

Request for Proposal Project Special Inspection Services

The Utica City School District is undertaking multiple Capital Improvement Projects throughout the district. It is the District's intent to hire a qualified Construction Materials Testing Company for the upcoming projects. The selected firm shall always act in the best interest of the Utica City School District.

If you are interested in the project, please contact Cameron Teachout (cteachout@cscos.com) for access to project drawings and specifications.

Proposal Requirements:

Please submit one (1) electronic copy of the proposal to the Purchasing Agent Joann Giotto (jgiotto@uticaschools.org) and Cameron Teachout (cteachout@cscos.com), addressed as follows:

Utica City School District
Attn: Joann Giotto – Purchasing Agent
929 York Street
Utica, NY 13501

- Within your firm's proposal, please provide the following information:
 - Name of the Firm
 - Address
 - Telephone Number
 - Fax Number
 - Brief Overview of the Firm
 - Resumes of 5 years \leq of Experienced Inspectors
 - Outline advanced notice requirements for having an inspector onsite to complete testing. Name and Roles of individuals assigned to the project and accurate documentation of their experience.
 - Three (3) references from past projects from Clients/Owners Representative.
 - Cost of Services:
 - Provide a detailed breakdown of the cost of testing for each service as required by the list below and project specifications.
 - Project Manager
 - Professional Engineer
 - Concrete Technician (Half and Full Day)
 - Soil Technician (Half and Full Day)
 - Masonry Technician (Half and Full Day)
 - Asphalt Technician (Half and Full Day)
 - Reinforcing Steel Technician/Inspector (Half and Full Day)
 - Laboratory Testing: all concrete, all soils, proctors, sieve analysis, masonry mortar, grout and compression

- Other, but not limited to, density Meter, sample pick up, travel including mileage, cancellation fee, administrative services and any other items you fee need to be addressed.
- Quote for services:
 - Provide an overall cost of service. For consistency please provide price based off the following:
 - (2) Proctors
 - 3 Half Days – Concrete Technician
 - 3 Full Days – Concrete Technician
 - 5 Full Days – Asphalt Technician
 - 5 Half Days – Asphalt Technician
 - 10 Half Days – Soils Technician
 - 15 Full Days – Soils Technician
 - 5 sets of (4) Concrete Breaks
 - Density Meter Fee for Soils Technician (each trip)
 - Please provide all other fees associated with above mentioned activities. Please provide itemized list of additional charges and associated cost.
 - *Note: We understand that this is a quote and pricing may increase or decrease based on timeframe and/or addition testing. All payments are based on services performed.*
- Project Timeline/Scope of Work: (All work Scheduled from June 2024-August 2024)
 - Kernan Elementary School
 - Donovan Middle School
 - Hughes Elementary
 - Jones Elementary
 - Thomas Jefferson Elementary
 - John F. Kennedy Middle School
 - Christopher Columbus Elementary
 - Conklin Elementary
- Additional Services:
 - Inspectors shall act in the best interest of Utica City School District and the project as a whole at all times.
 - It may be required that multiple inspectors are present on-site the same day
 - Inspectors shall conduct continuous investigations while on site to minimize potential issues.
 - All documentation/reports need to be uploaded to Procore for destitution.

Anyone requiring additional information is asked to contact:

Mr. Cameron Teachout
C&S Companies
Project Manager
cteachout@cscos.com / (315) 868-4200

All questions must be submitted by close of business on March 18, 2024. All questions will be documented and distributed, if required.

All proposals must be submitted no later than 3:00pm on March 22, 2024.

Thank you for your participation in the proposal process and we look forward to working with your staff on our upcoming Capital Improvement Project.