

COVINA-VALLEY UNIFIED SCHOOL DISTRICT



COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS

For

DSA INSPECTION SERVICES
RFQ 23-24-110

Issued: November 14, 2023

Due: December 12, 2023 at 1:00 p.m.

Submit Packages Attn:
Covina-Valley Unified School District
Attn: Robin Harbert, Assistant Director Purchasing
519 E. Badillo Street, Covina, CA 91723

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 / www.ehanda.com

Covina Valley Unified School District
RFQ No. 23-24-110 - DSA Inspection Services
Notice to Proposers

The Covina Valley Unified School District (“District”) is requesting a statement of qualifications (SOQ) from qualified individuals or firms to provide DSA Inspection services. The District intends to expand the existing pool of DSA inspectors. The District uses the word “firm” throughout this Request for Qualifications (“RFQ”), but the District will also accept proposals from qualified individuals.

This is not a formal request for bids, nor an offer by the District to contract with any party responding to this RFQ. The District reserves the right to reject any and all responses. Respondents shall not, directly, or indirectly, communicate with any employee, officer, Board of Trustees member, agent, or representative of the District regarding the RFQ for DSA Inspection Services except for the District contact persons noted below. The RFQ Response of a Respondent who has engaged in any action or activity inconsistent with or in violation of the foregoing is subject to rejection for non-responsiveness.

One (1) bound original and three (3) bound copies of your complete Statement of Qualifications in response to this RFQ and one (1) flash drive with an electronic copy of your Statement of Qualifications in PDF format must be received by the District by **December 12, 2023** on or before **1:00 p.m.** at the following address:

Covina Valley Unified School District
Attn: Purchasing Department
519 E. Badillo St.
Covina, CA 91723

Any Statement of Qualifications not received by such time may be disqualified at the sole discretion of the District.

Questions regarding this RFQ must be submitted in writing and sent via email to Keith Kovach at kkovach@c-vusd.org and Melinda Pure at melinda@ehanda.com. Questions must be received by the District no later than December 1, 2023 at 2:00p.m. No other members of the District’s staff or Board should be contacted about this RFQ during the RFQ process. The District may, in its sole discretion, disqualify any proposer who engages in any prohibited communications.

The District reserves the right to cancel or revise in part or in its entirety, for any or no reason, this RFQ. If the District cancels or revises the RFQ prior to the deadline for the submission of Statements of Qualification, notification will be placed on the District’s website. The District makes no representation that any contract will be awarded to any proposer responding to this RFQ. ***The District expressly reserves the right to postpone submittal consideration for its own convenience, to waive any informality or irregularity in any submittal received, and to reject any and all submittals received in response to this RFQ.***

Publish: Tribune 11/14/23

1. 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:

Item	Action	Day / Date
1	Submit Advertisement-Newspaper	Tuesday, November 7, 2023
2	Advertisement (Newspaper/District Website) Release of Request for Qualifications	Tuesday, November 14, 2023
3	Last Day to Submit Information for Interest List	Monday, November 20, 2023
4	Last Day to Submit Questions for Clarification received by the District on or before 4:30 p.m.	Friday, December 1, 2023
5	Final Responses/Addendum Issued by District	Tuesday, December 5, 2023
6	Deadline for Receipt of Qualifications Submitted on or before 1:00 p.m.	Tuesday, December 12, 2023
7	Completion of Evaluation	Friday, January 12, 2024
8	Notification to Finalists/Send Contract	Tuesday, January 16, 2024
9	Submit Board Item	Tuesday, January 16, 2024
10	Proposeer to Return Contracts	Tuesday, January 23, 2024
11	Consideration of the Board for Selection of the Inspector Pool	Monday, February 13, 2023
12	Send Fully Executed Agreement	Monday, February 20, 2023

2. DESCRIPTION OF SERVICES AND GENERAL INFORMATION

A. Number of Firm(s) Anticipated to be Selected

The District intends to select one (1) or more Firms to add to its existing selection of one (1) DSA Inspection firm. The existing DSA Inspection firm is “grandfathered in” to this solicitation and does not need to submit a response again. The District may select a range of Firms of various sizes (small, medium, large).

B. Scope of Services Required

The District is requesting Statements of Qualifications (SoQs) through a Request for Qualifications (RFQ) process for DSA Inspection Services for future projects. The District may utilize SoQ Responses to this RFQ for services needed for future capital projects and/or maintenance program projects and/or other special projects that may include, but are not limited to: modernization, expansion, new construction, reconstruction, alteration, rehabilitation, repair, relocation, reconfiguration, upgrades, planning, DSA closeout, and other projects as may be identified, planned, modified, or prioritized/reprioritized, during the term of the agreement entered into pursuant to this RFQ.

The District is seeking firms with experience with California Public School Districts and Division of the State Architect (DSA)-approved projects.

Inspectors must be certified by DSA to perform DSA/Title 24 inspection work as a DSA Inspector of Record/Project Inspector. All services provided shall conform to the requirements in law, code, regulation, and DSA publications.

The scope of work for most projects will include, but not necessarily be limited to:

- 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/or Project Manager, and the Architect.
- Monitor and coordinate special inspectors and materials testing laboratories.
- Advise the architect, the District, and the Facilities Consultant and/or Project Manager 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, including areas that are not reviewed by DSA.

C. Contract and Contract Term

The form of Agreement under this RFQ is subject to final review, revision, and approval by the District's legal counsel and Board. The District's standard Agreement is posted on the District's website as part of this RFQ. The District's agreement is its standard Agreement approved by legal counsel. If a Submitter has concerns about the agreement, the Submitter may include a redline version of the Agreement with any comments or suggested language changes with their submittal, if the submitter feels this is necessary. The District shall not be required to review any submitted redline Agreement. Submitters should assume that any requested changes will not be considered, unless the District determines that such changes would be in the best interest of the District. If a redlined Agreement is included in the submittal, it will not count toward the page limit.

The District may enter into contracts with selected Firms on a per project or on a master contract basis with subsequent project assignment, as the District may determine is in its best interest. Selection for inclusion in the Architect Pool does not guarantee that the Firm will be assigned a project nor that a contract will be entered into with the District.

D. Background of the District

For more than a century, Covina-Valley Unified School District (District) has served the communities of Covina, West Covina, Glendora, San Dimas, and Irwindale. Covina-Valley schools provide the personalized service and caring culture of a small school district, where teachers and administrators know their students by name.

Each year, District graduates earn in excess of \$1 million in scholarships. Due to the high academic standing of Covina-Valley students, more than half of all graduates meet or exceed the admission requirements for the California State and University of California systems.

The District provides a strong basic education underscoring reading, writing, language arts, math, science, social science, and technology which is aligned with the California Department of Education standards. Moreover, each campus offers leadership, curricular, and athletics/sports opportunities. A broad array of support services is available to children, adults, and families.

An extensive arts program begins in elementary school, providing students with a well-rounded education. District athletic teams garner California Interscholastic Federation (CIF) Championships and are consistently ranked among the best in the region.

Each school enjoys high parent participation - active PTA and booster organizations. Community residents and local businesses serve as classroom volunteers, providing in-kind prizes to motivate and recognize student achievement and to underwrite important school events.

The following schools are located in the District:

ELEMENTARY SCHOOLS (9)

Barranca	Ben Lomond	Cypress	Grovecenter	Manzanita
Merwin	Mesa	Rowland Ave.	Workman Ave.	

MIDDLE SCHOOLS (3)

Las Palmas Sierra Vista Traweek

HIGH SCHOOLS (4)

Covina Fairvalley (Cont.) Northview South Hills

PRE-K AND ADULT (3)

Covina-Valley Children’s Center Pioneer Trade Tech

3. SUBMITTAL INFORMATION

A. STEP ONE-INTENT TO SUBMIT:

Firms MUST submit an email indicating that the Firm intends to submit a SoQ, to the contact for the District’s MOFT Director and Facilities Consultant (contact information below), not later than November 20, 2023. 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. The Intent to Submit list will be used to distribute Addenda.

B. DISTRICT MOFT DIRECTOR AND FACILITIES CONSULTANT CONTACT INFORMATION:

Firms interested in submitting SoQs are directed to make personal contact only with the person(s) 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 MOFT Director and Facilities Consultant, shown below, concerning any questions:

<p>Keith Kovach kkovach@c-vusd.org 626.277.9681 MOFT Director</p>	<p>Melinda Pure melinda@ehanda.com 909.904.7112 Facilities Consultant, EH&A/MGT</p>
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C. STEP TWO-SUBMIT WRITTEN QUESTIONS, IF NEEDED:

All written questions received will be answered in writing and sent to all firms then on the Intent to Submit List. *Oral statements regarding this RFQ by any person(s) should be considered unverified information unless confirmed in writing.*

1. **To ensure a response, questions must be received in writing by December 1, 2023 at 1:00 p.m.**
2. The District reserves the right to revise and clarify this RFQ. Revisions to the

RFQ shall be sent to all firms on the Intent to Submit List. **The last Addendum, if needed, will be issued on December 5, 2023.**

D. STEP THREE-SUBMIT STATEMENT OF QUALIFICATIONS:

Each firm shall submit a **Statement of Qualifications** with **one (1) bound original** and **three (3) bound copies** and **one (1) electronic version on a thumb drive in Adobe Portable Document File format** of the Statement of Qualifications prominently marked with “**C-VUSD RFQ, Architectural Services-2023**” and the name of the firm submitting the SoQ.

E. SUBMITTAL INSTRUCTIONS:

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 December 12, 2023**
 - 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:**

**Covina-Valley Unified School District
Attn: Purchasing Dept.
Re: RFQ-DSA Inspection Services-2023
519 E Badillo St.
Covina, CA 91723**

F. ADDITIONAL SUBMITTAL INSTRUCTIONS AND GENERAL INFORMATION:

1. 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. **LATE SUBMITTALS WILL NOT BE ACCEPTED.**
2. Submitters are required to disclose any relationships with the District and execute the non-collusion affidavit included with this RFQ.
3. The original SoQ shall be submitted and **signed in blue ink**, by an authorized individual or officer of the firm submitting the SoQ.
4. 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 or irregularity 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.

5. 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.
6. Modifications of SoQs submitted by a Submitter after the submittal deadline will not be considered unless the District requested the modifications.
7. 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.
8. The District reserves the right to cancel this RFQ at any time.
9. Selection under this RFQ, if applicable, does not guarantee that a contract will be awarded to the Submitter or that any projects will be assigned to the Proposer. 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.
10. SoQs become the property of the District and may be returned only at the District's option and at the Submitter's expense. The Submitter shall not include any proprietary or financial information or other information that the Submitter does not want to be subject to public disclosure. SoQs and information contained therein shall become public documents subject to the Public Records Act after completion of the selection process. Rates and prices charged for services do not constitute financial information.
11. The District reserves the right at any time to extend any of the deadlines in this RFQ, including the dates for interviews (if applicable). Change of interview dates (if applicable) shall not be subject to Addenda deadlines.
12. The District does not plan to conduct interviews as part of this SoQ process.
13. Documentation associated with this RFQ may be viewed at:

<https://www.c-vusd.org/Page/758>

4. ITEMS FOR INCLUSION IN THE REQUIRED SUBMITTAL DOCUMENTS:

All SoQ submittals shall address the following items in the order listed below and shall be identified in the submitted SoQ to match the following list.

The SoQ is **limited to 30 pages for Sections A through I**, not including tabs. All pages (not including tabs) must be numbered.

A. Cover Letter

**Addressed to: Covina-Valley Unified School District
Attn: Purchasing Dept.
Re: RFQ-DSA Inspection Services-2023
519 E Badillo St.
Covina, CA 91723**

B. Table of Contents

C. 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. Form of Business Organization (sole proprietor, partnership, corporation/type)
4. Name, DSA certification number, and classification of firm owner/president/lead inspector

D. Staffing

1. How many inspectors does the firm employ/contract with:
 - i. Class 1
 - ii. Class 2
 - iii. Class 3
 - iv. Class 4
2. In the past year has the firm had to refuse work because all inspectors were already assigned?

E. Responsiveness/Business Philosophy/District Experience

1. Describe how the firm will be responsive to the District and District projects.
2. What is the firm's business philosophy of providing service? What sets your firm apart from others in how it provides services?
3. Does the firm have prior successful experience with the District? (Please describe.)

F. Pricing

1. Provide hourly rates for each classification of DSA Inspector:

- i. Class 1
 - ii. Class 2
 - iii. Class 3
 - iv. Class 4
2. What is the minimum number of hours billed per shift?
 3. Provide any additional pertinent information concerning pricing (e.g., is invoicing monthly or semi-monthly, are fixed monthly rates or discounts available, etc.)
 4. List any additional services the firm provides (e.g., close of uncertified projects, etc.)

G. **Description of Projects** – This section shall identify five (5) projects that the firm has completed or is currently working on. The submittal shall include the following format:

PROJECT NAME AND LOCATION	DISTRICT’S NAME, ADDRESS, CONTACT PERSON, EMAIL. AND TELEPHONE	COMPLETION DATE	COST OF SERVICES PROVIDED	PROJECT DESCRIPTION & SERVICES PROVIDED

H. **Claim/Litigation History** (within the last five years)

I. **Client Satisfaction/References/Other** – You may provide up to five (5) references. At least three (3) Letters of Reference must be provided. 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
4. CERTIFICATE OF INSURANCE (including all coverages required herein)

5. **EVALUATION**

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

1. Cover letter and Table of Contents
2. Business information, years in business
3. Staffing
4. Responsiveness, business philosophy, successful district experience
5. Pricing
6. Projects
7. Claims/litigation history

8. Client satisfaction/references/additional information
9. Proposal Quality/Completeness/Responsiveness/Fit

6. INSURANCE REQUIREMENTS:

Submitters 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.

- A. The Submitter 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).
- B. The Submitter shall carry 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.
- C. The Submitter shall carry 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. Failure to maintain professional liability insurance is a material breach of the Agreement and grounds for immediate termination.
- D. Each policy of insurance required in b. above shall name District and its officers, agents, and employees as additional insureds; shall state that, with respect to the operations of Submitter hereunder, such policy is primary, and any insurance carried by District is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to District prior to cancellation; and, shall waive all rights of subrogation. Submitter shall notify District in the event of material change in, or failure to renew, each policy. Prior to commencing work, Submitter shall deliver to District certificates of insurance as evidence of compliance with the requirements herein. In the event Submitter fails to secure or maintain any policy of insurance required hereby, District may, at its sole discretion, secure such policy of insurance in the name of and for the account of Submitter, and in such event, Submitter shall reimburse District upon demand for the cost thereof.
- E. If Submitter subcontracts any portion of Submitter's duties, Submitter 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 – ARCHITECT SERVICES

CERTIFICATION

**Board of Education
Covina-Valley Unified School District**

RE: Request for Qualifications – DSA Inspection Services – 23-24-110

Dear Members of the Board of Education:

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 the required services as specified in the RFQ
and as required by law.

I certify that all information contained in this Statement of Qualifications 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

RE: Request for Qualifications – DSA Inspection Services – 23-24-110

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 _____ 20____, at _____ California.

Signature

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

RE: Request for Qualifications – DSA Inspection Services – 23-24-110

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 the Firm's 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: _____