

# ST+HOPE

## PUBLIC SCHOOLS

### Request for Proposals 23-004

Special Inspection and Material Testing Services

St. HOPE Public Schools PS7 Elementary School

May 12, 2023

The St. HOPE Public Schools (“SHPS”) is seeking Proposals from firms experienced in providing Special Inspection and Material Testing Services for new construction and rehabilitation projects. Qualified professionals will provide to the SHPS services necessary to assure projects plans and construction activities comply with California Building Code (“CBC”) requirements and Division of the State Architect (“DSA”) Structural Test and Inspections (DSA form SSS 103-1).

If your firm is interested, please notify the SHPS of your interest and submit your Proposal, in accordance with this RFP to:

Windy Buller  
St. HOPE Public Schools  
c/o: Capital Program Management, Inc.  
1851 Heritage Lane, #210  
Sacramento, CA 95815  
Phone: (916) 779-5911  
Email: [windyb@capitalpm.com](mailto:windyb@capitalpm.com)

Questions regarding this RFP are to be directed to Windy Buller at the above address. Questions related to this RFP will not be accepted unless they are submitted in writing by e-mail, and are received by **4:00 PM on May 22, 2023**. Answers to all questions will be distributed via email to all firms emailing the above contact to express interest.

All proposals must be received by **4:00 PM on June 2, 2023** and shall be completed per the instructions stated below. Respondents to this RFP should email their electronic proposal to the above email address. No paper submissions are required. **All proposals must include in the subject line: “Proposal in response to RFP 23-004; do not open until June 2.”**

The SHPS will evaluate each Firm’s proposal based on the information set forth in the response submitted, together with other information available to the SHPS from any other sources. The Firm’s ability to develop a rapport and working relationship with the SHPS personnel and team (other consultants) will be considered. The SHPS will, at its own discretion, select one Firm after receipt of the proposals; the SHPS also reserves the right to not select any Firm in response to this RFP.

This RFP is solely a solicitation for proposals. Neither this RFP, nor any proposal in response to this RFP shall be deemed or construed to: (i) create any contractual relationship between the SHPS and any

Firm; (ii) create any obligation for the SHPS to enter into a contract with any Firm or other party; or (iii) serve as the basis for a claim of reimbursement for costs associated with the submittal of any Response.

## 1. GENERAL INFORMATION

The SHPS intends to select a Firm that best meets the needs to perform Special Inspection and Material Testing Services as described in this RFP. The criteria on which the SHPS makes its determination will be based on the following: a) demonstrated competence in providing the necessary services, b) qualifications for the types of services to be performed, c) demonstrated ability to work cooperatively and effectively with the SHPS and its consultants, and d) documentation of fair and reasonable prices.

The selected firm will work under the direction of the SHPS's representative Capital Program Management (CPM).

DOJ Certification Required.

A specific list of anticipated duties is contained in Exhibit A.

## 2. REQUIRED INFORMATION IN PROPOSAL

Include the following information in the proposal, in the order listed.

- |            |  |                  |
|------------|--|------------------|
| <b>2.2</b> | <b>Cover letter and Introduction</b>   | <b>Pass/Fail</b> |
|            | 2.1.1 Company Name   |                  |
|            | 2.1.2 Address  |                  |
|            | 2.1.3 Contact Name   |                  |
|            | 2.1.4 Confirm if Firm is an individual, partnership, corporation, or joint venture |                  |
|            |  |                  |
| <b>2.3</b> | <b>Company Background</b>  | <b>Pass/Fail</b> |
|            | 2.8.1 General Information  |                  |
|            | 2.8.2 Number of Employees  |                  |
|            | 2.8.3 Years in Business  |                  |
|            | 2.8.4 Years' Experience with K-12 Public Schools                                   |                  |
|            | 2.8.5 Name(s) of Owners  |                  |
|            | 2.8.6 Home Office Location   |                  |
|            | 2.8.7 Local Office Location  |                  |
|            | 2.8.8 Federal Tax I.D. Number  |                  |
|            | 2.8.9 Department of Industrial Relation (DIR) Registration Number(s)               |                  |
|            | 2.8.10 Number of employees and number of testing staff in each classification.     |                  |
|            | 2.8.11 Primary Business Types  |                  |
|            | 2.8.12 Market Areas  |                  |
|            | 2.8.13 Website Address   |                  |
|            | 2.8.14 Identify Contact Person Including Phone and Email                           |                  |

- 2.4 Experience and References** **Pass/Fail**
- 2.8.1 Provide a reference and specific Testing experience with K-12 school projects in the Northern California area. Include general range and level of experience in renovation, expansion, new construction projects.
- 2.8.2 Include a list of the last five (3) public school projects done by your local office. Please include the following information:
1. District Name.
  2. Project name(s) and location(s).
  3. Construction cost(s).
  4. Current contract status.
  5. District contact name, phone number, and email address.
  6. Architect contract name, phone number, and email address.
  7. Contractor contact name, phone number, and email address.
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- 2.5 Division of the State Architect (DSA) Experience** **15 Points**
- 2.8.1 A brief history of firm’s experience with the DSA relative to California K12 public school districts.
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- 2.6 Required Technical Capabilities** **15 Points**
- 2.8.1 Proposal should demonstrate the firm’s capabilities in the following areas:
1. Proof that testing laboratory has been accepted into the DSA Laboratory Evaluation and Acceptance (LEA) program.
  2. Experience in meeting schedules and timelines.
  3. Knowledge of governing codes.
  4. Knowledge of acceptable testing procedural requirements.
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- 2.7 Staffing** **15 Points**
- 2.8.1 Resumes of Proposed Project Team and key personnel.
- 2.8.2 Staffing approach and Roles/Responsibilities for Project Team.
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- 2.8 Fee Proposal** **15 Points**
- 2.8.1 Include a detailed breakdown of the fee proposal. Provide an hourly rate sheet for extra services and list of all reimbursable expenses.

**3. EVALUATION PROCESS**

**3.1 RFP SCHEDULE**

- |                                       |                        |
|---------------------------------------|------------------------|
| 1. Issue RFP                          | May 12, 2023           |
| 2. Cutoff date for written questions: | May 22, 2023 by 4:00pm |
| 3. Proposals due:                     | June 2, 2023 by 4:00pm |
| 4. Notice of proposed award:          | June 7, 2023           |
| 5. Board action to award:             | June 22, 2023          |

**3.2 SELECTION CRITERIA AND PROCEDURE**

The SHPS will not open proposals until the due date and time. Upon being opened, each proposal will be checked for “pass/fail” items and scored at SHPS’s discretion for the scored factors above. Any proposal including a fee deemed not to be fair and reasonable may be rejected. Any proposal failing to document that the Respondent and proposed key personnel have the necessary DSA certification,

competence, and professional qualifications necessary for the satisfactory performance of the services will be rejected.

### **3.3 FINAL DETERMINATION AND AWARD**

The SHPS reserves the right to contract with the Firm(s) responding to this Request for Proposals for all portions of the described scope of work, to reject any proposal as non-responsive, and not to contract with any Firm for the services described herein. The SHPS makes no representation that participation in the Request for Proposal process will lead to an award of contract or any consideration whatsoever. The SHPS shall in no event be responsible for the cost of preparing any proposal in response to this RFP.

The awarding of a contract is at the sole discretion of the SHPS. The SHPS expects to award a contract(s) for the services identified in this Request for Proposals at the Board meeting of June 22, 2023.

## EXHIBIT A

### Proposed Scope of Work

#### Project:

#### 1. PS7 Elementary School, Phase 1 and 2, New Construction and Renovation Project

5201 Strawberry Lane, Sacramento

DSA Application Number – 02-118480 and 02-118975

#### MODULAR CONTRACTOR

The Project consists of Installation of 31 new modular classrooms in two phases. Phase 1 will be the construction of the foundations, installation, and connection of 19 modular classrooms, identified as classroom buildings E through K. Upon completion of Phase 1, staff and students will be relocated into the 19 new classrooms. Following work by a separate contractor to demolish the old classroom buildings and prepare the building pads, Phase 2 will be the construction of the foundations, installation, and connection of the remaining 12 modular classrooms, identified as classroom buildings A through D.

#### GENERAL CONTRACTOR – School Rehabilitation and New Construction Project, Sitework

The Project consists of site work in connection with installation of 31 new modular classrooms, associated new construction, and rehabilitation work on existing structures, in two phases. Phase 1 includes utility work; construction of a storm water retention basin; basketball courts; landscape improvements; parking; and other related site improvements. Among other work, Phase 1 work includes all work necessary to complete and have certified building pads for modular buildings identified as Buildings E, F, G, H, I, J, and K on the Site Plan. Upon completion of Phase 1, staff and students will be relocated into the 19 new classrooms to be installed by a separate modular building contractor. Phase 2 includes all work necessary to demolish existing classroom buildings and complete and have certified building pads for modular buildings identified as Buildings A, B, C, and D on the Site Plan. Modular Buildings to be installed by a separate modular building contractor. Phase 2 also includes renovation of an existing multipurpose building and addition of new kitchen; demolition of older classrooms and portable classroom buildings; a new administration building; and other related site improvements.

### Proposed Construction Project Schedule

#### Estimated Notice to Proceed – June 23, 2023

2023					
July	August	September	October	November	December
CONSTRUCTION					

2024											
Jan	Feb	March	April	May	June	July	August	September	October	November	December
CONSTRUCTION											

2025							
Jan	Feb	March	April	May	June	July	August
CONSTRUCTION					CLOSEOUT		

## **Special Inspection and Materials Testing Services Scope of Work:**

- Provide to the District services necessary to assure projects plans and construction activities comply with California Building Code (“CBC”) requirements and Division of the State Architect (“DSA”) Structural Test and Inspections (DSA form SSS 103-1).
- Attend the Pre-Construction Meeting(s) with the program manager, architect, project inspection staff, all contractors and subcontractors and explain the inspection requirements, coordination procedures, and notification requirements in the meeting.
- Coordinate with contractor, project inspection staff, and subcontractors scheduling of necessary special inspections and material sampling.
- Develop procedures to ensure timely inspections to not impede contractor’s progress.
- Provide all test results and reports in a timely manner.
- Provide daily reports for all special inspection activities.
- Attend job site construction meetings as requested when specific need may require.
- Provide all necessary DSA reporting and documentation in a timely manner including: inspector approval forms, interim and final verified reports, project inspector notifications, project inspection card approvals, material test results, and all additional required project and close-out documentation for each DSA application number in accordance with DSA Procedure for Construction Oversight Process.
- Perform all required special inspections and material testing as required by DSA per the DSA – 103 forms except for soils testing that will be performed by others. In addition, perform additional services at the direction of the Owner’s representative.

Bid Documents Available Thru: <https://www.sthope.org/request-proposals>

- Rehabilitation, New Construction and Site Work Project 23-001
- Modular Buildings Project 23-002
  - Book 1 of 3, Book 2 of 3, Book 3 of 3
  - Bid Set Drawings Phase 1 02-118480 and Phase 2 02-118975
  - DSA 103-19 – Listing of Structural Tests & Special Inspections – 2019 CBC (Included in Book 1 of 3)