

CIS Inc.

Construction Inspection Services

To: Brenda Parella
Greystone West Company
Project Manager
Mountain View Whisman School District

February 25, 2021

Re: Project Inspection Proposal
Project: Mistral Elementary Phase 4 Increment 3
DSA application #01-117016

Dear Ms. Parella,

This is an estimated cost proposal to provide on-site DSA inspection services for the project noted above. It is our understanding the construction schedule is anticipated to be 45 days, commencing in June 7, 2021 and substantially completing in August 6th of 2021, with an estimated construction value of \$2.2 million.

We are proposing an allowance of **270** hours (average of 30 hours per week, as-needed) for Class 2 inspection services for this project on a part time basis.

- Inspection time allotted per day may need to be adjusted upon further review of the Contractor's schedule, which was 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.
-

The CIS Inc. Inspector's "regular time" hourly rate for this project is:
\$95.00 per hour

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

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

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: Twenty-Five Thousand Six Hundred Fifty Dollars (\$25,650.00)

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

CIS Inc.

Construction Inspection Services

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 of all work and materials in a timely manner to ensure compliance with the specified 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
- Ensure 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 Management 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 Contractor “as-built” drawings as-needed
- Assist in preparing punch lists of uncompleted work, non-conformance reports and deficiency notices as needed.
- Submit all DSA required Inspector documents to the project file on the Box.
- Certify the acceptability of the project upon its completion

Thank you for the opportunity to submit a proposal on this project and please do not hesitate to contact me at (650) 208-0524 with any questions or comments.

Sincerely,



Kurt Dodge
CIS Inc., President