



CACHE COUNTY
SCHOOL DISTRICT

REQUEST FOR PROPOSAL

TO PROVIDE SERVICES
FOR

**CONSTRUCTION MATERIALS
TESTING AND SPECIAL INSPECTIONS**

SOLICITATION #CCSD-TEST032524

DUE DATE:
March 25, 2024
2:00 PM MDT

I. GENERAL

A. Intent of Request for Proposal

The purpose of this request for proposal is to solicit sealed, competitive proposals from qualified firms to provide testing and inspection services of construction materials. All work performed under this RFP will be awarded to a single firm.

B. Eligibility Requirements

In order to be eligible to respond to this RFP, the proposer must meet all of the following qualifications:

1. **Licensed.** The proposing firm or individual must be properly licensed to conduct business in the State of Utah. All inspectors performing special inspections must currently hold the following certifications for the type of work being inspected:
Concrete – ICC certified Reinforced Concrete Special Inspector
Masonry – ICC certified Structural Masonry Special Inspector
Structural Steel – Either AWS or ICC certified Structural Welding Special Inspector
Structural Steel – ICC certified Structural Steel and Bolting Special Inspector
2. **Non-Discrimination.** The proposing firm must comply, at all times during the bidding and contracting period, with all applicable Federal, State, County, and City anti-discrimination laws, ordinances, rules, and regulations. Any violations of this provision shall be considered a violation of a material provision of the audit contract and shall be grounds for cancellation, termination or suspension.
3. **Insured.** The proposing firm shall obtain and maintain in force during the entire period of the contract, at its own expense, adequate insurance to protect against liability, loss and /or expense arising in connection with the performance of services described under this RFP.

C. Submission Requirements

1. **Conform to Response Form Guidelines.** All proposed information must be submitted on the Proposal Response forms found in Section IV.
2. **Proposals Submitted on a Timely Basis.**
Hard copy proposals must be received no later than **March 25, 2024 at 2:00pm MDT**. All proposals must be labeled and sealed in an envelope with three (3) complete copies and submitted at the following address:

CACHE COUNTY SCHOOL DISTRICT
PURCHASING DEPARTMENT-KARMA LEATHAM
CONSTRUCTION TESTING AND SPECIAL INSPECTIONS
SOLICITATION #CCSD-TEST032524
84 E 2400 North
North Logan, Utah 84341

Any proposal received after that time will be deemed unresponsive and will not be considered for evaluation. Sealed envelopes should indicate the bid name. Electronic or emailed copies will not be accepted.

D. Written Agreement

The selected firm must enter into a written contract with Cache County School District to provide all services required by this RFP. The District intends to award a contract to a single provider for all work described in paragraph II.

E. Contract Scope

This contract shall be for all services described in paragraph II for the following specific projects all located within Cache County, Utah.

- New Nibley Middle School
- New Hyde Park Middle School
- New Hyde Park/Smithfield Elementary School
- Spring Creek Elementary Conversion

It is anticipated that work will begin in spring of 2024 and that all projects will be completed by fall of 2027.

F. Termination Rights

The contract shall provide that Cache County School District has the right to cancel without cause at any time by written notice within thirty (30) days of its intent to terminate the contract.

G. Proposal Calendar

It is anticipated that the following schedule will be followed:

March 25, 2024

Proposals due. Sealed proposals with three (3) complete and bound copies are to be submitted to the Purchasing Department on or before 2:00pm

Proposals must be signed by an official of the firm authorized to bind the firm and proposed terms apply for a period of sixty (60) days from the date of receipt of the RFP.

March 26 - April 1, 2024

Evaluation of Proposals. The District may request formal written clarification of any item.

April 2, 2024

Intended Award of Contract(s).

H. **Evaluation Criteria**

The following criteria and weighting will be used to evaluate the proposal. The more complete the information the higher the possible score. The award will be made to those scoring highest on the following criteria:

5% Responsiveness - The completeness and conformity of the proposal response to the RFP requirements. Including but not limited to:

Schedule A, B, C, D and E - Complete

25% Organization - The administrative and functional structure including personnel; respondent's ability to perform, number of personnel committed to each project, response time after first request, the description of the proposers local facilities complying with ASTM E-329 and capability to comply and meet schedules. (Schedule B)

25% Experience/Expertise - This includes the technical qualifications and work experience of key personnel assigned to work with the District. This also includes past experience on similar projects. (Schedule C)

15% References – A minimum of three (3) references and maximum of five (5) will be accepted. Please include the name of the firm, location or name of project, contact name, and contact phone. (Schedule D)

30% Cost - This includes the costs to furnish supervision, labor, supplies and services involved with testing and inspection of construction materials. These costs for site work, concrete, masonry, structural steel, reporting and other costs, will be as requested by the district, and are listed as part of this RFP. (Schedule E)

I. **Questions and Contacts**

All inquiries relative to this Request for Proposal must be submitted through the **Utah Public Procurement Place website (U3P)** [CustomerOrg=StateOfUtah](#)

No District Employee, Board Member, or evaluation committee member should be contacted concerning this RFP during the selection process. Failure to comply with this requirement may result in disqualification.

J. Right of Rejection

The Cache County School District Board of Education reserves the right to reject any and all proposals or to waive any non-statutory informality. The Board of Education further reserves the right to make the contract award deemed by the Board to be in the best interest of the District. The Board's decision to accept or reject the contract shall be final.

K. Addendum to RFP

If it becomes necessary to revise this RFP in whole or in part, an addendum will be posted on **(U3P)**. Proposers are required to check **(U3P)** for any additional changes or addenda prior to submitting the final proposal.

L. Firm Proposal

Proposals must be signed by the contractor's authorized official binding the RFP and the contractor for a period sixty (60) days from the date of receipt by the Purchasing Agent.

II. PROPOSED SERVICES

A. Description

The services to be provided consist of all testing of materials and special inspections in accordance with the contract documents, the uniform commercial code, and ASTM E29. Conditions of the site may adjust quantities of tests required.

A laboratory testing program shall be required to provide sufficient data for proper engineering analysis.

B. Sitework

Work shall consist of:

1. Soil sampling and proctor tests on said samples.
2. Nuclear density tests on sub-grades, fill material, and backfill materials as placed.
3. Visual inspection of fill, sub-grade preparation, and backfill operations.

C. Concrete

Work shall consist of:

1. Slump tests – one at point of discharge for every three (3) loads, of each class of concrete placed in any one day.
2. One set of five (5) cylinders, cast by testing agency, for each fifty (50) cubic yards, or fraction thereof of each class of concrete placed in any one day.
3. Air entrainment tests – one for each set of cylinders cast.
4. Concrete temperature – tested hourly when air temperature is below 40 degrees F. or above 80 degrees F., each time a set of cylinders is cast.
5. Compressive strength tests – test one (1) cylinder at seven (7) days, two (2) cylinders at twenty-eight (28) days, one (1) cylinder at fifty-six (56) days and one

(1) cylinder shall be retained in reserve for later testing if required.

D. Masonry

Work shall consist of:

1. Compression testing of grouted prisms, Mortar, and Grout, – for each type of wall construction and for each five thousand (5000) square feet of wall area, in accordance with ASTM E447; method B, test one set of five (5) prisms. Test One (1) prism at seven (7) days, two (2) prisms at twenty-eight (28) days, one (1) prism at 56 days and one held in reserve for later testing if required.
2. Continuous visual inspection of placement of masonry units, placement of reinforcing, and all grouting operations.

E. Structural Steel

Work shall consist of:

1. Inspection agency to inspect high-strength bolted connections and welded connections and to perform tests and prepare test reports as required by governing agencies.
2. Testing agency shall conduct and interpret tests, state in each report whether test specimens comply with requirements, and specifically state any deviations there from.
3. For structural component with welded connections fabricated off site perform welding inspections at plant before shipment.

F. Reports

1. Provide a comprehensive testing plan. Outline testing and report distribution procedures. Include an organizational chart and resumes of personnel involved with the project. Upon approval by the District, this plan shall be given to the construction manager/general contractor for incorporation into the overall project manual.
2. Verbal results of field tests and daily observation reports shall be given immediately to the on-site District representative and/or general contractor with a written report to follow within twenty-four hours.

G. Schedule

Each project will provide and maintain its own project schedule. The successful bidder shall review and familiarize themselves with the general contractor's project schedule as it pertains to the performance of their work

III. INSURANCE

Subcontractor shall, at its own expense, procure Commercial General Liability Insurance, Automobile Insurance covering all vehicles (whether owned, hired, or non-owned), and Workers' Compensation Insurance. Such insurance shall be in an amount no less than as follows:

Workers' Compensation	Statutory Limit
Commercial General/Property Liability	\$2,000,000 Aggregate
	\$1,000,000 Each Occurrence
(on jobs valued over \$10,000,000)	\$5,000,000 Umbrella
Automobile Liability	\$2,000,000 Combined Single Limit
Any Auto	\$1,000,000 Combined Single Limit
Professional Errors & Omissions	\$2,000,000 Aggregate
	\$1,000,000 Per Occurrence

Unless project specific insurance is required by the Owner, the coverage may be written under a practice policy with limits applicable to all projects undertaken by the firm but must be maintained in force for the discovery of claims for a period of three (3) years after the date final payment is made under this Agreement. All policies provided must contain a "retroactive" or "prior-acts" date which precedes the earlier of either, the date of the Agreement, or the commencement of the services. The policy must also include a contractual liability endorsement applicable to the indemnity provision contained under this Agreement.

The contractor shall purchase and maintain such insurance as will protect him from claims under workmen's compensation acts and other employee benefit acts, from claims for damages because of bodily injury, including death, and from claims for damages to property which may arise out of or result from the contractor's operations under this contract, whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by any of them. This insurance shall be written for not less than any limits of liability specified as part of this contract, or required by law, whichever is greater, and shall exclude contractual liability insurance as applicable to the contractor's obligations.

IV. PROPOSAL RESPONSE FORMS

An offeror must use the following schedules, or use their own documents, in submitting a proposal. However, if using your own forms, you must include tabs identifying the different schedules that correspond to the following information. The schedules must be completed in their entirety or all information requested in the attached schedules must be included in your forms. Other materials that support these schedules may be included in the proposal document.

The cost proposal (Schedule E) must be submitted in a separate sealed envelope with the RFP number and the phrase “Cost Proposal” clearly printed on the envelope. Failure to submit the cost form separately will result in your proposal being determined non-responsive.

CACHE COUNTY SCHOOL DISTRICT
PURCHASING DEPARTMENT-KARMA LEATHAM
CONSTRUCTION TESTING AND SPECIAL INSPECTIONS
COST PROPOSAL#CCSD-TEST032524
84 E 2400 North
North Logan, Utah 84341

- Schedule A** Certification of Proposal
- Schedule B** Organization/Construction Team
- Schedule C** Experience/Expertise
- Schedule D** References/Past Performance
- Schedule E** Cost Proposal

CERTIFICATION OF PROPOSAL

We have read the Cache County School District Request for Proposal and fully understand its intent.

We certify that we have adequate personnel and resources to fulfill the proposal requirements. We further understand that our ability to meet the criteria and provide the required services shall be judged solely by Cache County School District.

We further certify that since the receipt of this RFP, no contact, discussion, nor negotiation has been made, nor will be made, regarding this proposal of construction services for materials testing and special inspection services with any Cache County School District employee or board member other than the listed contact people in the RFP. We understand that any such contact could disqualify this proposal.

We further certify that we are properly licensed to conduct business within the scope of this RFP, in the State of Utah and maintain and/or will use the services of a certified, accredited laboratory meeting the requirements of ASTM E-329 and have provided similar work in the area for the past five years. Copies of such accreditation must be provided in an attachment.

We certify that all schedules and addenda contained herein shall be considered part of the entire RFP response and that the complete document submitted shall be considered a legally binding document.

Firm Name

Authorized Signature

Name and Title

Telephone

Date

ORGANIZATION

Entity Name _____

History/Profile of Firm

Description of Administration

Local Facilities/Quality Control Procedures

*If additional space is needed, please attach to this document

Schedule B (Cont'd)

Number of Local Staff _____

Special Inspectors & Level of Certification _____

Laboratory Technicians & Level of Certification _____

Chemist & Level of Certification _____

Support Staff & Level of Certification _____

List number of on-site staff that may be committed to the following areas, and maximum lead time to return lab data (i.e. for a seven (7) day concrete break test, provide hours or days for test data being delivered to jobsite.)

	<u>Concrete</u>	<u>Masonry</u>	<u>Site work</u>	Structural <u>Steel</u>	<u>Other</u>
Full-Time Staff	_____	_____	_____	_____	_____
Part-Time Staff	_____	_____	_____	_____	_____
# of hours/days for lab data delivered to job site.	_____	_____	_____	_____	_____

EXPERIENCE/EXPERTISE

This includes the qualifications, work experience and expertise of key personnel assigned to work with the District, as well as references and past employment history for other firms.

*If additional space is needed, please attach to this document

REFERENCES/PAST PERFORMANCE

List the name of the client, location, contact name, phone number, and years of service (if applicable). Minimum of three (3) references and a maximum of (5) (Total) will be evaluated.

*If additional space is needed, please attach to this document

COST PROPOSAL

We, the undersigned, hereby propose to furnish all supervision, labor, materials, tools, equipment, supplies, services, insurance, transportation, and other incidental requirements necessary to perform the work, in accordance with the RFP for Testing and Special Inspection of Construction Materials, for the following unit prices, which will be held firm for the duration of the contract period. We further understand that the quantities specified herein are the School District's best estimate of what will actually be required and are for evaluation purposes only. The actual quantities will vary from this number.

<u>SITWORK</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Ext.</u>
Proctor tests including field technician time, lab work, reporting and incidentals.	10 ea.	\$ _____	\$ _____
Nuclear density testing performed by field technician with gauge. (hourly rate)*	300 hrs.	\$ _____	\$ _____
Travel**	120 Trips	\$ _____	\$ _____

<u>CONCRETE</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Ext.</u>
Set of five (5) cylinders cast by testing agency, including pick-up, curing of cylinders and compressive break tests including lab work, field technician and reporting.	720 Sets	\$ _____	\$ _____
Field Technician for slump, air entrainment and temperature tests (hourly rate)*	720 Hrs.	\$ _____	\$ _____
Moisture Vapor Emissions Test including test kits, placement, pickup, calculation and reporting.	35 ea.	\$ _____	\$ _____
Travel**	400 Trips	\$ _____	\$ _____

<u>MASONRY</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Ext.</u>
Prism tests based on a set of five (5) prisms cast by the masonry contractor, including field technician, materials, equipment, lab work, reporting and incidentals.	30 Sets	\$ _____	\$ _____

(cont'd)

MASONRY	Quantity	Unit Price	Ext.
Grout tests based on a set of five (5) grout prisms cast by the testing agency, including field technician, materials, equipment, lab work, reporting and incidentals.	30 Sets	\$ _____	\$ _____
Mortar Cylinder tests based on a set of four (4) cylinders cast by the testing agency including field technician, materials, equipment, lab work, reporting and incidentals.	30 Sets	\$ _____	\$ _____
ICC Certified Masonry Special Inspector	1,300 Hrs.	\$ _____	\$ _____
Travel**	450 Trips	\$ _____	\$ _____

STRUCTURAL STEEL	Quantity	Unit Price	Ext.
AWS Certified Welding Inspector*	345 Hrs.	\$ _____	\$ _____
Field NDT Technician*	75 Hrs.	\$ _____	\$ _____
Travel Time**	150 Trips	\$ _____	\$ _____

PROJECT MANAGEMENT	Quantity	Unit Price	Ext.
Project Manager Approved by the District	260 Hrs.	\$ _____	\$ _____

**Hourly rates shall be calculated from time of arrival at the project site to the time of departure, less meal period(s) and shall include a component for vehicles and incidental costs not included elsewhere.*

***Flat fee for round trip travel, per each site visit.*

REPORTS

Cost of reports, printing, postage, etc., will NOT be reimbursed separately but rather shall be included in the cost of each item listed above.