



**PACIFICA SCHOOL DISTRICT  
FACILITIES  
MEASURE O BOND PROGRAM  
REQUEST FOR PROPOSAL (RFP)**

**DSA PROJECTS INSPECTION SERVICES**

**FEBURARY 2022**

**Board of Trustees**

Elizabeth Bredall ★ Lynda Brocchini ★ Kai Doggett ★ Nidhi Patel ★ Laverne Villalobos



**Pacifica School District**  
 375 Reina Del Mar Avenue ★ Pacifica, California ★ 94044  
 (650) 738-6600 ★ (650) 557-9672 (fax)

*Preparing Students for an Evolving World*

[www.pacificasd.org](http://www.pacificasd.org)

**District Administration**

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 Human Resources  
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 Chief Business Official

**REQUEST FOR PROPOSAL  
 PHASE 1 IMPROVEMENTS AT 6 SITES**

**DSA PROJECTS INSPECTION SERVICES – INSPECTOR OF RECORD**

The Pacifica School District (the “District”) invites proposals from interested and qualified DSA-certified inspectors to serve as Inspector of Record (IOR) to provide DSA Project Inspection Services on phase 1 improvements at 6 of our school sites. The valuation of the projects are approximately \$6.5 million. The projects are part of our \$55 million Measure O bond program scheduled to be completed in 2025.

Interested parties are invited to submit their proposals, which shall include an electronic copy of the requested materials by email to Sisi Meng, bond project manager at the address listed below. Questions regarding this RFP may be directed to her.

Sisi Meng, bond project manager  
[smeng@pacificasd.org](mailto:smeng@pacificasd.org)  
 650-738-6686

Proposals shall be received no later than: **March 4th, 2022, @2:00 pm.**

All responses to this RFP received by the specified deadline will be reviewed by the District for completeness, content, experience, qualification, and references. For the individuals or firms deemed most qualified, further evaluation and interview may be conducted as part of the final selection process. However, the District reserves the right to complete the selection process without proceeding to an interview process, and may choose to select based on the information supplied in the Statement of Qualifications and Proposal.

This Request does not commit the District to award a contract. The District expressly reserves the right to reject any and all proposals or accept all or part of any proposals. The District reserves the right to select the firm(s) whose qualifications, in the District’s sole judgement, best meet the needs of the District.

PACIFICA SCHOOL DISTRICT,  
 STATE OF CALIFORNIA

BY: Sisi Meng, Bond Project Manager  
 DATED: Feb 3rd, 2022

**Board of Trustees**

Elizabeth Bredall ★ Lynda Brocchini ★ Kai Doggett ★ Nidhi Patel ★ Laverne Villalobos

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**PART 1**  
**General Information**

The Pacifica School District (PSD) passed a 55 million Measure O Bond in 2018 to improve our schools. The entire bond projects will take 5 years to be completed over several phases. The first phase of the projects contains improvements at 6 school sites. We are seeking proposals from qualified Inspectors, or Inspector of Record (IOR) with an established primary business location within a 100-mile radius of the city limits of Pacifica, CA, to provide DSA inspection services for the District's current projects going into construction on June 14, 2022.

1. **Project Location:** All the school sites are in vicinity of each other, with the two sites at the north and south end being 6.3 miles from each other, or 13 minutes' drive. The following are the school sites, in the sequence from north to south.

- **Sunset Ridge School** (340 Inverness Dr, Pacifica, CA 94044)
- **Ocean Shore School:** (411 Oceana Blvd, Pacifica, CA 94044)
- **Ingrid B Lacy Middle School:** (1427 Palmetto Ave, Pacifica, CA 94044)
- **Vallemar School:** (377 Reina Del Mar Ave, Pacifica, CA 94044)
- **Cabrillo School:** (601 Crespi Dr, Pacifica, CA 94044)
- **Ortega School:** (1283 Terra Nova Blvd, Pacifica, CA 94044)

2. **Request for Proposals Schedule**

02/03/2022	Announcement of the request for proposals and transmittal of the RFP to potential firms
02/16/2022	Final question due
02/18/2022	Response to questions
03/04/2022	RFP response due, @2pm, via email
03/11/2022	Evaluation of all proposals
03/18/2022	Recommendation of the selected IOR and approval by the District's Board of Trustees
03/21/2022	Notification of RFP award
3/30/2022	Contract approval by the Board
3/31/2022	Notice to Proceed

This timeline may be revised as needed. Evaluations, selection and recommendation will be based on the RFP response, demonstrated competence, experience, reference, and overall qualifications as presented in the statement of qualifications.

3. **IOR Qualifications:**

- A. The Inspector doing the inspection shall hold rating as Class 1 Inspector. Inspector and all Inspector's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of inspection services.
- B. The Inspector should have had at least five years of experience in construction work of a type similar to that for which they are being proposed, including size and dollar value.
- C. The Inspector should have a thorough current knowledge of building materials, state codes and construction procedures as a qualified Project Inspector.
- D. The Inspector should have special ability in reading and understanding plans and specifications for all disciplines.

- E. The Inspector should have the ability to communicate with all parties in a professional manner and to carry out the duties of inspection.
- F. The Inspector should be well organized, detail oriented, with good record keeping skills.

#### **4. IOR Technology Skills**

- 1) Proficient in the DSABox procedures.
- 2) Proficient in Excel, Word, and Adobe.
- 3) Proficient in scanning, uploading, and sending documents.
- 4) Proficient in and have a current email system.
- 5) Proficient with all DSA forms.
- 6) Ability to receive, view, and download communication from online construction management website, ie, Procore

#### **5. Final Notes.**

The District reserves the right, at its sole discretion, to modify RFQ requirements, cancel the selection process, and/or amend the schedule.

This RFQ is not a formal request for bids or an offer by the District to contract with any Firm responding to this solicitation. Inclusion in the IOR pool and any award of a contract will be subject to District Board approval.

End of Part 1

**PART 2**  
**IOR SCOPE OF SERVICES**

The IOR will perform the following project inspection services hereinafter referred to as the “Scope of Services”:

**1. IOR Services Generally:**

- 1) The duties and responsibilities outlined in DSA Construction Oversight Process (PR 13-01) revised August 21, 2017, may be updated from time to time.
- 2) The duties described in DSA IR A-8 “Project Inspector and Assistant Inspector Duties and Performance, as may be updated from time to time.

**2. IOR’s Job File and Library.** The IOR must maintain approved, DSA-stamped, construction documents at the job-site in an organized, readily accessible manner. Electronic file that is accessible is acceptable. 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:

- 1) Approved plans and specifications.
- 2) Construction Contract
- 3) Test and Inspection List, per Form DSA-103-1.
- 4) Building Codes. The code edition must be as referenced on the approved plans and specifications:
  - a. Title 24, Part 1 (Administrative Code);
  - b. Title 24, Part 2, Volumes 1, 2, and 3 (Building Code);
  - c. Title 24, Part 3 (Electrical Code);
  - d. Title 24, Part 4 (Mechanical Code); and
  - e. Title 24, Part 5 (Plumbing Code, and Title 24, Part 6 (Energy Code).
- 5) Approved addenda.
- 6) Approved deferred approval documents.
- 7) Approved preliminary change orders.
- 8) A copy of shop drawings, samples, submittals, and records.
- 9) Architect’s Supplemental Instructions
- 10) Construction Change Directives
- 11) Structural and utility records
- 12) Correspondence
- 13) All reports
- 14) Any other documents or directives received from the A/E.

**3. Review of the Construction Documents.** IOR 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 IOR must:

- 1) Thoroughly review all construction documents and have a full technical understanding of all the requirements of the project across all disciplines.
- 2) Notify District immediately of any inconsistencies or errors.
- 3) Consult the A/E to resolve any uncertainties in the IOR’s comprehension of the plans and specifications prior to construction of that portion of the work.
- 4) Identify non-compliant work as the construction progresses, to expeditiously facilitate prompt corrective action.

- 5) Verify code-compliant implementation of the materials testing and special inspection programs.
- 6) Meet, coordinate and confirm understanding with Architect of Record (AOR) on all the construction documents, the intent of the design, a full understanding of the schedule and areas of potential risk.
4. **Review of the Project Delivery Method and Schedule:** Thoroughly understand the project delivery methods and schedule. Arrange inspections and re-inspections timely to help the project meet the schedule.
5. **Inspection.**
  - 1) Continuous Inspection of the Work. Continuous inspection means complete and timely inspection of every part of the work.
  - 2) Promptly Inspect all portions of the construction for compliance with the requirements of the DSA approved construction documents. Promptly verbally notify the contractor of any deviation, so that the deviation can be immediately corrected.
  - 3) 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 IOR is not present, provided that the IOR promptly identifies and reports all deviations.
  - 4) Obtain personal knowledge of the construction through IOR'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 IOR's personal knowledge may include that knowledge obtained from these individuals.
  - 5) Identification, documentation, and reporting of deviations in the construction from the requirements of the DSA approved construction documents. Issue correction and stop work notices and notify the District, Architect of Record, Director of Facilities, Bond Project Manager, in writing, if work does not conform to the approved Contract Documents.
  - 6) Submittal of Project Inspector Verified Report (form DSA 6-PI) per DSA requirements. In addition, at the conclusion of the project any outstanding deviations must be noted on the form DSA 6-PI.
  - 7) Request and schedule all required tests, and testing laboratory visitations required by the Contract Documents. Coordinate the special inspection with the contractor. Observe and record dates and times of all test procedures. Monitor the work of material testing laboratories under the direction of the AOR/EOR.
  - 8) 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.
  - 9) 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.
  - 10) Inspect and verify that Contractor's as-built record documents are updated monthly prior to processing of Contractor's monthly payment request.
  - 11) Review contractor's monthly payment request at billing meetings with the contractor, verify work completed and passed inspection, before signing the payment request.



- 12) 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 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.
- 13) When the Contractor's work or a designated portion thereof is substantially complete, prepare for the District a list of incomplete or unsatisfactory items via a "punch list" and submit to District Bond Project Manager.
- 14) At completion of Project, deliver all inspection records and Project file/s to the District in an well organized manner, that shall include a table of contents, in pdf format.
- 15) Upload to DSA Box all DSA required inspection paperwork.
- 16) Maintain liaison with the Architect/Engineer of Record, Director of Facilities, Bond Project Manger, materials testing lab, District and other regulatory agencies and governing bodies as necessary to maintain Project continuity.
- 17) Such other inspection services as District may, in the exercise of its sole and absolute discretion, determine are reasonably necessary and that are of a type customarily provided by project inspection firms conducting business in the Northern California area.

#### **6. IOR'S Monitoring of the Construction Materials**

- 1) Inspect, verify and document the materials to ensure that they meet submittal and specification requirements. Such inspection must occur within 48 hours of Contractor's delivery of materials to the job site. Inspector shall obtain material delivery schedule form the contractor.
- 2) Verify that construction 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.
- 3) Notify District if IOR does not feel qualified in making a judgment about questionable materials or workmanship. After IOR has notified District, District will take necessary action to provide additional information and/or inspection.

#### **7. IOR'S Monitoring of the Materials Testing & Special Inspection Program.** The IOR 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 IOR must monitor the following aspects of the Materials Testing & Special Inspection Program:

- 1) Inspect all construction materials upon delivery and verify Special Inspections when applicable.
- 2) 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.
- 3) Supervise the testing of materials or systems.
- 4) Identify and report any special inspectors on the job-site that are not DSA approved, when DSA approval for special inspectors is required.

- 5) Verify that the testing / engineering laboratory individuals are qualified to do the specific tests that they are hired to perform.
  - 6) Verify that the materials testing lab has received sufficient advance notification to perform the required material sampling or special inspection.
  - 7) 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.
  - 8) 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.
  - 9) 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 IOR must provide technical guidance to assistant inspector(s) and must verify the assistant inspector's comprehension of the construction documents. The IOR 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 IOR must ensure that any assistant inspector is performing the duties included on the assistant inspector's approval Form DSA-5A.
9. **IOR's Duties and Responsibilities** (In addition to the above items)
- 1) Review and monitor Contractor's construction methods and procedures during all construction activities, including earthwork, concrete placement, masonry erection, welding procedures, all finishes, electrical, mechanical, fire alarm, etc.
  - 2) Provide Project Inspector's daily reports for each site per DSA-approved construction documents. The reports will provide a history of the project as well as being recognized by the courts as legitimate Contract recording documents and will be submitted for reference pursuant to any litigation. These reports shall include the following:  
  
For each job site:
    - a. Activities performed by the Contractors, and areas where work is performed.
    - b. Manpower assigned to each Contractor and Subcontractor.
    - c. Record the general status and specific progress of construction.
    - d. Note the weather conditions at the site, meetings, incidents of significance, etc.
    - e. Equipment and materials delivered to the site, and check if the materials are according to specification, and list the materials being checked.
    - f. Construction equipment and vehicles utilized.
    - g. Any verbal instructions and clarifications of the work given to the Contractor.
    - h. Inspection by representatives of regulatory agencies.
    - i. Note occurrences or conditions that might affect Contract Sum or Contract Time.
    - j. List visitors to the site, titles, and reasons for visit.
    - k. Record any work or material in place that does not correspond with the Contract Documents, 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 activity on the part of the Contractor. Note corrective actions taken.
    - l. Include progress pictures taken of the construction on the date of the inspection.

In General:

- m. List telephone calls made or received regarding the project, and a substantial outline of the nature of such calls, including statements or commitments made during the call. Identify the parties calling.
  - n. The report will serve as supporting documents for billing purposes.
- 3) The frequency of the daily report in item (2) above shall be according to below:
- a. From 06/15/2022 – 08/16/2022: Provide Inspection daily and provide daily report.
  - b. From January 2023 – June 9<sup>th</sup>, 2023 (duration may shorten if contractor finish early): Submit reports weekly. For any day in the week that the inspection occurs, report shall be for the specific day, even though all reports can be submitted once a week. The IOR is required to conduct onsite inspection a minimum of **3 days a week**, with at least 2 days not occurring on consecutive dates (ie, inspections shall happen on Tue and Thur), and as required due to construction milestone.
  - c. From 06/12/2023 – 08/15/2023: Submit reports weekly. For any day in the week that the inspection occurs, report shall be for the specific day, even though all reports can be submitted once a week. The IOR is required to conduct onsite inspection a minimum of **2 days a week**, not occurring on consecutive dates), and as required due to construction milestone.
  - d. If any construction occurs prior to 5/1/2022, the extra fee will be negotiated with the IOR depending on the actual work the contractor is proposing to do during school after hours.
- 4) Daily Inspection report shall be submitted within 24 hours of the date of the inspection. Weekly inspection report shall be provided at the end of the week. If an inspection is performed on a Friday, the weekly inspection reports shall be submitted by the end of the following Monday.
- 5) For inspections performed outside of the school summer break, IOR shall notify District via email a day in advance of inspection trips intended. Such Email, with or without a response from the District, services as the “Inspection Request” for billing purposes.
- 6) The duties and responsibilities that DSA may enact and/or issue during the life of this contract, even if issued after award of this contract.
- 7) The hours of inspection shall be within normal construction hours, unless otherwise requested by District.
10. **Records of Inspections.** Maintain a detailed record of all inspections. IOR 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:
- 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.
  - 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.
  - 3) Photographic Record Log of activities and conditions at the Project Site attached to each Inspection Report. Each photograph will indicate location where each photograph was taken, along with a brief description of what each photograph shows.

- 4) Time Logs of IOR's and Assistant Inspector's time spent at the jobsite during all phases of the work. Inspector's report will serve as the time log.
  - 5) Record Set of Documents, which the Contractor shall update and review with the A/E prior to submittal of Payment Requests.
  - 6) All other related records specified in the Agreement and as directed by District.
11. **Communications Required of IOR.** IOR must, during the course of construction, provide specific code-prescribed notices and reports to the A/E, DSA, District, and contractor. The IOR 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 IOR is required to provide the following communications during the course of a construction project:
- 1) Notifications to DSA. Per Title 24, Part 1, Section 342(b)5, notifications to DSA must be made at the following times:
    - a. The start of work;
    - b. A minimum of 48 hours prior to completion of foundation trenches;
    - c. A minimum of 48 hours prior to first concrete placement; and
    - d. When work is suspended for more than two weeks.
  - 2) Daily Reports. The IOR shall keep reports of all activities that take place on the site subject to the IOR's own personal observation. These reports shall be kept on site and are for the IOR's personal use in preparing the required Semi-Monthly Reports. A copy of these daily reports shall be filed at the IOR's office and kept as a permanent record. Please refer to Exhibit A for a copy of the Daily Report.
  - 3) Meetings
    - a. Attend all meetings as required in Contract Documents and requested by District, i.e., billing meetings, coordination meetings, weekly progress meetings. The following is tentative weekly progress meeting schedule:

Sunset Ridge & Ortega: Monday  
IBL & Cabrillo: Wednesday  
Valleamar: Friday

For meeting with two sites, the meeting location will alternate weekly.
    - b. Weekly Project Meetings. Project Meetings shall be held weekly. The IOR shall attend all Project Meetings. The IOR 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 IOR shall compile a written Punch List of all construction items that are not in conformance with the construction documents. IOR shall review corrective measures with the Contractor made pursuant to the Punch List and report findings to the District.
  - 4) Semi-Monthly Reports. The IOR must make Semi-Monthly Reports on the 1st and 15th 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.)

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

- 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) Deviation / Correction Notices. Per Title 24, Part 1, Section 4-342(b)7, when the IOR identifies deviations from the approved plans and specifications, the IOR must verbally notify the contractor. If the deviation is not immediately corrected, the IOR 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 IOR.
- 7) Record of Communications to the A/E. All uncertainties in the IOR’s or contractor’s comprehension of the documents must be reported in writing to the A/E.
- 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 IOR 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 IOR shall declare under penalty of perjury that all information presented on the report is true. The IOR shall submit verified reports directly to DSA within seven days of any of the following:
  - a. Suspension of work on a project for a period of more than one month.
  - b. Termination of services of the School Inspector for any reason.
  - c. DSA request of a verified report.
  - d. Occupancy of any building or project.
- 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 completed. Certify that the Requests for Payment are accurate in conjunction with the District Bond Project Manager.
- 10) IOR shall provide all other related communication specified in the Agreement and as directed by District.
12. **Personnel.** IOR shall perform the Services using the personnel listed in the proposal. Such personnel shall not be replaced except upon District’s written consent, which shall not be unreasonably withheld if IOR (i.) shows good cause, and (ii.) proposes comparable substitute personnel.
13. **Key Project Deliverables.**
  - 1) Project Inspector’s Reports.
  - 2) DSA paperwork.
  - 3) Punch list at the following milestone:
    - a. 08/16/2022 – all 6 sites
    - b. 9/12/2022 – Vallemar Kiln and Cabrillo Day Care area
    - c. 06/09/2023 – Vallemar D wing and new play ground
    - d. 9/1/2023 – Vallemar remaining site work

**PART 3**  
**FEE, BILLING, INSURANCE AND OTHER CONDITIONS**

**1. Fees.**

The fee data provided should cover the following

- 1) Base fee. The District require a “**Not to Exceed**” base fee based on the number of the service months for the entire project scope, and a fee break down of the following (3) three phases:
  - Project Start Up for 6 sites. Each site has individual DSA # (i.e. DSA Box & Pre-construction Meeting)
  - Construction Observation – provide fee break down for each of the milestone phase listed below (do not provide fee break down for each site, or not-to-exceed for each milestone. The fee break down for each milestone serves as a reference and will not be held exactly for billing purposes for each milestone).
  - Close Out for each of the site.

The number of the service months and key milestone dates are:

- a. From 05/01/2022 – 6/14/2022 (Ocean Shore School Outdoor improvements starts and progressing)
  - b. from 06/15/2022 – 08/16/2022 (contractor’s active construction period all sites)
  - c. from 8/17/2022 – 9/12/2022 (Valleamar Kiln addition and Cabrillo day care area to be substantial complete, and all other site’s works punch list to complete)
  - d. from 9/12/2022 – 9/30/2022 (Valleamar Kiln addition, Cabrillo day care area punch list to complete)
  - e. from 1/3/2023 – 06/09/2023 (Valleamar D Wing Building and outdoor playground substantial complete)
  - f. from 6/9/2023 – 8/15/2023 (Valleamar site work substantial complete, D wing punch list complete)
  - g. 8/15/2023 – 9/1/2023 (Valleamar site work punch list complete)
- 2) If any construction occurs prior to 5/1/2022, the fee will be negotiated with the IOR depending on the actual work the contractor is proposing to do during school after hours.
  - 3) Hourly rate.
  - 4) Weekend and holiday rate.
  - 5) Other expenses.
  - 6) The District will not pay:
    - a. Mileage charges
    - b. Per diem charges
    - c. Cost of prints for drawings and project manual/ specifications. All drawings and specifications will be provided as pdf files.

**2. Project Billing Documentation Requirements**

- 1) Invoices shall be submitted no later than the 25th of each month. Monthly progress reports shall be submitted with the following backups attached.
  - Inspection Daily Report.
- 2) If inspection on any given day is conducted consecutively over multiple sites, the time of arrival for the entire inspection is the arrival time of the first site. The time of departure for the entire inspection is the

departure time of the last site. The time in between is considered as the duration of the inspection for billing purposes.

**3. District Provided Items:**

- 1) District will provide an office cubicle with furniture and internet access, in the District Office Facilities Department for the IOR for contract-related work for the duration of the Project. The address is 375 Reina Del Mar Ave, Pacifica, CA 94044, centralized among all sites. The IOR must provide his own equipment such as personal computer, scanner, cell phone, supplies, necessary to perform services as required by this Contract.

**4. Insurance:**

- 1) The selected Inspector will be required to provide Comprehensive General and Automobile Liability Insurance coverage with policy limits of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate. The Automobile Liability Insurance must include both owned and non-owned vehicles. The insurance policy shall have no exclusion for molestation or abuse.
- 2) Each policy of insurance required in this RFP shall name the Pacifica School District as the certificate holder, along with Pacifica School District and its officers, agents, and employees as additional insured; shall state that, with respect to the operations of Inspector hereunder, such policy is primary and any insurance carried by the District is excess and non-contributory, with such primary insurance; that written notice shall be given to District prior to cancellation; and shall waive all rights of subrogation.
- 3) Professional Liability Insurance of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- 4) Inspector shall notify District in the event of material change in, or failure to renew, each policy.
- 5) Before starting work, Inspector shall deliver to District the certificates and endorsements of the insurance as evidence of compliance with the requirements herein. In the event Inspector, fails to secure or maintain any policy of insurance required hereby, District may, as its sole discretion, secure such policy of insurance in the name of and for the account of Inspector, and, in such event, Inspector shall reimburse the District upon demand for the cost thereof.

End of Part 3

**PART 4**  
**Proposal Instructions**

1. **GENERAL:** The District intends to select the IOR that best meets the District’s needs to perform the inspection services as described in this Request for Proposal.
  - 1) **RECEIPT OF PROPOSALS:** All proposals shall be emailed to Sisi Meng, bond project manager, by the time and date and in the manner specified in this Request for Proposals. Late proposals will not be accepted.
  - 2) **ACCEPTANCE OR REJECTION OF PROPOSALS:** The District will accept the proposals or combination of proposals for the projects. The District reserves the right to reject any and all proposals, or any or all items of any proposals.
  - 3) **SIGNATURES:** Submittal must be signed by a representative of the responding Inspector (firm) with authorization to bind the Inspector (firm) by contract.
  - 4) **CONTACT/ QUESTIONS REGARDING RFP:** Firms interested in making a submittal are directed not to contact anyone other than the person noted in the RFP announcement, or to make any contact with any members of the District’s Governing Board. Any such contact will constitute grounds for disqualification of consideration.

Any interpretation, clarification, or correction of this RFP will only be made by addendum and issued to all potential firms known to have received a copy of the RFP and/or by publishing the amendment on the District’s website. No person or firm is authorized to make any oral interpretation of any provision in this RFP, nor shall any oral interpretation be binding on the District.
  - 5) **WITHDRAWAL OF SUBMITTAL.** Firms may withdraw their submittal, either personally or by written request, at any time prior to the closing time for the receipt of submittals. After the closing time for the receipt of the submittals, all proposals shall remain firm for (90) days following the closing date for receipt of the proposals.
  - 6) **RIGHTS OF THE DISTRICT** This Request for Proposal (“RFP”) does not commit the District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any submittal or to cancel in part or in its entirety the RFP. The District further reserves the right to select the firm that it considers to be in the best interest of the District.
  - 7) **PROPOSAL FORM REQUIREMENTS:** All proposals must be typed. No corrections can be made after the time for submitting the proposals.
  - 8) **ASSIGNMENT PROHIBITED:** No contract awarded under this proposal shall be assigned except with the written approval of the District. Any attempted assignment in violation of the provision shall be voided at the option of the District.
  - 9) **FEDERAL OR STATE REGULATIONS:** The IOR’s proposal and any contract entered into are subject to all applicable statutes of the United States and of the State of California and all applicable regulations and orders of the Federal and State governments now in effect or which shall be in effect during the period of such contract.
  - 10) **NON-DISCRIMINATION:** The IOR shall not discriminate against any employee or applicant for employment because of sex, race, creed, color, national origin, religion, age or non-job related handicap or disability.
  - 11) **OWNERSHIP OF DOCUMENTS** All proposals and materials submitted in response to this RFP shall become the property of the District and shall be considered a part of public records and subject to disclosure under the California Public Records Act, unless exempted by law. In addition, all documents, reports, schedules, notes and other work developed in the performance of any services resulting from this RFP shall be the sole property of District and may be used by District for any purposes without additional compensation to the selected Inspector.



The selected Inspector agrees not to assert any rights or to establish any claim under the design patent or copyright laws

- 12) **CONFLICT OF INTEREST** The Inspector agrees that it presently has no interest and will not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Inspector further agrees that no person having any such known interest or conveyed an interest shall be employed, directly or indirectly, in the delivery of services under this RFP.
  - 13) **INDEPENDENT CONTRACTOR** The Inspector represents itself as an independent contractor offering such services to the general public and shall not represent him/herself or his/her employees to be an employee of the District. Therefore, the Inspector shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and other expenses.
  - 14) **COMPLIANCE WITH LAWS** In connection with the furnishing of services or performance of work under this RFP, the Inspector agrees to comply with the Fair Labor Standards Act, Equal Opportunity Employment Act, and all other applicable federal and state laws, regulations and executive orders to the extent that the same may be applicable.
  - 15) **INTERVIEWS** At the District's sole discretion and to further assist in evaluation, responding Inspectors may be requested to participate in an online video interview.
  - 16) **PERFORMANCE EVALUATIONS:** Upon Project completion and at a mutually agreeable date and time, the Director of Facilities, Bond Project Manger will perform an evaluation of the Project Inspector, and file the reports with the Superintendent. If the Project Inspector fails to perform his/her contractual responsibility by failing to complete all Work and requirements, the Director of Facilities, Bond Project Manger, shall so state the facts on the Project Inspector Evaluation Form. If an evaluation results in a non-compliant Project Inspector finding, it may affect the Inspector's qualification for future work with the District.
2. **EVALUATON CRITERIA:** All submittals in response to this RFP will be reviewed based on completeness, responsiveness and quality of answers to this RFP:
- A. Team Experience - 30%
    - 1) Historic track record and experience with DSA Inspection Projects
    - 2) Past performance of project completed
    - 3) Project -based experience on K12
    - 4) Years in the DSA and Business working multiple projects
  - B. Project Proposal - 20%
    - 1) Manner in which the proposal will specifically benefit the following areas:
      - a. The Inspector's sensitivity to work with the District's project delivery timing and method.
      - b. The proposals accuracy and completeness, organization.
  - C. Price - 20%
  - D. Reference - 30%

3. **PROPOSAL CONTENT:**

**A Executive Summary**

## 1) Cover Letter / Letter of interest

- a. name of firm, address, telephone numbers, and name of Principal to contact, signed by a representative of the firm with authorization to bind the firm by contract.
- b. Number of years in business in California
- c. Location of office which will perform the work
- d. Description of the firm and key personnel
- e. The person who will perform the work.
- f. eligibility of the inspector
- g. any other relevant information regarding the responding Inspector (firm).

**B General Professional Qualifications and Experience**

## 1) Certification

- a. copy of DSA certificates for school inspection and specialty inspections, if applicable;

## 2) Experience

- a. Provide the last 6 school projects Completed, Provide project name and location.
- b. Provide the projects sequentially in the year services started.
- c. Year completed or status
- d. For each project, provide name and contact of architects, construction/project manager, and facility director, include contact number and email address.
- e. Project Cost

**C Track Record**

1) Has your firm ever been terminated or dismissed by a client or replaced by another firm during any educational and/or related project? If so, explain in detail.

2) Does your firm have any current or pending litigation? If so, please describe.

3) Has your firm ever defaulted on a contract within the past five (5) years or declared bankruptcy, or been placed in receivership within the past five (5) years?

**D Fee Structure and Insurance**

1) Provide a fee proposal for the projects scope included in this FRP. The fee shall include all expenses related to inspecting each project, including prints, phones, office supplies, vehicle related costs, insurance, inspection tools, code and reference books and all other business-related costs.

2) Provide hourly rate. Weekend, holiday rates and any other charges

3) List carried Insurance

**E Other Contracts (1 pages max)**

1) Do you have other contracts that will happen at the same time as the District's projects? If so, please provide the valuation of the project and time commitment required for those projects.

**Part 5**  
**PROJECT SCOPE TO BE INSPECTED**

1. **Scope Summary:** There are 6 sites to be inspected with the following DSA numbers:

Sunset Ridge (DSA #01-119727)  
Ocean Shore (DSA #01-119681)  
IBL (DSA #01-119766)  
Vallemar (DSA #01-119770 )  
Ortega (DSA #01-119726)  
Cabrillo (DSA # 01-119765)

The Drawings and Specifications for the above sites can be downloaded in the link below:

<https://app.box.com/s/vozfo60qc5qia98a6yxb813uvueo1yc>

Below is the project scope included in each of the DSA approved drawings:

2. **Indoor/ Building Scope** (with site scope at Vallemar School):

▪ **Sunset Ridge School** (340 Inverness Dr, Pacifica, CA 94044):

- 1) Add air conditioning to MDF room.
- 2) Admin Interior Reconfiguration
- 3) Remodel two hallway space into two rooms.
- 4) Remodel one hallway space into two rooms: a single stall restroom and a pull out room.
- 5) lighting control panel replacement
- 6) Additional electrical outlets in classrooms
- 7) Add (2) exterior hose bibbs
- 8) Associated electrical, data, and fire alarm work associated with interior modification.
- 9) Signage

▪ **Ocean Shore School:** (411 Oceana Blvd, Pacifica, CA 94044)

- 1) Add air conditioning to MDF room
- 2) Exterior lighting repair: Add one exterior light fixture outside of the Kitchen near the trash enclosure. The exterior light fixture shall tie into the adjacent exterior lighting schedule.
- 3) Window shade replacement in south facing D wing classrooms
- 4) Window shade replacement in the Multi-purpose room
- 5) Existing Kiln room upgrade
- 6) Add recessed ceiling can lights in B wing and C wing corridor.
- 7) Install clock and intercom in Principal's office

▪ **Ingrid B Lacy Middle School:** (1427 Palmetto Ave, Pacifica, CA 94044)

- 1) Admin office improvement – remodel existing space to form new entry foyer, new door buzz in system, new storefront windows.
- 2) Rusted window replacement.
- 3) Library HVAC work
- 4) Snack bar improvement: replace existing roll up window, electrical, mechanical work
- 5) Lighting controls panel work
- 6) Existing door retrofit or replacement
- 7) Exterior brick veneer repair
- 8) Associated electrical, data, and fire alarm work associated with interior modification.

- **Vallemar School:** (377 Reina Del Mar Ave, Pacifica, CA 94044)

- 1) A, B C Wing classroom cabinetry replacement and new cabinetry.
- 2) A, B, C wing classroom electrical outlets work
- 3) Band Room Emergency Notification board
- 4) Staff restroom floor replacement and new floor drain in women's restroom
- 5) Add air conditioning to MDF room
- 6) new kiln addition, associated electrical, mechanical and fire alarm work.
- 7) Minor repair work at the multi-purpose room
- 8) New room Signage entire school
- 9) new exterior wall lighting
- 10) Site work: Parking lot ADA upgrades, signage, demo existing playground, new playground and play structure (play structure is OFCI). New basketball court at the field, modify existing basketball court, widen the driveway at turn island, exterior fencing replacement.
- 11) D wing enlargement, partial interior remodel and associated site work, electrical, plumbing, mechanical and fire alarm.
- 12) D wing existing roof replacement

- **Cabrillo School:** (601 Crespi Dr, Pacifica, CA 94044)

- 1) Add air conditioning to MDF room
- 2) Band Room Emergency Notification board.
- 3) Repair or replacement of some electrical outlets.
- 4) Existing Kiln room upgrade
- 5) Interior work in the library
- 6) Existing student restroom area remodel: Add one toilet each in two the existing boys restrooms.
- 7) Associated electrical, plumbing and mechanical work
- 8) Exterior door work at the portables.
- 9) Signage

- **Ortega School:** (1283 Terra Nova Blvd, Pacifica, CA 94044)

- 1) add air conditioning to MDF room
- 2) Existing student restroom area remodel: Add one toilet each in two the existing boys restrooms.
- 3) Add 1 single staff restroom each to (3) existing classrooms.
- 4) Window shade replacement, manual, 8 south facing classrooms in B and C wing
- 5) Window film in D wing
- 6) New Ceiling fan at 8 hot classrooms
- 7) Additional Electrical outlets in classrooms
- 8) Existing kiln upgrade
- 9) Additional white board in corridor
- 13) Associated electrical, plumbing, mechanical and fire alarm work.
- 14) Signage

### 3. Outdoor/ Site Scope:

- **Sunset Ridge School** (340 Inverness Dr, Pacifica, CA 94044):

- 1) Parking lot ADA improvement and misc. parking area modifications. New concrete ramp.
- 2) New fence and gates, including a motorized gates controlled by proximity card.
- 3) New Synthetic Turf in Kindergarten playground.
- 4) Parking Signage.

- **Sunset Ridge School** (340 Inverness Dr, Pacifica, CA 94044):
    - 1) Site work for new playground,
    - 2) Installation of new playground equipment and safety surfacing,
    - 3) Installation of synthetic turf at Kindergarten Playground
    - 4) Asphalt paving modification
    - 5) Site drainage modifications
    - 6) Site stairs and handrails.
  - **Ingrid B Lacy Middle School:** (1427 Palmetto Ave, Pacifica, CA 94044)
    - 1) Existing concrete sidewalk modification for passenger loading zone.
    - 2) Restripe existing ADA parking.
    - 3) New chain link fence and gates. Existing fence replacement.
    - 4) Parking Signage.
  - **Cabrillo School:** (601 Crespi Dr, Pacifica, CA 94044)
    - 1) Existing concrete walkway replacement.
    - 2) New chain link fence and gates.
    - 3) Outdoor improvements at the day care portables. Work includes site clearing, grading, paving, new chain link fence and gates. New service gates in existing fence.
    - 4) Day care parking area new ADA walkway and ADA parking improvement.
    - 5) Parking signage.
    - 6) Three Existing Portable ramp replacement with pre-fabricated ramps.
  - **Ortega School:** (1283 Terra Nova Blvd, Pacifica, CA 94044)
    - 1) Parking lot ADA improvements.
    - 2) New concrete stairs.
    - 3) Parking lot asphalt repair.
    - 4) Site Signage
4. **Classroom Carpet Replacement at Three Sites:** Vallemar, Cabrillo, Ortega. The owner obtained prime flooring contractor is responsible for existing classroom floor finish removal, floor prep, and replacement with new rubber floor tile.
5. **Existing Door Lockset Replacement at Four Sites project.** The project includes campus wide existing lock set replacement at Sunset Ridge School, Vallemar School, Cabrillo School, and Ortega School. The owner obtained prime C28 door hardware contractor is responsible for this work.

End of Part 5

**Part 6**  
**PROJECT DELIVERY**

1. **Drawings and Specifications:** Drawing and specifications are produced by the following architect firms for each site.

Sunset Ridge (DSA #01-119727) & Ortega (DSA #01-119726)	SVA Architects, 510.267.3180 Jennifer Bruce, Job Captain, <a href="mailto:jbruce@sva-architects.com">jbruce@sva-architects.com</a> Nathan Herrero, Principal, <a href="mailto:nherrero@sva-architects.com">nherrero@sva-architects.com</a>
IBL (DSA #01-119766) & Cabrillo (DSA # 01-119765)	Quattrocchi Kwok Architects 707.576.0829 BRYAN CHUBB, <a href="mailto:bryanc@qka.com">bryanc@qka.com</a> M: 707.695.5423 LYANNE SCHUSTER, Architect / Studio Lead, <a href="mailto:lyannes@qka.com">lyannes@qka.com</a> 415.246.6089
Valleamar (DSA #01-119770 )	Spencer Associates (650) 965-7000 Usha Narayan, principal, <a href="mailto:ushan@spencerassoc.com">ushan@spencerassoc.com</a>
Ocean Shore (DSA #01-119681)	K2A ARCHITECTURE + INTERIORS 415.487.6904 Pinky Khatri, <a href="mailto:npkhatri@k2architects.com">npkhatri@k2architects.com</a> JOYCE NILO, principal, <a href="mailto:joyce.nilo@k2architects.com">joyce.nilo@k2architects.com</a> [M] 510.681.7776

2. **Time for completion.** Site mobilization for the majority of the projects are required to be on June 15, and be substantially complete on August 12, 2022. Please refer to Part 7, Project Schedule for complete timeline for the projects.
3. **Construction Delivery:** Due to the challenge of the available time The District has for construction, and to keep consistent trade quality and warranty under a single source, The District will deliver each site via multi-prime contractors. We have packaged the project scope in the following bid packages:

Bid package #2021-04	Ocean Shore Outdoor Improvements
Bid package #2022-01	All sites indoor/ building work plus the entire scope of Valleamar (except carpet replacement and existing door hardware replacement)
Bid package #2022-02	All sites outdoor/ site work (except Ocean Shore & Valleamar)
Bid Package #2022-03	Existing door hardware replacement at Valleamar, Ortega, Cabrillo and Sunset Ridge. District obtained door hardware contractor with C28 license.
Work Package #04-2022	Classroom Carpet Replacement of the following schools: Valleamar, Cabrillo, Ortega. Owner obtained flooring contractor is responsible for existing classroom floor finish removal, floor prep, and replacement with new rubber floor tile. (no bidding, CMAS program).

4. **Communication during construction:**

- 1) Bid package #2021-01: All construction phase communication will be online via Procore.com
- 2) All other: via email.

**Part 7**  
**PROJECT SCHEDULE**

All sites summer break: 6/10/2022 – 08/16/2022, 6/12/2023 – 8/15/2023

1. **Bid Package #2021-04 : Ocean Shore Outdoor Improvements**

- Bid Opening: 02/03/2022
- Commencement date in Notice to Proceed: 2/17/2022
- Start submittal, RFI, construction material, tools and equipment procurement, and any construction preparation work required upon receiving the District's Notice to Proceed.
- Site Mobilization: no earlier than 05.02.2022
- Play equipment delivery date: 4/14/2022 (estimated per vender order confirmation)
- Substantial Completion date: 7/31/2022
- Final Completion and Acceptance by District: 08/16/2022

2. **Bid package #2022-01: All sites indoor/ building work plus the entire scope of Vallemar (except carpet replacement and existing door hardware replacement)**

- Bid Opening: 03/02/2022
- Commencement date in Notice to Proceed: 03/16/2022
- Start submittal, RFI, construction material, tools and equipment procurement, and any construction preparation work required upon receiving the District's Notice to Proceed.
- The District's moving company will clear construction areas: June 14<sup>th</sup>
- Contractor's site mobilization during school summer break: June 15<sup>th</sup>, 2022.
- All work must be substantially completed by August 12th, 2022, with exceptions noted in item 2.4 and 2.5.
- Any punch list items or repairs needed after August 16th, 2022, and after August 15<sup>th</sup>, 2023, shall be during school after hours.

2.1 The District has identified the following work with no students access or very limited access that if the contractor choose to, can be carried out during normal work hours during school days:

▪ **Ocean Shore School:**

- 1) Add air conditioning to MDF room,
- 2) Exterior lighting repair: Add one exterior light fixture outside of the Kitchen near the trash enclosure. The exterior light fixture shall tie into the adjacent exterior lighting schedule.
- 3) Existing Kiln room upgrade ((Contractor shall set up sufficient construction barrier to prevent students entering the room under work or work area.)

2.2 The District has identified the following work with minimal school days interruptions that if the contractor choose to, can be carried out during school after hours before school summer break:

▪ **Sunset Ridge School:**

- 1) Add air conditioning to MDF room.
- 2) Fire alarm work. The existing fire alarm shall remain and stay functional while the new fire alarm work is being done. The final tie-in/ switch over shall be during summer break.

▪ **Ocean Shore School:**

- 1) Add recessed ceiling can lights in B wing and C wing corridor.
- 2) Install clock and intercom in Principal's office

▪ **Ingrid B Lacy Middle School: (1427 Palmetto Ave, Pacifica, CA 94044)**

- 1) Fire alarm work. The existing fire alarm shall remain and stay functional while the new fire alarm work is being done. The final tie-in/ switch over shall be during summer break.
- **Vallemar School:** (377 Reina Del Mar Ave, Pacifica, CA 94044)
  - 1) Band Room Emergency Notification board
  - 2) F wing fire alarm work. The existing fire alarm shall remain and stay functional while the new fire alarm work is being done. The final tie-in/ switch over shall be during summer break.
- **Cabrillo School:** (601 Crespi Dr, Pacifica, CA 94044)
  - 1) Add air conditioning to MDF room
  - 2) Band Room Emergency Notification board.
- **Ortega School:** (1283 Terra Nova Blvd, Pacifica, CA 94044)
  - 1) Add air conditioning to MDF room
  - 2) Fire alarm work. The existing fire alarm shall remain and stay functional while the new fire alarm work is being done. The final tie-in/ switch over shall be during summer break.

2.3 The District has identified the following work that can only be carried out during school's summer break.

- **Sunset Ridge School:**
  - 1) Admin Interior Reconfiguration
  - 2) Remodel two hallway space into two rooms.
  - 3) Remodel one hallway space into two rooms: a single stall restroom and a pull out room.
  - 4) lighting control panel replacement
  - 5) Additional electrical outlets in classrooms
  - 6) Add (2) exterior hose bibbs
  - 7) Associated electrical, data, and fire alarm tie-in/ switch over work associated with interior room modification.
- **Ocean Shore School:**
  - 1) Window shade replacement in south facing D wing classrooms
  - 2) Window shade replacement in the Multi-purpose room
- **Ingrid B Lacy Middle School:**
  - 1) Admin office improvement – remodel existing space to form new entry foyer, new door buzz in system, new storefront windows.
  - 2) Rusted window replacement.
  - 3) Library HVAC work
  - 4) Snack bar improvement: replace existing roll up window, electrical, mechanical work
  - 5) Lighting controls panel work
  - 6) Existing door retrofit or replacement
  - 7) Exterior brick veneer repair
  - 8) Associated electrical, data, and fire alarm fire alarm tie-in/ switch over work associated with interior modification.
- **Vallemar School:**
  - 1) A, B C Wing classroom cabinetry replacement and new cabinetry.
  - 2) A, B, C wing classroom electrical outlets work
  - 3) Staff restroom floor replacement and new floor drain in women's restroom
  - 4) Minor repair work at the multi-purpose room
  - 5) New kiln addition at the F wing, associated electrical, mechanical and fire alarm tie-in/ switch over work.
  - 6) Optional: install air conditioning in MDF room, outdoor ramp at A wing and B wing.



- **Cabrillo School:**
  - 1) Existing Kiln room upgrade
  - 2) Interior work in the library
  - 3) Existing student restroom area remodel: Add one toilet each in two the existing boys' restrooms.
  - 4) Associated electrical, plumbing, and mechanical work
  - 5) Repair or replacement of some electrical outlets.
  - 6) Exterior door work at the portables.
  
- **Ortega School:**
  - 1) Existing student restroom area remodel: Add one toilet each in two the existing boys restrooms.
  - 2) Add 1 single staff restroom each to (3) existing classrooms.
  - 3) Window shade replacement, manual, 8 south facing classrooms in B and C wing
  - 4) Window film in D wing
  - 5) New Ceiling fan at 8 hot classrooms (This is a Bid Alternate)
  - 6) Existing kiln upgrade
  - 7) Additional white board in corridor
  - 8) Additional Electrical outlets in classrooms
  - 9) Associated electrical, plumbing, mechanical and fire alarm work.

2.4 The District has identified the following work with the following schedule:

- 1) Site mobilization: January 9<sup>th</sup>, 2023,
- 2) D wing building Substantial Completion: June 9<sup>th</sup>, 2023
- 3) D wing building final completion: August 11<sup>th</sup>, 2023
- 4) Other Site work Substantial Completion: August 11<sup>th</sup>, 2023.

- **Vallemar School:** The entire D wing will be vacated by year end of 2022. Students will occupy temporary portable classrooms the entire duration during the work below. The entire construction zone will be fenced off by screened temporary construction fencing.

Substantial Completion: June 9 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1) D wing enlargement, partial interior remodel and associated site work, electrical, plumbing, mechanical and fire alarm.</li> <li>2) D wing existing roof replacement</li> <li>3) Site work: demo existing playground, new playground and play structure (play structure is OFCI)</li> </ol>
work shall be carried out during school summer break of 2023, Substantial Completion: August 11 <sup>th</sup> , 2023	<ol style="list-style-type: none"> <li>1) new exterior wall lighting</li> <li>2) Site work: school main parking lot ADA upgrades, widen the driveway at turn island, parking area signage, new ramp between D wing and E wing, modify existing basketball court (this work will be after portables are removed, refer to paragraph 11.9. The contractor under this contract is required to patch and repair the asphalt damaged by portable ground stakes), new basketball court at the field (Bid Alternate), exterior fencing replacement at front of school, new fencing around the field (Bid alternate)</li> <li>3) Site work ADA upgrade at A &amp; B wing. (this can also happen during summer of 2022)</li> <li>4) Add air conditioning to MDF room (this can also happen during summer of 2022)</li> <li>5) E wing work</li> <li>6) New room Signage entire school</li> </ol>

2.5 The following work has a substantial completion date of September 15, 2022.

- **Vallemar School:** Kiln Addition.

- 1) Work is permitted to continue during normal hours. Construction Fencing shall be provided around the work areas.

3. **Bid package #2022-02:** All sites outdoor/ site work (except Ocean Shore & Vallemar)

- Bid Opening: 03/03/2022
- Commencement date in Notice to Proceed: 03/17/2022
- Start submittal, RFI, construction material, tools and equipment procurement, and any construction preparation work required upon receiving the District's Notice to Proceed.
- Contractor's site mobilization during school summer break: June 14<sup>th</sup>, 2022.
- All work must be substantially completed by August 15th, 2022, with exceptions noted in item 3.1.
- Any punch list items or repairs needed after August 16th, 2022, shall be during school after hours.

3.1 The following work has a substantial completion date of September 15, 2022.

- **Cabrillo School:** .

- 1) Outdoor improvements at the day care portables. Work includes site clearing, grading, paving, new chain link fence and gates. New service gates in existing fence.
- 2) Day care parking area new ADA walkway and ADA parking improvement.
- 3) Parking signage.
- 4) Three Existing Portable ramp replacement with pre-fabricated ramps.

4. **Bid package #2022-03:** District obtained door hardware contractor (existing door hardware replacement at Vallemar, Ortega, Cabrillo and Sunset Ridge).

- Bid Opening: 03/08/2022
- Commencement date in Notice to Proceed: 03/22/2022
- Start submittal, RFI, construction material procurement upon receiving the District's Notice to Proceed.
- Contractor's site mobilization during school summer break: June 14<sup>th</sup>, 2022. (this date could delay due to long material lead time)
- Work after August 16th, 2022, shall be during school after hours.

Only One inspection is required at the substantial completion of the entire scope.

5. **Work package #04-2022:** Classroom Carpet Replacement of the following schools: Vallemar, Cabrillo, Ortega. The owner obtained flooring contractor is responsible for existing classroom floor finish removal, floor prep, and replacement with new rubber floor tile.

- 1) Summer of 2022: Vallemar: Classroom Carpet Replacement of wings: A, B, C wing total 12 classrooms, plus the band room.
- 2) Summer of 2022: Cabrillo: Classroom Carpet Replacement in A, B, C wing total 14 classrooms
- 3) Summer of 2022: Ortega: Classroom Carpet Replacement in B, C wing total 16 classrooms.
- 4) Before Summer of 2023: Vallemar: 8 classrooms carpet replacement in D wing
- 5) Summer of 2023: Vallemar (4) E wing classrooms.

## Attachment A – INSPECITON DAILY REPORT

Date of Inspection \_\_\_\_\_

Inspection Requested on \_\_\_\_\_

IOR:	IOR Representative
Site:	Project Name:
Contractor:	Subcontractor
Special Inspection Required      o Yes              o NO	Special Inspector
Testing Required	Testing Agency:

Day:	<input type="radio"/> Mon	<input type="radio"/> Tue	<input type="radio"/> Wed	<input type="radio"/> Thur	<input type="radio"/> Friday	<input type="radio"/> Sat	<input type="radio"/> Sun
Time of Arrival _____				Time of Departure _____			
Hours:	<input type="radio"/> RT _____ hrs	<input type="radio"/> OT _____ hrs	<input type="radio"/> DT (Weekend/holiday) _____ hrs				
For Cancelled IR ONLY: Time _____ RT/OT/DT (circle one) Reason for cancellation:							

## REPORT

Weather Condition	<input type="radio"/> Clear	<input type="radio"/> Wind	<input type="radio"/> Overcast	<input type="radio"/> Fog	<input type="radio"/> Warm	<input type="radio"/> Rain	<input type="radio"/> Mud	<input type="radio"/> Hot
Note any incidents of significance								
Inspection by DSA Field Engineer?	<input type="radio"/> Yes	Name _____						<input type="radio"/> NO
This info is required for indoor/ building scope + Vallemar (bid package 2022-01) Only:								
GC's superintendent present at the site?	<input type="radio"/> Yes	Name _____						<input type="radio"/> NO
Description of Work in Progress at the Site, attach pictures with this report:								
Indoor/building work:								
Outdoor/site work:								
List construction equipment and vehicles utilized:								
Indoor/building work:								
Outdoor/site work:								
List construction materials delivered to the site that are inspected, state if they meet the approved submittal (attach additional page if needed)								
Indoor/building work:								
Outdoor/site work:								

Inspection Results, including: 1. any verbal instructions and clarifications of the work given to the contractor. 2. Occurrences or conditions that might affect contract sum or contract time (attach additional page if needed)

Indoor/building work:

Outdoor/site work:

Indoor/ Building Subcontractor/ Trade (# of workers)	Active	Indoor/ Building Subcontractor/ Trade (# of workers)	Active
	<input type="radio"/>		<input type="radio"/>
	<input type="radio"/>		<input type="radio"/>
	<input type="radio"/>		<input type="radio"/>
	<input type="radio"/>		<input type="radio"/>

Outdoor/ Site Subcontractor/ Trade (# of workers)	Active
	<input type="radio"/>
	<input type="radio"/>
	<input type="radio"/>
	<input type="radio"/>

Need Re-Inspection	<input type="radio"/> Yes	<input type="radio"/> No
Reason:		

Photos: see Attachment B – Project Site Photos

IOR Representative Name \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

List visitors to the site, titles, and reasons for visit

List telephone calls made or received regarding the project, including date, substantial outline of the nature of such calls, statements or commitments made during the call. Identify the parties calling.

FOR DISTRICT USE ONLY

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

Approved ☐ Yes ☐ No Reason \_\_\_\_\_

Approver Name: Sisi Meng Initials \_\_\_\_\_

**Attachment B – Project Site Photos**

Date of Inspection \_\_\_\_\_

Photo Location

Description:

Photo Location

Description:

Photo Location

Description:

Photo Location

Description:

Photo Location

Description:

Photo Location

Description: