November 11, 2015

Re: Request for Proposals - Special Inspections
Seamans Center for the Engineering Arts and Sciences-South Annex Addition
Project #0452001
University of Iowa

The University of Iowa, located in Iowa City, Iowa, seeks a qualified Company to provide Special Inspections and Testing Professional Services in accordance with Special Inspection in IBC Chapter 17 and other Owner required testing for the above project. Qualified Special Inspections and Testing Agencies (Consultant) are invited to submit a lump sum not to exceed proposal based on the scope of services described below.

1.0 Background

Construct building addition connected on the south side of the Seamans Center to include fluids teaching and research labs, engineering design studio, expanded student study/collaboration space, relocated student academic support and tutoring suite, relocated and expanded admissions suite, CCAD and IIHR departmental, faculty offices and research support, two general assignment classrooms (128 & 96 cap.) and multiple meeting rooms as well as dry laboratories and associated office and graduate student support space.

2.0 Scope of Work

A. Provide services to perform Special and Owner Required Inspections and Testing Professional Services in accordance with IBC Chapter 17 - Special Inspection and as listed in the Contract Documents. This includes, but is not limited to Specification Section(s):

<table>
<thead>
<tr>
<th>Division 03</th>
<th>Concrete</th>
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<tbody>
<tr>
<td>Division 05</td>
<td>Metals</td>
</tr>
<tr>
<td>Division 31</td>
<td>Earth Work</td>
</tr>
<tr>
<td>Division 32</td>
<td>Aggregate Subbase Courses</td>
</tr>
</tbody>
</table>

B. For intent of this submittal, it is estimated that work under this project will be performed six (6) days per week, Monday through Saturday.

C. Attendance at pre-installation meetings will be required for each scope of work for which testing and inspections are required.

D. Attendance at bi-weekly progress meetings and a monthly deficiency meeting will be upon request especially during times of high frequency testing.
E. Coordination of services with the General Contractor so as to not impede the construction schedule.

F. Any deficiencies noted during testing and inspections shall be verbally reported to the General Contractor’s appointed responsible person before the field technician leaves the site. If uncorrected after a reasonable period of time, to attention of the Owner and Design Professional.

G. Parking onsite for one vehicle due to equipment and materials is included. All other parking is at an off-site location and is to be provided by this Consultant.

H. Notify Owner of any anticipated additional services before proceeding with the work or at the time it occurs if it is not foreseeable. In order for testing professional to be compensated for additional services, work must be identified as added scope, retest or delay with proper notification and timely costs prepared. Delays, such as wait times for pours, etc. will not be compensated if technician has other activities to perform or the inspection is to be full time.

I. CONFLICTING REQUIREMENTS

1. If compliance with two or more standards is specified and standards establish different of conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement; refer uncertainties and requirements that are different, but apparently equal, to Owner’s Representative for a decision before proceeding.

2. Minimum quantity or quality levels: Quantity or quality level shown or specified shall be minimum provided or performed; actual installation may comply exactly with minimum quantity or quality specified or it may exceed minimum or maximum, as appropriate, for context of requirements.

J. The Consultant shall use Submittal Exchange to access submittals for this project.

K. The University will provide an on-line, secure project communications web site which for use by the Owner’s Representative, Design Professional and Contractor as the major method of communicating and storing contract change document information. This web site will be used to communicate request for information (RFI), and instructions to contractor (ITC).

L. Additional services to provided are:

1. Include an allowance of $4,000 to be used for services, which may include Geotechnical, for added/ requested additional services by the Owner. This will be tracked on a time spent after each request.

2. Inspection of water stopping between construction pours and as shown on the drawings.

3. Full Time inspections of utility trenching backfill will be required for Specification Section 31 23 16.13. Inspections will start from top pipe bedding to final elevation.
4. Maintain a caisson drilling log that the Owner will use to reconcile the unit prices for drilled caissons.
5. Track and maintain a log of quantities used in unit prices. This log will be used to reconcile unit prices between the Owner and Contractor.

M. Work not included:
   1. Water Testing of the exterior building enclosure.
   2. Below grade waterproofing.
   4. Testing, Adjusting and Balancing (TAB) for HVAC
   5. Topsoil quality testing per Specification Section 30 91 12.13
   6. Well testing and sampling
   8. Core samples for caissons by GC

3.0 Schedule

The University of Iowa has contracted with BNIM to prepare construction documents for the Project.

To review the current documents, please send an e-mail request to:

   facilities-dcs@uiowa.edu

The e-mail must include the subject line: Project #0452001-Seamans Center for the Engineering Arts and Sciences-South Annex Addition

The project is currently under bid. The tentative Substantial Completion date is October 5, 2017.

4.0 Deliverables
A. DOCUMENTATION – Submit reports to the Owner, Design Professional, Building Official, and General Contractor.

   1. Detailed daily field logs will be turned in within 24 hours specifically noting, in detail, the work that occurred for that day.
   2. Provide electronic copy of written reports within 48 hours of inspection or test. All test reports shall be uploaded to Submittal Exchange at a minimum of once a week.
   3. A deviation log will be maintained and updated for weekly to allow for tracking of open deficiency items.
   4. A final report of inspections will be required.

B. ADDITIONAL REPORTS:

   1. Maintain a caisson drilling log that the Owner will use to reconcile the unit prices for drilled caissons. This is to be updated on a daily basis.
   2. Maintain a log for unit prices.
5.0 Statement of Qualifications

A. It is the Owner’s intent that the Consultant designated as the Special Inspections and Testing Professional, and the key staff members, exhibit the following:

1. LABORATORY - The independent testing laboratory shall:
   a. Meet “Recommended Requirements for Independent Laboratory Qualifications”, published by American Council of Independent Laboratories;
   c. Authorized to operate in the State of Iowa.
   d. Testing Equipment: Calibrated in accordance with National Institute of Standards and Technology (NIST).

2. SENIOR ENGINEER - The senior engineer shall be a registered professional engineer and have at least 10 years of related experience and have the authority to commit the firm to the conditions and requirements of this project.

3. FIELD TECHNICIAN(s)/ SPECIAL INSPECTOR(s) – Experienced person who is educated and qualified in conducting, supervising, and evaluating tests and/or inspections.
   a. Where tests or inspections are required to be performed by a certified individual, the field technician/ special inspector shall have the required certifications.
   b. Where tests or inspections are required to be performed by a licensed engineer, the field technician/ special inspector shall be a licensed engineer or shall be under direct supervision of a licensed engineer experienced with type of work requiring special testing and inspection.
   c. Are able to read and understand project plans and specifications.
   d. Understand the requirements and testing standards of Special Inspections in IBC Chapter 17.
   e. Test or inspect Work specified for conformance with approved design Drawings, Specifications, and applicable material and workmanship provision on code.
   f. Limits of authority:
      (1) Special inspector/ field technician may not waive or alter Contract requirements or approve or accept any portion of Work unless specifically authorized by Owner or Design Professional.
      (2) Special inspector/ field technician may not assume any duties of the Contractor and has no authority to reject or stop work.

4. STRUCTURAL STEEL SPECIAL INSPECTOR - The assigned person shall work under the direct supervision of an American Society for Nondestructive Testing (ASNT) Level III technician who is also an American Welding Society Certified Welding Inspector (AWS/CWI) and the supervising engineer.
The field technician shall be an American Welding Society Certified Welding Inspector (AWS/CWI) who is also an ASNT Level II technician or higher.

The assigned person shall also have a minimum of five years of field experience, during which time the person acted as the lead NDE technician on at least five large structural steel buildings. The structural steel and decking related services will be done under the guidelines of special inspections. Details of these five projects, along with other related projects and experiences, should be provided as part of the resume submittal.

6.0 Proposal Requirements

Include the following:

1. List the individual who will be the Senior Engineer and Project Manager.
2. Provide an organization chart indicating proposed project team.
3. Provide resumes for key staff members.
4. Briefly describe relevant experience of the proposed team in the following areas. List each person’s direct involvement in:
   a. Similar Projects.
   b. Special Inspections and Testing
5. Describe proposed approach to managing the budget for this project.

After selection, the successful firm shall provide a written proposal on the University of Iowa Letter of Proposal form found on the University’s Facilities Management/Consultants web site. Note that hard copies of the agreement will not be required with the RFP.

http://www.facilities.uiowa.edu/pdc/consultants/agreement-form.html

7.0 Proposal Evaluation and Award

A. The Owner will consider and evaluate the following proposal components:
   1. Consultant experience and qualifications.
   2. Project Manager and Sr. Engineer qualifications and accreditations.
   3. Key support personnel experience and qualifications.
   4. Project approach.
   5. Consultant location.
   7. Proposed lump sum not to exceed fee.

B. The Owner reserves the right to negotiate and accept any proposal, or to reject all proposals, and to offer to accept any proposal subject to the deletion of any item or group of items of work from the scope of work.
C. The Consultant shall be prepared to attend an interview as part of the evaluation process. The Consultant shall bear all costs associated with preparing the RFP and subsequent interviews.

Respondents' proposals are due by 4:00 PM on Wednesday, December 2, 2015.

Submit proposals electronically to: Brian-Keating@uiowa.edu

Should you have any questions or comments, please contact:

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