

QUALIFICATION PACKET
for
INSPECTOR OF RECORD (IOR SERVICES)

June, 2008

I. PROJECT NOTICE

The Lawrence Berkeley National Laboratory (LBNL) is seeking firms to perform Inspection of Record (IOR) services as described under Item II below for the Computational Research and Theory Building (CRT), Project 12314A, at the LBNL location.

GENERAL DESCRIPTION OF WORK:

This project is the construction of a new three (3) story 130,000 GSF research building to house The National Energy Research Scientific Computing Center (NERSC). The program will house supercomputers and provide office space.

The structural system is a structural steel buckling restrained braced frame over a concrete foundation system supported on drilled piers and spread footings. The estimated construction cost is for the entire project is \$85,000,000.

The project will achieve LEED Silver Level. The project will also demonstrate with calculations that the design energy cost is a minimum of 20% lower than the energy cost budget as defined by California Title 24 Energy Code.

The Project site is near the Blackberry gate entrance of LBNL.

The project delivery method is CM/Contractor with design-build subcontractors for the MEP and exterior wall systems. The construction schedule is 27 months with the anticipated start of construction occurring in July/August 2008.

The CM/Contractor selected by the University is DPR.

II. PROPOSED SCOPE OF SERVICES

The scope of services to be provided shall be in accordance with the California Code of Regulations – Title 24 Requirements, latest edition and all other related applicable standards, and will include but not be limited to the following scope:

Basic IOR Services:

The Inspector of Record (IOR) is to verify that the construction of the project matches the plans and specifications and any approved change orders to those documents. The duties

are as defined in Title 24, Part I, Section 4-342. In addition, the IOR is to work with the project team to mitigate the effects of construction on the activities and operations of LBNL and to note that the contractor uses care to provide a safe site. Fees for IOR services have been estimated in the range of \$300,000 to \$350,000.

Responsibilities/Services include:

- A. Daily Reports and Personal Knowledge: Keep daily reports of all activities that take place on the site and to document personal observations. A copy of these daily reports shall be filed weekly at the University Representative's office and kept as a permanent record.
- B. Observation and Reporting Inconsistencies: The IOR shall personally observe all activities that take place on the site and shall provide written notice when those activities are not in conformance with the Contract Documents.
- C. Record Set of Documents: The IOR shall keep a record set of all contract documents issued to or received by the IOR.
- D. Weekly Meetings: The IOR shall attend weekly meetings with LBNL's Representative, the Architect, and the Contractor and shall keep a running log of corrective items for review. Upon written notice from the Contractor that work is substantially complete, the IOR shall compile a written list of all construction deficiency items that have not been correct or are not in conformance with the construction documents. IOR shall review corrective measures with the Contractor made pursuant to the deficiency list and report findings to LBNL.
- E. Monthly Payment Requests: IOR shall assist LBNL's Representative with review of Contractor's monthly Payment Requests.
- F. Deviations: The IOR shall notify LBNL's Representative immediately of any deviations of the construction with the Construction Documents and keep LBNL's Representative informed at all times of any changes/modifications that such deviations require. IOR shall not direct the contractor in any means or methods to complete the construction, nor shall they direct or authorize the contractor to make any changes to the approved construction documents.
- G. Safety: The IOR shall notify LBNL's Representative immediately of any safety issues that are observed. The IOR will anticipate construction activities that may impact campus life and recommend mitigation measures to LBNL's Representative.
- H. Test Lab/Special Inspection Coordination: The IOR shall coordinate, keep on file and distribute copies (as required) of all special inspections and materials lab testing reports. The IOR shall coordinate with the special inspector to assure their timeliness and completeness of inspections by the special inspector and shall report to LBNL's

Representative any concerns as to the capabilities of the special inspector service. The special inspection services are a separate contract.

- I. IOR shall issue a Final Inspection Statement when the project has been completed in accordance with the Contract Documents.

III. CONTENT OF PROPOSAL

- A. Cover Letter of Introduction (1-2 pages) summarizing key points of the submittal.
- B. Document responding to each item listed under the Selection Criteria and include the following:
 1. Sample documents (as described in item 3 of **Attachment A**)
 2. Statement of Qualifications include Resumes (**Attachment B**)
 3. Completed Project Data Forms (**Attachment C**)

IV. PROPOSAL SUBMITTAL AND REVIEW PROCESS

- A. Four (6) copies of the proposal should be directed to:

UCB Capital Projects
Attention: Henry Martinez, Sr. Project Manager
1936 University Avenue, 2nd Floor
Berkeley, CA 94704-7027
- B. The proposal must be received no later than **12 Noon on 26, June, 2008** in order to be considered. For overall project inquiries, please call Henry Martinez, at (510) 486-6259.
- C. The proposals will be evaluated based on the Selection Criteria. After the review you may be contacted to discuss your proposal. If the selected firm and LBNL are unable to reach a fee agreement, the University reserves the right to discuss proposals with the next qualified firm and so forth responding to this **RFQ**.
- D. The firm will be required to sign the University's Professional Services Agreement, which is posted for review at <http://www.cp.berkeley.edu/PSA.pdf>.
- G. The University of California is an equal opportunity Employer. Every effort will be made to ensure that all persons, regardless of race, religion, gender, color and national origin have equal access to contacts and other business opportunities with the University.

VI. ATTACHMENTS TO THIS RFP

- Attachment A – Selection Criteria

- Attachment B – Statement of Qualifications
- Attachment C – Project Data Sheets, Projects #1 through #3
- Attachment D – Preliminary Construction Schedule

Attachment A

SELECTION CRITERIA

Candidates must respond to each criterion and will be evaluated on ALL of the following:

1. Capabilities of proposed inspection team. Capabilities of the proposed team and of the firm(s) and/or individuals participating on the proposed team, as evaluated in terms of the functional, technical, and economic features of comparable inspection services provided for the University or other clients. See items below for specific requirements.
2. Required Experience: Provide three (3) projects, each project with a similar type and complexity to the Computational Research and Theory (CRT) Building project and at least one (1) had a minimum construction cost of \$50 million, completed within the last ten (10) years, where similar inspection services were provided (See Item II Proposed Scope of Services). If the firm or the individual your firm is proposing does not have a similar project(s) that meet the minimum dollar value, then it is acceptable to submit a project that of similar complexity for a Data Center, Education, or Public Facility project. Additional points will be awarded if the projects submitted are: 1) Similar to the CRT Building , 2) in a University environment and/or 3) under the jurisdiction of the State Fire Marshal.
3. Sample Documents: Provide samples of documents typically used by your firm for IOR services. The sample documents should, at a minimum, include the following documents described in the Responsibilities/Services section of the RFQ above:
 - A. Daily report
 - B. Non-conformance notification document
 - C. Weekly meeting corrective items running logAlso submit any other documents your firm would typically use for IOR services on a similar project. For each sample document provide a brief description of how your firm would use the document if awarded the CRT Building project. Additional points will be awarded if the submitted documents and use descriptions are: 1) appropriate for the program, 2) well formatted and well organized.
4. Personnel Assignments. Ability to identify and to commit key personnel with appropriate experience for assignments as necessary. Your proposed staffing plan. Describe how your firm will address staffing needs, including the certifications required for the construction type, laboratory systems, and 30 month construction duration. Include the resumes of the proposed lead “IOR” and MEP inspectors, along with the proposed staff that will backup these positions in the event of vacations, illness, or other such circumstances. Inspection firm shall commit, in writing, to provide the proposed staff to the project unless they are no longer employed by the firm or some other extraordinary event occurs that makes them unavailable to the project. If any of the proposed staff leaves the project before completion the University shall have the right to reject any proposed replacement. If a replacement is not found that is acceptable to LBNL then LBNL reserves the right to terminate the contract and hire another firm to complete the project. Include copies of the individual’s certifications. Also, include resumes of all subconsultants proposed.
5. Program responsiveness. Previous experience that demonstrates success in providing inspection services that is consistent with program schedule, budget, and technical requirements, and is responsive to the specifics of the program. Firms shall describe how they are going to provide the intermittent inspection required of the initial work and the work of the mechanical, electrical, and

plumbing trades in the most efficient manner possible without delaying the progress of the work in any way.

6. Client relationships. Recognition of the need to work harmoniously and productively with Lawrence Berkeley National Laboratory; UC Berkeley, Capital Projects employees, contractor, construction manager, design professional and customers. Also, to work in concert with other LBNL projects that may be in design or under construction.
7. Production capability. Evidence of ability to perform inspection services for construction projects and produce inspection reports of superior quality and to meet the completion schedule of the projects.
8. Project management and coordination. Evidence of ability to conduct efficiently managed contractual engagement.
9. Proximity to LBNL or willingness to establish a local office.

Firms who cannot satisfy the above minimum criteria will not be considered.

*Insurance requirements: **General Liability coverage**: \$1M each occurrence; \$1M Products completed, Operations Aggregate; \$1M Personal and Advertising Injury; \$2M General Aggregate. **Business Automobile Liability Insurance** for owned, scheduled, nonowned, or hired automobiles, with a combined single limit of no less than \$1,000,000 per accident. **Professional Liability Insurance**: \$1M per claim and \$1M in the aggregate.

Attachment B

STATEMENT OF QUALIFICATIONS

- 1. Firm Name: _____
- 2. Business Address: _____
- 3. Telephone: _____ Fax _____
- 4. Type of Organization: (Check one)
 - a. Sole Proprietorship () b. Partnership () c. Corporation () d. Joint Venture ()
 - b. Ethnicity: _____ SBE (check) Yes___ No___ WBE (check) Yes___ No___
- 5. Employer Identification Number: _____
(Note: This is not your Social Security Number) Tax ID Number: _____
- 6. Firm Established (Year): _____
- 7. Proposed Staff (**include Resumes**)

	NAME	DEGREE, CERTIFICATE, OR LICENSE	ROLE ON TEAM
a.			
b.			
c.			

- 8. Number of staff employed in office:
List type of staff and #s: _____

- 9. Proposed Subconsultants, if any (include resume/brochure):
 - a. _____
 - b. _____

10. References: Contact Name, Company, Phone Number, and the name and brief description of the project on which the individuals were involved. Provide three references for each individual proposed.

- a. _____

- b. _____

- c. _____

11. The undersigned declares under penalty of perjury that all of the information submitted in and with this form is true and correct and that this declaration was executed in

_____ County, California, on _____.
(Date)

(Name and Title, printed or typed)

(Signature)

12. Please attach to this form any other information you wish us to consider, such as your firm's brochure or a discussion of your recent work.

Attachment C

PROJECT DATA SHEET FOR PROJECT #1

INSPECTOR OF RECORD – BLDG 17A/B

(One Form Per Project)

NAME OF FIRM: _____

1. Project #1 Name: _____

2. Project Location: _____

3. Owner's Name: _____

Address: _____

Phone: _____

Contact Person: _____

4. Design Professional: _____

Phone: _____

Contact Person: _____

5. General Contractor: _____

Phone: _____

Contact Person: _____

6. Gross Square Feet: _____

7. Project Timetable:

A. Start Date: _____

B. Completion date: _____

8. Project Cost at Completion: \$ _____

NAME OF FIRM: _____

INSPECTOR OF RECORD (continued)

Project #1 Name: _____

9. Describe, briefly, the scope of project:

10. Describe the testing services provided on the project:

11. Describe the inspection services provided on the project:

PROJECT DATA SHEET FOR PROJECT #2

INSPECTOR OF RECORD

(One Form Per Project)

NAME OF FIRM: _____

1. Project #2 Name: _____

2. Project Location: _____

3. Owner's Name: _____

Address: _____

Phone: _____

Contact Person: _____

4. Design Professional: _____

Phone: _____

Contact Person: _____

5. General Contractor: _____

Phone: _____

Contact Person: _____

6. Gross Square Feet: _____

7. Project Timetable:

A. Start Date: _____

B. Completion date: _____

8. Project Cost at Completion: \$ _____

NAME OF FIRM: _____

SPECIAL TESTING AND INSPECTION SERVICES (continued)

Project #2 Name: _____

9. Describe, briefly, the scope of project:

10. Describe the testing services provided on the project:

11. Describe the inspection services provided on the project:

PROJECT DATA SHEET FOR PROJECT #3

INSPECTOR OF RECORD

(One Form Per Project)

NAME OF FIRM: _____

1. Project #3 Name: _____

2. Project Location: _____

3. Owner's Name: _____

Address: _____

Phone: _____

Contact Person: _____

4. Design Professional: _____

Phone: _____

Contact Person: _____

5. General Contractor: _____

Phone: _____

Contact Person: _____

6. Gross Square Feet: _____

7. Project Timetable:

A. Start Date: _____

B. Completion date: _____

8. Project Cost at Completion: \$ _____

NAME OF FIRM: _____

INSPECTOR OF RECORD (continued)

Project #3 Name: _____

9. Describe, briefly, the scope of project:

10. Describe the testing services provided on the project:

11. Describe the inspection services provided on the project:
