May 3, 2018

Re: Request for Proposals- Third Party Testing and Special Inspections
2018 Surface Parking Lot Maintenance (UI# 0732401)
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. Lump sum not to exceed proposal to include date of contract documents and number of addendum.

1. Statement of Qualifications. 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:

1.1 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).

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

1.3 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, licensed in the State of Iowa and 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.
2. **Proposal Requirements** include the following:
   2.1 Provide an organization chart indicating proposed Senior Engineer, Project Manager, and Field Technician(s) on this chart.
   2.2 Provide resumes for key staff members.
   2.3 Briefly describe each proposed team member’s relevant experience and direct involvement in similar projects.
   2.4 Describe proposed approach to managing the budget for this project.
   2.5 Limit submittal to twelve (12) single-sided pages or six (6) double-sided pages. Total page count includes Letter of Proposal, resumes, and all supporting materials.
   2.6 List date of construction documents, Addendum and RFP reviewed and included in proposal.

After selection, the successful firm shall provide a written proposal on The University of Iowa Letter of Proposal form (Special Services Agreement) 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

3. **Proposal Evaluation and Award.**
   3.1 The Owner will consider and evaluate the following proposal components:
      a. Consultant experience and qualifications.
      b. Project Manager and Senior Engineer qualifications and accreditations.
      c. Key support personnel experience and qualifications.
      d. Project approach.
      e. Consultant location.
      f. Proposal quality.
      g. Proposed lump sum not to exceed fee.
   3.2 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. The Owner reserves the right to negotiate future bid packages with the successful proposer.
   3.3 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.

4. **Listing of Project Information.**
   This project will include, but not limited to: mill & overlay, asphalt and concrete repair and replacement. Work will be completed in the following lots: Lot 8, Lot 10, Lot 11S, Lot 14, Lot 24, Lot 29, Lot 37, Lot 39/85, Lot 40/44, Lot 43, Lot 46/47, Lot 49, and Lot 75.

   4.1 Project Construction Budget: $200,000
   4.2 Design Firm: Anderson Bogert
   4.3 Documents:
      a. Construction documents dated 2/21/2018
      b. To review the current documents, please send an e-mail for request for electronic documents to: facilities-dcs@uiowa.edu
      c. The e-mail must include the subject line:
5. Description of Services.

5.1 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 and Addendum. Reference specification sections for detailed requirements. This includes, but is not limited to Specification Section(s):

| 32 13 13 | Concrete Paving |

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

5.4 Attendance at bi-weekly progress meetings will be upon request especially during times of high frequency testing.

5.5 Coordination of services with the General Contractor so as to not impede the construction schedule.

5.6 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, bring to attention of the Owner and Design Professional. Daily reports shall be issued within 48-hours following site visit or when discovery of deficiency occurred.

5.7 Parking onsite for one vehicle do to equipment and materials is included. Consultant to coordinate access to gated lots with Contractor. All other parking is at an off-site location and is to be provided by this Consultant.

5.8 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.

5.9 The Consultant shall contact Design Professional to access submittals for this project.

5.10 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).

5.11 Additional services to be provided include:

   a. Inspections of sub grade compaction and proof roll prior to placing concrete.

5.12 Work not included:

   a. Asphalt Paving Testing
   b. Joint Sealant Testing

6. Conflicting Requirements.

6.1 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.

6.2 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.

7. Limits of authority.
   7.1 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.
   7.2 Special inspector/ field technician may not assume any duties of the Contractor and has no authority to reject or stop work.

8. Deliverables.
   8.1 DOCUMENTATION – Submit reports to the Owner, Design Professional, Building Official, and General Contractor.
      a. Detailed daily field logs will be turned in within 24 hours specifically noting, in detail, the work that occurred for that day.
      b. Provide electronic copy of written reports within 48 hours of inspection or test.
      c. A deviation log must be maintained and updated weekly to allow for tracking of open deficiency items.
      d. A final report including all inspections will be required.
   8.2 ADDITIONAL REPORTS:
      a. None

9. Description of Services.
   9.1 The project has been awarded to LL Pelling. Project start date is May 14, 2018. The tentative Substantial Completion date is 07/20/2018

    10.1 Respondents’ proposals are due no later than 2:00 pm on Wednesday May 9, 2018
    10.2 Submit electronically to: Jake-Humphreys@uiowa.edu and facilities-dcs@uiowa.edu
    10.3 Include on the subject line: RFP for Third Party Testing. 2018 Surface Parking Lot Maintenance (UI# 0732401).
    10.4 Should you have any questions or comments, please contact:

        Jake Humphreys  
        Construction Project Manager  
        University of Iowa  
        FM - Design & Construction  
        200 University Services Building  
        Iowa City, Iowa 52242-1922  
        Jake-humphreys@uiowa.edu