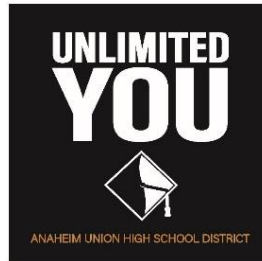


# ANAHEIM UNION HIGH SCHOOL DISTRICT



## Request for Proposals RFP #2024-07 for

## DSA Inspector of Record (IOR), Geotechnical Soils Inspections, and Material Testing Services

**RFP Submittal Deadline  
September 27, 2023 at 3:00 PM**



### Submit To

Anaheim Union High School District  
501 N. Crescent Way, Anaheim, CA 92801  
Attention: Jennifer Keys  
714-999-2380 – keys\_j@auhsd.us

**DSA INSPECTOR of RECORD (IOR), GEOTECHNICAL SOILS INSPECTIONS,  
and MATERIAL TESTING SERVICES**

FOR ANAHEIM UNION HIGH SCHOOL DISTRICT MODERNIZATION AND  
NEW CONSTRUCTION PROJECTS, AND OTHER MISC. PROJECTS

The Anaheim Union High School District (“District”) is hereby requesting proposals from qualified Inspection and Testing firms to perform Inspection & Testing Services for District Modernization and New Construction projects including other miscellaneous District Projects (“Inspection & Testing Services”).

**Please note: District will accept individual or combined submittals from proposers for Inspection Services (IOR) and Geotechnical Inspection Services. Material Testing Services may not be combined with either Inspection Services (IOR) or Geotechnical Inspection Services.**

These proposals shall be submitted to:

Ms. Jennifer Keys, Procurement Contract Specialist  
Facilities Department  
Anaheim Union High School District  
501 Crescent Way  
Anaheim, CA 92801-3520

Proposals must be received by mail or personal delivery in a **sealed envelope or package** no later than **3:00 PM on Wednesday, September 27, 2023** at the office listed above. Proposals received after the established date and time will not be considered and shall be returned unopened.

Each proposer shall submit five (5) copies of its proposal in the form identified later in this request. Proposals may be delivered via a representative of the firm or through a generally accepted mailing service such as US Postal Service, Federal Express, UPS, etc. No facsimiles or emailed proposals will be accepted.

**Disqualification**

Contact between a proposing firm, a sub-consultant’s firm or their representatives or agents with any member of the Board of Education or Superintendent will be grounds for immediate disqualification. All Contact must be directed to Jennifer Keys at (714) 999-2380 or via e-mail at [keys\\_j@auhsd.us](mailto:keys_j@auhsd.us) for questions and clarifications.

Firms shall be properly registered with the Department of Industrial Relations and qualified to perform public works in accordance with Labor Code sections 1725.5 and 1771.1, otherwise the District will not be able to enter into an agreement with the proposing firm.

### **Project Information**

The Anaheim Union High School District passed a \$249 million local bond measure in November 2014 known as Measure H. Measure H will provide much needed funds to improve the campuses and learning environments of our students. The District has developed a Facilities Master Plan which will guide our future building projects. You may access our website to learn more about Measure H and the Facilities Master Plan at [www.auhsd.us](http://www.auhsd.us) under Facilities Department.

### **Required Components of Proposals**

All Proposals shall address the following items in the order listed below with each section numbered either numerically or alphabetically in the document. The Proposal shall be in a binder or similar presentation folder on 8 ½ x 11 paper with tabs for each section identified in a similar manner to the appropriate section.

#### **1. Cover Letter**

Indicate the services the proposer is interested in responding to. Include the name, address, telephone, and email of the principal contact for the firm. A representative of the firm who is authorized to legally bind the firm by contract shall sign the letter.

#### **2. Description of the Firm**

Provide background information with regard to the firm including its size, location, organization, and history of involvement with school inspections and/or testing. Indicate services your firm is capable of providing in response to this Request for Proposal. If the firm has multiple locations or is interested in proposing on multiple Inspection or Testing services clearly identify the office from which your work for our District will be accomplished. Address the workload capabilities of the firm to undertake a number of simultaneous projects to include current workload capacity and expected workload capacity over the next 3 years.

#### **3. Insurance-Claim/Litigation History**

Reference the Sample Agreement and note the required insurance limits for Professional Liability, General Liability, Personal Liability, and Workman's Compensation. Also note that the same amount of insurance limits are required to be carried by your consultants. Provide a copy of your insurance certificate.

List all of the occasions that your firm has been a party to any claim, dispute or litigation, including arbitration, concerning a school project in the State of California during the past five (5) years and explain the circumstances including resolution of the claims made both by and against your firm.

#### **4. Qualifications of Personnel**

Identify all of the proposed Inspectors and/or Engineers from your firm and their

roles. Provide resumes for each person identified including DSA class, education, training & professional certifications as applicable. Identify if you will be proposing employees or consultants, and indicate past working relationships between your firm and the identified consultants.

**5. Experience with State and Regulatory Agencies**

Describe your firm’s experience in working with the appropriate State Agencies, including the Office of Public School Construction (OPSC), the California Department of Education (CDE), and the Department of the State Architect, (DSA).

**6. Experience Relative to District Needs/References**

Provide a descriptive listing of a minimum of five (5) school projects initiated and/or completed in the last five years that are comparable to those contemplated by the District for each service you are proposing on. These descriptions should include the name, address and telephone number of an individual at the client school district who has worked or is working closely with the firm on each of these projects.

**7. Other**

Each firm is encouraged to provide any additional information or description of resources that the firm feels is pertinent to their qualifications and will assist the District in evaluating their ability to successfully complete the work.

**8. Fees**

Provide hourly rates including weekend rates, materials testing unit costs, reimbursable costs, minimum call out charges, etc. Provide a breakdown for DSA Inspector of Record (IOR) Services separate from Geotechnical Soils Inspections if you are responding to more than one service or a breakdown for Testing Services. Indicate the specific services to be performed at the top of the Fee Schedule.

**Criteria for Selection**

Each Proposal will be evaluated based on the following criteria:

- Overall Qualification
- Depth of Background with School Projects
- Relevancy of Past Experience
- Quality of Past Experience
- Quality of References
- Proposed Fees

There is no advantage to responding to both DSA Inspector of Record Services and Geotechnical Soils Inspection Services, each proposal will be reviewed independently on its own merits. The District reserves the right to reject any or all RFP responses, in whole or in part and to waive any irregularities or informalities. The selection of one or more companies/individuals will be solely at the discretion

of the District, acting through the Board of Trustees. The District is not obligated to explain any deficiencies in a proposal, nor to accept requests for justification from firms not selected. The District reserves the right to award or reject a contract(s) without interviews should it deem that such an approach is in the best interest of the District. If the District deems an interview to be useful in its selection process, it will be held on or around October 13, 2023. A selection is anticipated to be made shortly after submittal.

### **Modifications**

No oral or telephonic modifications of any Proposal, once submitted, will be considered. However, later versions of the complete Proposal may be substituted for the original submission as long as the substitution is completed prior to the original deadline for submission of the Proposal.

### **Erasures**

The Proposal submitted must not contain any erasures or other corrections.

### **Withdrawal of Proposals**

Any firm may withdraw its Proposal either personally, or by written request either by mail or email at any time prior to the scheduled closing time for the receipt of proposals. If no written request is received prior to the closing time for the submission of proposals, the Proposal shall be considered valid.

### **Contract Requirements**

The successful Proposer shall be required to execute the Inspection & Testing Agreement in substantially the same form as that attached hereto and incorporated herein. The successful Proposer shall be bound by the terms and conditions of the attached Agreement, including but not limited to the indemnification provision.

### **Other**

#### **Award of Contract**

The District does not guarantee an award of a contract(s) and it reserves the right to select the firm(s) that it considers to be in the best interest of the District.

The District reserves the right to accept or reject any or all proposals, to negotiate with any or all responsible submitters, and to waive any informality in the Proposal. Firms submitting proposals shall be responsible for any and all expenses that they may incur in preparing proposals.

#### **Anti-Discrimination**

It is the policy of the District that in connection with all work performed under its

contracts, there shall be no discrimination against any prospective or active employee engaging in the work for a contractor because of race, color- ancestry, national origin, religious creed, sex, age, or marital status. The selected Consultant shall agree to comply with applicable Federal and California laws in this regard including, but not limited to the California Fair Employment and Housing Act. In addition, the Consultant shall agree to require similar compliance by any consultant that they might employ on the projects.

#### Submittal Requirements

Each Proposer shall submit **five (5)** copies of their Proposal in a sealed envelope or package labeled with the firm's name and titled with the services being proposed.

It is the sole responsibility of each Proposer to see that the Proposal is received by the identified deadline.

#### Signature

The cover letter for the Proposal must be signed in the name of the firm and must bear the signature in longhand of the person or persons duly authorized to sign the eventual contract on behalf of the firm.

All materials submitted in response to this Proposal shall become the property of the District and shall be considered a part of Public Record.

**Any and all questions prior to the deadline for filing the requested Proposal should be sent to Jennifer Keys, Procurement Contract Specialist in writing only at keys\_j@auhsd.us. For general information you may call (714) 999-2380. Responses to questions will be provided to all Proposers on the District's website at [www.auhsd.us](http://www.auhsd.us).**