 95133; contact Janice Unger at [cappurchasing@esuhdsd.org](mailto:cappurchasing@esuhdsd.org)
  - to make an appointment.
- Project Team Members:
  - Engineer: Skyline Engineering, Inc.
  - Construction Manager: Swinerton Management and Consulting, Inc.
  - Inspector of Record: To be determined
  - Special Inspections & Testing: Not applicable
  - Geotechnical engineers: Not applicable
  - Hazardous materials consultant: Millennium Consulting Associates

**Attachments to this RFP:**

- Attachment 1 - Sample District's Professional Inspection Services Agreement for reference
- Attachment 2 - Sample Conflict of Interest Statement for reference
- DSA Form 103 Statement of Structural Tests & Special Inspections – Not Applicable
- DSA Approved Plans – Not Applicable

**Schedule:**

- RFP Schedule:
  - RFP Issued: March 2, 2017
  - Last date for RFI's related to RFP: March 9, 2017; by 4:00 pm
  - Addenda issued by (if required): March 14, 2017; by 4:00 pm
  - Proposals due by: March 17, 2017; by 4:00 pm
- Construction Schedule:
  - Open Bids: March 9, 2017
  - District Board award of construction contract: March 23, 2017
  - Notice to Proceed: April 17, 2017
  - Submittal review and approval: April 17 to late May, 2017
  - Last day of school: May 26, 2017
  - Last day for teachers: May 27, 2017
  - National Holiday: May 29, 2017
  - All sites: Start construction May 30, 2017;
  - All sites: Demolition and Abatement phase pending receipt of contractor's baseline schedule. Millennium Consulting Associates will monitor abatement phase.
  - Summer Session Begins: June 12, 2017
  - Summer Session ends: Late July 2017
  - All sites: Substantial Completion August 7, 2017
  - First day of school: August 8, 2017
  - Complete Punch list: By Late August
- Construction work hours:
  - Substantial portion of the construction work will be generally performed between 7:30 am and 7:00 pm by the contractor. To minimize impact to the functioning school campuses during the summer session, the contractor may be required to start abatement work at select sites after students depart the school site at 1:30 pm and/or work on weekends. The regular work hours per week will depend on how the contractor intends to phase the demolition and roof installation. Contractor crew size will also dictate whether weekend work will be necessary.
  - In event the contractor's contractual work extends beyond the start of school on August 8, 2017, the contractor will not be allowed to work during regular school hours and will generally be restricted to work after 3 pm and/or weekends.

**IOR Services Required and Professional Inspection Services Agreement**

- Limited IOR observation, inspections, and coordination during the roof installation. Full time IOR is not anticipated.
- Every effort will be made by the contractor to schedule general IOR inspections and observations between 8:00 am and 4:00 pm.
- Subject to the schedule and phasing information provided in this RFP, the IOR/Project Inspector shall provide adequate manpower through the course of this project.
- IOR services include reviewing of contract documents, attending weekly meetings, and inspection of work and materials for compliance with contract documents, codes and standards.

- The selected IOR firm or entity will be required to execute the Professional Inspection Services Agreement and the Conflict of Interest Statement, copies attached
- Minimum IOR Services required are delineated on the District's Professional Inspection Services Agreement, which is included as attachment to this document.

#### **Proposal Requirements:**

- Please submit a services and fee proposal based on the project document, project requirements and project schedule. Proposals should include, at a minimum, the following:
  - Provide the list and qualifications of Inspector(s)/team member(s) proposed for this Project
  - Provide a list and description of similar comparable projects your team members have completed
  - Provide a fee proposal that delineates the following:
    - Base fee. Total base fee based on # month duration.
    - Hourly rate
    - Evening, Weekend and holiday rate if applicable
    - Other expenses - identify (if none, please state none)
    - The District will not pay:
      - Mileage charges
      - Per diem charges
  - If construction exceeds the preliminary anticipated schedule, specify if/how IOR will approach additional service consideration, and other information pertinent to Selection Criteria
  - Provide clarifications, exceptions and exclusions as needed
- Costs of preparation of proposals will be borne by the proposer.
- **Proposals are due before 4:00 PM on March 17, 2017** and must be submitted via email to: [cappurchasing@esuhdsd.org](mailto:cappurchasing@esuhdsd.org)
- Please specify on email subject line: "RFP 35-16-17, Districtwide Roof Replacement Project - Inspector IOR Services"

#### **Selection Process and Criteria:**

- Selection will be based on:
  - District review of respondents' proposed services and fee (60%),
  - Experience and qualifications of team members proposed (10%)
  - Prior experience and past project successes in projects similar to DWFA (10%)
  - Adequate staffing commitment and schedule commitment (20%).
- This request does not constitute an offer of employment or to contract for services.
- The District reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.
- All proposals shall remain firm for forty-five (45) days following the closing date for receipt of proposals.
- The District reserves the right to award the contract to the Inspector who presents the proposal which in the judgment of the District, best accomplishes the desired results.
- The District reserves the right to reject all proposals without cause.

#### **Requests for Information:**

- Questions in writing pertaining to this RFP shall be submitted to [cappurchasing@esuhdsd.org](mailto:cappurchasing@esuhdsd.org), with copy to Robert Kagiya, Swinerton Management and Consulting at [rkagiya@swinerton.com](mailto:rkagiya@swinerton.com); and Apeksha Gajjar at [agajjar@swinerton.com](mailto:agajjar@swinerton.com).

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