



UC HASTINGS
COLLEGE OF THE LAW

REQUEST FOR PROPOSALS (RFP)

#00-0013

for

Inspector of Record

**Campus Housing & Academic Building - 198
McAllister Street, San Francisco, CA**

RFP Issue Date: 10/2/2020

RFP Due Date: 11/3/2020

Contact: purchasing@uchastings.edu



Purpose

UC Hastings College of the Law (hereinafter called the College) is requesting proposals (RFP's) from qualified firms and individuals to act as Inspector of Record (IOR) for the College's current and future construction projects. The College expects the Proposer to adequately staff the Project with fully qualified staff as the job demands.

Context

Founded in 1878 as the "law department" of the University of California, UC Hastings College of the Law was established by the California Legislature with its own Board of Directors. With the exception of the degree-granting authority held by the UC Board of Regents, and payroll, retirement, and investment portfolio management at the University of California level, all other aspects of the College are operated independently under the oversight of the UC Hastings Board of Directors. UC Hastings is the oldest public law school in California and the only stand-alone, public law school in the nation.

UC Hastings' reputation for academic excellence, its affiliation with the University of California, and its location in San Francisco's downtown Civic Center are major factors contributing to the overall strength of the institution. Additionally, UC Hastings has a long-term plan for current and future campus development that seeks to leverage the College's real estate portfolio to provide additional academic, residential, commercial, and support capacity for UC Hastings Law as well as other institutions through its Academic Village Concept. Specifically, in December 2017, the UC Hastings Law Board of Directors adopted the Long Range Campus Plan ("LRCP"). The driver of the LRCP is the Academic Village, a platform for interdisciplinary engagement among individuals and across institutions. The Academic Village includes shared housing (for students, trainees, and faculty) and amenities (library, food services, study areas, recreational space, etc.) on Hastings' campus for students from multiple institutions of higher education with a prioritization for graduate programs, as well as a network of collaborations that transcend and enrich the law school, connecting graduate programs and institutions with each other and with the wider community.



The Mission Statement reads:

The Academic Village supports and enhances legal, professional, and graduate study through collaborations among educational institutions and with community partners and by capitalizing on UC Hastings' central location in San Francisco's Civic Center, Mid-Market, and Tenderloin neighborhoods and its strategic proximity to Silicon Valley. The principal academic objectives are the encouragement of multidisciplinary teaching and interdisciplinary research and engagement, and the development of synergistic ideas addressing local, state, national, and global problems and issues.

The first four phases of the LRCP are fully entitled under CEQA while UC Hastings Law anticipates commencing the CEQA process for the fifth phase in early 2021. The plan as broadly defined is composed of the following elements:

1. Upgrade Existing Infrastructure: Kane Hall Academic Building - 200 McAllister Street (2017 – 2019) [**In Progress – Completion in 2020**]
2. Academic Building - 333 Golden Gate Avenue (2018 – 2020) [**Completed in 2020**]
3. New Construction in Development: Campus Housing & Academic Building - 198 McAllister Street [**In Progress – Completion in 2023**]
 - a. ****Subject of this RFP for an IOR.**
4. Building Renovation: Historic McAllister Tower and Great Hall for Campus Housing - 100 McAllister Street [**Future Development Opportunity – Anticipated to Commence in 2023 - 2025**]
5. Campus Expansion: Campus Housing and Academic Building - 247 Golden Gate Avenue, Local 2/Unite Here [**Future Development Opportunity & Subject of Option Agreement – Anticipated to Commence 2023 – 2025**]

Each phase of LRCP development builds upon the prior phase. Concurrent with development and construction, UC Hastings Law is also identifying additional Academic Village partners.

Scope of Work

A. BACKGROUND

- IOR will work under the UC Hastings Law ("UCH") Director of Construction. The IOR will coordinate closely with the College's fee developer Greystar.
- IOR shall be familiar with the permit approved plans and specifications, contract document requirements, applicable codes and standards, approved submittals, all instructions or clarifications issued by the Design Professionals, and the GC operations



at all times.

- Manage the administrative aspects of various inspection groups, coordinating their activity and technical work, including deputy and special inspectors, third party systems certifiers and contracted commissioning agents. IOR does not need to duplicate tests and inspections done by other inspectors, beyond spot checks for quality control of other inspectors' work, unless the IOR deems selected duplications essential for total project quality control.
- The IOR shall meet or exceed the minimum qualifications/certifications/experience and perform inspection work as required per: Title 24, AHJ, project Specifications Section 014000 Quality Requirements, throughout project trade Specification sections where applicable, project Drawings, 2016 CBC Chapter 17, and General Conditions (AIA A201) of the contract. Primarily this will include on-site inspections but may also include some off-site inspections.
- Coordinate all record keeping requirements for all inspections, including AHJ, EOR, Material testing, and all others.
- Participate in construction meetings as required to include; Weekly OAC as needed, Contractor Weekly QA/QC and Reinstallation, construction review and other owner's meetings as requested by UCH.
- High level review of permitted construction drawings and specifications for adequacy and completeness prior to start of construction.
- Conduct cursory reviews of general contractor submittals and shop drawings.
- Life-safety inspections for substantial completion readiness.
- Participate as requested by UCH in settlement of construction conflicts where it is associated with findings from testing and inspection, including interpreting the Contract Documents.
- Coordination and facilitation of DSA and/or equivalent facility project Close-out procedures.
- Monitor Record Drawings as required by the Contract Documents.
- Coordinate and observe on-site testing to ensure that all required tests are performed by Testing Laboratory, GC & Subcontractors, Design Professionals, Third Party Testing Company, or themselves, etc. as specified in the Contract Documents. Review all test results for completeness and report all failed tests to GC, Design Professionals, CM, and UCH, and request proposed action items from GC (and from Design Professionals where applicable) to resolve failures.
- Advise CM, UCH and project Design Professionals of circumstances surrounding



requested changes in the work.

- Keep a set of working drawings and specifications on which to indicate which sections and items of the contract work have been inspected, tested, and approved. The method of indicating that tests and inspection have been performed shall be developed by the IOR, and submitted to UCH for approval. The Design Professional shall review these IOR documents to assure that adequate attention has been given to the inspection of structural framing.
- Prepare a daily report recording to include the Inspector's time and activities on the project, Weather conditions, Nature and location of construction work being performed and by whom, approximate number of workers by trade, oral instructions and interpretations given by the Design Professionals, specific observations on results of oral instructions and interpretations, any occurrence of work which might result in a claim for a change in the contract sum or contract time, the names of visitors with their titles and the time and purpose of their visit (where you are aware of the presence of visitors). This report shall be prepared for each normal workday or for each day on which the contractor performs work, and a copy shall be promptly sent to the CM and UCH.
- Maintain a document control system for all documents that are part of the inspection services scope of work. They must be kept neatly and adequately protected and must be available for reference at any time. At the completion of the project, all project inspection documents including approved materials, project diaries and equipment brochures shall be turned over to UCH.
- Coordinate with the Office of the State Fire Marshal (OSFM) and the GC for required OSFM inspections and perform/observe any pre-inspections required by OSFM.
- Coordinate with the CM/UCH Commissioning team and ensure that all commissioning documents (tests, reports, observations, meeting minutes) are received for all building systems.
- Project Closeout: IOR to assist Design Professionals and CM/UCH in final project acceptance inspection. IOR to certify that the project has been constructed according to contract documents when completed.
- The IOR shall not authorize deviations from the contract documents, approve substitute materials or equipment, advise on or issue directions concerning aspects of construction means, methods, techniques, sequences, or procedures in connection with the work.
- Promptly report to the CM, UCH, and Design Professionals, any nonconforming work or work performance.
- Keep a log of written communications, including Submittals received from or issue to the GC.



- Periodically photograph the construction work, paying special attention to those portions of the work that have been or may be rejected.
- Provide a submittal of required inspections from all entities associated with the project, and work with GC to put in a grid/spread sheet for sequence and tracking.
- Coordinate a process with CM and UCH to define reasonable advance notice requirements before all inspections as well as a process for if such reasonable advance notice is not feasible.
- IOR to provide with their proposal, hourly rates for all personnel that apply to the full duration of project. Rates can either be blended avg for each personnel type for full duration of project, or contain rate modifiers that apply at defined calendar milestones.
- The services or functions listed on Exhibit E will be performed by the 3rd party inspectors working for the CM.

B. MINIMUM QUALIFICATIONS

1. The firm or individual shall have at least five (5) years of experience with a minimum of three (3) projects of similar size and scope with municipal agencies or organizations. The work experience shall be similar to the work described in these specifications in order to be considered as having met the requirement.
2. Contractor shall provide a minimum of four (4) references for the past five (5) years of comparable experience, Exhibit A.
3. Contractor to meet UC Hastings insurance requirements detailed in the sample agreement, Exhibit B, provided or according to the contract negotiated and must provide proof of insurance at the time of contract signing.
4. UC Hastings is a Drug Free Workplace and signing of attached drug free workplace certificate is required (Exhibit C).



UC Hastings Contact Information

The primary contact for this process is:

UC Hastings Purchasing Department,
Adrian Brown, Director of Business Services
purchasing@uchastings.edu

Schedule & Milestones

RFP posted	10/2/2020
Questions due to purchasing@uchastings.edu	11:00 a.m. PDT 10/20/2020
Responses from UCH posted	10/27/2020
RFP due to purchasing@uchastings.edu	11:00 a.m. PDT 11/3/2020
Evaluation period	Immediately following due date
Finalist round (if any), possible interviews, plus award	Within 30 Days

Guidelines for Submission

To appropriately evaluate each firm’s capabilities, responses are to be tendered according to the guidelines listed below. Each firm is to outline how it will fulfill the Scope of Work included in this RFP. Proposals should clearly address all information requested in this RFP and use the following organization:

Executive Summary

- Introduce the firm, including size, location, philosophy, and areas in which it excels.



- Provide names, resumes, certifications, and specialties of the personnel who would be assigned to this project, and indicate what their proposed roles would be and the benefits they bring. Also complete and return Exhibit A and Exhibit C with proposal.

Expertise

- Develop a short narrative demonstrating clear understanding of the objectives and key features of the proposal.
- Describe specific methodologies, techniques, and technology to be employed in preparation and delivery of the requested services and reports. Outline anticipated schedule, work plan, and task list that details the steps to complete the proposed services and prepare the reports, and addresses how all aspects of the Scope of Work will be carried out. Include a list of all tests and inspections (including quantities) the IOR will perform, and identify any that are off-site if applicable. Explain how you plan to manage and track all the required tests and inspections performed by your firm and other entities on the project (State Fire Marshall, 3rd party inspectors, Commissioning Agent, etc.)
- Provide a list of recent engagements of similar size and scope (including appropriate references, who may be contacted to evaluate completed work), and the outcome of the engagements. Highlight organizations that are similar to the College. Complete and return a minimum of four (4) Reference Check Forms (Exhibit A) with your proposal.
- Provide a limited representation of illustrative materials such as graphics and page setups.
- Detail any assumptions made in preparing the proposal.
- Include any other services not identified in the Scope of Work.

Pricing

- Provide a Not to Exceed fee summary reflective of estimated costs for the 30-month project duration that corresponds to the detailed breakout in the total fee proposal along with hourly rates using the cost table provided below (Exhibit D). The fee data should include hourly rates to be billed on a monthly basis, and include weekend and holiday rates if applicable. The College will not pay mileage, parking or per diem charges, as they should be accounted for in the hourly fee data.
- Provide a comprehensive pricing strategy that ties back to the stated goals, expectations, and deliverables. Include a total fee proposal for all work to be performed by the IOR, including expected hours per task categories:



- Inspection management and supervision.
- Tests and Inspections performed by IOR.

Due Date

Completed proposals are due (via e-mail) by 11/3/2020 11:00 a.m. PDT, to: purchasing@uchastings.edu

Questions concerning this RFP should be sent in writing via e-mail to purchasing@uchastings.edu referencing the appropriate RFP section and page number, 10/20/2020 by COB.

Written responses to all submitted questions will be provided to all questions submitted on or about 10/27/2020 COB.

Confidentiality

All information concerning all parties referenced herein or their respective businesses and operations, which is directly or indirectly furnished or made available under or by virtue of the existence of this RFP and which is not generally available to the public, shall be treated as confidential and proprietary to the extent permitted by law. All parties shall take all reasonable precautions to assure that no such information is used, disclosed, duplicated, or distributed by them or any of their employees or agents for any purpose other than their performance hereunder.

Agreement Term

It is the intent of UC Hastings to enter into one agreement with one firm. A standard UC Hastings agreement is attached for reference as Exhibit B. Actual agreement may differ.

Other Conditions

Submission of a proposal in response to this RFP does not commit UC Hastings to pay any costs incurred in proposal preparation or submission, or to enter into a contract with any firm for any services. UC Hastings may reject any or all proposals at UC Hastings' sole discretion. Failure to

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comply with all the terms and conditions of this RFP may result in the disqualification of a proposal. UC Hastings may, at its discretion, request interviews and demonstrations of proposed marketing campaigns through a web-based or in-person presentation for College staff.

Incorporation of Proposal into Contract

This RFP, the awarded firm's proposal, and all other representations made by the firm will be incorporated into any and all contract agreements between the firm and UC Hastings.

Award of Contract

Assuming UC Hastings decides to proceed, award will be based upon the response that is determined to be in the best interests of UC Hastings, as determined by the College. Initial evaluation will be based upon a combination of company information, expertise, and the cost proposal for the project. The College may, in its discretion, require a finalist round or round(s) to evaluate suppliers and their products in order to assist in making final decision.

Exhibits

Exhibit A – Reference Check Form

Exhibit B – Sample Professional Services Agreement

Exhibit C – Drug Free Workplace

Exhibit D – Bid Form [inside RFP document...]

Exhibit E – Inspections Performed by Construction Manager (CM) and General Construction Contractor (GC)

Exhibit F – UCH's Travel Policy [For Off Site Inspection Work]

Exhibit G – Project Specifications [to be provided via Addendum

Exhibit H – Project Drawings [to be provided via Addendum



EXHIBIT D – PRICING TABLE

Firm or Individual Name: _____

Professional Services: Total Fees (30-Month Project Duration)

- **Not to Exceed** _____ **\$** _____

Hourly Rate Schedule:

Job Title	Personnel Name	Hourly Rate 2020	Hourly Rate 2021	Hourly Rate 2022	Hourly Rate 2023
Main Person					
Assistant					
Other					

***Note: all Onsite work rates shall include travel, parking, mileage and per diem as these are not reimbursable items. Offsite site inspections shall be reimbursed to Contractor according to the rates listed in UCH’s Travel Policy, Exhibit F.**