



# Request for Statement of Qualifications for Inspector of Record Services

## I. INTRODUCTION

The Sacramento City Unified School District (hereinafter "District") is seeking Statements of Qualifications ("SOQs") from qualified firms and individuals to act as Inspectors of Record (IORs) for the District's current and future Bond construction projects.

It is the intent of this Request for Statement of Qualifications (RFQ) process, and the documents required herewith, to assist the District in determining qualification prior to the submission of proposals for various projects. However, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude the District from determining whether a firm or individual has the quality, fitness, capacity, and experience to satisfactorily perform the proposed inspections, and has demonstrated the requisite trustworthiness, after it has already pre-qualified. District reserves the right to reject any proposals, to contract for Inspector of Record with whomever and in whatever manner, to abandon a project entirely, and/or to waive any informality in receiving proposals. Before a contract is awarded, the District may require further evidence of reasonable qualifications to perform the proposed work.

### Background:

The Sacramento City Unified School District is an urban district with an enrollment exceeding 40,000 students in 77 Pre-K through Adult schools. The District covers 75 square miles. Its buildings comprise over 6.5 million square feet of traditional school buildings, portable classrooms, and administrative offices. It is governed by an elected board of seven members who serve four-year terms, and is staffed by over 3,000 teaching, support, and administrative employees.

## II. GENERAL INSTRUCTIONS

Interested firms are required to submit one original, signed response, and five (5) additional hard copies. Statements of Qualifications are limited to 30 pages, including the requirements described below, but excluding cover and index tabs. The response shall be made in the format provided and the complete response, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on Tuesday, December 3, 2019 to the following address:

Sacramento City Unified School District  
Contracts Office  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

Statement of Qualifications. The District further reserves the right to accept the response that it considers to be in the best interest of the District.

All requirements must be addressed in your response. All responses, whether selected or rejected, shall become the property of the District. Firms are

B. Experience. Describe at least three (3) projects that demonstrate your ability and experience related to the services contemplated in this RFQ.

C. References. Provide references on at least your last three school district clients for whom you have provided the services contemplated in this RFQ.

D. Rates. Provide your hourly, overtime, weekend, and holiday rates.

E. Insurance. Provide evidence of general liability insurance coverage.

F. Inspector's Declaration. Complete and sign the attached declaration form (Attachment A) in compliance with State of California Public Contract Code, State of California Government Code sections 4525-4529.5; and California Education Code 17076.11.

V. EVALUATION AND CRITERIA PROCEDURES

A Selection Advisory Committee will evaluate and select those respondents deemed to be the most highly qualified to perform the required services. All Statements of Qualifications received by the specified deadline will be reviewed for content, conformance to the specified format, organization, presentation, experience and qualifications.

The Selection Advisory Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the District. If interviews are held, selected firms will be notified as to place, time, date and purpose of the interview.

The names of all respondents submitting proposals and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as the contents of all proposal

Attachment A  
INSPECTOR'S DECLARATION

The undersigned Inspector, in accordance with State of California Public Contract Code, Government Code and

**Attachment B**



**Inspector Agreement**

\*\*\*Insert Data Here\*\*\*  
\*\*\*Insert Data Here\*\*\*



\*\*\*Insert Data Here\*\*\*  
\*\*\*Insert Data Here\*\*\*





\*\*\*Insert Data Here\*\*\*  
\*\*\*Insert Data Here\*\*\*

Documents. Check and report to the Project Manager and the Architect laboratory tests indicating defective materials or other problems. Check billings from testing laboratories to see that billings reflect only tests actually requested and performed. Maintain a daily log of inspection by testing lab.

- e. Make sure that the required record drawings are accurately marked up as required.
- f. Report to the Project Manager and the Architect verbally and in writing: (1) poor performance by the contractor; (2) performed or materials used which are not in conformance with the Contract Documents.
- g. Assist the Project Manager

\*\*\*Insert Data Here\*\*\*  
\*\*\*Insert Data Here\*\*\*



\*\*\*Insert Data Here\*\*\*  
\*\*\*Insert Data Here\*\*\*

## ARTICLE 6: INDEPENDENT CONTRACTOR



\*\*\*Insert Data Here\*\*\*  
\*\*\*Insert Data Here\*\*\*

Education Code Section 45125.1 states that if employees of any contractor providing school site administrative or similar services may have any contact with any pupils, those employees shall be fingerprinted by the Department of Justice (DOJ) before entering to determine that they have not been convicted of a serious or violent felony. If the DISTRICT determines that more than limited contact with students will occur during the performance of these services by INSPECTOR, INSPECTOR will not perform services until all employees providing services have been fingerprinted by the DOJ and DOJ fingerprinting clearance certification has been provided to DISTRICT.

pupils.  
certification of compliance with District fingerprinting and security requirements. If INSPECTOR is provides certification of fingerprinting clearance by the DOJ for employees providing services. These requirements apply to self-employed inspectors.

#### **ARTICLE 8: INDEMNIFICATION AND EXCULPATION**

INSPECTOR shall indemnify, hold DISTRICT and its Board members, agents, employees and officers harmless from and defend DISTRICT against all claims, demands, actions or liability for

\*\*2 Insert Data

\*\*\*Insert Data Here\*\*\*

\*\*\*Insert Data Here\*\*\*



\*\*\*Insert Data Here\*\*\*  
\*\*\*Insert Data Here\*\*\*

**SACRAMENTO CITY  
UNIFIED SCHOOL DISTRICT**

**\*\*\*INSERT DATA HERE\*\*\***

By: \_\_\_\_\_  
Rose Ramos  
Chief Business Officer

By: \_\_\_\_\_

\_\_\_\_\_  
Date



\*\*\*Insert Data Here\*\*\*  
\*\*\*Insert Data Here\*\*\*

## EXHIBIT A

### CONTRACTOR CERTIFICATION

**Fingerprinting:** Education Code section 45125.1 provides that any contractor providing school site administrative or similar services to a school district must certify that its employees providing that service who may come into contact with pupils have not been convicted of a serious or violent felony as defined by law. Those employees must be fingerprinted and the Department of Justice must report to the Contractor if they have been convicted of such felonies. No person convicted may be assigned to work under the Agreement. The school district may determine, under the totality of circumstances including (1) the length of time the employees will be on school grounds, (2) whether pupils will be in proximity of the site where the employees will be working and (3) whether the contractors will be working alone or with others, that the employees will have only limited contact with pupils and neither fingerprinting nor certification is required.

The District has determined that section 45125.1 is applicable to this Agreement. The District has also determined that the employees assigned to work at a school site under this Agreement will have only limited contact with pupils, provided the following conditions are met at all times:

1. Contractor employees shall not come into contact with pupils or work in the proximity of pupils at any time except under the direct supervision of school district employees.
2. Contractor employees shall use only restroom facilities reserved for District employees and shall not use student restrooms at any time.
3. Contractor will inform all of its employees who perform work at any school or District site of these conditions and require its employees, as a condition of employment, to adhere to them.
4. Contractor will immediately report to District any apparent violation of these conditions.
5. Contractor shall assume responsibility for enforcement of these conditions at all times during the term of this Agreement.

If, for any reason, Contractor cannot adhere to the conditions stated above, Contractor shall so inform the District and shall assign only those employees who have been fingerprinted and cleared for employment by the Department of Justice. In that case, Contractor shall provide to the District the names of all employees assigned to perform work under this Agreement.

Compliance with these conditions, or with the fingerprinting requirements, is a condition of this Agreement, and the District reserves the right to terminate the Agreement at any time for noncompliance.

\_\_\_\_\_  
Authorized Signature of Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name/Title