

Whitfield County Schools  
RFP – Materials Testing & Inspection Services – Westside MS  
May 1, 2019

WHITFIELD COUNTY SCHOOLS  
REQUEST FOR PROPOSAL  
MATERIALS TESTING & INSPECTION SERVICES

Gymnasium Addition for Westside Middle School

**RFP ISSUE DATE: Wednesday, May 1, 2019**

**DUE DATE FOR PROPOSALS: Wednesday, May 15, 2019, 2PM EST**

## **I. GENERAL INFORMATION**

The Whitfield County (Georgia) Schools is soliciting competitive sealed proposals from experienced firms for Materials Testing & Inspection Services for the New Gymnasium Addition for Westside Middle School.

An award will be made, if at all, to the responsible and responsive Proposer whose proposal is determined to be the most advantageous to Whitfield County Schools, taking into consideration the evaluation factors set forth in the Request for Proposal (RFP).

While price will be an important factor, it alone will not be the deciding factor in the selection process. Issuance of this RFP does not constitute a commitment on the part of Whitfield County Schools to award a contract pursuant to this RFP. Whitfield County reserves the right to reject any and all proposals submitted in response to this RFP, in whole or in part, and to award a contract pursuant to this RFP or cancel this RFP if it is considered to be in the best interests of Whitfield County Schools. Whitfield County further reserves the right to make changes to this RFP at any time by issuance of written addendum/addenda, amendment(s) or clarification(s).

Services shall be provided on a unit price basis with a lump sum total for all Material Testing & Inspection Services required for the project including but not limited to the items set forth in the Scope of Work included in the RFP. Each firm is to prepare its proposal according to the RFP format, i.e., by section and paragraph of this RFP. Whitfield County Schools reserves the right to reject any proposal not submitted within the required time frame; reject any incomplete proposal submitted; contact client references; require further information; and/or require interviews/presentations from any responding firm. All costs related to the preparation, submittal, and/or presentation of a proposal are the responsibility of the Proposer and will not be assumed in full or in part by Whitfield County Schools.

Written inquiries regarding this RFP may be addressed to the Project Architect:

KRH Architects  
Mr. Kenneth Harless  
Email: [kharless@krharchitects.com](mailto:kharless@krharchitects.com)

An electronic copy of the proposal is to be submitted to:

Mr. Kenneth Harless  
KRH Architects  
855 Abutment Rd Suite 4  
Dalton, Georgia 30720  
[kharless@krharchitects.com](mailto:kharless@krharchitects.com)

**Proposals must be received no later than Wednesday May 15, 2019, 2PM EST.**

We appreciate your submittal and interest in assisting the Whitfield County Schools with this endeavor.

## II. **SCOPE OF SERVICES**

Scope of work includes all testing and inspection and special testing work contemplated under this RFP and in the contract documents, is described as providing complete inspection and testing services including but not limited to the following major areas:

1. Soil Density Testing and Subgrade Evaluations
  2. Shallow Foundation Evaluations
  3. Reinforced Concrete Inspection and Testing
  4. Masonry Inspection and Testing
  5. Structural Steel Inspection and Testing
  6. Cold Formed Metal Framing Inspection
  7. Wind-Resisting Components Inspection
  8. Fire-Resistant Penetrations and Joints Inspection
  9. Asphalt Pavement Testing
  10. Project Management and Coordination
- a. Special Inspection is the monitoring of the materials and workmanship critical to the integrity of the building structure. It is a review of the work of the contractors and their employees to ensure that the approved plans and specifications are being followed and that the relevant codes and referenced standards are being observed. The Special Inspection process is in addition to the general materials testing and inspections conducted as a requirement of the Contract Documents and observations by the design professional.
  - b. The Registered Design Professional for Special Inspections is the Architect or the Structural Engineer.
  - c. Special Inspections per the Contract Documents are required unless specifically exempted, in writing, by the Architect or Structural Engineer.
  - d. The Agency shall include special inspection and testing requirements for seismic and/or wind resistance where required. The Agency shall coordinate with the contractor in determining each sub-contractor responsible for the construction of a seismic or wind resistant system or component listed in the Schedule of Special Inspections and shall submit a schedule of special testing and written statement of responsibility to the Design Professional in Responsible Charge and Contractor prior to the commencement of work on the system or component.
  - e. The Schedule of Special Inspection Services must be maintained during the course of a construction project and should reflect any changes. For example, the Schedule should be revised if the Special Inspector or an agent of the Special Inspector changes during the course of the construction or if a change in a building material or technique requires a change in the Special Inspection requirement.
  - f. At the completion of work and prior to the Contractor issuing Certificate of Substantial Completion, a Final Report of Special Inspections shall be submitted to Design Professional in Responsible Charge and the Contractor. This report shall document the

completion of all required special inspections and testing.

g. Responsibilities of the Materials Testing & Inspection and Special Inspections Agency:

1. Provide a full time point of contact for communication regarding the contract as well as office and field related services.
2. Review the Special Inspection Plan: With the assistance of the structural engineer of record the Agency shall review and submit to Design professional any clarification requirements related to the Statement of Special Inspections. The Agency shall submit a list of the Special Inspector and his agents and their duties.
3. Meet with the Contractor to review the construction schedule, special inspections plan and schedule.
4. Notify the contractor of presence and responsibilities at the job site.
5. Attend Pre-Installation meetings associated with materials and building systems that require testing.
6. The Agency shall inspect all work for which they are responsible for conformance with the plans and specifications and shall perform Special Inspections in a timely manner to avoid delay of work.
  - a. If unusual conditions are encountered, including but not limited to unanticipated materials the Material Testing & Inspection Agency shall immediately consult with the Contractor and notify the Architect.
  - b. The Material Testing & Inspection Agency shall advise the Contractor and Architect as to any further exploration and testing required to obtain information that the Material Testing & Inspection Agency requires for a professional interpretation of a condition and shall perform such additional work as authorized by the Architect.
7. Report nonconforming items. The Agency shall bring all nonconforming items to the immediate attention of the contractor for correction and immediately notify the architect. If any such item is not resolved in a timely manner or is about to be incorporated into the work, the Design Professional and Program Manager shall be notified immediately and the item noted in the Agency's written report. The Agency shall also write a discrepancy report that should contain, at a minimum the following information about each nonconforming item:
  - a. Description and exact location.
  - b. Reference to applicable drawings and specifications.
  - c. Resolution or corrective action taken and the date.
8. Provide timely reports. The Agency shall complete written reports for each visit

to the Site. The Agency shall furnish these reports directly to the Design Professional and the contractor. These reports shall be in a daily format and will be submitted to the Design Professional at the approved frequency. The reports should:

- a. Describe the special inspection and tests made, with locations.
- b. Indicate nonconforming items and their resolution.
- c. List unresolved items and parties notified.
- d. Itemize any changes authorized by the Design Professional.

9. Special Inspections:

- a. For Special Inspections, the Agency shall initial and date the “Date Completed” box in the Schedule of Special Inspection Services as the inspection and testing activities are completed.
- b. The Agency shall inspect the work per the Schedule of Special Inspection Services and provide a daily report detailing the inspection and any deficiencies. The Special Inspector(s) shall issue interim reports as noted in the Statement of Special Inspections
- c. The Agency shall submit a signed Final Report of Special Inspections stating that all required special inspection items and testing were fulfilled and reported. Items not in conformance, unresolved items, or any discrepancies should be specifically itemized.

i. Responsibilities of the Contractor:

1. The contractor shall coordinate the scheduling and timely notification to the Agency.
2. Provide access to the approved construction documents.
3. Submit a Statement of Responsibility where required by the Statement of Special Inspections.
4. Submit Fabricator’s Certificates of Compliance for approved fabricators
5. Provide safe access to the work to be inspected and deliver samples for testing when needed.

**REPORTING**

- a. The duration of services shall extend from notice to proceed to the completion of the project construction and submittal of all required deliverables.
- b. Subject to any limitations stated in this proposal, the specified testing and inspections shall be initiated and report(s) delivered to the Contractor, Owner and the Architect on a timely basis.

- c. Initial reports generated in the field shall be provided to the Contractor prior to leaving the project site.
- d. Final word processed reports shall be finalized and distributed within three (3) calendar day after the inspection. received, barring circumstances beyond the Material Testing & Inspection Agency's control which force a delay. In such an instance, the Geotechnical Engineer will inform the Architect of the cause of the delay.
- e. Schedule of Special Inspections for Materials Testing and Special Inspections.
- f. Services shall be coordinated with the General Contractor's Construction Schedule.
- g. The Testing Agency shall initiate a meeting with the Construction Manager at Risk, Architect and Program Manager to discuss schedule, materials and other pertinent data affecting schedule.
- h. During construction the Testing Agency shall keep the Owner informed as to any scheduling or additional testing requests that may affect schedule or cost of services.

## **COMPENSATION**

The Material Testing & Inspection Agency compensation shall be the final agreed upon Lump Sum Cost. The cost of the services (including the furnishing of all materials, apparatus, labor and any required insurance) procedures, sampling, field and laboratory testing, preparing and submitting reports and logs and report(s) and, shall provide for all testing and inspection services required.

## **BILLING AND PAYMENT**

The Material Testing & Inspection Agency shall propose payment requirements for review by the Owner. Invoicing shall be on a monthly basis. The Owner shall include the Material Testing & Inspection Agency invoice within the Architect's invoice to the Owner.

## **QUALIFICATIONS**

- a) All work shall be performed by qualified personnel under supervision of a Registered Professional Engineer registered in the state in which the project is located.
- b) Materials testing and inspections and special testing shall be performed by staff with appropriate certifications.
- c) **Minimum Agency Qualifications-Materials Testing & Inspection and Special Inspection Services Agency must:** meet the requirements of ASTM E329
- d) **All laboratory testing and analysis shall be conducted in certified material testing laboratory facilities as specified in the Contract Documents.** The Materials testing & Inspection Agency company must be accredited by one or more of the following major

acceptable accrediting authorities. Certificate, scope, and expiration date of the accreditation shall be provided upon request

1. American Association for Laboratory Accreditation (A2LA)
  2. International Accreditation Service (IAS)
  3. National Voluntary Laboratory Accreditation Program (NVLAP)
  4. AASHTO Accreditation Program (AAP); (AASHTO R18 or ISO/IEC 1725 accreditation)
- e) Personnel Certification—key individuals responsible for field and laboratory testing are appropriately certified for the services performed. Examples of reputable certifying authorities are, but are not limited to, the following:
- 1) American Concrete Institute (ACI)
  - 2) American Society for Nondestructive Testing (NDT)
  - 3) American Welding Society (AWS)
  - 4) International Code Council (ICC)
  - 5) Georgia Licensed Professional Engineers
  - 6) National Institute for Certification in Engineering Technologies (NICET)
  - 7) Georgia Soil and Water Conservation Commission (GSWCC)
- f) Unless otherwise stipulated, testing and inspection will be performed in accordance with current applicable ASTM (American Society of Testing and Materials) standards and applicable certifications, codes and standards including applicable building codes.

### **III. SELECTION CRITERIA & FORMAT**

Provide the following Qualifications and Information within the Sections of the RFP above:

#### **A. Firm or Firm's Information**

- Firm local name, address, and telephone number
- Primary local contact person(s) and telephone number(s)
- Total number of firm's local full-time employees
- Year firm established

#### **B. Experience**

1. List of Material Testing & Inspection Services projects completed in the last 3 years similar to facilities of this size and type.

#### **C. Statement of Firm's capability to absorb additional workload, availability of personnel, and commitment to provide services on a timely basis.**

#### **D. Staffing Management**

1. Provide a proposed Organizational Chart which identifies individual names and areas of

responsibility.

2. Please provide for each of the above personnel:
  - Current resumes listing relevant project experience.

**E. Services**

- Provide a summary of each service with the methods proposed to meet the services required in this RFP.

**F. Other**

- At your option, you may provide any additional supporting documentation or information which would be helpful in evaluating your firm's qualifications and commitment.

**IV. EVALUATION OF PROPOSALS**

The evaluation by the Selection Committee will be based on the Selection Criteria listed below. Whitfield County will appoint a committee of key staff members (Selection Committee) to review each response to this RFP and provide a rank list of all the Firms.

**Staffing** – Evaluation of the list of personnel specifically assigned to the proposed project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed project. Points: 20

**Experience/Performance** – Review of past performance on Whitfield County projects or other projects of similar nature and complexity as the proposed project; evaluation of client references whether included in the proposal response or not; overall responsiveness to Owner's needs. Points: 20

**Approach** – Evaluation of the firm's overall understanding of the scope of the proposed project; completeness, adequacy and responsiveness to the required information of the request for proposals. This should include a preliminary Project schedule by task and milestones that will be used to procure the Project. Provide in detail the services your firm will be providing. Points: 30

**Availability** – Evaluation of the work load of the Proposer and the staffing to be assigned to the proposed project; time schedule of the Proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the Owner. Points: 10

**Financial Stability** – Evaluation of the overall financial position of the Proposer as determined from financial information required by the Request for Proposal or from other independent sources. Points: 10

**Fee Proposal. Points: 20**

The Selection Committee members will each review the responses to the RFP's and provide a score for each based on the Selection Criteria above. The Selection Committee will convene and summarize the points earned by each Firm, then establish a list of Firms found by the selection



committee to have submitted proposals reasonably susceptible of being selected for award.

V. **ATTACHMENTS: – Contact the Project Architect listed above for the following attachments:**

**The following attachments are incorporated into this Request for Proposals by reference.**

**Attachment No. 1:** Cost Proposal Form –Cost Detail Summary Form

**Attachment No. 2:** Construction Contract Documents (Drawings and Specifications w addenda)

**Attachment No. 3:** Statement and Schedule of Special Inspections.

**Attachment No. 4:** Report of Sub-Surface Exploration and Geotechnical Engineering Evaluation, by Contour Engineering.