

**REQUEST FOR PROPOSALS**  
**Special Inspections & Testing**  
*For*  
***SEASIDE SCHOOL DISTRICT 10***

**ISSUING AGENCY:**

***Seaside School District 10***

**PROJECT:**

**SEASIDE SCHOOL DISTRICT 10**  
**MIDDLE AND HIGH SCHOOL**  
**BID PACKAGE 1 - Site retaining walls**  
**& BID PACKAGE 2 – Mat Foundation**

**ISSUED:**

August 9, 2018

**CLOSES:**

Proposals must be received no later than  
2:00 PM, Tuesday, August 20, 2018

**Submit:**

PDF electronic copy **only**  
to the attention of:

Jim Henry

Project Manager

DAY CPM Services

[jim.henry@otak.com](mailto:jim.henry@otak.com)

# **INFORMAL REQUEST FOR PROPOSALS FOR SPECIAL INSPECTIONS AND TESTING SERVICES**

**Releasing Date: August 9, 2018**

**Closing Date: August 20, 2018**

## **Introduction, Background, and General Information**

### **Seaside Middle and High School**

The Seaside School District has selected BRIC Architecture as the design firm for this Bond. Seaside Middle and High is a new three-story, approximately 140,000 square foot building, including classrooms, commons area, offices, gymnasiums, flexible space, library, cafeteria, kitchen, mechanical and support spaces, exterior covered play area, new parking lot and other site improvements.

Hoffman Construction has been selected as CM/GC for the project and has been on site since mid-June, 2018, working on site excavation and erosion control.

The project is composed of 4 Bid Packages to take advantage of the summer coastal climate; Bid Package 1 – Site retaining walls, and Bid Package 2 – Mat Foundation are the scope of this RFP.

### **Schedule of RFP-1 Scope of Work**

RFP-1 Special Inspections work is expected to occur between September 1<sup>st</sup>, 2018 and November 30<sup>th</sup>, 2018. and is the scope of work for this proposal.

There will be 2 additional RFP's issued later in the project

1. Fall 2018 – Seaside Middle and High School Building Package
2. Spring 2019 – Seaside Heights Elementary School Addition and Existing School Seismic Upgrade

### **Schedule of RFP-1 Response**

- |  |                           |
|--|---------------------------|
| 1. Issue RFP                               | August 9, 2018            |
| 2. Questions Deadline                      | August 13, 2018 by 5 p.m. |
| 3. Last Addendum Issued                    | August 15, 2018 by 5 p.m. |
| 4. RFP Closing Date                        | August 20, 2018 by 2 p.m. |
| 5. Selection and Notice of Intent to Award | August 22, 2018           |
| 6. Contract Award                          | August 24, 2018           |

## **Project Team**

### **SEASIDE SCHOOL DISTRICT 10 OFFICES**

1801 S. Franklin St.  
Seaside, OR 97138

### **Project Location**

2600 Spruce Drive  
Seaside, OR 97138

### **School District Superintendent**

Dr. Sheila Roley

### **Business Manager**

Justine Hill

### **Owner's Representatives**

DAY CPM SERVICES  
Jim Henry, Project Manager  
Cell: 503-680-4677  
Email: [jim.henry@otak.com](mailto:jim.henry@otak.com)

Megan Pritchard, Project Coordinator  
Cell: 503-740-6298  
Email: [megan.pritchard@otak.com](mailto:megan.pritchard@otak.com)

### **CM/GC**

HOFFMAN CONSTRUCTION  
805 SW Broadway  
Suite 2100  
Portland, OR 97205  
Phone: 503-221-8811

Cary Bubenik, Operations Manager  
(503) 329-1002  
Noelle Idehara, Pre-Con and On-Site PM  
(971) 998-6793  
Phil Broome, Project Superintendent  
(503) 680-5353  
Chris Lawson, Project Engineer

### **Civil and Structural Engineer**

KPFF  
111 SW Fifth Ave., Suite 2500  
Portland, OR 97204  
Phone: 503-227-3251

### **Structural –**

Jerry Abdie, Principal  
Jonathan Estabrook, Engineer

### **Civil -**

Mark Wharry, Senior PM  
Danielle Pruett, Associate

### **Architect**

BRIC ARCHITECTURE, INC  
1233 NW Northrup Street  
Suite 100  
Portland, Oregon 97209  
Phone: 503-595-4900

Dan Hess, Principal  
Nancy Rad, Project Manager  
Christie Sterne, Project Architect

### **Geotechnical Engineering**

GEODESIGN INC  
703 Broadway Street  
Suite 650  
Vancouver, WA 98660  
Phone: 503-968-8787  
Shawn Dimke, Principal

### **MEP**

INTERFACE ENGINEERING  
100 SW Main Street  
Suite 1600  
Portland, Oregon 97204  
Phone: 503-382-2266

### **Mechanical**

Andy Frichtl, Principal  
Darcy Tucker

### **Electrical**

David Chesly, Principal

## **Special Inspections and Testing Company Requirements**

The special inspections and testing company shall meet the following minimum requirements to be eligible for consideration:

1. Meet the qualifications of local building officials for special inspections and testing as required under the International Building Code (IBC) and Chapter 17 of the Oregon Structural Specialty Code (latest editions).
2. Comply with ASTM E329 and be accredited by the Oregon Building Officials Association for all special inspections and testing services to be provided for this project.
3. Be currently registered in the Oregon Building Officials Association Special Inspections program.
4. Have at least five (5) years of continuous operation under current ownership and management.
5. Have at least three (3) OBOA certified special inspectors in the region servicing this project.
6. Carry and maintain insurance coverage with the following minimum limits (see accompanying information following this RFP).
7. Has the ability to work within the timeline projected for this project.

## **Reference Documents**

At this time, the architectural and engineering teams have working have completed the project contract documents. The permit for BP-1 is complete. BP-2 permit is expected to be issued by the City in August 2018. Permit drawings and specifications are available at: [Seaside School District Website](#)

## **Seaside Middle and High School Scope of Work: Bid Package 1 and 2**

The special inspections and testing company shall provide the following services:

1. Perform special inspections and tests in compliance with the IBC and Oregon Structural Specialty Code Chapter 17 (latest editions) and applicable UL assembly requirements, as noted described in Section 01 40 00 Quality Requirements of the project specifications, and as included in:
  - **Bid Package 1**, Deferred Submittal - Condon Johnson, Sheet SH1.0 of the Wall 'D' Retaining Wall, and Hardman Geotechnical Lock and Load walls for the following types of work:
    - Soldier Pile Installation
    - Ground Anchor Testing
    - Welding
  - **Bid Package 2**, KPFF, Sheets S0.04 Table 2, CONCRETE and S0.06 Table 7, SEISMIC RESISTANCE for inspections as noted, including:
    - General
    - Reinforcing Steel
    - Placement of Cast in Place Bolts
    - Concrete Mix Designs
    - Concrete Placement and Curing Erection of Precast Members
    - Verification of Formwork
    - Embedded Items
    - Mechanical Couplers
    - Reinforcement in Special Structural elements
    - Reinforcement for Weldability
2. Prepare test and inspection reports documenting all tests, inspections and site visits.
3. Submit test and inspection reports, immediately after tests and inspections are completed, to the Seaside School District, Owner's Representative, Architect, Structural Engineer, Contractor, and selected building officials.

4. Immediately notify the Seaside School District, Owner's Representative, Architect, Structural Engineer, Contractor of nonconforming work.
5. Provide communication access to a company representative for contact by District, Owner's Representative or Architect on an as-need basis.
6. Prepare a final, signed report stating whether the work requiring special testing and inspections was, to the best of the inspectors' knowledge, in conformance with the approved drawings and specifications and applicable provisions of the IBC and Oregon Structural Specialty Code. If non-conforming work was observed and not corrected, identify the portions of the work that failed to conform. Attach the test and inspection reports documenting the non-conforming work.
7. Submit invoices to the District identifying the dates services were provided, type of services provided for each date, the corresponding test and inspection report numbers for each date and service provided, hours of services provided for each date and type of service, type of test provided for each date, applicable hourly rates for services performed, and amount due.
8. Submit separate invoices for IBC/Oregon Structural Specialty Code-required tests and inspections and non-IBC/Oregon Structural Specialty Code-required tests and inspections.

### **Proposal Requirements**

1. Provide the following information in the sequence listed below:
  - a. General information about the special inspections and testing company's experience and capabilities.
  - b. The number of years the company has operated under its current ownership and management.
  - c. The proposer's geographical proximity to and familiarity with the physical location of the project.
  - d. The volume of work previously awarded to the bidder by the District, if any.
  - e. Ownership status and employment practices regarding women, minorities and emerging small businesses or historically underutilized businesses.
  - f. The number, type and certification of employees working at the local office performing the work.
  - g. The insurance limits carried by the company for General Liability, Automobile Liability, Professional Liability, and other coverages the company may carry.
  - h. List of construction projects, exceeding \$5,000,000 in construction cost, for which the company has performed testing and inspection services during the past five (5) years; however, list no more than ten projects meeting these criteria.
2. Provide the following information for each project:
  - a. Project name
  - b. Project construction cost
  - c. Date services were provided
  - d. Special inspection services provided
  - e. Project owner's name, telephone number and contact person
3. Provide the following information for the person who will have primary responsibility for managing the special inspections and testing services for this project
  - a. Name
  - b. Background and construction inspections and testing experience and certifications
  - c. Individual's position within company
  - d. Resume
  - e. Responsibilities for this project
  - f. At least 3 references for the proposed primary manager
  - g. The number of employees that will be staffed on the project
  - h. The proposed management techniques the proposer will use

4. Provide the following information for the person who will be the primary lead inspector for this project:
    - a. Name
    - b. Background and construction inspections and testing experience and certifications
    - c. Individual's position within company
    - d. Responsibilities for this project
    - e. At least 3 references for the proposed lead inspector
- 2.
5. Provide a fee proposal that identifies the following:
    - a. Pricing policies, including number of hours proposed, hourly rates, and overhead
    - b. Hourly rates for all inspection services required for this project
    - c. Fees for all laboratory and testing procedures required for the project
    - d. Delivery and pick-up fees of items to and from the construction site
    - e. Fees for project oversight, bookkeeping, laboratory report preparation (except final report) and distribution, and office expenses
    - f. Mileage fees
    - g. Special charges or other fees that may apply to the company's services
    - h. Proposed circumstances when time will be billed to the District. For examples, indicate whether time will be charged for situations such as:
      - o Travel time to and from the site
      - o Picking up concrete samples
      - o Rewriting inspector's reports
      - o Other
    - i. Estimated total Not to Exceed fee

**NOTE: Oregon Prevailing Wage Laws and related requirements prevail on this project.**

6. Provide samples of reports that the District would typically receive.
7. The Proposer must submit proposal that must be signed by an authorized representative of the firm. Proposals are to be submitted in 8 ½" x 11" format, single spaced, business font (11-point minimum). There is no maximum page count, however Proposers are strongly encouraged to keep proposals concise and to the point. (Electronic .pdf only.)
8. Proposals must be submitted to arrive no later than **2:00 p.m., local time, on August 20, 2018**, submitted as an **electronic PDF proposal only, no hard copies and in a file size less than 5MB** as a response to secure **Special Inspection and Testing Services RFP-1**. E-mail proposals to:

**Seaside School District**  
**Seaside Middle and High School**  
**Special Inspections & Testing RFP-1**  
**ATTN: Jim Henry**  
[Jim.Henry@otak.com](mailto:Jim.Henry@otak.com)

**NOTE: It is the Proposer's responsibility to ensure its materials are delivered to the above-noted e-mail address by the closing day and time. The District will assume no responsibility for delivery.**

## **Terms and Conditions**

1. This RFP does not commit the District to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a qualification in response to the RFP.
2. The qualification will become part of the District's official files without any obligation on the District's part. All responses are subject to Oregon state public records requirements and will be available to the public once the successful Proposer(s) is retained.
3. Proposer(s) shall not offer any gratuities, favors, or anything of monetary value to any officer, agent, contractor or employee of the Seaside School District for the purpose of influencing consideration of a qualification.
4. Proposer(s) shall not collude in any manner, or engage in any practices, with any other Proposer(s) that may restrict or eliminate competition or otherwise restrain trade. This is not intended to preclude subcontracts and joint ventures for the purpose of:
  - a) Responding to this RFP, or
  - b) Establishing a project team with the required experience and/or capability to provide the goods or services specified herein.
5. Proposer(s), their authorized representatives, and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications of this RFP.
6. The Proposer must promptly report to the District any conditions, transactions, situation, or circumstances that would impede, impair or delay the submission of the qualification, or the proper and timely performance of the work.
7. The District reserves the right to cancel this RFP or to reject any or all qualifications received prior to contract award.
8. The District reserves the right to request clarification of any qualification after all qualifications have been received. The request can be in the form of oral presentation or personal meetings.
9. The District reserves the right to open qualifications privately or unannounced and to reject any and all submittals and waive irregularities and informalities in any qualifications that are submitted and to be the sole and final judge of all qualifications.
10. The District reserves the right to discontinue its evaluation of submittals from any Proposers who submit false, misleading or incorrect information.
11. Security: All consultants shall follow the Hoffman Construction Company's Security Protocols.

## **Selection Process**

The District, DAY CPM, Engineer of Record and Building Director shall review all proposals and select and rank most qualified companies. The selection and ranking shall be based on the following criteria (not necessarily listed in order of importance):

<input type="checkbox"/> Fees and unit rates	60 points
<input type="checkbox"/> Past firm and individual experience in performing similar projects	10 points
<input type="checkbox"/> Expertise of the team in performing the services required by the project	10 points
<input type="checkbox"/> Roles and responsibilities of staff for this project	10 points
<input type="checkbox"/> Responsiveness of proposal	<u>10 points</u>
	100 points

At its discretion, the District may interview the highest ranked companies on the tasks, staffing, schedule, and fee proposal. Following interviews (if held), the District will negotiate with the highest ranked firm. Negotiations may be formally terminated if they fail to result in a contract within a reasonable time period. Negotiations will then ensue with the second ranked company, and if necessary, the third ranked company.

### **Issuing Office and Inquiries Relating to This RFP**

This RFP is issued by the Seaside School District. The point of contact for information about this project is Jim Henry, Project Manager. Questions and issues concerning this RFP must be submitted **in writing via e-mail** to Jim Henry at [jim.henry@otak.com](mailto:jim.henry@otak.com). No questions sent via telephone, facsimile or text message will be considered. Questions must be received no later than 5:00 p.m., August 13, 2018.

Responses to questions will be posted in an Addendum on the District wide website. No information conference will be held for this RFP. Do not contact the District.

### **Costs of Information Preparation and Presentation**

The District is not liable for any costs incurred by the Proposer, consultants or consulting firms for the preparation and presentation of information in response to this RFP. All such costs, including travel and related expenses, shall be the sole responsibility of the Proposer and any consultants or consulting firms submitting or assisting in the submission of information.

### **Addenda to the Original RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be provided on the District Web site. All Proposers are expected to seek this information from the District Web site.

### **Objections or Protests**

A proposer or prospective proposer who wishes to object or protest any aspect of this procurement shall comply with requirements of Oregon Administrative Rule: OAR 137-049-0260 and must deliver a written protest to:

Seaside School District  
RE: RFP – Special Inspection & Testing  
Seaside Middle and High School  
1801 S. Franklin St.  
Seaside, OR 97138

A protest is delivered when it is actually received by the aforementioned addressee.

A protest shall be deemed to include only the documents timely delivered pursuant to this paragraph. It must clearly state all of the grounds for the protest and must include all arguments and evidence in support of the protest. Testimonial evidence may be submitted by affidavit. The School District may investigate as it deems appropriate in reviewing the protest and will issue a written response to the protest. The School District may proceed with contract award, execution, and performance while a protest is pending.

The time period during which the contracting agency will meet with proposers that the contracting agency did not select for the public improvement contract, if a proposer requests a meeting to discuss the procurement.

### **Insurance and Liability**

1. The Company (Proposer awarded this contract) shall be an "independent contractor"; all persons employed to furnish services hereunder are employees of the Company and not of the Reynolds School District. None of the benefits provided by the District to its employees, including, but not limited to, workman's compensation insurance and unemployment insurance, are available from the District to the employees of the Company.
2. The Company will be solely and entirely responsible for its acts and for the acts of its employees during the performance of this agreement. The Company shall be responsible for redecorating, restoring, repairing or replacing any portions of the District's premises, facilities or equipment which are damaged by the Company or its employees.



3. The Company shall save, hold harmless and fully indemnify the Seaside School District and its employees and staff, Seaside School District School Board Members, DAY CPM / OTAK Services, BRIC Architecture, KPFF, and the consultants of the afore-mentioned organizations and firms from any and all claims, damages, losses, expenses, suits or actions at law, including attorney's fees, arising out of the performance or failure to perform any act required by the agreement or caused by the negligence or other misconduct of the contractor or any of its agents, employees or subcontractors.
4. The Company shall provide certificates of insurance in the amounts and of the types designated in the contract. Insurance must include Commercial General Liability, Professional Liability and Automobile Liability coverage. The Seaside School District and the organizations and firms noted above shall be shown as additional insured parties.

### **Business and Legal Requirements**

1. The Company shall provide the District with the Company's Federal Employer Tax Identification Number.
2. During the term of the agreement, the Company shall comply with all federal and state laws and regulations regarding discrimination in employment.
3. The agreement or any responsibilities under it may not be assigned, transferred or sold by the Company to any other person or firm except with prior consent of the Seaside School District.
4. The Company shall not perform any duty under this contract using any name other than the name designated in the first paragraph of this contract and the District shall have the right to direct all payments, correspondence and other communications concerning the Company using that name only.
5. The successful Company will be notified in writing of the acceptance of the proposal within (30) days of the proposal closing. If the proposal is accepted within that time, the Company will be bound within the terms of its proposal.
6. The Seaside School District expressly reserves the right to reject any and all proposals without penalty, to waive all technicalities and irregularities and deviations of proposals from this RFP, and to award a contract to the Company whose proposal it considers to be in the best interest of the District. The District reserves the right to award a contract without discussion or negotiation if it is determined that such an award will result in fair and reasonable prices and would be the most advantageous to the District.

**End of RFP**