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Lexington • Louisville

November 4, 2019

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Re: Gallatin County High School
District Security and Facility Upgrades
Warsaw, Kentucky
BK Project No: 19057

Gentlemen,

Brown & Kubican, PSC on behalf of Gallatin County Board of Education requests a proposal for Special Inspection testing and inspection services as defined in Chapter 17 of the 2018 Kentucky Building Code on the referenced project. There is other testing and inspection deemed Quality Control which is to be provided by the General Contractor separate from these code-mandated inspections, testing, and observations provided for by the Owner. It is the Architect's intent to notify all bidders of the selected firm for Special Inspections on November 15, 2019. The Owner reserves the right to reject any and all bids, to waive informalities and enter in a contract with the best apparent qualified bidder.

A complete set of contract documents (electronic copies on CD) is being provided to bidding firms. CD's are being sent by the Owner to the office of Brown & Kubican, PSC. At your option, the CD can be mailed to you or you may pick it up. You may also review hard copies of the Contract Documents at our office – please call in advance to arrange a time. Two hard copies of the Contract Documents will be presented to the successful firm by the Owner. A copy of approved shop drawings will be provided by the General Contractor to the selected firm as they become available.

Inspector certifications listed herein are mandatory and a minimum. Comparable certifications shall be requested prior to bid date for approval by the Structural Engineer of Record, based on our discretion. The following qualifications are required of the Special Inspection firm and its personnel:

- A. *Qualified Certification Authorities: Subject to compliance with Kentucky Building Code Requirements, Qualified Certification Authorities providing certification which may be applicable to Project include, but are not limited to, the following:*
 - 1. *American Concrete Institute (ACI).*
 - 2. *American Institute of Steel Construction (AISC).*
 - 3. *American Society of Nondestructive Testing (ASNT).*
 - 4. *American Welding Society (AWS).*
 - 5. *International Code Council (ICC).*
 - 6. *National Institute of Certified Engineering Technology (NICET).*
- B. *Special Inspector Qualifications: A professional engineer who is legally authorized to practice in the State of Kentucky and who is experienced in providing testing and inspection services of structure system types similar to this Project in material, design, and extent.*
- C. *Inspection Agency Qualifications: To qualify for acceptance, the independent testing agency must demonstrate to Structural Engineer of Record's satisfaction that it has the experience and capability to satisfactorily conduct the testing indicated without delaying the Work.*
 - 1. *Each inspector performing work on the Project shall be qualified to perform inspections for the particular type of construction or operation requiring special inspection by a Qualified Certification Authority as defined in the Kentucky Building Code. "Qualification" for purposes of this notification shall mean a certified professional where certification in that jurisdiction exists. Minimum personnel qualifications and certifications must be met by the personnel who will be on site performing the full extent of Special Inspections (certifications must be held by field personnel, not just the office managers).*
 - a. *Steel Construction*
 - 1) *Material verifications, bolted connections, visual observation of welds –AWS Certified Weld Inspector (CWI) or ICC Structural Weld Inspector (SWSI).*
 - 2) *Ultrasonic, Radiographic, and Liquid Penetrant and Magnetic Particle weld inspection – AWS Ultrasonic Testing Level II in accordance with current ASNT-TC-1A standards.*
 - 3) *Steel frame connection details – Professional Engineer licensed in the State of Kentucky whose principal work experience has been the design of building structures (minimum 8 years design experience).*

The materials, systems, components, and work required to have Special Inspections as well as the type and extent of each inspection or test should be based on the attached 014110 Special Inspection specification; your proposal must make reference to the 014110 specification and

include all work defined in said specification as well as this request for proposal. As the interpretation of certain provisions Chapter 17 of the Kentucky Building Code varies with inspector or design professional, we request that you compare this request for proposal and the 014110 specification with Chapter 17 of the Kentucky Building Code. Should you have any differing interpretations or feel that any inspections were missed or excessively required, please forward an RFI to anorberg@bkse.net for review prior to 12 p.m. on November 11, 2019. We will review and respond by an addendum to all bidders on November 12, 2019. In addition to, or in modification of, specification 014110, the following shall also be binding and incorporated into the bid:

- A. Special Inspector shall include in their bid no less than 24 hours of time to account for wasted trips or delays by the Contractor. Said time shall be documented in reports over course of project.*
- B. All inspections and tests performed shall be documented by report including, but not limited to, inspections for fabricators, welds, erection, etc.*
- C. No restriction is made on the Steel Fabricator to be AISC or AWS certified. All structural fabricators who are not certified shall undergo inspection by the Special Inspector as required by the KBC code and specification 014110.2.5.*

The Special Inspector shall observe work for conformance with the approved drawings and specifications and prepare inspection reports stating his/her observations. Copies of the inspection reports shall be submitted to the Contractor, the Architect and the Structural Engineer. All discrepancies between the construction documents / approved shop drawings and the work being performed shall be brought to the immediate attention of the Contractor for correction. Subsequent correction of the discrepancies shall be confirmed and documented by the Special Inspector. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the Code Official and the Structural Engineer prior to the completion of that phase of the work. The Special Inspector shall submit a final report of inspections documenting completion of all required special inspections and correction of any discrepancies noted in the inspections. As part of the Special Inspector's contract, the following additional requirements and responsibilities are placed upon the Special Inspector:

- A. The Inspection Agency shall carry professional liability insurance for errors and omissions to a minimum limit of \$1,000,000 per occurrence.*
- B. The Inspection Agency is not permitted a limitation of liability within his contract which is greater than that permitted to the Design Professionals.*
- C. The Special Inspector's designated Project Manager shall attend any pre-construction meetings which may be conducted at the construction site by the Structural Engineer to discuss quality issues.*
- D. The Special Inspector's designated Project Manager shall attend construction progress meetings which will be held at the construction site by the Architect and General Contractor.*
- E. Cooperate with the Contractor and provide timely service.*
- F. Notify Contractor of minimum advance notice for each type of inspection/test.*
- G. Upon arriving at the construction site, sign in and notify the Contractor of presence.*
- H. Select the representative samples that are to be tested/inspected.*
- I. Perform tests/inspections as outlined in Contract Documents, the applicable codes, and as directed by the Structural Engineer.*
- J. Keep records of all inspections.*
- K. Furnish inspection reports to the Architect, Structural Engineer, and General Contractor weekly as construction progresses.*

- L. *Inform General Contractor and / or Fabricator of all discrepancies immediately for correction.*
 - 1. *Document in writing correction of discrepancies.*
 - 2. *Highlight discrepancies within the report.*
 - 3. *If discrepancies are not corrected, the discrepancies shall be brought to the attention of the Code Official and the Structural Engineer prior to the completion of that phase of the work.*
- M. *Leave copies of field notes with the Contractor prior to leaving the construction site. Field notes shall include the message given to the Contractor, date, time of message, name of Contractor's representative informed, type and location of work or materials tested/inspected, whether the work or materials complies with Contract Documents and name of the Structural Testing/Inspection Agency's representative.*
- N. *Immediately notify General Contractor, Architect, and Structural Engineer by separate letter if work yet to be inspected is found on site that is either being covered by other work or was to receive continuous inspection.*
- O. *Structural Testing/Inspection Agency shall not alter requirements of Contract Documents, approve or reject any portion of the work, or perform duties of the Contractor.*
- P. *Submit a final report of inspections documenting completion of **all** required Special Inspections and correction of any discrepancies noted in inspections to the Structural Engineer. Final report shall be prepared by, sealed, and signed by the Special Inspector and shall include a complete list of materials and work inspected during the course of the project.*
 - 1. *Submit a minimum of five complete sets of all special inspection reports to Structural Engineer of Record with final report of special inspections. Report sets shall be bound, divided by construction type, and in chronological order.*

The project is a renovation of an existing high school, which includes minor structural renovations. The structure consists of shallow concrete foundations, slab-on-grade, masonry bearing walls, steel columns, concrete on metal deck and steel joist second floors, and a steel joist and beam roof structure.

The tentative schedule for bidding and construction is as follows:

Anticipated Notice to Proceed For SPIN
Anticipated Term of Construction

November 2019
60 Calendar Days

The proposed cost shall be in the form of lump sum dollar amount. The selection will be cost and qualification based. No bid qualifications based on contractor, construction schedule, weather, or personnel qualifications are permitted. The lump sum bid shall be binding without adjustment so long as the Contractor meets the published substantial and final completion schedule. Proposals shall also include a schedule of unit rates to be used in event of additional services. Your proposal must also include a proof of insurance certificate and personnel resumes for each of the personnel qualifications listed above. Personnel qualifications shall include the name and certification level (qualification) of each inspector and the name and

professional engineering registration number of the Special Inspector. Incomplete proposals will be deemed unresponsive and may be cut from further consideration.

Address the proposal to: Gallatin County Board of Education

Deliver proposal via email to anorberg@bkse.net by 12 p.m. on Wednesday, November 13, 2019. If you have any questions, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink that reads "Austin Norberg, P.E." in a cursive script.

Austin Norberg, PE
Project Engineer