

**NOTICE INVITING PROPOSALS FOR
QUALITY ASSURANCE/QUALITY
CONTROL/CONSTRUCTABILITY REVIEW SERVICES**

The San Bernardino City Unified School District (“District”) Facilities Management Department is requesting proposals from qualified firms and individuals for quality assurance, quality control, constructability review services for various modernization and new construction projects for the District’s Facilities Capital Improvement Program. Copies of the Request for Proposals (“RFP”) are available by e-mail, in person at the address below, or from the District’s web site: www.sbcusdfacilities.com In order to be considered, one (1) original and two (2) copies of the proposal must be received at the address indicated below on or before **October 31, 2007, 4:00 P.M. Pacific Time**. All qualified local providers of services described in the RFP are encouraged to participate in this procurement and to submit proposals. The District will monitor this participation by requiring all prospective consultants to complete and submit a registration form for the District’s Business Outreach Program. The form is included in the RFP and is available on line at www.sbcusdfacilities.com. The District at its sole discretion reserves the right to reject any proposal not responsive to the RFP and/or received after the deadline stated herein. Proposals must be submitted in a sealed envelope, addressed as indicated below, with firm name and address in the upper left corner of the envelope under which should be clearly printed: PROPOSAL FOR QUALITY ASSURANCE / QUALITY CONTROL / CONSTRUCTABILITY REVIEW SERVICES

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
Facilities Management Department
Karl Schrader
777 North “F” Street
San Bernardino, California 92410
Tel: 909-381-1238
karl.schrader@sbcsud.k12.ca.us

REQUEST FOR PROPSAL (RFP)
Quality Assurance/Quality Control/Constructability Review Services
(QA/QC/CR SERVICES)
New Construction and Modernization Projects

The San Bernardino City Unified School District (District) is inviting qualified individuals and/or firms to provide professional services for interdisciplinary coordination, quality assurance, quality control and constructability review of several of its new construction and modernization projects in the District's Capital Improvement Program. The number and type of projects, scope of work and other requirements for the intended services are identified herein below.

As one of several individuals and/or firms deemed qualified by the District to perform the required services, it is hereby requested that you submit a Statement of Qualifications (SOQ) and a detailed proposal (Proposal) for consideration by the District. Upon receipt of the requested materials, District's Facilities Management Department will evaluate the each individual or firm's qualifications and proposals and select one or more individuals/firms (Consultant) to perform the desired services.

Types and Number of Projects:

The District intends to request professional services for up to three (3) new construction projects and up to twenty five (25) modernization projects. The list of the intended projects, their approximate start of construction dates and the names of the project architect is attached to this RFP as Exhibit A. As general information the estimated construction cost of each project is also included in the exhibit A.

Scope of Work:

The SBCUSD is seeking proposals for professional consulting services to provide preconstruction phase coordination, QA/QC, constructability review and related services for new construction and modernization projects. The extent of QA/QC and constructability review services required will vary, depending upon the types and sizes of projects and their current state of design completion and/or DSA approval. Consultants will be requested to provide review services for two categories of projects in accordance with the following:

Group I: Projects that are in various phases of design and/or construction document phase and that have not been submitted to DSA or projects that have been submitted to DSA for review but have not received DSA stamp yet (Pre- DSA Approval Group), and

Group II: Projects that have received DSA approval and are in the pre-bid phase (DSA approved Group).

Required and Optional Services:

For Group I (Pre-DSA approval projects) the review services for design and construction documents (drawings, specifications and manuals) shall include, but not be limited to, the following:

Required Services:

1. Conformance to District Design Standards
2. Conformance to Project Program (if available)
3. Compliance with all applicable codes
4. Interdisciplinary coordination
5. Quality assurance/quality control during design development phase and at 50% of completion of construction documents
6. Compliance with public agency requirements, such as CDE, OPSC, and others
7. Constructability review at 90% completion of Construction Documents
8. Up to two back check reviews of A/E team's incorporation of Consultant's review comments

The above listed services shall include the following disciplines:

Architectural;Structural;Civil;Mechanical;Plumbing;Electrical;Low Voltage (data, communication, fire alarm, security, CATV); Landscape and Irrigation

Optional Services:

The above listed services shall be optional for the following disciplines, as deemed necessary by the District, on a project by project basis:

Performing Arts; Kitchen and Food Service Facilities; Sports/Athletic Facilities; Acoustical; Graphics and Color Schemes; Furniture Layout; Interior Design; Phasing Plan; General Conformance with Industry Standards Geotechnical; Hazardous Materials Investigations; and Surveys

For Group II (DSA- approved projects) the review services for design and construction documents shall include, but not limited to the following:

Required Services:

1. Review of construction documents for conformance to selected District Standards (example: Low voltage system)

2. Interdisciplinary coordination
3. Constructability review
4. Review for selected issues such as ADA path of travel, conformance to the existing site and building conditions (example: changes since DSA approval was obtained), etc. if requested by the District (optional)
5. Review of hazard mitigation and demolition contract documents, if requested by the District (optional)
6. Up to two back check reviews of A/E team's incorporation of Consultant's review comments

The above listed services shall include the following disciplines:

Architectural; Structural; Civil; Mechanical; Plumbing; Electrical; Low Voltage (data, communication, fire alarm, security, CATV); Landscape and Irrigation

Optional Services:

If deemed necessary by the District, review of construction documents for additional disciplines may be requested from Consultants on a project by project basis.

Deliverables

Consultants shall be required to provide the following deliverables to the District:

1. Red lined drawings, specifications and other construction documents (such as calculations, catalog cuts, materials lists, etc. if available or requested by the District)
2. A detailed, written matrix report describing the findings, reviewers estimated level of completion; issues and proposed solutions, identified by item, page, and discipline
3. A book of printed pictures when reference is made to specific site conditions not covered by the A/E team or in conflict with construction documents
4. A summary report identifying the major issues, deficiencies and solutions, percentage of completion of each discipline's drawings and specifications
5. A data CD that includes all material created by QA/QC-Constructability review consultant

Statement of Qualifications and Proposal Requirements:

As part of their SOQ and proposal, the responding individuals or firms must provide the following information for the District's evaluation and consideration of assignments:

1. Number of staff by discipline and resumes/qualifications of staff to be assigned to District's projects
2. Availability of proposed staff and how the consultant will be able to manage the required services if multiple projects are assigned to it by the District
3. Turnaround time for review and back check for both or either of Group I and Group II projects identified here in above
4. Number of project review assignments the individual/ firm can handle at any given time, according to the following estimated construction cost categories:
 - a. Up to \$2 million
 - b. \$2-5 million
 - c. \$5-10 million
 - d. \$10-20 million
 - e. \$20 million and above
5. Similar projects/assignments completed in the last 5 years
6. Names and references of clients for No. 5 above
7. Proposed fee structure, clearly identified as a percentage of estimated construction, pre-set rates for the categories in No. 4 above, or per-sheet rates.
8. Detailed hourly rates for staff to be assigned to District projects should optional and/or additional services be requested
9. Table of reimbursable expenses and applicable markups if any
10. Any fee reductions if more than one project is assigned to an individual or firm
11. Any clarifications, exemption/exclusions, and additional information deemed appropriate by responding consultants
12. SBCUSD Business Outreach Registration Forms for Consultant and Subconsultants

Request for Information and Submittal Requirements:

All questions related to this RFP and the intended services must be addressed to:
Karl Schrader, Project Manager, via telephone (909-381-1238) or email
(karl.schrader@sbcusd.k12.ca.us).

A maximum 20 page proposal is due, in three copies, by no later than 4:00 PM, October 31, 2007 at the following address:

Facilities Management
San Bernardino City Unified School District
777 North F Street
San Bernardino, CA 92410
Attn: Karl Schrader

The District reserves the right to assign the new construction and/or modernization projects to the selected consultant(s) at its own discretion.



**BUILDING SCHOOLS.
BUILDING EDUCATION.
BUILDING OPPORTUNITIES.**

SBCUSD LOCAL BUSINESS OUTREACH PROGRAM



SBCUSD LBOP REGISTRATION

Company Information		Contact Information	
Company Name and Address		Name	Title/Position
		Cell phone - -	
		Office phone - -	Fax - -
Corporate Address (if different than local)		E-mail	
		Web Address	

Ownership Type (check type)	Employee Count	Gross Receipts	Small Business Certification (check type)
<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Nonprofit <input type="checkbox"/> Other: (describe)		YR/\$	<input type="checkbox"/> SB <input type="checkbox"/> DVBE <input type="checkbox"/> other: <input type="checkbox"/> none Name on Certification: _____ Certifying Agency: _____

Business Goods and/or Services (CSI)
(Check all that apply and circle or note specialty)

<input type="checkbox"/> General Contracting (00)	<input type="checkbox"/> Doors and Windows (08)	<input type="checkbox"/> Electrical (16)	<input type="checkbox"/> Planning
<input type="checkbox"/> General Requirement (01)	<input type="checkbox"/> Finishes (09)	<input type="checkbox"/> Utilities	<input type="checkbox"/> Architect/Engineer
<input type="checkbox"/> Site work (02) Demo/remed	<input type="checkbox"/> Specialties (10)	<input type="checkbox"/> Communications/ IT	<input type="checkbox"/> Construction Mgmt
<input type="checkbox"/> Concrete (03)	<input type="checkbox"/> Equipment (11)	<input type="checkbox"/> Landscape/Irrigation	<input type="checkbox"/> CADD/Drafting
<input type="checkbox"/> Masonry (04)	<input type="checkbox"/> Furniture (12)	<input type="checkbox"/> Security	<input type="checkbox"/> Admin/office Graphic Design
<input type="checkbox"/> Metals (05)	<input type="checkbox"/> Spec Constr (13)	<input type="checkbox"/> Portable/mod facilities (lease/purchase)	<input type="checkbox"/> Accounting AP,AR, HR, Payroll
<input type="checkbox"/> Woods and plastics (06)	<input type="checkbox"/> Conveying systems (14)	<input type="checkbox"/> Real Estate/Appraisal/CEQA	<input type="checkbox"/> DSA, CEQA, CDE Specialty:
<input type="checkbox"/> Thermal and moisture (07)	<input type="checkbox"/> Mechanical (15)	<input type="checkbox"/> Inspection DSA certified: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IP	<input type="checkbox"/> OTHER:(specify)

Local Business Program Qualifications
To qualify as a local business complete #1 and #2
To be designated as an "ED Friendly" local business also complete #3

1a. All above Registration information filled out <input type="checkbox"/> yes		
b. Deliver program information via: <input type="checkbox"/> USPS <input type="checkbox"/> E-mail		
2. Local Business (located within San Bernardino County) (check all that apply)(attach copy of documentation)		
<input type="checkbox"/> local business license <input type="checkbox"/> local business address <input type="checkbox"/> local residence <input type="checkbox"/> City of San Bernardino <input type="checkbox"/> County of San Bernardino/City: <input type="checkbox"/> Other:		
3. "ED Friendly" Designation (you must check at least one)	Contact name/tel	School/Co.
<input type="checkbox"/> As a local business, contribute time, talent and/or treasure in support of SBCUSD education programs (attach copy of documentation)		
<input type="checkbox"/> Partner/Subcontract with other local businesses who are Ed Friendly (attach copy of documentation)		