



POUDRE SCHOOL DISTRICT R-1

REQUEST FOR QUALIFICATIONS

FOR

**THIRD PARTY INSPECTION SERVICES FOR TWO NEW MIDDLE
SCHOOL/ HIGH SCHOOLS AND THE NEW SOUTHEAST
ELEMENTARY SCHOOL**

RFQu # 20-700-007

RFQu SCHEDULE

RFQu Issued

December 3, 2019

Questions Due

December 19, 2019 2 p.m. MST

RFQu Closing Date

January 2, 2020 2 p.m. MST

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1.0 GENERAL INFORMATION

As part of the Poudre School District Bond Election in 2016, two new middle school/high schools (MS/HS) and a new elementary school were approved for construction in the District. The locations of the three schools are as follows:

- One MS/HS will be located at Larimer County Road 9 and Larimer County Road 62E within the Town of Wellington.
- One MS/HS will be located at Larimer County Road 5 and Prospect Road within the City of Fort Collins.
- The Southeast Elementary School will be located at Larimer County Road 30 and North Fairgrounds Avenue (CR 5) within the City of Loveland.

The project scope is based on providing third party inspections of two MS/HS buildings that are 247,824 square feet each and an elementary school at 76,956 square feet. The two MS/HS buildings are of the same floor plan and contain two stories. The new elementary school is also a two-story design.

This Request for Qualifications (RFQu) solicits the services of a third-party inspection agency for the two new MS/HSs and the Southeast Elementary School. The scope of work under this RFQu is intended to ensure compliance with Colorado Division of Fire Prevention and Control requirements for these three projects. The intent of this solicitation is to provide the Owner with a high level of assurance the projects meet or exceed applicable code requirements. The Scope of Services is provided in Exhibit A.

It is envisioned the third-party inspection agency will be involved throughout the construction phase of each project. The third-party inspection agency shall be an independent third-party contractor for Poudre School District and shall not have any affiliation with project architects, engineers, contractors, or their subconsultants or subcontractors.

A pre-proposal conference is not being held for this solicitation. Proposing firms are encouraged to submit written questions as outlined in 4.3.

1.1 PROJECT DESCRIPTION

As identified in the District's 2016 Bond Proposal, two new middle school/high schools (MS/HS) and a new elementary school were approved for construction in the District. The two MS/HSs will include grades 6 through 12 in a 247,824 square foot buildings; one building is to be located northwest of the intersection of LCR 9 and LCR 62E (Wellington, CO) and one building is to be located northwest of the intersection of LCR 5 and Prospect Road (Fort Collins, CO). The new elementary school will be a PreK-5, four track school southwest of the intersection of Fairgrounds Blvd. (CR 5) and CR 30 (Loveland, CO).

The two new middle school/high schools are being designed by RB+B Architects. Adolfson and Peterson is under contract to the District to serve as Construction Manager/General Contractor (CMGC). The elementary school is being designed by Hord, Coplan, and Macht (HCM) and will be bid for construction in November-

December 2019; general contractor to be determined. Construction is anticipated to begin in early 2020 on all three facilities.

The selected third-party inspection agency will be authorized to participate and/or review all final design documents for the buildings to gain familiarity with the building systems and anticipated inspection requirements. The Third-party inspection agency will be expected to work closely with the District, RB+B, A-P, HCM, the successful general contractor for the SE ES, and other interested parties in pursuit of the successful completion of the project.

Interested parties can review relevant documents at the following locations:

MS/HS projects – Please see Exhibit B

Southeast ES project - www.bidnetdirect.com (BidNet); began November 19, 2019

1.2 PROJECT SCHEDULE

- 1.2.1 Anticipated award of third-party inspection services: January 2020
- 1.2.2 Anticipated construction start: February 2020 (Wellington & Loveland; July for Fort Collins school)
- 1.2.3 Anticipated occupancy: no later than mid-August 2021 for SE ES; December 2021 for Wellington school; August 2022 for Fort Collins school

2.0 MINIMUM QUALIFICATION REQUIREMENTS

As set forth in more detail below, the District will only consider proposals for this Project from firms that meet the following qualification criteria:

- 2.1 Principal Engineer of record must be registered and licensed in the State of Colorado.
- 2.2 Firm must have an established office within 150 miles of Fort Collins, Colorado at the time of proposal submission.
- 2.3 Firm must demonstrate experience successfully providing third-party inspection services on five projects of similar scale and scope within the previous five years.
- 2.4 Firm must demonstrate sufficient capacity to perform requested inspections within a reasonable period of time, typically within 24 hours of a call for inspection.

3.0 SUBMITTAL REQUIREMENTS

As set forth in more detail below, the District is requiring the following information from all firms as part of their response:

- 3.1 Letter addressing the considerations below:
 - 3.1.1 Principal Engineer of record must be registered and licensed in the State of Colorado.
 - 3.1.2 Firm must have an established office within 150 miles of Fort Collins, Colorado at the time of proposal submission.
 - 3.1.3 Firm must demonstrate completion of Projects of a similar size and scope within the last five years.
- 3.2 Description of the proposed Project team and approach
 - 3.2.1 Firm's summary of previous work for the District
 - 3.2.2 Firm's experience on projects of similar type and size within the last five years
 - 3.2.3 Whether the design professional or any of its principals has ever declared bankruptcy under their current names or former names.
 - 3.1.4 Whether the firm or any of its principals has ever made an assignment for the benefit of creditors
 - 3.1.5 Whether there are any unsatisfied judgements or liens against the firm or any of its principals.
- 3.3 Statement of the firm's capabilities.
 - 3.3.1 Current and projected workload.
 - 3.3.2 Capacity to perform requested inspections within a reasonable period of time, typically within 24 hours of a call for inspection.
- 3.4 Fee Proposal

The successful 3rd Party Inspection firm(s) will perform work as proposed in this RFQu on a Time and Materials Basis. However, it is requested the proposer also submit an estimated total fee for each school as outlined below.

 - 3.4.1 Estimated base fee for complete 3rd party inspection services of:
 - 3.4.1.1 Wellington MS/HS
 - 3.4.1.2 Prospect MS/HS
 - 3.4.1.3 Southeast ES
 - 3.4.2 Hourly rates for each type of required and special inspections as outlined in the Scope of Services.

3.4.3 Estimated reimbursable expenses:

Per Diem
Overtime
Mileage
Weld Testing
Trip charge

4.0 RFQu PROCEDURES AND DEADLINES

The procedures and deadlines associated with this RFQu are as follows:

- 4.1 The District shall provide copies of this RFQu and its related documents to firms through the electronic solicitation platform www.bidnetdirect.com (BidNet), where registered proposers are required to submit their electronic RFQu response along with the first and last name, telephone number and e-mail address of the employee within the firm's organization who will be designated as the District's primary contact with respect to this RFQu and the firm's response thereto. The District may provide copies of this RFQu to other firms upon request, who are also requested to provide the first and last name, telephone number and e-mail address of the employee within their organization who will be designated as the District's primary contact with respect to this RFQu and their response thereto.
- 4.2 **At no time during the solicitation process, will communication regarding this RFQu be permitted with any district employee other than Jon Babcock (jbabcock@psdschools.org), the District Senior Procurement Agent associated with this RFQu, until an award has been announced. Communication with a district employee other than Jon Babcock may disqualify your proposal from consideration.**
- 4.3 Questions regarding this RFQu must be in writing and directed to the District through the BidNet platform any time after the issuance of this RFQu through and including 2:00 p.m. MST on **December 19, 2019**.
- 4.3.1 Each question must be submitted individually. Multiple questions per entry will not be answered.
- 4.3.2 Each question submitted, as well as the District's response thereto, shall be posted to Bidnet as an addendum.
- 4.4 Electronically submitted proposals, as provided in Section 3.0 of this RFQu, must be received in BidNet's electronic solicitation portal on or before 2:00 p.m. MST on **January 2, 2020**. At that time the submission portal will close, and no further submissions will be allowed, nor considered.
- 4.5 District staff shall review the written proposals to this RFQu during the proposal consideration period commencing on January 2, 2020. During the proposal

consideration period, questions may be asked of and additional information may be requested from specified District personnel and select firms may be asked to give presentations to District staff regarding their RFQu responses.

- 4.6 The selected firm's services are subject to and conditioned on: (a) exhibiting acceptable qualifications and experience performing commissioning services for projects of similar size and scope, (b) submitting the lowest, responsible fee, (c) negotiation of an agreement between the District and the selected firm regarding the terms and conditions of a written contract between the parties, and (d) the execution of the written contract by authorized representatives of the District and the selected firm.

4.6.1 The District reserves the right to award these third-party inspection services for all three facilities to one firm or to award the services individually based upon what is in the best interest of the District.

- 4.7 This RFQu does not commit the District to select or contract with any or all firms that provide responses, or to pay any costs incurred by firms in responding to the RFQu. The District reserves the right to reject any and all responses to this RFQu at any point in the process, to waive any irregularities and/or informalities with respect to the RFQu procedures and deadlines, and to select the firms whose responses it deems in its sole discretion to be in the best interest of the District. The pre-qualification of third-party inspection agency is contingent upon meeting all minimum qualifications and submittal requirements as provided in this RFQu.
- 4.8 Information and materials submitted in response to this RFQu may be considered public records subject to disclosure under the Colorado Open Records Act ("CORA"), C.R.S. §§ 24-72-200.1 to -205.5. Information and materials that firm believes are confidential and not subject to disclosure under CORA must be submitted separately with a citation to the section of CORA and any other relevant law under which firm believes they are confidential. The District, not the firm, shall determine whether information and materials so identified will be withheld as confidential, but will inform firm in advance of disclosure to give it an opportunity to take legal action to protect its interests vis-à-vis the party making the CORA request.

-- End --

Exhibit A

SCOPE OF SERVICES

The purpose of this Request for Qualifications (RFQu) is to obtain qualifications, capabilities, and pricing structure from qualified firms interested in providing Third-Party Inspection Services, as required by the Colorado Division of Fire Prevention and Control, to Poudre School District.

The successful Inspection agency(s) must provide inspectors that are certified by the Colorado Department of Public Safety, Division of Fire Prevention and Control (CDPS---DFPC). Proof of certification is required.

A. Duties of Third-Party Inspectors (as defined by 8 CCR 1507-30)

- 1) Conduct the required inspections and require corrections or modifications as necessary to ensure that a building or structure is constructed in conformity with the building code adopted by Colorado Division of Fire Prevention and Control (CO DFPC). Inspections may include, but are not limited to, frame after rough mechanical/electrical/plumbing, gypsum board, energy efficiency, roofing, structural steel, bolts, rough mechanical, above ceiling mechanical, etc. There will not be a firm scope of services until the required inspections and inspection record is received from the CO DFPC.
- 2) Enforce only the codes adopted by the CO DFPC
- 3) Inspectors shall be certified by the CO DFPC to work on Public School Construction projects.
- 4) Copies of inspection reports shall be sent to CO DFPC.
- 5) If all inspections are not completed and a building requires immediate occupancy, and the appropriate inspections that indicate there are no life safety issues have been passed, the certified Third Party Inspectors contracted by the District shall notify the Division of the same so that a Temporary Certificate of Occupancy may be issued to allow the District to occupy the buildings and structures.
- 6) Third Party Inspectors contracted by the Board shall attest that inspections are complete, and all violations are corrected before the Division issues the Board a Certificate of Occupancy. The certified Third-Party Inspectors shall retain inspection records for two years after the Certificate of Occupancy is issued.

B. Required inspections may include, but are not limited to:

- Footing and foundation
 - Spread footing observation
 - Subgrade preparation and compaction
 - Trench/Foundation Backfill
- Concrete slab and subgrade inspection
- Asphalt placement including thickness verification and density testing
- Frame inspection
- Lath and gypsum board inspection

- Fire resistant penetration
- Roofing
- Energy efficiency inspection
- Rough mechanical inspection
- Above ceiling mechanical
- Through penetration inspection
- Other special inspections as required but may include:
 - Steel
 - Including welded and bolted connections
 - Including visual and/or mag testing or ultrasonic testing for full penetration welds
 - Including reinforcing steel prior to concrete placement for size, quantity, clearance, placement location, and lap length
 - Masonry placement and attachment to structure
 - Wood installation including fire resistance
 - Spray applied fireproofing thickness and density
 - Including roof framing, decking, wall fire stopping
 - Spray applied insulation thickness
 - Anchoring systems

Weld inspections shall be by a certified welding inspector. Proof of certification is required. Inspectors will be required to sign the CDPS---DFPC Permit and Inspection Record.

C. Proposals shall include a Fee Schedule with rates for reimbursable expenses. Rates shall include:

- Per Diem
- Overtime (if required; hourly rate x multiplier (not to exceed 1.5))
- Mileage
- Weld Testing
- Trip charge

(END OF SECTION)

Exhibit B

The PSD MS/HS 90% Construction Documents Milestone has been posted to RB+B's FTP Server.
Files may be found in the following folder:
5-Milestone_Submittals\2019-11-11_PSD MSHS 01 90CD Milestone

RB+B FTP Access Info:

1. Go to <https://files.rbbarchitects.com>
2. Enter your username and password and click login
Username: 1801-Consultants
Password: FbwYhv
*case sensitive

Exhibit C

FEE SCHEDULE & HOURLY RATES

Sample Fee Schedule for Third Party Inspection Services

CONTRACT AMOUNT:

Estimated Base Fee for all required inspections:

Wellington MS/HS

Ft. Collins MS/HS

Southeast ES

Base fee to be considered as per section 3.4.1

\$ _____

\$ _____

\$ _____

REQUIRED INSPECTIONS:

Footing and foundation

Concrete slab and subgrade inspection

Asphalt placement

Frame inspection

Lath and gypsum board inspection

Fire resistant penetration

Roofing

Energy efficiency inspection

Rough mechanical inspection

Above ceiling mechanical

Through penetration inspection

Base fee to be considered as per section 3.4.2

\$ _____ per hour

\$ _____ per hour

\$ _____ per hour

\$ _____ per hour

\$ _____ per hour

\$ _____ per hour

\$ _____ per hour

\$ _____ per hour

\$ _____ per hour

\$ _____ per hour

\$ _____ per hour

Special inspections:

Steel

Masonry placement and attachment to structure

Wood installation including fire resistance

Spray applied fireproofing thickness and density

Spray applied insulation thickness

Anchoring systems

Base fee to be considered as per section 3.4.2

\$ _____ per hour

\$ _____ per hour

\$ _____ per hour

\$ _____ per hour

\$ _____ per hour

\$ _____ per hour

Fee Schedule for reimbursable expenses:

Per Diem

Overtime hourly rate x multiplier (≤ 1.5)

Mileage

Weld Testing

Trip charge

Base fee to be considered as per section 3.4.3

\$ _____ per day

\$ _____ per hour

\$ _____ per mile

\$ _____ per test

\$ _____ per trip