



**GCC-004**

**Request for Qualifications & Proposals (RFQ-P)**

**DSA INSPECTION SERVICES  
INSTRUCTIONAL BUILDING CONFERENCE CENTER (IBCC)**

**Issue Date: Monday, May 4, 2026**

**Due Date: Friday, May 22, 2026 by 2:00 PM PST**

**Silva Sorkazian  
Contracts and Risk Manager  
Gafcon Program Management Office (PMO)  
Glendale Community College District  
1500 N Verdugo Rd.  
Glendale, CA 91208**

GLENDALE COMMUNITY COLLEGE DISTRICT (“District”) requests that individuals certified as a DSA Class 1 Project Inspector or firms employing **DSA Class 1 certified Project Inspectors** (collectively “Respondents”) submit written responses to this RFQ/P.

## 1. Request for Qualifications/Proposals.

### 1.1. General.

1.1.1. Purpose of RFQ/P. This RFQ/P is a part of the process for the District’s selection and retention of An Inspector of Record (IOR) to perform Inspector of Record services for the Project: INSTRUCTIONAL BUILDING CONFERENCE CENTER. Timely submitted RFQ/P Responses will be evaluated by the District in accordance with the criteria established in this RFQ/P. One or more Respondents may be requested to interview with the District as part of the process for the District’s selection and retention of an IOR for the Project.

1.1.2. Obtaining RFQ/P. This RFQ/P may be obtained from the District **Current Bids & RFPs** website or by contacting the District’s Business Services Director whose contact information is noted herein. The RFQ/P is also available on the District website.

1.1.3. District RFQ/P Contacts. Questions or other communications relating to this RFQ/P shall be directed to the District’s Program Management Office at:

Silva Sorkazian  
Contracts & Risk Manager  
Gafcon Program Management Office  
Glendale Community College District  
1500 North Verdugo Road, Glendale, California 91208  
Phone: (818) 561-0456  
[SSorkazian-cp@glendale.edu](mailto:SSorkazian-cp@glendale.edu)  
**Subject: “GCC-004 IBCC IOR”**

1.2. District Modifications to RFQ/P. The District expressly reserves the right to modify any portion of this RFQ/P prior to the latest date/time for submission of RFQ/P Responses, including without limitation, the cancellation of this RFQ/P. Modifications, if any, made by the District to the RFQ/P will be in writing; potential Respondents who have obtained this RFQ/P from the District prior to any such modifications will be issued modifications to the RFQ/P by written addenda.

1.3. No Oral Clarifications/Modifications. The District will not provide any oral clarifications or modifications to the RFQ/P or the requirements hereof; no employee, officer, agent or representative of the District is authorized to provide oral clarifications or modifications to the RFQ/P. No Respondent shall rely on any oral clarification or modification to the RFQ/P.

1.4. Public Records. Except for materials deemed Trade Secrets (as defined in California Civil Code §3426.1) and materials specifically marked “Confidential” or “Proprietary” all materials submitted in response to this RFQ/P are deemed property of the District and public records upon submission to the District. The foregoing notwithstanding, the District may reject for non-responsiveness the RFQ/P Response of a Respondent who indiscriminately notes that its RFQ/P Response or portions thereof are “Trade Secret” “Confidential” or “Proprietary” and exempt from disclosure as a public record. The District is not liable or responsible for the disclosure of RFQ/P Responses, or portions thereof, deemed to be public records, including those exempt from disclosure if disclosure is required by operation of law, or by an order of a court of competent jurisdiction, or which occurs through inadvertence, mistake or negligence on the part of the District or its agents or representatives. If the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a RFQ/P Response deemed exempt from disclosure hereunder, by submitting a response to this RFQ/P, each Respondent agrees to defend, indemnify and hold harmless the District in any action or proceeding from and against any liability, including without limitation attorneys’ fees arising therefrom. The party submitting materials sought by any other party shall be solely responsible

for the cost and defense of the District in any action or proceeding seeking to compel disclosure of such materials; the District's sole involvement in any such action shall be that of a stakeholder, retaining the requested materials until otherwise ordered by a court of competent jurisdiction.

- 1.5. Errors/Discrepancies/Clarifications to RFQ/P. If a Respondent encounters errors or discrepancies in this RFQ/P or portions hereof, the Respondent shall immediately notify the District of such error or discrepancy. Any Respondent seeking clarification of any portion of this RFQ/P shall submit the requested clarification in writing to the District. Responses of the District to any requested clarification will be in writing; if in the sole judgment of the District, any clarification response affects the RFQ/P or other Respondents, the District will issue the clarification response by a written addendum distributed to all potential Respondents who have theretofore obtained this RFQ/P from the District. All requests for clarification of this RFQ/P must be submitted and actually received by the District no later than 2:00 PM three (3) days prior to the latest date for submission of RFQ/P Responses; the District will not respond to clarification requests submitted thereafter. All communications to the District shall be as set forth in Paragraph 1.1.3 above.
- 1.6. RFQ/P Response Costs. All costs and expenses incurred by a Respondent to prepare and submit a response to this RFQ/P shall be borne solely and exclusively by the Respondent.
- 1.7. RFQ/P Documents. In addition to this RFQ/P, the following form a part of the RFQ/P:
 

Attachment A	Agreement for Project Inspector Services
Attachment B	Qualifications Statement
Attachment C	Pricing Proposal
Attachment D	DSA PR 13-01
Attachment E	DSA-103 (For Informational Purposes)
- 1.8. RFQ/P Activities; Timeline. The District anticipates that the following activities relating to the RFQ/P will be completed at the times noted below. The foregoing notwithstanding, the District reserves the right to modify RFQ/P activities and/or the time for completion of a RFQ/P activity.

RFQ/P Activity	Target Date
Solicitation Distributed	Monday, May 4, 2026
RFI/RFC Deadline	Tuesday, May 12, 2026 2:00 PM PST
RFI/RFC Responses (Addendum)	Friday, May 15, 2026
<b>Due Date</b>	<b>Friday, May 22, 2026</b> <b>2:00 PM PST</b>
Schedule for Interview, If held	Monday, May 25, 2026
Interviews, If held	Wednesday, May 27, 2026 11:00 AM - 4:00 PM PST
Board action to award Contract	Tuesday, June 9, 2026
Notice to Proceed (NTP)	Monday, June 15, 2026

## 2. The District and the Project.

2.1. Glendale Community College District. Glendale Community College was founded in 1927 to serve the needs of the people in the Glendale Union High School District which included La Crescenta, Glendale, and Tujunga. The school was founded as Glendale Junior College and from 1927 to 1929 conducted classes in the buildings of Glendale Union High School at Broadway and Verdugo in the City of Glendale. In 1929 the junior college moved to the Harvard School plant of the Glendale Union High School District where it remained until 1937. In this year a new plant, part of the present one, was completed and occupied. The year before, in 1936, the Glendale Junior College District was dissolved as such and became a part of the new Glendale Unified School District. The name of the school was changed to Glendale College in 1944. On July 1, 1970 Glendale College became a part of the Glendale Junior College District. On April 20, 1971 the Board of Education adopted a resolution changing the District name to Glendale Community College District.

On November 3, 1980, Glendale voters approved a measure to establish separate Boards. In April 1981, the new members were added to the Board. The separation resulted in the creation of a Board of Trustees solely responsible for the governance of the Glendale Community College District. In 1936 twenty-five acres were acquired for the present site of the college. The campus now consists of 100 acres and 18 permanent buildings. It is beautifully located on the slopes of the San Rafael Mountains overlooking the valleys in the Glendale area.

2.2. The Project(s) INSTRUCTIONAL BUILDING CONFERENCE CENTER projects consists of demolition and new building construction. The INSTRUCTIONAL BUILDING CONFERENCE CENTER project has been Division of State Architect (DSA) **A# 03-121939 approved on April 25, 2023**. Project plans and specifications may be retrieved in their entirety here [IBCC DSA A03-121939 Approved Plans and Specifications](#).

### 2.3. Project Description:

Glendale Community College's strong programs in the performing arts and as such the new IBCC will accommodate the current and projected need for music, dance, and electronic media instructional space in modern facilities that are equipped to support current modes of instruction.

The facility is envisioned to be a collaborative and cross-disciplinary environment that will house classrooms; laboratories and studio space for music, dance, film, television, and electronic media; performance space; and media arts. In addition, the IBCC will house a conference center that would accommodate flexible spaces for functions and events of many sizes and types. It will also provide storage space for equipment and fixtures that support College events.

The IBCC will be 74,000 GSF, located on the designated Site, achieving the programming requirements and affording the flexibility that addresses both current and future learning environmental needs.

The new IBCC will be located south of the center of campus, north of Mountain Blvd. and east of Verdugo Road. The Site currently houses the San Fernando complex of modular structures and the existing Sierra Nevada building, all of which are to be demolished as part of the project scope. Existing facilities to remain that surround the Site include the San Rafael, Vaquero Athletic Complex, Auditorium Buildings.

Authorities having jurisdiction are DSA, State Fire Marshal, and Glendale City Fire Department. The Project will consist of the demolition of the existing San Fernando Complex and Sierra Nevada buildings located on the Verdugo campus.

2.4. Delivery Method:

The project is currently soliciting a replacement design-builder to complete the work in two phases. The selected Design-Build Entity will retain the design Architect of Record, Steinberg Hart.

**Phase I – Preconstruction / Validation (GMP Development Phase):**

This phase includes, but is not limited to, mobilization; logistics planning; temporary paths of travel; SWPPP development; program validation; constructability review; and implementation of Building Information Modeling (BIM). Phase I will also include demolition of existing structures and certification of the building pad, preparing the site for construction in Phase II. Phase I is anticipated to begin on June 15, 2026.

**Phase II – Construction, Commissioning, and Closeout:**

This phase includes all remaining construction activities, system commissioning, and project closeout. Phase II is targeted to begin in October 2026.

The selected Inspector of Record (IOR) is expected to participate in both phases. The final construction schedule and duration will depend on the selected design-builder. For purposes of this RFP, proposers should assume a total project duration of 24 months for all phases.

**3. Project Inspector Services.**

3.1. Inspector Agreement. Attached as Attachment A to this RFQ/P is a form of Project Inspector Services Agreement (“the Inspector Agreement”) which the District anticipates executing with the individual or firm selected to provide Project Inspector services for the Project through this RFQ/P. The scope of Project Inspector Services and other terms and conditions are set forth in the Inspector Agreement.

3.2. Respondents’ Review of Inspector Agreement. Each Respondent shall thoroughly review the Inspector Agreement and indicate in the Respondent’s RFQ/P Response acceptance of all terms and conditions of the Inspector Agreement or requested modifications to portions of the Inspector Agreement. If a Respondent requests modification to any portion of the Inspector Agreement, the Respondent must set forth, in its RFQ/P Response, the specific modification requested. No modification to the Inspector Agreement requested by a Respondent is binding on or enforceable against the District unless the District has accepted the requested modification and such modification is incorporated into the Inspector Agreement as awarded by the District’s Board of Trustees.

**4. RFQ/P Response.**

4.1. Submission of RFQ/P Response.

4.1.1. Latest Date/Time for Submission of RFQ/P Response. The latest date/time for submission of RFQ/P Responses is 2:00 PM, Friday, May 22, 2026. Refer to Section 1.8 “RFQ/P Activities; Timeline”

4.1.2. Location for Submission of RFQ/P Response. RFQ/P Responses shall be submitted electronically as instructed below:

Silva Sorkazian  
Contracts & Risk Manager  
Gafcon Program Management Office  
Glendale Community College District  
1500 North Verdugo Road, Glendale, California 91208  
Phone: (818) 561-0456  
[SSorkazian-cp@glendale.edu](mailto:SSorkazian-cp@glendale.edu)

RFQ/P Responses which are not received at the above-stated location at or prior to the latest date/time for submission of RFQ/P Responses will be rejected by the District for non-responsiveness. Respondents are solely responsible for the timely submission of RFQ/P Responses.

4.2. RFQ/P Response Format and Organization. Each RFQ/P Response must conform to the following described organizational format and must include the contents described below. Failure of a Respondent to submit its RFQ/P Response in a format and with contents conforming to the following requirements will be a basis for the District's rejection of such RFQ/P Response for non-responsiveness.

- 4.2.1. Cover Sheet. Identify the submittal as the RFQ/P Response to this RFQ/P and an identification of the firm submitting the RFQ/P Response along with the firm's address, telephone/fax numbers and email addresses of the firm's principal contacts in connection with this RFQ/P or the RFQ/P Response.
- 4.2.2. Letter of Interest. Include a brief letter expressing the interest of the Respondent in providing Project Inspector Services for the Project and a brief statement of the qualifications of the Respondent to provide Project Inspector services, including projects that have undergone DSA oversight of similar size, scope, use and complexity.
- 4.2.3. Provide contact information, including the telephone number, fax number and email address for the personnel of the Respondent who will be receiving notices and other communications from the District regarding the RFQ/P. The letter of interest should be bound with other materials responding to this RFQ/P.
- 4.2.4. Table of Contents. Include a Table of Contents reflecting the Respondent's responses to each of the items set forth below.
- 4.2.5. Statement of Qualifications. Complete the Statement of Qualifications attached as Exhibit B to this RFQ/P for the Respondent.
- 4.2.6. Relevant Project Experience. Provide additional details of the Projects identified in the Statement of Qualifications which reflect the skills, experience and other qualifications of the Respondent to successfully complete necessary Project Inspector Services for the Project, including projects that have undergone DSA oversight of similar size, scope, use and complexity.
- 4.2.7. Insurance Certificates. Provide copies of Certificates of Insurance for the Respondent; required Certificates of Insurance and minimum coverage amounts for each policy of insurance are as set forth below.

<b>Policy of Insurance</b>	<b>Minimum Coverage Amount</b>
Workers Compensation	In accordance with law
Employers Liability	Two Million Dollars (\$2,000,000)
Commercial General Liability	Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000) in the aggregate

- 4.2.8. Project Personnel Resumes. Provide a current resume for each proposed Project Inspector.
- 4.2.9. Inspector Agreement Comments. Included with this RFQ/P, as Attachment A, is the Inspector Agreement. Respondents must indicate acceptance of all terms and conditions of the Inspector Agreement, without conditions, qualifications or reservations or identify any term or condition of the Inspector Agreement which the Respondent requests modification, by amendment to existing provisions, additional provisions or deletion of existing provisions. Where any requested modification consists of amendments to existing provisions or additional provisions, the RFQ/P Response must set forth the complete text of the requested amendment or addition. Any Respondent whose RFQ/P Response does not identify modifications to terms or conditions of the attached Inspector Agreement will be deemed to have agreed to and accepted all terms and conditions set forth therein, if the Respondent is awarded the Inspector Agreement.
- 4.2.10. Price Proposal. Provide a fee proposal for Project Inspector services for the Project on the

form of Price Proposal included with this RFQ/P as Attachment C. A completed and signed **Form W-9** must also be submitted with the Price Proposal.

4.2.11. Acknowledgment of Addenda.

If the District issued Addenda to the RFQ/P, respondent must include the following statement:

The Respondent submitting this RFQ/P Response acknowledges receipt of Addenda Nos. \_\_\_\_\_. The Respondent confirms that requirements noted in the foregoing Addenda are incorporated into the RFQ/P Response.

If the District did not issue Addenda to the RFQ/P, respondent must include the following statement: "No Addenda issued."

4.3. Selection Criteria.

4.3.1. General. Each timely submitted RFQ/P Response will be independently reviewed by each member of the selection committee. Any RFQ/P Response which does not comply with the requirements of this RFQ/P will be subject to rejection for non-responsiveness.

4.3.2. District Policy. It is the policy of the District that the selection of firms to provide professional services in connection with construction projects of the District be based on the demonstrated competence and qualifications to complete the required professional services at a fair and reasonable price to the District. Accordingly, award of the Inspector Agreement is not based solely on proposed pricing for completion of Project Inspector Services.

4.3.3. Evaluation Criteria. The following set forth the criteria by which each RFQ/P Response will be evaluated. The District and the selection committee reserve the right to exercise discretion in the weight and priority of the evaluation criteria.

4.3.3.1. Relevant Experience and Ability. The Respondent and its proposed Project Inspectors will be evaluated based on their experience providing Project Inspector services on recent projects subject to DSA jurisdiction that are similar in size, scope, use, and complexity to the Project. For purposes of this evaluation, "successful completion" is defined as projects that have achieved certification by the Division of the State Architect (DSA).

4.3.3.2. Responsiveness to RFQ/P and Project Requirements. The District will evaluate the Respondent's responsiveness to the requirements of this RFQ/P as outlined in the RFQ/P.

4.3.3.3. Client Responsiveness. The District will evaluate the prior experience and success of the Respondent and its proposed Project Inspectors to establish effective working relationships within the setting of a higher education institution, including the relationships with management, administrative, technical and end-user staff of prior clients, relationships with other project consultants and participants on prior projects.

4.3.3.4. Availability. The District will evaluate the availability of the Respondent and its proposed Project Inspectors to be dedicated to the Project within the District's anticipated schedule.

4.3.3.5. Proposed Pricing. The District will evaluate the pricing proposed for completion of the Inspector Services.

4.4. Interviews. At the sole discretion of the selection committee, one or more of the Respondents deemed qualified for the Project by the selection committee may be invited to participate in an interview with the selection committee. Interviews, if conducted by the selection committee, will generally consist of no more than a ten (20) minute presentation followed by questions posed by the selection committee. If requested by the selection committee, any Respondent invited to participate in the interview process shall have present at the interview its proposed Project Inspectors.

4.5. Selection Committee Recommendation. Based upon evaluation of RFQ/P Responses in

accordance with the selection criteria described above, the selection committee will make a recommendation to the District's Board of Trustees for award of the Inspector Agreement. The foregoing notwithstanding authority to award the Inspector Agreement is vested solely in the District's Board of Trustees.

- 4.6. Rejection of RFQ/P Responses; Waiver of Irregularities. The District reserves the right to reject all RFQ/P Responses or to waive any immaterial irregularities or informalities in any RFP Response. A RFQ/P Response which does not conform to requirements set forth herein is subject to rejection by the District for non-responsiveness.
- 4.7. Award of Contract. The Inspector Agreement, if awarded, will be by action of the District's Board of Trustees.

**[END OF SECTION]**

**Attachment A**

**AGREEMENT FOR  
DSA PROFESSIONAL INSPECTION SERVICES  
BETWEEN  
GLENDALE COMMUNITY COLLEGE DISTRICT  
AND  
[INSERT NAME OF CONSULTANT]**

**1. Parties and Date.**

This Agreement ("Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025 ("Effective Date"), by and between the **GLENDALE COMMUNITY COLLEGE DISTRICT** ("District") and **[INSERT NAME OF CONSULTANT]** ("Consultant"), (collectively referred to as the "Parties" and each individually as "Party").

**2. Recitals.**

**2.1 Consultant.** Consultant is a professional consultant, experienced and properly certified/licensed to provide construction inspection services to public clients as required by the Division of State Architect ("DSA") and is familiar with the plans of the District.

**2.2 Project.** The District desires to engage Consultant to render Division of the State Architect ("DSA") Inspector of Records services.

**3. Terms.**

**3.1 Scope of Services, Qualifications and Term.**

(a) General Scope of Services. Consultant promises and agrees to furnish all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply professional inspection and testing services, including but limited to DSA inspection (also known as Project Inspector or Inspector of Record (IOR)), as are more particularly described in **Exhibit "A"** attached hereto and incorporated herein by reference ("Services"). All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

(b) Consultant Qualifications. As a material term of this Agreement, Consultant represents that it has and shall maintain throughout the term of this Agreement all professional licenses and certifications required for the performance of Services as set forth in Section 3.3 (g). With respect to the DSA services, Consultant officers and employees shall meet the qualifications of an on-site Project Inspector as provided in the State Building Code, Title 24 of the California Code of Regulations, Part 1, section 4-333. Consultant shall have a General Inspector Class 1 Certificate from the Division of the State Architect. All subcontractors of Consultant shall maintain licenses or certificates required for the work they perform. For all subcontractors who are DSA Certified Assistant Inspectors, Consultant shall provide to the District, evidence of substantial progress and status reports towards DSA certification of a Class 1, 2, 3 or 4 Project Inspector which is commensurate with the class of project that the subcontractor is the Assistant Inspector.

(c) Project Inspector. The individual Project Inspector for this Agreement and the Project shall be **INSTRUCTIONAL BUILDING CONFERENCE CENTER** (the "Individual Project Inspector"). So long as the Individual Project Inspector remains in the employ of the Project Inspector, such person shall not be changed or substituted from the Project, or cease to be fully committed to the Project as deemed necessary by the District in its reasonable discretion, without the prior written consent or instruction of the District. Any violation of the terms and provisions of this section shall constitute a material default of the Project Inspector hereunder. In the event that the District and the Project Inspector cannot agree as to the substitution or replacement of the Individual Project Inspector, the District shall be entitled to terminate this Agreement pursuant to the provisions of Section 3.5.2.

3.2 **Term**. The term of this Agreement shall be from **June 15, 2026** until **June 30, 2028**, unless earlier terminated as provided herein. The Parties may mutually agree to extend this term by written amendment.

### 3.3 **Responsibilities of Consultant.**

(a) Control and Payment of Consultants and its Subordinates. The District retains Consultant on an independent contractor basis, and Consultant is not an employee of the District. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law including, but not limited to, the payment of prevailing wage, as applicable, and in accordance with Labor Code sections 1720 et seq. and 1770 et seq. Consultant shall obtain a copy of the prevailing rates of per diem wages applicable to the work to be performed under this Agreement from the website of the Division of Labor Statistics and Research of the Department of Industrial Relations located at [www.dir.ca.gov/dlsr/](http://www.dir.ca.gov/dlsr/). In the alternative, the District shall provide Consultant with a copy of the prevailing rates of per diem wages. Consultant shall be responsible for all reports and obligations respecting such employees, including, but not limited to, social security taxes, income tax withholding, unemployment insurance, and workers' compensation insurance.

If the District is utilizing state funding subject to oversight by the Department of Industrial Relations Compliance Monitoring Unit ("CMU"), Consultant shall abide by the CMU requirements, including the submission of certified payroll records, as required by the CMU at no additional cost to District.

(b) Conformance to Applicable Requirements. All work prepared by Consultant is subject to the approval of the District, DSA and any and all applicable regulatory State agencies, and shall be the property of the District.

(c) DSA Reports. Consultant shall provide the District with copies of all reports required to be submitted to applicable regulatory State agencies to the District, including but not limited to, all required DSA reports, whether or not such reports must be submitted to the District.

(d) Work Authorization. Consultant shall obtain from the District a work authorization for the Project. Such work authorization shall reiterate Consultant's duties outlined herein. The work authorization shall be written in the amount set forth in **Exhibit "B."**

(e) Maintenance of Construction Records. Consultant shall maintain complete and accurate construction records with respect to DSA-required records and all records related

to the Project. These records shall be maintained by Consultant and made available at all reasonable times during any period which services are provided for the Project and for five (5) years from the date of the Notice of Completion for the Project.

(f) Coordination of Services. Consultant agrees to work closely with the District staff in the performance of Services and shall be available to the District's staff, consultants and other staff at all reasonable times.

(g) Standard of Care. Consultant shall perform all Services under this Agreement in a skillful, competent and timely manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all of Consultant's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Consultant further represents that it, its employees and subcontractors or subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Any of Consultant's employees who are determined by the District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any of Consultant's employees who fail or refuse to perform the Services in a manner acceptable to the District, shall be promptly removed from the Project by Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

(h) Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all California Code of Regulations, Title 24 and Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services.

(i) Insurance.

(i) Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to the District that it has secured all insurance required under this Section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the District that the subcontractor has secured all insurance required under this Section.

(ii) Minimum Requirements and Limits. Consultant shall, at its expense, procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultant, its agents, representatives, employees or subcontractors. Consultant shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

(1) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability:* Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability:* Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); (3) *Workers' Compensation and Employers' Liability:* Workers' Compensation insurance as required

by the State of California and Employer's Liability Insurance; and (4) *Professional Liability*: Coverage which is appropriate to the Consultant's profession, or that of its consultants or subcontractors.

(2) Minimum Limits of Insurance. Consultant shall maintain limits no less than: (1) *General Liability*: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability*: \$1,000,000 per accident for bodily injury and property damage; (3) *Workers' Compensation and Employer's Liability*: Workers' compensation limits as required by the California Labor Code. Employer's Liability limits of \$1,000,000 per accident for bodily injury or disease; and (4) *Professional Liability*: Not less than \$1,000,000 per claim/ \$2,000,000 aggregate.

(3) Insurance Endorsements. The insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms supplied or approved by the District to add the following provisions to the insurance policies:

a. General Liability. The general liability policy shall be endorsed to state that: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insured with respect to the Work or operations performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work; and (2) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of Consultant's insurance and shall not be called upon to contribute with it in any way.

b. Automobile Liability. The automobile liability policy shall be endorsed to state that: (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by Consultant or for which Consultant is responsible; and (2) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of Consultant's insurance and shall not be called upon to contribute with it in any way.

c. Workers' Compensation and Employers Liability Coverage. The insurer waives all rights of subrogation against the District, its governing board, officials, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy which arise from work performed by Consultant.

d. Professional Liability. Consultant and its sub-consultants and subcontractors shall procure and maintain, for a period of five (5) years following completion of the Project, errors and omissions liability insurance with limits discussed in this Section. This insurance shall be endorsed to include contractual liability.

(4) All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the District, its directors, officials, officers, employees, agents and volunteers.

(iii) Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the District, its directors, officials, officers, employees, agents and volunteers.

(iv) Acceptability of Insurers. With the exception of Workers' Compensation Insurance, all insurance required hereunder is to be placed with insurers with a current A.M. Best's rating no less than A-: VII, which are licensed to do business in California, and which maintain an agent for process within the state. Workers' Compensation insurance required under this Agreement must be offered by an insurer meeting the above standards with the exception that the A.M. Best's rating condition is waived at the discretion of the District.

(v) Verification of Coverage. Consultant shall furnish the District with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the District if requested. The District reserves the right to require complete, certified copies of all required insurance policies, at any time.

(j) Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of its employees and subcontractors appropriate to the nature of the Services and the conditions under which the Services are to be performed. Safety precautions as applicable shall include, but shall not be limited to: (1) adequate life protection and lifesaving equipment and procedures; (2) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (3) adequate facilities for the proper inspection and maintenance of all safety measures.

(k) Project Staffing. Consultant shall provide adequate staff and resources to facilitate all contractor's activity. Should Consultant fail to adequately staff a project, the District may, at its sole discretion, retain third-party inspection services and back charge Consultant for all third party fees.

### 3.4 Fees and Payments.

(a) Compensation. Consultant shall receive compensation, including reimbursements, for all Services rendered under this Agreement at the rates set forth in **Exhibit "B"** attached hereto and incorporated herein by reference. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

(b) Reimbursement of Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by the District.

(c) Payment of Compensation. Consultant shall submit to the District an itemized monthly statement which indicates work completed and hours of Services rendered by Consultant. The District shall pay Consultant within a reasonable time and in accordance with this Agreement.

(d) Withholding of Payments. If any required reports are not received within fifteen (15) days of due dates described below, the District retains the express contractual right to withhold monthly payments to the Consultant until all outstanding reports are submitted to the District.

REPORT	DUE DATE
Daily	Not later than noon the next working day
Semi-monthly	On the 1 <sup>st</sup> and the 16 <sup>th</sup> of each month
Final form 6	At the end of the project

(e) Extra Work. At any time during the term of this Agreement, the District may request that Consultant perform Extra Work. As used herein, "Extra Work" means any Services which are determined by the District to be necessary, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written supplemental work authorization from the District.

**3.5 Maintenance of Accounting Records.** Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of the District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of five (5) years from the date of final payment under this Agreement.

### 3.6 General Provisions.

(a) Suspension of Services. The District may, in its sole discretion, suspend all or any part of Services provided hereunder without cost; provided, however, that if the District shall suspend Services for a period of ninety (90) consecutive days or more and in addition such suspension is not caused by Consultant or the acts or omissions of Consultant, upon recession of such suspension, the compensation will be subject to adjustment to provide for actual costs and expenses incurred by Consultant as a direct result of the suspension and resumption of Services under this Agreement. Consultant may not suspend its service without the District's express written consent.

(b) Termination of Agreement. The District may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant

shall be compensated only for those services which have been adequately rendered to District, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

(i) Loss of Inspector Certification. This Agreement shall automatically terminate and payment shall cease should Consultant at any time fail to provide a DSA-approved Project Inspector for the Project.

(ii) Effect of Termination. If this Agreement is terminated as provided in this Section, the District may require Consultant to provide all finished or unfinished documents, data, programming source code, reports or any other items prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

(iii) Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, the District may procure, upon such terms and in such manner as it may determine appropriate, services similar or identical to those terminated.

(c) Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective Parties may provide in writing for this purpose:

**CONSULTANT:**

**Gafcon program Management Office (PMO)**  
Attn: Joe Jackson, Program Manager  
[JJackson-cp@glendale.edu](mailto:JJackson-cp@glendale.edu)

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**DISTRICT:**

**GLENDALE COMMUNITY COLLEGE DISTRICT**  
1500 N. Verdugo Road  
Glendale, CA 91208

**Attn: Sharlene Coleal, Vice President of Administrative Services**

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Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

(d) Mediation. Disputes arising from this Agreement may be submitted to mediation if mutually agreeable to the Parties hereto. The type and process of mediation to be utilized shall be subject to the mutual agreement of the Parties.

(e) Ownership of Materials and Confidentiality.

(i) All materials and data, including but not limited to, data on magnetic media and any materials and data required to be made or kept pursuant to federal, state or local laws, rules or regulations, prepared or collected by Consultant pursuant to this Agreement, shall

be the sole property of the District, except that Consultant shall have the right to retain copies of all such documents and data for its records. The District shall not be limited in any way in its use of such materials and data at any time, provided that any such use not within the purposes intended by this Agreement shall be at the District's sole risk and provided that Consultant shall be indemnified against any damages resulting from such use, including the release of this material to third parties for a use not intended by this Agreement.

(ii) All such materials and data shall be provided to the District, or such other agency or entity as directed by the District or required by law, rule or regulation, immediately upon completion of the term of this Agreement as directed by the District. Should the District wish to obtain possession of any such materials or data during the term of this Agreement, it shall make its request in writing. Such information shall be provided to the District within forty-eight (48) hours of its request.

(f) Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

(g) Indemnification. To the fullest extent permitted by law, Consultant shall defend (with counsel of District's choosing), indemnify and hold the District, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys fees and other related costs and expenses. Consultant shall reimburse the District and its officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, its directors, officials officers, employees, agents, or volunteers. Notwithstanding the foregoing, to the extent Consultant's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant. Consultant agrees to waive all rights of subrogation against the District.

(h) Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements.

(i) Governing Law. This Agreement shall be governed by the laws of the State of California. Any action brought to enforce the terms of this Agreement shall be brought in a state or federal court located in the County of Los Angeles, State of California.

(j) Time of Essence. Time is of the essence for each and every provision of this Agreement.

(k) District's Right to Employ Other Consultants. The District reserves right to employ other consultants in connection with this Project. However, Consultant shall be the

exclusive consultant for purposes of the Services as noted within this Agreement, unless terminated as provided herein.

(l) Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties, and shall not be assigned by Consultant without the prior written consent of the District.

(m) Amendments. This Agreement may not be amended except by a writing signed by the District and Consultant.

(n) Severability. If any section, subsection, sentence, clause or phrases of this Agreement, or the application thereof to any of the Parties, is for any reason held invalid or unenforceable, the validity of the remainder of the Agreement shall not be affected thereby and may be enforced by the Parties to this Agreement.

(o) Interpretation. In interpreting this Agreement, it shall be deemed that it was prepared jointly by the Parties with full access to legal counsel of their own. No ambiguity shall be resolved against any party on the premise that it or its attorneys were solely responsible for drafting this Agreement or any provision thereof.

(p) Conflict of Interest. For the term of this Agreement, no member, officer or employee of the District, during the term of his or her service with the District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

(q) Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of the District's Disabled Veteran Business Enterprise ("DVBE") program, if any, or other related programs or guidelines currently in effect or hereinafter enacted. Consultant must make a good faith effort to contact and utilize DVBE subcontractors or subconsultants and suppliers in securing bids for performance of the Agreement and shall be required to certify its good faith efforts towards retaining DVBE subcontractors or subconsultants and suppliers and identify DVBE firms utilized in performance of the Agreement.

(r) Non-Waiver. None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is expressly specified in writing.

(s) Drugs and Tobacco. All the District's facilities are drug and tobacco-free facilities. Any drug and/or tobacco use (smoked or smokeless) is prohibited at all times on all areas of the District's facilities.

(t) Board Approval Required. This Agreement shall not be binding nor take effect unless approved or ratified by the District Board of Education. Any amendments to this Agreement shall require Board approval or ratification.

(u) Exhibits and Recitals. All Exhibits and Recitals contained herein are hereby incorporated into this Agreement by this reference.

(v) Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one agreement.

(w) Authority to Execute. The persons executing this Agreement on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties.

**ARTICLE 1 IN WITNESS HEREOF**, the Parties have executed this Agreement as of the date set forth above.

**GLENDALE COMMUNITY COLLEGE DISTRICT** **[INSERT NAME OF CONSULTANT]**

By: \_\_\_\_\_  
**Sharlene Coleal,**  
**Vice President,**  
**Administrative Services**

By: \_\_\_\_\_  
**[INSERT NAME]**  
**[INSERT TITLE]**

*Attest:*

*Attest:*

By: \_\_\_\_\_  
**Board Secretary**  
**[INSERT TITLE]**

By: \_\_\_\_\_  
**[INSERT NAME]**  
**[INSERT TITLE]**

**EXHIBIT "A"**

**SCOPE OF SERVICES**

**[SAMPLE TO BE REVIEWED WITH INSPECTOR OF RECORD]**

Consultant shall provide the services set forth herein, as well as any incidental services necessary for the full and adequate completion of Services in strict accordance with all applicable local, state and federal laws rules and regulations, including but not limited to, the State Building Code, California Code of Regulations, including but not limited to Title 24, and instructions included herein. Consultant shall provide daily and/or individual occurrence reports of Special Inspections on previously approved forms and provide sufficient copies for distribution to the District, the construction contractor, and the architect.

**I. DSA Inspection Services.**

- A. All DSA Inspector of Record Services, including monitoring of Special Inspectors.
  - 1. Perform DSA Inspections, to assure compliance with approved plans and specifications, in strict accordance with all applicable local, state and federal laws rules and regulations. As outlined in California Code of Regulations, Title 24 Part 1.
  - 2. Conduct Quality Control Inspections and report any discrepancies to the architect, the project manager, construction manager and the District's Construction Services Manager.
  - 3. Evaluate scope of change order requests to assure compliance with code and standard building practice.
  - 4. Advise construction manager of DSA, California Building Code and any other applicable code requirements related to the specific scope of work.
  - 5. Keep a log of the job and all related inspections, including but not limited to, pictures, test dates and test results.
  - 6. Turn in to the District all reports of inspections, test results, pictures, notes and related materials at the end of the project.
  - 7. Provide the District with a daily report of activities which shall be submitted to the District on a weekly basis.
  - 8. Submit all required DSA forms to DSA related to Consultant's services for the Project.
- B. Deputy Inspection and Specialty Inspection Services.
- C. Material testing and laboratory services as required by California Code of Regulations, Title 24 and as described in the plans and specifications of the Project.
- D. Provide Verified Reports (DSA-6) for the Project upon 100% completion.

- E. Provide assistance and input in the development of comprehensive construction standards for use by the District.
- F. Provide site reconnaissance to determine the adequacy of potential development sites.
- G. Provide pre-bid plan check services.
- H. Assist the District, the construction manager and the architect with contract and construction management.
- I. Provide and maintain computerized project reports with software compatible with that used by the District.
- J. Provide vehicle equipped with cellular phone with paging and message center capabilities.
- K. Provide 24-hour emergency structural evaluation services in the event of a major disaster.
- L. Provide other services as directed by the District.

**EXHIBIT "B"**

**COMPENSATION FOR SERVICES**

**[INSERT FEE SCHEDULE INFORMATION]**

**ATTACHMENT A  
ASSIGNED PROJECT INSPECTORS – RATE SCHEDULE**

Project Inspector Name	DSA Certifications		Description of Project Inspector Duties	Hourly Rate
	DSA Certification Classification (1, 2, 3 or 4)			
	DSA Certification Number			
	DSA Certification Classification (1, 2, 3 or 4)			
	DSA Certification Number			
	DSA Certification Classification (1, 2, 3 or 4)			
	DSA Certification Number			
	DSA Certification Classification (1, 2, 3 or 4)			
	DSA Certification Number			

**GLENDALE COMMUNITY COLLEGE DISTRICT  
RFQ/P FOR PROJECT INSPECTOR SERVICES  
INSTRUCTIONAL BUILDING CONFERENCE CENTER  
QUALIFICATIONS STATEMENT**

**1. Respondent Information.**

1.1. Respondent Name:

\_\_\_\_\_

1.2. Address:

Physical Office Location:

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Mailing Address (if different than address above):

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

1.3. Phone:

(\_\_\_\_\_) \_\_\_\_\_

1.4. Fax:

(\_\_\_\_\_) \_\_\_\_\_

1.5. Respondent's principal contacts:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

1.6. Length of time Respondent has been in business providing Project Inspector Services:

\_\_\_\_\_ years

1.7. Respondent Federal Tax ID No.: \_\_\_\_\_

**2. Respondent Annual Revenue.** Complete the following for each of the calendar years/fiscal years noted below. If any portion of the annual gross revenue or dollar value of contracts, as disclosed below, are generated by services other than DSA Project Inspector Services, the Respondent must, on a separate attachment, set forth the gross annual revenue and dollar value of contracts attributed only to DSA Project Inspector Services.

Calendar Year/ Fiscal Year	Annual Gross Revenue	Average Dollar Value of all Contracts	Dollar Value of Largest Contract
2025/2024-2025			
2024/2023-2024			
2023/2022-2024			

**3. Insurance.**

**3.1. Commercial General Liability Insurance.**

Insurer: \_\_\_\_\_  
 Current Policy No.: \_\_\_\_\_  
 General Liability Insurance Broker:  
 Address: \_\_\_\_\_  
 Telephone No.: (\_\_\_\_) \_\_\_\_\_  
 Fax No.: (\_\_\_\_) \_\_\_\_\_  
 Contact Name: \_\_\_\_\_

**3.2. Workers' Compensation Insurance.**

Insurer: \_\_\_\_\_  
 Current Policy No.: \_\_\_\_\_  
 Workers' Compensation Insurance Broker:  
 Address: \_\_\_\_\_  
 Telephone No.: (\_\_\_\_) \_\_\_\_\_  
 Fax No.: (\_\_\_\_) \_\_\_\_\_  
 Contact Name: \_\_\_\_\_

**[CONTINUED NEXT PAGE]**

4. **References.** Complete the following to identify: (i) owner references who are California public K-12 School Districts and/or California Community College Districts; and (ii) architect references. Architect references must be architects that have served as the architect of record for projects subject to DSA jurisdiction. A minimum of three (3) references are required per category.

Public School Owners (California K-12 public school districts or California Community College Districts only)			
Owner Name	Address	Telephone No.	Contact Name

Architects (Architect of Record for projects subject to DSA jurisdiction)			
Firm Name	Address	Telephone No.	Contact Name

[CONTINUED NEXT PAGE]

5. **Proposed Project Inspectors.** The following Project Inspector(s) are proposed by Respondent for completion of the Project Inspector Services and current resumes for each of the following proposed Project Inspectors are incorporated into the Respondent’s RFQ/P Response in Tab 4.

Project Inspector Name	DSA Certifications		Description of Project Inspector Duties
	DSA Certification Classification (1, 2, 3 or 4)		
	DSA Certification Number		
	DSA Certification Classification (1, 2, 3 or 4)		
	DSA Certification Number		
	DSA Certification Classification (1, 2, 3 or 4)		
	DSA Certification Number		
	DSA Certification Classification (1, 2, 3 or 4)		
	DSA Certification Number		

(Duplicate as necessary to identify all proposed Project Inspectors for the Project.)

6. **Prior DSA Project Inspector Experience.** Duplicate the following to provide details of **all California K-12 School District or California Community College District projects** for which your organization served as the Project Inspector **within the past five (5) years**. Attach completed copies of the following to the completed and executed Qualifications Statement submitted concurrently with the Respondent’s RFQ/P Response.

Project Identification (by name or other identification for project)	
Project Description (including building structural system, type of building occupancy, square footage, etc.)	
Approximate Construction Costs	
Project Construction Duration	
Scope/Description of Project Inspector Services Provided by Respondent	
Respondent’s Project Inspectors Assigned to Project (identify by name and DSA Certification)	
Project Owner (include contact person and contact information for contact person)	
Architect of Record for Project (include contact person and contact information for contact person)	
Construction Manager, if applicable (include contact person and contact information for contact person)	

**7. Questionnaire.** A Respondent will not be deemed qualified if the answer to any of Questions 7.1 through 7.3 in this section results in a “not qualified” response. A “not qualified” response to any of Question 7.1 through 7.4 will result in the District’s rejection of the RFQ/P Response for failure of the Respondent to meet minimum qualifications requirements. The District reserves the right to request the Respondent to furnish additional information or details relating to any of Respondent’s responses to the following Questions. The District may, in the District’s sole discretion, independently investigate the Respondent’s responses to any of the following Questions. If any of the responses to Questions 7.5 through 7.28 is a “yes”, the Respondent must set forth details in a separate attachment to this Qualifications Statement.

7.1. Each proposed Project Inspector is currently certified by DSA as a Project Inspector for the DSA Certification Classification (1, 2, 3 or 4) required by DSA for the Project.

Yes  No (not qualified)

7.2. The Respondent maintains a commercial general liability insurance policy with a coverage amount of at least \$2,000,000 per occurrence and \$4,000,000 in the aggregate.

Yes  No (not qualified)

7.3. The Respondent maintains current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code § 3700.

Yes  No (not qualified)

Respondent is exempt from this requirement, because it has no employees.

7.4. Each Project Inspector proposed by Respondent for the Project has completed either an in-person training session conducted by DSA or watched the entirety of a DSA webinar regarding DSA PR 13-01.

Yes  No (not qualified)

7.5. Has your organization ever refused to sign a contract for project inspector services awarded to it?

Yes  No

7.6. Has your organization ever failed to complete a contract for project inspector services?

Yes  No

7.7. Has your organization ever been declared in default under a contract for project inspector services?

Yes  No

7.8. Has your organization ever been denied an award of a contract based upon a finding by a public agency that your organization was not a responsible bidder?

Yes  No

7.9. Has your organization been a party to a contract for project inspector services which was terminated by the project owner for the convenience of the project owner?

Yes  No

- 7.10. Has your organization been a party to a contract for project inspector services which was terminated by the project owner for your organization's default or breach of obligations thereunder?  
 Yes  No
- 7.11. Has a lawsuit ever been filed by a public or private project owner against your organization for damages, losses or other liabilities arising out of project inspector services provided by your organization?  
 Yes  No
- 7.12. Has a lawsuit ever been filed by an architect or other design professional against your organization for damages, losses or other liabilities arising out of project inspector services provided by your organization?  
 Yes  No
- 7.13. Has a lawsuit ever been filed by a contractor or subcontractor against your organization for damages, losses or other liabilities arising out of project inspector services provided by your organization?  
 Yes  No
- 7.14. Have arbitration proceedings ever been filed by a public or private project owner against your organization for damages, losses or other liabilities arising out of project inspector services provided by your organization?  
 Yes  No
- 7.15. Have arbitration proceedings ever been filed by an architect or other design professional against your organization for damages, losses or other liabilities arising out of project inspector services provided by your organization?  
 Yes  No
- 7.16. Have arbitration proceedings ever been filed by a contractor or subcontractor against your organization for damages, losses or other liabilities arising out of project inspector services provided by your organization?  
 Yes  No
- 7.17. Have mediation proceedings ever been filed by a public or private project owner against your organization for damages, losses or other liabilities arising out of project inspector services provided by your organization?  
 Yes  No
- 7.18. Have mediation proceedings ever been filed by an architect or other design professional against your organization for damages, losses or other liabilities arising out of project inspector services provided by your organization?  
 Yes  No
- 7.19. Have mediation proceedings ever been filed by a contractor or subcontractor against your organization for damages, losses or other liabilities arising out of project inspector services provided by your organization?  
 Yes  No

- 7.20. Within the past ten (10) years, has your organization or any principal/equity owner of your organization been subject to any legal judgments or arbitration awards, whether or not such legal judgments or arbitration awards arise out of project inspector services?  
 Yes  No
- 7.21. Are there currently any pending, unsatisfied judgments or arbitration awards against your organization or any of the equity owners of your organization?  
 Yes  No
- 7.22. Has any insurer, for any policy of insurance, refused to issue or to renew an insurance policy for your organization?  
 Yes  No  
 If yes, on how many occasions? \_\_\_\_\_
- 7.23. Have any claims been made against a policy of professional liability (errors and omissions) insurance obtained by your organization in connection with project inspector services?  
 Yes  No
- 7.24. Has an architect of record for a DSA Project requested that any Project Inspector employed by your organization be removed as a Project Inspector from a project?  
 Yes  No
- 7.25. Has any project owner requested that any Project Inspector proposed by your organization for assignment to the Project be removed from a project?  
 Yes  No
- 7.26. Has any Project Inspector proposed by your organization for assignment to the Project not been approved by an architect of record to provide project inspector services for any other project?  
 Yes  No
- 7.27. Within the past ten (10) years, is there any project subject to DSA jurisdiction for which your organization provided project inspector services and your organization did not file timely file a Verified Report with DSA?  
 Yes  No
- 7.28. Within the past ten (10) years, is there any project subject to DSA jurisdiction for which your organization provided project inspector services which was not closed-out by DSA?  
 Yes  No

**8. Accuracy and Authority.**

The undersigned is duly authorized to execute this Qualifications Statement under penalty of perjury on behalf of the above-identified Respondent. The undersigned warrants and represents that he/she has personal knowledge of each of the responses to this Qualifications Statement and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness and accuracy of responses to this Qualifications Statement.

The undersigned declares and certifies that the responses to this Qualifications Statement are complete and accurate; there are no omissions of material fact or information that render any response to be false or misleading and there are no misstatements of fact in any of the responses. The above-identified Respondent acknowledge and agree that if the District determines that any response herein is false or misleading or contains misstatements of fact, the Respondent's RFQ/P Response may be rejected by the District.

Executed this \_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_  
(City and State)

I declare under penalty of perjury under California law that the foregoing is true and correct.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or written name)

**RFQ/P FOR PROJECT INSPECTOR SERVICES  
INSTRUCTIONAL BUILDING CONFERENCE CENTER  
ATTACHMENT C; PRICE PROPOSAL**

Respondent: \_\_\_\_\_

The above-identified Respondent proposes the following pricing for Project Inspector Services for the Project:

1. Proposed Not to Exceed Contract Price. For completion of the Project Inspector Services and other obligations of the Inspector Firm under the Inspector Agreement, the Respondent proposes a not to exceed Contract Price of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for Project Inspector Services completed Mondays-Fridays, during normal working hours.
  
2. Project Inspector Hourly Billing Rates. The foregoing not to exceed Contract Price proposed by Respondent is based on the following hourly rates for Project Inspectors the Respondent proposes for assignment to the Project (the following are all of the proposed Project Inspectors identified by the Respondent in the response to Paragraph 5 of the Qualifications Statement).
  - 2.1. Project Inspector Services performed Mondays-Fridays (Straight Time). For Project Inspector services provided Mondays-Fridays (holidays excepted) during normal working hours and with a maximum of eight (8) hours of Project Inspector Services per proposed Project Inspector, the hourly billing rates are as follows:

Proposed Project Inspector Name	Proposed Hourly Billing Rate
	_____ Dollars (\$ _____) per hour
	_____ Dollars (\$ _____) per hour
	_____ Dollars (\$ _____) per hour
	_____ Dollars (\$ _____) per hour
	_____ Dollars (\$ _____) per hour

- 2.2. Project Inspector Services performed Mondays-Fridays (Overtime). For Project Inspector services provided by a proposed Project Inspector on Mondays-Fridays (holidays excepted) in excess of eight (8) hours of Project Inspector Services per day, the hourly billing rates proposed in Paragraph 2.1 are adjusted as follows for work beyond eight (8) hours per day:  
\_\_\_\_\_.
  
- 2.3. Project Inspector Services performed on Saturdays (Straight Time). For Project Inspector services provided by a proposed Project Inspector on Saturdays, the hourly billing rates proposed in Paragraph 2.1 are adjusted as follows for work beyond eight (8) hours per day:

2.4. Project Inspector Services performed on Saturdays (Overtime). For Project Inspector services provided by a proposed Project Inspector on Saturdays in excess of eight (8) hours, the hourly billing rates proposed in Paragraph 2.1 are adjusted as follows for work beyond eight (8) hours on Saturdays: \_\_\_\_\_.

2.5. Project Inspector Services performed on Sundays and Holidays. For Project Inspector services provided by a proposed Project Inspector on a Sunday or a holiday day, the hourly billing rates proposed in Paragraph 2.1 are adjusted as follows for work beyond eight (8) hours per day: \_\_\_\_\_.

3. Fully Burdened and All-Inclusive Labor Rates: Prevailing Wage Rates. The Respondent confirms that the foregoing proposed hourly billing rate for each proposed Project Inspector is inclusive of all labor burdens, general administrative and other overhead costs, charges or expenses and profit. The Respondent also confirms that if prevailing wage rates are applicable to any of the Project Inspector Services, the hourly billing rate for each proposed Project Inspector is equal to or greater than the prevailing wage rate. If it is subsequently determined that the proposed hourly rate for a Project Inspector is less than the applicable prevailing wage rate, the Respondent is solely responsible for any such difference without adjustment of the Contract Price.

4. Acknowledgment and Confirmation. The Respondent has a full and complete understanding of the Project Inspector Services required for the Project. The Respondent certifies that its personnel are duly certified, licensed, approved and otherwise qualified to complete the Project Inspector Services required for the Project and other obligations under the Inspector Agreement, if the Inspector Agreement is awarded to Respondent. The undersigned: (i) has reviewed and verified the accuracy and completeness of the foregoing Price Proposal and (ii) is authorized to bind and commit Respondent to the foregoing Price Proposal.

By: \_\_\_\_\_  
(Signature of Respondent's Authorized Officer  
or Representative)

\_\_\_\_\_  
(Typed or Printed Name)

Title: \_\_\_\_\_

