



## Chicago Park Elementary School District

15725 Mount Olive Road  
Grass Valley, CA 95945

### REQUEST FOR QUALIFICATIONS / PROPOSALS

#### Project Inspection Services – Project Inspector

The Chicago Park Elementary School District is seeking a Statement of Qualifications from qualified Project Inspection Services firms.

#### **Section 1 General**

##### **1.1 Background Information**

The community of Chicago Park Elementary School District has a need for new school facilities and the modernization of facilities. The Chicago Park Elementary School District is seeking to utilize one or more firms to facilitate new projects and modernization project inspection services.

##### **1.2 Project Location**

Chicago Park Elementary School

##### **1.3 Statements of Qualification (SOQs) and Proposals Due**

**Due Date: Thursday, June 1, 2023, 2:00 PM**

**Location: *Electronically only* addressed to:**

Katie Kohler, Superintendent/Principal  
15725 Mount Olive Road  
Grass Valley, CA 95945  
(530) 346-2153, Ext. 202 (Office)  
[katiek@chicagoparkschool.org](mailto:katiek@chicagoparkschool.org)

***Copied electronically to:***

MimiDene Zanze, Williams & Associates  
(530) 906-6690  
[mimidene@williams-assoc.com](mailto:mimidene@williams-assoc.com)

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## 1.4 Scope of Services

The project inspector or inspection team will be an integral member of the project team and shall provide project inspection services that meet the needs of the District within the project program, budget, and schedule.

The project inspector shall, at a minimum, undertake the following responsibilities and any additional responsibilities and/or requirements reasonably necessary and customarily provided by a project inspection consultant. Consultant scope of services and responsibilities shall include but are not limited to the items noted below.

1. Project inspector shall maintain all copies and/or electronic files of RFIs (requests for information), PCOs (potential change orders), COs (change orders), CCDs (construction change directives), CDs (contract directives), submittals, and ASIs (Architect's Supplemental Instructions).
2. Project inspector shall review and maintain all the correspondence files related to the construction inspection. All the project files are the District's property and shall be delivered to the District's office at the end of project.
3. Project inspector shall review and acknowledge all changes to the DSA approved documents, contractor's proposed change orders (PCO), change orders (CO), and Architectural Supplemental Instructions (ASI).
4. Project inspector shall review and comment on contractor's original schedule of values (SOV) and shall review and evaluate contractor's monthly pay application for accuracy and compliance with % completion of work.
5. Project inspector shall review contractor's construction schedule and monthly updates.
6. Project inspector shall review and coordinate contractor's payment applications with the construction manager (CM) and contractor.
7. Project inspector shall review and observe contractor's time and material (T&M) work (when applicable) and sign contractor's T&M forms certifying their accuracy.
8. Project inspector shall observe the contractor's construction progress per DSA approved contract documents and any additional approved documents, including but not limited to addenda, ASI, DSA-CCD 140, DSA-CCD 141, and change orders.
9. Project inspector shall maintain record copy of all DSA approved documents at the Jobsite office (trailer) including but not limited to:
  - a. DSA approved documents, (Plans, specifications, change orders, and ASIs)
  - b. DSA approved addenda
  - c. DSA-CCD 140 and DSA-CCD 141 documents.
10. Project inspector shall coordinate special inspection and testing with the contractor.
11. Project inspector shall have knowledge of work restrictions as indicated in the contract documents.
12. Project inspector shall provide daily reports and distribute to the District CM and AOR.
13. Project inspector shall provide DSA semi-monthly report to the DSA, the architect, and District representatives.
14. Project inspector shall review and coordinate as-built drawings with contractor and CM on monthly basis.
15. Project Inspector shall coordinate their work schedule with the project CM.

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## **Section 2 Experience**

### **2.1. Project Inspection Knowledge, Skills and Experience**

1. The project inspector MUST have as a minimum the following requirements:
2. Project Inspector shall have knowledge and experience with interpretation of Division 00 and 01 contract documents.
3. Project Inspector shall have knowledge and experience working with DSA regulations and requirements, and interpretations of California Building Code.
4. Project Inspector shall have experience and ability to review and evaluate contractor's daily work and progress.
5. Project Inspector shall have knowledge of and experience working with DSA approved documents and plans and specifications.
6. Project Inspector shall have knowledge of construction means and methods.
7. Project Inspector shall have experience and ability to interface with District, A/E of record, PM, CM, Buildings and Grounds, contractor, subcontractor, and testing lab.
8. Project inspector shall have experience and knowledge required to analyze sequencing of the project effectively.
9. Project Inspector shall have experience and knowledge of multi-project inspection and scheduling of work with a large number of contractors and subcontractors.
10. Project Inspector shall have day-to-day Jobsite field experience and provide reports on time.
11. Project Inspector shall have experience and knowledge needed to observe all work, and to report all non-conforming work immediately to the District, CM and AOR.

## **Section 3 Response Format**

### **3.1. Letter of Interest and Table of Contents**

Provide a cover letter expressing interest not more than 2 pages and a Table of Contents

### **3.2. Firm Background and Resources**

Provide general information about your firm, as applicable, including:

- a. Number of years in business
- b. Location of office from which work will be performed/dispatched
- c. Team members
- d. Professional credentials, licenses, etc.
- e. Firm resources
- f. Four examples of relevant experience in the last five (5) years including:
  1. Project name/location
  2. Year completed/current status
  3. Client name (District name) and contact
  4. Contractor names and contact information
- g. Include any client references and/or letters of recommendation
- h. Provide and submit a copy of DSA Class-1 Certification (required valid DSA Certification Class-1 at the time of RFQ submission)

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## **Section 4 General Price List**

### **3.1. Rate Sheet**

Enclose detailed firm rate sheet. List staffing rates and other anticipated costs and conditions, as deemed applicable, including but not limited to:

1. Principal oversight
2. Travel time
3. Vehicle
4. Overtime
5. Weekend
6. Holiday
7. Administrative support
8. Minimum charge (1, 2, 4 hours, etc.)
9. Reimbursables