

**Request for Proposal / Request for Qualification  
Yuba Community College District**

**Yuba College, Buildings 200 and 1000  
Partial Renovation Project**

**For  
Structural/Special Inspections and Testing Services  
No. RFP 22-11**

**Issue Date: May 6, 2024**

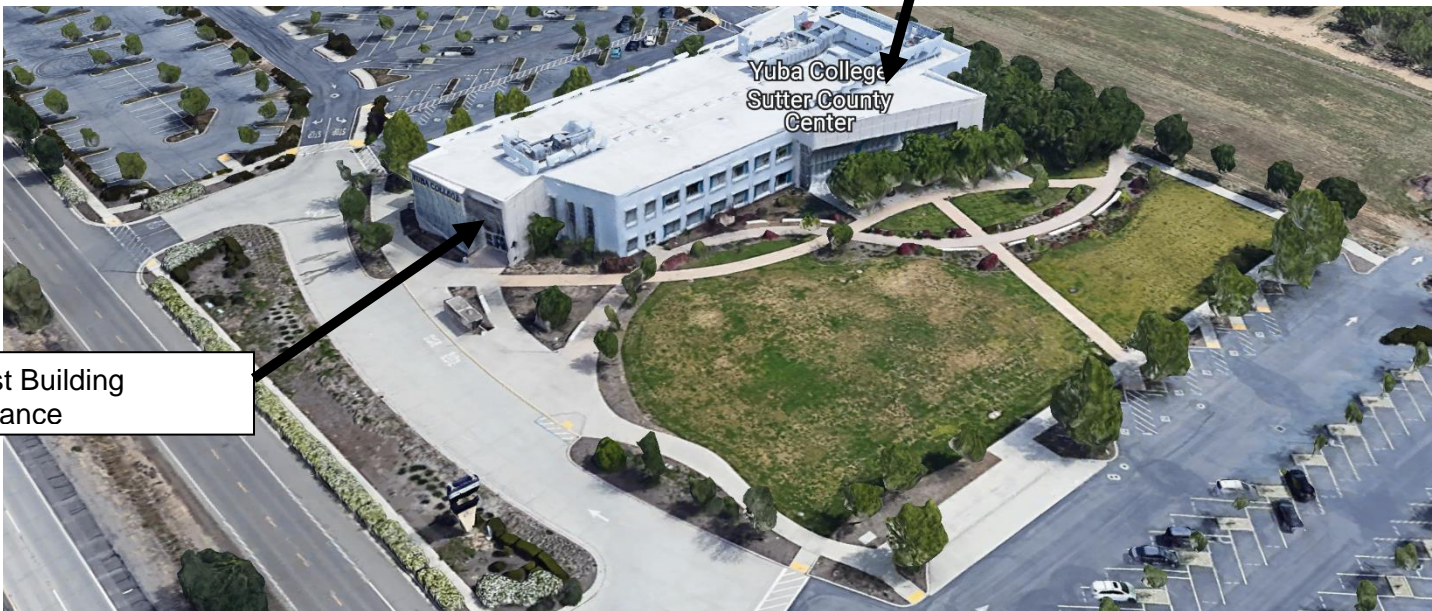
**RFP/RFQ Proposals Due Date: May 21, 2024**

**Due Date: May 21, 2024, 1:00 PM Sharp, YCCD District Offices Location- Delivered To:**

**Yuba Community College District, District Offices  
Attn.: David Willis  
District Director of Facilities Planning, Maintenance & Operations  
RFP/RFQ No. 23-12 Yuba College, Buildings 200 and 1000 Partial Renovation Project,  
Structural/Special Inspections and Testing”  
Address:  
Sutter County Campus, Second Floor, District Offices  
Room 217, Attention: David Willis  
3301 East Onstott Road, Yuba City, California 95991**

**Yuba Community College District  
Sutter County Campus  
District Offices  
3301 East Onstott Road (second floor)  
Yuba City, California, 95991**

Proposal Delivery at  
Second Floor, Attn.:  
Dave Willis, Room 217



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### **Firm Proposal Required Items:**

- Appendix A, Proposal Base Bid Costs
- Appendix B, Statement of Qualifications
- Appendix C, Acknowledgement of Addenda Form
- Appendix D, Non-Collusion Affidavit Form
- Appendix E, YCCD Professional Services Agreement (PSA)
- Appendix F, Signature Proposal Form
- Appendix G, References

### **Informational Items:**

- Appendix H: Project Information
- Appendix I, YCCD Academic Calendars
- Appendix J, Map of Woodland Community College Campus
- Appendix K, DSA Project Scope: Form 103 A Structural Inspections and Testing

## 1. INTRODUCTION

### 1.1 District Information:

The District consists of two colleges, Woodland Community College and Yuba College, with campuses located at six different locations: Yuba College in Marysville, CA; Sutter County Center in Yuba City, CA; Woodland Community College in Woodland, CA; Colusa County Center in Williams, CA; and Lake County Campus in Clearlake, CA.

### 1.2 Yuba Community College District

The Yuba Community College District (YCCD) was founded in 1927 and spans eight counties (Yuba, Sutter, Colusa, Yolo, Lake, Butte, Glenn and Placer) and nearly 4,200 square miles of territory in rural, north-central California. It has colleges in Marysville and Woodland, an educational center in Clearlake, an educational center in Williams, an educational center in Yuba City, and outreach operations at Beale Air Force Base.

### 1.3 Purpose of Request

The Yuba Community College District seeks proposals from qualified Licensed/Certified Structural/Special Inspections and Testing Firm.

**Yuba College Campus Address:** 2088 North Beale Road, Marysville, California 95901.

### 1.4 Applicable Codes

All work shall meet all State of California Building Codes, and Federal codes, and local ordinances and shall include but are not limited to the following:

1. 2019 EDITION OF TITLE 24 (CALIFORNIA BUILDING STANDARDS CODE) OF THE CALIFORNIA CODE OF REGULATIONS (CCR) AND
2. THE LATEST SUPPLEMENTS:
  - PART 01 CALIFORNIA STANDARDS BUILDING ADMINISTRATIVE CODE (CAC)
  - PART 02 CALIFORNIA BUILDING CODE (CBC)
  - PART 03 CALIFORNIA ELECTRICAL CODE (CEC)
  - PART 04 CALIFORNIA MECHANICAL CODE (CMC)
  - PART 05 CALIFORNIA PLUMBING CODE (CPC)
  - PART 06 CALIFORNIA ENERGY CODE
  - PART 09 CALIFORNIA FIRE CODE (CFC)
  - PART 11 CALIFORNIA GREEN BUILDING STANDARDS CODE (CALGREEN CODE)
  - PART 12 CALIFORNIA REFERENCE STANDARDS CODE
3. STATE OF CALIFORNIA, TITLE 19, STATE FIRE MARSHAL (SFM) - PUBLIC SAFETY REGULATIONS
  - NATIONAL FIRE PROTECTION ASSOCIATION, LATEST ADOPTION WITH AMENDMENTS
  - NFPA 13 AUTOMATIC SPRINKLER SYSTEMS EDITION
  - NFPA 14 STANDPIPE SYSTEMS
  - NFPA 20 STATIONARY PUMPS

- NFPA 25 CALIFORNIA EDITION, INSPECTION, TESTING AND MAINTENANCE OF WATER-BASED FIRE PROTECTION SYSTEMS
- NFPA 72 NATIONAL FIRE ALARM CODE
- NFPA 80 FIRE DOOR AND OTHER OPENING PROTECTIVES
- NFPA 92 STANDARD FOR SMOKE CONTROL SYSTEMS
- NFPA 101 LIFE SAFETY CODE, 2018 EDITION

CFC Chapter 33 - FIRE SAFETY DURING CONSTRUCTION AND DEMOLITION  
 REFERENCE CODE SECTION FOR NFPA STANDARDS - 2019 CBC (SFM)  
 CHAPTER 35. SEE CHAPTER

## 2.0 Scope of Work

The Yuba Community College District is accepting proposals for Structural/Special Inspections and Testing services.

### Scope summary:

Provide all required documentation and testing regarding Structural/Special Inspections and Testing per DSA Form 103. It is very important that the Firm provide needed and requested services promptly with 24 hours' notice by the DSA IOR. Test results shall be provided promptly per the test period requirements. Construction delays due to structural inspections and testing services shall be avoided as much as possible.

### Project Team Members (partial list):

The construction scope includes but is not limited to the following:

- Exterior specified concrete sidewalks replacement to meet ADA slope and elevation requirements.
- Various low voltage wiring.
- Various electrical wiring.
- LED Lighting Fixtures.
- Restrooms Upgrades
- Minor Mechanical HVAC systems work.
- Various Flooring repairs and new flooring.
- Various Painting and finish work.
- Various Doors and Door hardware work.
- Critical timeline to complete work on schedule per District milestones dates to allow and support College classes to occur during the Spring Term, 2025 in both building 200 and building 1000..

The estimated total cost of construction is \$2,500,000.

Project Team Members (partial list):

**Architect of Record:** Howard Cho, HY Architects, (and associated design team members)

**District Project Manager:** David Willis, Director of Facilities Planning, M & O.

**District Contracted General Contractor:** Slater and Son, Inc.

**District Contracted DSA Inspector of Record:** Bob Boyer, Yuba Sutter Inspection Services

District Contracted Structural/Special Inspections and Testing Services: TBD

District Contracted Construction Manager/Quality Assurance Manager: TBD

***The scope of services to be provided will include, but not limited to, the following:***

***First, please reference the following DSA Form 103: See Appendix K Second, consider the following as reference support general information:***

The successful Respondent will be responsible for providing Structural/Special Inspection and Materials Testing staff as necessary to support the contractors and perform materials tests. The duties of the Materials Testing Laboratory shall be consistent with the requirements of the 2019 California Building Code and the requirements of the Construction Contract Documents. Final sequencing and schedule shall be coordinated with Yuba Community College District and the Contractor. Requirements for Inspection and Materials Testing shall generally include:

Project Staffing

Testing and inspection personnel shall be certified in the disciplines for which they are providing inspection. Inspection personnel shall be experienced individuals various types of large educational structures.

Structural/Special Inspectors:

Provide ICC Certified Structural/Special Inspectors (or AWS/SNT Certified Welding Inspectors) as necessary to support the progress of the Contractor's work. Structural/Special Inspectors shall be experienced and hold certification in the Structural/Specially for which they are providing inspection services.

Structural/Special Inspectors shall work closely with the Districts, Division of the State Architect (DSA) Inspector of Record (IOR) and the District's "Project Manager". Structural/Special Inspectors will perform and thoroughly document all inspections required by Chapter 17 of the 2019 California Building Code. Structural/Special Inspectors will also ensure and thoroughly document compliance with the contract documents and workmanship quality standards.

Other Field Personnel and Lab Technicians:

Technicians performing field concrete sampling and testing shall be certified ACI Level I. Others Technicians as needed.

Reports:

Detailed Inspection Reports shall be maintained daily and in a manner acceptable to the DSA IOR and the District's Project Manager. The project Structural/Special Inspector shall submit all reports to the District's Project Manager.

Record inspections **daily** on the Construction Project Manager's Record Drawings.

Record reports shall be uploaded to appropriate DSA Box folders.

Materials Testing Laboratory duties shall generally consist of the following:

- a) Provide qualified personnel to sample materials as necessary to support the progress of the Contractor's work (e.g. concrete, etc..).
- b) Transport materials and samples to the testing laboratory. (Transportation cost to be included in fee rate schedule.)
- c) Perform laboratory and field quality control testing in accordance with ASTM, ICBO, ANSI or other standards as required by the California Building Code and/or the Contract Documents. Tests required shall include, but are not limited to the following:
  - ◆ Concrete Compressive Strength
  - ◆ Concrete Tensile Strength
  - ◆ Reinforcing Steel Bend & Tensile
  - ◆ Concrete Shrinkage
  - ◆ Anchor Proof Load Testing
  - ◆ Skidmore-Wilhelm Calibration of Structural/Special Bolting Systems
  - ◆ Earthwork: observation of site prep, grading placement and compaction
    - ◆ Sub-grade beneath footings
    - ◆ Soil Compaction Testing
    - ◆ Structural/Special Excavation
    - ◆ Structural/Special Steel welding – Shop & Field
    - ◆ Roof Deck Welding
    - ◆ Metal Deck and shear connector studs
    - ◆ Masonry construction
    - ◆ Epoxy installed anchors

**PROJECT TEAM**

Sound technical skills and project approach will be provided by strong comprehensive management for each service request. Professionals selected for the project are to have the skills and experience necessary to successfully complete a project. The Service Provider fully commits the time needed by his/her professional staff to perform the work of this project at the highest standard of quality and in a timely manner. The primary contact individual named for this contract shall not be substituted without the prior consent of the District.

**CONTRACT TERM**

The contract shall commence upon receipt of a fully executed copy of the agreement, and shall extend to the end of the Project.

**CONTRACTUAL AGREEMENT**

After the Request for Proposal (RFP) evaluation, a Service Agreement will be issued to the selected Service Provider.

Service Provider understands and acknowledges that this will be a non-exclusive agreement between the Service Provider and Yuba Community College District. YCCD retains the right to procure services from others as may be needed during the term of an agreement.

### PREVAILING WAGES

Should any work under this contract be performed by workers in the classifications covered by prevailing wage laws, they shall be paid not less than the prevailing wage for the craft or work they perform as determined by the Division of Labor Standards Enforcement (DLSE). The prevailing wage obligation applies to working partners, sole proprietors or owner/operators as well as employees of the service provider and its subcontractors.

### REIMBURSABLE EXPENSES

No reimbursable expense shall be reimbursed without prior approval from the District's Project Manager. Compensation for reimbursable expenses will be for actual expenses, without markup, accompanied by supporting receipts. It is expected that all items will be included in the fees/rates proposed and that additional reimbursement will be minimal, if any. Reimbursable expenses shall be actual expenditures made by the Service Provider working on the project and must be directly related to the project work. Reimbursement shall be made upon receipt of appropriate billing, supporting receipts, and approval of the project manager.

### TRAVEL EXPENSES

No travel expense or per diem will be reimbursed without prior approval from the District's Project Manager. Drive time to and from the site is not considered a travel expense.

NOTE: if there are any known or anticipated reimbursable travel or other planned reimbursable expenses not listed in the fee/rate schedule, please identify and include these in your proposal. All anticipated travel costs shall be included in your proposal. All reimbursable expenses anticipated shall be included in your proposal.

No hotel or meal costs will be reimbursed.

### UNSATISFACTORY OR UNACCEPTABLE BEHAVIOR

The District's Project Manager will investigate and evaluate any case of unacceptable behavior or unsatisfactory performance by the personnel performing work under any resultant contract. Unacceptable behavior or unsatisfactory performance by contract personnel will be cause for their removal from the project at the request of District's Project Manager. The decision of the District's Project Manager will be final in these matters.



## 2.1 Project schedule:

Last Day for RFI's: May 13, 2024  
Addendum Issued if Needed: May 13, 2024  
Proposals Due: May 21, 2024, 1:00PM Sharp  
Expected Award Date: May 30, 2024

Start Construction: June 4, 2024  
Substantial Completion: November 5, 2024  
Construction 100% Completion: December 16, 2024  
Project Close-Out Completion: January 30, 2025

## 2.2 District Staff Contacts during the Proposal process:

Firm interested in submitting a Proposal are directed **not** to make personal contact with the Board of Trustees, District staff, or members of the evaluation committee. Any contact shall constitute grounds for disqualification from consideration.

Single Point of Contact during the Proposal Preparation Process:

**David L. Willis**

District Director of Maintenance, Operations, and Planning  
Yuba College, Sutter Campus  
3301 East Onstott Road  
Yuba City, California, 95901  
Cell Phone: 916-747-4262  
Email: [dwillis@yccd.edu](mailto:dwillis@yccd.edu)

**Please email Dave Willis to verify that your firm will be submitting a proposal in response to this procurement process.**

**No changes can be made to the project scope without authorization in writing by David Willis.**

## 2.3 Project Safety and Security Requirements

Safety is a top priority for the District. All California OSHA requirements apply. Industry best practices apply. Firm employees shall wear shirts with sleeves, a hard hat, eye protection, hearing protection as needed, gloves, substantial leather footwear, long pants, a reflective safety vest, and take all needed precautions to complete the work in a safe manner. Safety shall not be compromised at all during the work.

Enhanced fall protection precautions shall be taken. During windy conditions, precautions shall be taken to ensure the safety of staff and to properly secure materials and debris. The Firm shall also take precautions during windy days if there are any risks of material being carried by the wind and deposited on vehicles or other surfaces.

The affected areas of construction shall be properly barricaded, have signs placed, and all reasonable precautions taken to keep staff and students out of the project boundary areas. Debris shall be removed promptly. Protection of College property shall be taken. Firm is 100% responsible for any damage to College property and facilities.

These campuses have a moderate risk of theft. It is the sole responsibility of the Firm to secure all materials, equipment, tools, and the affected buildings.

**3.0 Proposal Format Organization**

The Firm is requested to use the following proposal format:

**3.1. Proposal Delivery, Contents, and Format:**

Proposals should provide straightforward, concise information that satisfies the requirements noted in this RFP. Expensive binding, color displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the Districts instructions, selection criteria of this RFP, and completeness and clarity of content. Each Respondent’s proposal should clearly and accurately demonstrate specialized knowledge and experience required for consideration.

In a sealed box or envelope (clearly marked “”), submit the following:

- **One (1) flash memory stick containing** the complete proposal and supporting documentation; You may also in addition to the flash drive, email your proposal to: [dwillis@yccd.edu](mailto:dwillis@yccd.edu).
- One (1) original proposal in paper form, which consists of a Proposal Letter and responses to the proposal requirements of this RFP.

There is no page limit.

Firms must comply with the provisions of these instructions for completion and submission of the Proposal. The failure of a Firm to comply with the Proposal Instructions and Requirements will likely result (at the sole discretion of the District) in rejection of the Proposal for non-responsiveness.

Proposal Section	Format
1. Cover Letter	PDF
2. Table of Contents	PDF
<b>Appendices (See Table of Contents for each one) Submit a response to each Appendix that requires Structural Testing and Inspections Firm information. Please submit responses to Appendices A, B, C, D. Appendices E, F, are informational only.</b>	PDF

**Proposal General Information Contents:**

Information provided by the Structural Testing and Inspections Firm will help the District determine if the Firm is a “Responsible Bidder”.

**Cover Letter**

The Proposal shall include a Cover Letter on Respondent’s official business letterhead, which shall be signed by an individual authorized to legally bind Respondent. The Cover Letter shall also identify the name, telephone number, and email of a person who may be contacted during the Proposal evaluation process.

## **Table of Contents**

Provide a Table of Contents that outlines in sequential order the major sections and sub-sections of the Proposal. Use **tabs** to allow information to be more easily located.

### **4.0 Selection of “Firm” Services Provider**

The process of “Firm” selection is based upon the complete responsiveness of the RFP and the criteria as outlined in the RFP.

The District Project Evaluation Team will First pre-qualify Structural Testing and Inspections Firms based on the Statement of Qualifications information provided by the Structural Testing and Inspections Firm. If qualified, then Structural Testing and Inspections Firm proposals will be evaluated per the Proposal Evaluation Form in section 4.1. Structural Testing and Inspections Firms that are not qualified based on the criteria and information provided by the Structural Testing and Inspections Firm associated with the Statement of Qualifications will not have their proposals considered even if they are the lowest cost proposing Structural Testing and Inspections Firm.

The District reserves the right to reject any or all submittals, to amend the RFP process, and to discontinue or re-open the process at any time. The District reserves the right to request clarifications to RFP responses and to negotiate the terms of the agreement.

**4.1 Evaluation of Proposals Form**

**Firm:** \_\_\_\_\_.

Proposals will be evaluated by a District Facilities Management Team and awarded based on a number of factors which are described below:

**Evaluation Criteria Scoresheet:**

<b>No.</b>	<b>Description of Services:</b>	<b>Available Points:</b>	<b>Score:</b>
1	Structural Testing and Inspections Firm Project Team Credentials, Capacity Availability, and Ability to provide timely services to meet project schedule, is critical.	15 points	
2	Fee Proposal: Lowest bidder=30 points; Next Lowest bidder=20 points; All other bidders=10 points	30 points	
3	Division of the State Architects Office Experience: 5 DSA projects=15 points, 4 DSA projects=10 points, 3 DSA projects=5 points, 2 DSA projects or less= 0 points, etc...	15 points	
4	Past YCCD Projects Providing "Like" Services with minimal change orders. Less than 10% change orders=30 points, greater than 10%, less than 50% change orders=20 points, greater than 50 percent change orders= 0 points	30 points	
5	Past YCCD Projects Providing "Like" Services: 2 projects with good results=10 points, 1 project with good results=5 points. If results are marginal=fewer points/project.	10 points	
6	Total Available/Scored Points:	100 points	

**Comments:**

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**Evaluator Name (Print):** \_\_\_\_\_ **Evaluator Signature:** \_\_\_\_\_.

**Date:** \_\_\_\_\_ **Recommendation to Award: Yes / No:** \_\_\_\_\_

Overall Proposal Process:

1. Proposing Firm Qualification Process: "Statement of Qualification" Evaluation, Possible Interviews
  - a. If a Firm is deemed "Qualified" then the Firm's proposal will be considered.
2. Proposal Evaluation
  - a. Evaluation Form
  - b. Full Review of Responsiveness of the Proposal to RFP Requirements.
  - c. Reference Checks

## 5.0 Basis of Award

This project will be awarded based on the following criteria:

- A. Proposal Evaluation Form Criteria, Including Cost.
- B. Structural Testing and Inspections Firm Capability to do the work
- C. Qualified Structural Testing and Inspections Firm (per Appendix B, Statement of Qualifications)
- D. District determined "Qualified Structural Testing and Inspections Firms" based on the information provided in the "Statement of Qualifications" information provided by the Structural Testing and Inspections Firm.
- E. Proper State of California Structural Testing and Inspections Firm License in good standing
- F. Information provided as requested in the RFP and Specifications.
- G. All Addendums are acknowledged.
- H. Structural Testing and Inspections Firm listed any exceptions or exclusions. Structural Testing and Inspections Firms should bid the project per the RFP and contract documents and then offer exceptions and exclusions or cost deductive or additive alternatives separately from the base bid.
- I. Firms with historically poor performance on projects at Yuba Community College District will be disqualified from consideration. Poor performance is 100% solely defined by the District for such issues as not meeting original schedule requirements within two months of the original schedule OR not tracking long-lead procurement items and then delaying the project such that the Structural Testing and Inspections Firm cannot recover the project schedule, OR working unsafely and not following CAL OSHA requirements OR excessive change orders greater than 10% of the original awarded amount on renovation projects and greater than 7% on new buildings OR generally poor quality work not acceptable to the District OR not utilizing coating manufacturer specified application equipment OR or that have threatened legal action toward the District OR having a history of difficult argumentative communications regarding change orders/schedules/and quality of work OR as any combination of the above items or other similar items as determined by the District.
- J. Structural Testing and Inspections Firms' ability to meet schedule requirements, recover delays in the schedule.
- K. Structural Testing and Inspections Firms have demonstrated past project references of "like" projects
- L. Structural Testing and Inspections Firms references are all good with respect to schedule, cost, and quality.
- M. No other factors such as litigation, licenses in good standing, or other similar criteria.
- N. At least five (5) project references of similar projects completed in the past seven (7) years with contact information, scope of work, initial awarded cost, change orders cost, pictures if possible.

### **Optional Interview Process:**

The top one or two of the lowest total cost responsive qualified bidders may be requested to participate in a ZOOM/Teams interview process with the District Project Proposal Evaluation Team. This interview process is fully at the discretion of the District. The District may decide that no interview is required. If an interview is needed, then it will be scored by the District and part of the evaluation process.

## 6.0 Non-Discrimination

The District does not discriminate with regard to race, color, gender, national origin, disability, or any other protected or other classification in the awarding of contracts/agreements. The District welcomes all Qualified Firms to participate in the project Request for Qualification/Proposal process.

The District encourages firms that are women or minority owned, emerging small businesses, veteran owned firms, disabled person owned firms, and all other qualified firms to participate in the proposal process.

The District encourages the submission of proposals from all Firms that can meet the stated requirements set for this RFP.

## 7.0 Responses to RFP:

Sealed responses to this RFP must be clearly marked "RFP No. 23-12 Yuba College, Buildings 200 and 1000 Partial Renovation Project, Structural Testing and Inspection Services".

**Responses shall be mailed to or hand-delivered to the following address:**

**Yuba Community College District, District Offices**

**Attn.: David Willis**

District Director of Facilities Planning, Maintenance & Operations

## Envelope/Box Marked:

"RFP No. 23-12 Yuba College, Buildings 200 and 1000 Partial Renovation Project, Structural Testing and Inspection Services".

**Address: Yuba Community College District, Yuba College, Sutter County Center, District Services Offices, Second Floor, Attention: David Willis, Room 217, Yuba City, California, 95991**

**Note:** Completely seal your proposals in envelope/box and make sure it gets date/time stamped when delivering proposal. **Firms are each 100% responsible** to make sure proposals that are mailed using a carrier such as UPS, FED Ex, etc...are received and date/time stamped by District personnel prior to the proposal due date/time. No proposals will be considered if they are late, even if it is only 5 minutes late. Please make sure your proposals are delivered and received promptly prior to the due date/time. There will be a public proposal opening at the due date/time.

**Do NOT just email your proposals. Emailed proposals, if sent, are required in addition to the above requirements.**

## 8.0 Requests for Information (RFI)

Requests for Information concerning the RFP must be in writing and may be submitted via email no later than the date shown below. Please direct all questions to David Willis, email: [dwillis@yccd.edu](mailto:dwillis@yccd.edu).

Following the RFI deadline, all questions and answers will be summarized and posted on the District's website: <https://www.yccd.edu/central-services/purchasing/>, then, click on the "Requests for Proposals / Quotes" tab on the right hand side of this web page. It is anticipated that responses to inquiries received by the required time and date will be provided within 5 business days and posted on the District's website or responded to per the dates listed in the RFP for addendum publishing. Should more time be needed by the District to answer / respond to RFI's, this information will also be posted on the above website.

- **Include the following in the subject matter field on emails when requesting information: "RFP 23-12", RFI.**

### **9.0 Proposal Schedule: Refer to Specification 00 11 13.**

This is a prevailing wage project.

### **10.0 District Parking: (Fees Not Applicable)**

### **11.0 RFP Proposals**

Proposals received after the deadline will not be opened. Each responder shall submit one (1) signed original hard paper copy in a binders. **Provide one electronic format copy of the proposal using electronic media such as a flash drive.** (No CD formatted Disks).

All materials submitted in response to the RFP shall be on 8-1/2"x11" paper, preferably in Portrait orientation. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. Content shall be tabbed and numbered per the items included in the Submittal Requirements. All Proposals will be reviewed and evaluated by a District Selection Committee. The District at its sole discretion may interview finalists or select a firm or firms to perform work based solely on the evaluation of the Proposal. There is no page limit.

All Proposals become the sole property of the District and the content will be held confidential until the selection of the Firm or Firm's is made and the project is awarded.

### **12.0 Award of Contract**

- A. The Contract will be awarded to the lowest total cost, highest proposal evaluation form scoring, most responsive responsible qualified Firm, whose proposal, conforming to the request for proposal and associated addendums, will be most advantageous to the District.
- B. The District reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.
- C. The District reserves the right to reject any or all proposals or any part of the proposal and to waive informalities and minor irregularities in the proposals received.
- D. The RFP, its addendums, any follow-up clarifying information, and the proposal of the selected Firm will become part of any contract initiated by the District.
- E. A formal contract shall be signed by the successful proposer and Yuba Community College District to perform this service.
- F. The District reserves the right to enter into discussions with any one or all of the Responders after Proposals have been initially reviewed. Such responses shall be subject to all provisions, terms and conditions as set forth in the RFP, unless otherwise modified.
- G. The District intends to award to a single RFP Responder.
- H. Failure to acknowledge all of the addendums, provide the items listed in the RFP, may render the proposal unresponsive at the discretion of the District. Items listed in the RFP become part of the contract unless the Structural Testing and Inspections Firm provides an exception in the proposal. Structural

Testing and Inspections Firm exceptions, depending on the magnitude, may render the proposal unresponsive, at the discretion of the District.

- I. The District reserves the right to request clarification of proposal content during the review and evaluation process.
- K. The District reserves the right to negotiate the terms of the agreement to align with budgetary constraints.

### **13.0 Reservation of Rights**

The District reserves the right to:

- Reject any or all submittals at its sole discretions.
- Cancel the Request for Proposal (RFP), without cause.
- Modify any requirements contained within the RFP and request a revised submission from all Providers.
- Establish other evaluation criteria determined to be in the best interest of the District.
- Contract with any of the firms responding to the RFP based solely upon its judgment of the qualifications and capabilities of the firm.
- Clarify the content of any proposal to verify that the requirements of the RFP are included.
- Waive “minor” proposal inconsistencies that do not change the scope of work as outlined in the RFP.
- Request an alternative Superintendent on the project if the initially assigned Superintendent on the project is not performing well, not meeting project requirements, not working well with College staff and students, not applying best practice safety methods, **OR** not following College/District guidance regarding project approach. If the owner is the Superintendent, and has been replaced, the owner may visit the project briefly (less than 1 hour per day up to 2 times per week) to coordinate with the replacement Superintendent.
- The District will not allow or tolerate verbal abuse or any other type of abuse by the Structural Testing and Inspections Firm toward any College or District personnel or Contracted professional service providers. Abuse, defined solely by the District as verbal or physical, or written, may lead to a “Stop Work” order by the District until it can be resolved, and steps taken to ensure abuse is not repeated. If abuse occurs again, the District may issue a final “Stop Work” order, require the Structural Testing and Inspections Firm to leave the College/District project site and process a Performance Bond claim to complete the work. All costs associated with District “Stop Orders” are 100% the responsibility of the Structural Testing and Inspections Firm. The Structural Testing and Inspections Firm will be required to catch up the project schedule if a “Stop Order” is required to be issued for up to 5 days due to unprofessional behavior on the part of the Structural Testing and Inspections Firms employees.
- Disqualify a Structural Testing and Inspections Firm after reviewing the proposal and finding concerning performance information in references, inadequate or incomplete proposal information, inadequate or information that is provided by the Structural Testing and Inspections Firm as part of the Statement of Qualifications process, and historically poor project performance at the District/Colleges (as solely defined by the District).

This RFP does not commit the District to award or negotiate a contract. The District will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal or response to this RFP or in completing any of the work specified.

The District Project Evaluation Team will First pre-qualify Structural Testing and Inspections Firms based on the Statement of Qualifications information provided by the Structural Testing and Inspections Firm. If qualified, then Structural Testing and Inspections Firm proposals will be considered. Structural Testing and Inspections Firms that are not qualified based on the criteria and information provided by the Structural Testing and Inspections Firm associated with the Statement of Qualifications will not have their proposals considered even if they are the lowest cost proposing Structural Testing and Inspections Firm.



The District reserves the right to reject any or all submittals, to amend the RFP process, and to discontinue or re-open the process at any time. The District reserves the right to request clarifications to RFP responses and to negotiate the terms of the agreement.

14. **Bid Bond Requirement:** Not Applicable
15. **Performance and Payment Bond Requirements:** Not Applicable
16. **Liquidated Damages:** Not Applicable
17. **Insurance:** The Firm shall provide evidence of adequate liability and professional liability insurance, as determined by the District.
18. **Unsatisfactory or Unacceptable Behavior:** The District's Project Manager will investigate and evaluate any case of unacceptable behavior or unsatisfactory performance by the personnel performing work under any resultant contract. Unacceptable behavior or unsatisfactory performance by contract personnel will result in their removal from the project at the request of District's Project Manager. The decision of the District's Project Manager will be final in these matters.

## Appendix A: Proposal Base Bid Costs

<b>No.</b>	<b>Description</b>	<b>Cost</b>
1	Inspection and Testing Services	\$
2	Other:	\$
3	<b>Sub-Total Cost:</b>	\$
4	<b>Other Costs (Describe):</b>	\$
5	<b>Total Costs:</b>	\$

Firms are encouraged to provide an inspections and testing spreadsheet breakdown of all services provided in this proposal with hourly rates and to meet DSA requirements for this project.

Do not include any hotel or meal costs.

This is a prevailing wage project.

All costs to be rounded off to the nearest dollar.

Please provide a breakdown of the services included in the proposal as part of this Bid Form.

Please provide hourly costs for Technicians and unit costs for services with this Bid Form.

## Appendix B: Statement of Qualifications

The Firm shall furnish the following information. Failure to comply with this requirement will render the submittal informal and may cause its rejection. Additional sheets may be attached if necessary.

### Phase 1: Basic Firm Informational Items 1 through 7:

1. Firm Name: \_\_\_\_\_

Primary Address: \_\_\_\_\_

Firm's Contact Person and Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Responsible Managing Employee/Officer: \_\_\_\_\_

2. Licenses or Certifications: \_\_\_\_\_

3. Number of years Firm has been in business: \_\_\_\_\_

If less than 5 years, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Number of years Firm has conducted business under the present name: \_\_\_\_\_

5. Number of years' experience in California Community College, University or educational facility projects \_\_\_\_.
6. Has the Firm ever completed any work at the Yuba Community College District? If Yes, please elaborate: \_\_\_\_\_

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**Phase 2: Potentially Disqualifying Questions 8 through 12** (District may immediately disqualify Firm if its answer to any of Questions 8 through 11 is "Yes." Firm's refusal to answer or omission of response to any of Questions may result in disqualification of Firm.):

7. Has the Firm been defaulted or terminated (other than for convenience) by any California school district, community college district or other California public agency on any project within the past 5 years? Yes/No

If yes, identify agency and details: \_\_\_\_\_

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8. Has the Firm been disqualified, debarred, forbidden, or found non-responsible or otherwise prohibited from performing work for any California school district, community college district, or other California public agency within the past ten years? Yes/No \_\_\_\_\_

If yes, identify agency and details: \_\_\_\_\_

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9. Has the Firm been in litigation (whether in court or arbitration) with any California school district, community college district, or other California public agency on an issue pertaining to any contract during the past ten years? Yes/No: \_\_\_\_\_

If yes, explain, identify the agency, and provide case name and number. \_

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10. Has the Firm ever failed to complete a project in the past ten years? Yes/No:  
    If so, give owner and details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Is the Firm currently or has the Firm been in a state of "Bankruptcy" in the past ten years?  
Yes/No: \_\_\_\_\_  
If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Does the Firm have project experience that includes a Science Building Modernization or a Large Modernization Project in a K-14 or College/University setting? Yes/No  
Please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phase 3: Rating Questions:**

13. Please list and describe on separate sheets the Firm's top 10 project references with current contact information. It is strongly preferred that one (1) of the project has been completed within the past ten (10) years and must be in similar in size and construction value as the Project.

Scoring Criteria:

- A. At least three (3) projects value at least **\$2,500,000** in the past 10 years. (up to 20 points)
- B. At least one (1) project with a value of **\$5,000,000** or more in the past 15 years (up to 50 points)

Total points for Question 14: up to 70 points

14. In the last 10 years, how many legal proceedings (filed in court or arbitrations) has your Firm initiated against an owner, regardless of outcome? \_\_\_\_\_  
(0 = 20 points; 1 = 10 points; 2+ = 0 points.)

15. In the last 10 years, how many legal proceedings (filed in court or arbitrations) has an owner initiated against your Firm, regardless of outcome? \_\_\_\_\_  
(0 = 20 points; 1 = 10 points; 2+ = 0 points.)

16. Please describe the Capability/Capacity of your Firm.

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(Up to 20 points.)

17. Please describe the Firm's commitment to maintaining a construction schedule

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(Up to 20 points.)

18. Please describe the Firm's commitment to meeting regularly at project team meetings

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(Up to 10 points.)

19. Please list and describe on separate sheets the Firm's top 5 projects most recent (within the past 7 years) references with current contact information. At least three (3) of the projects must have been completed for California public schools, community college districts, or other California public agencies. The project reference list should include the following criteria:

- a) Project Name
- b) Project Owner and Contact Information
- c) Project Scope of Work
- d) Contract Completion Date
- e) Original Contract Awarded Amount
- f) Final Adjusted Contract Awarded Amount (with change orders)
- g) Any issues that Firm had to overcome on the project

Scoring Criteria:

- A. Multiple Projects with Similar Scope of Work (50 points)
- B. Providing "Like" Services with minimal change orders. Less than 10% change orders=30 points, greater than 10%, less than 50% change orders=20 points, greater than 50 percent change orders= 0 points

Total points for Question 32: up to 80 points

**Note:** The District Project Evaluation Team will likely schedule a ZOOM interview with the top 1 to 3 Firms.

**Qualification Criteria:**

**Phase 1:** Questions 1 through 6 are general base level information that is required for pre-qualification.

**Phase 2:** Questions 7 through 12 are possible disqualifying questions that would render the Firm “not qualified” as determined by the District.

**Phase 3:** Questions 13 through 19 are rating questions that are scored and more deeply evaluated. (240 points possible) To be considered for a Finalist Interview, each Firm must score at least 192 or 80% points in this Phase 3.

**Firms must pass phases 1, 2, and 3 to be considered for an interview. Only the top 1 to 3 Firms will be considered for an Interview.**

**Phase 4:** Interview (60 points possible)

Not scoring the minimum threshold value of 192 points in phase 3 and at least 240 points if an interview is determined to be needed by the District, will render the Firm “notqualified”.

- There are a total of 300 points possible.
- The District can disqualify a Firm (at its sole discretion).
- All qualification analysis information by the District associated with it’s internal evaluation process is confidential.

The Firm must be first pre-qualified. Then, if pre-qualified, the proposal for DSA IOR services will be considered.

# Addendum C: Acknowledgement of Addenda Form

The undersigned acknowledges receipt of the following addenda from the District pursuant to the Request for Proposal:

Acknowledgement: Yes **or** Not Applicable

Addendum No. 1: \_\_\_\_\_.

Addendum No. 2: \_\_\_\_\_.

Addendum No. 3: \_\_\_\_\_.

Addendum No. 4: \_\_\_\_\_.

Addendum No. 5: \_\_\_\_\_.

**Firm are required to acknowledge all addenda's within the submitted proposal at the time of submission.**



## Appendix D: Non-Collusion Affidavit Form

STATE OF CALIFORNIA, COUNTY OF \_\_\_\_\_ I, being first duly sworn, deposes and says that I am the \_\_\_\_\_ of \_\_\_\_\_, the party submitting the foregoing proposal ("the Proposal"). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or a sham.
3. The Firm has not directly or indirectly induced or solicited another Firm to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Firm or anyone else to put in a sham proposal, or to refrain from bidding.
4. The Firm has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or that of any other Firm, or to fix any overhead, profit or cost element of the proposal price or that of any other Firm, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Firm has not, directly or indirectly, submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any person, corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Executed on this date: \_\_\_\_\_, 2024 at:

\_\_\_\_\_  
(City, County, and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_.

Address: \_\_\_\_\_.

Area Code & Phone Number: \_\_\_\_\_.

Note: In addition to other bid documents, bidders on public works projects are required by Public Contract Code section 7106 to submit a certification form that they have not colluded with another proposer.

**Link:**

[https://goyccd-my.sharepoint.com/:w:/g/personal/w0398409\\_yccd\\_edu/ESVgSfSA3rJOgYNsgPssjBMBKFJsh8K2KLVDJ-p7fKrosq?e=kHJidK](https://goyccd-my.sharepoint.com/:w:/g/personal/w0398409_yccd_edu/ESVgSfSA3rJOgYNsgPssjBMBKFJsh8K2KLVDJ-p7fKrosq?e=kHJidK)

Appendix E YCCD Professional Services Agreement (PSA): This Agreement is not required with proposals on Bid due date. The successful Firm will be requested to fill out this Agreement.

## Appendix “F” Proposal Signature Form

The undersigned acknowledges the following:

1. Having become familiar with the specifications and requirements of the Request for Proposal, hereby offers to provide **all services** in accordance with the proposal set forth herein, including all referenced material and attachments.
2. By submitting a signed proposal in response to this solicitation, the **Firm** acknowledges that they completely understand the scope of the needed services and that the proposed services as described in the proposal will meet or exceed the needs of the District.
3. Late proposals will not be accepted (even if they are only 5 minutes late).
4. The District reserves the right to reject any and all proposals and that this proposal shall remain open and not be withdrawn for a minimum of 90 days.
5. Cancellation Clause: The District may, without cause, terminate the contract(s) or a project under the contract(s) by giving written notice of such termination to the awarded firm. In the event of such termination the District shall reimburse the firm for services performed and reasonable expenses actually incurred by the firm in relation to the terminated project prior to the firm’s receipt of such notice of termination. The cost of proposal generation, associated travel, copies, postage, etc., will not be reimbursed and is considered a typical and normal part of the bid process and is not reimbursed for any of the proposers.
6. If the prospective Firm is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and is in good standing in the state of California, and that, \_\_\_\_\_, is authorized to act for and bind the corporation.

Entity Type (Select One):

Sole Owner: \_\_\_\_\_

Partnership: \_\_\_\_\_.

Corporation: \_\_\_\_\_.

Other; Please specify;

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7. Regular monthly progress payments are made using ***NET 30*** as a basis for payment, with Net 30 time starting after receipt of the invoice with all required support documentation, and once this information is reviewed and approved by the District.

**Invoices must be emailed to the following with all support documentation:**

Vendors with a first letter of A through N: [hgardner@yccd.edu](mailto:hgardner@yccd.edu) ; [rharvey@yccd.edu](mailto:rharvey@yccd.edu)

Vendors with a first letter of O through Z: [hgardner@yccd.edu](mailto:hgardner@yccd.edu) ; [rharvey@yccd.edu](mailto:rharvey@yccd.edu)

It is critical that invoices have all required support documentation including an updated schedule of values with 5% retainage for construction projects, updated project schedule, description of completed work, and any other information that will help to justify and support the progress payment request.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Print name \_\_\_\_\_ Title \_\_\_\_\_

Notary Required On This Project

Notary Stamp:



## Appendix “G” References Form (Example Template)

Bidder shall provide a minimum of Five (5) verifiable references with current contact information, preferably from a California public educational institution and/or California public agency, representing projects started and completed within the last 5 years. See clarification note below regarding reference requirements.

**All phone numbers and emails must be current (please verify).**

REFERENCE #1	
NAME	
ADDRESS	
CITY, STATE ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
REFERENCE #2	
NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
REFERENCE #3	
NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	

You may of course use the Firm’s established reference template.

## Appendix H: Project Information—

DSA Approved Drawings and Specifications Link:

[https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409\\_yccd\\_edu/EkWSM84prJVkm1ZI5WYM9PYBkTkp\\_ZP6R6cdQFCaFbmNjA?e=hMYdSP](https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409_yccd_edu/EkWSM84prJVkm1ZI5WYM9PYBkTkp_ZP6R6cdQFCaFbmNjA?e=hMYdSP)

**Appendix I: YCCD Academic Calendars—see next page**

## Yuba Community College District 2024-25

JUNE						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**SUMMER SESSION 2024**  
First 6 Weeks: 6/10 - 7/18  
8 Weeks: 6/10 - 8/1

**SUMMER SESSION 2025**  
First 6 Weeks: 6/9 - 7/17  
8 Weeks: 6/9 - 7/31

**FALL SEMESTER 2024**  
Full-Term: 8/12 - 12/11  
Finals Week: 12/5 - 12/11  
First 9 Weeks: 8/12 - 10/11  
Last 9 Weeks: 10/14 - 12/11

**SPRING SEMESTER 2025**  
Full-Term: 1/13 - 5/19  
Finals Week: 5/13 - 5/19  
First 9 Weeks: 1/13 - 3/14  
Last 9 Weeks: 3/17 - 5/19  
Spring Break: 3/31 - 4/4  
Commencement: 5/16

**CONVOCATION - CAMPUS CLOSED**  
2024: 8/9

**PROFESSIONAL DEVELOPMENT DAYS - NO CLASSES/CAMPUS OPEN**  
(Optional Flex Activities)  
2024: 8/5-8/8  
2025: 1/7-1/10

**CAMPUS CLOSED**  
2024: 6/7, 6/14, 6/21, 6/28, 7/5, 7/12, 7/19, 7/26  
2025: 6/6, 6/13, 6/20, 6/27, 7/4, 7/11, 7/18, 7/25

**HOLIDAYS - CAMPUS CLOSED**  
2024: 6/19, 7/4, 9/2, 11/11, 11/28-11/29, 12/24-12/31  
2025: 1/1, 1/20, 2/14, 2/17, 3/31, 4/3, 4/4, 5/26, 6/19, 7/3

**NO CLASSES - CAMPUS OPEN**  
2024: 6/3-6/6, 8/2, 8/5-8/8, 12/12-12/13, 12/16-12/20, 12/23  
2025: 1/2-1/3, 1/6-1/10, 4/1-4/2, 5/20-5/23, 5/27-5/30, 6/2-6/5, 8/1

INSTRUCTIONAL DAYS		
	Days	Weeks
Fall Semester	84 days	18
Spring Semester	83 days	17
Convocation	1 day	
Flex Days (Prof. Dev. Days)	8 days	
<b>TOTAL</b>	<b>176 days</b>	<b>35</b>

JANUARY						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	*	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

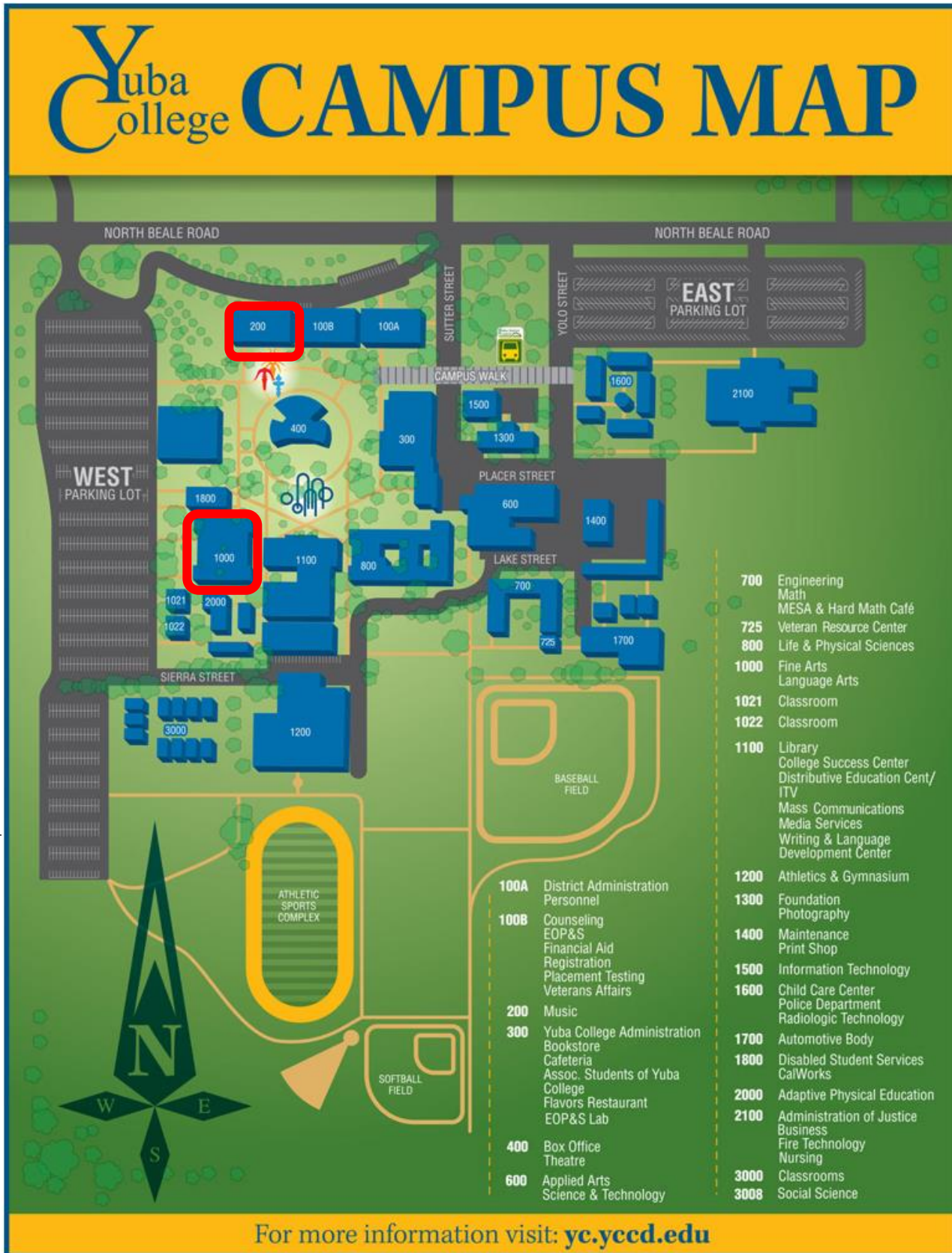
JULY - AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

16 18 18 16 16 = 84 days

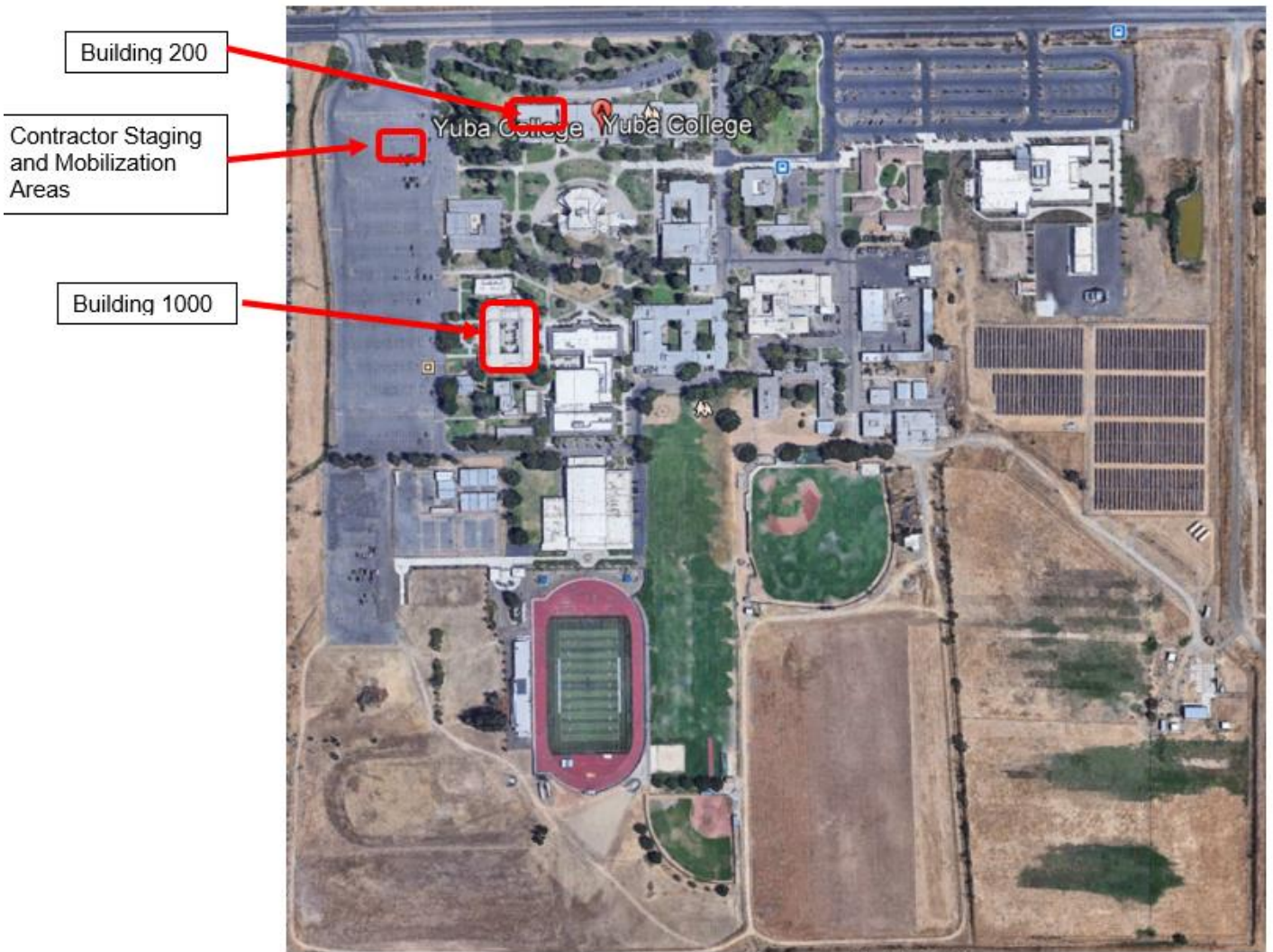
83 days = 16 17 17 17 16



Appendix J: Map of Yuba College Campus, 2088 North Beale Road, Marysville, California, 95901 Map of Yuba College



**Exhibit A: Contractor Staging /Mobilization Areas**



Work Restrictions

## Appendix K: DSA Project Scope: Form 103 A Structural Inspections and Testing

**Link for DSA Form 103:**

[https://goyccd-my.sharepoint.com/:f/g/personal/w0398409\\_yccd\\_edu/EkvDuUijuGpNIpkMxcbLEsABC7LhJ30PG-bIZOUIsD-Qhw?e=1Af0qMing Testing Req's](https://goyccd-my.sharepoint.com/:f/g/personal/w0398409_yccd_edu/EkvDuUijuGpNIpkMxcbLEsABC7LhJ30PG-bIZOUIsD-Qhw?e=1Af0qMing%20Testing%20Req's)

**The end.**

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