

# CIS Inc.

## *Construction Inspection Services*

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**To:** Kevin Sanders  
Construction Project Manager  
San Mateo-Foster City School District  
1410 South Amphlett Blvd.  
San Mateo, CA 94402

November 16, 2018

**Re:** Project Inspection Proposal  
**Project:** Bayside Middle School New Gym Project  
DSA application #01-117464

Dear Mr. Sanders,

This is a “not to exceed” cost proposal to provide on-site inspection services for the project noted above. It is our understanding that the construction schedule is anticipated to be **12** months, commencing between May and July of 2019 and completing in August of 2020, with an estimated construction value of \$10 million.

CIS Inc is proposing to utilize a full time Class 1 Project Inspector for this project.

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**Project Inspector:** We are proposing an allowance of **1760** hours for inspection services on this project.

- Inspection time allotted per day may need to be adjusted upon further review of the Contractor's schedule and the construction documents, which were not available prior to our proposal. Should the construction schedule require a lesser or greater amount of services than that estimated herein, the cost will vary accordingly.
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The CIS Inc. Inspector's “regular time” hourly rate for this project is:  
Class 1 Inspector **\$95.00 per hour**

**Overtime hours** shall be billed at **1.5** times the Inspector's hourly rate.

- Overtime hours are considered: any hours over 8 on a regular work day and up to 8 hours of work on Saturdays.

**Holiday and weekend overtime hours** shall be billed at **2** times the Inspector's hourly rate.

- Holidays are considered any Major Federal Holiday.
- Weekend overtime hours are any hours worked over 8 hours on Saturday and any hours worked on Sundays.

**Total estimated fees: One Hundred Sixty-Seven Thousand Two Hundred Dollars (\$167,200.00)**

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- These fees do not include any “special inspection services”, in-plant inspections, office space or data/phone lines.

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- Additional change order work, overtime work, extensions to the proposed construction schedule or additional inspections due to Contractor failures may require an increase in inspection fees which will be negotiated with the District at that time.

### **Scope of Services** included in our fees:

- Attend on or off-site pre-construction and required project meetings.
- Have comprehensive knowledge of the approved construction documents and every phase of construction
- Provide field inspections (and IOR allowed shop inspections as needed) of all work and materials in a timely manner to ensure compliance with the Title 24 codes, the approved plans and specifications and to gain personal knowledge of all ongoing construction activities. Monitor and supervise all "Special Inspections" during the project.
- Notify the Contactor of any non-compliances with the contract plans and specifications in a timely manner
- Maintain current approved plans and specifications, with any clarifications noted and posted to the approved project documents
- Insure all facilities are constructed in accordance with applicable plans, specifications and state and local regulations
- Maintain an effective working relationship with the Contractor, the Design Professionals and the Construction Manager, as to safeguard the interests of the Owner
- Be tactful, firm and fair in insistence to adherence of the intent of the approved plans and documents
- Rely on the Design Professional and DSA team to solve technical problems arising during construction
- Keep digital photos and written records of the daily occurrences
- Support the Design and Construction Management teams with construction issues, Contractor payment requests, and attend Owner, Architect and Contractor meetings
- Review RFIs, submittals, shop drawings and as-built drawings from the contractor as-needed
- Assist in preparing punch lists of uncompleted work, non-conformance reports and deficiency notices as needed.
- Certify the acceptability of each project upon its completion

Thank you for the opportunity to submit a proposal on this upcoming project. We are very excited about the possibility of working with your team!

Please do not hesitate to contact me at (650) 208-0524 with any questions or comments.

Sincerely,



Kurt Dodge  
CIS Inc., President