

REQUEST FOR QUALIFICATIONS
RFQ# 2026-001
DSA INSPECTOR OF RECORD (IOR) SERVICES FOR
CULVER CITY UNIFIED SCHOOL DISTRICT MEASURE E PROJECTS

Submit Responses To:

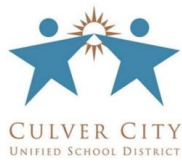
CULVER CITY UNIFIED SCHOOL DISTRICT
Jeff Ford, Purchasing Supervisor
Business Services Department, Second Floor,
4034 Irving Place, Culver City, CA 90232

RFQ Issued Date:

July 23, 2025

RFQ Due Date:

August 12, 2025 by 2:00PM
No late packages will be accepted



I- GENERAL INFO

The Culver City Unified School District ("Owner" or "CCUSD") is requesting Statement of Qualifications for DSA Inspector of Record Services, for work associated with the Culver City Unified School District's Measure E Bond Program and Various Projects throughout the District.

The purpose of this Request for Qualifications ("RFQ") is to create a pool of IOR's that will enable CCUSD and its Construction Manager, TELACU Construction Management ("CM" or "TCM") to select a DSA IOR Firm that can assist CCUSD with such services as required through construction of various upcoming construction projects. Each firm responding to this RFQ should be prepared and equipped to provide comprehensive IOR services on behalf of CCUSD in an expeditious and timely manner to enable CCUSD to meet critical time deadlines and schedules.

Accordingly, CCUSD is requesting qualifications from firms to provide a written qualification to **Jeff Ford, Purchasing Supervisor, and delivered to the Culver City Unified School District office no later than August 12, 2025 by 2:00pm.** Late qualifications will not be considered. Each qualification shall be treated as confidential until this deadline, after which time each qualification shall become a matter of public record.

CCUSD reserves the right to negotiate modifications with any firm as may be required to serve the best interests of CCUSD and to negotiate the final contracts with the most qualified firm and/or candidate(s).

All qualifications will become the property of CCUSD. Information in qualifications will become public property and subject to disclosure laws. CCUSD reserves the right to make use of any information or ideas in the qualifications. All qualifications will be maintained as confidential working papers until the awarded party is officially placed on the School Board meeting agenda.

CCUSD reserves the right to reject any and all qualification and to waive any informality in any qualification received. No obligation, either expressed or implied, exists on the part of CCUSD to make an award or to pay any costs incurred in the preparations or submission of a qualification. All costs associated with the preparation or submission of qualifications for this RFQ is solely the responsibility of the candidates.

In order to allow CCUSD and TCM to make an informed decision regarding the selection of a consultant among responsible and responsive candidates, the qualification must contain the following elements or evidence that the firm meets or exceeds the requirements stated herein.

II- BACKGROUND

On March 5th, 2024 the Culver City Unified School District was successful in passing a general obligation bond authorizing \$358M to assist in improve classrooms/ instruction technology for college/ career readiness; fix leaky roofs, crumbling ceilings and aging, deteriorating electrical, plumbing, fire safety and security systems; repair, construct, and acquire classrooms, labs, facilities, sites, equipment.

III- IOR SCOPE OF WORK

The IOR's Scope of services of this RFQ is on an as needed basis. The scope may be modified at the sole discretion of the District prior to execution by the selected firms or individuals.

All On-Site Inspections Services, Inspection-Related Activities, and Special Inspections

All On-Site Inspection Services and Inspection-Related Activities. The INSPECTOR's inspection services shall consist of all on-site inspection services of the PROJECT and all inspection-related activities relating thereto, including, but not limited to, the services set forth under this Article.

- 1) The INSPECTOR shall, if directed by the DISTRICT or the Architect, perform Special Inspections or oversee Special Inspections by approved specialty inspectors.
- 2) Special Inspections may be performed by the INSPECTOR if INSPECTOR has been specially approved for such purposes. Where other special inspectors are required to comply with DSA or California Building Code requirements, the INSPECTOR shall manage coordination, scheduling and timely reporting of results to the DISTRICT, the Construction Manager (if applicable), the Architect, and DSA if required.
- 3) The DISTRICT may also require Special Inspection for any other shop fabrication procedures that preclude the complete inspection of the work after assembly. The DISTRICT may require Special Inspection at the job site in addition to those listed hereinabove under .1 if deemed necessary because of the special use of the materials or methods of construction.

Title 24 California Code of Regulations, District Standards, Division of the State Architect.

The INSPECTOR shall ensure that the PROJECT Contractor's ("Contractor") installation of work is constructed to Title 24 California Code of Regulations, the DISTRICT standards and any other requirements of Public Agencies providing

jurisdiction. Verifications shall include, but not be limited to, welding connections, electrical connections and material utilized in conformance with construction documents. The inspection shall be according to the Division of the State Architect (“DSA”) current inspection rules and regulations.

Continuous Inspection.

The INSPECTOR shall perform continuous inspection of the PROJECT during the work of construction in all stages of its progress and digitally document daily activity with pictures and notes. Such inspection shall be conducted based on personal knowledge of the work of construction and shall ensure that the approved plans and specifications are completely executed. Continuous inspection means complete inspection of every part of the work. Work such as concrete or brick work that can be inspected only as it is placed shall require the constant presence of the INSPECTOR. Other types of work that can be completely inspected after the work is installed may be carried on while the INSPECTOR is not present. In no case shall the INSPECTOR have or assume any duties that will prevent the INSPECTOR from providing continuous inspection.

Inspector’s Familiarly with Project Agreements.

The INSPECTOR shall become sufficiently acquainted with the PROJECT and the agreements between the DISTRICT and the Architect, Construction Manager (if applicable), and Contractor, to allow for the INSPECTOR’s effective and productive interface between the DISTRICT, the Architect, the Construction Manager (if applicable), the Contractor, and governmental inspectors by government inspectors.

Job Site Meetings.

The INSPECTOR shall, as directed by the Architect, the DISTRICT, or the Construction Manager (if applicable), attend meetings held at the PROJECT site or the District Facilities or other location identified to the INSPECTOR by the District. Such meetings shall include, but are not limited to, billing meetings, specification reviews, coordination, and progress.

Inspector’s Relationship with Architect.

The INSPECTOR shall consult with and work under the general direction of the Architect during the construction and installation phase of the PROJECT. Prior to commencement of work, the INSPECTOR shall cooperate with the Architect to develop an Inspection Plan for the Project. The INSPECTOR shall obtain from the Architect additional details or information when required at the PROJECT for the proper execution of the PROJECT. The INSPECTOR shall assist in the review of

Contractor's submittals. The INSPECTOR shall review the plans and specifications. All inconsistencies or seeming errors noted by the INSPECTOR in the plans and specifications shall be immediately reported by the INSPECTOR, with written confirmation at the earliest possible time thereafter, to the Architect, with a copy to the DISTRICT and Construction Manager (if applicable), for the Architect's interpretation and instructions relating thereto. In no case, however, shall the instruction of the Architect be construed by the INSPECTOR to cause work to be done that is not in conformity with approved plans, specifications and change orders. Interpretations received by the INSPECTOR from the Architect that cause deviations from the approved plans, specifications and change orders shall be referred by the INSPECTOR to the architect responsible for preparation of change orders to cover the required work.

Inspector's Relationship with Contractor.

The INSPECTOR shall, through the Contractor's representative, maintain liaison with the Contractor and all subcontractors on the PROJECT. The INSPECTOR shall consider and evaluate suggestions and recommendations that may be submitted by the Contractor to the Architect, and report verbally and confirm in writing the same to the Contractor, the Construction Manager (if applicable), and the Architect, with recommendations to the Construction Manager (if applicable), Architect and the DISTRICT for final decision.

Governmental Agencies Having Jurisdiction.

- 1. Site Visits by Governmental Inspectors.** If any governmental inspectors representing local, state or federal agencies having jurisdiction of the PROJECT should visit the PROJECT site, the INSPECTOR shall accompany such governmental inspectors during their visits through the PROJECT, and record in writing and report to the Construction Manager (if applicable), the Architect and the DISTRICT the results of such governmental inspections.
- 2. Notifications to Government Agencies and Inspectors.** The INSPECTOR shall notify the governmental agencies and inspectors having authority over the PROJECT when the work is started on the PROJECT; at least forty-eight (48) hours in advance when foundation trenches will be complete; when the work is ready for footing forms; at least forty-eight (48) hours in advance of the first pour of concrete; and when the work is suspended for a period of more than two (2) weeks.

Inspector's Job Files.

The INSPECTOR shall maintain orderly job files at the PROJECT site that include correspondence; reports of Project site conferences; minutes of job site meetings; shop drawings; and reproductions of the original Construction Contract of the

Contractor ("Construction Contract"), including all addenda, change orders, and supplementary drawings and specifications issued subsequent to the award of the Construction Contract. The INSPECTOR shall keep a file of approved plans and specifications, including all approved addenda and change orders, on the job site at all times, and shall immediately return any unapproved documents to the Architect for proper action. The INSPECTOR, as a condition of INSPECTOR's contract, shall have and maintain on the job at all times all codes and documents referred to in the plans and specifications for the PROJECT.

Inspector's Daily Records.

The INSPECTOR shall maintain daily inspector reports and job files that are thorough, complete and orderly and deemed by the INSPECTOR to be accurate and qualitative. Such reports shall record hours on the PROJECT site; weather conditions; construction procedures, where performed and any deviations therefrom; construction equipment and vehicles utilized; manpower assigned by the Contractor and subcontractors; equipment and materials delivered to the site, including INSPECTOR's inspection thereof within forty-eight (48) hours of Contractor's delivery to the job site and INSPECTOR's determination that they meet submittal and specification requirements; daily activities; verbal instructions and clarifications of the work given to the Contractor; decisions that either clarify or deviate from the contract documents; general observations and specific observations in detail as in the case of PROJECT test procedures and results; occurrences or conditions that might affect the construction budget or schedule; any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken; telephone calls made of a substantial nature, including statements or commitments made during the call; and names of all visitors to the PROJECT site, including agency representation and agents of the DISTRICT. Said reports and/or job files shall be made available to the PROJECT Architect ("Architect"), the Construction Manager (if applicable), and the DISTRICT upon request. Failure to provide these Daily Records shall constitute a material breach of contract and may be cause for termination of this AGREEMENT by the DISTRICT.

Inspector's Verified and Semi-Monthly Reports.

The INSPECTOR shall keep the DISTRICT thoroughly informed as to the progress of the work by submitting reports required by Title 24 as follows:

- Copies of verified reports required by Title 24 CCR shall be submitted to the DISTRICT within five (5) work days of the end of the report period and within five (5) days of final acceptance for the final verified report.
- Copies of semi-monthly reports required by Title 24 CCR shall be submitted to the

- DISTRICT within two (2) work days of the close of the report period. These reports shall include the following information:
- a) A brief description of the work in progress by each trade or contractor with an estimate of percentage completed to date.
 - b) Notation of progress or other project related meetings conducted on site.
 - c) Notice of official visitors to the site to include the dates of their visit and a brief description of their visit.
 - d) Notation of all approved submittal, change orders, bulletins, and requests for information or clarification received by the CONTRACTOR from the architect or project engineer.
 - e) Notation of all correction notices or notices of non-compliance issued to the contractor (include a copy of such notices with the report).
 - f) Notification of any situation or development that may have an adverse impact on construction activities or delays in material delivery.
 - g) Notation of the average number of workers and foremen on site each day for the report period.
 - h) Notice of any delays due to adverse weather conditions including a brief description of the circumstances and any work that was impeded.
 - i) Notation of any deviation from the contractor's approved construction schedule.
 - j) Certification that the construction activities and materials comply with approved project documents unless otherwise specifically noted in the report.

Inspector's Records of Construction Procedures.

- 1) **Maintain all Records.** The INSPECTOR shall maintain all of INSPECTOR'S inspection records of construction procedures on the PROJECT jobsite until the completion of the work. The INSPECTOR shall maintain a record of phases of construction procedures, if such construction procedures are required.
- 2) **Concrete-Pouring Operations.** The INSPECTOR's records shall show the date and time of placing concrete and the date and time of removal of forms in each portion of the structure.
- 3) **Welding Operations.** The INSPECTOR's records shall include identification marks of welders, lists of defective welds, manner of correction of defects, and any other relevant information.
- 4) **Piles.** The INSPECTOR's records shall, when piles are driven for foundations, include penetration under the last ten (10) blows for each pile.

Tests: Advise in Advance, Observe and Record.

The INSPECTOR shall advise the Architect, the Construction Manager (if applicable), and the DISTRICT in advance, verbally and in writing, of the schedules of tests and

shall observe the tests at the PROJECT site that are required by the Construction Contract.

The INSPECTOR shall record in writing all necessary details relative to the test procedures and results.

Testing Services for Observation.

The INSPECTOR shall observe and record all testing services.

Certification Documentation.

The INSPECTOR shall ensure that all required certification documentation relative to the PROJECT is received in a timely manner by the Construction Manager (if applicable), and the DISTRICT.

Contractor's Deviations in the Work.

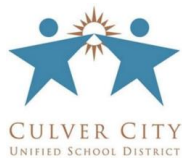
Whenever the INSPECTOR observes that the Contractor is performing any portion of the PROJECT in deviation from the approved plans, specifications or change orders or in violation of any local, state or federal codes, or contrary to approved revisions to any of the above, the INSPECTOR shall, if such deviation or violation is not immediately corrected by the Contractor when brought to the attention of the Contractor by the INSPECTOR, immediately direct the Contractor in writing, while simultaneously notifying the Architect, the Construction Manager (if applicable), and the DISTRICT, to cease installation of that nonconforming portion of the PROJECT, pending further decision by the Architect and the DISTRICT; and shall, in all cases, whether or not said deviations or violations are immediately corrected by the Contractor, make a written record of same. The INSPECTOR shall deliver copies of the writings referred to in this paragraph to the DISTRICT within twenty-four (24) hours of INSPECTOR'S origination of the writings.

Defective Work.

If the INSPECTOR determines that any portion of the PROJECT is defective and such defect requires that portion of the work to be rejected, the INSPECTOR shall immediately report said defective work to the Architect, the Construction Manager (if applicable), and the DISTRICT. The INSPECTOR's initial report regarding such defective work may be either verbal or in writing, whichever form is deemed more appropriate by the INSPECTOR under the circumstances. However, if such initial report is verbal, the INSPECTOR shall confirm said verbal report in writing within one (1) calendar day.

Failure to Notify the Architect, the Construction Manager, and the District.

INSPECTOR's failure to notify the Architect, the Construction Manager (if applicable),



and the DISTRICT of work not in compliance with the plans and specifications shall constitute a material breach of contract and may be cause for termination of this AGREEMENT by the DISTRICT.

Construction Schedule, Potential Delays in Substantial Completion.

The INSPECTOR shall be alert to the construction schedule and to any conditions that may cause delay in substantial completion of the PROJECT. Upon observing such conditions, the INSPECTOR shall report the same immediately and, within one (1) calendar day of observing such conditions, confirm the same in writing to the Architect, the Construction Manager (if applicable), and the DISTRICT.

Payments Request.

The INSPECTOR shall review the Contractor's pay requests prior to the issuance of Architect's and Contractor's certificate of payment to the Construction Manager (if applicable) and the DISTRICT and indicate whether amounts claimed by the Contractor are, in the INSPECTOR's opinion, correct. The INSPECTOR'S approval of pay requests shall be shown by signature of the INSPECTOR on the pay request.

Construction at Existing Facilities.

The INSPECTOR shall, where existing facilities are to be maintained in operation during the PROJECT, assist as a liaison between the Construction Manager (if applicable), the DISTRICT and the Contractor in order to prevent materially adverse disruption to the DISTRICT's operations at or near the PROJECT site.

Occupancy of Facility.

The INSPECTOR shall, in the event that the DISTRICT should occupy the PROJECT or any portion thereof prior to substantial completion of the PROJECT by the Contractor, assist in the development of a punch list agreement between the DISTRICT, the Construction Manager (if applicable), the Architect and the Contractor as to incomplete items and the general conditions of areas to be occupied by the DISTRICT prior to substantial completion of the PROJECT by the Contractor.

As-Built Drawing.

The INSPECTOR shall review and verify the adequacy and accuracy of required As-Built drawings prepared by the Contractor, as set forth in the Construction Contract, and determine that such As-Built drawings are updated by the Contractor on a monthly basis prior to processing of Contractor's monthly payment request.

Punch List Items.

The INSPECTOR shall, after substantial completion or completion of a portion thereof, check each punch list item to ensure that it is corrected in accordance with the Construction Contract, plans and specifications.

Deadlines.

Each Consultant must be prepared and equipped to provide Services in a timely manner and on relatively short notice so as to enable the District to meet critical, and at times unpredictable, time deadlines and schedules.

Compliance with Applicable Laws

Consultant's Statement of Qualifications must set forth Consultant's understanding of all applicable laws, guidelines, and requirements, including the Education Code, Division of the State Architect (DSA) and local ordinances and/or other applicable guidelines applicable to the Services to be undertaken, as well as Consultant's ability and methodology to comply with the same. Consultant's Response must confirm that the proposed Services will meet all the aforementioned requirements as set by the applicable codes, regulations and guidelines.

Working Conditions

Each Consultant shall be capable of working indoors and outdoors, as required, in all weather and site conditions including, but not limited to, rain, dirt, mud, and ice. The Consultant's activities may require kneeling, bending, climbing ladders, stepping over trenches, etc.

IV- FORMAT FOR QUALIFICATION SUBMISSION

A) GENERAL INSTRUCTIONS

All qualifications are to be submitted in compliance with the format set forth below and in the order as outlined to facilitate evaluation by CCUSD and TCM of the candidate's ability to meet or exceed the specified requirements under the heading "Scope of Work."

The qualifications shall be presented in a bound 8-1/2 inch by 11-inch (vertical) format.

Submit five (5) hard copies and one (1) electronic copy in PDF format via thumb drive of each qualification. All hard copy submittals shall be tabbed for easy referral to the numbered answer. All submittals shall become the property of CCUSD and will not be returned. Qualifications shall not exceed more than 20 pages, single sided, not including **Exhibit A**, and certifications/registrations.

Request For Information (RFI) or questions regarding the qualifications, project, or submittals must be submitted in writing to **Jeff Ford**, via email to jeffreyford@ccusd.org. Please include the name of your firm and telephone number when making inquiries. All questions are due by no later than **August 1, 2025 at 2:00 p.m.** All qualifications are due **no**

later August 12, 2025 at 2:00 p.m.

B) FORMAT REQUIREMENTS:

Qualifications **must** be typewritten, concise, straightforward, and must address each requirement and question. The sequence to be followed is as follows:

1. Cover

- a. Name of Firm
- b. Title – Statement of Qualifications for IOR Services
- c. Date Submitted

2. Letter of Interest

Please provide a brief, no more than 2 pages, letter of interest that explains your understanding of IOR Services in regards to these qualifications, and how you see best to assist the District in executing this project. Please state what added benefits your firm would bring to the project, how you would tackle potential challenges, and how you will communicate and work with CCUSD, TELACU Construction Management, the Architect, and the General Contractor.

3. Resume, Qualifications, and References

- a. Provide a short resume of your firm's principals, including registrations/licenses and State (Please limit to one page per person);
- b. Provide resumes of your DSA Inspectors, please limit to two pages not including certifications, with the resume please provide the following information:
 - i. Project-specific responsibilities and description of work to be performed and performed in the past;
 - ii. Estimated percentage of the individual's time that will be devoted to the project;
 - iii. Years with the firm;
 - iv. Number of projects of similar nature performed by subject of resume, with a brief description of the project (client name, location, dollar value, project description). Please provide a minimum of five (5) completed individual projects. Describe recent projects; ideally, K-12 DSA projects, performed within the last five (5) years for which proposed IOR provided similar IOR Services.
 - v. Education, licenses held, qualification, Specific qualifications; etc.

4. Firm Approach and Methodology

Describe the Consultant's philosophy with regard to approach and experience related to Services outlined in the RFQ, including plan review assessments, preparing reports, inspection process, how you work with the contractor during the course of

construction, describe your working relationship with the Architect and Engineering team, developing value engineering options, recommending changes to the specifications, and working with a project team.

5. Provide a summary of Consultant's relevant expertise and experience in inspection services, especially as it relates to community college facilities. Consultant must demonstrate a minimum of five (5) years of relevant experience and professional success. Provide a minimum of five (5) completed projects with detailed descriptions of the most recent projects (particularly community college projects) that the consultant has worked on within the last seven (7) years, which demonstrates relevant experience for projects of various size, type, and difficulty. Each project description should include the date(s) that the relevant inspection work was performed, the name, title, address, and telephone number of a contact person who can be contacted for verification of information provided by Consultant.

Furthermore, provide a list of all District contracts held within the last five (5) years including, with respect to each project, the project name, property address, contract amount, and Consultant's contact person at the District on said project. Past performance of the Consultant will be evaluated and Clients listed may be contacted for a reference.

6. References

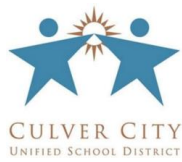
Provide a list of at least five (5) references, including names, telephone and e-mail addresses of all contact persons with respect to projects which your proposed IOR has worked on within the last five years, and any other references you wish to provide who may provide information to CCUSD and TCM regarding your candidates qualifications. Please be advised that some references will be contacted.

7. Conflict of Interest

Respondent shall certify that no official or employee of CCUSD, nor any business entity in which an official of CCUSD has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of any contract without immediate divulgence of this fact to CCUSD. **Please sign and submit Exhibit A**

8. Budgetary Estimate for Fees:

- a. Provide the hourly rate for all proposed job classifications, and any others that may become necessary due to additional services. Hourly rates include all costs, travel, overhead, insurance, and profit. Rates to remain in effect for one full year and are subject to change based on a mutual agreement.
- b. Include line items for any potential reimbursement costs that you may foresee



including on future projects.

V- EVALUATION OF PROPOSALS AND RECOMMENDATION

- A. Process: Overall responsiveness and representations made within the RFQ, as well as your firm's ability to connect with the CCUSD team are important factors in the overall evaluation process. CCUSD will select a firm that has the highest suitability for the work with CCUSD and the overall desirable approach. CCUSD may choose to interview one or all of the proposed candidates to choose the best candidate possible for the District.
- B. Award: CCUSD reserves the right to reject any and all proposals; to waive any informality in the proposal process; and to accept the proposal that appears to be in its best interests. Staff will make a recommendation to the Board of Education to create a pool of qualified Inspection of Record firms that will be utilized for future projects. The Board of Education will vote to approve this list at its next regular board meeting after the recommendation is made.
- C. Questions and Submission: Please feel free to direct questions to Jeff Ford, preferably by email, as shown below.

Submission

All qualifications are due **no later than 2:00 p.m. August 12, 2025**. Please deliver five (5) hard copies and one PDF via thumb drive:

**ALL RESPONSES MUST BE RECEIVED BY 2:00 p.m., August 12, 2025
LATE QUALIFICATIONS AND QUALIFICATIONS SUBMITTED BY FACSIMILE/EMAIL WILL NOT BE
ACCEPTED**

Culver City Unified School District

Jeff Ford, Purchasing Supervisor
Business Services Department, Second Floor,
4034 Irving Place, Culver City, CA 90232
jeffreyford@ccusd.org

EXHIBIT A

CONFLICT OF INTEREST FORM

CONFLICT OF INTEREST CERTIFICATION FORM No Conflict of Interest. Contractor has no interest that would constitute a conflict of interest under California Public Contract Code sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with Public Entities.

[] Check box to indicate acceptance of clause, above, and provide the following information:

Signature: _____

Name: _____

Title: _____

Date: _____