



**REQUEST FOR
QUALIFICATIONS STATEMENT
FOR
CONSTRUCTION INSPECTION
MATERIALS TESTING SERVICES
GEOTECHNICAL SOILS TESTING AND EVALUATION SERVICES
VARIOUS PROJECTS
PASADENA UNIFIED SCHOOL DISTRICT**

February 8, 2010

The Pasadena Unified School District (the “District”), is requesting proposals from qualified firms interested in providing Construction Inspection and Materials Testing services, and Geotechnical Soils Engineering Services as further specified herein, for various building projects on-call as needed for a \$465 Million capital facilities program

Background of District and Project Description. The Pasadena Unified School District (the “District”) has some 19,000 students at 29 sites in a District encompassing the communities of Altadena, Pasadena, and Sierra Madre, California. The District has a population of approximately 200,000. In November 2008 voters in the District approved a \$350,000,000 bond measure called Measure TT for facilities projects. The District is currently engaged in the planning and pre-design phase to implement its Facilities Master Plan, (the “Plan”) with an estimated \$465,000,000 of projects over the next 10 years comprised of modernization and upgrades projects with some new construction. The District seeks motivated firms with a record of excellence in Construction inspection and materials testing services as well as geotechnical soils testing and evaluation services. Local and minority firms are encouraged to apply.

Firms wishing to submit a Statement of Qualifications for these services must maintain a full-service office within 50 miles of the Pasadena Unified School District project sites.

If you are interested in submitting a proposal, please submit an original proposal and four copies, by **12:00 Noon, Friday, February 26, 2010**, to:

Stephen Brinkman
Chief, Facilities Planning Construction, Maintenance & Operations
Pasadena Unified School District
District Service Center
740 West Woodbury Road
Pasadena, California 91103

Firms must deliver 5 copies of their materials to the above address by the required time and date.

Questions about the project may be directed to Stephen Brinkman at (626) 798-1024 via facsimile or via email to: sbrinkman@pusd.us.

Interviews are projected to occur during the week of March 1, 2010. After the interviews and a thorough evaluation process, the Selection Committee will recommend a firm or firms for Board approval. Project information can be obtained by going on the District's website at www.pusd.us and clicking on "Measure TT." The Facilities Master Plan is under "Program Documents."

Scope Of Services

1. The Construction Inspection and Materials Testing firm shall have the professional qualifications and equipment to perform, evaluate and report the results of all tests and inspections required for the Construction Inspection and Materials Testing of the contract, including but not limited to the following:

A. Construction Inspection and Materials Testing

Inspection Services

Concrete mix design review
Concrete reinforcement placement inspection
Concrete reinforcement welding inspection
Batch plant inspection
Concrete placement inspection
Drilled caissons
Steel fabrication inspection at plant
Steel erection inspection
Welding inspection
Structural steel fireproofing
Roofing and waterproofing inspection
Mill verification
Decking
Stair railing systems
All ultrasonic testing, when required, shall be performed by inspectors with at least a UT Level certificate.

Testing Services

Welding Certification Procedure
Bolting inspection
Shear stud testing
Anchor tension testing
Fireproofing density testing
Concrete reinforcement testing
Aggregate testing
Concrete sampling and testing
Strength tests on auger pressure grouted pile grout
Pull test epoxied rebar (if needed)

2. The Geotechnical Soils Engineering Services firm shall have the professional qualifications and equipment to perform, evaluate and report the results of all tests and inspections required for the Geotechnical Soils Engineering Services of the contract, including but not limited to the following:

A. Geotechnical Soils Testing and Evaluation Services

Inspection Services

Soils placement
Foundation excavation verification
Utility trench backfill
Roadway
Building pad
Shoring, retaining wall backfill
Drilled caissons
Site concrete subgrade

Testing Services

Soils testing
Development of laboratory compaction curves
Field density tests

3. The firm shall be required to commit one project manager who will be responsible for overseeing all testing and inspections required for the project and report to the District's Representative or the District's designated IOR. The project manager must have experience in overseeing testing and inspection programs for similar projects; must have excellent management and communication skills, and the ability to work in partnership with the District staff.
4. The selected firm shall maintain on staff at least one full-time Civil Engineer registered in the State of California.
5. All personnel intended to work on the project shall be approved by the District prior to working on the project.

Basis For Screening And Selection

The SOQ's will be evaluated based on each firm's qualifications and relevant experience with similar work. Such information will include, without limitation, the proposer's knowledge, experience, professional reputation, and responsiveness to this Request for Qualification. The District will evaluate all such information in an effort to determine which, if any, of the proposals serve the District's needs and objectives. The District may request that the proposers participate in an oral interview as a part of the selection process. It is **MANDATORY that Qualification statements or packages include the following minimum information in the order presented below.**

Firm: Name, address, type of business organization, and organizational structure.

Experience: List five (5) major applicable projects of similar type and scope completed within the past five (5) years. Include Owner, contact person, year complete, technical information regarding project scope, size and cost. Proven expertise with quality control for projects of similar size and complexity. **(Rating points 1- 10)**

Technical Capability: Capability to undertake appropriate methods to resolve problems associated with soils, construction inspecting and materials testing. Capability to perform all testing and inspection services required and noted in the construction documents. **(Rating points 1- 10)**

Proximity: Proximity to project site and ability to perform inspections and testing in timely manner. **(Rating points 1- 10)**

Client Relationships: Recognition of the need to work harmoniously with construction and administrative staff. List references for work completed in the past five years. List all construction-related litigation in the past ten years (filed either by Owner, Owner's Consultant or Contractor) against the testing and inspection firm and the final resolution of these matters. Indicate "pending" if not yet resolved. **(Rating points 1- 10)**

Resumes of proposed personnel with emphasis on training and experience in trades/construction systems required for this project, evidence of experience of proposed personnel with similar projects. Include the name of firm where employed for each listed project. **(Rating points 1- 10)**

Laboratory Capability for testing components or test batches and experience of training in conducting required tests for projects similar in size and scope. **(Rating points 1- 10)**

License Requirement: A licensed individual is required to perform Geotechnical Services including, but not limited to, making necessary recommendations. Proof of license is required with the submittal.

Equal Opportunity: The District is an equal opportunity employer. Consultant firms are required to include evidence of its equal employment opportunity policy.

Other Requirements or Considerations

1. The District will not reimburse proposers for costs they incur in preparing their proposals.
2. Consultant's Use of Materials and Information
In the event the Consultant wishes to use in some other capacity or for some other client, or in the proposer's marketing of its services, any aspect of the services provided to the District of California, or the fact that it is providing services to the District, such use will require the District's prior written approval.
3. Consultant as an Independent Contractor
Consultant will be an independent contractor and not an employee of the District.
4. Rejection of Proposal
The District reserves the right to reject any and all proposals.
5. Withdrawal/Irrevocability of Responses
A proposer may withdraw its proposal at any time prior to acceptance by the District. A proposer withdrawing a proposal may resubmit a proposal prior to the Proposal Deadline. No re-submissions received after the Proposal Deadline will be considered unless the District rejects all proposals received prior to the Deadline.

Equal Opportunity Employer

The District is an equal opportunity employer and as such does not engage in unlawful discriminatory employment or contracting practices and undertakes actions to ensure that employees and applicants are treated without regard to their race, color, ancestry, religion, marital status, national origin, sex, sexual orientation, physical or mental handicaps, medical condition, special disabled or Vietnam era veteran status, or (within the limits of the law and District regulations) age or citizenship.

The District requires its contractors to follow these same practices in both employment and contracting matters and to communicate these policies within its organization.

Term of Agreement

The contract for the Consultant services will be through a Professional Services Agreement for on-call as needed services for various projects, which are scheduled through **June 2015**.

The Draft District Professional Services Agreement will be distributed to the short-listed firms.

Professional Services And Contractual Relationships

The Consultant will be required to provide evidence of insurance coverage deemed by District to be appropriate, in scope and size, for this agreement.

The District generally asks its consultants to carry the following minimum insurance coverage amounts:

Either Comprehensive Form General Liability Insurance (Contractual, products, and completed operations coverages included) with a combined single limit of no less than \$1,000,000 per occurrence, or Commercial-Form General Liability Insurance with coverage and minimum limits as follows:

Each occurrence	\$1,000,000
Products Completed; Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000

Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles, with a combined single limit of no less than \$1,000,000 per accident.

Professional Liability Insurance, with limits of \$1,000,000 per claim and \$2,000,000 in the aggregate.

Selection Process And Schedule

The selection of a firm will be accomplished by the following process. After Qualification Statements are received, a Screening Committee will review, conduct reference checks and recommend a short list of firms for interviews. A Selection Committee will conduct the interviews. The **ESTIMATED** target dates are listed below:

Ad for services: February 11, 2010
Statements due: Noon February 26, 2010
Screening completed: March 2, 2010
Interviews completed: March 5, 2010
Anticipated Start Date: March 11, 2010

Submittal Requirements

Statements of qualifications shall follow the format prescribed, but be as brief and concise as possible. The qualifications shall include any information as appropriate to respond directly to the screening and selection criteria. Submittals should be specifically tailored to this process and respond to the selection criteria. "Boiler Plate" or generic pages are not desired. All material should be in 8 1/2" x 11" format, and **not exceed 25 pages. An original plus four sets** of the information requested must be submitted and shall be labeled on the cover with the project title as follows:

Pasadena Unified School District
Request For Qualifications Statement for
Construction Inspection And Materials Testing and/or
Geotechnical Soils Testing and Evaluation Services

Firm Name
Address
Date