

## Berkeley Unified School District

### **Inspector of Record Services**

Berkeley Unified School District is requesting proposals for the Division of State Architect (DSA) Project Inspection/Inspector of Record (IOR) to provide as needed, comprehensive, professional DSA project inspection/IOR services in accordance with DSA 103. The Inspectors who are selected for this pool must be approved by DSA prior to the start of construction.

#### **Form of Contract**

- Minimum IOR Services required are delineated on the Agreement for Inspector of Record Services for Construction (attached).

#### **Proposals**

- Please submit a services and fee proposal that must include, at a minimum, the following:
  - Indicate the team member(s) proposed for this Project
  - Provide a list of similar projects your team members have completed
  - Provide a fee proposal that delineates the following:
    - Hourly rate
    - Monthly rate
    - Weekend and holiday rate if applicable
    - Other expenses - identify (if none, please state none)
    - If construction exceeds the preliminary anticipated schedule, specify if/how IOR will approach additional service consideration.
    - The District will not pay:
      - Mileage charges
      - Per diem charges
  - Provide clarifications, exceptions and exclusions as needed
  - Costs of preparation of proposals will be borne by the proposer.

All proposals are due no later than 2:00 p.m. on March 31, 2022. Late submittals will not be accepted or considered.

Proposals will be accepted by email at: [capitalprojects@berkeley.net](mailto:capitalprojects@berkeley.net) Responsibility for the successful emailed delivery falls with the vendor.

#### **Selection Process and Criteria:**

- Selection will be based on District review of respondents' proposed services and fee, qualifications and experience, past project successes as it pertains to providing IOR services.
- This request does not constitute an offer of employment or to contract for services.
- The District reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.
- All proposals shall remain firm for forty-five (45) days following the closing date for receipt of proposals.

## Berkeley Unified School District

### **Inspector of Record Services**

- The District reserves the right to award the contract to the Inspector who presents the proposal which in the judgment of the District, best accomplishes the desired results.
- The District reserves the right to reject all proposals without cause.

**Requests for Information:** Direct questions pertaining to this project to Capital Projects at: [capitalprojects@berkeley.net](mailto:capitalprojects@berkeley.net)

### **General Project Information:**

- Longfellow Middle School
  - Modernization
    - Approximate construction value \$20MM
- Sylvia Mendez Elementary School
  - Modernization
    - Approximate construction value \$20MM
- Berkeley High School Tennis and Parking Structure
  - New Construction
    - Approximate construction value \$16.6MM
- District Wide Solar upgrades
  - New Construction
    - Approximate construction value \$4.75MM
- King Middle School CDC
  - Infrastructure
    - Approximate construction value \$991,150
- Hopkins Elementary School CDC
  - Infrastructure
    - Approximate construction value \$618,125
- Franklins Elementary School CDC
  - Infrastructure
    - Approximate construction value \$849,250
  
- Delivery Method: Lease-Leaseback, Design-Build, and Design-Bid-Build depending on the scope of work.
- Respondent is responsible for reviewing the construction documents for complete scope of work. Generally, the Project consists of the following:
  - Modernization, associated upgrades and site work as required per DSA comments.

Berkeley Unified School District

**Inspector of Record Services**

**Project Attachments to this RFP:**

- DSA 103
- Agreement for Inspector of Record Services for Construction

[DSA Form 103](#)

[Sample Agreement for IOR](#)