



Canutillo Independent School District

7965 Arcraft Rd.
El Paso, Texas 79932

Mailing Address: PO Box 100
Canutillo, Texas 79835

Ron Gatlin
Purchasing Agent

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MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: February 6, 2014

SUBJECT: Approval of Contract for Plan Review and Inspections at New AMS Gym

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the contract for plan review and inspections with Bureau Veritas for the gymnasium construction project at AMS. The total cost is not to exceed \$19,313.30. Please find attached quotations, backup information and funding source letter.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the plan review and inspections with Bureau Veritas for the gymnasium construction project at AMS for a total cost of \$19,313.30 as presented.

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.

El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.

Third Party Inspection Comparison Report

	ECM International	Bureau Veritas
Plan review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication with Architect to make corrections on plans if needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Meet with Fire Marshall and incorporate any plan review comments if needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attend pre-construction meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conduct inspections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Re-Inspections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Structural Inspections	N/A	N/A
Monthly inspection log with failures and write ups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Non-conformance issue reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Re- inspection log	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Temporary Certificate of Occupancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coordinate with Fire Marshall to acquire certificate of occupancy	<input checked="" type="checkbox"/>	N/A
Total Price	\$26,000.00	\$19,313.30



Canutillo Independent School District

Project Description

Name

Alderete Middle School
New Gymnasium and Fine Arts Center

Location

801 Talbot Avenue
Canutillo, Texas 79835

Approximate Square Footage

26,000

Construction Cost

\$3,341,134.80

Bureau Veritas Scope of Services

Plan Review

Non-Structural Plan Review services shall be conducted as required by the City of El Paso's Building Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code, and other provided code related documents, as approved by the City of El Paso.

Inspections

Inspection services shall be conducted as required by the City of El Paso's Building Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code. Special inspections as specified in chapter 17 and non-prescriptive structural inspections of the adopted International Building Code are not included and may be required as specified in the International Building Code. Any violations of the codes or concealment of any work prior to approval by BVNA will be reported to the authorized representative of the school district. The authorized representative of the school district is the final interpretive authority.

Fees

Plan Review	\$ 7614.48
Inspections	\$11,698.82
Total	\$19,313.30



February 3, 2014

Canutillo Independent School District
7710 Cap Carter
Canutillo, TX 79835

RE: **Fee Proposal for Plan Review and Inspections of the Alderete Middle School
New Gymnasium and Fine Arts Center**

Attn: Mr. Dominic Padilla, LEED AP
Executive Director of Facilities & Transportation

Dear Mr. Padilla:

We are pleased to submit our fee proposal to provide the Canutillo Independent School District with Plan Review and Third Party Building Inspection Services for the Alderete Middle School New Gymnasium and Fine Arts Center project.

Our estimate is based on the information provided in your January 29 email (attached) and the review of the Preliminary Drawings provided by architect. Our fee proposal may be adjusted if additional facilities are added to the project.

ECM's services will include:

1. Plan review of the Final Construction Drawings provided by the architect.

Any items not conforming to pertaining codes will be notified in a report, and will be clarified in communications with the design team. A follow up review will be done once comments are addressed by the design team. The initial report will be finalized and distributed two weeks after submission of the final construction documents. A courtesy visit will be made to the Fire Marshall and we will incorporate any comments he may have into our report.

2. Attend Pre-Construction Meeting with design team, Owner, CM at-risk, and subcontractors.

At this time, contact information will be provided and proper communication channels and reporting protocols will be established.

3. Third Party Building Inspections of construction.

CM at-risk will call ECM for building inspections and ECM inspectors will respond within 24 hours. A 4 hour window will be given for the inspector to be on the site. CM at-risk will maintain sign-up cards and permit drawings at the site, and ECM will maintain records of any write-ups and failures. Such records will be forwarded to CISD on a monthly basis. All non-conformance construction issues brought by CISD personnel will be reviewed by the relevant ECM inspector and a report will be issued.

If contractor requires inspections outside working hours of Monday-Friday from 7:00 am to 5:00 pm, then additional charges will be made. The cost of outside working hour inspections will be \$150 per inspection. ECM will maintain a log of such inspections so that CISD can charge CM at-risk.

When items have been red-tagged and ECM's inspectors need to perform re-inspections, additional charges will be made. Re-inspections will be charged at \$100. ECM will maintain a log of such re-inspections so that CISD can charge CM at-risk.

4. Certificate of Occupancy

At the conclusion of the project, ECM will issue Temporary and Final Certificate of Occupancies. These certificates will be coordinated with the Fire Marshall who will issue the Final Fire Inspections for each facility.

ECM fee proposal is based on a lump sum amount of \$26,000. Invoices will be issued monthly by the 5th of each month. Payment Terms are net 30 days.

ECM's inspector certifications are attached.

We look forward to participating in this important project. Please let me know if you have any questions or require additional information.

Sincerely,



Mel Herrera, PE, PMP, LEED AP
President
ECM International

C.c. File