



REQUEST FOR PROPOSAL 2025-21-049P

DSA INSPECTION SERVICES – INCREMENT 2 AND 3 OCEANSIDE UNIFIED SCHOOL DISTRICT SURFSIDE EDUCATIONAL ACADEMY CAMPUS MODERNIZATION

January 9, 2025

PLEASE EMAIL RESPONSE TO:

OUSD - Attention: **Emmanuel Lopez**
Title: **Project Manager**
Email: **emmanuel.lopez@oside.us**
Phone: **(951) 224-1476**

PLEASE RESPOND BY: –

Thursday, Jan 28, 2025, at 2:00 PM

Company Name: _____

Contact: _____

Address: _____

Phone #: _____

Email Address: _____

Fax: _____

The Oceanside Unified School District (District) is soliciting DSA Inspection Services proposals for the Surfside Educational Academy Campus Modernization – Increment 2 and 3 public works projects.

Proposal Schedule:

1. Requests for Information are due by **Thursday, January 16, 2025.**
2. Requests for Information responses will be issued on Tuesday, January 21, 2025.
3. Proposals due by **Tuesday, Jan 28, 2025, at 2:00 PM.**
4. Notice of Selection to Project Inspection firm anticipated week of February 11, 2025.

Construction Schedule:

ANTICIPATED START DATE	ANTICIPATED END DATE
April – May 2025	June – August 2026

*Pending DSA approval.

Project Name:

Surfside Educational Academy Campus Modernization – Increment 2 and 3

Project Location:

Surfside Education Academy
1125 S Ditmar Street
Oceanside, CA 92054

Estimated Construction Budget:

\$12,300,000.00

Construction Scope of Work:

The scope of the project Surfside Educational Academy Campus Modernization – Increment 2 and 3 includes fine grading and foundation work for the installation of new prefabricated buildings, the assembly and setting of these buildings, and the completion of interior and exterior finishes. Three of the existing buildings will be remediated and modernized to include but not limited to mechanical, electrical, plumbing, and fire protection (MEPF) system requirements. The sitework will include landscaping and hardscaping elements.

Project Scope Documents:

This Request for Proposal is dated Tuesday, January 9, 2025, and distributed to the pool of DSA Inspection firms with project scope, budget, and corresponding attachments.

Documents will be provided via a link for your reference and download.

1. DSA Submitted Drawings (Increment 2)
2. DSA Submitted Specifications (Increment 2)
3. 95% Progress Drawings (Increment 3)
4. Specifications (Increment 3)
5. Agreement for Professional Services Template

Selection Process:

Proposals will be evaluated based on a comprehensive review of several key factors, including, but not limited to:

1. Capability to Perform: Demonstrated ability to successfully execute similar projects within the defined scope, schedule, and budget.
2. Prior Relevant Experience: Evidence of previous successful projects of similar nature, complexity, and scale.
3. Fee Structure: A detailed breakdown of proposed fees, including hourly rates, to ensure transparency and alignment with the project budget.
4. References: Three (3) professional references from previous clients, with an emphasis on projects of similar scope and requirements.
5. Proposed Staffing: The qualifications and experience of key personnel assigned to the project, particularly those with direct experience in comparable projects. A copy of proposed special inspector resumes, highlighting their experience with comparable projects.

Additionally, firms must clearly identify all assumptions, exclusions, and any potential additional costs that may affect the project scope, schedule, or budget. This information is critical to ensuring alignment of expectations and facilitating a fair evaluation process.

DSA Inspection Services:

Inspector of Record (IOR) firm to provide a proposal for the following deliverables and services:

1. IOR scope for this project:
 - a. Pre-Construction Phase: The IOR will provide support for 10 workdays (half time) prior to the start of construction and attend a pre-construction/kickoff meeting.
 - i. The IOR will ensure the DSA box is open.
 - ii. Familiarize themselves with the project.
 - b. Construction Phase: IOR services will be provided on-site for 455 calendar days (309 workdays) with the IOR performing regular site inspections, supervision, quality control and quality assurance as required throughout the construction phase.

Request for Proposal DSA Inspection Services – Increment 2 and 3
Surfside Educational Academy Campus Modernization

- i. Note there will be abatement scope in which there will be little to no involvement for the IOR. The District does not anticipate the IOR performing any inspections during the abatement phase of the project.
 - c. Weekends: It is anticipated that weekend work may be required for certain activities during the construction phase. As such, firms should plan for the possibility of up to 10 weekend days during the project timeline where IOR services will be necessary. This may include conducting inspections, reviewing work performed over the weekend, and ensuring compliance with all project specifications.
 - d. Post-Construction Phase: The IOR is anticipated to provide on-site/remote support for 40 work days (half time) as required during the post-construction phase, including activities such as final inspection, punch list completion and DSA close-out/certification.
2. A DSA Class 2 Certified Project Inspector, employed by the District (Owner) and approved by the Division of the State Architect (DSA), shall be responsible for providing continuous inspection throughout the duration of the project. The inspector's duties shall be in accordance with Section 4-342, Part 1, Title 24, California Code of Regulations (C.C.R.).
3. The Inspector of Record (IOR) assigned to this project must possess relevant experience in projects of a similar size and scope. The proposed IOR must demonstrate prior experience with K-12 schools and other public-school projects. A copy of the proposed IOR's resume, detailing their experience in such projects, must be included with the proposal.
4. The IOR is required to attend all weekly virtual and in-person Owner, Architect, and Contractor (OAC) meetings. Additionally, the IOR must provide and update a non-compliance log one day prior to each OAC meeting. The log should include, but is not limited to, the following details: dates, item numbers, trade, location, description, specifications, status, and comments.
5. The IOR must submit daily inspection reports by 10:00 AM each day, documenting the previous day's activities. The District reserves the right to withhold monthly progress payments if any daily inspection reports for the billing period have not been submitted to the Project Manager/Construction Manager. The daily reports must include, but are not limited to: Project name, scope of work performed, location of work, photographs of work, start and stop times for IOR, relevant drawings and specifications, special inspections conducted, and any non-compliant work observed.
6. The Laboratory of Record for this project has yet to be determined. The IOR will be responsible for coordinating and tracking all laboratory special inspections required for the project.
 - i. Assist the Project Manager/Construction Manager in the management of the special and geotechnical firms.
 - ii. Track and log all scheduled inspections.
7. The IOR shall allocate sufficient hours prior to the commencement of construction to thoroughly review and familiarize themselves with the DSA-approved drawings and specifications. Additionally, the IOR is required to attend the pre-construction/kick-off meeting to ensure a comprehensive understanding of the project scope, expectations, and any specific requirements before construction begins.
8. The IOR is expected to dedicate necessary hours for post-construction services, including final inspections, punch list preparation/review, and DSA close-out.
9. The need for inspection services on Saturdays and Sundays will be determined based on the project schedule and requirements. The IOR will be expected to provide inspection services as necessary during weekend work.

Request for Proposal DSA Inspection Services – Increment 2 and 3
Surfside Educational Academy Campus Modernization

Fee Breakdown:

	PHASE	ESTIMATED HOURS	HOURLY RATE	TOTAL
1.	Pre-Construction	80~		
2.	Construction	2312~		
3.	Weekends	80~		
4.	Post-Construction/Closeout	160~		
TOTAL NOT TO EXCEED FEE				

Participation Acknowledgement

The signature, below information, and attached proposal acknowledge participation in the bid solicitation.

The signature and information below shall act as notice consultant will **not** participate in this bid solicitation.

Firm Name

Signature

Name

Title

Date

Firm Name

Signature

Name

Title

Date

Attachment – Proposal