



RFP 620
Class 1 DSA Inspector of Records for Oxnard Union High School District
for the New Del Sol High School Construction Project

ADDENDUM #1

Dated: May 18th, 2020

All interested parties seeking to submit responses to the Oxnard Union High School District's RFP #620 shall execute the certification at the end of this addendum and shall attach the addendum to the documents submitted to the District.

The Oxnard Union High School District hereby amends **RFP 620 Department of State Architect Inspector of Record** as follows:

- 1) - Question) How many copies of the RFP/RFQ response is required? - Answer) 3 Hard Copies and 1 Electronic Copy
- 2) - Question) Please provide the Project Estimated Length - Answer) Approximately 33 months with an anticipated starting date of November, 2020 and completing in August, 2023.
- 3) - Question) Please provide the DSA Application Number# - Answer) A# is 03-119965. Project is currently scheduled for DSA back check on June 1st, 2020.
- 4) - Question) Please provide the selection Criteria – Answer) The DISTRICT's staff and Construction Manager (Bernards) a panel of (5) will evaluate the proposals submitted and rank each firm's proposal. Based on this evaluation, the DISTRICT "may" choose to invite up to three (3) firms to participate in an oral presentation/interview session or select the firm based on the results from the evaluation panel of the proposal.

At the conclusion of the evaluation and ranking based of the summary below (or if a best-qualified firm is selected without the need for an oral presentation), the DISTRICT will enter into contract negotiations with the top-ranking firm(s). If negotiations with the top-ranking firm(s) are unsuccessful, negotiations will terminate, and the DISTRICT will undertake negotiations with the second-rank firm(s). Based on the current project needs and proposals received, the DISTRICT may also choose to contract with multiple consulting firms. DISTRICT staff will make recommendations to the DISTRICT BOARD, which reserve the right to reject any or all proposals. The selection process will be completed when a contract is executed.

Furthermore, the OXNARD UNION HIGH SCHOOL DISTRICT reserves the right to reject any or all proposals, and to waive any and all irregularities to choose the firm which, in the DISTRICT'S opinion, best serves the DISTRICT'S interests. The DISTRICT will not be liable for any costs incurred by the consulting firms' incidentals to the preparation of proposals or for developing and carrying out interview presentations.

SUMMARY OF PROPOSAL AND/OR INTERVIEW EVALUATION PROCESS:

OXNARD UNION HIGH SCHOOL DISTRICT STAFF AND REPRESENTATIVES (BERNARDS) will evaluate the proposals based upon the proposal's effectiveness and efficiency in supporting each of the following items:

- Overall responsiveness to the Request for Proposals
- Hourly Rates
- Qualifications, experience and commitment of the firm's Project Manager, Proposed DSA/IOR and/or team.
- Firm (and project Inspector or team) qualifications, experience and referenced projects (Inspectors and possible team Resumes). Please provide a minimum of (3) most qualified individuals for a project of this magnitude.
- Inspectors understanding of coordination with Special Inspections and Testing.
- Effectiveness and efficiency of documentation and daily reporting. (Program or Programs) if any.
- Inspectors understanding of DSA requirements and scope of services.
- Candidate firms will be selected based on professional qualifications and demonstrated competence.
- Ability to sign the District's Standard Professional Services Agreement.

- 5) - Question) Is the Selection based only on Hourly Rate - Answer) Yes in part, the district will also evaluate the firms experience and overall qualifications. Provide a fee proposal rates based on the following scope for a three (3) year contract period.
- 6) - Question) Will the Inspector be required full time - Answer) Yes; The inspector will be require to be onsite full time once project is awarded to the contractor for the estimated period of 33 months. The project will require a second full time inspector at the estimated date of March 2021 through March 2023 with potential needs for DSA IOR administrative assistant.
- 7) - Question) Are resumes required with proposal - Answer) Yes
- 8) – Question) Please provide the delivery method for the project – Answer) Lease Leaseback is the intent of delivery at this point.
- 9) - Question) Please provide the Specific Layout for RFP - Answer) RFP SUBMITTAL MATERIALS

Proposal shall include, please address the points below in the RFP. Brief responses are acceptable and encouraged.

Each RFP response shall be 8-1/2" x 11" vertical format for written materials and 11" x 17" horizontal format for drawings, consisting only of the specified materials requested below. Submit one (1)

electronic copy and three (3) hard copies of each bound document, in a spiral bound soft cover. Do not submit in a loose leaf, 3-ring binder or other hard cover binder.

In the event the DISTRICT chooses to conduct interviews as part of the selection process, presentation boards may be used in the interview/presentation. Presentation boards shall be 30" x 42", unframed with appropriate scale and identification. Copies of all presentation boards shall be reduced to 11" x 17" paper size and included in the submittal in the numbers of copies indicated above. Electronic and slide presentations will not be permitted; however, any materials so presented must be included in the written RFP submittal response. To be responsive, each RFP submission must include only the following information in the format indicated. The submittals shall be tabbed in separate sections to match the following categories.

Your proposal shall not exceed forty (40) pages of written material not including the cover letter. Submittals failing to comply with the page limitation will not be considered. The forty (40) page limitation includes any photographic or graphic material contained in the body of the statement and any appendices. Submittals not organized according to the following format may be rejected.

Proposal Shall Include:

1. Cover Letter. The cover letter shall be signed by an officer of the firm or joint venture or by another person with authority to act on behalf of and bind the entity. Indicate contact person for the project.
2. A Title Page:
3. Table of Contents.
4. Executive Summary. Provide a summary of the submittal.
5. Company Summary. Location of the office(s). Professional license and registration to practice specific discipline in the State of California.
6. Firm's structure, background, general qualifications, include employee count by title and profession and year firm was established.
7. Summary of Services. The narrative should include a description of the company's scope of services to be provided.
8. Company's Key Features and Structures. Include a narrative statement articulating all major company's key features and structures whether they are DSA certified as well as the company's Quality Assurance Program
9. Key Members. Include a description of the key member(s) of the firm and the organizational structure. Highlight which team member have experience with projects with DSA oversight and the extent of that experience. Identify other team members that are DSA certified for Inspection Services.
10. Resumes: Please include resumes of qualified Inspector's that your firm proposes for this project. Individual resumes shall include relevant experience working with DSA and public entities, specific role and responsibility and number of similar projects completed within the last 5 years. Also include the primary point of contact's name, address, telephone number and email address, as well as an alternate point of contact for each qualification submitted.
11. Hour Allocations. Hourly Billing Rate for all noted or potential team member rates. Firms will bill monthly based on hours worked.
12. Schedule of Charges. Hourly Rates based on inspection for the entire thirty-three month period.
13. SEALED RATE SCHEDULES. Another copy of the same Hour Allocations noted above, but with proposed hourly rates listed, shall also be prepared and submitted in a sealed envelope together with the proposal. The sealed "Fee Proposal" is considered confidential and will be used for contract negotiations only.

BIDDER'S CERTIFICATION

I acknowledge receipt of the foregoing Addendum # 1 and accept all conditions contained herein.

Dated: _____ **BIDDER:** _____
(company/entity)

By: _____ **Printed Name:** _____
(authorized representative signature)

Title: _____