

# ROSEMEAD SCHOOL DISTRICT



## REQUEST FOR QUALIFICATIONS

For

**DSA INSPECTION SERVICES**

**Issued: April 1, 2020**

**Due: April 16, 2020 at 1:00 p.m.**

Prepared in consultation with:



HELPING SCHOOL DISTRICTS MEASURE UP

5245 Avenida Encinas / Suite A / Carlsbad / CA / 92008  
Melinda Cell 909.904.7112 / P 760.602.9352 / F 760.602.9341  
[melinda@ehanda.com](mailto:melinda@ehanda.com) / [www.ehanda.com](http://www.ehanda.com)

## 1. GENERAL INFORMATION

The ROSEMEAD SCHOOL DISTRICT (“District”) is requesting Statements of Qualifications for DSA Inspections services.

- A. Each firm shall submit **an original unbound Statement of Qualifications with three (3) bound copies and one (1) electronic version on a thumb drive or Compact Disk (CD) in Adobe Portable Document File format** of the Statement of Qualifications (“SoQ”) prominently marked with **“Rosemead RFP, DSA Inspection Services – April 16, 2020”** and the name of the firm submitting the SoQ. The unbound original should be secured with a binder clip in the upper left corner.
- B. The Submitter must be licensed as a DSA Inspector at level 1, 2, or 3 or employ individual(s) who are so licensed. This is a minimum qualification.
- C. The SoQ shall be submitted to the District, as follows:
  1. **Deadline for Submittal of Responses:**
    - i. **No later than 1:00 p.m. on April 16, 2020**
    - ii. *Late Responses will be returned unopened.*
  2. **Method of delivery:**
    - i. **Hand delivery, USPS or other mail/shipping service.**
    - ii. *Responses sent by Facsimile (FAX) or email will not be accepted.*
  3. **Delivery Address:**

**Rosemead School District  
Attn: Rosemead RFQ – DSA Inspection Services – April 16, 2020  
3907 Rosemead Blvd.  
Rosemead, CA 91770**
- D. Submission of SoQs by facsimile or e-mail is not acceptable. The Submitter is entirely responsible for the means of delivering the SoQ to the appropriate office on time. Delays due to internal routing of misdirected proposals or due to verbal directions given by District staff shall be the responsibility of the Submitter. Thus, each SoQ must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties in delivery.
- E. Submitters are required to disclose any relationships with the District and execute the non-collusion affidavit included with this RFQ.
- F. The original SoQ shall be submitted and **signed in blue ink**, by an authorized individual or officer of the firm submitting the SoQ.
- G. Firms interested in submitting SoQs are directed to make personal contact only with the person identified below and should not contact District Governing Board members, the Superintendent, Assistant Superintendents or any other officials or staff of the District. The district may reject SoQs if a firm or its representatives make direct contact with the District. Firms should contact the District’s Consultant/Program Manager, shown below, concerning any questions:

**Melinda Pure**

Eric Hall & Associates  
[melinda@ehanda.com](mailto:melinda@ehanda.com)  
909.904.7112

5245 Avenida Encinas / Suite A / Carlsbad / CA / 92008

- H. **Firms MUST submit an email indicating that the firm intends to submit, to the contact for the District's Consultant/Program Manager, not later than 1:00 p.m. April 7, 2020.** The email must contain the Firm name, address, and the contact person's name, email, and phone number. Receipt of these emails will be confirmed back. If a confirmation is not received back, it is the Submitter's responsibility to follow-up to assure that they have been added to the interest list.
- I. All written questions received will be answered in writing and sent to all firms then on the Interest List. *Oral statements regarding this RFQ by any person(s) should be considered unverified information unless confirmed in writing. To ensure a response questions must be received in writing by 1:00 pm April 7, 2020.*
- J. The Board of Education of the District reserves the right to accept or reject any or all SoQ submittals and may waive any minor deviation in any submittal. The District's waiver of any minor defect shall in no way modify the RFQ documents or excuse the Submitter from compliance with every other provision of this RFQ. The Board of Education of the District reserves the right to negotiate with any or all responsible submitters.
- K. Submitters shall be responsible for any and all costs and expenses that they may incur in preparing the SoQ. The District shall have no obligation whatsoever for costs of SoQ preparation, interview (if applicable), fee negotiation or any other costs associated with this RFQ or any SoQ submitted in response to this RFQ.
- L. The District reserves the right to revise the RFQ up to and including **April 9, 2020**, for issuance of clarifications and revisions to this RFQ. Revisions to the RFQ shall be sent to all firms on the Interest List. The District expressly reserves the right at any time to extend the deadline by which proposals are due.
- M. LATE PROPOSALS WILL NOT BE ACCEPTED.**
- N. VOLUMINOUS RESPONSES ARE NOT DESIRED. CONCISENESS AND BREVITY WILL BE APPRECIATED.**
- O. Modifications of SoQs submitted by a Submitter after the submittal deadline will not be considered unless the District requested the modifications.
- P. Each SoQ shall be reviewed to verify that the Submitter has met the minimum requirements of the RFQ. Submitters must follow the required format specified in this RFQ in order to facilitate District review.
- Q. The District reserves the right to cancel this RFQ at any time.
- R. Selection for projects under this RFQ does not guarantee that a contract will be awarded to the Submitter. The District may elect to not proceed with a project at its discretion. The District may also issue future solicitations that may augment or supersede this solicitation.

S. SoQs become the property of the District and may be returned only at the District's option and at the Submitter's expense. Information, excluding Submitter's financial information, if any, contained therein shall become public documents subject to the Public Records Act.

T. Documentation associated with this RFQ/P may be viewed at:

[www.rosemead.k12.ca.us](http://www.rosemead.k12.ca.us)

**2. SELECTION PROCESS and PROJECTED DATES**

The process and projected schedule that the District will utilize in selecting a firm to perform services will be as follows:

<u>Action</u>		<u>Day</u> <u>Date</u>
a. Release of Request for Qualifications/	W	April 1, 2020
b. Last Day to Submit Letter of Intent and Questions for Clarification -must be received at or before 1:00 p.m.	T	April 7, 2020
c. Addenda Clarifications Issued by District	Th	April 9, 2020
d. Deadline for Receipt of SoQ Responses -must be received at or before 1:00 p.m.	Th	April 16, 2020
e. Screening/Evaluation	F-W	April 17-29, 2020
f. Issuance of Letter(s) Intent	Th	April 30, 2020
g. Consideration of Selection and possible Award of Contract(s) by Governing Board	Th	May 21, 2020

**3. DESCRIPTION OF SERVICES REQUIRED**

A. Introduction

The District will select a pool of two (2) firms to provide DSA Inspection services.

B. Background on the District

The District is a small K-8 public school district in Los Angeles County, California. Rosemead School District educates almost 2,400 Transitional Kindergarten through eighth grade students on a traditional calendar schedule. The Rosemead School District serves students who reside in Rosemead and portions of El Monte, San Gabriel, and Temple City.

The Rosemead School District was established in 1859, and is proud of its long tradition of academic excellence. The District is currently comprised of four elementary schools: Encinita Elementary School, Mildred B. Janson Elementary School, Savannah Elementary School, Emma W. Shuey Elementary School (TK-6th grades); and Muscatel

Middle School (7-8th grades).

C. Contract Term and Anticipated Projects

Contracts signed pursuant to this RFQ will be for a one-year (1-year) term, with the possibility of two (2) one-year (1-year) extensions. This RFQ will be used to provide DSA inspectors for projects that occur during the term of the contract. All projects shall be assigned during the term of this agreement. During the last year of the contract, if the contract is scheduled to end prior to the completion of a particular project, the contract may be extended beyond the extension limits above so that its ending date will coincide with the end and closeout of that project. No new projects may be assigned during such an extension.

Anticipated projects are as follows:

**Summer 2020 Project(s)**

- Landscaping Project at Encinita Elementary School
- Painting and Graphics Project at Encinita Elementary and Muscatel Middle Schools

**Existing Planned Project(s)**

- Hydration Stations
- Fire Alarm Projects
- HVAC Projects
- Roofing Projects
- Camera and IT Projects
- Maintenance Projects
- Emergency Projects
- Prior Projects Closeout

**Master Plan Project(s)**

- Any projects identified in the Facilities Master Plan (currently being prepared)

**Other Project(s)**

In addition, the District may utilize SoQ Responses to this RFQ to select an inspector for other current and/or future capital projects and/or maintenance program projects that may include: modernization, expansion, new construction, reconstruction, alteration, rehabilitation, repair, relocation, reconfiguration, upgrades, closeouts, and other projects as may be identified, planned, modified, or prioritized/reprioritized, during the initial term of the agreement or two one-year extensions.

D. Scope of Services

Inspectors must be certified to perform DSA/Title 24 inspection work in the areas of fire/life safety, disabled access requirements and seismic structural requirements per DSA Publications IR-A7, IR-A8, and IR-A15.

The scope of work for most projects will include:

- Provide competent and proactive project inspection per the requirements of Part 1, Title 24 of the California Code of Regulations, and perform all duties required of DSA Project Inspectors.
- Review proposed Addenda and Change Order Proposal Requests with the District, Facilities Consultant, and the Architect.
- Monitor and coordinate special inspectors and materials testing laboratories.
- Advise the architect, the District, and the Facilities Consultant of all non-complying construction.
- Provide the District with daily construction reports on a weekly basis. Provide other reports as may be required or requested. Reports should include work performed, unresolved issues, schedule progress, workers on site, weather conditions, quality control, submittal status, and reporting of any other relevant issues.
- Attend all construction meetings.
- Verify that record drawings are accurate and kept up to date.
- Assist with DSA closeout.

The successful firm will work well in a collaborative environment. The firm must be comfortable with quality control and inspection of all work on the project, even areas that are not reviewed by DSA.

#### **4. ITEMS FOR INCLUSION IN THE REQUIRED SUBMITTAL DOCUMENTS:**

All SoQ/P submittals shall address the following items in the order listed below and shall be identified in the submitted SoQ/P to match the following list. **Voluminous responses are not desired. Conciseness and brevity will be appreciated.**

##### **A. Cover Letter**

Addressed to: ***Rosemead School District  
3907 Rosemead Blvd.  
Rosemead, CA 91770  
Re: Rosemead RFQ – DSA Inspection Services -  
April 16, 2020***

##### **B. Business Information and Description of the Firm**

Business Information

1. Business name and contact information including mailing address, phone number, fax number, email address, website
2. Number of years in business
3. Name, DSA certification number and level of certification of firm owner/president/lead inspector (to meet minimum qualification)
4. Form of Business Organization (sole proprietor, partnership, corporation/type)

This section should provide information regarding the firm size (number of inspectors), office location, distance to the District Office, nature of work performed, and approach that will be used in meeting the needs of the District. The office location must be the office location from which personnel will be assigned to District projects. Describe how the firm will be responsive to the District and District projects.

- C. **Credentials and Relevant Experience, including experience with the District if applicable (of the Firm and/or Firm Personnel) –**
- D. **Description of Projects** – This section shall identify five (5) similar projects that the firm has completed. The District is requiring the firms selected to have relevant experience in modernizing and improving existing facilities K-12 public schools, especially elementary and middle schools. The submittal shall include the following format:

PROJECT NAME AND LOCATION	DISTRICT'S NAME, ADDRESS, CONTACT PERSON, EMAIL, AND TELEPHONE	COMPLETION DATE	COST OF INSPECTION SERVICES	PROJECT DESCRIPTION & COMMENTS

- E. **List of Basic Services and Additional Services Provided by the Firm.**
- F. **Cost for Services** – Provide a schedule of hourly rates and any other anticipated fees or costs.
- G. **Insurance** – Attach certificate of insurance.
- H. **Claim/Litigation History (within the last five years)**
- I. **Client Satisfaction/References** – You may provide up to five (5) references. Reference letters may be included if desired but are not required. You may also provide a brochure if desired (optional). Each firm is encouraged to provide any additional information or description of resources the firm feels is pertinent to the SoQ.
- J. **Required Attachments:**
  - 1. **“CERTIFICATION” FORM**
  - 2. **“ACKNOWLEDGEMENT OF ADDENDA” FORM**
  - 3. **“NON-COLLUSION DECLARATION” FORM** (This form must be notarized.)

**5. EVALUATION**

Firms submitting a SoQ are advised that all SoQs will be evaluated to determine the firms that will meet the needs of the District. Evaluation will include, but not necessarily be limited to the following criteria:

1. Years in business, staffing, responsiveness and location
2. Relevant expertise of personnel, professional excellence and demonstrated competence
3. Prior successful experience working with the District
4. Experience and expertise with similar projects in size and scope
5. Services offered
6. Pricing
7. Claims/Litigation History
8. Client Satisfaction/References
9. Quality, completeness and responsiveness of Proposal.

**6. OTHER INFORMATION:**

**A. Insurance Requirements**

Inspectors shall maintain in force, during the full term of the contract, insurance described below, unless it is determined by the District to be not applicable.

1. The Consultant shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than one million dollars (\$1,000,000).
2. Comprehensive general and auto liability insurance with limits of not less than one million dollars (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:
  - 1) Owned, non-owned and hired vehicles;
  - 2) Blanket contractual;
  - 3) Broad form property damage;
  - 4) Products/completed operations; and
  - 5) Personal injury.
3. Professional liability insurance, including contractual liability, with limits of one million dollars (\$1,000,000), per occurrence. Such insurance shall be maintained during the term of the Agreement and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of the Agreement adjusted for inflation. If Consultant subcontracts any portion of Consultant's duties, Consultant shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph. Failure to maintain professional liability insurance is a material breach of the Agreement and grounds for immediate termination.
4. Each policy of insurance required in b. above shall name Client and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of Consultant hereunder, such policy is primary and any insurance carried by Client is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to Client prior to cancellation; and, shall



waive all rights of subrogation. Consultant shall notify Client in the event of material change in, or failure to renew, each policy. Prior to commencing work, Consultant shall deliver to Client certificates of insurance as evidence of compliance with the requirements herein. In the event Consultant fails to secure or maintain any policy of insurance required hereby, Client may, at its sole discretion, secure such policy of insurance in the name of and for the account of Consultant, and in such event, Consultant shall reimburse Client upon demand for the cost thereof.

5. If Consultant subcontracts any portion of Consultant's duties, Consultant shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced, in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than five hundred thousand dollars (\$500,000) per occurrence.

# REQUEST FOR QUALIFICATIONS – DSA INSPECTION SERVICES

## CERTIFICATION

Board of Trustees  
Rosemead School District

RE: Request for Qualifications – DSA Inspection Services – April 1, 2020

Dear Members of the Board of Trustees:

The undersigned, doing business under the firm name of

\_\_\_\_\_,  
having carefully examined the Request for Qualifications (RFQ) and the Instructions, certifies that it is competent to perform all of the duties required therein, and is willing and able to contract for the performance of DSA Inspection services as specified in the RFP and as required by law.

I certify that all information contained in this Statement of Qualifications/RFQ Response is true and correct to the best of my knowledge and that I am authorized to submit this Response on behalf of the firm.

SUBMITTED BY:

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PLEASE TYPE OR PRINT NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE

# NON-COLLUSION DECLARATION FORM

State of California )  
 ) ss.  
County of \_\_\_\_\_)

I, \_\_\_\_\_, being duly sworn,

declare that I am the \_\_\_\_\_

of \_\_\_\_\_, the party making the foregoing submittal, that the submittal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the submittal is genuine and not collusive or sham; that the Submitter has not directly or indirectly induced or solicited any other Submitter to put in a false or sham submittal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Submitter or anyone else to put in a sham submittal, or that anyone shall refrain from submitting; that the Submitter has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the prices of the Submitter or any other Submitter, or to fix any overhead, profit, or cost element of the submittal prices, or of that of any other Submitter, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the submittal are true; and further, that the Submitter has not, directly or indirectly, submitted his or her submittal prices or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham submittal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_, at \_\_\_\_\_ California.

\_\_\_\_\_  
Signature

[This form must be notarized]

# ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned acknowledges receipt of the following Addenda, all as listed below. The cost, if any, of such Addenda revisions has been included in the rates and prices of your submittal.

A. Addenda Number \_\_\_\_\_ Dated \_\_\_\_\_

B. Addenda Number \_\_\_\_\_ Dated \_\_\_\_\_

C. Addenda Number \_\_\_\_\_ Dated \_\_\_\_\_

D. Addenda Number \_\_\_\_\_ Dated \_\_\_\_\_

E. Addenda Number \_\_\_\_\_ Dated \_\_\_\_\_

Name of Submitter \_\_\_\_\_

Name of Authorized Signer: \_\_\_\_\_

Signature: \_\_\_\_\_

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