

January 18, 2012

Request for Proposals for Materials Testing and Special Inspection Services

Project: Churchill Hall Renovation
Southern Oregon University
1250 Siskiyou Boulevard
Ashland, Oregon 97520

Project Overview:

Southern Oregon University (SOU) is constructing a major renovation to Churchill Hall on the SOU campus in Ashland. Churchill Hall, built in 1926, contains approximately 36,000 square feet with two stories and a partial basement. The building is constructed with cast-in-place exterior walls, concrete and wood interior bearing walls, steel columns, steel roof trusses and wood framed floors and roof. This project includes a major seismic upgrade including new concrete footings, new CMU shear walls, new steel braced frames, a new steel/concrete mechanical mezzanine, upgrades to existing steel trusses, new plywood floor diaphragms, and extensive strapping and anchoring. SOU has awarded a \$4.8M contract to Ausland Builders, Inc. for construction. Work will start in January 2012 with completion scheduled for September 2012.

Testing Firm Requirements:

Southern Oregon University requests proposals from qualified firms to perform building code and specification required special inspections and materials testing. This RFP is limited to firms currently enrolled in the Oregon University System (OUS) professional consultant's retainer program. Proposals will be evaluated on the basis of qualifications of the testing firm, type and location of available laboratory services, qualifications and location of the field personnel proposed this project and the cost of services.

Services Required:

The following services are anticipated for this project. Quantity estimates are given for the purpose of evaluating proposals. It is understood that the actual number of inspections/tests will depend on the contractor's work schedule and may be significantly more or less than the estimated quantities. Procedures not covered below would be reimbursed per the selected firm's fee schedule. All of the contractor's work is expected to take place between 7:00 AM and 5:00 PM, Monday through Friday. Proposers are cautioned to include **all** costs associated with each procedure listed on the attached form. Do not anticipate that a trip will not be needed because the inspector is already on site for another test.

Cast-in-Place Concrete

1. Quote the cost to provide a qualified technician on site for **two hours** of work as directed by the Owner. Tasks may include:
 - special inspection of rebar placement and form clearances
 - slump and air tests
 - observing concrete placement
 - casting test cylinders
 - written reports with email distribution to 5 parties.

Include all labor, equipment, travel to and from the site, mileage, and all misc expenses in the quote for this two-hour on-site inspection trip.

2. Provide an hourly rate for additional hours on site should the inspection trip exceed the two hours time on-site.

Test Specimen Processing

1. Quote the cost for transporting and processing a set of four (4) concrete cylinders per ASTM standards. Include in this price:
 - cylinder molds
 - transportation of cylinders from jobsite to lab
 - curing per ASTM standards
 - all lab work
 - written reports with email distribution to 5 parties.

Do not assume cylinder transportation will be combined with another site trip. Indicate if there will be any surcharge for a Saturday pick-up after a Friday concrete pour.

Masonry Inspections and Tests

1. Quote the cost to provide a qualified technician on site for **two hours** of work as directed by the Owner. Tasks may include:
 - special inspection of rebar placement and clearances
 - observing grout placement
 - casting mortar or grout test specimens
 - written reports with email distribution to 5 parties.

Include all labor, equipment, travel to and from the site, mileage, and all misc expenses in the quote for this two-hour on-site inspection trip.

2. Provide an hourly rate for additional hours should the inspection trip exceed two hours time on-site.

Structural Steel Inspections and Tests

1. Quote the cost for **two hours** of visual welding, high strength bolting inspection or welded shear stud inspection on site or at the Steel Fabricator's shop by an AWS certified welding inspector. The fabricator's shop is located in White City, Oregon. Include all travel, equipment, report writing and report review costs. Allow for report distribution by email to 5 parties.
2. Provide a separate quote for each additional hour for a technician already on site.

Epoxy Dowel Inspection

1. Quote the cost for **one hour** of on-site inspection of epoxy dowel installation. Include all travel, equipment and report writing and report distribution costs.

Final Inspection Reports

1. Quote the cost for compiling and issuing a final report certifying compliance with OSSC requirements. Provide for report distribution to 5 parties.

We request your proposal for all of the required services enumerated above. The quantities listed for each type of test/inspection are estimates only.

Please submit your proposal by **3:00 PM on Tuesday January 24, 2012** at the address listed on the attached form. Feel free to contact Jim McNamara at 541-552-6888 for questions or more information about this RFP. We look forward to hearing from you.

SOU Churchill Hall Renovation
 Qualifications Statement for Special Inspection/Materials Testing Firms

LABORATORY SERVICES

1. Where is the laboratory located that would provide services for this project?

2. Provide certification and accreditation details for your laboratory.

(Attach additional sheet(s) if necessary)

PERSONNEL PROPOSED FOR FIELD SERVICES

	Technician's Name	Where is technician based?	Relevant licenses and certifications (ICC, AWS, ACI, ODOT, NDT, etc.)
Reinforcing Steel			
Concrete			
Masonry			
Steel welding/bolting			

Date: _____

**SOU Churchill Hall Renovation
Request for Proposals for Special Inspections and Materials Testing**

	Unit Cost		Subtotal
Concrete/Rebar On Site Tests/Inspections			
Cost for the first two hours of on-site special inspection for rebar, concrete placement, sampling and casting test specimens . Include all travel, equipment, labor, materials and reporting costs.		Estimated # of trips: 8	
Cost for each additional hour of service by a technician already on site.			
Process Concrete Test Specimens			
Cost for processing a set of 4 test specimens including molds, specimen transport to lab, all lab work and reporting costs.		Estimated # of sets: 8	
List the additional costs (if any) for processing specimens after a Friday pour.			
Masonry Tests			
Cost for assembling and testing CMU prisms per code requirements. Include all travel to and transport specimens. Include equipment, labor, and materials for lab testing and all reporting costs.		Estimated # of prism tests: 2	
Cost for casting and processing a set of mortar test specimens , complete. Include the cost of travel to cast specimens and to transport specimens (not combined with other trips). Include all labor and equipment for laboratory testing and report distribution.		Estimated # of sets: 4	
Cost for casting and processing a set of grout test specimens , complete. Include the cost of travel to cast specimens and to transport specimens (not combined with other trips). Include all labor and equipment for laboratory testing and report distribution.		Estimated # of sets: 4	
Structural Steel Site Inspections			
Cost for the first 2 hours of on-site steel inspections (welding, bolting, shear studs, etc) by a certified inspector. Include all costs for travel, equipment and reporting.		Estimated # of trips: 6	
Cost for each additional hour for a steel inspector already on site.			
Epoxy Dowels			
Cost for one hour of on-site special inspection for epoxy dowel installation . Include all costs for travel, equipment and reporting.		Estimated # of trips: 6	

Cost for each additional hour for a special inspector already on site.			
Final Inspection Reports			
Cost for compiling and distributing final inspection reports for reinforced concrete and structural steel (per OSSC requirements).		Estimated # of reports: 1	

Attach fee schedule for services not listed above.

Return proposals to:

SOU Facilities Management and Planning

Attn: Jim McNamara

351 Walker Avenue

Ashland, Oregon 97520

<mailto:mcnamaraj@sou.edu>

Deadline for submitting proposals is 3:00 PM Tuesday January 24, 2012

Company Name _____

Authorized Signature _____

Date _____