



**August 17, 2025
Paradise Unified School District
Pine Ridge Portables
Project Inspector Services
Request for Proposal**

Due Date: 10:30 AM, Thursday, September 04, 2025

School Site: Pine Ridge Elementary School DSA Application: 02-123155 Studio W Project #: 25006/25007
13878 Compton Drive, Magalia, CA 95954

Please provide confirmation of receipt of this RFP and let us know if you are interested in providing a proposal.

Scope Summary:

Remodel (3) portables of exterior and interior finishes, move restroom portable, new ramps and concrete/asphalt.

See attached "Expectations of the DSA Project Inspector (PI) aka Inspector of Record (IOR)" for additional requirements

Schedule

Construction: ASAP

Questions

All questions shall be submitted electronically via email prior to **10:00am on Friday, August 29, 2025** to David McCready, dmccready@pusdk12.org, Michele Gargano, Associate Principal, MicheleG@StudioW-Architects.com and Jason Masty, Project Manager, JasonM@StudioW-Architects.com.

Proposal

Proposals are to be addressed to the Paradise Unified School District, care of Studio W Architects. Submit a not-to-exceed fee proposal. Proposals shall be submitted electronically via email prior to **10:30 am on Thursday, September 04, 2025** to David McCready, dmccready@pusdk12.org, Michele Gargano, Associate Principal, MicheleG@StudioW-Architects.com, and Jason Masty, Project Manager, JasonM@StudioW-Architects.com.

- Inspection proposal shall include a 10% contingency.
- Proposals shall not contain exclusions that would be required to complete all inspection(s).
- All anticipated project expenses, including deliverables and travel, are to be included in your proposed fee.
- Provide a fee that includes hourly rates, estimated number of hours, and Not-to-Exceed amount.

Reference Documents

The following documents are made available via the Dropbox link below for review and reference and to supplement your proposal.

<https://www.dropbox.com/scl/fo/5gn7m5xjd9ewdde6ccxr7/ADeU1wKqVHBuzgSMA9qtjll?rlkey=otnwptvu0i1fowj4f9v710k7&st=wwnx0gad&dl=0>

Shared documents in the Dropbox folder include:

- DSA Approved documents: Drawings, Specifications, Front Ends, and DSA 103

Insurance Requirements

Please provide a copy of your current Certificate of Insurance for your company. The Paradise Unified School District requires the following:

- \$1,000,000 per occurrence and \$2,000,000 aggregate of Commercial General Liability insurance.
- \$1,000,000 per occurrence of Automobile liability.
- Evidence of Workers' Compensation Insurance in compliance with applicable statutory requirements and Employer's Liability coverage in the amount of \$1,000,000 per occurrence.
- If you have licensed professionals performing work, show evidence of Professional Liability coverage in the amount of \$1,000,000 per claim/\$2,000,000 per occurrence.
- If selected and awarded a contract, the certificate holder's name will be:
Paradise Unified School District
6696 Clark Road
Paradise, CA 95969

Quality Control

This project requires a DSA approved Class 3 Project Inspector (PI) for inspection requirements listed in the DSA-103 form for the PI.

Additional Services

Additional services will not be accepted for the normal completion of the requirements described within these documents. However, if the contractor encounters unforeseen conditions that could not have been understood from a thorough field visit, then additional services shall be proposed and delivered in writing to the Architect for approval prior to commencing the work.

Proposed Submittal

By submitting a proposal, your firm is agreeing to all the terms and requirements as stated in this package and in compliance with the Standard of Care for this type of work. Selected party will need to enter into an Independent Contractor Agreement with Paradise Unified School District.



Expectations of the DSA Project Inspector (PI) aka Inspector of Record (IOR)

- IOR is to inspect the work in progress to confirm that it is in accordance with the plans, specifications, approved submittals and the codes applicable to this project.
- IOR duties as required under DSA IR A-8, which defines that the IOR works under the direction of the Architect (AOR).
- Coordinate all Testing and Special Inspections required by the project's DSA-103 form.

Other duties of the IOR include, but are not limited to, the following:

- Review plans and specifications in advance of work to be performed and inspect the work in progress to ensure that installation is in accordance with construction documents.
- Check critical dimensions prior to concrete pours – ADA clear dimensions, code minimum dimensions and toilet and equipment room dimensions. Inspect critical dimensions immediately after concrete pour.
- Check stair treads depth and riser height dimensions prior to concrete pours or during steel stair installation. Inspect stair treads depth and riser height dimensions immediately after removal of forms.
- Check ramps and sidewalks slopes prior to concrete pours. Inspect ramps and sidewalks slopes immediately after concrete pour.
- Check critical ADA dimensions for plumbing fixtures, electrical devices and toilet accessories prior to any concrete pours, blocking installations and/or installation of any wall finishes.
- Check gate and door opening sizes and clearances in CMU or Concrete walls during CMU installation
- Check critical restroom ADA finish to finish clear dimensions and rough plumbing flange locations prior to concrete curb installation and pours
- Review approved submittals against materials delivered to site prior to installation of materials. Materials not matching approved submittal shall not be installed.
- Review manufacturer's installation instructions when part of an approved submittal and confirms product is being installed per the instructions.
- Review approved material finish samples (like concrete integral color and/or broom finish samples) and approved color samples and compare to products or finishes being installed by contractor.

- Notify Architect of any conflicts with codes or DSA approved drawings. Immediately issue a verbal notice of non-compliance to Contractor for any non-complying item. Verbally inform the Architect. If deviation is not immediately corrected or correction actions started by the Contractor, then issue a written notice with copy to Architect and District first. If issue remains unresolved after Architect/District review, then copy notice of non-compliance to DSA per DSA IR A-8.
- Immediately forward DSA Field Inspector "Field Trip Notes" to Architect and District. Provide an indication as to whether items require Architect or Contractor action.
- Closeout and Punch list duties of the IOR include, but are not limited to, the following:
 - Along with the written request of the Contractor that a Project Completion Review (punch list) be conducted by the Architect, the Contractor is required to provide a list of items that are not complete, if any, to include the reason and estimated completion date. Prior to IOR review, the Contractor's written request / incomplete item list will be reviewed with the Architect. If the project is deemed ready for IOR review, the Inspector shall perform a review of the entire project to verify that the project is complete and ready for Architect review. If the IOR determines that project is not ready for review, IOR shall issue a letter / email to Architect, District and Contractor stating such, to include a list of major incomplete items.
 - Upon request of the Contractor that the punch list is complete and a final review be conducted by the Architect, the Inspector shall work with the Architect to verify that the punch list is complete. If all punch list items have been completed by the Contractor, then IOR shall issue a letter / email to Architect, District and Contractor indicating that the project is complete. If items from the punch list remain incomplete, then IOR shall issue a letter / email to Architect, District and Contractor stating such, to include a list of all incomplete items.
 - IOR shall prepare and provide a completed 100% DSA Verified Report (Form DSA-6) to the Architect after the punch list has been completed and verified by Architect and all outstanding PCO, CO and deviation notices have been approved and/or resolved. If outstanding items remain with DSA, a completed Form DSA-6 for a % complete less than 100% shall be issued, to include list of all outstanding DSA issues.
- The IOR does not have the authority to:
 - Direct the contractor on the work.
 - Change the scope of work.
 - Stop the work, unless it may harm persons or property.

